

FIN: Local Configuration Guide - Commitment Control

This document contains the configuration decisions made and values to be used in deployment of the Commitment Control Module of the Oracle's PeopleSoft FSCM 9.2 application. As such, all additional documentation must be in agreement with the related items described herein. Should conflict arise with information contained in another document, the data in this document shall be considered valid and that of the other shall be deemed incorrect.

The Commitment Control Local Configuration Decision Guide explains necessary local configuration needed to set up commitment control (Budget) processing in the PeopleSoft system.

Budget Definition Setup [Recommended: Centrally Maintain Local Values]

In ctcLink, the budget definition is configured for each commitment control ledger group. When colleges initially are configured in the system the ctcLink Project Team configures these values for the college. It is **STRONGLY** recommended that colleges in their first years of use in ctcLink that they work with SBCTC Customer Support to manage changes to their Budget Definition Setup, as changes here could adversely impact a colleges budgeting process. As a college matures in their use of the system they **MAY** decide to take this maintenance on locally, and therefore switch to granting the add/update role in the future.

The budget definition is setup by local SetID (local Business Unit value). Each College business unit will have its own Budget Definitions. Following Commitment Ledger groups are configured.

Expense Commitment Control ledger Group

Operational/Organizational budget ledger group

- CC_SUM: Expense type Ledger group where budgets are summarized based on Tree level like Salary (5000003), Good & Services (5030003), Travel (5080004) etc. This is PARENT ledger group.
- CC_ORG: Expense type Ledger group where budgets are created at detail level meaning at Exempt Executive (5000010), Faculty Permanent FT (5000060), Supplies (5030010), Other Good (5030020), Instate Airfare (5080020) etc. This is CHILD ledger group of PARENT CC_SUM ledger group.

Grant/Project budget ledger group

- PROJECT_KK: Expense type Ledger Group where Grant/Project budget is summarized overall project/grant level (GRANDPARENT)
- ACT_KK: Expense type Ledger Group where Grant/Project budget is summarized by Activity level (PARENT)
- DETAIL_KK: Expense type Ledger Group where Grant/Project budget is detail Account (budget item) level (CHILD) like Salary (5000003), Good & Services (5030003), Travel (5080004) etc.

Revenue Commitment Control ledger Group

- CC_REV: Revenue type Ledger group to track recognized and collected revenue

Detail Commitment Control ledger Group

- CC_ENC: This is a special Commitment Control "detail" ledger group, which uses the Track without Budget option and records transactions at an untranslated level. This allows to inquire and report on non-actuals transactions at the detail level, without having to use the more cumbersome transaction activity logs.

Control Budget Options

This page defines budget control options for Commitment Control budget checking. This page is used to configure the budget's general parameters, including control ChartField, parents and children, associated budget definition, Ruleset ChartField, and status. The settings used by the college are at the local level.

Control Budget Options | Ruleset Chartfield | Keys and Translations | Prior Year Adj ChartField | Budget Period Status | Control ChartField | [Offsets](#) | [Excluded Account Types](#)

SetID: WA | Ledger Group: ACT_KK

Effective Date Find | View All First 1 of 2 Last

*Effective Date: 07/01/2019 *Status: Active

*Description: Project Activity Budget Definition Status Valid

Budget Type: Expense Associated Expenditure Budget: Tolerance Percent: Parent Control Budget: PROJECT_KK

Ruleset and Control ChartField

*Ruleset CF: Project Tree Name: Level Name: *Control CF: Project Prior Year Adj Chartfield: Default Ruleset: DEFAULT

Commitment Control Options

*Control Option: Control *Budget Status: Open

☐ Entries Must Balance ☐ Enable Funding Source

☐ Enable Statistical Budgeting ☐ Child Budgets Exceed Option

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

• Control Chartfield

- Used by Budget Processor to determine if budget-checking needs to be enforced

- Ruleset CF & Control CF must be same when using Expenditure with Funding Source Control

Every Budget Definition must select a Control Option:

- Control or Track with Budget or Track without Budget

Control:

- Transactions that exceed the available budget will error out during the budget checking process.
- No further processing can be performed until the transaction error is corrected by an authorized user or the budget is overridden by an authorized user.

Track with Budget:

Verifies transactions by checking for a corresponding match of the 'Actuals' Chartfields to budget Chartfields and NOT on monetary amount.

- If there is no corresponding budget, fail budget checking.
- If a corresponding budget exists, even for a zero amount, pass budget checking, but issue warnings.

Track without Budget:

Track transactions even if there is no budget set up. All transactions pass without error.

- If there is no budget, transaction passes budget checking.
- If a corresponding budget exists and there are exceptions, pass budget checking and issue warnings.

Navigation: NavBar > Navigator > Commitment Control > Define Control Budgets > Budget Definitions > Control Budget Options (tab)

Security: [ZD CC Local Config Inq](#) (view only - STRONGLY recommended) or [ZZ CC Local Config](#) (ONLY for Mature ctcLink Colleges on the system for 3+ years)

Menu: MANAGE_COMMITMENT_CONTROL

Component: KK_BUDGET

Page: KK_BUDG1

Action: A/UD

Ruleset Chartfield

This page is used to define the Ruleset ChartField values for each ruleset. The settings used by the college are at the local level. It contains keys, calendar, and translations. It default used for non-defined values.

Control Budget Options | **Ruleset Chartfield** | Keys and Translations | Prior Year Adj ChartField | Budget Period Status | [D]

SetID WA Ledger Group ACT_KK

Effective Date Find | View All First 1 of 2 Last

*Effective Date 07/01/2019 [31] *Status Active [v] [+ -]

*Description Project Activity Budget Definition Status Valid [i]

Ruleset ChartField Project

Ruleset Find | View All First 1 of 1 Last

*Ruleset DEFAULT [v] Default Parent Ruleset DEFAULT [+ -]

Ruleset Keys Personalize | Find | View All [v] [i] First 1 of 1 Last

*SetID	*Range From	*Range To

[Save] [Return to Search] [Previous in List] [Next in List] [Notify] [Add] [Update/Display] [Include History] [Correct History]

Control Budget Options | Ruleset Chartfield | Keys and Translations | Prior Year Adj ChartField | Budget Period Status | Control ChartField | Offsets | Excluded Account Types

• Ruleset

- Contains keys, calendar, and translations
- Default used for non-defined values

Navigation: NavBar > Navigator > Commitment Control > Define Control Budgets > Budget Definitions > Ruleset ChartField (tab)

Security: [ZD CC Local Config Inq](#) (view only - STRONGLY recommended) or [ZZ CC Local Config](#) (ONLY for Mature ctcLink Colleges on the system for 3+ years)

Menu: MANAGE_COMMITMENT_CONTROL

Component: KK_BUDGET

Page: KK_BUDG7

Action: A/UD

Keys and Translations

This page is used to define the ChartFields and calendar to use to identify budgets for each ruleset. The settings used by the college are at the local level. The Budget Processor validates the combination of Chartfield values on the transaction against the combinations defined here in this page.

Control Budget Options | Ruleset Chartfield | **Keys and Translations** | Prior Year Adj ChartField | Budget Period Status | Control ChartField |

SetID WA Ledger Group ACT_KK

Effective Date Find | View All First 1 of 2 Last

*Effective Date 07/01/2019 *Status Active

*Description Project Activity Budget Definition Status Valid Reset

Ruleset Find | View All First 1 of 1 Last

*Ruleset DEFAULT ☒ Default ☐ Enable Cumulative Budgeting

Calendar ID PC ☐ Derive Dates Cumulative Calendar

Keys and Translations Personalize | Find | View All First 1-6 of 6 Last

*ChartField	Tree Name	Level Name	*Value Required		
Account	CTC_GM_KK_ACCOUNT	LEVEL1	Required		
Activity			Required		
Fund Code			Required		
Operating Unit			Required		
Appropriation Index			Optional		
Project			Required		

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Control Budget Options | Ruleset Chartfield | Keys and Translations | Prior Year Adj ChartField | Budget Period Status | Control ChartField | Offsets | Excluded Account Types

• Budget Keys

- Chartfield required or not allowed on KK budget journal
- Value Required flag fails or passes transaction with no value in Chartfield
- Select Value Require ONLY to CF that are common to all Commitment Control ledger groups.

• Translations

- Translates transaction-level CF to higher-level budget CF values.
- Source transactions roll-up to specified level for budget checking

Navigation: NavBar > Navigator > Commitment Control > Define Control Budgets > Budget Definitions > Keys and Translations (tab)

Security: [ZD CC Local Config Inq](#) (view only - STRONGLY recommended) or [ZZ CC Local Config](#) (ONLY for Mature ctcLink Colleges on the system for 3+ years)

Menu: MANAGE_COMMITMENT_CONTROL

Component: KK_BUDGET

Page: KK_BUDG3

Action: A/UD

Expiration Chartfield

This is to use with an Expiration ChartField that is defined on the Control Budget Options page to establish beginning, ending, and expiration dates for a budget.

Not Applicable. Expiration chartfields is not used here.

The image displays two screenshots of the 'Control Budget Options' web form. The top screenshot shows the 'Effective Date' section with 'Effective Date' set to 07/01/2019, 'Status' set to 'Active', and 'Description' set to 'Project Activity Budget'. The 'Ruleset and Control ChartField' section shows 'Ruleset CF' set to 'Project' and 'Control CF' set to 'Project'. The 'Commitment Control Options' section shows 'Control Option' set to 'Control' and 'Budget Status' set to 'Open'. The bottom screenshot shows the same form with a red box highlighting the message 'No Expiration ChartField Specified' under the 'Prior Year Adj ChartField' field.

Navigation: NavBar > Navigator > Commitment Control > Define Control Budgets > Budget Definitions > Expiration ChartField

Security: [ZD CC Local Config Inq](#) (view only - STRONGLY recommended) or [ZZ CC Local Config](#) (ONLY for Mature ctcLink Colleges on the system for 3+ years)

Menu: MANAGE_COMMITMENT_CONTROL

Component: KK_BUDGET

Page: KK_BUDG8

Action: A/UD

Budget Period Status

This page is used to use to set budget status by budget periods. The settings used by the college are at the local level. This is the place where we set budget period to open or close or hold by default.

The Grant/Project ledger group uses only one period i.e 1, which is defined as 2001 to 2099. All other ledger group used annual yearly calendar 'AN'. Each annual calendar is valid from July 1st to June 30th. As an example year 2020 has start date 07-01-2019 to 06-30-2020.

Control Budget Options | Ruleset Chartfield | Keys and Translations | Prior Year Adj ChartField | **Budget Period Status**

SetID WA Ledger Group ACT_KK

Effective Date Find | View All First 1 of 2 Last
 *Effective Date 07/01/2019 *Status Active
 *Description Project Activity Budget Definition Status Valid

Budget Period Calendars Find | View All First 1 of 1 Last
 Calendar ID PC

Budget Period Values Personalize | Find | View All | First 1 of 1 Last

Budget Period	Budget Status
1	Open

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display | Include History | Correct History

Control Budget Options | Ruleset Chartfield | Keys and Translations | Prior Year Adj ChartField | Budget Period Status | Control ChartField | Offsets | Excluded Account Types

Navigation: NavBar > Navigator > Commitment Control > Define Control Budgets > Budget Definitions > Budget Period Status

Security: [ZD CC Local Config Inq](#) (view only - STRONGLY recommended) or [ZZ CC Local Config](#) (ONLY for Mature ctcLink Colleges on the system for 3+ years)

Menu: MANAGE_COMMITMENT_CONTROL

Component: KK_BUDGET

Page: KK_BUDG9

Action: A/UD

Control ChartField

This page is used to override and define budget options and attributes for particular control ChartField values. The settings used by the college are at the local level. Here enter the ChartField values both to specify values for budget checking (if All Control Values check box is deselected), and to override the default tolerance, status, or other attributes for a specific ChartField value, whether or not selected All Control Values.

The options that selected here override the defaults that is defined on the Control Budget Options page.

Ruleset Chartfield | Keys and Translations | Prior Year Adj ChartField | Budget Period Status | **Control ChartField** | Offsets | D

SetID WA Ledger Group ACT_KK

Effective Date 07/01/2019 *Status Active

*Description Project Activity Budget Definition Status Valid

Control ChartField Project ☐ All Control Values ☒ Bypass Blank Values

SetIDs for ChartField *SetID WA

ChartField Values Personalize | Find | View All | 1-10 of 16 | Last

*Range From	*Range To	Control Option	Status	Dflt Tol.	Tolerance %	Begin Date	End Date	*Derive Dates	Cumulative Cal	FS Required
		Control	Open	<input checked="" type="checkbox"/>				Default		<input type="checkbox"/>
		Control	Open	<input checked="" type="checkbox"/>				Default		<input type="checkbox"/>
		Control	Open	<input checked="" type="checkbox"/>				Default		<input type="checkbox"/>
		Control	Open	<input checked="" type="checkbox"/>				Default		<input type="checkbox"/>
		Control	Open	<input checked="" type="checkbox"/>				Default		<input type="checkbox"/>
		Control	Open	<input checked="" type="checkbox"/>				Default		<input type="checkbox"/>
		Control	Open	<input checked="" type="checkbox"/>				Default		<input type="checkbox"/>
		Control	Open	<input checked="" type="checkbox"/>				Default		<input type="checkbox"/>
		Control	Open	<input checked="" type="checkbox"/>				Default		<input type="checkbox"/>
		Control	Open	<input checked="" type="checkbox"/>				Default		<input type="checkbox"/>
		Control	Open	<input checked="" type="checkbox"/>				Default		<input type="checkbox"/>

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display | Include History | Correct History

Control Budget Options | Ruleset Chartfield | Keys and Translations | Prior Year Adj ChartField | Budget Period Status | Control ChartField | Offsets | Excluded Account Types

Individual options and attributes. May list a range of valid values for the Control Chartfield.

Navigation: NavBar > Navigator > Commitment Control > Define Control Budgets > Budget Definitions > Control Chartfield

Security: [ZD CC Local Config Inq](#) (view only - STRONGLY recommended) or [ZZ CC Local Config](#) (ONLY for Mature ctcLink Colleges on the system for 3+ years)

Menu: MANAGE_COMMITMENT_CONTROL

Component: KK_BUDGET

Page: KK_BUDG4

Action: A/UD

Offsets

This page is used to set up offset accounts for balancing source transaction and budget entries.
Not Applicable . This setting is not used at this time.

The screenshot displays the 'Offsets' tab within a budgeting application. At the top, a navigation bar includes tabs for 'Ruleset Chartfield', 'Keys and Translations', 'Prior Year Adj ChartField', 'Budget Period Status', 'Control ChartField', and 'Offsets' (which is highlighted). Below the navigation bar, the 'SetID' is 'WA' and the 'Ledger Group' is 'ACT_KK'. The 'Effective Date' field is empty, and the '*Status' is set to 'Active'. The '*Description' is 'Project Activity Budget'. The interface also shows 'Definition Status Valid' and 'No Offsets Required'. At the bottom, there are several action buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'. A breadcrumb trail at the very bottom reads: 'Control Budget Options | Ruleset Chartfield | Keys and Translations | Prior Year Adj ChartField | Budget Period Status | Control ChartField | Offsets | Excluded Account Types'.

Navigation: NavBar > Navigator > Commitment Control > Define Control Budgets > Budget Definitions > Offsets

Security: [ZD CC Local Config Inq](#) (view only - STRONGLY recommended) or [ZZ CC Local Config](#) (ONLY for Mature ctcLink Colleges on the system for 3+ years)

Menu: MANAGE_COMMITMENT_CONTROL

Component: KK_BUDGET

Page: KK_BUDG5

Action: A/UD

Excluded Account Types

This page is used to specify the account types and account value ranges to exclude from budget processing. The settings used by the college are at the local level. The Excluded Account Types will automatically bypass budget checking. The Expense budget excludes all Account Types except for 'Expense'. The Revenue budget excludes all Account Types except for 'Revenue.'

The screenshot displays the 'Excluded Account Types' configuration page. At the top, there are navigation tabs: 'Keys and Translations', 'Prior Year Adj ChartField', 'Budget Period Status', 'Control ChartField', 'Offsets', and 'Excluded Account Types' (which is highlighted). Below the tabs, the page is titled 'SetID WA' and 'Ledger Group ACT_KK'. There are search and filter options for 'Effective Date', 'Status', and 'Description'. The main content area is divided into two sections: 'Excluded Account Types' and 'Excluded Accounts'. The 'Excluded Account Types' section shows a table with columns for 'Account Type', 'Description', and 'Exceptions'. The 'Excluded Accounts' section shows a table with columns for 'From Account', 'Description', 'To Account', and 'Description'. The page includes a toolbar at the bottom with buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

Navigation: NavBar > Navigator > Commitment Control > Define Control Budgets > Budget Definitions > Excluded Account Types

Security: [ZD CC Local Config Inq](#) (view only - STRONGLY recommended) or [ZZ CC Local Config](#) (ONLY for Mature ctcLink Colleges on the system for 3+ years)

Menu: MANAGE_COMMITMENT_CONTROL

Component: KK_BUDGET

Page: KK_BUDG6

Action: A/UD

Ledger For A Unit [Centrally Managed General Ledger Values]

This information is actually a reference to configuration managed within the General Ledger module, however it directly impacts Commitment Control, therefore is being referenced within this guide as well.

The **Journal Edit Options** tab (page) is used to define combo edit rules for the Commitment Control ledger group. Each option that is set to 'Default to Higher Level Value' essentially refers to the system defaulting from the Business Unit setup in the General Ledger module.

The **Approval Options** tab (page) is used for defining the Commitment Control Budget Journal Approval option. Each option that is set to 'Default to Higher Level Value' essentially refers to the system defaulting from the Business Unit setup in the General Ledger module.

The **Commitment Control Options** tab (page) is where all the Commitment Control Ledger Groups attach to the 'ACTUALS' GL Ledger Group. On this page you will also note the checkbox

is checked to 'Enable' Commitment Control for the institution. A checkbox indicates whether a Commitment Control Ledger Group is a Detail Ledger Group for Commitment Control. In ctcLink the **CC_ENC** Ledger Group is the defined as the detailed Commitment Control Ledger Group.

The settings used by the college are at the local level, but are centrally maintained for the colleges by the SBCTC Customer Support team.

DefinitionJournal Edit OptionsCurrency OptionsJournal Post OptionsApproval Options

Business UnitWAI

Detail Ledgers

Ledger GroupACTUALS

Document Type

*Journal Balance OptionDefault to Higher Level Value

*Journal Edit Errors OptionDefault to Higher Level Value

*Journal Amount Errors OptionDefault to Higher Level Value

*Control Total OptionDefault to Higher Level Value

Position Accounting

*Journal Date < Open From DateDefault to Higher Level Value

*Journal Date > Open To DateDefault to Higher Level Value

Balance Suspense ChartFields

Edit Suspense ChartFields

Amount Suspense ChartFields

ChartField Combo Edit

Process GroupTransaction Source OptionTransaction Source

ALL_REQAll Transaction Sources

Save

Return to Search

Notify

Journal Edit OptionsCurrency OptionsJournal Post OptionsApproval Options

Business UnitWA

Detail Ledgers

Ledger GroupACTUALS

Approval Options

Journal

*Approval OptionDefault to Higher Level

Budget Journal

*Approval OptionDefault to Higher Level

Control Budget Journal

Approval OptionNot Required

Save

Return to Search

Notify

[Currency Options](#)
[Journal Post Options](#)
[Approval Options](#)
[Commitment Control Options](#)

Business Unit:

Detail Ledgers 1 of 8 [View All](#)

Ledger Group: ACTUALS
☒ Enable Commitment Control
☐ Allow Incr Spending Authority
 *Include Pre-Encumbrance in RSA:

Commitment Control Ledger Groups 1-7 of 7

Ledger Group	Commitment Detail Ledger		
ACT_KK	<input type="checkbox"/>	+	-
CC_ENC	<input checked="" type="checkbox"/>	+	-
CC_ORG	<input type="checkbox"/>	+	-
CC_REV	<input type="checkbox"/>	+	-
CC_SUM	<input type="checkbox"/>	+	-
DETAIL_KK	<input type="checkbox"/>	+	-
PROJECT_KK	<input type="checkbox"/>	+	-

[Save](#)
[Return to Search](#)
[Notify](#)

Navigation:

- NavBar > Navigator > Set Up Financials/Supply Chain > Business Unit Related > General Ledger > Ledgers for A Unit > Journal Edit Options (tab)
- NavBar > Navigator > Set Up Financials/Supply Chain > Business Unit Related > General Ledger > Ledgers for A Unit > Approval Options (tab)
- NavBar > Navigator > Set Up Financials/Supply Chain > Business Unit Related > General Ledger > Ledgers for A Unit > Commitment Control Options (tab)

Security: ZD General Ledger Inquiry

Menu: MAINTAIN_LEDGERS

Component: DETAIL_LEDGER

Page: LEDGER_DETAIL1

Action: A/UD

Budget Journal Approval

The Budget Journal Approval is **optional** configuration. Some colleges have opted out from budget journal approval configuration.

The Setup Process Definition page defines how the approval is set up, such as Approval Level, Approval Criteria and Approval Administrator Role. The user assigned the role defined on this page (for example, **ZZ_AWE_ADMIN_000**) would be enabled to monitor the budget journal approvals, reassignment and approvals on behalf of other users. The Approval Level and Approval Criteria is depicted in the images below for each institution that has opted to configure Budget Journal Approvals.

SECURITY REQUIREMENTS:

In order for users to approve budget journals, the Local Security Administrator must assign the **ZZ CC Budget Approval** role on the **User Profile - Roles** tab and input the appropriate **Route Control Profile** for their respective Business Unit.

In order establish the Budget Approval Administrator for the institution, the Local Security Administrator must assign the role defined in the **Setup Process Definitions** on the User Profile - Roles tab and input the appropriate **Route Control Profile** for their respective Business Unit for the individual user assigned the administrator responsibilities.

 **Identify Currently Assigned Approvers:** To determine which users at the institution are assigned approval authority the Local Security Administrator can provide a list of users for your institution that currently have the **ZZ CC Budget Approval** role with your institution's **Route Control Profile**.

WA000

Setup Process Definitions

Clone Approval Process | Approval Process Viewer | Preview Approval Process

Process ID KKJournalApproval
Definition ID WA000
Effective Date 01/01/1901
Description

Definition Options

Definition Criteria | Alert Criteria | Definition Notifications | Timeout Options

*Admin Role ZZ_AWE_ADMIN_000
*Error Action Route to next step on error
*Status Active
Priority 2

☐ Default Process Definition
☒ Take Action on Line Completion
☐ User Auto Approval
☐ Route to Requester
☐ Include Requester

Stages

*Stage Number 1 Description Budget Journal Approval Level Header

Paths

Description Budget Journal Approval *Source Static

Details | Criteria

Steps

Description	Approver User List	Details	Criteria	
1 Budget Journal Approval	CTC_UL_KK_JRNL_APPROVAL			

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User List Definition

User List

CTC_UL_KK_JRNL_APPROVAL

*Description

User List for Budget Jrnl Appr

User List Source

● Role

Role Name

ZZ CC Budget Approval

Q

● SQL Definition

● Query

● Application Class

Route Control Attributes

Route Control Profile

CTC_BUSINESS_UNIT_ALL

Q

Record Name

KK_AF_HFLD_VW

Q

Q

1-1 of 1

	Route Control Type	Field Name		
1	CTC_BUSINESS_UNIT	BUSINESS_UNIT	Q	<div>+</div> <div>-</div>

💡 **Identify Currently Assigned Approvers:** To determine which users at the institution are assigned approval authority the Local Security Administrator can provide a list of users for your institution that currently have the **ZZ CC Budget Approval** role with your institution's **Route Control Profile**.

Here is the Approval set up done for WA000:

Approval Process Definition ID = WA000	Defintion Criteria: Business Unit = WA000
Stage 1-Path 1 - Step 1	
Approver Details	Role Based (Level-1) Approver Role: ZZ CC Budget Approval Route Control Profile: CTC_BUSINESS_UNIT_WA000 Criteria : N/A Self Approver : Yes Self Approver Criteria : N/A
John Ginther (101008068)	✓
Susan Wanager (101008250)	✓
Amy Gangstad (101013568)	✓

Navigation:

- NavBar > Navigator > Enterprise Components > Approvals > Approvals > Approval Process Setup
- NavBar > Navigator > Enterprise Components > Approvals > Approvals > User List Setup

Security: Approval Admin Role: ZZ_AWE_ADMIN_000 and Approver Role: ZZ CC BUDGET APPROVAL (Route Control Profile CTC_BUSINESS_UNIT_WA000)

Menu: EOAW_APPROVAL_WORKFLOW

Component: EOAW_PRCs

Page: EOAW_PRCs_MAIN

Action: A/UD

WA010

Setup Process Definitions

Clone Approval Process | Approval Process Viewer | Preview Approval Process

Process ID KKJournalApproval
Definition ID WA010
Effective Date 01/01/1901
Description Budget Journal Approval-WA010

Definition Options

Definition Criteria | Alert Criteria | Definition Notifications | Timeout Options

*Admin Role ZZ_AWE_ADMIN_010
*Error Action Route to admin on error
*Status Active
Priority 2

☐ Default Process Definition
☒ Take Action on Line Completion
☐ User Auto Approval
☐ Route to Requester
☐ Include Requester

Stages

*Stage Number 1
Description Budget Journal Approval
Level Header

Paths

Description Budget Journal Approval
*Source Static

Details | Criteria

Steps

Description Approver User List

Description	Approver User List	Details	Criteria
1 Budget Journal Approval	CTC_UL_KK_JRNL_APPRQ		

User List Definition

User List CTC_UL_KK_JRNL_APPROVAL
*Description User List for Budget Jrnl Appr

User List Source

Role
Role Name ZZ CC Budget Approval

☐ SQL Definition
☐ Query
☐ Application Class

Route Control Attributes

Route Control Profile CTC_BUSINESS_UNIT_ALL
Record Name KK_AF_HFLD_VW

Route Control Type	Field Name
1 CTC_BUSINESS_UNIT	BUSINESS_UNIT

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Here is the Approval set up done for WA010:

Approval Process Definition ID = WA010	Defintion Criteria: Business Unit = WA010
Stage 1-Path 1 - Step 1	
Approver Details	Role Based (Level-1) Approver Role: ZZ CC Budget Approval Route Control Profile: CTC_BUSINESS_UNIT_WA010 Criteria : N/A Self Approver : Yes Self Approver Criteria : N/A
Carie Edmiston (101014083)	✓
Greg Voyles (101020374)	✓

Navigation:

- NavBar > Navigator > Enterprise Components > Approvals > Approvals > Approval Process Setup
- NavBar > Navigator > Enterprise Components > Approvals > Approvals > User List Setup

Security: Approval Admin Role: ZZ_AWE_ADMIN_010 and Approver Role: ZZ CC BUDGET APPROVAL (Route Control Profile CTC_BUSINESS_UNIT_WA010)

Menu: EOAW_APPROVAL_WORKFLOW

Component: EOAW_PRCs

Page: EOAW_PRCs_MAIN

Action: A/UD

WA030

Setup Process Definitions

Clone Approval Process

Approval Process Viewer

Preview Approval Process

Process ID

KKJournalApproval

Definition ID

WA030

Effective Date

01/01/1901

Description

Definition Options

Definition Criteria

Alert Criteria

Definition Notifications

Timeout Options

*Admin Role

ZZ_AWE_ADMIN_030

*Error Action

Route to admin on error

*Status

Active

Priority

2

Default Process Definition

Take Action on Line Completion

User Auto Approval

Route to Requester

Include Requester

Stages

*Stage Number

1

Description

Budget Journal Approval

Level

Header

Paths

Description

Budget Journal Approval

*Source

Static

Details

Criteria

Steps

Description

Approver User List

Details

Criteria

1	Budget Journal Approval	CTC_UL_KK_JRNL_APPRO			
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User List Definition

User List

CTC_UL_KK_JRNL_APPROVAL

*Description

User List for Budget JrnI Appr

User List Source

Role

Role Name

ZZ CC Budget Approval

SQL Definition

Query

Application Class

Route Control Attributes

Route Control Profile

CTC_BUSINESS_UNIT_ALL

Record Name

KK_AF_HFLD_VW

Route Control Type

Field Name

1	CTC_BUSINESS_UNIT	BUSINESS_UNIT		
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Here is the Approval set up done for WA030:

Approval Process Definition ID = WA030	Defintion Criteria: Business Unit = WA030
Stage 1-Path 1 - Step 1	
Approver Details	Role Based (Level-1) Approver Role: ZZ CC Budget Approval Route Control Profile: CTC_BUSINESS_UNIT_WA030 Criteria : N/A Self Approver : Yes Self Approver Criteria : N/A
Paul Farr (101015102)	✓
Martin Cavalluzzi (101015565)	✓
Karen Wikle (101015634)	✓

Navigation:

- NavBar > Navigator > Enterprise Components > Approvals > Approvals > Approval Process Setup
- NavBar > Navigator > Enterprise Components > Approvals > Approvals > User List Setup

Security: Approval Admin Role: ZZ_AWE_ADMIN_030 and Approver Role: ZZ CC BUDGET APPROVAL (Route Control Profile CTC_BUSINESS_UNIT_WA030)

Menu: EOAW_APPROVAL_WORKFLOW

Component: EOAW_PRCs

Page: EOAW_PRCs_MAIN

Action: A/UD

WA110

Setup Process Definitions

Clone Approval Process

Approval Process Viewer

Preview Approval Process

Process ID

KKJournalApproval

Definition ID

WA110

Effective Date

01/01/1901

Description

Budget Journal Approval-WA110

Definition Options

Definition Criteria

Alert Criteria

Definition Notifications

Timeout Options

*Admin Role

ZZ_AWE_ADMIN_110

*Error Action

Route to admin on error

*Status

Active

Priority

2

Default Process Definition

Take Action on Line Completion

User Auto Approval

Route to Requester

Include Requester

Stages

*Stage Number

1

Description

Budget Journal Approval

Level

Header

Paths

Description

Budget Journal Approval

*Source

Static

Details

Criteria

Steps

Description

Approver User List

Details

Criteria

Description	Approver User List	Details	Criteria
1 Budget Journal Approval	CTC_UL_KK_JRNL_APPRO		

User List Definition

User List

CTC_UL_KK_JRNL_APPROVAL

*Description

User List for Budget Jrnl Appr

User List Source

Role

Role Name

ZZ CC Budget Approval

SQL Definition

Query

Application Class

Route Control Attributes

Route Control Profile

CTC_BUSINESS_UNIT_ALL

Record Name

KK_AF_HFLD_VW

Route Control Type

Field Name

Route Control Type	Field Name
1 CTC_BUSINESS_UNIT	BUSINESS_UNIT

FIN: Local Configuration Guide - Commitment Control

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Here is the Approval set up done for WA110:

Approval Process Definition ID = WA110	Defintion Criteria: Business Unit = WA110
Stage 1-Path 1 - Step 1	
Approver Details	Role Based (Level-1) Approver Role: ZZ CC Budget Approval Route Control Profile: CTC_BUSINESS_UNIT_WA110 Criteria : N/A Self Approver : Yes Self Approver Criteria : N/A
Kristina Schreiber-Glodowski (101016279)	✓
Sylvia James (101018114)	✓

Navigation:

- NavBar > Navigator > Enterprise Components > Approvals > Approvals > Approval Process Setup
- NavBar > Navigator > Enterprise Components > Approvals > Approvals > User List Setup

Security: Approval Admin Role: ZZ_AWE_ADMIN_110 and Approver Role: ZZ CC BUDGET APPROVAL (Route Control Profile CTC_BUSINESS_UNIT_WA110)

Menu: EOAW_APPROVAL_WORKFLOW

Component: EOAW_PRCs

Page: EOAW_PRCs_MAIN

Action: A/UD

WA140

Setup Process Definitions

Clone Approval Process

Approval Process Viewer

Preview Approval Process

Process ID

KKJournalApproval

Definition ID

WA140

Effective Date

01/01/1901

Description

Definition Options

Definition Criteria

Alert Criteria

Definition Notifications

Timeout Options

*Admin Role

ZZ_AWE_ADMIN_140

*Error Action

Route to next step on error

*Status

Active

Priority

2

Default Process Definition

Take Action on Line Completion

User Auto Approval

Route to Requester

Include Requester

Stages

Stage Number

1

Description

Budget Journal Approval

Level

Header

Paths

Description

Budget Journal Approval

*Source

Static

Details

Criteria

Steps

Description

Approver User List

Details

Criteria

1

Budget Journal Approval

CTC_UL_KK_JRNL_APPROVAL

User List Definition

User List

CTC_UL_KK_JRNL_APPROVAL

*Description

User List for Budget Jrnl Appr

User List Source

Role

Role Name

ZZ CC Budget Approval

SQL Definition

Query

Application Class

Route Control Attributes

Route Control Profile

CTC_BUSINESS_UNIT_ALL

Record Name

KK_AF_HFLD_VW

Route Control Type

Field Name

1

CTC_BUSINESS_UNIT

BUSINESS_UNIT

+

-

FIN: Local Configuration Guide - Commitment Control

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Here is the Approval set up done for WA140:

Approval Process Definition ID = WA140	Defintion Criteria: Business Unit = WA140
Stage 1-Path 1 - Step 1	
Approver Details	Role Based (Level-1) Approver Role : ZZ CC Budget Approval Route Control Profile: CTC_BUSINESS_UNIT_WA140 Criteria : N/A Self Approver : Yes Self Approver Criteria : N/A
Christy Campbell (101008403)	✓
Sabra Sand (101010867)	✓

Navigation:

- NavBar > Navigator > Enterprise Components > Approvals > Approvals > Approval Process Setup
- NavBar > Navigator > Enterprise Components > Approvals > Approvals > User List Setup

Security: Approval Admin Role: ZZ_AWE_ADMIN_140 and Approver Role: ZZ CC BUDGET APPROVAL (Route Control Profile CTC_BUSINESS_UNIT_WA140)

Menu: EOAW_APPROVAL_WORKFLOW

Component: EOAW_PRCs

Page: EOAW_PRCs_MAIN

Action: A/UD

Budget Security

Security User Assignment

This page is used to assign Commitment Control security events to individual user IDs. Following commitment control security events are configured in ctcLink

- **Budget Override:**
 - Override budget checking exceptions for a new transaction or to pass a transactions that has failed budget checking.
- **Bypass Budget:**
 - Limit the users who can create a GL journal that bypasses budget checking entirely

- **Budget Date Override:**
 - Limit the users who can override the system-defined budget date on a source transaction
- **Workflow Notification:**
 - Enables users to be notified by workflow when budget exceptions occur or when a specified percentage of the budget has been used (Early Warning notification)

Assign Commitment Control Security Rule to User ID

User ID

Security Rules for User

1-4 of 4

View All

Security Rule	Description	Attribute	Regular/Dynamic		
<input type="text" value="OVERRIDE_R"/> <div></div>	Budget Override Rule for exception	Super User	Regular	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="BYPASS_R"/> <div></div>	Budget Bypass Rule	Super User	Regular	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="BUDG_DT_R"/> <div></div>	Budget Date Override Rule	Super User	Regular	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="NOTIFY"/> <div></div>	Notification	Allow	Regular	<input type="button" value="+"/>	<input type="button" value="-"/>

Navigation: NavBar > Navigator > Commitment Control > Define Budget Security > Assign Rule to User ID

Security: ZD CC Local Config Inq and ZZ CC Local Config

Menu: MANAGE_COMMITMENT_CONTROL

Component: KSEC_OPR_RULES

Page: KSEC_OPR_RULES

Action: A/UD

Notification Preferences

This page is used to identify early budget warnings and exceptions for which Users want to be notified either by email or worklist or both.

Commitment Control Notification Preference

User ID
CTC_

Notification Options

1 of 1
View All

☒ Notify by Email
☒ Notify By Worklist

+
-

Budget Exception Notification

☒ Budget Exceptions
☒ All Sources Transactions
☒ All Budget Exceptions

Reset E-mail Notification

Early Warning Notification

☐ Early Warning Alert

Percentage Consumed

Budget Items

*Budget Item Selection
Specify Values

*Business Unit

*Ledger Group

From/To Budget Period

Exception Events

Exception Sources

Save
Return to Search
Notify

Navigation: NavBar > Navigator > Commitment Control > Define Budget Security > Notification Preference

Security: ZC CC Support

Menu: MANAGE_COMMITMENT_CONTROL

Component: KK_NOTIFY_GRP

Page: KK_NOTIFY_PREFS

Action: A/UD

FIN: Local Configuration Guide - Commitment Control

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