

FIN305: Budget and Commitment Control



Ground Rules



Be on time



Sign the attendance sheet



Turn off your cell phones when in class



Take breaks as needed



Participate actively in class; refrain from email and internet use



Feel free to ask questions

Welcome

Introductions:

- Name
- Agency
- Job Title
- Goals for Class

Course Agenda

1 Course Introduction

2 Module One: Maintaining Commitment Control

3 Course Summary

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Course Introduction

- › **Course Objectives**
- › **Roles and Responsibilities**
- › **Activities**

Course Objectives

After completing this course, the user will be able to:

- Identify the End-to-End Processes of Budgeting and Commitment Control.
- Produce Budget Journals.
- Inquire and Report upon Budget Activity.
- Troubleshoot Budget Check Errors.
- Process Budget Transfer Journals.

Roles and Responsibilities

Role	Responsibility
State Budget Office (SBO) General Operations Staff	The staff reviews and approves the accounting transactions ensuring compliance, identifying problems, and ensuring resolutions.
Budget Journal Approver	The approver that reviews and approves the accounting transactions ensuring compliance, identifying problems, and ensuring resolutions.
Appropriation Processor	The processor that reviews and approves the accounting transactions ensuring compliance, identifying problems, and ensuring resolutions.
Budget Analysts	The analysts review the budget and try to find the most efficient way to distribute funds and other resources.

Roles and Responsibilities

Role	Responsibility
Managers	The managers oversee budget adjustments, and complete approvals for adjustments.
Directors	The directors oversee budget adjustments, and complete approvals for adjustments.
Budget Office Staff	The staff with a central responsibility for the management of budget adjustments.
Budget Journal Entry	This role will originate controlled budget journals. Budget journals will be entered at the agency.
Budget Exception Approver	This role can override budget exceptions for either the State or the Agency, depending on their role. Overrides will be allowed only in limited situations and will not be allowed on Appropriation Budgets.

Roles and Responsibilities

Role	Responsibility
State Controller Office (SCO) GL Budget Definition Manager	Maintain the Commitment Control Budget Definition for Statewide and Agency budgets. The Budget Definition Maintainer function will be in the State Controller's Office.
Operating Budget Viewer	Will have access to view Agency level budgets using online inquiry screens.
Appropriation Viewer	Allow users access to view Statewide Controlling budget information. Access to the Appropriation Viewer role will only be given if the same user is granted access to the GL Viewer role.
SCO Appropriation Processor	Has access to create a Statewide Controlling budget journal. The SCO Appropriation Approver will be notified by the SCO Appropriation Processor if a budget is created.

Roles and Responsibilities

Role	Responsibility
State Budget Office General Operations	Completes a technical review of the budget journal after the Budget Journal Approver (SBO) applies their approval.
SBO Appropriation Processor	Has access to create a Statewide Controlling budget journal. The SBO General Operations role will be notified by the SBO Appropriation Processor if a budget is created.
SCO Appropriation Approver	Approve budget journals created by the SCO Appropriation Processor.

Activities

You will take part in three levels of group and individual activities throughout this course:

- Instructor Demonstrations
- Training Exercises
- Challenges

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Maintaining Commitment Control

- › Objectives
- › Key Terms
- › Lesson One: End-to-End Processes of Budgeting in Commitment Control
- › Lesson Two: Processing Budget Journals
- › Lesson Three: Processing Budget Transfer Journals
- › Lesson Four: Workflow Approval Processes
- › Lesson Five: Inquiring and Reporting upon Budget Activity
- › Lesson Six: Troubleshooting Budget Check Errors
- › Summary

Module 1: Objectives

After completing this module, the user will be able to:

- Identify the End-to-End Processes of Budgeting and Commitment Control.
- Produce Budget Journals.
- Inquire and Report upon Budget Activity.
- Troubleshoot Budget Check Errors.
- Process Budget Transfer Journals.

Module 1: Key Terms

Term	Definition
Budget	The Commitment Control ledger type, or amount type, which records the total budgeted amount for a control budget.
Budget Journal	The Journal used to post accounting transactions to a ledger. There are different types of Journals, such as General Ledger system journals, spreadsheet journals, and journals from the Journal Generator.
Budget Transfer Journal	A journal that moves budgeted authority from one chartfield string to another i.e. appropriation or department. Transfer journals must be balanced entries.
Commitment Control	Also referred to as Budgetary Control or KK, Commitment Control enables the user to control expenditures and encumbrances against predefined, authorized budgets.
Encumbrance	The amount of money that the user has a legal obligation to spend in the future. The issuance of a Purchase Order to a supplier is an example of a typical encumbrance transaction.
Error	An exception, which stops a transaction at the budget-checking stage.

Module 1: Key Terms

Term	Definition
Expenditure	An actual transaction processed against a control budget.
Ledger Group	Ledger groups define a set of detail ledgers and link them to a ledger template. This is used to manage the award budget. Some examples of ledger types include: Budget, Encumbrance, and Expense
Recognized Revenue	Revenue the user has booked and expects to receive.
Warning	An exception, which makes the user aware that the budget is at-risk of being exceeded, but still allows the Commitment Control ledgers to be updated.

End-to-End Processes of Budgeting in Commitment Control

Commitment Control provides four important business processes:

- Control budget creation and adjustment
- Budget checking of PeopleSoft
- Budget error and warning notification and override
- Inquiry on budgets and budget-checking activity

End-to-End Processes of Budgeting in Commitment Control

The following equation is an example of how Commitment Control determines an available budget:

Account	Amount
Budget	\$5,000
Encumbrance	-\$2,000
Expenditures	-\$750
Available Budget	\$2,250

Learning Checkpoint

Use the training materials, job aids, and UPKs to answer the questions below. The questions will gauge your knowledge of the End-to-End Processes of Budgeting in Commitment Control.

1. What are the four business processes provided by PeopleSoft Commitment Control?
2. What is the purpose of PeopleSoft Commitment Control?
3. What other two terms are used synonymously with Commitment Control?



Summary: End-to-End Processes of Budgeting in Commitment Control

Now that you have completed the End-to-End Processes of Budgeting in Commitment Control lesson, you should be able to:

- Recall all four of the business processes within Commitment Control
- Explain the role of each business process in Commitment Control
- Describe how the available budget can be changed by adjusting the original budget, tolerances, or other factors.

Processing Budget Journals

There are two types of types of Commitment Control transactions that will be used:

- Appropriations Budget, which is the State's overall budget
- Operating Budgets, which are budgets dedicated to a specific agency

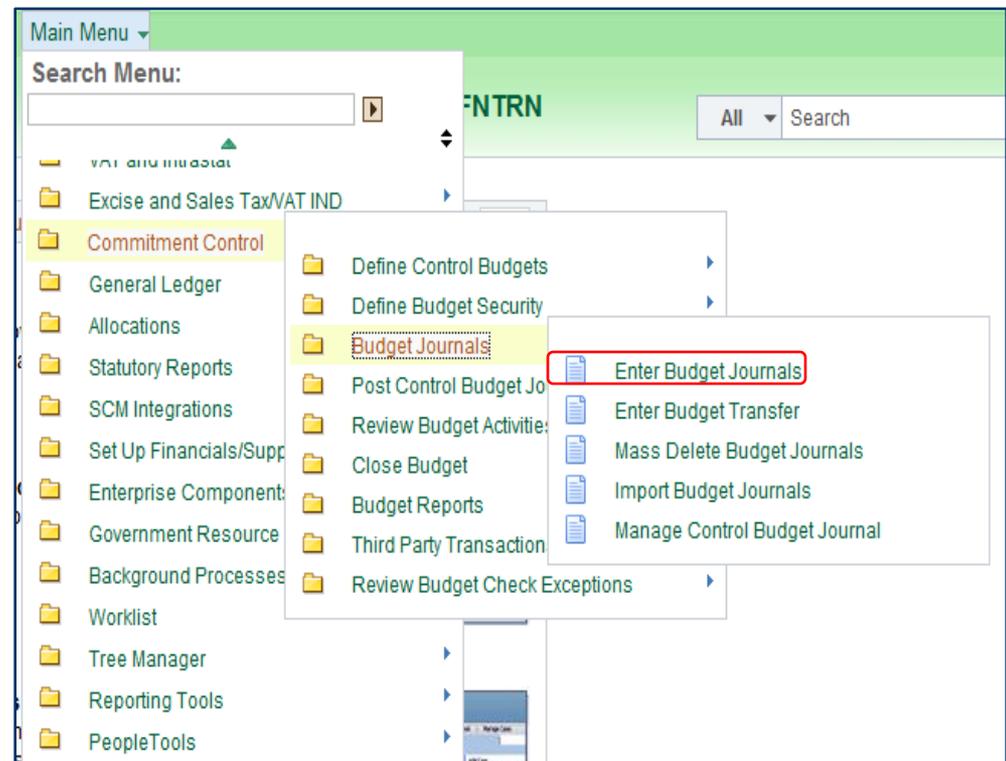
The following chart shows the various WiSMART equivalents to the new STAR process:

WiSMART	STAR
AP – Appropriations	Budget Journal (Appropriations)
TA – Transfer Appropriation	Budget Transfer Journal
EB – Expense Budget	Budget Journal (Operating)
RB – Revenue Budget	Budget Journal (Revenue)

Processing Budget Journals

Budget Journals are journals that contain one or more transactions that create or modify authorized budget amounts for a state budget.

Navigation



Processing Budget Journals

Budget Header | Budget Lines | Budget Errors

Unit 25500 Journal ID DPI1 Date 02/16/2015

*Ledger Group CC_OPER

Fiscal Year 2015 Period 8

Control ChartField Appropriation *Currency USD

Budget Header Status None Rate Type CRRNT

*Budget Entry Type Original Exchange Rate 1.00000000

Cur Effdt 02/16/2015

Budget Type Expense

Attachments (0)

Parent Budget Options

- Generate Parent Budget(s)
- Use Default Entry Event

Parent Budget Entry Type

Long Description

Alternate Description

Save Notify Refresh Add Update/Display

Budget Header | Budget Lines | Budget Errors

Processing Budget Journals

Attachments Screen

Attachments can be used to help support the entry that is being made into the system. This provides a clear purpose for the entry when an audit occurs.

Budget Journal Attachments

Unit 25500 Journal ID NEXT Date 02/16/2015

Details

File Name	Show to Approver?	Description	User	Name
View	<input checked="" type="checkbox"/>			

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Processing Budget Journals

Budget Header | **Budget Lines** | Budget Errors

Unit 25500 Journal ID DPI1 Date 02/16/2015 Budget Header Status None

*Process **Process**

▼ Lines Personalize | Find | View All | First 1 of 1 Last

Chartfields and Amounts | Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Bud Ref	Fund	Appropriation	Dept	Account	Se
	1	CC_OPER_BD	<input type="text"/>	Se						

Lines to add

Journal Line Copy Down

From Line To **Generate Budget Period Lines**

Totals

Total Lines	1	Total Debits	0.00	Total Credits	0.00
-------------	---	--------------	------	---------------	------

Save Notify Refresh Add Update/Display

Budget Header | Budget Lines | Budget Errors

Processing Budget Journals

Budget Header | Budget Lines | **Budget Errors**

Unit 25500 Journal ID DPI1 Date 02/16/2015 Budget Header Status Error

▼ Header Errors Personalize | Find | | First 1 of 1 Last

Go To Header	Field Name	Set	Msg	Message Text
Go To Header				Budget exceptions have been logged. Review the Budget Journal Exceptions page for more detail.

▼ Line Errors Personalize | Find | View All | | First 1 of 1 Last

Go To Line	Line #	Field Name	Set	Msg	Message Text
Go To Line					

Save Return to Search Notify Refresh Add Update/Display

Budget Header | Budget Lines | Budget Errors

Processing Budget Journals

Budget Exceptions

The Budget Exceptions page allows the user to search for existing budget exceptions.

Budget Exceptions

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

[Find an Existing Value](#)

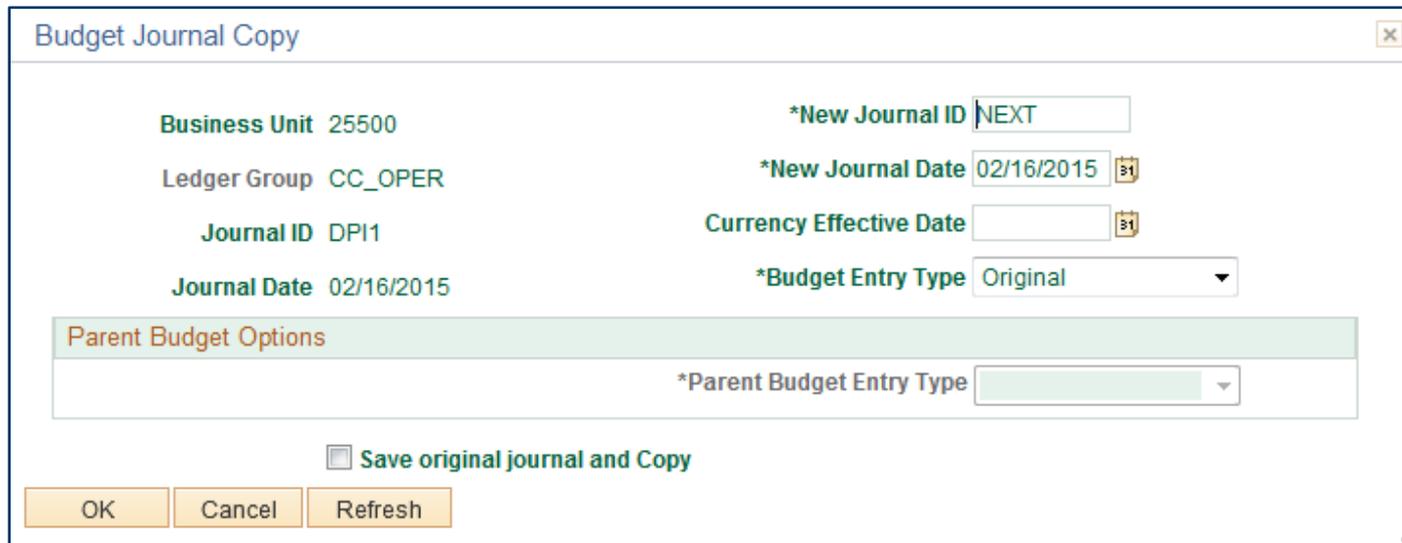
▼ Search Criteria

Business Unit:	= ▼	25500	
Ledger Group:	= ▼	CC_OPER	
Account:	begins with ▼		
Department:	begins with ▼		
Operating Unit:	begins with ▼		
Product:	begins with ▼		

Processing Budget Journals

Budget Journal Copy

The **Budget Journal Copy** page allows users to quickly reuse information from previously posted journals for new journals.



The screenshot shows a web form titled "Budget Journal Copy" with the following fields and values:

Business Unit	25500	*New Journal ID	NEXT
Ledger Group	CC_OPER	*New Journal Date	02/16/2015
Journal ID	DPI1	Currency Effective Date	
Journal Date	02/16/2015	*Budget Entry Type	Original

Below these fields is a section titled "Parent Budget Options" containing a dropdown menu for "*Parent Budget Entry Type".

At the bottom of the form, there is a checkbox labeled "Save original journal and Copy" which is currently unchecked. Below the checkbox are three buttons: "OK", "Cancel", and "Refresh".

Instructor Demonstration: Updating a Budget Journal Using Journal Line Copy Down

Your instructor will show you how to perform the Journal Line Copy Down while you follow along.



Instructor Demonstration: Debrief

- 1. In this scenario, why were the Fund, Program, and Amount ChartFields unchecked in the Journal Entry Copy Down Options page?**



Processing Budget Journals

Mass Delete Commitment Control Budget Journals

The **Mass Delete Commitment Control Budget Journals** page enables the user to search and delete journals that have not yet been posted.

Mass Delete Commitment Control Budget Journals

*Unit: 25500 *Ledger Group: CC_OPER Journal ID: Journal Date From: Date To:

ChartField Search Criteria Personalize | Find | First 1 of 1 Last

ChartField Name	ChartField Value

Search Mark All UnMark All Delete

Journals Personalize | Find | View All | First 1 of 1 Last

Process	Show Jrnl	Journal ID	Journal Date	Lines	Budget Header Status
	Show Jrnl	DPI1	02/16/2015	1	E

Save Notify Refresh

Processing Budget Journals

The user can also populate journal information using the **Spreadsheet Journal Import**:

- The batch import requires a manual submission of one or more files through the browser.

Processing Budget Journals

Exceptions are separated into two categories:

- Errors are exceptions that have failed budget checking. Transactions with errors stop at the budget check stage and do not proceed until corrected or overridden.
- Warnings are exceptions that are passed long and update the Commitment Control ledgers. Some warnings are automatically built into the system, while others must be designated by the user as a warning.

Processing Budget Journals

The following budgetary control options exist to monitor each transaction type:

- Control
- Track with Budget
- Track without Budget at

Training Exercise: Processing Budget Journals

This Training Exercise will review preparing a commitment control budget. Refer to the separate data worksheet for all necessary data.



Training Exercise: Debrief

- 1. In what journal entry page would users enter information, such as Budget Period and ChartField values?**
- 2. In this scenario, why was the Permanent Salary Budget listed at \$1,000,000 and the Classified Civil Service Salary Budget listed at \$500,000?**
- 3. How much is left in the Permanent Salary Budget after this exercise?**



Summary: Processing Budget Journals

Now that you have completed the Processing Budget Journals lesson, you should be able to:

- Produce both original budget journals and adjustments
- Recognize both errors and warnings and explain how each affects the Commitment Control ledgers
- Identify a specific transaction that has yet to be posted by using the **Mass Delete Commitment Control Budget Journal** page.

Processing Budget Transfer Journals

Budget transfers allow original budget amounts to be moved between appropriations and organization budgets.

- The appropriations budget is the overall State budget.
- Operating budgets are dedicated to individual agencies.

Processing Budget Transfer Journals

Budget transfers are useful to move funds between Chartfield strings and make balanced adjustments to budget authority.

- Transfers can only occur between budgets within a single Commitment Control ledger group and business unit combination. (i.e. No transfers can occur between appropriations and operating ledger groups)

Processing Budget Transfer Journals

Common types of Budget Transfer Journals include:

- 13.10
- Biennial Adjustment
- New Legislation
- Transfer Adjustment
- Transfer Original

Processing Budget Transfer Journals

The Enter Budget Transfer component uses the same process as the Enter Budget Journal, with the following exceptions:

- The **Budget Header page** in the Enter Budget Transfer component has different budget entry type options.
- Journal lines must balance.

Processing Budget Transfer Journals

Favorites ▾ Main Menu ▾ > Commitment Control ▾ > Budget Journals ▾ > Enter Budget Transfer

Welcome TrainUser09 Logged on PFNTRN All ▾ Search » Advanced Search

Budget Header | Budget Lines | Budget Errors

Unit 25500 Journal ID TRANSFER Date 02/16/2015

*Ledger Group CC_OPER Fiscal Year 2015 Period 8

Control ChartField Appropriation *Currency USD

Budget Header Status None Rate Type CRRNT

*Budget Entry Type **Transfer Adjustment** Exchange Rate 1.00000000

Parent Budget Opt **Transfer Adjustment** Cur Effdt 02/16/2015

Generate Parent Budget(s) Budget Type Expense

Use Default Entry Event

Parent Budget Entry Type

Attachments (0)

Long Description

Alternate Description

Save Notify Refresh Add Update/Display

Processing Budget Transfer Journals

The **Budget Lines** page is used to:

- Enter the details of the budget transfer journal.
- Submit for approval
- Post the entries.

Once you enter in both the Header and the Lines, you can request journal processing on the **Lines** page.

Budget Header | Budget Lines | Budget Errors

Unit 25500 Journal ID TRANSFER Date 02/16/2015 Budget Header Status None

*Process **Post Journal** **Process**

▼ Lines

Chartfields and Amounts | Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Appropriation	Dept	Account	Se
<input type="checkbox"/>	1	CC_OPER_BD						Se

Lines to add

1 + - Journal Line Copy Down From Line To Generate Budget Period Lines

Totals

Total Lines 1 Total Debits 0.00 Total Credits 0.00

Save Notify Refresh Add Update/Display

Challenge: Processing Budget Transfer Journals

This Challenge will review performing a budget transfer.

- Refer to the separate data worksheet for all necessary data.
- You may also use UPKS and other training materials to complete this activity.



Challenge: Debrief

- 1. Why were the amounts on the 2550601000 and 2550602000 budgets $-\$15,000$ and $\$15,000$, respectively?**



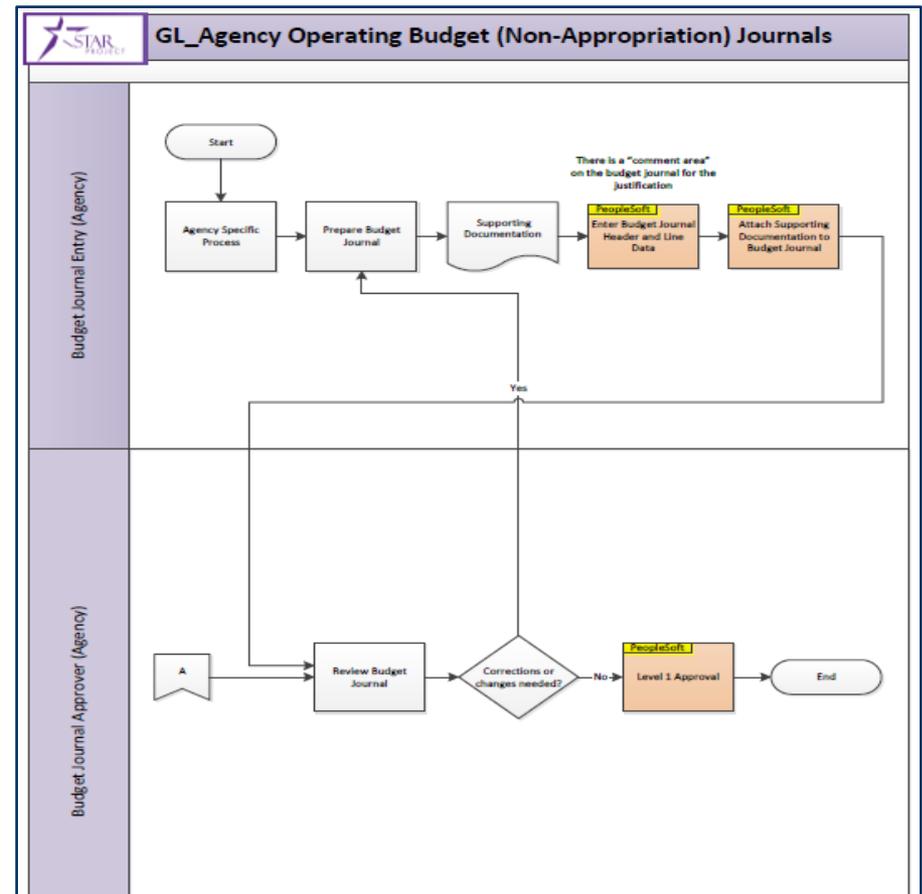
Summary: Processing Budget Transfer Journals

Now that you have completed the Processing Budget Transfer Journals lesson, you should be able to:

- Describe the effects of a budget journal transfer on both the two operating budgets, as well as the appropriations budget.
- Determine when using a budget transfer is appropriate.
- Summarize the different entry types available for the budget transfer process.

Workflow Approval Processes

Budget Journals must undergo an approval process before they can be posted and affect the appropriations and operating budgets. Approval processes vary depending on the type of budget journal entry.



Workflow Approval Processes

To begin the approval process, navigate to **Worklist** in the top right hand corner of the STAR Home page. Once in the **Worklist**, choose one of the journals sent for review.

Worklist

Worklist for BUDGET_JOURNAL_AGENCY_APPROVER: BUDGET JOURNAL

Detail View Worklist Filters Feed

Worklist Items Personalize | Find | Vi

From	Date From	Work Item	Worked By Activity	Priority	Link
BUDGET JOURNAL ENTRY	02/02/2015	Approval Routing	Approval Workflow	3-Low	KKJournalApproval. 451, SHARE, 1902-01-01, N, 0, BUSINESS_UNIT:37000, JOURNAL_ID:0000000081, JOURNAL_DATE:2015-02-02, RDC:RA,0,A
BUDGET JOURNAL ENTRY	02/17/2015	Approval Routing	Approval Workflow	3-Low	KKJournalApproval. 611, SHARE, 1902-02-01, N, 0, BUSINESS_UNIT:37000, JOURNAL_ID:0000000143, JOURNAL_DATE:2015-02-17, RDC:RA,0,A
BUDGET JOURNAL ENTRY	02/23/2015	Approval Routing	Approval Workflow	3-Low	KKJournalApproval. 631, SHARE, 1902-02-01, N, 0, BUSINESS_UNIT:37000, JOURNAL_ID:0000000192, JOURNAL_DATE:2015-02-23, RDC:RA,0,A
BUDGET JOURNAL ENTRY	02/23/2015	Approval Routing	Approval Workflow	3-Low	KKJournalApproval. 641, SHARE, 1902-02-01, N, 0, BUSINESS_UNIT:37000, JOURNAL_ID:0000000193, JOURNAL_DATE:2015-02-23, RDC:RA,0,A

Refresh

Workflow Approval Processes

The **Manage Control Budget Journal Approval** page gives the approver the opportunity to review all of the available budgets meeting a specific, searchable criteria.

Manage Control Budget Journal Approval

Search Budget Control Journals

To locate journals that require your approval (or journals that previously required your approval), edit the criteria below and click the Search button.

Business Unit: 37000 Requester: []
Journal ID: [] Budget Entry Type: []
Journal Date From: 02/23/2015 To Journal Date: 02/23/2015
*Approval Status: Pending *Approval Level: Header

Search Clear

Comments

Select All / Deselect All Approve Deny Hold Pushback

Control Budget Journals Personalize | Find | First 1-2 of 2 Last

Select	Journal ID	Business Unit	Journal Date	Total Debits	Total Credits
<input type="checkbox"/>	0000000192	37000	02/23/2015		\$1,000.00
<input type="checkbox"/>	0000000193	37000	02/23/2015		\$1,000.00

Select All / Deselect All Approve Deny Hold Pushback

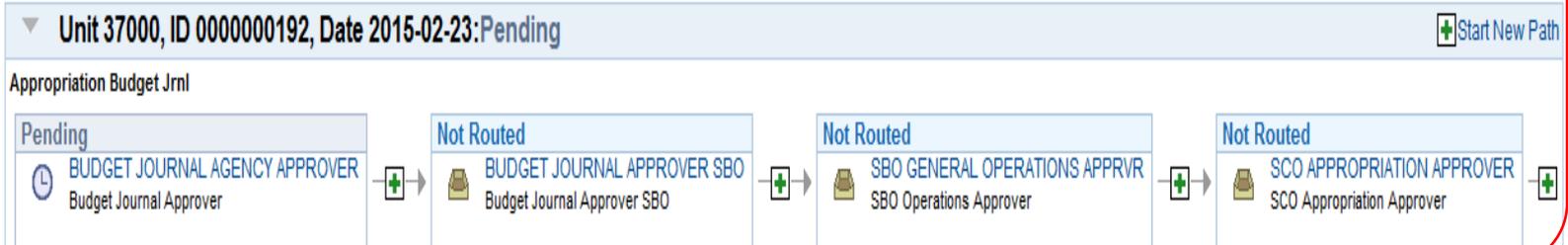
Workflow Approval Processes

Control Budget Journal Approval

Business Unit	37000	Return to Manage Approval
Journal ID	0000000192	Attachments (0)
Journal Date	02/23/2015	Control Budget Entry Page
Ledger Group	CC_APPROR	Status Pending
Fiscal Year	2015	Debits
Period	8	Credits \$1,000.00
Budget Entry Type	Original	Description workflow test
		Requester BUDGET_JOURNAL_ENTRY

Approval Flow

Budget Approval - Workflow



Workflow Approval Processes

Once the budget journal is approved, one of two options exist:

1. For an operating budget, the budget journal will either be picked up in a daily batch process or, for time sensitive scenarios, can be posted by the Budget Journal Entry role.
2. For an appropriations budget, once the final level of approval is reached, a batch process must occur to post the budget journal.

If a budget journal is denied, it is returned to the Budget Journal Entry role to make adjustments.

Summary: Workflow Approval Processes

Now that you have completed the Processing Budget Transfer Journals lesson, you should be able to:

- Identify the appropriate roles throughout the operating budget journal approval process.
- Explain what happens to a budget journal when it is not approved.
- Recall the steps necessary to approve an operating budget journal.

Inquiring and Reporting upon Budget Activity

Budget inquiries enable you to view the details of your budget in order to make effective management decisions. There are three budget inquiry options to manage and analyze your budget data:

- Budgets Overview Component
- Budget Details Component
- Activity Log Component
- Budget Status Report

Inquiring and Reporting upon Budget Activity

The **Budget Overview** inquiry enables you to create inquiries based on a wide variety of criteria and save for reuse.

The screenshot displays the 'Budget Inquiry Criteria Budget Overview' interface. At the top, it shows the title 'Budget Inquiry Criteria Budget Overview' and a search bar with the text 'Inquiry DPI OVER' and a 'Description' field. Below this are three buttons: 'Search', 'Clear', and 'Reset'. The interface is divided into several sections: 'Budget Type' with a '*Business Unit' search field, 'Ledger Group/Set' field, and checkboxes for 'View Stat Code Budgets' and 'Display Chart'; 'Time Span' with a '*Type of Calendar' dropdown set to 'Detail Budget Period'; 'Budget Criteria' table with columns for 'Select', 'Ledger Group', 'Calendar ID', 'From Budget Period', and 'To Budget Period'; and 'ChartField Criteria' table with columns for 'ChartField', 'ChartField From Value', 'ChartField To', 'Info', and 'ChartField Value'. At the bottom, there are three buttons: 'Save', 'Notify', and 'Refresh'.

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period
<input checked="" type="checkbox"/>	CC_APPROR			

ChartField	ChartField From Value	ChartField To	Info	ChartField Value
	%	%		

Inquiring and Reporting upon Budget Activity

The **Budget Details** enables you to view data for a specific budget.

Commitment Control Budget Details					
Business Unit	Ledger Group	Bud Ref	Fund	Appropriation	Dept
25500	CC_OPER				
Display Chart					
Amount					
Budget:				0.000	
Expense:				0.000	
Encumbrance:				0.000	
Pre-Encumbrance:				0.000	
Associated Revenue				0.000	
Available Budget					
	Without Tolerance		0.000		Percent
	With Tolerance		0.000		Percent
Budget Exceptions					
	Exception Errors	3	Exception Warnings	0	Bu
Return to Search		Notify			

Inquiring and Reporting upon Budget Activity

The **Activity Log** enables you to view the details of your budget activity, including viewing individual transaction lines.

Commitment Control Activity Log

Activity Log Inquiry Criteria

Inquiry DPI ACT

*Transaction Type

Application Business Unit

Voucher ID From

Tran ID

Process Status

Maximum Rows

Instructor Demonstration: Inquiring on Budget Transactions

Your instructor will show you how to Inquire on Budget Transactions while you follow along.



Instructor Demonstration: Debrief

- 1. In this scenario, what was the total available budget for the US005 business unit?**
- 2. In this scenario, what percent of the total budget had been spent when this inquiry was performed?**



Inquiring and Reporting upon Budget Activity

The **Budget Status** search page allows the user to search for an existing Budget Status Report or create a new one.

Budget Status

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 Criteria

Run Control ID:

Case Sensitive

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

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

Inquiring and Reporting upon Budget Activity

The **Budget Status Report** provides information about the remaining amount within a budget, as well as other information for a particular budget.

Commitment Control Budget Status Report

Run Control ID Budget Report Manager Process Monitor Run

Language English

Report Request Parameters

*Unit 25500 Public Instruction

*Ledger Group CC_OPER Agency Operating

Refresh

ChartField Selection Personalize | Find | First 1 of 1 Last

Sequence	ChartField Name	Include CF	Subtotal	Value	To Value
1		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Save Return to Search Add Update/Display

Inquiring and Reporting upon Budget Activity

To run the **Budget Status Report**, users must send a request for this specific report through the **Process Scheduler Request**.

Process Scheduler Request

User ID TrainUser09 Run Control ID Budget

Server Name PSNT Run Date 02/19/2015
Recurrence Run Time 1:39:03PM
Time Zone

Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Budget Status Report	GLS8020	SQR Report	Web	PDF	Distribution

OK Cancel

Inquiring and Reporting upon Budget Activity

Once a **Budget Status Report** has been sent for processing, the user can access the **Report Manager** to search and review any report.

The screenshot displays the 'Report Manager' interface. At the top, there are navigation tabs: 'List', 'Explorer', 'Administration', and 'Archives'. Below these is a section titled 'View Reports For' with search filters. A red box highlights the 'Folder' dropdown, 'Instance' input, 'to' input, 'Name' input, and 'Created On' input with a calendar icon. To the right of these filters is a 'Refresh' button. Below the filters is a table of reports. The table has columns: 'Report', 'Report Description', 'Folder Name', 'Completion Date/Time', 'Report ID', and 'Process Instance'. The first row contains the text '1 Report', with '1' and 'Report' circled in red. Above the table are navigation controls: 'Personalize | Find | View All | [grid icon] | [refresh icon] | First [arrow] 1 of 1 [arrow] Last'.

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

Training Exercise: Inquiring and Reporting upon Budget Activity

This Training Exercise will review creating a budget inquiry using the Budget Overview page. Refer to the separate data worksheet for all necessary data.



Training Exercise: Debrief

- 1. Which budget inquiry offers the most comprehensive perspective of budget management?**
- 2. When should you use the Budget Details Inquiry?**
- 3. Which inquiry offers the most detailed information for the user?**



Summary: Inquiring and Reporting upon Budget Activity

Now that you have completed the Inquiring and Reporting upon Budget Activity lesson, you should be able to:

- Describe the differences between **Budget Overview**, **Budget Detail**, and **Activity Log** inquiries.
- Choose useful search criteria when using the **Budget Overview** inquiry
- Recognize how information from the **Activity Log** relates to the **Budget Details** inquiry.

Troubleshooting Budget Check Errors

The Commitment Control Budget Processor determines whether a budget:

- Passes a transaction.
- Fails a transaction.
- Issues a warning.

Troubleshooting Budget Check Errors

You are able to review budget-checking errors and view journal status codes from the following places:

- Journal Entry – **Errors** page
- Journal Entry – **Lines** page
- Journal Status – **Journal Lines** page

Troubleshooting Budget Check Errors

The statuses that the Budget Processor can produce are described in the following chart:

Journal Status	Description
V (Valid)	The transaction passed budget checking with no errors or warnings. The process updates the appropriate control budget ledger. Or, you have selected to bypass budget checking.
N (Not checked)	Transaction has not been budget checked.
E (Error)	The transaction failed budget checking. The process does not update any control budget ledgers. The page provides a link to the appropriate exceptions page for the transaction; there the budget journal exception approver can review the exceptions and override Operating budgets.

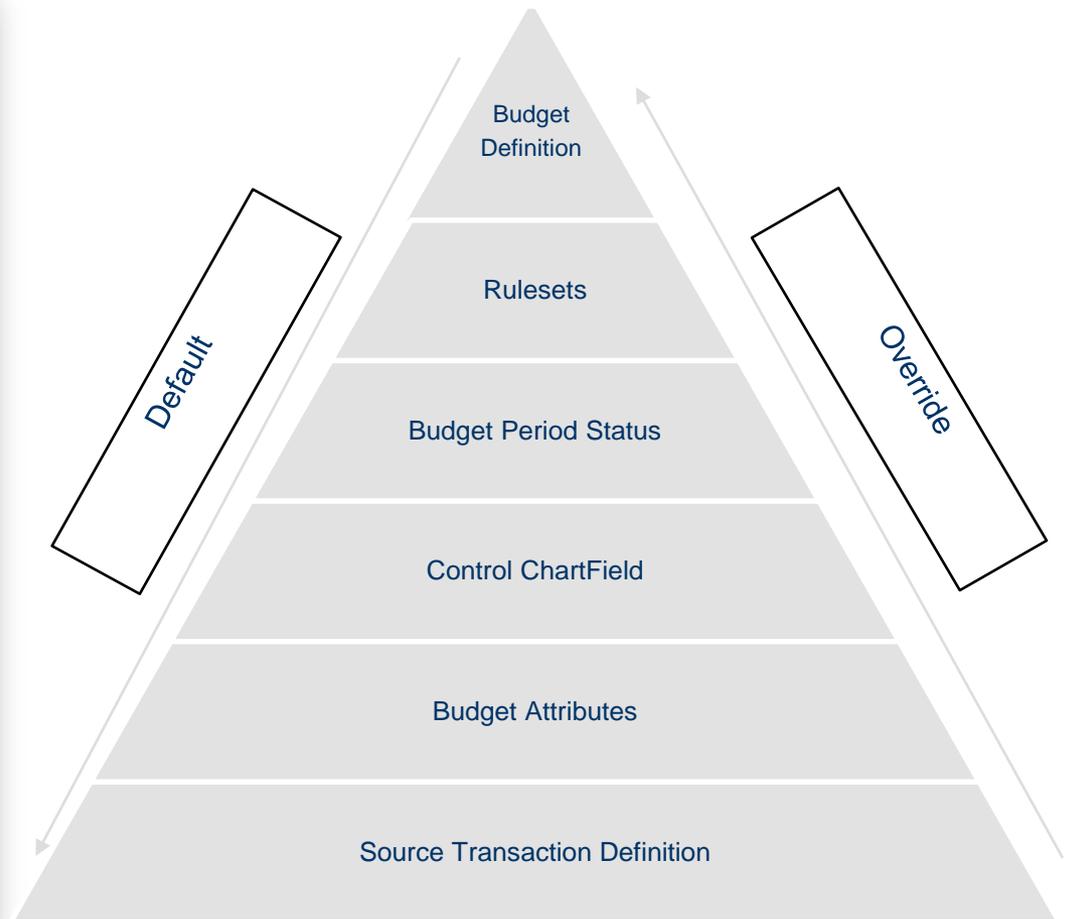
Troubleshooting Budget Check Errors

The following are different examples of when either a warning or error message will be displayed.

Error Message Issued	Warning Message Issued
Exceeds budget and is over budget tolerance.	The source transaction is over the budget amount but within the tolerance percentage.
CF value not at tree level.	The source transaction is over the budget amount.
The budget definition control option is set to Control.	The budget definition control option is set to Track with Budget or Track without Budget.

Troubleshooting Budget Check Errors

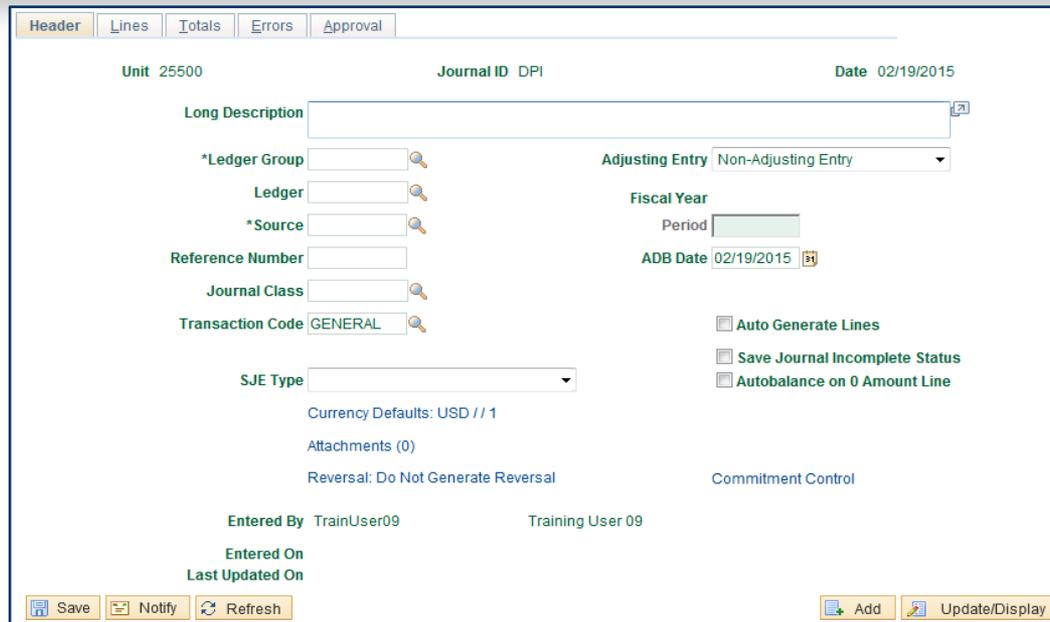
The Budget Processor uses rules that you define in the budget definitions, rulesets, budget period statuses, budget attributes and source transactions pages.



Troubleshooting Budget Check Errors

Overriding Errors

Access the **Journal Entry – Header** page to specify the ledger group, ledger and other details to edit a journal.



Header | Lines | Totals | Errors | Approval

Unit 25500 Journal ID DPI Date 02/19/2015

Long Description

*Ledger Group  Adjusting Entry Non-Adjusting Entry

Ledger  Fiscal Year

*Source  Period

Reference Number ADB Date 02/19/2015

Journal Class  Auto Generate Lines

Transaction Code GENERAL  Save Journal Incomplete Status

SJE Type  Autobalance on 0 Amount Line

Currency Defaults: USD // 1

Attachments (0)

Reversal: Do Not Generate Reversal Commitment Control

Entered By TrainUser09 Training User 09

Entered On

Last Updated On

Troubleshooting Budget Check Errors

Editing and Checking Journals

To edit a journal, navigate to the **Journal's Lines** page and make the necessary changes. You can also check the journal's status in this page, as well

Header | Lines | Totals | Errors | Approval

Unit 28500 Journal ID NEXT Date 02/10/2015
Template List Change Values

Inter/IntraUnit *Process Edit Journal Process

▼ Lines

Select	Line	*Unit	*Ledger	SpeedType	Bud Ref	Fund	Appropriation	Dept
<input type="checkbox"/>	1	28500	CC_DET_EN					

Lines to add 1 + - 🗑️

▼ Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status
28500	1	0.00	0.00	N

Personalize | Find | View All | 🗨️ | 🗑️

Save Notify Refresh

Header | Lines | Totals | Errors | Approval

Learning Checkpoint

Use the training materials, job aids, and UPKs to answer the questions below. The questions will gauge your knowledge of Troubleshooting Budget Check Errors.

1. What are the three journal statuses the Budget Processor can produce for a budget?
2. On which page can you find to check the budget journal status?



Summary: Troubleshooting Budget Check Errors

Now that you have completed the Troubleshooting Budget Check Errors lesson, you should be able to:

- Explain what each of the journal status codes indicate.
- Demonstrate the processes necessary to override an error on a specific journal.
- Describe how the Budget Processor identifies an error.

Module 1: Summary

Now that you have completed the Maintaining Commitment Control module, you should be able to:

- Describe the use of Commitment Control, as well as the processes necessary to successfully implement Commitment Control.
- Develop Budget Journals which appropriately reflect the approved budgets for both the state, as a whole, as well as individual agencies.
- Identify and analyze budgets which may have either a warning or error attributed to it because the amount exceeds the budget.
- Create an override for those budgets that have an error.
- Choose specific budgets where funds should be transferred using the Budget Transfer process.

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Course Summary

- › Objectives Achieved
- › Next Steps
- › Additional Resources
- › Additional Questions
- › Course Survey

Objectives Achieved

Congratulations! You have completed the Budget and Commitment Control course and should now be able to:

- Describe the use of Commitment Control, as well as the processes necessary to successfully implement Commitment Control.
- Develop Budget Journals which appropriately reflect the approved budgets for both the state, as a whole, as well as individual agencies.
- Identify and analyze budgets which may have either a warning or error attributed to it because the amount exceeds the budget.
- Create an override for those budgets that have an error.
- Choose specific budgets where funds should be transferred using the Budget Transfer process.

Next Steps

Now that you have completed the course, make sure that you complete the following tasks:

- Course assessment
- Course evaluation
- Log off your workstation

Additional Resources

The following resources are available to increase your understanding of the lessons covered in this course:

- STAR User Productivity Kits
- STAR Job Aids

For additional information:

- STAR Project Website: starproject.wi.gov
- STAR Intranet: <http://starconnection.wi.gov/Team>

Additional Questions

