

MDConnect Finance Q&A Training Session

Commitment Control

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Commitment Control (KK) Ledgers and Pooling Accounts

Key Terms

- Multiple Ledgers: Expense, Revenue and Project are displayed separately
- Pooling Accounts will have a budget that will match sum of all accounts in the pooling group. Pooling accounts are budgetary only. No expense transactions will be allowed at this level. Multiple categories of pooling within expense type

Pooling Account Example

Pooling Group 60000018 - Operational Expenses Others

60000018

61000000-65499999

65501000-65501999

65503000-66999999

67100000-67999999

68100000-69505999

69508000-69999999

BUDG_1

BUDG_2

BUDG_2

BUDG_2

BUDG_2

BUDG_2

BUDG_2

Budget Overview

Use the Budget Overview (Inquiry) to enter budget criteria to retrieve budget data for display on the Budget Overview page.

Navigate to: Main Menu > Financials > Commitment Control > Review Budget Activities > Budget Overview

The screenshot displays the Oracle Financials navigation menu. The breadcrumb path 'Main Menu > Commitment Control > Review Budget Activities > Budgets Overview' is highlighted with a red box. A search menu is open, showing a list of folders including 'Commitment Control', 'Employee Self-Service', 'Enterprise Components', 'eProcurement', and 'General Ledger'. The 'Commitment Control' folder is selected, and its sub-menu is displayed, showing 'Budget Journals', 'Post Control Budget Journals', 'Review Budget Activities', and 'Review Budget Check E'. The 'Review Budget Activities' folder is selected, and its sub-menu is displayed, showing 'Activity Log', 'Budget Details', and 'Budgets Overview'. The 'Budgets Overview' option is highlighted with a red box.

Budget Overview

In the Chartfield Criteria section, under **Chartfield From Value**, delete the % sign, then enter the needed value e.g. Dept (**700060**), Oper Unit, ICS (it could be a specific or defined range (e.g., 6xxxxxxx – 6xxxxxxx)).

Budget Inquiry Criteria

Budget Overview

Inquiry OVERVIEW Description

Amount Criteria

Budget Type

*Business Unit Ledger Group/Set Ledger Group Budget 2

View Stat Code Budgets Display Chart

TimeSpan

*Type of Calendar

Budget Criteria Personalize | Find | View All | |

| Select | Ledger Group | Calendar ID | From Budget Period | To Budget Period | Include Adjustment Period(s) | Include Closing Adjustments |
|-------------------------------------|--------------|-------------|--------------------------------------|--------------------------------------|-------------------------------------|-----------------------------|
| <input checked="" type="checkbox"/> | KK_BUDG_2 | MD | <input type="text" value="2015-16"/> | <input type="text" value="2015-16"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

ChartField Criteria

| ChartField | ChartField From Value | ChartField To | Info | ChartField Value Set | Update/Add |
|---------------|---------------------------------------|---------------------------------------|----------------------------------|----------------------|---|
| Account | <input type="text" value="60000000"/> | <input type="text" value="64501000"/> | <input type="button" value="i"/> | <input type="text"/> | <input type="button" value="Update/Add"/> |
| Dept | <input type="text" value="300330"/> | <input type="text" value="%"/> | <input type="button" value="i"/> | <input type="text"/> | <input type="button" value="Update/Add"/> |
| Oper Unit | <input type="text" value="KE01"/> | <input type="text" value="%"/> | <input type="button" value="i"/> | <input type="text"/> | <input type="button" value="Update/Add"/> |
| Fund | <input type="text" value="%"/> | <input type="text" value="%"/> | <input type="button" value="i"/> | <input type="text"/> | <input type="button" value="Update/Add"/> |
| Campus\Center | <input type="text" value="%"/> | <input type="text" value="%"/> | <input type="button" value="i"/> | <input type="text"/> | <input type="button" value="Update/Add"/> |
| Bud Ref | <input type="text" value="%"/> | <input type="text" value="%"/> | <input type="button" value="i"/> | <input type="text"/> | <input type="button" value="Update/Add"/> |
| ICS | <input type="text" value="%"/> | <input type="text" value="%"/> | <input type="button" value="i"/> | <input type="text"/> | <input type="button" value="Update/Add"/> |

Budget Status

- Open
- Closed
- Hold

| Ledger Group | Description |
|----------------------|---|
| KK_BUDG_1 | Do not use for transactions |
| KK_BUDG_2 | Used for Expense Accounts/Non Project Funds |
| KK_REV KK_REV_PAR | Used for Revenue Accounts Only |
| MD_PRJP | Do not use for transactions |
| MD_PRJC | Used for Expense Accounts/Project Funds |

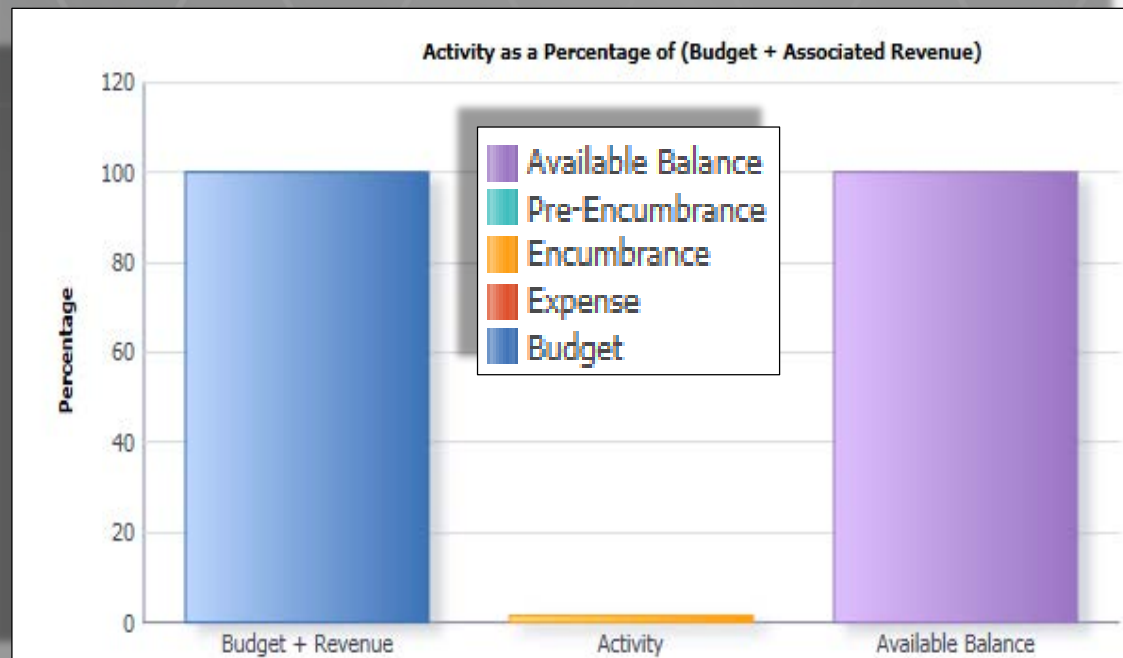
Inquiry Results

Business Unit MDC01
 Ledger Group KK_BUDG_2 Budget 2
 Type of Calendar Detail Budget Period
 Amounts in Base Currency USD
 Revenue Associated:

[Return to Criteria](#) Max Rows [Display Options](#)

Ledger Totals (100 Rows)

| | |
|-------------------|--------------|
| Budget | 2,420,107.80 |
| Expense | 0.00 |
| Encumbrance | 600.00 |
| Pre-Encumbrance | 0.00 |
| Budget Balance | 2,419,507.80 |
| Associate Revenue | 0.00 |
| Available Budget | 2,419,507.80 |



Budget Overview Results

[Personalize](#) | [Find](#) | [View All](#) | | | First 1-100 of 100 Last

| Oper Unit | Fund | ICS | Dept | Campus\Center | Account | Bud Ref | Budget Period | Budget | Expense | Encumbrance |
|-----------|------|---------|--------|---------------|----------|---------|---------------|---------------|---------|-------------|
| 1 KE01 | 101 | 6115000 | 300000 | 2000 | 60501000 | 2015-16 | 2015-16 | 22,621.000 | 0.000 | 0.000 |
| 2 KE01 | 101 | 4601000 | 300010 | 2000 | 60501000 | 2015-16 | 2015-16 | 2,273.000 | 0.000 | 0.000 |
| 3 KE01 | 101 | 46010A1 | 300010 | 2000 | 60501000 | 2015-16 | 2015-16 | 2,210.000 | 0.000 | 0.000 |
| 4 KE01 | 102 | 12601C1 | 300020 | 2000 | 60501000 | 2015-16 | 2015-16 | 112.000 | 0.000 | 0.000 |
| 5 KE01 | 102 | 11408C1 | 300050 | 2000 | 60501000 | 2015-16 | 2015-16 | 500.000 | 0.000 | 0.000 |
| 6 KE01 | 101 | 4600000 | 300110 | 2000 | 60501000 | 2015-16 | 2015-16 | 1,000,000.000 | 0.000 | 0.000 |
| 7 KE01 | 101 | 6115000 | 300110 | 2000 | 60501000 | 2015-16 | 2015-16 | 1,000,337.000 | 0.000 | 0.000 |

Budget Overview

You can manipulate the data however necessary for review in Microsoft Excel.

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q |
|----|---------------------|-------------------------------|--------------|-----------|------|---------|--------|----------------|----------|---------|---------------|---------------|---------|-------------|-----------------|-------------------|-------------------|
| 1 | Show Budget Details | Show Budget Transaction Types | Ledger Group | Oper Unit | Fund | ICS | Dept | Campus \Center | Account | Bud Ref | Budget Period | Budget | Expense | Encumbrance | Pre-Encumbrance | Available Budget* | Percent Available |
| 2 | | | KK_BUDG_2 | GI01 | 101 | 62100D0 | 701070 | 2000 | 52001000 | 2015-16 | 2015-16 | 240,000.00 | 0 | 0 | 0 | 240,000.00 | 100 |
| 3 | | | KK_BUDG_2 | GI01 | 102 | 1000400 | 701070 | 2000 | 52001000 | 2015-16 | 2015-16 | 116,179.00 | 0 | 0 | 0 | 116,179.00 | 100 |
| 4 | | | KK_BUDG_2 | GI01 | 101 | 50000D0 | 701070 | 2000 | 53000000 | 2015-16 | 2015-16 | -5,705,394.00 | 0 | 0 | 0 | -5,705,394.00 | 100 |
| 5 | | | KK_BUDG_2 | GI01 | 101 | 60000D3 | 701070 | 2000 | 53000000 | 2015-16 | 2015-16 | 848,563.00 | 0 | 0 | 0 | 848,563.00 | 100 |
| 6 | | | KK_BUDG_2 | GI01 | 101 | 60000D5 | 701070 | 2000 | 53500000 | 2015-16 | 2015-16 | 951,914.00 | 0 | 0 | 0 | 951,914.00 | 100 |
| 7 | | | KK_BUDG_2 | GI01 | 101 | 60000D5 | 701070 | 2000 | 54500000 | 2015-16 | 2015-16 | 2,192,826.00 | 0 | 0 | 0 | 2,192,826.00 | 100 |
| 8 | | | KK_BUDG_2 | GI01 | 104 | 4000600 | 701070 | 2000 | 56000000 | 2015-16 | 2015-16 | 942,975.00 | 0 | 0 | 0 | 942,975.00 | 100 |
| 9 | | | KK_BUDG_2 | GI01 | 101 | 60000D5 | 701070 | 2000 | 56500000 | 2015-16 | 2015-16 | 190,720.00 | 0 | 0 | 0 | 190,720.00 | 100 |
| 10 | | | KK_BUDG_2 | GI01 | 101 | 60000D5 | 701070 | 2000 | 57000000 | 2015-16 | 2015-16 | -3,335,460.00 | 0 | 0 | 0 | -3,335,460.00 | 100 |
| 11 | | | KK_BUDG_2 | GI01 | 101 | 62130D2 | 701070 | 2000 | 57000000 | 2015-16 | 2015-16 | 155,443.00 | 0 | 0 | 0 | 155,443.00 | 100 |

Key Process – Commitment Control

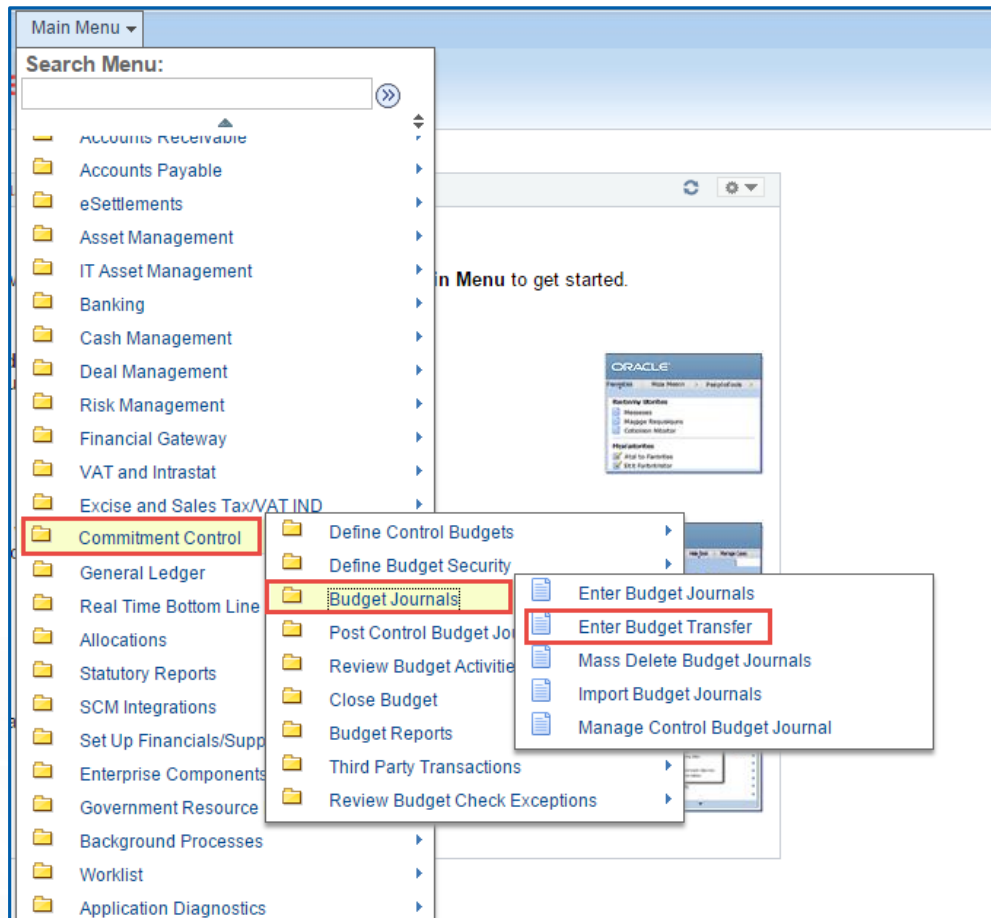
Key Process

- Budget Journals - One-sided budget transactions
- Budget Transfers - Two-sided budget transactions
- No rules exist between budget lines. If transfer is between funds, Business Affairs will reject the request

Budget Transfer

Budget Transfer is used to create a two-sided transfer of funds.

Navigation: Main Menu > Financials > Commitment Control > Budget Journals > Enter Budget Transfer



Budget Transfer

| | | | |
|---|---------------------|-----------------|---------------|
| Budget Header | | Budget Lines | Budget Errors |
| Unit | MDC01 | Journal ID | NEXT |
| | | Date | 02/27/2016 |
| *Ledger Group | KK_BUDG_2 | Fiscal Year | 2016 |
| | | Period | 8 |
| Control ChartField | Fund Code | *Currency | USD |
| Budget Header Status | None | Rate Type | CRRNT |
| *Budget Entry Type | Transfer Adjustment | Exchange Rate | 1.00000000 |
| | | Cur Effdt | 02/27/2016 |
| | | Budget Type | Expense |
| Parent Budget Options | | Attachments (0) | |
| <input checked="" type="checkbox"/> Generate Parent Budget(s) | | | |
| <input checked="" type="checkbox"/> Use Default Entry Event | | | |
| Parent Budget Entry Type | | | |
| Transfer Adjustment | | | |
| Long Description | | | |
| MOVE FUNDING TO COVER EXPENSES | | | |
| 224 characters remaining | | | |
| Alternate Description | | | |
| | | | |
| 150 characters remaining | | | |
| Save | Notify | Refresh | Add |
| | | Update/Display | |
| Budget Header Budget Lines Budget Errors | | | |

Budget Transfer

Budget Header | Budget Lines | Budget Errors

DC01 Journal ID 0000000271 Date 02/24/2016 Budget Header Status None
Approval Header Status Not Submitted

*Process Post Journal Submit For Approval Process

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

Chartfields and Amounts Base Currency Details

| Delete | Line | Approval Line Status | Ledger | Budget Period | SpeedType | Oper Unit | Fund | ICS | Dept | CampusCenter |
|--------------------------|------|----------------------|-----------|---------------|-----------|-----------|------|---------|--------|--------------|
| <input type="checkbox"/> | 1 | Not Submitted | KK_BD2_BD | 2015-16 | | KE01 | 101 | 1150500 | 100030 | 2000 |

Lines to add: Journal Line Copy Down

To

Totals

Total Lines 1 Total Debits 0.00 Total Credits 0.00

Budget Header | Budget Lines | Budget Errors

Enter Chartfield values

1

Scroll right to access other fields

Enter the number of lines to be added and click the "+" button

2

Budget Transfer

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

Unit MDC01 | Journal ID 0000000271 | Date 02/24/2016 | Budget Header Status None

Approval Header Status Not Submitted

*Process Edit Chartfields | Submit For Approval | Process

Click the *Process drop-down and select "Edit Chartfields"

Journal ID number will populate

Lines to add: 1 | Journal Line Copy Down

| Delete | Line | Approval Line Status | Ledger | Budget Period | Ref | Set Options | Currency | Amount |
|--------------------------|------|----------------------|-----------|---------------|-------|-------------|----------|-----------|
| <input type="checkbox"/> | 1 | Not Submitted | KK_BD2_BD | 2015-16 | 15-16 | Set Option | USD | 7,500.00 |
| <input type="checkbox"/> | 2 | Not Submitted | KK_BD2_BD | 2015-16 | 15-16 | Set Option | USD | -7,500.00 |

From Line To Generate Budget Period Lines

Totals

Total Lines 2 | Total Debits 7,500.00 | Total Credits 7,500.00

Save | Return to Search | Notify | Refresh | Add | Update/Display

Budget Header | Budget Lines | Budget Errors

- Click the **Save** button, Journal ID will populate
- Click ***Process** dropdown and chose "edit chartfields" to verify chartfield values are correct
- Click **Process** button, if budget header status is "None"

Budget Transfer

Budget Header | Budget Lines | Budget Errors

Unit MDC01 Journal ID 0000000271 Date 02/24/2016 Budget Header Status **Checked Only**
Approval Header Status Not Submitted

*Process **Budget Pre-Check** Submit For Approval **Process**

▼ Lines Personalize | Find | View All | First 1-2 of 2 Last

Chartfields and Amounts Base Currency Details

| Delete | Line | Approval Line Status | Ledger | Budget Period | d Ref | Set Options | Currency | Amount |
|--------------------------|------|----------------------|-----------|---------------|-------|---|----------|--|
| <input type="checkbox"/> | 1 | Not Submitted | KK_BD2_BD | 2015-16 | 15-16 | <input type="button" value="Set Option"/> | USD | <input type="text" value="7,500.00"/> |
| <input type="checkbox"/> | 2 | Not Submitted | KK_BD2_BD | 2015-16 | 15-16 | <input type="button" value="Set Option"/> | USD | <input type="text" value="-7,500.00"/> |

Lines to add Journal Line Copy Down

From Line To

Totals

Total Lines 2 Total Debits 7,500.00 Total Credits 7,500.00

Budget Header | Budget Lines | Budget Errors

- If no error occurs, click the ***Process** dropdown again and chose “Budget Pre-Check” to check fund availability
- Click “**Yes**” to the pop-up question, “*Do you want Budget Check this transaction without posting the results?*” and click the **Process** button
- Budget header status will change to “Checked Only”

Budget Transfer

Budget Header | Budget Lines | Budget Errors

Unit MDC01 Journal ID NEXT Date 02/27/2016 Budget Header Status None
Approval Header Status Not Submitted

*Process **Submit Journal** Submit For Approval **Process**

▼ Lines Personalize | Find | View All | [Print] | [Export] First 1 of 1 Last

Chartfields and Amounts Base Currency Details

| Delete | Line | Approval Line Status | Ledger | Budget Period | SpeedType | Oper Unit | Fund | ICS | Dept | Campus/Center |
|--------------------------|------|----------------------|-----------|---------------|-----------|-----------|------|---------|--------|---------------|
| <input type="checkbox"/> | 1 | Not Submitted | KK_BD2_BD | 2015-18 | | KE01 | 101 | 1150500 | 100030 | 2000 |

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

- If no error occurs, click “submit journal” from *Process drop-down and click Process button

Budget Transfer

Navigation: Favorites > Main Menu > Financials > Commitment Control > Budget Journals > Enter Budget Transfer

Miami Dade College

Budget Header | Budget Lines | Budget Errors

Unit: MDC01 Journal ID: 0000018283 Date: 02/25/2016 Budget Header Status: None
Approval Header Status: **Pending** *Process: Post Journal Process

Lines: Personalize | Find | View All | First 1-2 of 2 Last

| Delete | Line | Approval Line Status | Ledger | Budget Period | Campus/Center | Account | Bud Ref | Set Options | Currency | Amount |
|--------------------------|------|----------------------|-----------|---------------|---------------|----------|---------|-------------|----------|--------|
| <input type="checkbox"/> | 1 | Not Required | KK_BD2_BD | 2015-16 | 2000 | 80501000 | 2015-16 | Set Option | USD | -10.00 |
| <input type="checkbox"/> | 2 | Not Required | KK_BD2_BD | 2015-16 | 2000 | 80501000 | 2015-16 | Set Option | USD | 10.00 |

Lines to add: 1 Journal Line Copy Down From Line: To: Generate Budget Period Lines

Totals: Total Lines: 2 Total Debits: 10.00 Total Credits: 10.00

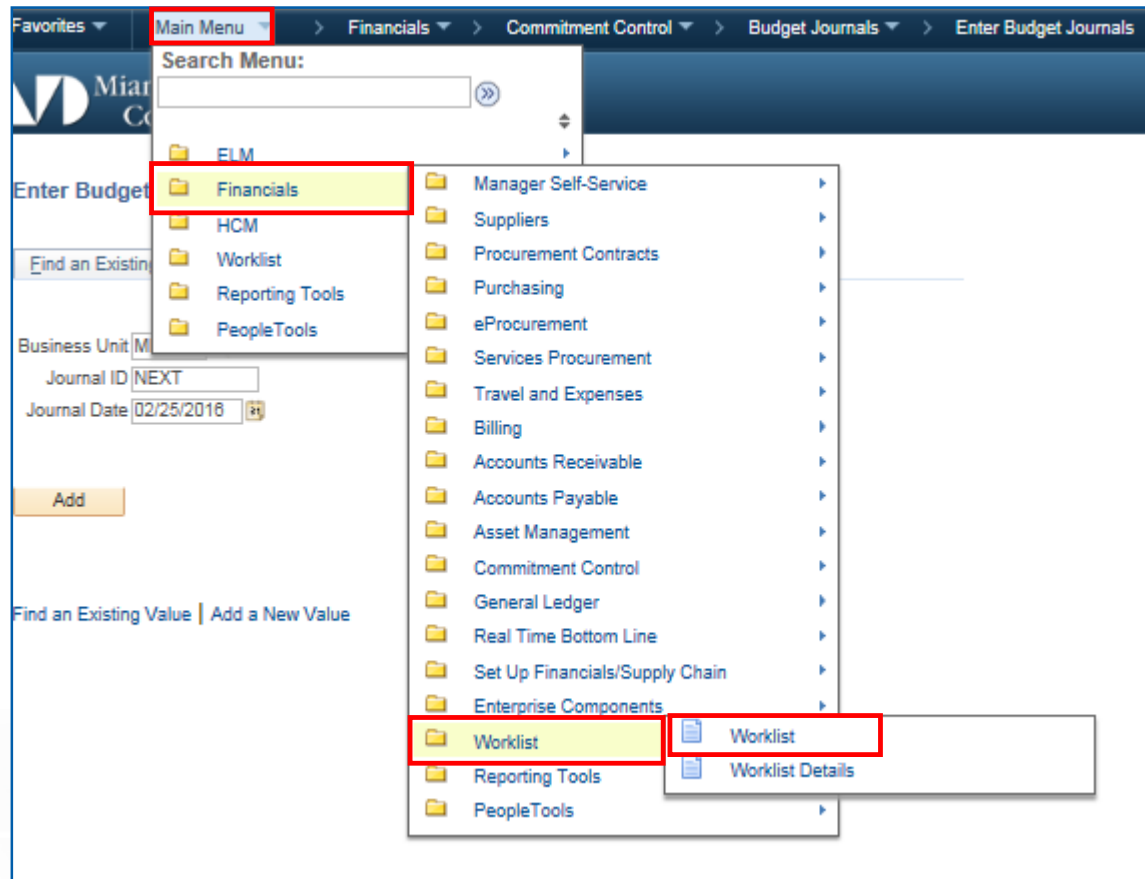
Buttons: Save, Return to Search, Notify, Refresh, Add, Update/Display

Budget Header | Budget Lines | Budget Errors

- Approver Header Status will change to Pending
- Click the “pending” link for an approval workflow status
- Budget transfer has been sent for approval

Approving Budget Transfer, Budget Journal

Navigation: Main Menu > Financials > Worklist > Worklist



Worklist

This is the list of pending transactions requiring your approval.

Worklist

Worklist for TST300:

Detail View

Worklist Filters

Personalize | Find | View All | | | First 1-18 of 18 Last

| From | Date From | Work Item | Worked By Activity | Priority | Link | | |
|------------|------------|----------------------|--------------------|----------|--|-------------|----------|
| TST308 | 02/25/2016 | Approval Routing | Approval Workflow | 3-Low | KKJournal/Approval, 1771, ControlBudgetJournal, 1901-01-04, N, 0, BUSINESS UNIT:MDC01 JOURNAL ID:000003233 JOURNAL DATE:2016-02-25 RDC:RA,0,A | Mark Worked | Reassign |
| TST172 | 02/25/2016 | Approval Routing | Approval Workflow | | AMDisposal, 71, AMLineApproval, 1903-01-01, N, 0, DATE SUBMITTED:2016-02-25, DTIM, STAMP:2016-02-25-08:01:58.000000, ORIGINATOR_ID:TST172 RDC:RA,1,A | Mark Worked | Reassign |
| Olga Morey | 02/22/2016 | Transaction Approved | Approval Workflow | 3-Low | KKJournal/Approval, 1741, ControlBudgetJournal, 1901-01-04, N, 0, BUSINESS UNIT:MDC01 JOURNAL ID:0000039810 JOURNAL DATE:2016-02-22 RDC:A,0,R | Mark Worked | Reassign |

- Approvers will be able to click the transaction link to review and approve Journals
- Requestors Worklist will only display transactions, they will have to use the Journal ID number and go to the Find Existing Journal navigation page

Denied Journals – View Comments

Control Budget Journal Approval

| | |
|--|---|
| Business Unit MDC01 | Return to Worklist |
| Journal ID 0000007791 | Attachments (0) |
| Journal Date 11/07/2016 | Control Budget Transfer Page |
| Ledger Group KK_BUDG_2 | Status Denied |
| Fiscal Year 2017 | Debits \$394.39 |
| Period 5 | Credits \$394.39 |
| Budget Entry Type Transfer Adjustment | Description Moving funds to cover expenses |
| | Requester MVENSEL |

▼ **Approval Flow**

Budget Journal Approval

▼ **Unit MDC01, ID 0000007791, Date 2016-11-07: Denied** [View/Hide Comments](#)

Budget Journal Approval

```
graph LR; A[Self Approved  
Michael Vensel  
Dept Level Approver  
11/07/16 - 4:04 PM] --> B[Approved  
Brian Stokes  
OU Level Approval  
11/07/16 - 5:32 PM]; B --> C[Denied  
Vivian Camara  
Bus Affairs Level 1 Approval  
11/21/16 - 11:09 AM];
```

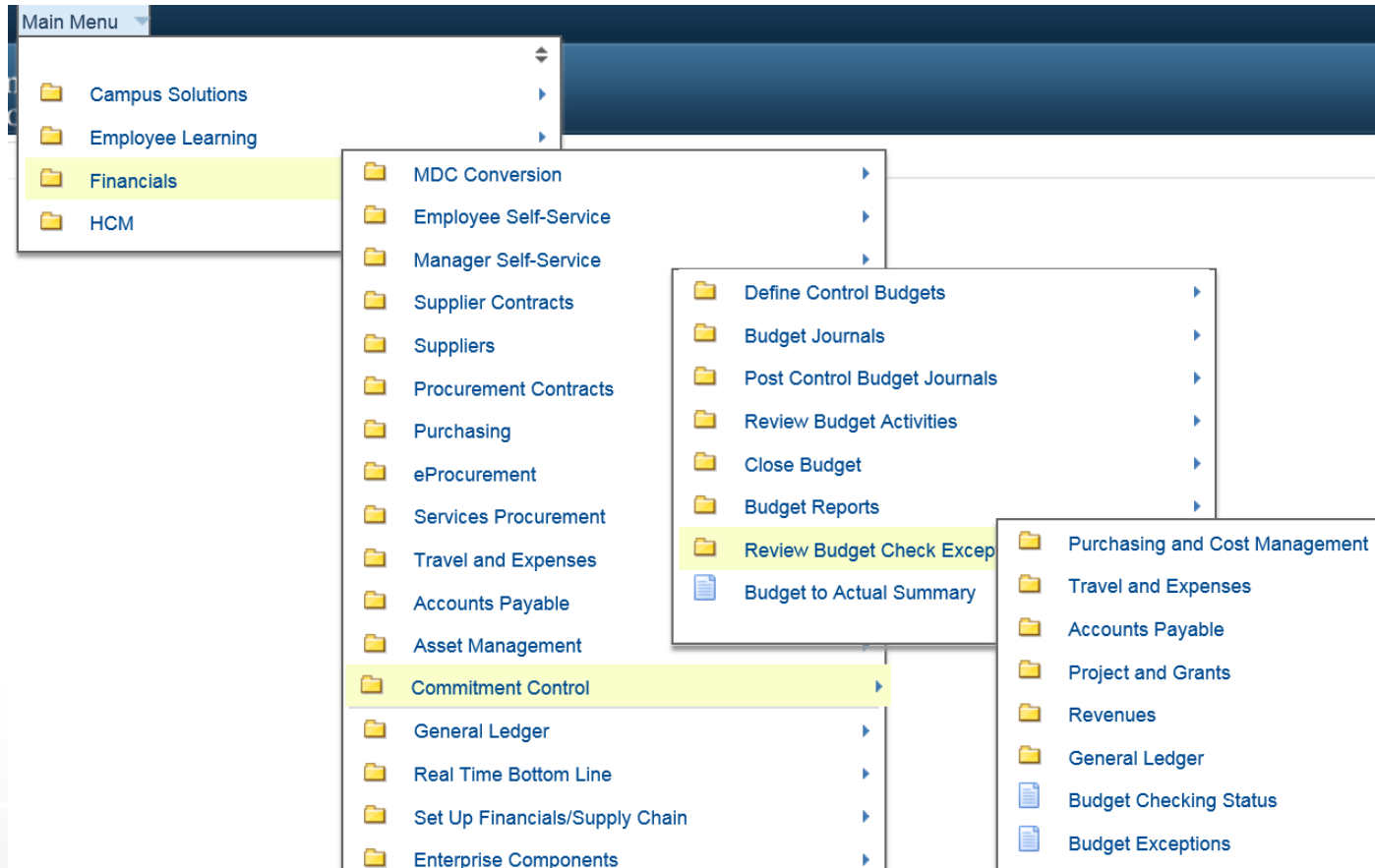
▼ **Comments**

Vivian Camara at 11/21/16 - 11:09 AM
Please delete the Bud Ref year, round up (no cents) and resubmit.

To add comments to the journal's approval process, enter and select any one of the four approval action buttons. Then the comments can be viewed from the Approval Flow Graphic Display.

Review Budget Check Exceptions

Navigation: Main Menu > Financials > Commitment Control > Review Budget Check Exceptions



Review Budget Check Exceptions

Navigation: Main Menu > Financials > Commitment Control > Review Budget Check Exceptions > Purchasing and Cost Management > Requisition

▼ Search Criteria

| | | |
|------------------------------|---------------|-------------------------|
| Commitment Control Tran ID | begins with ▼ | <input type="text"/> |
| Commitment Control Tran Date | = ▼ | <input type="text"/> 31 |
| Business Unit | = ▼ | MDC01 🔍 |
| Requisition ID | contains ▼ | 8615 🔍 |
| Process Instance | = ▼ | <input type="text"/> |
| Process Status | = ▼ | <input type="text"/> |

Review Budget Check Exceptions

Navigation: Main Menu > Financials > Commitment Control > Review Budget Check Exceptions > Purchasing and Cost Management > Requisition

Requisition ID 0000008615

Override Transaction



More Budgets Exist

[Advanced Budget Criteria](#)

Personalize | Find | View All | | First

| Exception | More Detail | Override Budget | Transfer | Oper Unit | Fund | ICS | Dept | Campus/Center | Account | Budget Peri |
|------------------|-----------------------------|--------------------------|---------------------------|-----------|------|---------|--------|---------------|----------|-------------|
| No Budget Exists | More Detail | <input type="checkbox"/> | Go To ... | DI09 | 101 | 6330900 | 700771 | 2000 | 60000018 | 2016-17 |

Review Budget Check Exceptions

Navigation: Main Menu > Financials > Commitment Control > Review Budget Check Exceptions > Purchasing and Cost Management > Requisition

Requisition Line Drill Down

Transaction Line Identifiers

Business Unit MDC01

Requisition ID 000008615

Line Number 1

Schedule 1

Distribution Line 1

Transaction Line Details

| Operating Unit | Fund Code | ICS | Department | Campus\Center | Account |
|----------------|-----------|---------|------------|---------------|----------|
| DI09 | 101 | 6330900 | 700771 | 2000 | 62505000 |

Line Status Not Chk'd

Budget Date 11/07/2016

Line Amount 375.00 USD

Quantity 1.0000

Exception Type – Most Common

Key Process

| Value | Long Name | Comments |
|-------|----------------------------|---|
| E1 | Exceeds Budget Tolerance | Over Budget at the Pooling Group |
| E2 | No Budget Exists | There is no Budget in this Chartstring |
| E6 | Budget Date out of Bounds | Budget Attribute was temporarily Overridden |
| E35 | Required key CF is blank | A Required Chartfield needs to be Populated |
| E36 | Chartfield Errors Exist | Invalid Chartfield combination |
| E45 | Non Key CF Should be Blank | An Extra Chartfield was Populated |
| E46 | Invalid Chartfield Value | Chartfield value does not exist |

Commitment Control – Budget

Questions?