



State of Oklahoma COR134 Commitment Control Manual

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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. NOTE: 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. NOTE: 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

Navigation: Purchasing>Purchase Orders>Maintain Purchase Orders

Purchase Order

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

Business Unit:

Purchase Order:

[Add](#)

[Find an Existing Value](#) | [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 [Add](#) 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.

Save Notify Refresh

PO Form | [Schedule](#)

Input the Vendor Number and Buyer's Name. Click Refresh 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

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.

Save Notify Refresh

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** 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

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

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

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

Input the Item ID and **click** . If the Item ID is not known, **click** the Lookup Icon located to the right of the line.

Input Item ID # 076552 and **click** .



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			Case equipment and			EA	076552			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 PO QTY and **click**  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			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.

PO Form | [Schedule](#)

NOTE: The Amount defaulted in from the Item ID.



STEP 4 – ENTER THE HEADER COMMENTS

Access the Header Comments page by **clicking** 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**  to return to the PO Form Page



- **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 .



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** the [Schedule](#) Tab.

The screenshot shows the 'Schedule' tab of a Purchase Order form. At the top, it displays 'Unit: 34000' and 'PO: NEXT'. Below this, it shows 'PO Date: 04/03/2006', 'PO Status: Open', 'Receipt: Not Recvd', and 'Budget Status: Not Chk'd'. The main section is titled 'Lines' and contains a table for 'Schedules'. The table has the following data:

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

Below the table, it shows 'PO Qty: 3.0000', 'UOM: EA', and 'Amount: 67.35 USD'. At the bottom, there are several links: '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'.

From this page you can change the Unit Price if needed. **NOTE:** The unit price default from the Item ID.



Distribution Information

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

Distributions -- 1

PO: NEXT Line: 1 Sched: 1 Item: 078552 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](#)

OK Cancel Refresh

Distribute by: Quantity- Defaults if nothing is selected. Field 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 . **NOTE:** The Account Code defaults from the Item ID.

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	3.0000	100.0000	67.35 USD	USD	34000	533220		1000	40000	3500001	06		

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](#)

OK Cancel Refresh

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"/>	04/03/2006	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. **NOTE:** This should never be back dated.

Click **Refresh** to validate the data.

Click **OK** .

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

Sel	Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty
<input checked="" type="checkbox"/>	1	076552	<input type="checkbox"/>		Case equipment and		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.](#)

PO Form | [Schedule](#)

Click Save .

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

Review page 52 of this manual

STEP 8 – PRE-APPROVE AND BUDGET CHECK THE PURCHASE ORDER

Refer to the COR110 PO Administration Manual, link provided:

<http://www.ok.gov/OSF/CORE/Financials/index.html>

STEP 9 – REVIEW THE BUDGET SUMMARY OVERVIEW INQUIRY PAGE

- Review page 52 of this manual and notice the encumbrance amount increased and the available budget decreased
- Notice which FY was effected

STEP 10 – APPROVE AND DISPATCH THE PURCHASE ORDER

Refer to the COR110 PO Administration Manual, link provided:

<http://www.ok.gov/OSF/CORE/Financials/index.html>



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:

Vendor ID: Change Order:

'Accounting Line View: 'CommitmentControl:

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

Vendor ID: 0000073908 Change Order: 2

'Accounting Line View: 'CommitmentControl Ledger Group:

Option:

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

Details

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
-														

Click the Search Icon  .

PO Accounting Entries

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

Vendor ID: 0000000580 Change Order:

'Accounting Line View: 'CommitmentControl Ledger Group:

Option:

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

Details

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		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 known 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. **NOTE:** Must FIX through the HelpDesk.



Creating a Voucher Against a Purchase Order

STEP 1 – ENTER VOUCHER DATA

Navigation: Accounts Payable>Vouchers>Entry>Regular Entry

Find an Existing Value	Add a New Value
Business Unit:	<input type="text" value="34000"/>
Voucher ID:	<input type="text" value="NEXT"/>
Voucher Style:	<input type="text" value="Regular Voucher"/>
Control Group ID:	<input type="text"/>
Short Vendor Name:	<input type="text"/>
Vendor ID:	<input type="text"/>
Vendor Location:	<input type="text"/>
Address Sequence Number:	<input type="text" value="0"/>
Invoice Number:	<input type="text"/>
Invoice Date:	<input type="text"/>
Gross Invoice Amount:	<input type="text" value="0.000"/>
Total Voucher Lines:	<input type="text" value="1"/>
<input type="button" value="Add"/>	
Find an Existing Value 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 .



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:

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

Invoice Lines Find | View All First 1 of 1

1 'Dist by: Amt SpeedChart

Item	Description	Quantity	UOM	Unit Price	Extended Amt
------	-------------	----------	-----	------------	--------------

- 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: <input type="text"/>	PO: <input type="text"/>	<input type="checkbox"/> View Matched /Cancelled Only?
'PO Dt Opt: <input type="text" value="No Date"/>	PO Date: <input type="text"/>	<input type="button" value="Copy To Voucher"/> <input type="button" value="Search"/>

Input the PO Unit and PO Number.

Unit: 34000	Voucher: NEXT	Go To Voucher Header
PO Lookup Criteria		
PO Unit: <input type="text" value="34000"/> Department of Health	PO: <input type="text" value="3409007427"/>	<input type="checkbox"/> View Matched /Cancelled Only?
'PO Dt Opt: <input type="text" value="No Date"/>	PO Date: <input type="text"/>	<input type="button" value="Copy To Voucher"/> <input type="button" value="Search"/>

Click .

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

PO Dt Opt: 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** .

NOTE: 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: Invoice

Vendor: 0000000580 Invoice No: 5551523
 Name: DCS-001 Invoice Date: 05/30/2006 Acctg Date: 06/09/2006
 Location: 0001 Pay Terms: 0 Days
 Address: 1 Misc Amt: Flight Amt: Non Merchandise Summary

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

Total: 0.00 Curr: USD Balance: -44.90

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 par	2.0000	EA	22.45000	44.90	<input type="checkbox"/>

Use One Assot 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	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** located in the bottom left hand corner.

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



STEP 4 – BUDGET CHECK VOUCHER

Invoice Information | Payments | Voucher Attributes | Accounting Information

Style: Regular Entry Status: Posttable [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	Projects	Oper Unit	Affiliate
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: 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
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](#)

NOTE: The budget checking process is run during the evening. Manual budget checking from the voucher should be processed in emergency cases only.



STEP 5 – REVIEW THE PO ACCOUNTING SCREEN

PO Accounting Entries

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

Vendor ID: 0000000580 Change Order:

'Accounting Line View: 'CommitmentControl Ledger:

Option:

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

Refer to page 18 of this manual. In this example, 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.



STEP 6 – FINAL THE VOUCHER

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:	=	<input type="text" value="34000"/>	
Voucher ID:	begins with	<input type="text" value="00084595"/>	
Invoice Number:	begins with	<input type="text"/>	
Short Vendor Name:	begins with	<input type="text"/>	
Vendor ID:	begins with	<input type="text"/>	
Name 1:	begins with	<input type="text"/>	
Voucher Style:	=	<input type="text"/>	
Entry Status:	=	<input type="text"/>	

Case Sensitive

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

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

Input the Voucher ID and **click** .



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"/>  Fight Amt: <input type="text"/>  Non Merchandise Summary Total: <input type="text" value="44.90"/> Curr: <input type="text" value="USD"/>  Balance: <input type="text" value="0.00"/>

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

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

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

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

Amount	Quantity	GL Unit	Budget Date	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Pr
44.90	<input type="text" value="2.0000"/>	<input type="text" value="34000"/> 	<input type="text" value="08/10/2006"/> 	<input type="text" value="533220"/> 	<input type="text"/>	<input type="text" value="1000"/> 	<input type="text" value="40000"/> 	<input type="text" value="3500001"/> 	<input type="text" value="06"/> 	<input type="text"/>	

[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.



am	Projects	Oper Unit	Affiliate	Fund Affil	Openitem	Finalize	PO Finalized
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/> N					

- 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	Statistics Code
<input checked="" type="checkbox"/>	1	3.0000	100.0000	67.35 USD		67.35 USD	Currency	Open	Valid	Warning			

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

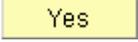
[Distribution Details](#) [Projects](#) [Asset Information](#) [Req Detail](#) [Distrib Sales/Use Tax](#) [Distrib VAT](#)

OK Cancel Refresh

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)

Yes No

Click  .



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: 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

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 [Save](#) .



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		Invoice	
Advanced Vendor Search		Invoice No:	5551523
Vendor:	0000000580	Invoice Date:	05/30/2006
Name:	DCS-001	Acctg Date:	08/10/2006
Location:	0001	'Pay Terms:	0 Days
'Address:	1	Misc Amt:	
DEPARTMENT OF CENTRAL SERVICES		Frigh Amt:	
DCS ACCOUNTING		Non Merchandise Summary	
OKLAHOMA CITY, OK 73152-3488		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			Pr

[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 Accty Date: 08/10/2006 Pay Terms: 0 Days Misc Amt: Freight Amt: 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
076552	Case equipment and pai	2.0000	EA	22.45000	44.90

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

PO Accounting Entries

'Unit: 34000 'PO ID: 3409007427 [Go to Purchasing Order Inquiry](#)

Vendor ID: 0000000580 Change Order:

'Accounting Line View Option: Standard 'CommitmentControl Ledger: ALLOT

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

Notify

Refer to page 18 of this manual.

- 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

Refer to page 52 of this manual.



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 .



Business Unit: 58000 **Ledger Group:** ALLOT

ChartField Criteria		
Chartfield	ChartField Value	To Value
Dept	%	%
Class-Funding	%	%
Bud Ref	%	%

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

Input the first two (2) digits of the Department ID, the five (5) digit Class, and the two (2) digit Bud REF in the “Chartfield Value” field and “To Value” field.

NOTE: 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

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

Click .



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
19601	06	06	Set Options

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

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. **NOTE:** 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:	=	<input type="text" value="58000"/>	
Ledger Group:	=	<input type="text"/>	
Account:	begins with	<input type="text"/>	
Dept:	begins with	<input type="text"/>	
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"/>	
Program:	begins with	<input type="text"/>	
Bud Ref:	begins with	<input type="text"/>	
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](#)

Populate the Ledger Group, the first two (2) digits of the Department ID, the five (5) digit Class, and the two (20 digit Bud Ref.



Business Unit:	=	58000	
Ledger Group:	=	Allot	
Account:	begins with		
Dept:	begins with	06	
Oper Unit:	begins with		
Sub-Account:	begins with		
Fund Type:	begins with		
Class-Funding:	begins with	19601	
Program:	begins with		
Bud Ref:	begins with	06	
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](#)

Click .

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	PC CFDA#	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 (2) links: 1) to access the budget period of 2006 and 2) to access the budget period of 2007. The budget date on the Distribution Line will determine which budget period transactions will post. It takes both the 2006 and 2007 budgets to equal the total amount budgeted, encumbered, and expended.



To review the budget, **click** 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](#)

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** the [Attributes](#) link.

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 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	Max Rows	<input type="text" value="100"/>
Expense:	LEDGER_KK	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](#)

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](#) link.



Activity Log

Ledger: ALLOT_EXP

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

Budget Chartfields Line Amount [PDF]

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 Bldgt?	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

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

Account	Fund Type	Class-Funding	Dept	Bud Ref
531130	1000	19601	0600001	06

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

Click to return back to the activity log.



Activity Log

Ledger: ALLOT_EXP

Budget Activity Lines Customize | Find | View All | First 1-65 of 65 Last

Budget Chartfields **Line Amount**

Tran ID	Tran Date	Tran Line	Ref Bldgt?	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	1900.00 USD	1900.00 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

Click to return 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: begins with

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Input your Run Control ID and **select** Search .

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"/>

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

Save Notify Add Update/Display

Input the required data and **select** Search . **NOTE:** Be sure to tab out of the field to validate the data.



- Ledger Group = ALLOT
- DEPT = First two (2) digits of the Department
- CLASS_FLD = Five (5) Digit Class
- BUDGET_REF = Two (2) 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 Tab to see additional information.

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

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

OK

Click **OK** 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](#) link.



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. The system 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 Journal 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 requires 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** .



Budget Transaction Detail

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

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

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 click . **NOTE:** 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

Time Zone:

Process List

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

The Server should be PSUNX and Format should be CSV. Click .



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 number is used to identify this job. **Click** the [Process Monitor](#) link.



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 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** 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](#) link.

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 Hold Request
 Location: Server Queue Request
 Server: PSUNX Cancel Request
 Recurrence: Delete Request
 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](#)

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



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

Name	File Size (bytes)	Datetime Created
Message Log	1,581	02/23/2006 2:47:41.000000PM CST
gl8005_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

Distribution ID Type	Distribution ID
User	RMAXWELL

[Return](#)

Click the [CSV](#) file link.

File Download

Do you want to open or save this file?

 Name: gl8005_2943640.xls
Type: Microsoft Excel Worksheet, 1.22 KB
From: webdev.oklaosf.state.ok.us

Always ask before opening this type of file

 While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Click .



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
12/23/2005	GL_JOURI	PY00627558	92	12/23/2005/Payroll	0	0	0	0	66.44

Here is the report in a CSV format. It also can 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 shows a web application interface for a Request for Quote (REQ) or Purchase Order (PO) form. The page is titled "Form" and "Schedule". Key fields include: Unit: 58000, Req ID: 5800000743, Req Date: 02/02/2006, Origin: CP, Requester: RMAXWELL (Ronney Maxwell), Status: Pending, Budget Status: **Error** (circled in red), Accounting Date: 02/02/2006, Currency: USD (Dollar). A table with one line item is visible: Line 1, Item ID 0979, Description "Rental or lease services of eq", Agency Req Nbr. Summary: Total Amt: 6,000.00 USD, Total Base Amt: 6,000.00 USD. Navigation links include Header Defaults, Header Comments..., Item Search, Item Detail, Line Defaults, Line Details, Catalog, Line Comments, and Sourcing Controls. Action buttons include Save, Return to Search, Notify, and Refresh.

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



Requisition Exceptions **Line Exceptions**

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

Exception Type: Error **Override Transaction** **More Budgets Exist**

Maximum Rows: 100 [Advanced Budget Criteria](#)

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

	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: Error **Override Transaction** **More Lines Exist**

Maximum Rows: 100 **Line From:** **Line Thru:**

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

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

Budget Exception Details and the Budget Items

Budget Chartfields **Budget Override**

Type	Business Unit	Ledger Group	Account	Class-Funding	Dept	Bud Ref	Budget Period
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

Select the Budget Override Tab.

Exception Details

Transaction Type: Purchase Requisition
Requisition ID: 5800000743

Transaction Line		
Line Number	Schedule	Distribution Line
1	1	1

Budget Exception Details and the Budget Items

Budget Chartfields **Budget Override**

Type	Business Unit	Ledger Group	Exception Description	Budget Override
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	

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



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

Search

[Advanced Search](#)

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

Input the Run Control ID and **click** **Search** .



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** .

Process Scheduler Request

User ID: RMAXWELL Run Control ID: BUD_CASH_RPT

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

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 .



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

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

[Go back to RUN_OCPO0343](#)

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

Click the [Administration](#) Tab.



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

View Reports For

User ID: Type: Last: Days
 Status: Folder: Instance: to:

Report List Customize | Find | View All | First 1-3 of 3 Last

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1594808	324574	OCPP0343 PO BUDGET ERROR RPT	12/29/2006 4:22:50PM	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.

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
	Ledger Group:		Error Message:							
	ALLOT		No Budget Exists							
	5809000383	7	1	1	26500	0202002	05	2/6/2004	620.00	RIDGWAYS INC
	Ledger Group:		Error Message:							
	ALLOT		No Budget Exists							
	5809000383	8	1	1	26500	0202002	05	2/6/2004	0.00	RIDGWAYS INC
	Ledger Group:		Error Message:							
	ALLOT		No Budget Exists							
	5809000383	9	1	1	26500	0202002	05	2/6/2004	0.00	RIDGWAYS INC
	Ledger Group:		Error Message:							
	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.</p> <p>To fix this either increase the budget, move expenditures, change funding or reduce outstanding encumbrances.</p>
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 Codes

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 .
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.



Error Code	Description	Notes
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.



Error Code	Description	Notes
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.
E31	Current budget period not in cumulative range.	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. 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. See "Setting Up Basic Commitment Control Options," Budget Period Calendars and Cumulative Budgeting .
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. **NOTE:** Be sure to use the correct Budget Date.