



**State of Oklahoma CORE Project
P134-Commitment Control
PO Commitment Control
Training Manual**

Created December, 2006

TABLE OF CONTENTS

Overview	3
Review Purchase Order Accounting Page	21
Creating a Voucher Against a Purchase Order.....	25
Budget Check Voucher	33
Final the Voucher	36
Review Budget Setup Criteria.....	46
Budget Detail Inquiry Screen.....	51
Budget Summary (Overview)	64
Budget Detail Report	71
Determine the Budget Checking Error Message.....	82
Run the Purchase Order Budget Checking Error Report	87
Error Messages.....	94
TBD Account Code.....	100

Overview

From a budgetary perspective, the procurement life begins with the pre-encumbrance and ends with an expenditure all of which is controlled and/or tracked against designated budgets. The system deducts each type of financial obligation from the budget and tracks it according to obligation type (Pre-encumbrance and Encumbrance). This enables you to review how many dollars you have committed in pre-encumbrance and encumbrances and how much you have actually expended.

Procurement Life Cycle

1. When generating a requisition, the amount of the requisition is verified against a valid budget to insure there are enough funds to cover the obligation. When there are enough funds, a pre-encumbrance is created liquidating your available budget. If the funding is not available, an error is received.
2. When a requisition is sourced to a Purchase Order, the pre-encumbrance is liquidated by the amount sourced (not to exceed the pre-encumbrance amount) and an encumbrance is established. The available budget does not change unless the encumbrance will be for more than the pre-encumbrance (decrease to available budget) or encumbrance is less than pre-encumbrance and encumbrance has been finalized (increase to available budget).
3. When the goods or services are received and a voucher has been created, the encumbrance will be liquidated for the amount of the voucher (not to exceed encumbrance) and expenditure will be created. The available budget does not change unless the expenditure is for more than the encumbrance (decrease to available budget) or the expenditure is less than the encumbrance and the expenditure has been finalized (increase to available budget).

The liquidation takes place in the fiscal year and accounting period in which the liquidation takes place. For example, when a voucher liquidates a PO, the liquidation is recorded using the fiscal year and accounting period of the voucher. (This is why available budget is created in a FY/Period where nothing is budgeted) (See Appendix Page 83).

During budget checking the system uses the accounting date to determine if the transaction is in the correct fiscal year and accounting period. The system uses budget date within the distribution line to check whether the transaction is in the correct budget period.

PEOPLEBOOKS

Creating a Direct Purchase Order

Step 1 – Enter Purchase Order Data

Follow the following navigation

Navigation: Purchasing>Purchase Orders>Maintain Purchase Orders

The screenshot shows a web form titled "Purchase Order". At the top, there are two tabs: "Find an Existing Value" (highlighted) and "Add a New Value". Below the tabs, there are two input fields: "Business Unit:" with the value "34000" and a magnifying glass icon, and "Purchase Order:" with the value "NEXT". Below these fields is a yellow "Add" button. At the bottom of the form, there are two blue links: "Find an Existing Value" and "Add a New Value".

Business Unit - Defaults to specific agency for each User.

Purchase Order Number - Defaults to NEXT. The system will auto number each Purchase Order.

Note: Do not change the Purchase Order ID data field. Let the system default NEXT into the data field. The Purchase Order number will be assigned upon saving.

Click the  button to take you to the Purchase Order Form page.

PO Form **Schedule**

Unit: 34000 PO: NEXT 'PO Date: 04/03/2006
 Vendor: [] 'ID: [] [Lookup](#) [Details](#) 'Buyer: []
 PO Status: Initial Receipt: Not Recvd Budget Status: Not Chk'd Doc Tol Status: Not Chk'd

Sel	Line Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	'UOM	Category	Amount Curr	Status
<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	[]	[]	[]	[]	[]	[]	[]	Active

Merchandise: Adj Amt: 0.00 Total Amount: USD Backorder Status: None

'Go to: [Header Details](#) [Defaults](#) [Item Search](#) [Header Comments](#) [Line Details](#)
[Copy From](#) [Kit](#) [Catalog](#) [Line Comments](#) [... More ...](#)
 Import Agency Req. & Sole Source Info.

[PO Form](#) | [Schedule](#)

Input the Vendor Number and Buyer's Name. Click the  button to validate data. (To change the vendor location or address, click the [Details](#) link.)

PO Form | **Schedule**

Unit: 34000 **PO:** NEXT **'PO Date:** 04/03/2006

Vendor: DCS-001 **'ID:** 0000000580 **Lookup** **Details** **'Buyer:** RMAXWELL Ronney Maxwell

PO Status: Open **Receipt:** Not Recvd **Budget Status:** Not Chk'd **Doc Tol Status:** Not Chk'd

Lines Customize | Find | View All | First 1 of 4

Sel	Line Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	'UOM	Category	Amount	Curr	Status
<input checked="" type="checkbox"/>	1	<input type="checkbox"/>									Active

Merchandise: **Adj Amt:** 0.00 **Total Amount:** USD **Backorder Status:** None

'Go to: [Header Details](#) [Defaults](#) [Item Search](#) [Header Comments](#) [Line Details](#)
[Copy From](#) [Kit](#) [Catalog](#) [Line Comments](#) ... More ...

[PO Form](#) | [Schedule](#)

Step 2 – Update Header Details

Click the [Header Details](#) link.

PO Header Details

Unit: 34000 PO: NEXT

Header Details

Vendor: DCS-001 PO Date: 04/03/2006 Budget Status: Not Chk'd

'PO Type: PO Ref:

'Billing Location: [Billing Address](#) Origin: CntrlPurch

Tax Exempt ID: Letter of Credit ID:

Currency

Currency Code: [Exchange Rate Detail](#)

Rate Date: 04/03/2006 Exchange Rate: 1.00000000

Rate Type: CRRNT Base Currency: USD

Process Control Option

Hold From Further Processing

Dispatch 'Method: Acctg Date:

Accounting Template:

Update information on this page and click the button to return to the Purchase Order Form page.

- **Accounting Date:** The Accounting Date determines which values will populate the FY and Accounting period during budget checking.

Step 3 – Input Item ID

PO Form **Schedule**

Unit: 34000 PO: NEXT 'PO Date: 04/03/2006
Vendor: DCS-001 'ID: 0000000580 Lookup Details 'Buyer: RMAXWELL Ronney Maxwell
PO Status: Open Receipt: Not Recvd Budget Status: Not Chk'd Doc Tol Status: Not Chk'd

Sel	Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	'UOM	Category	Amount	Curr	Status
<input checked="" type="checkbox"/>	1	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			Active

Merchandise: Adj Amt: 0.00 Total Amount: USD Backorder Status: None

'Go to: [Header Details](#) [Defaults](#) [Item Search](#) [Header Comments](#) [Line Details](#)
[Copy From](#) [Kit](#) [Catalog](#) [Line Comments](#) [... More ...](#)

[Import Agency Req. & Sole Source Info.](#)

[PO Form](#) | [Schedule](#)

Input the Item ID and click the  button, if the Item ID is not know then click the Lookup Icon  located to the right of the line.

Input Item ID # 076552 and click the  button.

PO Form **Schedule**

Unit: 34000 PO: NEXT 'PO Date: 04/03/2006
 Vendor: DCS-001 'ID: 00000000580 Buyer: RMAXWELL Ronney Maxwell
 PO Status: Open Receipt: Not Recvd Budget Status: Not Chk'd Doc Tol Status: Not Chk'd

Sel	Line Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	'UOM	Category	Amount Curr	Stat
<input checked="" type="checkbox"/>	1 076552	<input type="checkbox"/>		Case equipment and			EA	076552		Activ

Merchandise: Adj Amt: 0.00 Total Amount: USD Backorder Status: None

'Go to: [Header Details](#) [Defaults](#) [Item Search](#) [Header Comments](#) [Line Details](#)
[Copy From](#) [Kit](#) [Catalog](#) [Line Comments](#) [... More ...](#)

[Import Agency Req. & Sole Source Info.](#)

[PO Form](#) | [Schedule](#)

Input the PO QTY and click the  button to validate the data. In this example "3" was used.

PO Form **Schedule**

Unit: 34000 PO: NEXT 'PO Date: 04/03/2006
 Vendor: DCS-001 'ID: 0000000580 Buyer: RMAXWELL Ronney Maxwell
 PO Status: Open Receipt: Not Recvd Budget Status: Not Chk'd Doc Tol Status: Not Chk'd

Sel	Line Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	'UOM	Category	Amount	Curr	Status
<input checked="" type="checkbox"/>	1 076552	<input type="checkbox"/>		Case equipment and		3.0000	EA	076552	67.35	USD	Active

Merchandise: 67.35 Adj Amt: 0.00 Total Amount: 67.35 USD Backorder Status: None

'Go to: [Header Details](#) [Defaults](#) [Item Search](#) [Header Comments](#) [Line Details](#)
[Copy From](#) [Kit](#) [Catalog](#) [Line Comments](#) [... More ...](#)

Import Agency Req. & Sole Source Info.

Save Notify Refresh

PO Form | [Schedule](#)

(The Amount defaulted in from the Item ID.)

Step 4 – Enter the Header Comments

Access the Header Comments page by clicking on the [Header Comments](#) link.

PO Header Comments

Unit: 34000 PO: NEXT

Comments Find | View All First 1 of 1 Last

Active Only *Sort Methd: Comment Time Sta *Sort Seq: Ascending

Comments:

Send to Vendor Shown at Receipt Shown at Voucher

Associated Document

File Name: File Extension:

[Standard Comments](#) GoTo Source Fetch Item Specs

OK Cancel Refresh

Input any comments that apply to the whole Purchase Order in the Comment Field. If needed click the [Standard Comments](#) link. Click the **OK** to return to the PO Form Page

Step 5 – Verify Line Item Details

Use the Line Details page to verify or modify additional details on the line. Select the line item to review by clicking the Radio Box located to the left of the line on the PO Forms page. Click the [Line Details](#) link.

Line Details -- DCS-001

PO: NEXT Line: 1 Case equipment and parts

Line Details

Backorder Status: None

Amount Only Status: Active

Amount: 67.35 USD Doc. Base: 67.35 Base Currency: USD

Category: 076552 CASE EQUIPMENT AND PARTS Category ID: 14634

Contract SetID: 00000

Contract ID: Line:

Release: NEXT [Contract Details](#)

RFQ ID: UPN ID: 00000

Vendor Item ID:

Vndr Catlg:

Mfg ID:

Mfg Itm ID:

*Price Qty: Schedule *Price Date: PO

Replenish Code:

Withholding

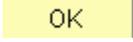
Receiving Required Device Tracking

Inspection Required Inspect ID:

Configuration Info

OK Cancel Refresh

- **AMOUNT ONLY** - This option is used to bypass matching on PO QTY and match only on the Extended Amount. When this option is selected, the PO line must be set up with a PO QTY of “1” and UOM of “SUM”.
- **Receiving Required** - This option is used to require the Item Ordered be received and matched to a payment. This option defaults in from the Item ID as being required and must be deselected if not required; otherwise the voucher will fail matching. When Receiving Required is selected, this is known as 3-way matching.
- **Inspection Required** - This option is used to require the Item Ordered be inspected and matched to a payment. This option does not default in and will need to be selected if used. This option is known as 4-way matching.

After data has been verified or changed, click the  button.

Step 6 – Verify Shipping Details and Input Distribution Info.

Schedule

Use the Purchase Order Schedule page to specify multiple shipping schedules for each line and to define multiple distributions for each schedule. The Schedule page by default allocates the total by Quantity, but it can also allocate by Dollar amount. To access the Schedule page, click on the **Schedule** tab.

The screenshot shows the 'Schedule' tab of a Purchase Order form. At the top, there are fields for Unit (34000), PO (NEXT), PO Date (04/03/2006), PO Status (Open), Receipt (Not Recvd), and Budget Status (Not Chk'd). Below this is a 'Lines' section with a table for 'Schedules'. The table has columns: Sel, Sched, Due Date, Ship To, PO Qty, Price, Amount, and Status. The first row is selected, showing Sched 1, Due Date 08/18/2006, Ship To 58030, PO Qty 3.0000, Price 22.45000 (circled), Amount 67.35, and Status Active. Below the table, there are summary fields: PO Qty: 3.0000, UOM: EA, Amount: 67.35 USD. At the bottom, there are several links for 'Ship To Comments', 'Ship To Address', 'One Time Address', 'Sales/Use Tax', 'Schedule VAT', 'Schedule Details', 'Price Adjustment', 'Misc. Charges', 'Schedule RTV', 'Distributions', and 'Backorder PO'. There are also buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Sel	Sched	Due Date	Ship To	PO Qty	Price	Amount	Status
<input checked="" type="checkbox"/>	1	08/18/2006	58030	3.0000	22.45000	67.35	Active

PO Qty: 3.0000 UOM: EA Amount: 67.35 USD

From this page you can change the Unit Price if needed. (The unit price default from the Item ID.)

Distribution Information

To access the Distribution page, click on the [Distribution](#) link.

Distributions -- 1

PO: NEXT Line: 1 Sched: 1 Item: 076552 Case equipment and parts 

'Distribute by: Quantity SpeedChart:  [Multi-SpeedCharts](#) Status: Active

Distribution

[Details](#) [More Details](#) [Asset Information](#) [Req Detail](#) 

Sel	Dist	PO Qty	Percent	Amount	Currency	'GL Unit	'Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program
<input checked="" type="checkbox"/>	1	<u>3.0000</u>	100.0000	<u>67.35</u>	USD	34000	<u>533220</u>							

Amount: 67.35 USD **Doc. Base:** 67.35 USD **PO Qty:** 3.0000

[Distribution Details](#) [Projects](#) [Asset Information](#) [Req Detail](#) [Distrib Sales/Use Tax](#) [Distrib VAT](#)

**Distribute by: Quantity- Defaults if nothing is selected. Used when ordering quantities.
Amount- Used for 1 sum, mostly contracts.**

In this example, Distribute by: Quantity

Input the Fund, Class, Department, Bud Ref, Budget Date and any other information needed. If necessary, change the Account Code by inputting the value or clicking the Lookup Icon . (The Account Code defaults from the Item ID).

Distributions -- 1

PO: NEXT Line: 1 Sched: 1 Item: 076552 Case equipment and parts 

'Distribute by: SpeedChart:  [Multi-SpeedCharts](#) Status: Active

Distribution

Details [More Details](#) [Asset Information](#) [Req Detail](#) 

Sel	Dist	PO Qty	Percent	Amount	Currency	GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program
<input checked="" type="checkbox"/>	1	3.0000	100.0000	67.35 USD	USD	34000 	533220 	<input type="text"/>	1000 	40000 	3500001 	06 	<input type="text"/>	<input type="text"/>

Amount: 67.35 USD **Doc. Base:** 67.35 USD **PO Qty:** 3.0000

[Distribution Details](#) [Projects](#) [Asset Information](#) [Req Detail](#) [Distrib Sales/Use Tax](#) [Distrib VAT](#)

Customize Find View All First 1 of 1 Last					
Program	Oper Unit	Affiliate	Fund Affil	Budg Dt	'Location
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="04/03/2006"/>	<input type="text" value="58030"/>

- **Budget Date**
 - Defaults from today's date.
 - Will determine the Budget Period assigned.
 - Will determine if the Distribution (funding/budget) used is active.
 - Will determine what FY the encumbrance will post to.

The budget date should not be changed unless a Purchase Order is being created for use in the future which requires future funding. This should never be back dated.

Click the button to validate the data.

Click the button.

[PO Form](#) | **Schedule**

Unit: 34000 **PO:** NEXT

PO Date: 04/03/2006 **PO Status:** Open **Receipt:** Not Recvd **Budget Status:** Not Chk'd

Lines Find | View All First 1 of 1 Last

Line: 1 **Item:** 076552 Case equipment and parts

Schedules Customize | Find | View All | First 1 of 1 Last

Sel	Sched	'Due Date	'Ship To	'PO Qty	Price	Amount	Status
<input checked="" type="checkbox"/>	1	08/18/2006	58030	3.0000	22.45000	67.35	Active

PO Qty: 3.0000 **UOM:** EA **Amount:** 67.35 USD

[Ship To Comments](#) [Ship To Address](#) [One Time Address](#) [Sales/Use Tax](#) Schedule VAT
[Schedule Details](#) [Price Adjustment](#) [Misc. Charges](#) [Schedule RTV](#) [Distributions](#) [Backorder PO](#)

[PO Form](#) | [Schedule](#)

Click the [PO Form](#) tab.

PO Form Schedule

Unit: 34000 PO: NEXT *PO Date: 04/03/2006 ✓ ▲ ✕ 🗑️ 🔍

Vendor: DCS-001 🔍 *ID: 0000000580 🔍 📄 [Lookup](#) [Details](#) *Buyer: RMAXWELL 🔍 Ronney Maxwell

PO Status: Open Receipt: Not Recvd Budget Status: Not Chk'd Doc Tol Status: Not Chk'd ⏪ ⏩

Lines

Sel	Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty
<input checked="" type="checkbox"/>	1	076552 🔍	<input type="checkbox"/>	<input type="text"/>	Case equipment and 🔍	<input type="text"/>	3.0000 📄

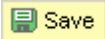
Merchandise: 67.35 Adj Amt: 0.00 📄 Total Amount: 67.35 USD Backorder Status: None

*Go to: [Header Details](#) [Defaults](#) [Item Search](#) [Header Comments](#) [Line Details](#)
[Copy From](#) [Kit](#) [Catalog](#) [Line Comments](#) ... More ...

Import Agency Req. & Sole Source Info.

📄 Save 📄 Notify 🔄 Refresh

[PO Form](#) | [Schedule](#)

Click the  Save button.

Open a new window by clicking the [New Window](#) link in the upper right hand corner.

Step 7 - Review the Budget Summary Overview Inquiry page. (Page 64)

Step 8 - Pre-Approve and Budget Check the Purchase Order. (P110 Manual)

Step 9 - Review the Budget Summary Overview Inquiry Page. (Page 64)

- Notice the encumbrance amount increased and the available budget decreased
- Notice which FY was effected

Step 10- Approve and Dispatch the Purchase Order. (P110 Manual)

Review Purchase Order Accounting Page

Step 11 - Review the PO Accounting Page

Navigation: Purchasing>Purchase Orders>Review PO Information>PO Accounting Entries

PO Accounting Entries

'Unit: 'PO ID: [Go to Purchasing Order Inquiry](#)

Vendor ID: Change Order:

'Accounting Line View: 'CommitmentControl Ledger Group:

Option:

Accounting Entries Customize | Find | View All | First 1 of 1 Last

Details ChartFields

Trans Type	Line	Sched	Dist	GL Unit	Fund Type	Class-Funding	Dept	Bud Ref	Alt Acct	Monetary Amount	Closed Value	Budget Period	Fiscal Year	Journal ID	Reference Reversal ID

Input Purchase Order ID number and Ledger Group "ALLOT".

PO Accounting Entries

'Unit: 58000  'PO ID: 5809000307  [Go to Purchasing Order Inquiry](#)

Vendor ID: 0000073908 Change Order: 2

'Accounting Line View: Standard  'Commitment Control: ALLOT  

Option: Ledger Group:

Accounting Entries Customize | Find | View All |  First  1 of 1

Details ChartFields 

Trans Type	Line	Sched	Dist	GL Unit	Fund Type	Class-Funding	Dept	Bud Ref	Alt Acct	Monetary Amount	Closed Value	Budget Period	Fiscal Year	Journal ID

 Notify

Click the Search Icon  .

PO Accounting Entries

'Unit: 'PO ID: [Go to Purchasing Order Inquiry](#)

Vendor ID: 00000000580 Change Order:

'Accounting Line View: 'CommitmentControl Ledger:

Option: Group:

Accounting Entries [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Details [ChartFields](#)

Trans Type	Line	Sched	Dist	GL Unit	Fund Type	Class-Funding	Dept	Bud Ref	Monetary Amount	Closed Value	Budget Period	Fiscal Year	Journal ID	Reference Reversal ID
PO_POENC	1	1	1	34000		40000	35	06	67.35	N	2006	2006	0004065970	

To see all the details, click the show all  icon.

- Budget Period - Based upon the Budget Date on the Documents Distribution Line.
- Fiscal Year - Based upon the Accounting Date on the Documents Header.
- Accounting Period- Based upon the Accounting Date on the Documents Header (month).

- **Closed Value – PO distribution line encumbrance entry has been marked as closed. This flags the Purchase Order to reduce any available encumbrance on this PO distribution line to zero.**
 - **Close Value also know as the KK_Close_Flag**
 - **Found on PO distribution line**
 - **Close Value flagged when voucher is finalized and budget checked.**
 - **Close Value flagged when the PO is closed and budget checked.**
 - **The PO distribution line amount field will be grayed out so no further changes can be made.**
 - **If this flag has been marked in error:**
 - **Un-final the voucher and budget check it.**
 - **If the PO has been closed, nothing can be done.**
 - **If a voucher is created, finalized, then the line is deleted without un-finaling, the Close Value flag will be updated and when the PO goes through budget checking again, any available balance will be reduced to zero. (Must FIX through the HelpDesk).**

Creating a Voucher Against a Purchase Order

Step 1 – Enter Voucher Data

Follow the following navigation

Navigation: Accounts Payable>Vouchers>Entry>Regular Entry

The screenshot shows a software interface for adding a new voucher. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter being the active tab. The form contains several fields for data entry:

- Business Unit:** A text box containing '34000' with a search icon.
- Voucher ID:** A text box containing 'NEXT'.
- Voucher Style:** A dropdown menu with 'Regular Voucher' selected.
- Control Group ID:** A text box with a search icon.
- Short Vendor Name:** A text box with a search icon.
- Vendor ID:** A text box with a search icon.
- Vendor Location:** A text box with a search icon.
- Address Sequence Number:** A text box containing '0' with a search icon.
- Invoice Number:** A large empty text box.
- Invoice Date:** A date picker field.
- Gross Invoice Amount:** A text box containing '0.000'.
- Total Voucher Lines:** A text box containing '1'.

At the bottom left of the form is a yellow 'Add' button. Below the form, there are two links: 'Find an Existing Value' and 'Add a New Value'.

Business Unit - Defaults to specific agency for each user.

Voucher Number - Defaults to Next. The system will auto number each Voucher.

Voucher Style - Defaults to Regular and should not be change when creating a voucher for payment to a vendor.

Note: Do not change the Voucher ID field. Let the system default to NEXT into the data field. The Voucher number will be assigned upon saving.

Input the Invoice Number and Invoice Date only: the other fields do not need to be populated when creating a Purchase Order voucher.

Voucher

[Find an Existing Value](#) | **Add a New Value**

Business Unit: 

Voucher ID:

Voucher Style: 

Control Group ID: 

Short Vendor Name: 

Vendor ID: 

Vendor Location: 

Address Sequence Number: 

Invoice Number:

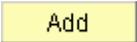
Invoice Date: 

Gross Invoice Amount:

Total Voucher Lines:

Add

[Find an Existing Value](#) | [Add a New Value](#)

Click the  button.

[Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Accounting Information](#)

Style: Regular **Entry Status:** Open [Comments](#) [View Related Document](#)
Unit: 34000 **Voucher ID:** NEXT **Budget Status:** Not Chk'd **Post Status:** Unposted

Copy from a Source Document
PO Unit: **Purchase Order:** **Worksheet Copy Option:**

Vendor	Invoice
Advanced Vendor Search Vendor: <input type="text"/> <input type="button" value="Search"/> Name: <input type="text"/> <input type="button" value="Search"/> Location: <input type="text"/> Address: <input type="text"/>	Invoice No: <input type="text" value="5551523"/> Invoice Date: <input type="text" value="05/30/2006"/> <input type="button" value="B1"/> Acctg Date: <input type="text" value="06/09/2006"/> <input type="button" value="B1"/> Pay Terms: <input type="text"/> <input type="button" value="Search"/> Misc Amt: <input type="text"/> <input type="button" value="Search"/> Frght Amt: <input type="text"/> <input type="button" value="Search"/> Non Merchandise Summary Total: <input type="text" value="0.00"/> *Curr: <input type="text" value="USD"/> <input type="button" value="Search"/> Balance: <input type="text" value="0.00"/>

Invoice Lines Find | View All First 1 of 1

Item	Description	Quantity	UOM	Unit Price	Extended Amt
1	'Dist by: <input type="text" value="Amt"/> <input type="button" value="Search"/> SpeedChart <input type="checkbox"/> <input type="text"/>				

- Acctg Date:** This date determines the FY and Accounting period that will be assigned to the budget checking transaction.

Step 2 – Copy Purchase Order to Voucher

In the upper right hand corner **Worksheet Copy Option:** click the button and select “Purchase Order Only”.

Unit: 34000 Voucher: NEXT [Go To Voucher Header](#)

▼ PO Lookup Criteria

PO Unit: PO: View Matched /Cancelled Only?

*PO Dt Opt: PO Date:

Input the PO Unit and PO Number.

Unit: 34000 Voucher: NEXT [Go To Voucher Header](#)

▼ PO Lookup Criteria

PO Unit: Department of Health PO: View Matched /Cancelled Only?

*PO Dt Opt: PO Date:

Click the button.

In order for the PO to be available for vouchering:

- PO must be dispatched
- PO/Schedule must not be fully matched.
- PO must not be closed or canceled.

Unit: 34000 Voucher: NEXT [Go To Voucher Header](#)

PO Lookup Criteria

PO Unit: 34000 Department of Health PO: 3409007427 View Matched /Cancelled Only?

'PO Dt Opt: No Date PO Date:

Select PO Lines Find | View All First 1 of 1 Last

PO Unit: 34000 PO: 3409007427 PO Date: 04/03/2006

Vendor ID: 0000000580 DEPARTMENT OF CENTRAL SERVICES

Select	Item ID	Description	Quantity Vouchered	UOM	Unit Price	Merchandise Amt	Currency	PO Qty	UOM PO	Purchase Order Price	Line Number	Schedule Number
<input type="checkbox"/>	076552	Case equipment and parts	3.0000	EA	22.45	67.35	USD	3.0000	EA	22.45	1	1

 PO Line Count: 1 PO Total: \$67.35

This “Quantity Vouchered” is the quantity available for vouchering. If the value is zero, then there are no available quantities and it will fail matching.

Click the Radio Box located in the select column to copy the PO line/schedule to the voucher, and then click the button.

If you are vouchering for less quantity, you may change it here. In this example, change the quantity to 2.000

Step 3 – Review Copied Data

[Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Accounting Information](#)

Style: Regular **Entry Status:** Open [Comments](#) [View Related Document](#)
Unit: 34000 **Voucher ID:** NEXT **Budget Status:** Not Chk'd **Post Status:** Unposted

Copy from a Source Document
 PO Unit: Purchase Order: [Copy PO](#) **Worksheet Copy Option:** None

Vendor

[Advanced Vendor Search](#)

Vendor:
Name:
Location:
Address:
 DEPARTMENT OF CENTRAL SERVICES
 DCS ACCOUNTING
 OKLAHOMA CITY, OK 73152-3488

Invoice

Invoice No:
Invoice Date: **Acctg Date:**
Pay Terms:
Misc Amt:
Frght Amt:
[Non Merchandise Summary](#)
Total: **Curr:** **Balance:** -44.90

Invoice Lines Find | View All First 1 of 1 Last

1 **Dist by:** Qty SpeedChart [View PO/Receiver](#) [Associate Receiver\(s\)](#)
 Force Price

Item	Description	Quantity	UOM	Unit Price	Extended Amt
076552	Case equipment and pai	2.0000	EA	22.45000	44.90

Use One Assct ID

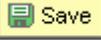
Distribution Lines Customize | Find | View All First 1 of 1 Last

[ChartFields](#) | [Exchange Rate](#) | [Statistics](#) | [Assets](#)

Amount	Quantity	GL Unit	Budget Date	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	Projects
67.35	3.0000	34000	06/09/2006	533220		1000	40000	3500001	06			Projects

- The Circled data copied in from the Purchase Order.
- The Quantity in the line Row has the change made from the previous page.
- The Quantity in the distribution Row will need to be changed to 2.
 - The distribution line copies in with the exact data as the Purchase Order.
 - Unlike the PO line, the distribution available balance does not copy in.
- If the account code is TBD and a voucher is processed, it will not Budget Check and liquidate the PO Encumbrance or create an Expenditure. The Voucher should not be processed (saved) until the account code on the PO has been changed to the correct code. If a vouchers distribution line with a TBD is not to be used, then delete the distribution line. Once a voucher is saved against a PO distribution line, the PO distribution line will gray out so changes cannot be made.

To validate the data, click the  button located in the bottom left hand corner.

Input the invoice amount in the Total Field and click the  button.

Budget Check Voucher

Step 4 – Budget Check Voucher

[Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Accounting Information](#)

Style: Regular **Entry Status:** Postable [Comments](#) [View Related Document](#)

Unit: 34000 **Voucher ID:** 00084595 **Group:** **Budget Status:** Not Chk'd **Post Status:** Unposted

Copy from a Source Document
 PO Unit: Purchase Order: [Copy PO](#) **Worksheet Copy Option:** None

Vendor

[Advanced Vendor Search](#)

Vendor: 0000000580

Name: DCS-001

Location: 0001

Address: 1

DEPARTMENT OF CENTRAL SERVICES
DCS ACCOUNTING
OKLAHOMA CITY, OK 73152-3488

Invoice

Invoice No: 5551523

Invoice Date: 05/30/2006 **Acctg Date:** 08/10/2006

Pay Terms: 0 Days

Misc Amt:

Frigh Amt:

[Non Merchandise Summary](#)

Total: 44.90 **Curr:** USD **Balance:** 0.00

Invoice Lines Find | View All First 1 of 1 Last

1 **Dist by:** Qty SpeedChart [View PO/Receiver](#) [Associate Receiver\(s\)](#)

Item	Description	Quantity	UOM	Unit Price	Extended Amt	Force Price
076552	Case equipment and pai	2.0000	EA	22.45000	44.90	<input type="checkbox"/>

Use One Asset ID

Distribution Lines Customize | Find | View All First 1 of 1 Last

ChartFields	Exchange Rate	Statistics	Assets											
Amount	Quantity	GL Unit	Budget Date	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	Projects	Oper Unit	Affiliate
1	44.90	2.0000	34000	08/10/2006	533220	1000	40000	3500001	06			Projects		

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#)

[Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Accounting Information](#)

To budget check the voucher, click the Budget Checking  icon located in the upper right hand corner.

Invoice Information | Payments | Voucher Attributes | Accounting Information

Style: Regular Entry Status: Postable [Comments](#) [View Related Document](#)  

Unit: 34000 Voucher ID: 00084595 Group: Budget Status: **Valid** Post Status: Unposted

Copy from a Source Document

PO Unit: Purchase Order: [Copy PO](#) Worksheet Copy Option:

Vendor	Invoice
Advanced Vendor Search Vendor: <input type="text" value="0000000580"/> Name: <input type="text" value="DCS-001"/> Location: <input type="text" value="0001"/>  Address: <input type="text" value="1"/>  DEPARTMENT OF CENTRAL SERVICES DCS ACCOUNTING OKLAHOMA CITY, OK 73152-3488	Invoice No: <input type="text" value="5551523"/> Invoice Date: <input type="text" value="05/30/2006"/>  Acctg Date: <input type="text" value="08/10/2006"/>  Pay Terms: <input type="text" value="0 Days"/>  Misc Amt: <input type="text"/> Frght Amt: <input type="text"/>  Non Merchandise Summary Total: <input type="text" value="44.90"/> Curr: <input type="text" value="USD"/>  Balance: 0.00

Invoice Lines [Find](#) | [View All](#) First Last

1 Dist by: Qty SpeedChart [View PO/Receiver](#) [Associate Receiver\(s\)](#)  

Item	Description	Quantity	UOM	Unit Price	Extended Amt	Force Price
076552	Case equipment and pai	2.0000	EA	22.45000	44.90	<input type="checkbox"/>

Use One Asset ID

Distribution Lines [Customize](#) | [Find](#) | [View All](#) First Last

[ChartFields](#) [Exchange Rate](#) [Statistics](#) [Assets](#) 

Amount	Quantity	GL Unit	Budget Date	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program
44.90	2.0000	34000	08/10/2006	533220		1000	40000	3500001	06		

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

[Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Accounting Information](#)

(The budget checking process is run during the evening, budget checking from the voucher should only be done in case of an emergency)

Step 5– Review the PO Accounting Screen (Page 19)

PO Accounting Entries

'Unit: 'PO ID: [Go to Purchasing Order Inquiry](#)

Vendor ID: 0000000580 Change Order:

'Accounting Line View: '^CommitmentControl Ledger:

Option: Group:

Accounting Entries Customize | Find | View All | First 1-2 of 2 Last

Details ChartFields

Trans Type	Line	Sched	Dist	GL Unit	Fund Type	Class-Funding	Dept	Bud Ref	Monetary Amount	Closed Value	Budget Period	Fiscal Year	Journal ID	Reference Reversal ID
PO_POENC	1	1	1	34000		40000	35	06	67.35	N	2006	2006	0004065970	
REVERSAL	1	1	1	34000		40000	35	06	-44.9	N	2007	2007	0004067134	00084595

The voucher posted against the PO Accounting Screen as a reversal to the encumbrance. The difference between the 67.35 and 44.90 is the available encumbrance amount for that PO line/schedule/distribution.

Final the Voucher

Step 6- Final the Voucher

Follow the following navigation

Navigation: Accounts Payable>Vouchers>Entry>Regular Entry

Voucher

[Find an Existing Value](#) | [Add a New Value](#)

Business Unit: 

Voucher ID:

Voucher Style: 

Control Group ID: 

Short Vendor Name: 

Vendor ID: 

Vendor Location: 

Address Sequence Number: 

Invoice Number:

Invoice Date: 

Gross Invoice Amount:

Total Voucher Lines:

[Find an Existing Value](#) | [Add a New Value](#)

Click the [Find an Existing Value](#) tab.

Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values

[Find an Existing Value](#) [Add a New Value](#)

Business Unit:	=	34000	
Voucher ID:	begins with	00084595	
Invoice Number:	begins with		
Short Vendor Name:	begins with		
Vendor ID:	begins with		
Name 1:	begins with		
Voucher Style:	=		
Entry Status:	=		

Case Sensitive

[Search](#)

[Clear](#)

[Basic Search](#)



[Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Input the Voucher ID and click the [Search](#) button.

[Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Accounting Information](#)

Style: Regular **Entry Status:** Postable [Comments](#) [View Related Document](#)  

Unit: 34000 **Voucher ID:** 00084595 **Group:** **Budget Status:** Valid **Post Status:** Unposted

Copy from a Source Document
 PO Unit: Purchase Order: [Copy PO](#) **Worksheet Copy Option:** None

Vendor	Invoice
Advanced Vendor Search Vendor: 0000000580 Name: DCS-001 Location: 0001 Address: 1 DEPARTMENT OF CENTRAL SERVICES DCS ACCOUNTING OKLAHOMA CITY, OK 73152-3488	Invoice No: 5551523 Invoice Date: 05/30/2006 Acctg Date: 08/10/2006 Pay Terms: 0 Days Misc Amt: <input type="text"/> Frigh Amt: <input type="text"/> Non Merchandise Summary Total: 44.90 *Curr: USD Balance: 0.00

Invoice Lines [Find](#) | [View All](#) First 1 of 1 Last

1 'Dist by: Qty SpeedChart [View PO/Receiver](#) [Associate Receiver\(s\)](#)

Item	Description	Quantity	UOM	Unit Price	Extended Amt	Force Price
076552	Case equipment and pa	2.0000	EA	22.45000	44.90	<input type="checkbox"/>

Use One Asset ID

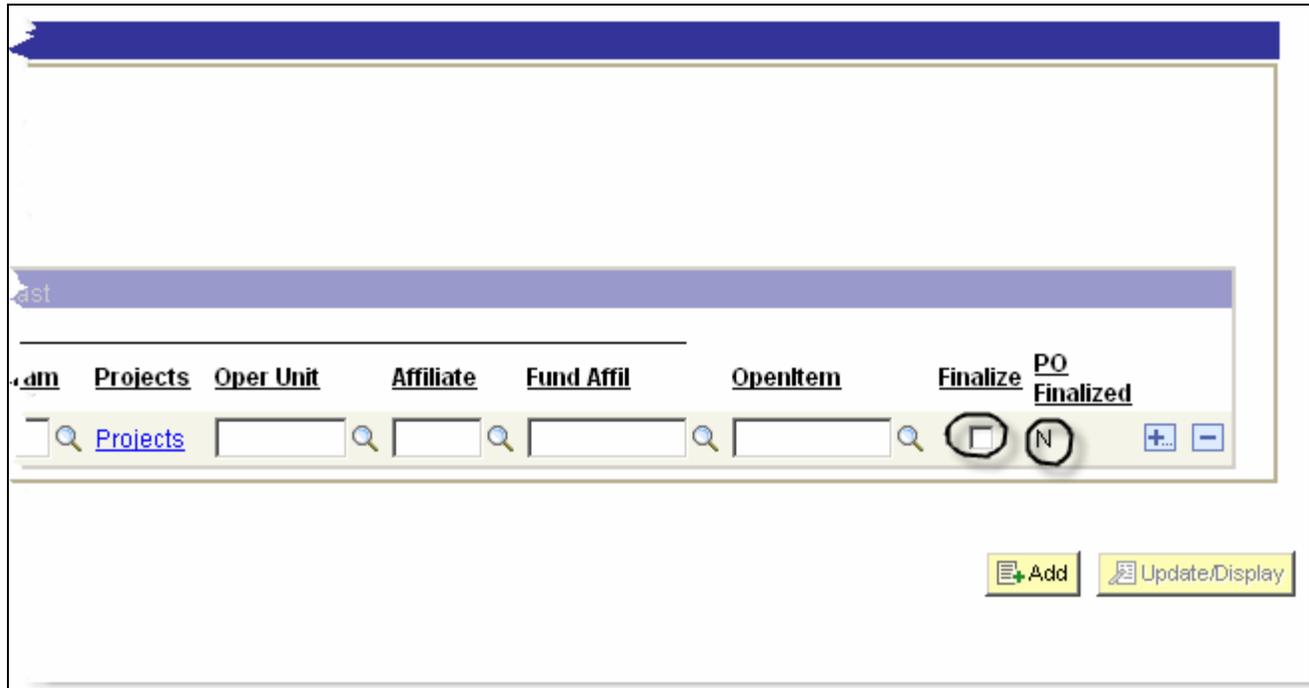
Distribution Lines [Customize](#) | [Find](#) | [View All](#) First 1 of 1

ChartFields	Exchange Rate	Statistics	Assets																						
<table border="1"> <thead> <tr> <th>Amount</th> <th>Quantity</th> <th>GL Unit</th> <th>Budget Date</th> <th>Account</th> <th>Sub-Account</th> <th>Fund Type</th> <th>Class-Funding</th> <th>Dept</th> <th>Bud Ref</th> <th>CFDA#</th> </tr> </thead> <tbody> <tr> <td>44.90</td> <td>2.0000</td> <td>34000</td> <td>08/10/2006</td> <td>533220</td> <td></td> <td>1000</td> <td>40000</td> <td>3500001</td> <td>06</td> <td></td> </tr> </tbody> </table>	Amount	Quantity	GL Unit	Budget Date	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	44.90	2.0000	34000	08/10/2006	533220		1000	40000	3500001	06				
Amount	Quantity	GL Unit	Budget Date	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#															
44.90	2.0000	34000	08/10/2006	533220		1000	40000	3500001	06																

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

[Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Accounting Information](#)

- To final the whole Voucher, click the Final  icon located in the upper right hand corner.



- To final certain voucher distribution lines, click the Radio Box located to the right of the Voucher distribution lines.
- If the PO Finalized value = Y, a voucher distribution line has already finalized the PO distribution line or the PO distribution line has been closed or canceled.
 - You can review this on the Purchase Order Distribution line.

Purchase Order Distribution Line.

Distributions -- 1

PO: 3409007427 Line: 1 Sched: 1 Item: 076552 Case equipment and parts 

*Distribute by: Quantity SpeedChart:  [Multi-SpeedCharts](#) Status: Active

Distribution [Customize](#) | [Find](#) | [View All](#) |  First 1 of 1 Last

[Details](#) [More Details](#) [Asset Information](#) [Req Detail](#) 

Sel	Dist	PO Qty	Percent	Amount	Currency	Base Amt	Base Currency	Currency	Status	Chartfield Status	Budget Status	Commitment Control Close Flag	IN Unit	Statistics Code
<input checked="" type="checkbox"/>	1	3.0000	100.0000	67.35 USD	USD	67.35 USD	USD	Currency	Open	Valid	Warning		<input type="text"/>	<input type="text"/>

Amount: 67.35 USD Doc. Base: 67.35 USD PO Qty: 3.0000

[Distribution Details](#) [Projects](#) [Asset Information](#) [Req Detail](#) [Distrib Sales/Use Tax](#) [Distrib VAT](#)

On the voucher in the upper right hand corner, click the Final  icon.

This action will finalize all eligible distributions for this voucher. Continue? (7030,342)

Click the button.

[Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Accounting Information](#)

Style: Regular **Entry Status:** Postable [Comments](#) [View Related Document](#)
Unit: 34000 **Voucher ID:** 00084595 **Group:** **Budget Status:** Valid **Post Status:** Unposted

Copy from a Source Document
 PO Unit: Purchase Order: [Copy PO](#) **Worksheet Copy Option:** None

Vendor		Invoice	
Advanced Vendor Search Vendor: 0000000580 Name: DCS-001 Location: 0001 Address: 1 DEPARTMENT OF CENTRAL SERVICES DCS ACCOUNTING OKLAHOMA CITY, OK 73152-3488		Invoice No: 5551523 Invoice Date: 05/30/2006 Acctg Date: 08/10/2006 Pay Terms: 0 Days Misc Amt: <input type="text"/> Frght Amt: <input type="text"/> Total: 44.90 Curr: USD Balance: 0.00 Non Merchandise Summary	

Invoice Lines Find | View All First 1 of 1 Last

1 Dist by: Qty SpeedChart [View PO/Receiver](#) [Associate Receiver\(s\)](#)

Item	Description	Quantity	UOM	Unit Price	Extended Amt	Force Price
076552	Case equipment and pai	2.0000	EA	22.45000	44.90	<input type="checkbox"/>

 Use One Asset ID

Distribution Lines Customize | Find | View All First 1 of 1

Amount	Quantity	GL Unit	Budget Date	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#
44.90	2.0000	34000	08/10/2006	533220		1000	40000	3500001	06	

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

[Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Accounting Information](#)

Click the  Save button.

[Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Accounting Information](#)

Style: Regular **Entry Status:** Postable [Comments](#) [View Related Document](#)

Unit: 34000 **Voucher ID:** 00084595 **Group:** **Budget Status:** Not Chk'd **Post Status:** Unposted

Copy from a Source Document
 PO Unit: Purchase Order: [Copy PO](#) **Worksheet Copy Option:** None

Vendor

[Advanced Vendor Search](#)

Vendor: 0000000580

Name: DCS-001

Location: 0001

Address: 1

DEPARTMENT OF CENTRAL SERVICES
DCS ACCOUNTING
OKLAHOMA CITY, OK 73152-3488

Invoice

Invoice No: 5551523

Invoice Date: 05/30/2006 **Acctg Date:** 08/10/2006

Pay Terms: 0 Days

Misc Amt:

Frght Amt:

[Non Merchandise Summary](#)

Total: 44.90 **'Curr:** USD **Balance:** 0.00

Invoice Lines [Find](#) | [View All](#) First 1 of 1 Last

1 'Dist by: Qty SpeedChart [View PO/Receiver](#) [Associate Receiver\(s\)](#)

Item	Description	Quantity	UOM	Unit Price	Extended Amt	Force Price
076552	Case equipment and pai	2.0000	EA	22.45000	44.90	<input type="checkbox"/>

Use One Asset ID

Distribution Lines [Customize](#) | [Find](#) | [View All](#) First 1 of 1 Last

Amount	Quantity	'GL Unit	Budget Date	'Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	Pr
44.90	2.0000	34000	08/10/2006	533220		1000	40000	3500001	06			

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

[Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Accounting Information](#)

Notice the Budget Status is Not Chk'd. Click the Budget Checking icon.

[Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Accounting Information](#)

Style: Regular **Entry Status:** Postable [Comments](#) [View Related Document](#)
Unit: 34000 **Voucher ID:** 00084595 **Group:** **Budget Status:** Valid **Post Status:** Unposted

Copy from a Source Document
 PO Unit: Purchase Order: [Copy PO](#) **Worksheet Copy Option:** None

Vendor	Invoice
Advanced Vendor Search Vendor: 0000000580 Name: DCS-001 Location: 0001 Address: 1 DEPARTMENT OF CENTRAL SERVICES DCS ACCOUNTING OKLAHOMA CITY, OK 73152-3488	Invoice No: 5551523 Invoice Date: 05/30/2006 Acctg Date: 08/10/2006 Pay Terms: 0 Days Misc Amt: <input type="text"/> Frigh Amt: <input type="text"/> Non Merchandise Summary Total: 44.90 'Curr: USD Balance: 0.00

Invoice Lines [Find](#) | [View All](#) First 1 of 1 Last

1 **'Dist by:** Qty SpeedChart [View PO/Receiver](#) [Associate Receiver\(s\)](#)
 Force Price

Item	Description	Quantity	UOM	Unit Price	Extended Amt
076552	Case equipment and pat	2.0000	EA	22.45000	44.90

Use One Asset ID

Distribution Lines [Customize](#) | [Find](#) | [View All](#) First 1 of 1

Amount	Quantity	GL Unit	Budget Date	'Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Prog
44.90	2.0000	34000	08/10/2006	533220		1000	40000	3500001	06		

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

[Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Accounting Information](#)

Notice Budget Status is valid after clicking Budget Checking icon.

Step 7– Review the PO Accounting Screen (Page 19)

PO Accounting Entries

'Unit: 'PO ID: [Go to Purchasing Order Inquiry](#)

Vendor ID: 0000000580 Change Order:

'Accounting Line View Option: 'CommitmentControl Ledger Group:

Accounting Entries Customize | Find | View All | First 1-2 of 2 Last

Trans Type	Line	Sched	Dist	GL Unit	Fund Type	Class-Funding	Dept	Bud Ref	Monetary Amount	Closed Value	Budget Period	Fiscal Year	Journal ID	Reference Reversal ID	Accounting Period
PO_POENC	1	1	1	34000		40000	35	06	67.35	N	2006	2006	0004065970		10
REVERSAL	1	1	1	34000		40000	35	06	-67.35	N	2007	2007	0004067134	00084595	2

- The Finalized Voucher amount equals Voucher’s distribution expended amount plus the PO distribution available amount.
- If the voucher distribution line is for more then the PO distribution available balance, a direct expenditure will be created for the difference.
- If the PO distribution available encumbrance is zero, the full amount of the voucher will be a direct expenditure.
- Direct expenditures can be identified by reconciling the PO Activity Page to the PO Accounting Page.
- From this screen you can tell the PO has an Accounting date of April 2006 and the Voucher has an Accounting date of August 2007.
 - The PO has a Budget Period of 2006, and the Voucher has a Budget Period of 2007.

Step 8– Review the Budget Summary Overview. (Page 64)

Review Budget Setup Criteria

Budget Date

Navigation: Commitment Control>Define Control Budgets>Budget Setup>Budget Attributes

Budget Attributes
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Business Unit: [=] 

Ledger Group: [=] 

Include History

[Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Select the button.

Business Unit: 58000 Ledger Group: ALLOT

ChartField Criteria		
Chartfield	ChartField Value	To Value
Dept	% <input type="text"/>	% <input type="text"/>
Class-Funding	% <input type="text"/>	% <input type="text"/>
Bud Ref	% <input type="text"/>	% <input type="text"/>

Fetch Clear

Budget ChartFields			
Class-Funding	Dept	Bud Ref	Set Options
<input type="text"/>	<input type="text"/>	<input type="text"/>	Set Options <input type="button" value="+"/> <input type="button" value="-"/>

Input the first two digits of the Department ID, the five digit Class, and two digit Bud REF in the “Chartfield Value” field and “To Value” field. (Be sure to tab out of the field to validate the data entered). You can review all budgets for a particular Class, Fund, Department, or Bud Ref by entering any of these values.

Business Unit: 58000 Ledger Group: ALLOT

ChartField Criteria		
Chartfield	ChartField Value	To Value
Dept	06	06
Class-Funding	19601	19601
Bud Ref	06	06

Fetch Clear

Budget ChartFields			
Class-Funding	Dept	Bud Ref	Set Options
			Set Options + -

Save Return to Search Notify Add Update/Display Include History Correct History

Click the  button.

Business Unit: 58000 Ledger Group: ALLOT

ChartField Criteria		
Chartfield	ChartField Value	To Value
Dept	<input type="text" value="06"/>	<input type="text" value="06"/>
Class-Funding	<input type="text" value="19601"/>	<input type="text" value="19601"/>
Bud Ref	<input type="text" value="06"/>	<input type="text" value="06"/>

Budget ChartFields			
Class-Funding	Dept	Bud Ref	Set Options
<input type="text" value="19601"/>	<input type="text" value="06"/>	<input type="text" value="06"/>	Set Options <input type="button" value="+"/> <input type="button" value="-"/>

Click the [Set Options](#) link.

Set Options

Budget ChartFields				
Business Unit	Ledger Group	Class-Funding	Dept	Bud Ref
58000	ALLOT	19601	06	06

Budget Status						
Budget Period	Status	Budget Closed	*Derive Dates	Cumulative Cal	Cum. Begin Date	End Date
2006	Default	N	Default		07/01/2005	11/15/2006
2007	Default	N	Default		07/01/2005	11/15/2006

Budget Control Options							
Eff Date	Status	Control Option	Dflt Tol.	Tolerance %	Begin Date	End Date	Description
07/31/2005	A	Default	<input checked="" type="checkbox"/>		07/31/2005	11/15/2006	

OK Cancel

The budget period is between 07/01/2005-11/15/2006.
 This budget will be available for use during that time.
 The REQ/PO/Vouchers Budget Date on the Distribution line must be between these dates.
 If the budget used is not between these dates, a different budget may need to be used.

Budget Detail Inquiry Screen

Navigation: Commitment Control>Review Budget Activities>Budget Inquiry>Budget Detail

Business Unit:	=	▼	58000	🔍
Ledger Group:	=	▼		🔍
Account:	begins with	▼		🔍
Dept:	begins with	▼		🔍
Oper Unit:	begins with	▼		🔍
Sub-Account:	begins with	▼		🔍
Fund Type:	begins with	▼		🔍
Class-Funding:	begins with	▼		🔍
Program:	begins with	▼		🔍
Bud Ref:	begins with	▼		🔍
Affiliate:	begins with	▼		🔍
Fund Affil:	begins with	▼		🔍
CFDA#:	begins with	▼		🔍
PC Business Unit:	begins with	▼		🔍
Project:	begins with	▼		🔍
Activity ID:	begins with	▼		🔍
Resource Type:	begins with	▼		🔍
Budget Period:	begins with	▼		🔍

[Basic Search](#)  [Save Search Criteria](#)

Populate the Ledger Group, the first two digits of the Department ID, the five digit Class, and the two digit Bud Ref.

Business Unit:	=	<input type="text" value="58000"/>	
Ledger Group:	=	<input type="text" value="Allot"/>	
Account:	begins with	<input type="text"/>	
Dept:	begins with	<input type="text" value="06"/>	
Oper Unit:	begins with	<input type="text"/>	
Sub-Account:	begins with	<input type="text"/>	
Fund Type:	begins with	<input type="text"/>	
Class-Funding:	begins with	<input type="text" value="19601"/>	
Program:	begins with	<input type="text"/>	
Bud Ref:	begins with	<input type="text" value="06"/>	
Affiliate:	begins with	<input type="text"/>	
Fund Affil:	begins with	<input type="text"/>	
CFDA#:	begins with	<input type="text"/>	
PC Business Unit:	begins with	<input type="text"/>	
Project:	begins with	<input type="text"/>	
Activity ID:	begins with	<input type="text"/>	
Resource Type:	begins with	<input type="text"/>	
Budget Period:	begins with	<input type="text"/>	

[Basic Search](#) [Save Search Criteria](#)

Select the  button.

Search Results

View All First ◀ 1-2 of 2 ▶ Last

Business Unit	Ledger Group	Account	Dept	Oper Unit	Sub-Account	Fund Type	Class-Funding	Program	Bud Ref	Affiliate	Fund Affil	CFDA#	PC Business Unit	Project ID	Activity Resource Type	Budget Period	
58000	ALLOT	(blank)	06	(blank)	(blank)	(blank)	19601	(blank)	06	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2006
58000	ALLOT	(blank)	06	(blank)	(blank)	(blank)	19601	(blank)	06	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2007

Since this budget spans into a second fiscal year, there are two links, one to access the budget period of 2006 and the other to access the budget period of 2007. The budget date on the Distribution Line will determine which budget period transactions will post to. It takes both the 2006 and 2007 budgets to equal the total amount budgeted, encumbered, and expended.

To review the budget, click on the link. In this example, FY 2006 will be used.

Budget Details					
Business Unit	Ledger Group	Class-Funding	Dept	Bud Ref	Budget Period
58000	ALLOT	19601	06	06	2006
Ledger Amounts					
Budget:				79,411.00 USD	Max Rows <input type="text" value="100"/>
Expense:				34,410.87 USD	Attributes
Encumbrance:		LEDGER_KK		23,830.63 USD	Parent / Children
Pre-Encumbrance:				13,020.00 USD	Associated Budgets
Associate Revenue:				0.00 USD	
Available Budget					
Without Tolerance:		8,149.50 USD		Percent: (10.26%)	Forecasts
With Tolerance:		8,149.50 USD		Percent: (10.26%)	
Budget Exceptions					
Exception Errors:	0	Exception Warnings:	17	Budget Exceptions	
<input type="button" value="Return to Search"/> <input type="button" value="Next in List"/> <input type="button" value="Previous in List"/> <input type="button" value="Notify"/>					

Any transaction budget checked with a budget date between 07/01/2005-06/30/2006 will appear on this budget. This can be seen by clicking on the [Attributes](#) Hyperlink.

Budget Detail Attributes

Control Budget Attributes

Commitment Control Option:	Control
Tolerance Percent:	0.00000000
Budget Status:	Open
Begin Date:	07/31/2005
End Date:	06/30/2006

Click the button to return to the budget detail page.

Budget Details					
Business Unit	Ledger Group	Class-Funding	Dept	Bud Ref	Budget Period
58000	ALLOT	19601	06	06	2006
Ledger Amounts					
Budget:				79,411.00	USD
Expense:				34,410.87	USD
Encumbrance:		LEDGER_KK		23,830.63	USD
Pre-Encumbrance:				13,020.00	USD
Associate Revenue:				0.00	USD
Available Budget					
Without Tolerance:		8,149.50	USD	Percent:	(10.26%)
With Tolerance:		8,149.50	USD	Percent:	(10.26%)
Budget Exceptions					
Exception Errors:	0	Exception Warnings:	17	Budget Exceptions	
Return to Search Next in List Previous in List Notify					

The Summarized amount is from the Ledger_KK. If you select the detail  icon to the right, you will receive all the detail behind the summarized amount. This detail is from the KK_Activity table.

Select the  icon next to the expense amount.

Please select one of the following links:

[Drill to Ledger](#)

[Drill to Activity Log](#)

Select the [Drill to Activity Log](#) hyperlink

Activity Log

Ledger: ALLOT_EXP

Budget Activity Lines Customize | Find | View All | First 1-55 of 55 Last

Budget Chartfields Line Amount

Tran ID	Tran Date	Tran Line	Ref Bdt?	Account	Class-Funding	Dept	Bud Ref
0002895580	07/26/2005	36	N		19601	06	06
0002895580	07/26/2005	78	N		19601	06	06
0002895580	07/26/2005	120	N		19601	06	06
0002895623	07/26/2005	36	N		19601	06	06
0002895623	07/26/2005	79	N		19601	06	06
0002895623	07/26/2005	122	N		19601	06	06
0002895623	07/26/2005	165	N		19601	06	06
0003045694	08/26/2005	36	N		19601	06	06
0003045694	08/26/2005	87	N		19601	06	06
0003045694	08/26/2005	129	N		19601	06	06
0003045749	08/26/2005	36	N		19601	06	06
0003045749	08/26/2005	79	N		19601	06	06
0003045749	08/26/2005	122	N		19601	06	06
0003045749	08/26/2005	165	N		19601	06	06
0003109600	09/12/2005	1	N		19601	06	06
0003184712	09/23/2005	35	N		19601	06	06
0003184712	09/23/2005	79	N		19601	06	06

- **Tran ID-** When a Transaction goes through budget checking, it is assigned a number called **KK TRANS ID**. This number is used to track all budget checked transactions. The **KK Trans ID** is also known as the **Journal ID** found in the PO Accounting Page.

0003399674	11/08/2005	1 N	19601	06	06
0003441933	11/17/2005	1 N	19601	06	06
0003447371	11/18/2005	38 N	19601	06	06
0003447371	11/18/2005	95 N	19601	06	06
0003447371	11/18/2005	139 N	19601	06	06
0003447406	11/18/2005	38 N	19601	06	06
0003447406	11/18/2005	83 N	19601	06	06
0003447406	11/18/2005	128 N	19601	06	06
0003447406	11/18/2005	173 N	19601	06	06
0003461486	11/22/2005	3 N	19601	06	06
0003535331	12/12/2005	31 N	19601	06	06
0003588531	12/22/2005	34 N	19601	06	06
0003588531	12/22/2005	77 N	19601	06	06
0003588531	12/22/2005	119 N	19601	06	06
0003588618	12/22/2005	34 N	19601	06	06
0003588618	12/22/2005	75 N	19601	06	06
0003588618	12/22/2005	116 N	19601	06	06
0003588618	12/22/2005	157 N	19601	06	06
0003598119	12/27/2005	1 N	19601	06	06
0003598163	12/27/2005	1 N	19601	06	06

OK

Note: This data is from the KK_Activity table and should match the budget summary data (Ledger_KK).

To see additional data select the  tab.

Activity Log

Ledger: ALLOT_EXP

Budget Activity Lines Customize | Find | View All | First 1-55 of 55 Last

Budget Chartfields | **Line Amount**

Tran ID	Tran Date	Tran Line	Ref Bdt?	Budget Period	Year	Period	Foreign Amount	Monetary Amount
0002895580	07/26/2005	36	N	2006	2006	1	3630.15 USD	3630.15 USD
0002895580	07/26/2005	78	N	2006	2006	1	66.44 USD	66.44 USD
0002895580	07/26/2005	120	N	2006	2006	1	341.48 USD	341.48 USD
0002895623	07/26/2005	36	N	2006	2006	1	223.21 USD	223.21 USD
0002895623	07/26/2005	79	N	2006	2006	1	52.20 USD	52.20 USD
0002895623	07/26/2005	122	N	2006	2006	1	411.09 USD	411.09 USD
0002895623	07/26/2005	165	N	2006	2006	1	23.17 USD	23.17 USD
0003045694	08/26/2005	36	N	2006	2006	2	3630.15 USD	3630.15 USD
0003045694	08/26/2005	87	N	2006	2006	2	66.44 USD	66.44 USD
0003045694	08/26/2005	129	N	2006	2006	2	341.48 USD	341.48 USD
0003045749	08/26/2005	36	N	2006	2006	2	223.25 USD	223.25 USD
0003045749	08/26/2005	79	N	2006	2006	2	52.21 USD	52.21 USD
0003045749	08/26/2005	122	N	2006	2006	2	410.73 USD	410.73 USD
0003045749	08/26/2005	165	N	2006	2006	2	22.28 USD	22.28 USD
0003109600	09/12/2005	1	N	2006	2006	3	1000.00 USD	1000.00 USD
0003434712	08/23/2005	36	N	2006	2006	2	3630.15 USD	3630.15 USD

To see the detail that makes up this transaction select the Lookup icon  to the left of the line.

Payables Voucher Line Drill Down

Transaction Line Identifiers

Business Unit: 58000 **Voucher ID:** 00025072
Voucher Line: 2 **Distribution Line:** 1

Transaction Line Details

<u>Account</u>	<u>Fund Type</u>	<u>Class-Funding</u>	<u>Dept</u>	<u>Bud Ref</u>
531130	1000	19601	0600001	06

Line Status: Valid
Budget Date: 12/27/2005
Line Amount: 24.98 USD

OK

Select the  button to return back to the activity log.

Activity Log

Ledger: ALLOT_EXP

Budget Activity Lines									
Customize Find View All First 1-55 of 55 Last									
Budget Chartfields									
Line Amount									
Tran ID	Tran Date	Tran Line	Ref Bldt?	Budget Period	Year	Period	Foreign Amount	Monetary Amount	
0002895580	07/26/2005	36 N		2006	2006	1	3630.15 USD	3630.15 USD	
0002895580	07/26/2005	78 N		2006	2006	1	66.44 USD	66.44 USD	
0002895580	07/26/2005	120 N		2006	2006	1	341.48 USD	341.48 USD	
0002895623	07/26/2005	36 N		2006	2006	1	223.21 USD	223.21 USD	
0002895623	07/26/2005	79 N		2006	2006	1	52.20 USD	52.20 USD	
0002895623	07/26/2005	122 N		2006	2006	1	411.09 USD	411.09 USD	
0002895623	07/26/2005	165 N		2006	2006	1	23.17 USD	23.17 USD	
0003045694	08/26/2005	36 N		2006	2006	2	3630.15 USD	3630.15 USD	
0003045694	08/26/2005	87 N		2006	2006	2	66.44 USD	66.44 USD	
0003045694	08/26/2005	129 N		2006	2006	2	341.48 USD	341.48 USD	
0003045749	08/26/2005	36 N		2006	2006	2	223.25 USD	223.25 USD	
0003045749	08/26/2005	79 N		2006	2006	2	52.21 USD	52.21 USD	
0003045749	08/26/2005	122 N		2006	2006	2	410.73 USD	410.73 USD	
0003045749	08/26/2005	165 N		2006	2006	2	22.28 USD	22.28 USD	
0003109600	09/12/2005	1 N		2006	2006	3	1000.00 USD	1000.00 USD	

0003447371 11/18/2005	38 N	2006	2006	5	3630.15 USD	3630.15 USD
0003447371 11/18/2005	95 N	2006	2006	5	66.44 USD	66.44 USD
0003447371 11/18/2005	139 N	2006	2006	5	341.48 USD	341.48 USD
0003447406 11/18/2005	38 N	2006	2006	5	223.54 USD	223.54 USD
0003447406 11/18/2005	83 N	2006	2006	5	52.28 USD	52.28 USD
0003447406 11/18/2005	128 N	2006	2006	5	413.94 USD	413.94 USD
0003447406 11/18/2005	173 N	2006	2006	5	22.94 USD	22.94 USD
0003461486 11/22/2005	3 N	2006	2006	5	24.89 USD	24.89 USD
0003535331 12/12/2005	31 N	2006	2006	6	296.57 USD	296.57 USD
0003588531 12/22/2005	34 N	2006	2006	6	3630.15 USD	3630.15 USD
0003588531 12/22/2005	77 N	2006	2006	6	66.44 USD	66.44 USD
0003588531 12/22/2005	119 N	2006	2006	6	341.48 USD	341.48 USD
0003588618 12/22/2005	34 N	2006	2006	6	223.58 USD	223.58 USD
0003588618 12/22/2005	75 N	2006	2006	6	52.29 USD	52.29 USD
0003588618 12/22/2005	116 N	2006	2006	6	415.86 USD	415.86 USD
0003588618 12/22/2005	157 N	2006	2006	6	24.61 USD	24.61 USD
0003598119 12/27/2005	1 N	2006	2006	6	1000.00 USD	1000.00 USD
0003598163 12/27/2005	1 N	2006	2006	6	24.98 USD	24.98 USD

OK

Select the  button to return back to the budget details page.

Budget Details					
Business Unit	Ledger Group	Class-Funding	Dept	Bud Ref	Budget Period
58000	ALLOT	19601	06	06	2006
Ledger Amounts					
Budget:				79,411.00 USD	Max Rows <input type="text" value="100"/>
Expense:				34,410.87 USD	Attributes
Encumbrance:				23,830.63 USD	Parent / Children
Pre-Encumbrance:				13,020.00 USD	Associated Budgets
Associate Revenue:				0.00 USD	
Available Budget					
Without Tolerance:		8,149.50 USD		Percent: (10.26%)	Forecasts
With Tolerance:		8,149.50 USD		Percent: (10.26%)	
Budget Exceptions					
Exception Errors:	0	Exception Warnings:	17	Budget Exceptions	
Return to Search Next in List Previous in List Notify					

Note: In order to receive all your data you may need to change the Max Rows.

Budget Summary (Overview)

Navigation: Commitment Control>Review Budget Activities>Budget Inquiry>Budget Overview

Budgets Overview

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Inquiry Name:

[Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Input your Run Control ID and select the button.

Inquiry: BUDGET_OVE **Description:** BUDGET OVERVIEW

Amount Criteria Search Clear Delete Refresh

Budget Type

'Business Unit: 58000 Ledger Group Ledger Group: ALLOT Allotment Budget Ledger Group

Ledger Inquiry Set Ledger Inquiry Set:

TimeSpan

'Type of Calendar: Detail Bdgt Per Stat Code

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	ALLOT	EA	2006	2007	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Short Name	ChartField	ChartField Value	To Value
Dept	DEPTID	06	06
Class-Funding	CLASS_FLD	19601	19601
Bud Ref	BUDGET_REF	06	06

Budget Status

Open

Closed

Hold

Save Notify Add Update/Display

Input the required data and select the **Search** button. (Be sure to tab out of the field to validate the data)

- Ledger Group = ALLOT
- DEPT = First two digits of the Department
- CLASS_FLD = Five Digit Class
- BUDGET_REF = Two digit Budget Year.

Business Unit: 58000
Ledger Group: ALLOT Allotment Budget
Type of Calendar: Detail Bdgt Per
Amounts in Base Currency: USD
Revenue Associated

Display Options *Notes **Max Rows:**

Ledger Totals (2 Rows)

Budget+Adjustment:	79,411.00	Available Budget:	16,054.37
Expense:	40,319.41	Net Transfer:	0.00
Pre-Encumbrance:	0.00	Associate Revenue:	0.00
Encumbrance	23,037.22	Remaining Balance:	16,054.37
Available Budget:	16,054.37		

Budget Overview Results [Customize](#) [Find](#) [View All](#) [First](#) [1-2 of 2](#) [Last](#)

Budget Chartfields **Budget Amounts**

	Ledger Group	Class-Funding	Dept	Bud Ref	Budget Period
1	ALLOT	19601	06	06	2006
2	ALLOT	19601	06	06	2007

[Return to Criteria](#)

Select the **Budget Amounts** tab to see additional information.

Budget Overview Results							
Budget Chartfields		Budget Amounts					
	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget	Percent Available	Budget Entry Type
1	79,411.00	40,319.41	23,037.22	0.00	16,054.37	20.22	Original
2	0.00	0.00	0.00	0.00	0.00	0.00	Original

[Return to Criteria](#)

To review the Budget Detail Screen, click the budget icon  located to the left of the line to review.

Budget Details			
Ledger Amounts			
Budget:	79,411.00	USD	
Expense:	40,319.41	USD	Attributes
Encumbrance:	23,037.22	USD	Parent / Children
Pre-Encumbrance:	0.00	USD	Associated Budgets
Associate Revenue:	0.00	USD	
Available Budget			
Without Tolerance:	16,054.37	USD	Percent: (20.22%) Forecasts
With Tolerance:	16,054.37	USD	Percent: (20.22%)
Budget Exceptions			
Exception Errors:	0	Exception Warnings:	4
<input type="button" value="OK"/>			

Click the  button to return to the Budget Overview page.

Business Unit: 58000
Ledger Group: ALLOT Allotment Budget
Type of Calendar: Detail Bdgt Per
Amounts in Base Currency: USD
Revenue Associated

Display Options *Notes **Fetch**

Ledger Totals (2 Rows)

Budget+Adjustment:	79,411.00	Available Budget:	16,054.37
Expense:	40,319.41	Net Transfer:	0.00
Pre-Encumbrance:	0.00	Associate Revenue:	0.00
Encumbrance	23,037.22	Remaining Balance:	16,054.37
Available Budget:	16,054.37		

Budget Overview Results Customize | Find | View All | First 1-2 of 2 Last

	Ledger Group	Class-Funding	Dept	Bud Ref	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget	Percent Available	Budget Entry Type
1	ALLOT	19601	06	06	2006	79,411.00	40,319.41	23,037.22	0.00	16,054.37	20.22	Original
2	ALLOT	19601	06	06	2007	0.00	0.00	0.00	0.00	0.00	0.00	Original

[Return to Criteria](#)

To see all the data, select the Show Tabs  icon.

You can review another budget by selecting the [Return to Criteria](#) hyperlink.

Note: This version of PeopleSoft will not allow you to use unused available funds in the future. Overall you may have 16,000.00 but if you have a balance of 600.00 in the prior period and the remaining balance is in the current period, you will only be able to budget check 600.00 if you are budget checking with a distribution budget date in the prior period. It will not consider the additional funds in the future unless they are negative. A new funding line may need to be added with the current FY amount or a JL entry may be necessary to move the available funds from the future to the period needed.

For example, let's say you budget check a transaction in the amount of \$150 that will impact budget period 2006. You set up cumulative budgeting such that the Budget Processor searches for available balances in all budget periods for 2006 and prior. As reflected in the table below, the available balance for 2006 is \$100, which is not enough to cover the transaction. But the cumulative available balance for 2006 is \$300. Therefore, the transaction passes budget checking. The system may not look at the additional \$100 in 2007, but if the number was negative, it would have looked to insure there was enough available funds overall so you could not overspend the budget.

Ledger	Account	DeptID	Budg. Per.	Amount	Available Balance	Cum. Avail. Balance
ORG_BUD	50001	100	2004	-100	100	100
ORG_BUD	50001	100	2005	-100	100	200
ORG_BUD	50001	100	2006	-100	100	300
ORG_BUD	50001	100	2007	-100	100	400

Note: If the budget is in a negative status and if any document containing that line of funding is going through budget checking, it will receive a budget checking error. It does not matter if changes were not made to that line. The system is making you fix the budget.

PeopleBooks

Inquiry: BUDGET_OVE **Description:** BUDGET OVERVIEW

[Amount Criteria](#)

Budget Type

*Business Unit: 58000 Ledger Group Ledger Group: ALLOT Allotment Budget Ledger Group
 Ledger Inquiry Set Ledger Inquiry Set:

TimeSpan

*Type of Calendar: Detail Bdgt Per Stat Code

[Customize](#) | [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	ALLOT	EA	2006	2007	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

Short Name	ChartField	ChartField Value	To Value
Dept	DEPTID	06	06
Class-Funding	CLASS_FLD	19601	19601
Bud Ref	BUDGET_REF	06	06

Budget Status

- Open
- Closed
- Hold

Budget Detail Report

Navigation: Commitment Control>Review Budget Activities>Budget Reports>Budget Transaction Detail

Budget Transaction Details

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search by: Run Control ID begins with

Case Sensitive

[Advanced Search](#)

Input the Run Control ID and select the button.

Budget Transaction Detail

Run Control ID: BUDGET_TRANS_DETAIL [Report Manager](#) [Process Monitor](#) **Run**

Report Request Parameters

Business Unit: 58000 Department of Labor

Ledger Group: ALLOT **User Budget Overrides**

Transaction Type Option

All Specify **Type:** []

Commit Control Date Option

All Range **Date From:** 07012005 **Date To:** 06302006

Ledger Type Option

All Select **Commitment Control Ledger Type** []

Refresh

ChartField Selection [Customize](#) | [Find](#) | First 1-17 of 17 Last

Sequence	Field Long Name	Select	Value	ChartField TO Value
1	Class-Funding	<input checked="" type="checkbox"/>	19601	19601
2	Dept	<input checked="" type="checkbox"/>	06	06
3	Bud Ref	<input checked="" type="checkbox"/>	06	06
	Affiliate	<input type="checkbox"/>		

Input the following data and select the **Run** button. (The User Budget Overrides needs to be deselected).

Process Scheduler Request

User ID: RMAXWELL Run Control ID: BUDGET_TRANS_DETAIL

Server Name: **PSUNX** Run Date: 02/23/2006
Recurrence: Run Time: 2:44:15PM **Reset to Current Date/Time**
Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	GLS8005	GLS8005	SQR Report	Web	CSV

OK **Cancel**

The Server should be PSUNX and Format should be CSV. Select the **OK** button.

Budget Transaction Detail

Run Control ID: BUDGET_TRANS_DETAIL [Report Manager](#) [Process Monitor](#)

Process Instance: 2943640

Report Request Parameters

Business Unit: 58000 Department of Central Services

Ledger Group: ALLOT User Budget Overrides

Transaction Type Option

All Specify Type:

Commit Control Date Option

All Range Date From: 07/01/2005 Date To: 06/30/2006

Ledger Type Option

All Select Commitment Control Ledger Type

ChartField Selection [Customize](#) | [Find](#) First 1-17 of 17 Last

Sequence	Field Long Name	Select	Value	ChartField TO Value
1	Class-Funding	<input checked="" type="checkbox"/>	19601	19601
2	Dept	<input checked="" type="checkbox"/>	06	06
3	Bud Ref	<input checked="" type="checkbox"/>	06	06
	Program	<input type="checkbox"/>		

Notice the process instance number. This is used to identify this job. Click the [Process Monitor](#) Hyperlink.

Process List [Server List](#)

View Process Request For

User ID: RMAXWELL Type: Last: 60 Days

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-6 of 6 | [Last](#)

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2943640		SQR Report	GLS8005	RMAXWELL	02/23/2006 2:44:15PM CST	Processing	N/A	Details
<input type="checkbox"/>	2943639		Crystal	GLC8530-	RMAXWELL	02/23/2006 2:31:11PM CST	Success	Posted	Details
<input type="checkbox"/>	2943495		PSJob	OCP288PO	RMAXWELL	02/17/2006 9:52:45AM CST	Success	Posted	Details
<input type="checkbox"/>	2943423		Application Engine	PO_POCREATE	RMAXWELL	02/15/2006 3:17:55PM CST	Success	Posted	Details
<input type="checkbox"/>	2943422		Application Engine	PO_POCALC	RMAXWELL	02/15/2006 3:15:08PM CST	Success	Posted	Details
<input type="checkbox"/>	2943420		Application Engine	PO_POCALC	RMAXWELL	02/15/2006 2:57:36PM CST	Success	Posted	Details

[Go back to Budget Transaction Details](#)

[Process List](#) | [Server List](#)

The job is still processing. Click the button until the job is in a Success Status.

Process List [Server List](#)

View Process Request For

User ID: Type: Last: Days

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List [Customize](#) | [Find](#) | [View All](#) | First 1-6 of 6 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2943640		SQR Report	GLS8005	RMAXWELL	02/23/2006 2:44:15PM CST	Success	Posted	Details
<input type="checkbox"/>	2943639		Crystal	GLC8530-	RMAXWELL	02/23/2006 2:31:11PM CST	Success	Posted	Details
<input type="checkbox"/>	2943495		PSJob	OCP288PO	RMAXWELL	02/17/2006 9:52:45AM CST	Success	Posted	Details
<input type="checkbox"/>	2943423		Application Engine	PO_POCREATE	RMAXWELL	02/15/2006 3:17:55PM CST	Success	Posted	Details
<input type="checkbox"/>	2943422		Application Engine	PO_POCALC	RMAXWELL	02/15/2006 3:15:08PM CST	Success	Posted	Details
<input type="checkbox"/>	2943420		Application Engine	PO_POCALC	RMAXWELL	02/15/2006 2:57:36PM CST	Success	Posted	Details

[Go back to Budget Transaction Details](#)

[Process List](#) | [Server List](#)

When the Job Status is Success, click the [Details](#) Hyperlink.

Process Detail

Process	
Instance: 2943640	Type: SQR Report
Name: GLS8005	Description: GLS8005
Run Status: Success	Distribution Status: Posted
Run	Update Process
Run Control ID: BUDGET_TRANS_DETAIL	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSUNX	<input type="radio"/> Cancel Request
Recurrence:	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request
Date/Time	Actions
Request Created On: 02/23/2006 2:45:28PM CST	Parameters Transfer
Run Anytime After: 02/23/2006 2:44:15PM CST	Message Log
Began Process At: 02/23/2006 2:45:46PM CST	Batch Timings
Ended Process At: 02/23/2006 2:47:41PM CST	View Log/Trace
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Click the [View Log/Trace](#) Hyperlink.

View Log/Trace

Report

Report ID: 1417962 **Process Instance:** 2943640 [Message Log](#)

Name: GLS8005 **Process Type:** SQR Report

Run Status: Success

GLS8005

Distribution Details

Distribution Node: FSSTGU **Expiration Date:** 03/09/2006

File List

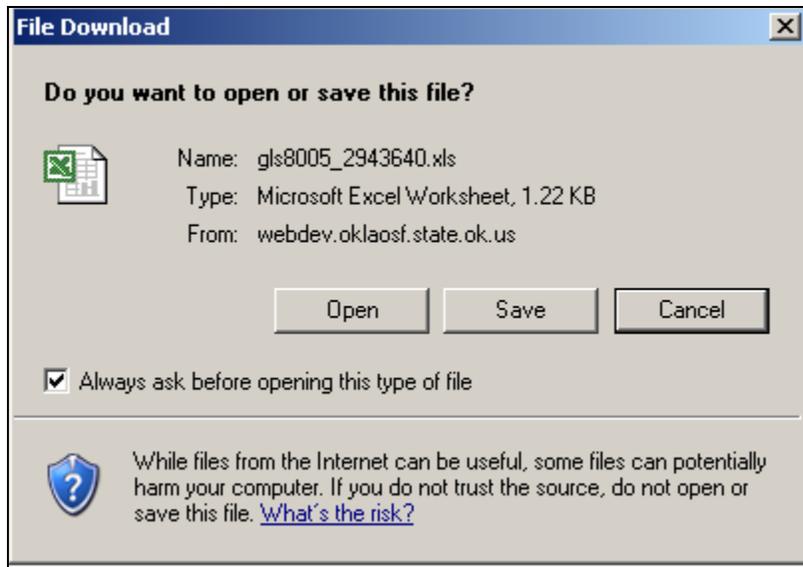
<u>Name</u>	<u>File Size (bytes)</u>	<u>Datetime Created</u>
Message Log	1,581	02/23/2006 2:47:41.000000PM CST
GLS8005_2943640.csv	14,296	02/23/2006 2:47:41.000000PM CST
Trace File	122	02/23/2006 2:47:41.000000PM CST

Distribute To

<u>Distribution ID Type</u>	<u>'Distribution ID</u>
User	RMAXWELL

[Return](#)

Click the CVS file Hyperlink.



Click the  button.

Report ID:	GLS8005	BUDGET TRAN	Page No.	1					
Bus. Unit:	58000	--	Department	Run Date	2/23/2006				
Ledger Grp:	ALLOT	--	Allotment	Run Time	14:45:47				
Post Date:	All Dates								
Tran Type:	All Types								
=									
10/27/2005	GL_JOURI	PY00590743	102	10/27/2005/Payroll	0	0	0	0	66.44
10/27/2005	GL_JOURI	PY00590743	143	10/27/2005/Payroll	0	0	0	0	341.48
10/27/2005	GL_JOURI	590765	57	10/27/2005/PY00590	0	0	0	0	223.32
10/27/2005	GL_JOURI	590765	58	10/27/2005/PY00590	0	0	0	0	52.23
10/27/2005	GL_JOURI	590765	59	10/27/2005/PY00590	0	0	0	0	413.85
10/27/2005	GL_JOURI	590765	60	10/27/2005/PY00590	0	0	0	0	23.35
11/8/2005	AP_VOUC	23325	15	OFFICE OF PERSO	0	0	0	0	40.2
11/8/2005	AP_VOUC	23325	15	OFFICE OF PERSO	0	0	0	-40.2	0
11/8/2005	AP_VOUC	23328	1	OFFICE OF STATE	0	0	0	0	25.18
11/8/2005	AP_VOUC	23328	1	OFFICE OF STATE	0	0	0	-25.18	0
11/17/2005	AP_VOUC	23800	1	CITY OF OKLAHOM	0	0	0	0	1,000.00
11/17/2005	AP_VOUC	23800	1	CITY OF OKLAHOM	0	0	0	-1,000.00	0
11/18/2005	GL_JOURI	PY00610063	110	11/18/2005/Payroll	0	0	0	0	66.44
11/18/2005	GL_JOURI	PY00610063	53	11/18/2005/Payroll	0	0	0	0	3,630.15
11/18/2005	GL_JOURI	PY00610063	154	11/18/2005/Payroll	0	0	0	0	341.48
11/18/2005	GL_JOURI	610095	61	11/18/2005/PY00610	0	0	0	0	223.54
11/18/2005	GL_JOURI	610095	62	11/18/2005/PY00610	0	0	0	0	52.28
11/18/2005	GL_JOURI	610095	63	11/18/2005/PY00610	0	0	0	0	413.94
11/18/2005	GL_JOURI	610095	64	11/18/2005/PY00610	0	0	0	0	22.94
11/22/2005	AP_VOUC	23939	1	OFFICE OF STATE	0	0	0	-24.89	0
11/22/2005	AP_VOUC	23939	1	OFFICE OF STATE	0	0	0	0	24.89
11/29/2005	PO_POEN	5809003669	17	OFFICE OF STATE	0	0	0	300	0
12/12/2005	AP_VOUC	24411	15	COMPSOURCE OKI	0	0	0	-296.57	0
12/12/2005	AP_VOUC	24411	15	COMPSOURCE OKI	0	0	0	0	296.57
12/22/2005	GL_JOURI	PY00827558	92	12/22/2005/Payroll	0	0	0	0	66.44

Here is the report in a CSV format. It can also be run in PDF. This report is the detail from the KK_Activity table. It contains voucher numbers, PO numbers, and Journal IDs. This report can also be run using different combinations of criteria, and the data selection can be limited.

This report will balance back to The Budget Detail Inquiry Page, the Budget Overview Page, The Allotment, Budget and Available Cash Report and The Encumbrance Reports.

APPENDIX

Creating allotment in the future budget period

SFY 2006		SFY 2006	
BUDGET	1000	BUDGET	1000
EXPENSE	50	EXPENSE	50
PRE-ENCUMBRANCE	0	PRE-ENCUMBRANCE	0
ENCUMBRANCE	950	ENCUMBRANCE	950
TOTAL BUDGET	0	TOTAL BUDGET	0
SFY 2007		SFY 2007	
BUDGET	0	BUDGET	0
EXPENSE	850	EXPENSE	850
PRE-ENCUMBRANCE	0	PRE-ENCUMBRANCE	0
ENCUMBRANCE	-850	ENCUMBRANCE	-950
TOTAL BUDGET	0	TOTAL BUDGET	100

- The PO was created in SFY 2006 for \$950.00.
- The voucher was created in SFY 2007 for \$850.00.
- In column 1 the voucher was not finaled. Notice the total budget remained zero.
- In column 2 the voucher was finaled. Notice in SFY 2007, the allotment of \$100.00 was created.
- Instead of the allotment being returned to SFY 2006 when the encumbrance was established, it was returned in SFY 2007 when the voucher was created. The 100.00 will not be available to use until SFY 2007.

Determine the Budget Checking Error Message

Transactions will fail budget checking if there is at least one distribution line that fails budget checking. If a transaction fails budget checking, you can either adjust the transaction or adjust the budget to handle the transactions. Overriding a budget checking error is not an option.

Step 1 – Review the Budget Checking Exception from the REQ/PO Form Page

The screenshot displays the 'Form | Schedule' page for a requisition. The 'Budget Status' is highlighted with a red circle and labeled 'Error'. The 'Req Date' is 02/02/2006, and the 'Origin' is CP. The requester is RMAXWELL (Ronney Maxwell). The status is Pending, and the accounting date is 02/02/2006. The currency is USD (Dollar). The total amount is 6,000.00 USD. The line item is 1, with Item ID 0979, described as 'Rental or lease services of eq'. The page includes navigation links for 'Header Defaults', 'Header Comments...', 'Item Search', 'Item Detail', 'Line Defaults', 'Line Details', 'Catalog', 'Line Comments', and 'Sourcing Controls'. There are also buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh'.

Line	Item ID	SS Flag	Line SSrc Type	Description	Agency Req Nbr	Rel
1	0979			Rental or lease services of eq		12

Total Amt: 6,000.00 USD Total Base Amt: 6,000.00 USD

From the REQ or PO form page click the [Error](#) hyperlink.

Requisition Exceptions **Line Exceptions**

Business Unit: 58000 Requisition ID: 5800000743

Exception Type: Error Override Transaction More Budgets Exist [Advanced Budget Criteria](#)

Maximum Rows: 100

Budgets with Exceptions Customize | Find | View All | First 1-10 of 12 Last

Budget Override Budget Chartfields

	Business Unit	Ledger Group	Override Budget	Transfer
1	58000	ALLOT	<input type="checkbox"/>	Go To ...
2	58000	ALLOT	<input type="checkbox"/>	Go To ...
3	58000	ALLOT	<input type="checkbox"/>	Go To ...
4	58000	ALLOT	<input type="checkbox"/>	Go To ...
5	58000	ALLOT	<input type="checkbox"/>	Go To ...
6	58000	ALLOT	<input type="checkbox"/>	Go To ...
7	58000	ALLOT	<input type="checkbox"/>	Go To ...
8	58000	ALLOT	<input type="checkbox"/>	Go To ...
9	58000	ALLOT	<input type="checkbox"/>	Go To ...
10	58000	ALLOT	<input type="checkbox"/>	Go To ...

Save Return to Search Notify

Click the Line Exceptions Tab.

Requisition Exceptions Line Exceptions

Business Unit: 58000 **Requisition ID:** 5800000743

Line Status: **Override Transaction**

Maximum Rows: **More Lines Exist**

Line From: **Line Thru:**

Transaction Lines with Budget Exceptions [Customize](#) | [Find](#) | [View All](#) | [First](#) 1-10 of 12 [Last](#)

Line Values Line Chartfields Line Amount

Line	Distribution Line	Schedule	Budget Date	GL Business Unit
 1 1	1	02/06/2006	58000	
 1 1	2	02/06/2006	58000	
 1 1	3	02/06/2006	58000	
 1 1	4	02/06/2006	58000	
 1 1	5	02/06/2006	58000	
 1 1	6	02/06/2006	58000	
 1 1	7	02/06/2006	58000	
 1 1	8	02/06/2006	58000	
 1 1	9	02/06/2006	58000	
 1 1	10	02/06/2006	58000	

Notice the PO line, Schedule and Distribution number is provided.

Click the  icon located next to the distribution line you would like to review.

Exception Details

Transaction Type: Purchase Requisition

Requisition ID: 5800000743

Transaction Line

<u>Line Number</u>	<u>Schedule</u>	<u>Distribution Line</u>
1	1	1

Budget Exception Details and the Budget Items

Budget Chartfields **Budget Override** 

<u>Type</u>	<u>Business Unit</u>	<u>Ledger Group</u>	<u>Account</u>	<u>Class-Funding</u>	<u>Dept</u>	<u>Bud Ref</u>	<u>Budget Period</u>
1 Error	58000	ALLOT		19600	06	06	2006
2 Warning	58000	ALLOT		19600	06	06	2006
3 Warning	58000	DEPT	532000	19600	0600001	06	2006Q3

OK

Select the Budget Override Tab.

Exception Details

Transaction Type: Purchase Requisition
Requisition ID: 5800000743

Transaction Line

<u>Line Number</u>	<u>Schedule</u>	<u>Distribution Line</u>
1	1	1

Budget Exception Details and the Budget Items

Budget Chartfields **Budget Override** 

<u>Type</u>	<u>Business Unit</u>	<u>Ledger Group</u>	<u>Exception Description</u>	<u>Budget Override</u>
1 Error	58000	ALLOT	No Budget Exists	
2 Warning	58000	ALLOT	Budget and Acctg Date Differ	
3 Warning	58000	DEPT	Budget and Acctg Date Differ	

OK

This page will give you the ledger group involved and the error message. Review the list of error exceptions and how to fix them.

Run the Purchase Order Budget Checking Error Report

Navigation: Purchasing>Purchase Reports>PO Budget Checking Report

Navigation: Purchasing>Purchase Reports>REQ Budget Checking Report

RUN_OCPPO0343
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search by: Run Control ID begins with

Case Sensitive

[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Input the Run Control ID and click the button.

Run Ocppo0343

Run Control ID: BUD_CASH_RPT [Report Manager](#) [Process Monitor](#)

Report Parameters

'From Business Unit 

'To Business Unit 

Input the From and To Business Unit and click the button.

Process Scheduler Request

User ID: RMAXWELL Run Control ID: BUD_CASH_RPT

Server Name: **PSNT** Run Date: 12/29/2006 

Recurrence: Run Time: 4:21:37PM

Time Zone: 

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	OCPP0343 PO BUDGET ERROR RPT	OCPP0343	Crystal	Web	PDF	Distribution

Server Name: PSNT
 Format: PDF

Click the button.

Run Ocppo0343

Run Control ID: BUD_CASH_RPT [Report Manager](#) [Process Monitor](#)

Process Instance:3245744

Report Parameters

'From Business Unit

'To Business Unit

The Process Instance number identifies this job. Click the [Report Manager](#) link.

[List](#) | [Explorer](#) | **[Administration](#)** | [Archives](#)

View Reports For

Folder: Instance: to:

Name: Created On: Last: Days

Reports [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

<u>Report</u>	<u>Report Description</u>	<u>Folder Name</u>	<u>Completion Date/Time</u>	<u>Report ID</u>	<u>Process Instance</u>
1 Report					

[Go back to RUN_OCPPO0343](#)

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

Click the **[Administration](#)** tab.

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

View Reports For
 User ID: Type: Last:
 Status: Folder: Instance: to:

Report List [Customize](#) | [Find](#) | [View All](#) | 1-3 of 3

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1594808	3245744	OCPP0343 PO BUDGET ERROR RPT	12/29/2006 3:22:50PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	1594807	3245737	Email	12/29/2006 3:16:52PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	1594806	3245736	Single PO Dispatch/Print	12/29/2006 3:16:52PM	Acrobat (*.pdf)	Posted	Details

Select All Deselect All
 Click the delete button to delete the selected report(s)

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

Click the RPT link. This will open a new window and display the report for printing.



State of Oklahoma
Office of State Finance
PO Budget Checking Error Report
From Business Unit 58000 Thru 58000

12/29/2006
4:24:04 PM
Page 1 of 14

Bus Unit	PO No	PO Line No.	Sched Number	Dist Line No	Class	Dept	Budget Ref	PO Date	Line Amount	Vendor Name
58000	5809000382	10	1	1	26500	0202002	05	2/6/2004	13,317.66	TRIANGLE/A & E INC
	<u>Ledger Group:</u>		<u>Error Message:</u>							
	ALLOT		No Budget Exists							
	5809000383	7	1	1	26500	0202002	05	2/6/2004	620.00	RIDGWAYS INC
	<u>Ledger Group:</u>		<u>Error Message:</u>							
	ALLOT		No Budget Exists							
	5809000383	8	1	1	26500	0202002	05	2/6/2004	0.00	RIDGWAYS INC
	<u>Ledger Group:</u>		<u>Error Message:</u>							
	ALLOT		No Budget Exists							
	5809000383	9	1	1	26500	0202002	05	2/6/2004	0.00	RIDGWAYS INC
	<u>Ledger Group:</u>		<u>Error Message:</u>							
	ALLOT		No Budget Exists							
	5809000383	10	1	1	26500	0202002	05	2/6/2004	46,550.00	RIDGWAYS INC

This report displays the Purchase Order Number, PO Line, Schedule Number and Distribution line along with the error message.

Error Messages

Message	Problem	Resolution
No Budget Exits	The combination of Chartfields (Fund, Class, Department, BUD REF and Budget Date) used is not a valid budget, or the Budget used is outside of the budget date.	<p>Review the Budget Attribute Page (page# 46)</p> <p>First review the funding on the transaction to determine if the correct combination of Chartfields is used. Then determine if the correct budget date is used.</p> <p>You will either need to change the funding and/or budget date or create a new budget.</p>
Exceeds Budget Tolerance	The available balance on this budget does not have enough funds to cover the obligation or expenditure.	<p>Review the Budget Summary Page (page #64)</p> <p>This will be seen when creating an obligation and/or expenditure that will directly affect the budget. Requisitions, PO not sourced from a Requisition and direct expenditures. To fix this either increase the budget, move expenditures, change funding or reduce outstanding encumbrances.</p>

Message	Problem	Resolution
Ref Doc Balance is Zero	The document sourced from has a zero available balance.	<p>For Purchase Order's this usually means the Requisition has already been used. You can review the Requisition Accounting Page to identify the Purchase Order against this line.</p> <p>For Vouchers this usually means that the Purchase Order Distribution line has been finalized on the same or another Voucher. You can review the PO Accounting Page to identify the vouchers processed against this line.</p>
Budget date out of bounds	The budget has been lapsed.	Used alternate funding.

Error Code	Description	Notes
E1	Exceeds budget and is over tolerance.	
E2	No budget exists.	
E3	Budget is closed.	
E4	Budget is on hold.	
E5	Transaction has offset account.	The transaction line contains an account value that is reserved as an offset account.
E6	Budget date is out of bounds.	
E7	Spending authority over budget.	Credit transaction caused spending authority (available budget balance) to exceed original budgeted amount. This error does not occur if you selected Allow Increased Spending Authority for the control budget definition on the Ledgers for a Unit - Commitment Control Options page. See "Setting Up Basic Commitment Control Options," Enabling Commitment Control for a Business Unit and General Ledger Ledger Group, Adding Commitment Control Ledger Groups to a Business Unit .
E8	CF (ChartField) funding source error.	A funding source allocation row for a project budget exists without a corresponding budget amount having been entered in the Commitment Control ledger data table (LEDGER_KK). See "Setting Up Basic Commitment Control Options," Project Budgets With Funding Source Control .

Error Code	Description	Notes
E9	Cumulative calendar data not found.	Budget is defined for cumulative budgeting with a cumulative calendar, but the calendar is not found. See "Setting Up Basic Commitment Control Options," Budget Period Calendars and Cumulative Budgeting .
E10	Cumulative date range not found.	Budget is defined for cumulative budgeting with a cumulative date range, but the date range is not found.
E11	Exceeds budget and is over tolerance for referenced row.	When a transaction (such as a voucher) and its referenced documents (such as purchase orders) impact different budgets, the Budget Processor budget-checks the liquidation rows for the referenced documents separately from the transaction itself. Errors E11 through E20, E23 through E25, and E30 occur for the referenced (liquidation) row. See "Processing Source Transactions Against Control Budgets," Budget Processor .
E12	No budget exists for referenced row.	See E11.
E13	Budget is closed for referenced row.	See E11.
E14	Budget is on hold for referenced row.	See E11.
E15	Transaction has offset account for referenced row.	See E11.
E16	Budget date is out of bounds for referenced row.	See E11.
E17	Spending authority over budget for referenced row.	See E7, E11.
E18	CF (ChartField) funding source error for referenced row.	See E8, E11.

Error Code	Description	Notes
E19	Cumulative calendar data not found for referenced row.	See E9, E11.
E20	Cumulative date range not found for referenced row.	See E10, E11.
E21	Exceeds statistical budget and is over tolerance.	Occurs for budgets with statistical budgeting enabled. See "Setting Up Basic Commitment Control Options," Statistical Budgeting .
E22	Statistical budget does not exist.	See E21.
E23	Exceeds statistical budget and is over tolerance for referenced row.	See E21.
E24	Statistical budget does not exist for referenced row.	See E11, E21.
E25	Spending authority over statistical budget for referenced row.	See E7, E11, E21.
E27	Spending authority over statistical budget.	See E7, E21.
E28	Referenced document balance is zero.	The transaction (such as a voucher) has a referenced document (such as a purchase order) that has already been fully liquidated.
E29	Funding source allocation not found.	There are no funding source allocations for the project budget related to the transaction. This only applies if funding source tracking is enabled for the control budget definition. See "Setting Up Basic Commitment Control Options," Project Budgets With Funding Source Control .
E30	Funding source allocation not found for referenced row.	See E11, E29.

Error Code	Description	Notes
E31	Current budget period not in cumulative range.	<p>Cumulative budgeting has been set up incorrectly for the budget, such that a budget period defined as part of the cumulative range does not, in fact, fall within the cumulative range.</p> <p>For example, let's say you set up cumulative budgeting for the date range of 01/01/2002 through 02/28/2002 and include monthly budget periods 2002M1 (covering January), 2002M2 (covering February), and 2002M3 (covering March). The budget period 2002M3 does not fall within the cumulative date range, and an error will result when you budget-check a transaction whose budget date falls within budget period 2002M3.</p> <p>See "Setting Up Basic Commitment Control Options," Budget Period Calendars and Cumulative Budgeting.</p>
E32	Current budget period not in cumulative range for referenced row.	See E11, E31.

From People Books

TBD Account Code

TBD- To Be Determined.

- **TBD is used in the Account Code Field when creating a Requisition or Purchase Order against a future budget that has not been put into PeopleSoft. Normally this occurs during the end of the Fiscal Year when Purchasing is creating Requisitions and Purchase Orders for the next Fiscal Year.**
- **Once the related Budget has been established in PeopleSoft, the TBD Code must be changed to the correct Account Code.**
- **The TBD Code allows the funding line to pass Budget Checking.**
- **The TBD Code does not obligate funds nor create expenditures against the Controlling Allotment Budgets.**
- **These transactions are tracked in the DEPT budget.**
- **The TBD Code should never be used on a Voucher.**
- **Always complete all other funding codes when using TBD, i.e., enter the Fund, Class, Department, Bud Ref, and Budget Date on the REQ or PO. (Be sure to use the correct Budget Date).**