



**State of Wisconsin
Department of Administration**

**FIN305: Budget and Commitment
Control
Training Guide**

Version 1.0



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Course Introduction

Introduction

The Commitment and Budget Control course discusses the budgeting in Commitment Control. It provides information on processing budget journals, journal transfers, activities and checking errors.

This course consists of the following modules:

- Module 1: Maintaining Commitment Control

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

Course Introduction (Cont.)

Roles and Responsibilities

The following roles are associated with this course:

- 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.
- 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.
- 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.
- 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

Introduction

You will take part in three levels of group and individual activities throughout this course: Instructor Demonstrations, Training Exercises, and Challenges. The definitions and descriptions of each are below.

Activity 1: Instructor Demo

Instructor demonstration activities involve a walk-through of procedures. Your instructor will show you how to perform these activities while you follow along.



Activity 2: Training Exercises

You will determine how to perform an activity by following either the User Productivity Kits (UPKs) or data sheets, and by using the training materials as reference tools. You can perform Training Exercises individually or in groups, as directed by your instructor.



Activity 3: Challenges

Challenges do not contain step-by-step instructions. Instead, this is a self-led activity in which you will be provided the minimum amount of information required to perform a transaction. You also may refer to the provided data worksheet for this activity. This document provides all the information you need to complete the activity.



Module 1: Maintaining Commitment Control

Objectives

After completing this module, you 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

Lessons

This module includes the following lessons:

- End-to-End Processes of Budgeting in Commitment Control
- Processing Budget Journals
- Processing Budget Transfer Journals
- Workflow Approval Processes
- Inquiring and Reporting upon Budget Activity
- Troubleshooting Budget Check Errors

Key Terms



The following key terms are used in this module:

Term	Definition
Commitment Control	Also referred to as Budgetary Control or KK, Commitment Control enables the user to control expenditures against predefined, authorized budgets.
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.
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.
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.
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.

Module 1: Maintaining Commitment Control

Key Terms



The following key terms are used in this module:

Term	Definition
Errors	An exception, which stops a transaction at the budget-checking stage.
Expenditure	An actual transaction processed against a control budget.
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

Lecture

PeopleSoft Commitment Control is a feature that enables the State of Wisconsin to control expenditures and encumbrances actively against predefined, authorized budgets. Budgetary Control is referred to as Commitment Control (or KK) in PeopleSoft. In particular, Commitment Control provides the following business processes:

- Control budget creation and adjustment
 - Budget Journals are used to establish and maintain Appropriation budgets, Operating budgets, Revenue budgets and Project budgets.
 - The Appropriations budget, which is the overall state budget, contains multiple operating budgets that are agency-centric. The operating budgets cannot exceed the Appropriations ledger.
 - Commitment accounting identifies and reserves funds for future payment obligations.
- Budget checking
 - The budget-checking process is used to ensure a transaction doesn't exceed the available budget amount.
 - Control budgets are created and maintained, and actual transactions are checked against the control budgets.
- Budget error and warning notification and override
 - The Budget Processor, which is an application engine process, warns the user if the transaction exceeds the control budget.
 - Errors can be overridden with consent of the user.
- Inquiry on budgets and budget-checking activity
 - Users can see an overview of budgets and identify when these budgets are currently, or at risk of, being broken.
 - By driving down to individual line items, the user can discover where the errors are originating from and evaluate the possibility of overriding the error.

End-to-End Processes of Budgeting in Commitment Control

Lecture

Commitment Control requires the setup and definition of a budget against which a source transaction is checked.

If the source transaction passes PeopleSoft Commitment Control's budget checking, the appropriate Commitment Control ledgers are updated with new information, and the available budget amounts are reduced accordingly.

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

Budgeted amount	\$5,000
Encumbrances	-\$2,000
Expenditures	-\$750
Available budget	\$2,250

Learning Checkpoint

Instructions

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

Questions



1. What are the four business processes provided by Commitment Control?

2. What is the purpose of Commitment Control?

3. What other two terms are used synonymously with Commitment Control?

Lesson Summary

Objectives Achieved



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, revenues, tolerances, or other factors.



Processing Budget Journals

Lecture

Budget Journals are journals that contain one or more transactions that create or modify authorized budget amounts for a state budget. Budget and adjustment journals are entered in a similar manner as the manual journal entry process in General Ledger.

Budget journals will be created for the purpose of establishing and maintaining the following types of budgets:

- Appropriations Budget, which is the State’s overall budget.
 - Appropriations Budgets are created by the SCO Appropriation Processor and Approved by the SCO Appropriation Approver.
 - Appropriations Budgets cannot be overridden.
- Operating Budgets, which are budgets dedicated to a specific agency.
 - Operating Budgets are entered at the agency level by the Budget Journal Entry role and approved by the Budget Journal Entry approver.
 - Operating Budgets can be overridden by the Agency Operating Budget Exception Approver.

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

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

Processing Budget Journals (Cont.)

Lecture

To begin the creating budget journal process, you must first navigate through PeopleSoft:

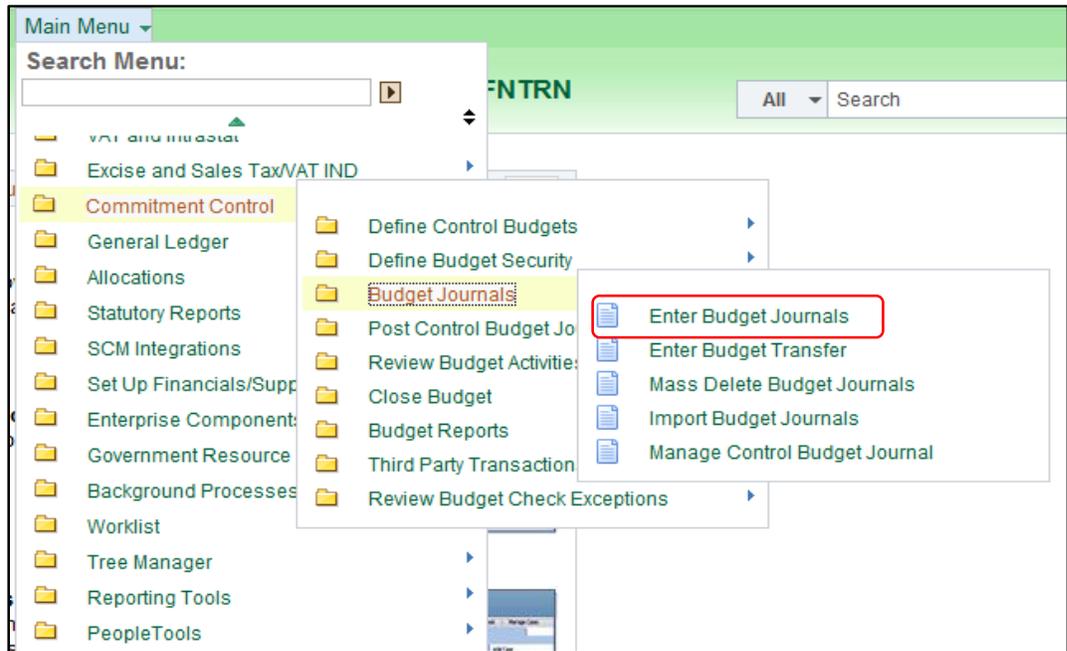


Figure 1: Navigation

Upon clicking **Enter Budget Journals**, the following page will appear:

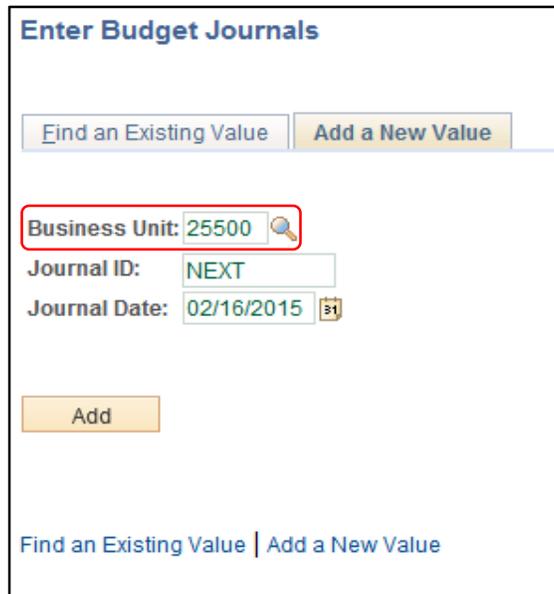


Figure 2: Enter Budget Journals

The Business Unit is the specific agency that the budget journal will be affecting. After entering or searching for the correct business unit. Fill both the Journal ID and Journal Date with accurate information and then click **Add**.

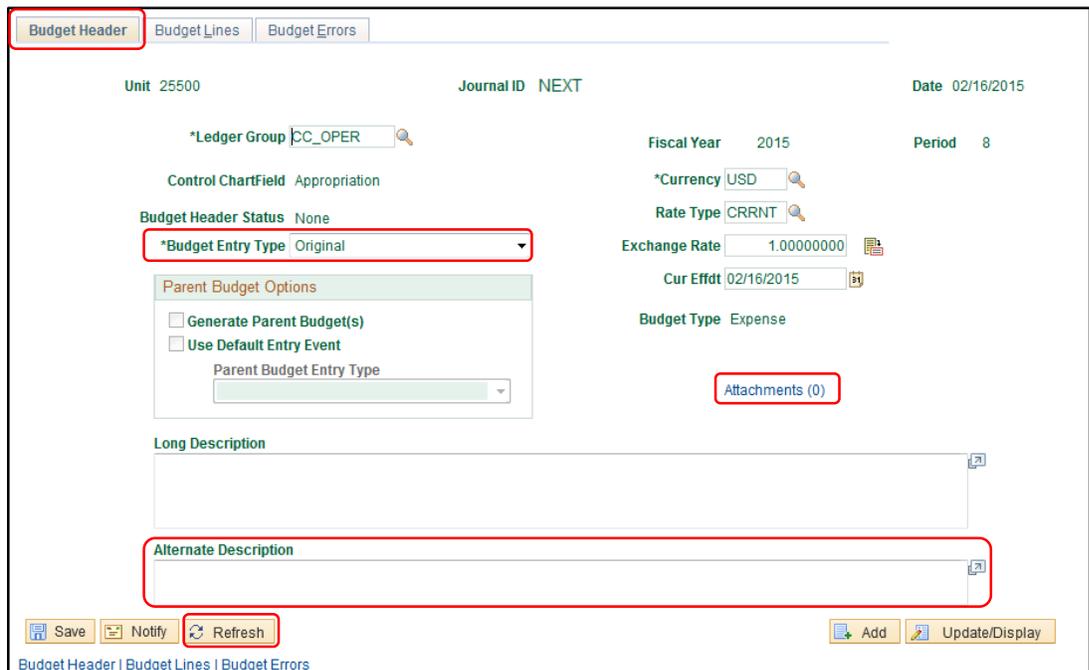
Processing Budget Journals (Cont.)

Lecture

- The process below outlines the key steps to enter budget journals and adjustments:
1. Enter budget journal header information on the **Budget Header page**.

The **Budget Header page** is used to fill out general information about the journal entry. Required fields within the Budget Header page include: Ledger Group, Control ChartField (defaulted), Budget Entry Type, and Currency. Additionally, within this page, users will attach supporting documentation through the Attachments link.

2. After inputting the correct information, hit **Refresh** in the lower left-hand corner and then enter a description of the journal into the Long Description box.
3. The Alternate Description box is used to describe the type of entry being made.
4. You can also attach supporting documents by selecting the Attachments link.



The screenshot displays the 'Budget Header' page with the following fields and controls:

- Unit:** 25500
- Journal ID:** NEXT
- Date:** 02/16/2015
- *Ledger Group:** CC_OPER
- Fiscal Year:** 2015
- Period:** 8
- Control ChartField:** Appropriation
- *Currency:** USD
- Budget Header Status:** None
- *Budget Entry Type:** Original (highlighted with a red box)
- Rate Type:** CRRNT
- Exchange Rate:** 1.00000000
- Cur Effdt:** 02/16/2015
- Budget Type:** Expense
- Attachments (0):** (highlighted with a red box)
- Parent Budget Options:**
 - Generate Parent Budget(s)
 - Use Default Entry Event
 - Parent Budget Entry Type: [dropdown]
- Long Description:** [text area]
- Alternate Description:** [text area] (highlighted with a red box)
- Buttons:** Save, Notify, Refresh (highlighted with a red box), Add, Update/Display

Figure 3: Budget Header

Note: Similarly to manual journals, budget journals can be entered manually through spreadsheet upload.

Processing Budget Journals (Cont.)

Lecture

- Once in the **Attachments** screen, click **Add Attachment** to browse your computer's files and select the supporting document. A description of the document is also necessary for any attachments.

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.

Add Attachment
OK
Cancel
Refresh

Figure 4: Budget Journal Attachments

Processing Budget Journals (Cont.)

Lecture

6. Enter budget journal lines on the **Budget Lines** page. The Budget Lines page inputs more specific information about the budget journal, including: Budget Period, Account Number, Department Number, and Budget Amount. Multiple budget journals can be inputted at a single time by clicking the **plus(+)** sign on the left-hand side of the page.
7. Click **Process** in the top right corner to post the journal.

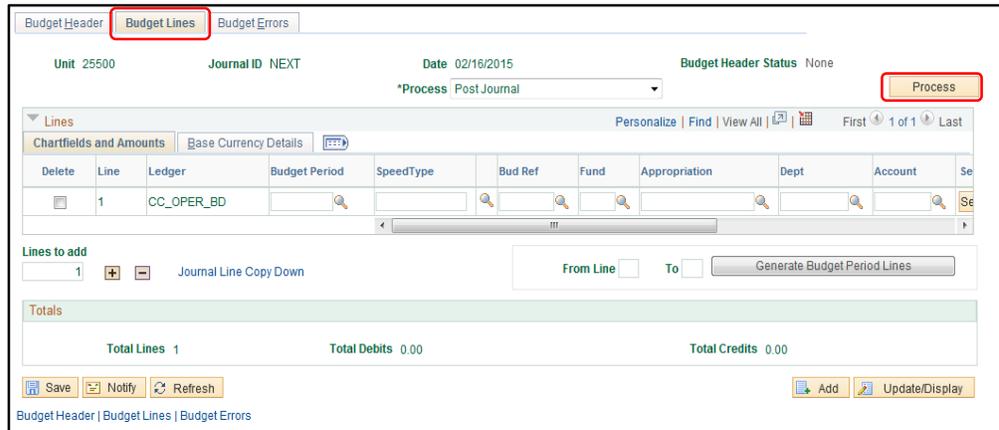


Figure 5: Budget Lines

Processing Budget Journals (Cont.)

Lecture

8. After posting the journal, select the **Budget Errors** tab to identify if there have been any budget exceptions logged for the journal.

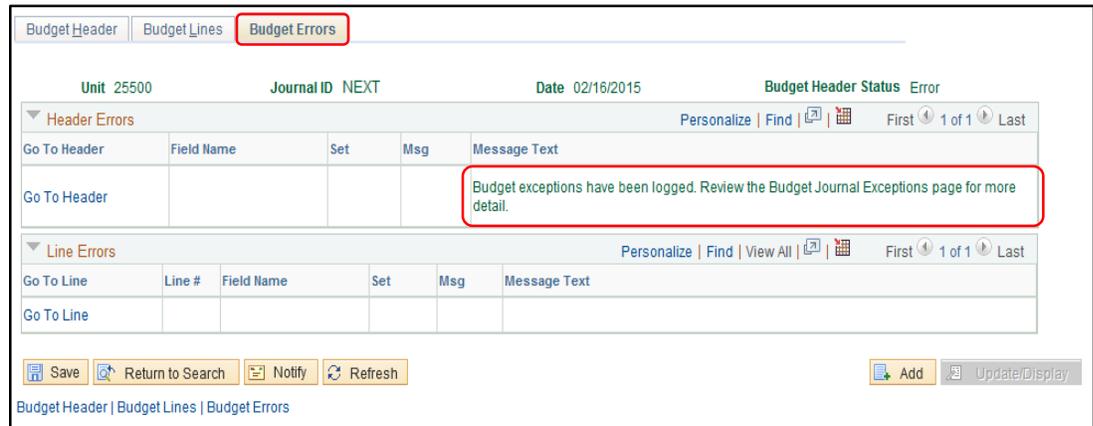


Figure 6: Budget Errors

9. If any budget exceptions have been logged, click **Commitment Control** at the top of the page to access the Budget Exceptions page.

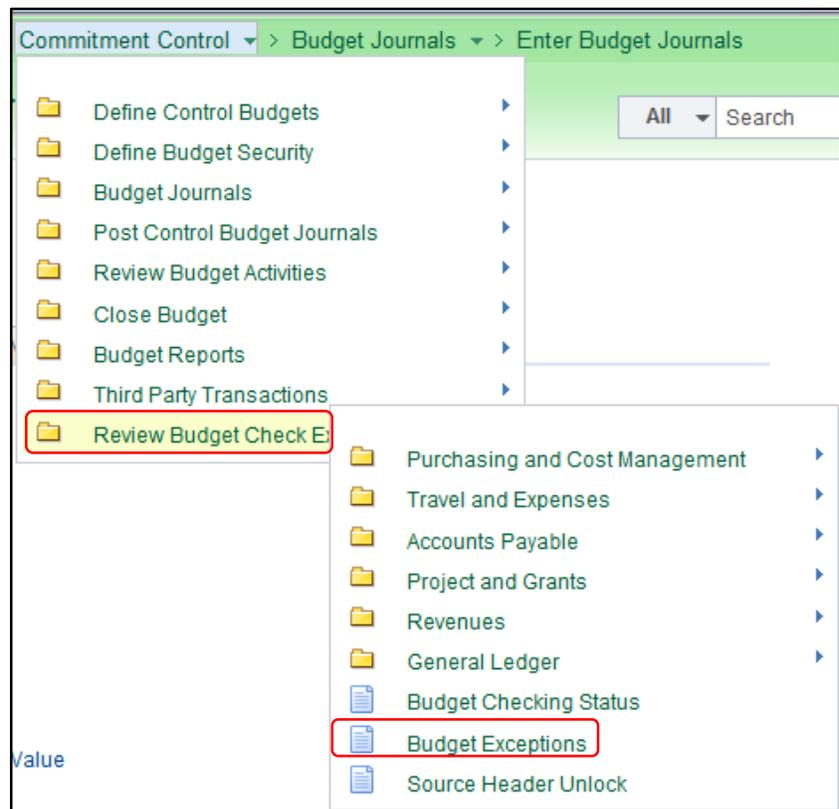


Figure 7: Budget Exceptions Navigation

Processing Budget Journals (Cont.)

Lecture

- In the **Budget Exceptions** page, you can search for existing budget exceptions by using identifying features of the budget journal, such as the Ledger Group and Account number.

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:	= ▼	<input style="width: 95%;" type="text" value="25500"/>	
Ledger Group:	= ▼	<input style="width: 95%;" type="text" value="CC_OPER"/>	
Account:	begins with ▼	<input style="width: 95%;" type="text"/>	
Department:	begins with ▼	<input style="width: 95%;" type="text"/>	
Operating Unit:	begins with ▼	<input style="width: 95%;" type="text"/>	
Product:	begins with ▼	<input style="width: 95%;" type="text"/>	

Figure 8: Budget Exceptions Search

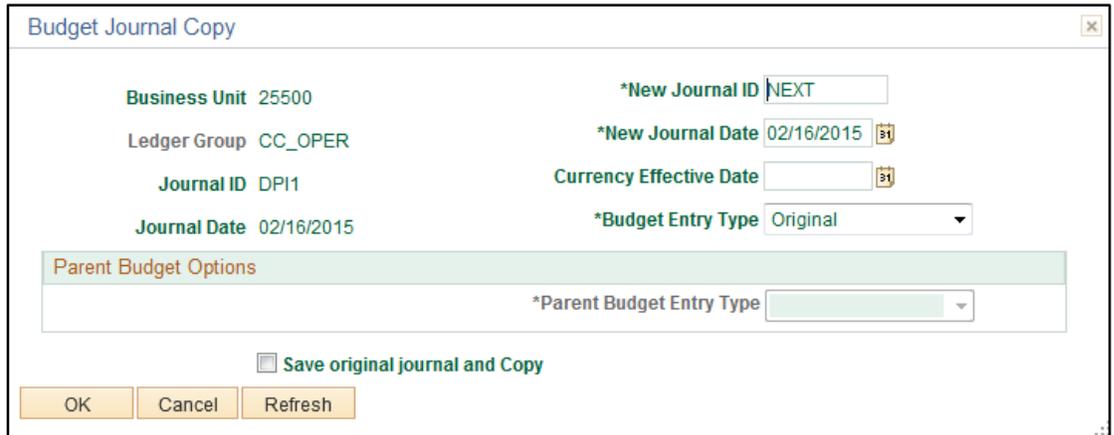
Processing Budget Journals (Cont.)

Lecture

While the above steps laid out the necessary actions to create an original budget journal, PeopleSoft Commitment Control also allows the user to adjust previously created budget journals to streamline the process.

Budget Journals can be copied by accessing the **Budget Journal Copy** Page.

- Navigation: **Commitment Control > Budget Journals > Enter Budget Journals > Budget Lines** > Select **Copy Journal** in the Process field and click **Process**.
- The **Budget Journal Copy** page is useful because it allows you to quickly create a new budget journal that has similar properties to a previously posted budget journal.



Budget Journal Copy

Business Unit 25500

Ledger Group CC_OPER

Journal ID DPI1

Journal Date 02/16/2015

*New Journal ID NEXT

*New Journal Date 02/16/2015

Currency Effective Date

*Budget Entry Type Original

Parent Budget Options

*Parent Budget Entry Type

Save original journal and Copy

OK Cancel Refresh

Figure 9: Budget Journal Copy

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

Scenario



In this scenario, you will add an additional line to the EG Department Budget. Some of the ChartField values will be the same as the previously entered line. To streamline the line entry process, you will use the Journal Line Copy Down process.

Instructions

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

Relevant Resources

Utilize the following UPKs:

- Updating a Budget Journal Using Journal Line Copy Down

Instructor Demonstration: Processing Budget Journals

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 (Cont.)

Lecture

By using the Mass Delete Commitment Control Budget Journals page, the user can delete any budget journal that has not yet been posted.

- Navigation: **Commitment Control > Budget Journals > Mass Delete Budget Journals > Mass Delete Commitment Control Budget Journals.**
- The **Mass Delete Commitment Control Budget Journals** page enables the user to search for budget journals through a series of criteria and then delete the specified journals by marking the box corresponding to the budget journal.

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
<input type="text"/>	<input type="text"/>

Journals Personalize Find View All <input type="text"/> <input type="text"/> First 1 of 1 Last					
Process	Show Jrnl	Journal ID	Journal Date	Lines	Budget Header Status
<input checked="" type="checkbox"/>	Show Jrnl	NEXT	02/16/2015	1	E

Figure 10: Mass Delete Commitment Control

Processing Budget Journals (Cont.)

Lecture

The user can streamline the journal import process by using Spreadsheet Journal Import. This tool provides an easy-to-follow menu for entering data, specifying defaults, and importing journals via Excel spreadsheet. Spreadsheet templates for entering budget journals will be configured prior to go-live and will contain fields that mimic those found within the journal online entry page.

Below is an example of a Budget Journal spreadsheet template. Note that the template contains two sections for entering data: Journal Header & Journal Lines. By clicking the **Add Journal Header** and **Add Journal Line** symbols within the spreadsheet, users will be able to enter data into the same fields found within the online journal entry page. Once all of the appropriate information is populated, the user can import the information directly into PeopleSoft. The import process is detailed in the Spreadsheet Import job-aid.

The screenshot shows a spreadsheet template for budget journal import. The spreadsheet is divided into two main sections: 'Journal Header' and 'Journal Lines'. The 'Journal Header' section includes fields for Sys ID, Unit, Journal ID, and Date. The 'Journal Lines' section includes fields for Sys ID, Journal ID, Line #, Unit, Ledger, Account, Budget Period, Budget Ref, Fund, and Appropriatio Dept ID. A red box highlights the 'Select fields to copy from a previous line by marking the checkboxes under each field.' instruction. Below the spreadsheet, a 'New Journal Header' dialog box is open, showing fields for System ID, Unit, Journal ID, Journal Date, Reference Number, Ledger Group, Ledger, Source, User ID, Foreign Currency, Description, AutoGen Lines, Budget Entry Type, and Alternate Description.

Journal Header	Sys ID	Unit	Journal ID	Date
	1038	37000	NEXT	2/25/2015

Journal Lines	Sys ID	Journal ID	Line #	Unit	Ledger	Account	Budget Period	Budget Ref	Fund	Appropriatio Dept ID
	1038	NEXT	1	37000	CC_OPER	CLS0001	2015	FY2015	10000	10100 3701000999

Figure 11: Budget Journal Import

Processing Budget Journals (Cont.)

Lecture

When an exception occurs, the user can be notified by a system generated pop-up message. These messages can be enabled through the Installation options **Commitment Control** page.

- Exceptions are separated into two categories: Errors and warnings.
 - Errors are exceptions that did not complete budget checking because they do not conform to the rules established for that control budget. Most errors occur when a transaction has at least one line that exceeds at least one budget and is over tolerance. Transactions with errors stop at the budget check stage and do not proceed until they are corrected or overridden and are budget checked again.
 - Warnings are exceptions that do not conform to the rules of the control budget, but have been passed along and update the Commitment Control ledgers nonetheless. Some warnings have been built into the system, while others must be designated by the user as a warning.

Commitment Control also allows implementation of budgetary control options to monitor the different transaction types. These budgetary control options include:

- Control: Generates error or warning message when a budget-checked transaction generates a budget exception.
- Tracking with Budget: Tracks transaction amounts against a budget, but does not issue exception error messages if a budget row exists. Tracking with Budget does issue warnings, however.
- Track without Budget: Tracks transactions even if there is no budget set up.

Training Exercise: Processing Budget Journals

Scenario



You have completed the setup for the Wisconsin Commitment Control Budgets. You have now been asked to prepare several budget journals for the 25500 business unit's appropriations and operating budgets.

1. The appropriations level budget has a Permanent Salary budget of \$1,000,000 for Fund S100, Account A000001 for year 2015.
2. The operating ledger has a Classified Civil Service Salary budget of \$500,000 for Fund 10000, Account CLS0001 for year 2015.

The organization level budgets are as follows:

Budget Period	Bud Ref	Account	Fund	Department	Amount
2015	FY2015	CLS0001	10000	2550601000	\$200,000
2015	FY2015	CLS0001	10000	2550602000	\$85,000
2015	FY2015	CLS0001	10000	2550603000	\$115,000
2015	FY2015	CLS0001	10000	2550505000	\$100,000

Instructions

This activity will be performed individually; you must complete it on your classroom workstation using the PeopleSoft training environment. Your instructor will tell you how to log into PeopleSoft.

You will determine how to perform the activity by following the data sheet, and by using the training materials as reference tools.

There are faculty members in the room to assist if you have questions.

Relevant Resources

- Activity 1 Data Sheet
- Creating and Modifying Budgets Job Aid
- Budget Journal Entry Process Job Aid

Training Exercise: Processing Budget Journals

Debrief



1. In what journal entry page would users enter information, such as Budget Period and other 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?

Lesson Summary

Objectives Achieved



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

Lecture

Budget transfers allow original budget amounts to be moved between appropriation and organization budgets. The appropriation budget is the overall State budget, while the operating budgets are dedicated to individual agencies.

Budget transfers are useful to move funds between Chartfield strings and make balanced adjustments to budget authority. You can transfer amounts only between budgets within a single Commitment Control ledger group and business unit combination.

Common types of Budget Transfer Journals include:

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

Processing Budget Transfer Journals (Cont.)

Lecture

Navigation: **Commitment Control > Budget Journals > Enter Budget Transfer > Budget Header**

The Enter Budget Transfer component uses the same pages as the Enter Budget Journal component, and you process and post transfers just as you do regular budget entries, with the following exceptions:

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

In order to process a budget transfer journal, use the **Budget Header** page to enter the base transfer journal information, such as the business unit, journal ID, journal date, Commitment Control ledger group, budget entry type, and currency.

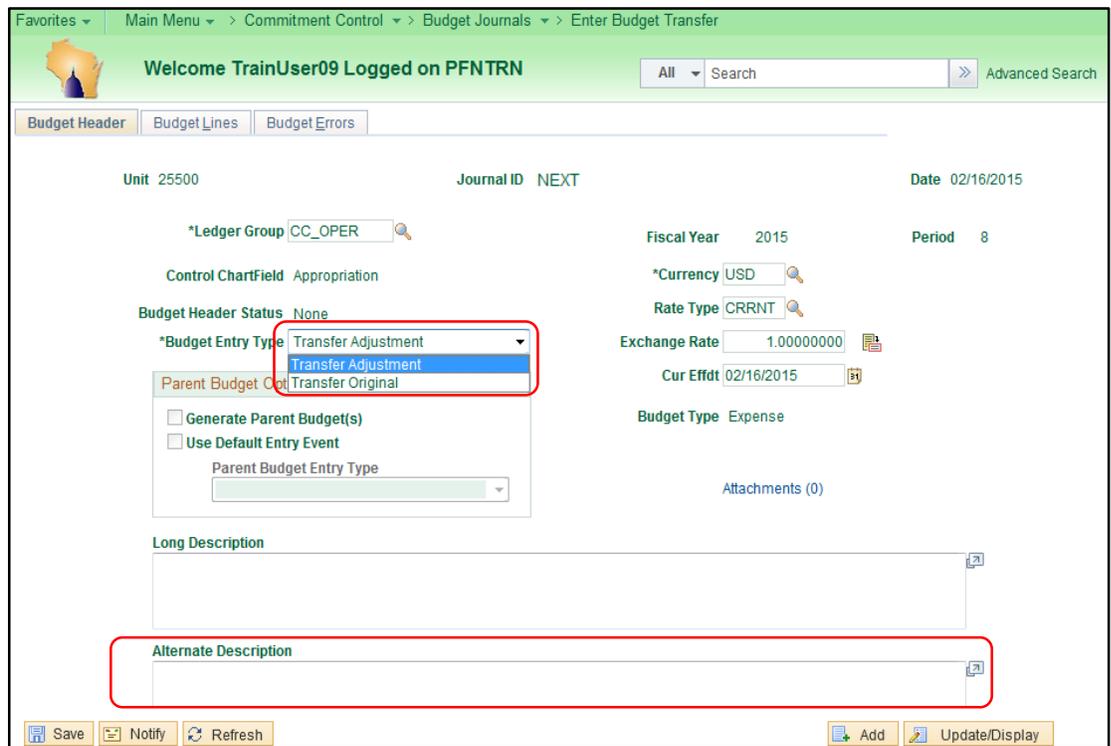


Figure 12: Budget Header Transfer

Processing Budget Transfer Journals (Cont.)

Lecture

The Budget Lines page is used to enter the details of the budget transfer journals, submit the journals for approval, and to post the entries.

Enter amounts for the budgets you are transferring from as negative numbers and amounts you are transferring to as positive numbers. Journal entries for transfers must balance. You cannot transfer amounts greater than the available balance if the budget is set to “Control”.

Once you enter in the header and lines, you can request journal processing on this page.

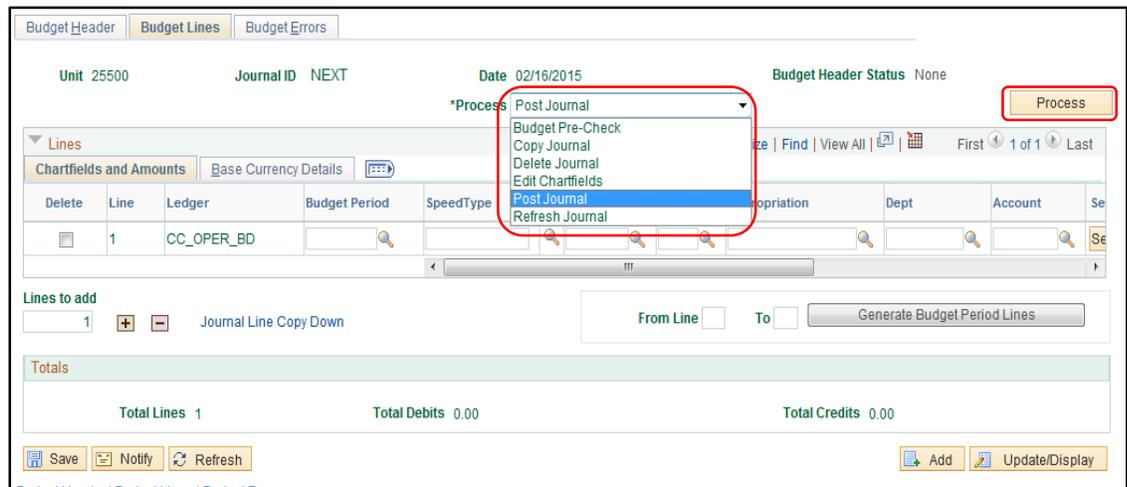


Figure 13: Budget Transfer Lines

Challenge: Processing Budget Transfer Journals

Scenario



Now that you have created budget balances for the Department of Public Instruction appropriations and organization budgets, you have been informed that there have been some budget changes. You have been asked to move \$50,000 from the Education Information Services (Department 2550603000) budget to the IT Technical Services budget (Department 2550505000), and \$15,000 from the State Superintendent budget (Department 2550601000) to the Legal Services budget (Department 2550602000).

Instead of creating additional journal entries to make the adjustments that have been requested, you will be using PeopleSoft Commitment Control's budget transfer functionality.

Create budget transfer journals to transfer the budget funds as indicated.

Instructions

This activity is self-led; you must complete it on your classroom workstation using the PeopleSoft training environment. Your instructor will tell you how to log into PeopleSoft.

You also may refer to the provided data worksheet for this activity. This document provides all the information you need to complete the activity.

There are faculty members in the room to assist if you have questions.

Relevant Resources

- Activity 2 Data Sheet
- Creating and Modifying Budgets Job Aid

Challenge: Processing Budget Transfer Journals

Debrief



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

Lesson Summary

Objectives Achieved



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 appropriation budgets.
- Determine when using a budget transfer is appropriate
- Summarize the different entry types available for the budget transfer process

Workflow Approval Processes

Lecture

Once a budget journal has been submitted for approval, the budget journal must undergo an approval process before it can be posted. The approval processes vary depending on whether the budget journal is an appropriation or operating budget. The process flow below illustrates the entry and approval process for an operating budget.

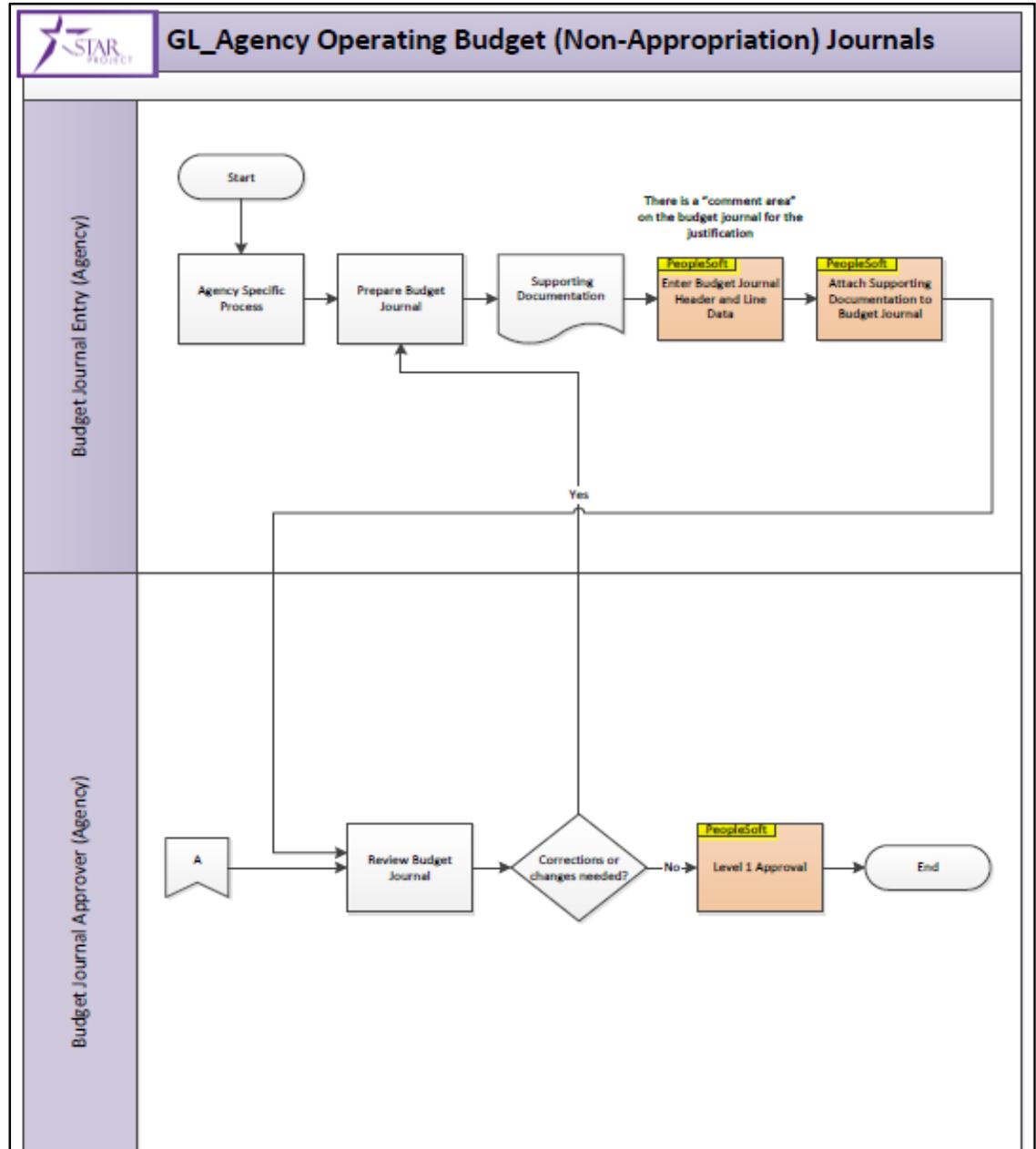


Figure 14: Operating Budget Approval

Workflow Approval Processes (Cont.)

Lecture

In order to begin the workflow approval process, the approver must identify the budget journals that have been submitted for approval. This can be done by clicking **Worklist** in the upper-right hand corner on the STAR home screen.



Figure 15: Worklist Navigation

The **Worklist** page provides all of the budget journals submitted for approval. Click on the appropriate link to review the budget journal.

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:000000081, 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:000000143, 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:000000192, 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:000000193, JOURNAL DATE:2015-02-23, RDC:RA,0,A

Refresh

Figure 16: Worklist Links

Workflow Approval Processes (Cont.)

Lecture

After selecting the link, the **Manage Control Budget Journal Approval** will allow the approver to review and approve or deny the journal. While the approver can approve or deny the requests in this page, if the approver wishes to view more information about the journal, click the specific journal ID to view all of the available information.

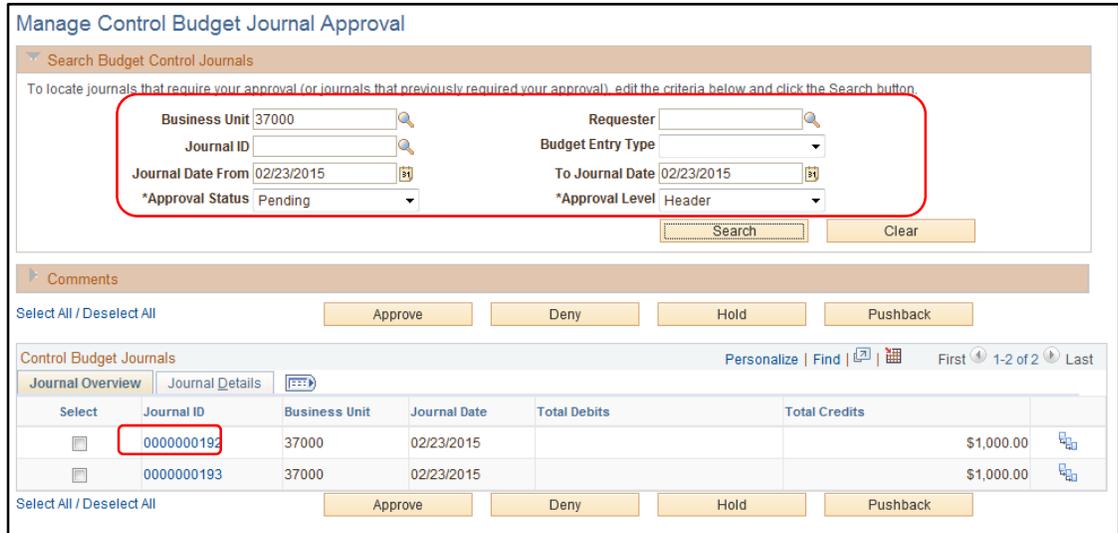


Figure 17: Manage Control Budget Journal

The information provided by clicking the journal ID includes the total debits and credits requested for the journal, the Ledger Group the journal would affect, as well as other important information specific to the journal. Also, this page displays where the approval process currently stands and the future approvals the journal must undergo before it can officially be posted.

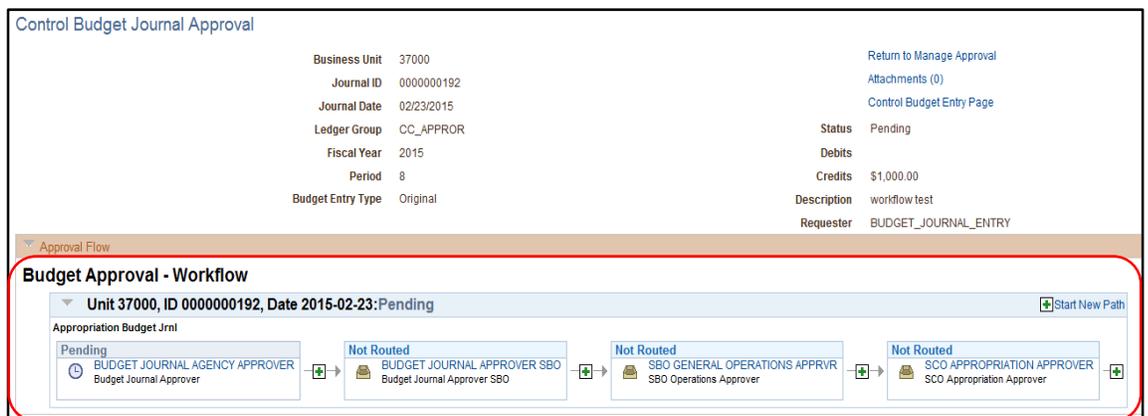


Figure 18: Control Budget Approval

Workflow Approval Processes (Cont.)

Lecture

If the budget journal is denied, the Budget Journal Entry role must make adjustments and resubmit the journal for approval.

Once the budget journal is approved, the following options exist:

Operating Budgets

- The daily batch process will post the journal.
- For time sensitive entries:
 - a. The budget journal may be returned to the Budget Journal Entry role for posting.
 - b. The journal can be posted by the Budget Journal Agency Approver role through an immediate batch process.

Appropriations Budgets

- The daily batch process will post the journal once the final level of approval is granted.
- For time sensitive entries, once the the final approval is granted, the journal can be posted by the SCO Approver role through an immediate batch process.

This is the final step for an individual buget journal.

Lesson Summary

Objectives Achieved



Now that you have completed the Workflow Approval Processes 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

Lecture

PeopleSoft Commitment Control delivers several options to enable you to manage and analyze your budget data. Budget inquiries enable you to view the details of your budget, budget exceptions, transactions and pending transactions online, in order to make effective management decisions.

There are four budget inquiry components to be covered:

- The Budgets Overview component, which provides everything from summarized accounts by ledger group to individual budget lines and source transactions.
- The Budget Details component, which provides routes to much of the same information that you can view using the Budgets Overview, but for a single control budget.
- The Activity Log component, which displays transaction line details and budget information for budget-checking transactions.
- The Budget Status Report, which provides general information about the budget amount remaining.

The **Budgets Overview** inquiry enables you to create inquiries based on a wide variety of criteria and then save it for reuse. Use the Budgets Overview inquiry to:

- Examine your budget and budget status from a comprehensive perspective.
- Drill down to examine specific details of budget journals and source transactions.
- Drill down into the transaction source application for a particular transaction.
- View statistical budget activity.
- Drill down into budget exception details.

Navigation: **Commitment Control > Review Budget Activities > Budgets Overview**

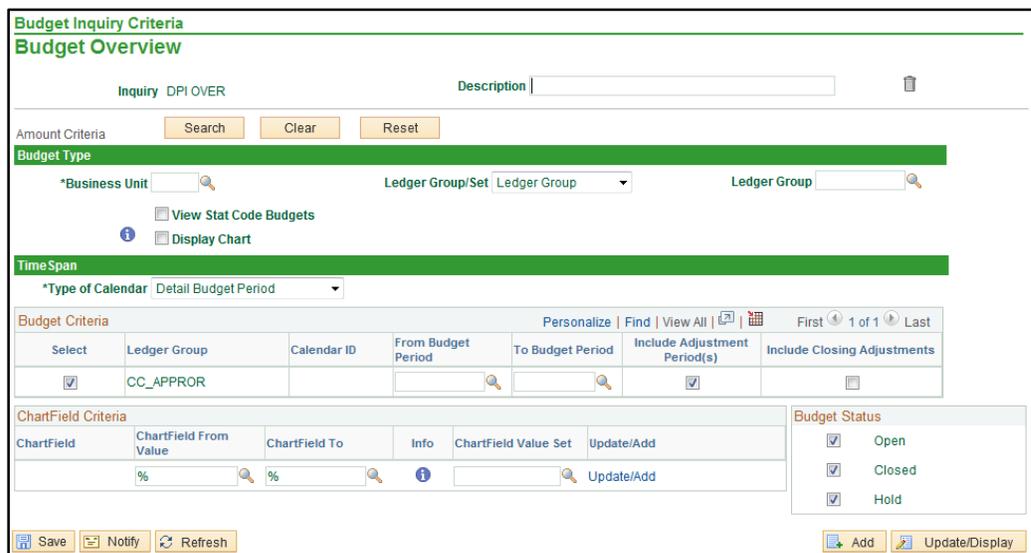


Figure 19: Budget Overview Inquiry

Inquiring and Reporting upon Budget Activity (Cont.)

Lecture

The **Budget Details inquiry** page is similar in nature to the Budget overview inquiry except that it enables you to view data for a specific budget.

- Navigation: **Commitment Control > Review Budget Activities > Budget Details**
- Select key criteria (Business Unit, Budget Period, Ledger Group, etc.) to view a specific control budget.
- Use the icon to view the ledger information that has been affected with budget journals and the icon to view the individual activities that have occurred for the particular budget.

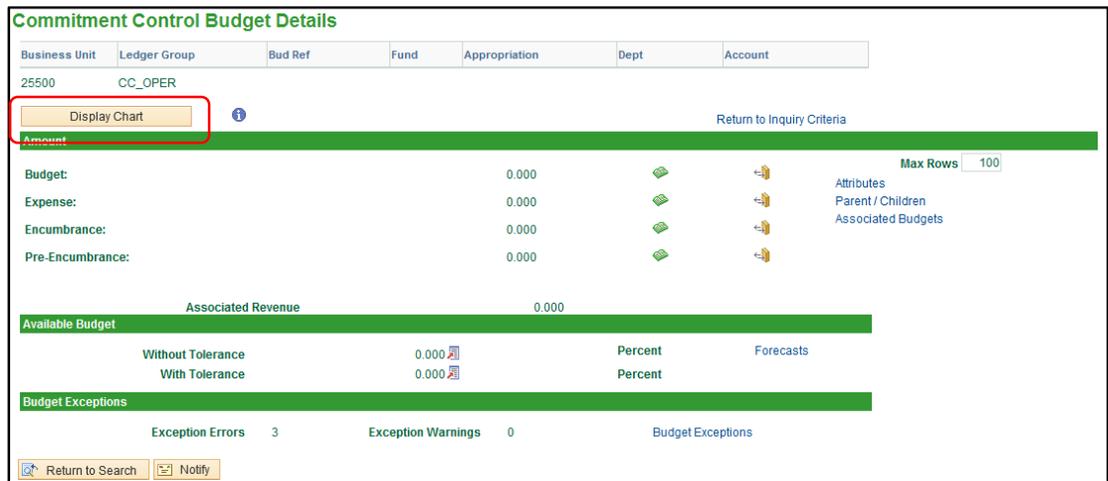


Figure 20: Commitment Control Budget Details

- Click **Display Chart** to view the related chart for budget details.

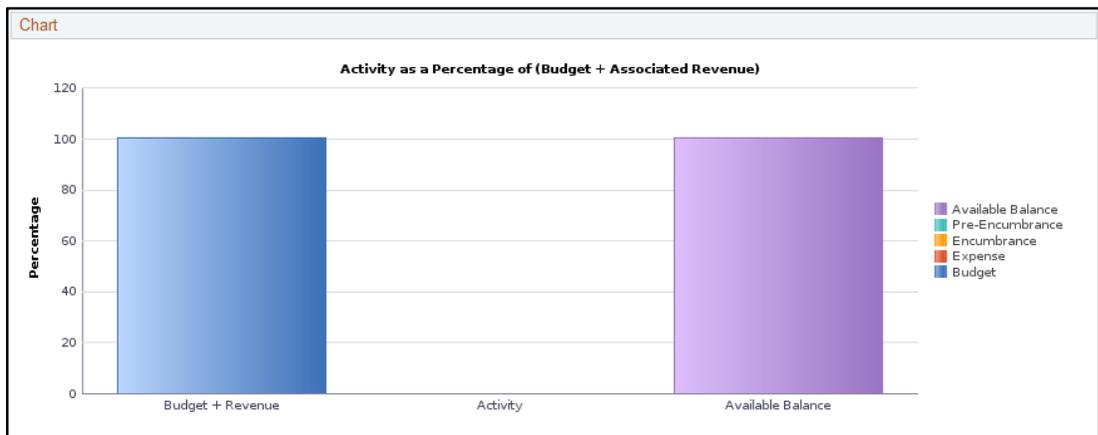


Figure 21: Budget Details Chart

Inquiring and Reporting upon Budget Activity (Cont.)

Lecture

The **Activity Log** is comprised of activity lines created when the user budget-checks transactions. The Activity Log inquiry enables you to view the details of your budget activity. By creating an inquiry with the **Activity Log**, the user is able to view transaction lines and affected budgets for budget-checking transactions.

- Navigation: **Commitment Control > Review Budget Activities > Activity Log**
- Use the activity log to:
 - View activity details by transaction type.
 - Drill down to the transaction line detail.
 - Drill down to the transaction in the source application.
 - Drill down to the budget details for the transaction.
- Use the **Commitment Control Activity Log** to view details for a specific transaction by transaction type:

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

Figure 22: Commitment Control Activity Log

Instructor Demonstration: Inquiring on Budget Transactions

Scenario



In this scenario, you will be reviewing budget details for the year. You have already posted budget transactions into the General Ledger via commitment control, and now you need view specific budget details for a single control budget.

Instructions

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

Relevant Resources

Utilize the following UPKs:

- Inquiring on Budget Transactions

Instructor Demonstration: Processing Budget Journals

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 (Cont.)

Lecture

The Budget Status Report provides specific information on budgets based on search criteria implemented by the user.

Navigation: **Commitment Control > Budget Reports > Budget Status**

After following this navigation, the page below will allow you to search for an existing Budget Status Report or begin the process of adding 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: begins with ▼ Budget Status

Case Sensitive

Search
Clear
Basic Search 
Save Search Criteria

Find an Existing Value | Add a New Value

Figure 23: Budget Status

Inquiring and Reporting upon Budget Activity (Cont.)

Lecture

The **Report Request Parameters** pages allow users to identify the particular budget they have an interest in. The user can identify budgets by searching for the individual Unit and Ledger Group. By checking the “Include CF” and “Subtotal” boxes, the user can also receive additional information about the remaining budget. Once the user has accurately identified the budget they wish to know more about, click **Run**.

Commitment Control Budget Status Report

Run Control ID Budget Report Manager
Monitor
Run

Language English

Report Request Parameters

*Unit Public Instruction

*Ledger Group Agency Operating

Refresh

ChartField Selection

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

Save
Return to Search
Add
Update/Display

Figure 24: Budget Status Report Request

Inquiring and Reporting upon Budget Activity (Cont.)

Lecture

The **Process Scheduler Request** collects information to identify the Budget Status Report. To begin processing the Budget Status Report, fill in a **Server Name**, select the **Budget Status Report** box, choose the **Type** and **Format** of the report, and click **OK**.

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

Figure 25: Process Scheduler Request

After using the **Process Scheduler Request**, the user will be brought back to the **Report Request Parameters** page. Click **Report Manager** to view all of the requested reports.

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

Figure 26: Report Manager

Inquiring and Reporting upon Budget Activity (Cont.)

Lecture

The **Report Manager** provides all of the budget statuses available for viewing. The user can input information about a particular budget to filter and click **Refresh**. After finding the correct budget status, click on its name to view the budget’s information.

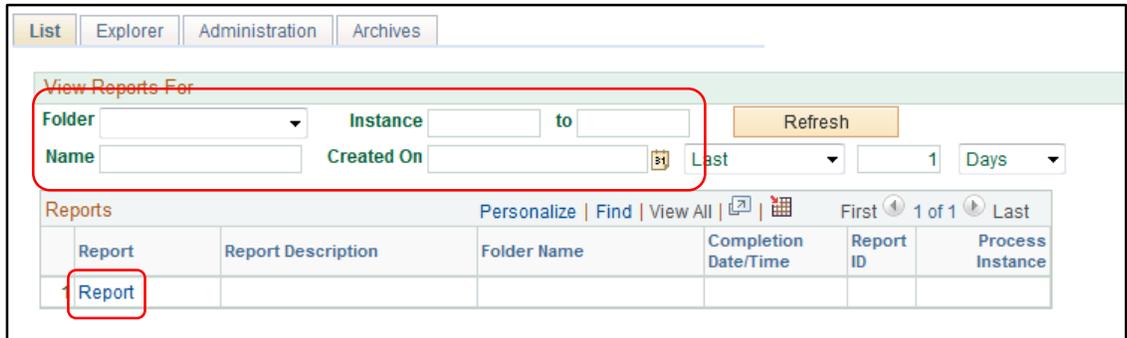


Figure 27: Report Manager List

Training Exercise: Inquiring and Reporting upon Budget Activities

Scenario



You have created budget journals for the State of Wisconsin for their appropriations budget and their organizations budget. Your supervisor has asked you to provide the details for the Department of Public Instruction budget including any department budget details to date.

To retrieve this information from the system, create a budget inquiry using the Budget Overview page for the 25500 business unit and Agency Operating ledger group. Retrieve the budget details for the budget period range of 2015 through 2016.

Instructions

This activity is will be performed individually; you must complete it on your classroom workstation using the PeopleSoft training environment. Your instructor will tell you how to log into PeopleSoft.

You will determine how to perform the activity by following the data sheet, and by using the training materials as reference tools.

There are faculty members in the room to assist if you have questions.

Relevant Resources

- Activity 3 Data Sheet

Utilize the following UPK:

- Inquiring on Budget Transactions

Training Exercise: Inquiring and Reporting upon Budget Activities

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?

Lesson Summary

Objectives Achieved



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

Lecture

During the phase of your implementation when you manage budget checking, you verify that transactions can be applied to the budgets from various sources. You also verify that the system:

- Passes the transaction.
- Does not complete the transaction.
- Issues a warning.

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

After you run the PeopleSoft Commitment Control Budget Processor for the transactions, the system returns a status, providing immediate feedback on the transaction results. You can view the budget statuses by using **the Commitment Control Budget Checking Status** page.

The statuses that can be generated by the system are displayed 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 did not complete 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 Operating budget exceptions and override them.

Troubleshooting Budget Check Errors (Cont.)

Lecture

This budget checking process issues either an error or warning message, depending on the following circumstance:

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 (Cont.)

Lecture In order to determine whether to process or reject a transaction, the Budget Processor uses rules that you define in budget definitions, rulesets, budget period statuses, budget attributes, and source transactions pages:

- Budget Definitions provide the financial rules used to process all commitment control activities.
- Rulesets consist of:
 - Key ChartFields required for budget journals and source transactions.
 - Translations trees and levels where you will budget for the Key ChartField.
 - A Budget Period Calendar.
- Budget Period Status limits Commitment Control activities to occur during a specific budget period.
- Budget Attributes allow you to refine your Commitment Control activities to a specific:
 - Business Unit
 - Ledger Group
 - Budget ChartField Combination

These rules default from the top down and override from the bottom up.

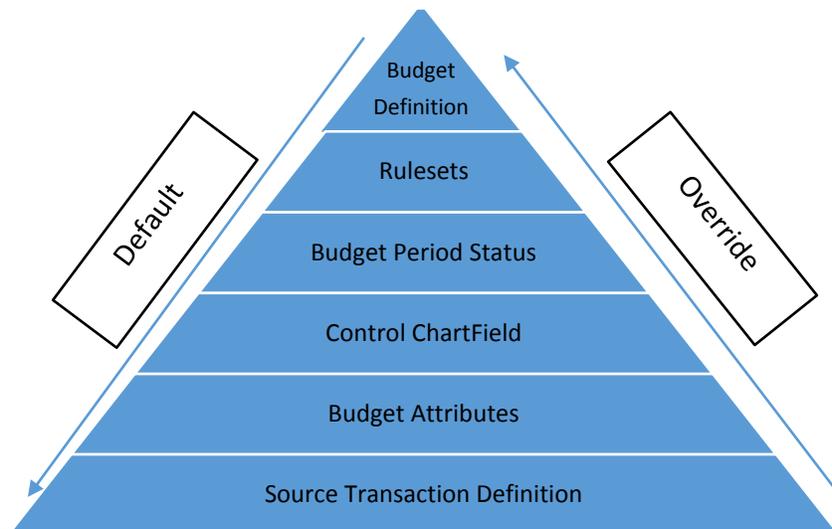


Figure 28: Budget Processor Rules

Troubleshooting Budget Check Errors (Cont.)

Lecture

To override an error, the user can access the **Journal Entry - Header** page.

- Navigation: **General Ledger > Journals > Journal Entry > Create Journal Entry > Header**
- The Header page allows the user to specify the ledger group, ledger and overall details for the journal entry.

Figure 29: Journal-Header

Troubleshooting Budget Check Errors (Cont.)

Lecture

Use the **Lines** page to enter the details for the journal entry, and to edit the entry. The **Lines** page also allows the user to review both the journal and budget status by viewing the journal code in the bottom right hand corner of the page.

- Navigation: **General Ledger > Journals > Journal Entry > Create Journal Entry > Lines**

The screenshot displays the 'Journal - Lines' interface. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The main area shows 'Unit 25500', 'Journal ID DPI', and 'Date 02/19/2015'. A dropdown menu is open over the 'Process' button, listing options such as 'Edit Journal', 'Budget Check Journal', 'Copy Journal', 'Delete Journal', 'Edit / Pre-Check', 'Edit Charfield', 'Post Journal', 'Print Journal', 'Refresh Journal', and 'Submit Journal'. Below this, there is a table with columns for 'Fund', 'Appropriation', 'Dept', 'Account', and 'Pr'. At the bottom, a 'Totals' table is visible, with 'Journal Status' and 'Budget Status' highlighted in red. The 'Totals' table shows 'Unit 25500', 'Total Lines 1', 'Total Debits 0.00', 'Total Credits 0.00', 'Journal Status N', and 'Budget Status N'. Buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display' are located at the bottom of the interface.

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
25500	1	0.00	0.00	N	N

Figure 30: Journal - Lines

Learning Checkpoint

Instructions

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

Questions



1. What are the three journal statuses the Budget Processor can produce for a budget?

2. On which page can you find the budget journal status?

Lesson Summary

Objectives Achieved



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

Objectives Achieved



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.

Course Summary

Objectives Achieved



Congratulations! You have completed the FIN305: Budget and Commitment Control course. You now 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.

Next Steps

Now that you have completed the FIN305: Budget and Commitment Control course, make sure that you complete the following tasks:

- Course assessment (tests your knowledge of the content)
- Course evaluation (collects course feedback)
- Log off your workstation

Reference Materials

Reference Materials



If you have further questions about any of the topics presented in the FIN305: Budget and Commitment Control course, use the following resources:

STAR User Productivity Kits

- Understanding Budget Checking Expense Transactions
- Budget Checking Expense Transactions Online
- Budget Checking Expense Transactions in Batch Mode

STAR Job Aids

- Process Flow for Budget Journals
- Budget Journal Entry Process
- Spreadsheet Import Process

For additional Information:

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

Glossary

Key Terms



The following key terms are used in this course:

Term	Definition
Commitment Control	Also referred to as Budgetary Control or KK, Commitment Control enables the user to control expenditures against predefined, authorized budgets.
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.
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.
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.
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.
Errors	An exception, which stops a transaction at the budget-checking stage.
Expenditure	An actual transaction processed against a control budget.
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.