

# Commitment Control

## Budget Transaction Detail Report

This report is used to view detail on transactions that have posted against a budget or fund.

### ❖ Navigation Path:

- **Commitment Control**
- **Budget Reports**
- **Budget Transaction Detail**

This will bring you to the Budget Transaction Detail screen where you have the option to find an existing Run Control ID or add a new Run Control ID.



This would be a good time to add this to your favorites by clicking on the “Add to Favorites” link in the upper right hand corner of your screen. By doing this, it creates a shortcut for this report in the Menu under “My Favorites”. It also eliminates the need to remember the Navigation Path every time you want to run this report!

The screenshot displays the Oracle Budget Transaction Detail report interface. On the left, a navigation menu is visible with the following structure:

- Menu
- Search: [input field]
- My Favorites
- Supplier Contracts
- Customer Contracts
- Vendors
- Purchasing
- eProcurement
- Services Procurement
- Grants
- Program Management
- Project Costing
- Billing
- Accounts Receivable
- Accounts Payable
- Asset Management
- Banking
- Commitment Control
  - Budget Journals
  - Review Budget Activities
- Budget Reports
  - Budgets/Actuals
  - Reconciliation
  - Budget Attributes Report
  - Budget Checking Status
  - Budget Control Report
  - Budget Periods Report
  - Budget Status
  - Budget Transaction Detail**
  - Ledger Details
- Review Budget Check Exceptions

The main content area is titled "Budget Transaction Detail" and includes the following elements:

- Enter any information you have and click Search. Leave fields blank for a list of all values.
- Buttons: Find an Existing Value, Add a New Value
- Run Control ID: begins with [dropdown] [input field]
- Case Sensitive checkbox
- Buttons: Search, Clear, Basic Search, Save Search Criteria
- Links: Find an Existing Value, Add a New Value

## Establishing a New Run Control ID

Some notes on Run Controls...

- ❖ They only need to be set-up the first time you run a report.
- ❖ They're required when running reports in Oracle.
- ❖ They cannot contain spaces between words; dashes or underlines may be used in its place.

*To create a New Run Control...*

- 1) Click on the “Add a New Value” tab. Your screen should now look like the one below.
- 2) Type a name for your Run Control ID. It is recommended to use a name that is similar to the report you are running like “Budget\_Transaction\_Detail”
- 3) Click on the Add button when finished.

*Example*

Budget Transaction Detail

Find an Existing Value Add a New Value

Run Control ID: Budget\_Transaction\_Detail

Add

ORACLE

Menu

Search:

My Favorites  
Supplier Contracts  
Customer Contracts  
Vendors  
Purchasing  
eProcurement  
Services Procurement  
Grants  
Program Management  
Project Costing  
Billing  
Accounts Receivable  
Accounts Payable  
Asset Management  
Banking  
Commitment Control  
Budget Journals  
Review Budget Activities  
Budget Reports

Budget Transaction Detail

Find an Existing Value Add a New Value

Run Control ID: Budget\_Transaction\_Detail

Add

Find an Existing Value | Add a New Value

## Accessing an Existing Run Control ID

- ❖ Once you've established a Run Control, all future searches with that particular Run Control, will be accessed through the "Find an Existing Value" tab.

To find an existing Run Control....

- 1) Click on the "Find an Existing Value" tab. Your screen should now look like the one below.
- 2) Click on the "Search" button to select a previously created Run Control ID.

Example

Run Control ID	Language Code
BUDGET_CHECK	English
Budget_Status	English
Budget_Transaction_Detail	English
COPY_JOURNAL	English
DELETE_RC	English
GL_Activity	English
JOURNAL_EDIT	English
Journal_Entry_Detail	English
Ledger_Activity	English
NDSU	English
PS_AUTO	English
PS_AUTO2	English
PS_AUTO3	English
Trial_Balance	English

**ORACLE**

Menu

Search:

- My Favorites
- Supplier Contracts
- Customer Contracts
- Vendors
- Purchasing
- eProcurement
- Services Procurement
- Grants
- Program Management
- Project Costing
- Billing
- Accounts Receivable
- Accounts Payable
- Asset Management
- Banking
- Commitment Control
  - Budget Journals
  - Review Budget Activities
  - Budget Reports
    - Budgets/Actuals Reconciliation
    - Budget Attributes Report
    - Budget Checking Status
    - Budget Control Report
    - Budget Periods Report
    - Budget Status
    - Budget Transaction Detail**
    - Ledger Details
  - Review Budget Check Exceptions

**Budget Transaction Detail**

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

Run Control ID: begins with

Case Sensitive

**Search** | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

## Entering your search criteria

- 1) Unit should always be NDSU1
- 2) Choose the **Ledger Group** by using the lookup glass. Choosing the wrong ledger group could result in little or no information on report.
- 3) The **Transaction Type Option** has “All” or “Specify” to choose from in the drop down. Choosing “All” will return every transaction related to that value or values in the ledger group chosen. If “Specify” is chosen, you will need to choose a **Type** from the drop down and only transactions related to that type will be returned.
- 4) **User Budget Overrides** should not be checked.

**Commitment Control Budget Transaction Detail Report**

Run Control ID: Budget\_Transaction\_Detail      [Report Manager](#)    [Process Monitor](#)   

Language:

**Report Request Parameters**

1 Unit:   North Dakota State University

2 Ledger Group:    User Budget Overrides 4

3 Transaction Type Option:  Type:

Commit Control Date Option:  Date From:   Date To:

Ledger Type Option:

**Commitment Control Ledger Type**

Commitment Control Ledger Type

## Entering your search criteria

- 5) The **Commit Control Date Option** has “All”, “Range”, or “Specify” to choose from in the drop down. Selecting “All” will return every transaction related to your search criteria; therefore, overriding the dates in the **Date From** and **Date To** fields. To identify a range of dates, select “Range” and then enter the dates in the **Date From** and **Date To** fields. Do not select “Specify” to select a date; instead use the “Range” option.



This report goes by the posted date not the accounting date, so keep that in mind when running this report. *Example...*if you wanted all transactions for a particular month, in the **Date To** field, choose a date that is a week or so into the next month to make sure you have all transactions for the month you are inquiring about. In the example below...the user wanted all transactions through November, so they searched through 12/11/08 to make sure all transactions would be pulled into the report.

**Commitment Control Budget Transaction Detail Report**

Run Control ID: Budget\_Transaction\_Detail      [Report Manager](#)    [Process Monitor](#)   

Language: English

**Report Request Parameters**

Unit: NDSU1  North Dakota State University

Ledger Group: FNDDTL   User Budget Overrides

Transaction Type Option: All    Type:

5 Commit Control Date Option: Range    Date From: 07/01/2008    Date To: 12/11/2008

Ledger Type Option: All

**Commitment Control Ledger Type**

Commitment Control Ledger Type

## Entering your search criteria

- 6) The **Ledger Type Option** has “All” or “Select” to choose from in the drop down. Choose option “All”; there is no need to change this option to “Select”.
- 7) The **Commitment Control Ledger Type** should be left blank...see example below.



After selecting all your Request Parameters, first time users may need to click the **Refresh** button to display Chartfield Selection.

**Commitment Control Budget Transaction Detail Report**

Run Control ID: Budget\_Transaction\_Detail      Report Manager      Process Monitor      Run

Language: English

**Report Request Parameters**

Unit: NDSU1      North Dakota State University

Ledger Group: FNDDTL       User Budget Overrides

Transaction Type Option: All      Type: [ ]

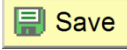
Commit Control Date Option: Range      Date From: 07/01/2008      Date To: 12/11/2008

6 Ledger Type Option: All

7 Commitment Control Ledger Type

Refresh


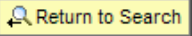
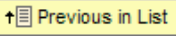
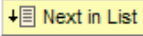
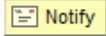


## Entering your search criteria

- 8) Check the boxes for the Chartfields you would like to have included in your report. The most common are Account, Fund Code, Department, Project and Budget Period. Do not use the program chartfield in the selection of Chartfields because budgets are not used at the program level. Click  when finished.



Including the budget period is highly recommended. Using a Budget Period is particularly helpful around the end and beginning of fiscal years. Since some transactions are still being done for the prior year in July, using a budget period will help separate them out.

Sequence	ChartField Name	Include CF	Value	To Value
1	Account	<input checked="" type="checkbox"/>		
2	Fund Code	<input checked="" type="checkbox"/>	30734	30734
3	Department	<input checked="" type="checkbox"/>		
4	Budget Period	<input checked="" type="checkbox"/>	2009	2009
	Subsystem PC Bus Unit	<input type="checkbox"/>		
	Subsystem Activity ID	<input type="checkbox"/>		
	PC Business Unit	<input type="checkbox"/>		
	Class Field	<input type="checkbox"/>		
	Activity	<input type="checkbox"/>		
	Subsystem Analysis Type	<input type="checkbox"/>		
	Operating Unit	<input type="checkbox"/>		
	Program Code	<input type="checkbox"/>		
	Project	<input type="checkbox"/>		
	Source Type	<input type="checkbox"/>		
	Statistics Code	<input type="checkbox"/>		

## Entering your search criteria

9) Enter the values you wish to review for the Chartfields you have included in your report. If a value is not specified for a Chartfield, all values will be returned. As shown in the *example* below...the user wants all transactions charged to fund 30734 for all account codes in fiscal year 2009.



Selecting “All” in the **Commit Control Date Option** (step # 5) and including the Budget Period Chartfield with a fiscal year Value and To Value, will return all transactions posted to that fiscal year to-date.

ChartField Selection				
Sequence	ChartField Name	Include CF	Value	To Value
1	Account	<input checked="" type="checkbox"/>		
2	Fund Code	<input checked="" type="checkbox"/>	30734	30734
3	Department	<input checked="" type="checkbox"/>		
4	Budget Period	<input checked="" type="checkbox"/>	2009	2009
	Subsystem PC Bus Unit	<input type="checkbox"/>		
	Subsystem Activity ID	<input type="checkbox"/> 9		
	PC Business Unit	<input type="checkbox"/>		
	Class Field	<input type="checkbox"/>		
	Activity	<input type="checkbox"/>		
	Subsystem Analysis Type	<input type="checkbox"/>		
	Operating Unit	<input type="checkbox"/>		
	Program Code	<input type="checkbox"/>		
	Project	<input type="checkbox"/>		
	Source Type	<input type="checkbox"/>		
	Statistics Code	<input type="checkbox"/>		

Customize | Find | First 1-15 of 15 Last

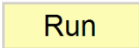


## Entering your search criteria

- 10) Now that you have selected your search criteria and entered your search values; you will want to indicate how you want your report sorted in the Sequence area. This is where you can tell the report how to sort your information. In the *example* below....the report will be sorted by Account first, Fund Code second, Department third and Budget Period last.


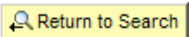
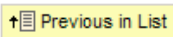
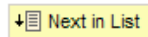



Click  when finished.

Now you're ready to run your report!

Click the  button at the top right of your screen.

10

ChartField Selection						Customize   Find	First	1-15 of 15	Last
Sequence	ChartField Name		Include CF	Value	To Value				
1	Account		<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
2	Fund Code		<input checked="" type="checkbox"/>	30734	30734	<input type="text"/>			
3	Department		<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
4	Budget Period		<input checked="" type="checkbox"/>	2009	2009	<input type="text"/>			
	Subsystem PC Bus Unit		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
	Subsystem Activity ID		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
	PC Business Unit		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
	Class Field		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
	Activity		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
	Subsystem Analysis Type		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
	Operating Unit		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
	Program Code		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
	Project		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
	Source Type		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
	Statistics Code		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			

## Running Reports

- 1) After clicking **Run**, the Process Scheduler Request screen will appear. Make sure *Server Name* is "PSNT" and *Type* is "Web" and *Format* is "PDF". Click **OK**.

**Process Scheduler Request**

User ID: mkuppich Run Control ID: Budget\_Transaction\_Detail

Server Name: PSNT Run Date: 12/31/2008  
Recurrence: Run Time: 9:15:44AM **Reset to Current Date/Time**

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Budget Transaction Detail Rep	GLS8005	SQR Report	Web	PDF	<a href="#">Distribution</a>

**OK** **Cancel**

- 2) This will return you to the initial criteria entry screen. You should now have a *Process Instance* number; this tells you that the report is running. To access the report, click on the [Process Monitor](#) link.



**Commitment Control Budget Transaction Detail Report**

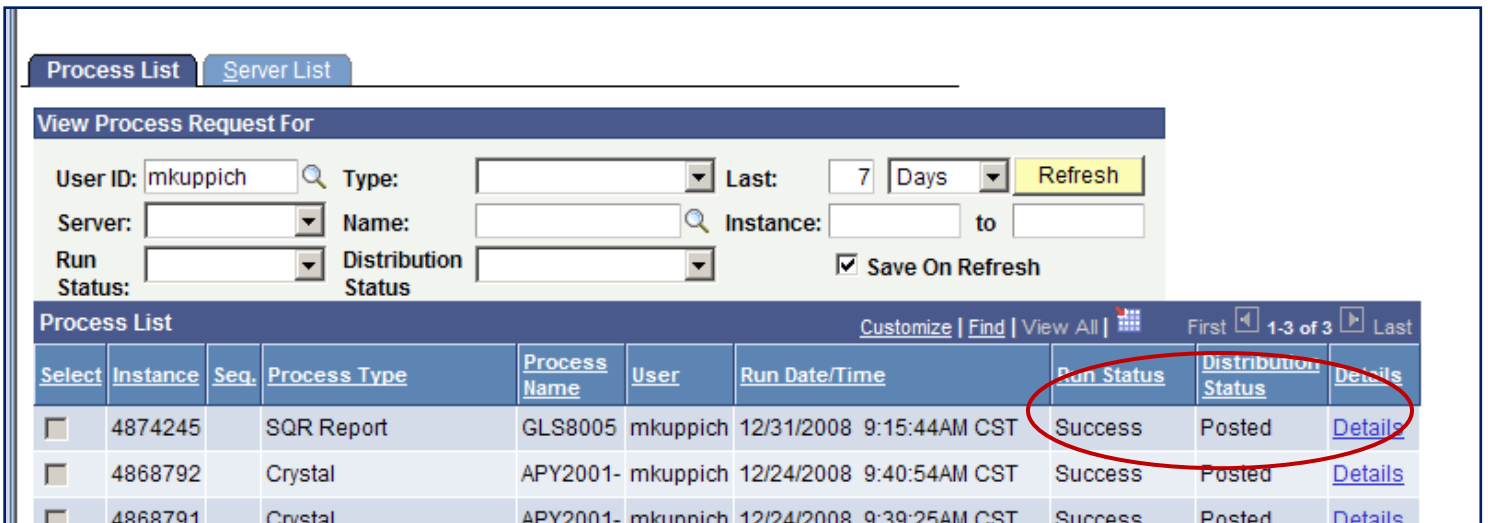
Run Control ID: Budget\_Transaction\_Detail [Report Manager](#) [Process Monitor](#) **Run**  
Language: English Process Instance: 4874245

**Report Request Parameters**

Unit: NDSU1 North Dakota State University

## Running Reports

- 3) You cannot access the report until your **Run Status** is “Success” and the **Distribution Status** is “Posted”. To update the Run Status, click on the  button. This will show you the most recent “Run Status” for your report. Clicking on the  button does not speed along the process.
- 4) Once you have a status of “Success” and “Posted”, click on the [Details](#) link.



The screenshot shows a web interface for viewing process requests. At the top, there are tabs for 'Process List' and 'Server List'. Below this is a search and filter section titled 'View Process Request For' with fields for User ID (mkuppich), Type, Last (7 Days), Server, Name, Instance, Run Status, and Distribution Status. A 'Refresh' button is present. Below the search section is a table titled 'Process List' with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains three rows of data. A red circle highlights the 'Run Status' and 'Distribution Status' columns for the first row, which shows 'Success' and 'Posted' respectively.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4874245		SQR Report	GLS8005	mkuppich	12/31/2008 9:15:44AM CST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	4868792		Crystal	APY2001-	mkuppich	12/24/2008 9:40:54AM CST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	4868791		Crystal	APY2001-	mkuppich	12/24/2008 9:39:25AM CST	Success	Posted	<a href="#">Details</a>

## Running Reports

- 5) On the **Process Detail** page, click on the [View Log/Trace](#) link. This brings you to the **View Log/Trace** page.

**Process Detail**

Process	
Instance: 4874245	Type: SQR Report
Name: GLS8005	Description: Budget Transaction Detail Rep
Run Status: Success	Distribution Status: Posted

Run	Update Process
Run Control ID: Budget_Transaction_Detail	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSNT	<input type="radio"/> Cancel Request
Recurrence:	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 12/31/2008 9:30:22AM CST	<a href="#">Parameters</a> Transfer
Run Anytime After: 12/31/2008 9:15:44AM CST	<a href="#">Message Log</a>
Began Process At: 12/31/2008 9:30:36AM CST	<a href="#">Batch Timings</a>
Ended Process At: 12/31/2008 9:30:57AM CST	<a href="#">View Log/Trace</a>

- 6) To retrieve the report, click on the PDF link.

**Distribution Details**

Distribution Node: NT      Expiration Date: 03/01/2009

File List		
Name	File Size (bytes)	Datetime Created
<a href="#">GLS8005_4874245.PDF</a>	29,269	12/31/2008 9:30:57.403000AM CST
<a href="#">GLS8005_4874245.pdf</a>	132	12/31/2008 9:30:57.403000AM CST
<a href="#">SQR_GLS8005_4874245.log</a>	1,650	12/31/2008 9:30:57.403000AM CST

Distribute To	
Distribution ID Type	*Distribution ID
User	mkuppich

# Reading the Report

**Budget Post Date:** The date the transaction was actually posted in Oracle.

**Transaction:** Type of transaction – GL\_JOURNAL (General Ledger Journal); AP\_VOUCHER (Accounts Payable Voucher)

**Document ID:** The ID or number that identifies the transaction. Some ID's begin with letters. Examples...**PAY** = Payroll; **AP** = Accounts Payable Voucher; **SF** = Student Finances Interface; **IDB** = Interdepartmental Billing

**Reference:** For AP Vouchers, displays the Vendor Name and any information entered in the "Description" field on the Voucher. For GL Journals, displays the GL date and description.

**Expended Amount:** Amount of the transaction.

PeopleSoft GL BUDGET TRANSACTION DETAIL											
Report ID: GLS8005					Page No. 1						
Bus. Unit: NDSU1--North Dakota State University					Run Date 01/06/2009						
Ledger Grp: FNDDTL -- Fund Detail Ledger Group					Run Time 13:28:29						
Post Date: All Dates											
Tran Type: All Types											
=====											
<u>Currency Account</u>	<u>Fund</u>	<u>Dept</u>	<u>Budget Period</u>								
USD 521000	30734	3100	2008								
=====											
Budget					Total Recognized	Total Collected	Pre Encumbered	Encumbered	Expended	Override	Override
<u>Post Date</u>	<u>Transaction</u>	<u>Document ID</u>	<u>Line</u>	<u>Reference</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>TR User</u>	<u>BD User</u>
09/20/2007	AP_VOUCHER	00284311	1	NW NORTH DAKOTA WORKFORCE TRAI	0.00	0.00	0.00	0.00	80.00		
11/28/2007	GL_JOURNAL	FAMIS	1322	11/27/2007/Motor/Aircraft Pool	0.00	0.00	0.00	0.00	133.92		
11/28/2007	GL_JOURNAL	FAMIS	1322	11/27/2007/Motor/Aircraft Pool	0.00	0.00	0.00	0.00	133.92		
11/28/2007	GL_JOURNAL	FAMIS	1322	11/27/2007/Motor/Aircraft Pool	0.00	0.00	0.00	0.00	-133.92		
02/13/2008	AP_VOUCHER	00323567	1	Adams,Ramona D/AIRLINE TICKET	0.00	0.00	0.00	0.00	528.99		
02/26/2008	GL_JOURNAL	FAMIS	1356	02/26/2008/Motor/Aircraft Pool	0.00	0.00	0.00	0.00	41.31		
03/12/2008	GL_JOURNAL	PROCARD	860	02/29/2008/Registration Fees	0.00	0.00	0.00	0.00	635.00		
04/08/2008	AP_VOUCHER	00337088	1	Adams,Ramona D/MAR TRAVEL	0.00	0.00	0.00	0.00	27.00		
04/08/2008	AP_VOUCHER	00337088	1	Adams,Ramona D/MAR TRAVEL	0.00	0.00	0.00	0.00	318.58		
04/08/2008	AP_VOUCHER	00337088	1	Adams,Ramona D/MAR TRAVEL	0.00	0.00	0.00	0.00	73.50		
05/13/2008	GL_BD_JRNL				0.00	0.00	0.00	0.00	0.00		
05/22/2008	AP_VOUCHER	00350332	1	Semmens,Theresa Y/MAY TRAVEL	0.00	0.00	0.00	0.00	423.66		
05/22/2008	AP_VOUCHER	00350660	1	TREASURY INSTITUTE FOR HIGHER	0.00	0.00	0.00	0.00	212.50		
06/24/2008	AP_VOUCHER	00359849	1	Wawers,Gary Lynn/PERSONAL PAYE	0.00	0.00	0.00	0.00	325.00		
Number of Transactions 14					Totals	0.00	0.00	0.00	0.00	2,799.46	
=====											
<u>Currency Account</u>	<u>Fund</u>	<u>Dept</u>	<u>Budget Period</u>								
USD 531000	30734	3100	2008								
=====											
Budget					Total Recognized	Total Collected	Pre Encumbered	Encumbered	Expended	Override	Override
<u>Post Date</u>	<u>Transaction</u>	<u>Document ID</u>	<u>Line</u>	<u>Reference</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>TR User</u>	<u>BD User</u>
11/28/2007	GL_JOURNAL	IDBA88780	1	11/28/2007/Data Processing Sup	0.00	0.00	0.00	0.00	39.95		
11/30/2007	GL_JOURNAL	IDB0551530	1	11/30/2007/Software/Licenses U	0.00	0.00	0.00	0.00	55.00		
12/06/2007	GL_JOURNAL	IDBA88694	1	12/06/2007/Data Processing Sup	0.00	0.00	0.00	0.00	16.95		
01/07/2008	GL_JOURNAL	IDB0553584	1	01/07/2008/Software/Licenses U	0.00	0.00	0.00	0.00	110.00		
01/07/2008	GL_JOURNAL	IDBA89035	1	01/07/2008/Data Processing Sup	0.00	0.00	0.00	0.00	14.95		
02/04/2008	GL_JOURNAL	IDB0554023	1	02/03/2008/Software/Licenses U	0.00	0.00	0.00	0.00	55.00		
03/18/2008	GL_JOURNAL	IDBA91193	1	03/18/2008/Data Processing Sup	0.00	0.00	0.00	0.00	39.95		
04/08/2008	GL_JOURNAL	IDB0556349	1	04/08/2008/Data Processing Sup	0.00	0.00	0.00	0.00	20.00		
05/13/2008	GL_BD_JRNL				0.00	0.00	0.00	0.00	0.00		
05/27/2008	GL_JOURNAL	IDBA93221	1	05/27/2008/Software/Licenses U	0.00	0.00	0.00	0.00	59.95		
06/30/2008	GL_JOURNAL	IDBA94283	1	06/30/2008/Data Processing Sup	0.00	0.00	0.00	0.00	19.95		
07/08/2008	GL_JOURNAL	IDB0559230	1	06/30/2008/Software/Licenses U	0.00	0.00	0.00	0.00	165.00		
07/08/2008	GL_JOURNAL	IDB0559350	1	06/30/2008/Data Processing Sup	0.00	0.00	0.00	0.00	20.00		
Number of Transactions 13					Totals	0.00	0.00	0.00	0.00	616.70	