GEARS
General Enterprise And Resource Support

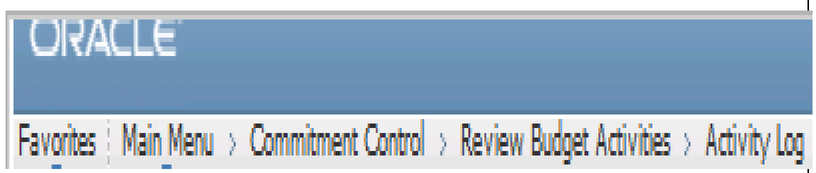
Quick Reference Tip Sheet

LAST REVISED DATE: 09/12/2014

General Information

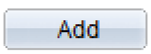
Task	Process Information
Commitment Control Activity Log	Use the Activity Log to show how and which budgets are impacted during the budget checking process, as well as the nature of the source transaction lines making up the transactions.

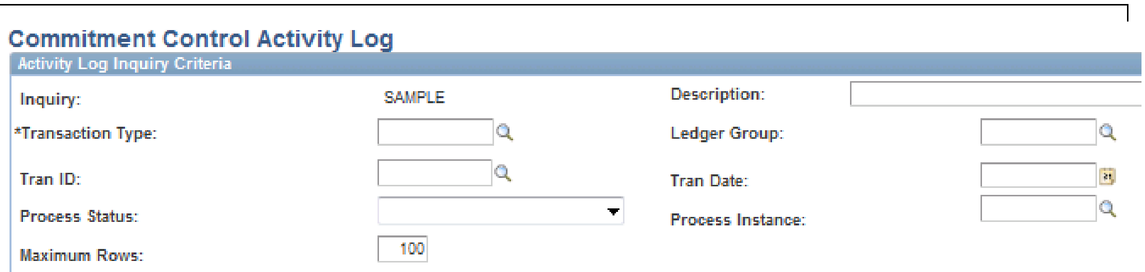
GEARS Navigation

Commitment Control > Review Budget Activities > Activity Log	

1.0 Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS
1.	**Select the "Add a New Value" Tab.**	
2.	**Enter an Inquiry Name** **This name can provide information about the type of criteria in the inquiry. No spaces are allowed.**	
3.	**Click the**  **button.**	
4.	**Enter Inquiry Criteria.**	• **Description** – Enter a meaningful description. • **Transaction Type** – Choose a source transaction type (AP Voucher, GL Journal, Billing Invoice, etc). ***Note:*** *When you enter a source transaction type, the other fields on the criteria page will dynamically change to fit the transaction type selected. That information is then entered as the "Transaction Type-specific information*" (see below). For example, if you specify a transaction type of AP_VOUCHER, the Voucher ID From field and Voucher ID To field become available along with the Application Business Unit field.* • **Ledger Group** – Choose the ledger group you would like to inquire on. In most cases, you will use the ledger group, OPER_DTL, which will include all detail until you are more familiar with the other ledgers. ***Note:*** *You can leave this field blank to return all ledger groups impacted by the transaction(s) that meet the criteria entered.* • **Application Business Unit** – This value will always be 'MDJUD'. • ***Transaction Type-specific information** – (If known) This will typically be the ID to and from range and, in some cases, the date range. • **Tran ID** – (If known) Enter the Commitment Control Transaction ID. • **Tran Date** – (if known) Enter the Commitment Control Transaction Date. • **Process Status** – (if known) Enter the process status of the transaction(s) you want to view. • **Process Instance** – (if known) Enter the process instance number (from the Process Monitor) of the process you want to view. • **Maximum Rows** - Enter the number of rows to be returned for this inquiry. The default is 100 rows. If there are more rows generated from the query than the number of rows you specified to be returned, you receive a message that you can either adjust the inquiry criteria or adjust the number of rows to be returned and perform a new search. ***Note:*** *It is not advised to enter more than a max of 300 rows, as the number grows, the risk of database timeout increases.*



5. **Save the parameters selected by clicking the Save button.**

6. **Run the Inquiry by clicking the Search button.**

The following buttons can be used on the search criteria page for other functions.

Delete - Click this button to delete the search criteria whether saved or not. Once you name and save a particular set of search criteria it is retained by the system until you delete it.

7.	*(Optional)* **On the results page, the following options are available:**	- Click Drill Down to access the page for the source transaction line represented by this commitment control transaction line number. Depending on the transaction type, you can click the View Related Links button on the drill down page for a particular document ID, such as voucher ID, to drill to the original transaction. - Click Go to Budget Inquiry to access the Budget Details page, where you can review the budget that is associated with this commitment control transaction line. Amounts - Click the Amounts tab to see the dollar amounts, budget check status (with a link to any exceptions), KK transaction date and KK transaction id impacting the budget for the transaction line. ***Note:*** *While you might not have security to inquire on all budget ChartField combinations that are involved in a transaction, you can view the budget impacts associated with each line from that transaction. If you attempt to drill from any of the activity lines to the budget inquiry, the security functions are executed and you are notified by an online message if you do not have the appropriate level of security to view that budget.*

Commitment Control Activity Log Lines — Personalize \| Find \| View All \| First 1-4 of 4 Last

Budget Chartfields \| Amounts

Line	Ledger Group	Ledger	App BU	GL Bu	Voucher ID	Referenced Budg	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept
1	DETAIL	DETAIL_EXP	MDJUD	MDJUD	00000022	N			20011	0001	1301	B002	A000	
1	OPER_DTL	OP_DTL_EXP	MDJUD	MDJUD	00000022	N		C25	20011	0001	1301	B002	A000	
1	OPER_SUM	OP_SUM_EXP	MDJUD	MDJUD	00000022	N		C25	20011	0001	1300	0002	A000	
1	PROGRAM	PROG_EXP	MDJUD	MDJUD	00000022	N						0002		

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Important

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer the appropriate User Procedures and/or online references for any corresponding policies regarding this process.