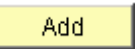




The Commitment Data Entry page is a tool for CSUF campus departments to use in monitoring their funds before they are actually pre-encumbered, encumbered and/or expensed. The on-line page provides the User with the ability to allocate funds for specific purposes or set aside funds for future events. However, the Users must manually remove transactions from this page once the funds have either been pre-encumbered, encumbered or paid otherwise report balances will appear inflated. The use of this on-line page will allow for one central place to administer allocated funds and through reporting facilitate reconciliation.

Frequency: ad-hoc (as needed). Transactions will occur throughout the year.

<p>Adding a New Commitment</p> <p>Step 1</p> <p>Navigate to the Commitment Data Entry page:</p> <p>Home > Fullerton Customizations > PO > Commitment Data Entry</p>	
<p>Step 2</p> <p>Click .</p>	<p>Commitment Data Entry</p> <p>Find an Existing Value Add a New Value</p> <p>Find an Existing Value Add a New Value</p>



Step 3

The **Commitment Data Entry** page displays.

If you are copying an existing **Copy**

Commitment Entry, click . Refer to **Copy a Commitment** in this guide for further instructions.

Otherwise, follow the instructions below to fill out the commitment.

Header Information

The header information is automatically populated.

Field	What do I need to enter?
Commitment ID	No entry required. When you click , an ID number is automatically assigned.
Commitment Date	No entry required. The field populates the current system date.
Status	No entry required. All Commitments automatically default to 'Open'.
Preparer	No entry required. The Preparer is populated as the user logged in to the system.



Line Information/Distribution Information

A brief description of commitment in chartfield values to be pre-encumbered.


Step 4


In the Line Information/ Distribution Information box, complete the following **required** fields:

- Reference Number
- Line Status
- Description
- Original Amount
- Current Amount
- Account
- Fund Code
- Dept
- Description
- Distribution Status

Optional fields:

- Class
- Project

To add a line, click .

To remove a line, click .

Line Information Find | View 1 First 1-2 of 2 Last

Line 1 Reference Number TR #123456 Line Status Open

Description December In-State Travel

Line	Original Amount	Current Amount	Account	Fund Code	Dept	Class	Project	Description	Distribution Status
1	2500.00	2500.00	606801	THEFD	10057			Crow T. Robot	Open
2	1000.00	1000.00	606801	THEFD	10057			Tom Servo	Open
3	5000.00	5000.00	606801	THEFD	10057			Joel Robinson	Open

Line 2 Reference Number TR #654321 Line Status Open

Description December Out-of-State Travel

Line	Original Amount	Current Amount	Account	Fund Code	Dept	Class	Project	Description	Distribution Status
1	1500.00	1500.00	606002	THEFD	10057			Joel Robinson	Open
2	1500.00	1500.00	606002	THEFD	10057			Mike Nelson	Open
3	1500.00	1500.00	606002	THEFD	10057			Clayton Forrester	Open

Field	What do I need to enter?
Line Information	
Line	No entry required.
Reference Number	Entry is optional. Can be used to reconcile between commitments and financial systems.
Line Status	Entry is optional. Will default as "Open". Status of the line item. User can maintain a different line item status separate from other line items. Options are Open, Closed or Canceled.
Description	Entry is optional. Description of the commitment entry.
Distribution Information	
Line	No entry required.
Original Amount	Entry required. Enter Original Commitment amount.
Current Amount	Entry required. Enter Current Commitment amount.
Account	Entry required. Enter the account number the item is being charged to.
Fund Code	Entry required. Enter the Fund the item is being charged to.
Dept	Entry required. Enter the Dept ID the item is being charged to.
Class	Entry not required unless you are charging the item to a Class.
Project	Entry not required unless you are charging the item to a Program.
Description	Entry is optional. Enter a brief description of the line item.
Distribution Status	Entry is optional. Will default as "Open". Status of the individual distribution. User can maintain a different distribution status separate from other distributions under a




single line. Options are Open, Closed or Canceled.


Sub-Totals

Step 5

When you have entered all required information, click **Calculate**

 to populate the Sub-Totals fields. The calculated data will populate by Distribution Line number.

A Commitment ID number will appear once you have **Calculate**

selected . Saving the Commitment will also generate a Commitment ID.

Commitment Data Entry

Header Information
Commitment ID: NEXT Commitment Date: 11/26/2008 Status: Open Preparer: Arthur, Lori

Line Information
Line 1 Reference Number: TR #123456 Line Status: Open
Description: December In-State Travel

Line	Original Amount	Current Amount	Account	Fund Code	Dept	Class	Project	Description	Distribution Status
1	2500.00	2500.00	606801	THEFD	10057			Crow T. Robot	Open
2	1000.00	1000.00	606801	THEFD	10057			Tom Servo	Open
3	5000.00	5000.00	606801	THEFD	10057			Joel Robinson	Open

Sub-Totals
Rows: 6 Original Amount: 13000.00 Current Amount: 13000.00 Difference: 0.00

Buttons: Print, **Calculate**, Copy, Cancel

Commitment Data Entry

Header Information
Commitment ID: 000004029 Commitment Date: 11/26/2008 Status: Open Preparer: Arthur, Lori

Line Information
Line 1 Reference Number: TR #123456 Line Status: Open
Description: December In-State Travel




Line	Original Amount	Current Amount	Account	Fund Code	Dept	Class	Project	Description	Distribution Status
1	2500.00	2500.00	606801	THEFD	10057			Crow T. Robot	Open
2	1000.00	1000.00	606801	THEFD	10057			Tom Servo	Open
3	5000.00	5000.00	606801	THEFD	10057			Joel Robinson	Open

Line 2 Reference Number: TR #54321 Line Status: Open
Description: December Out-of-State Travel


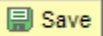
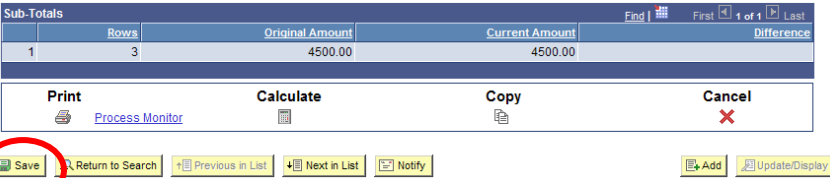
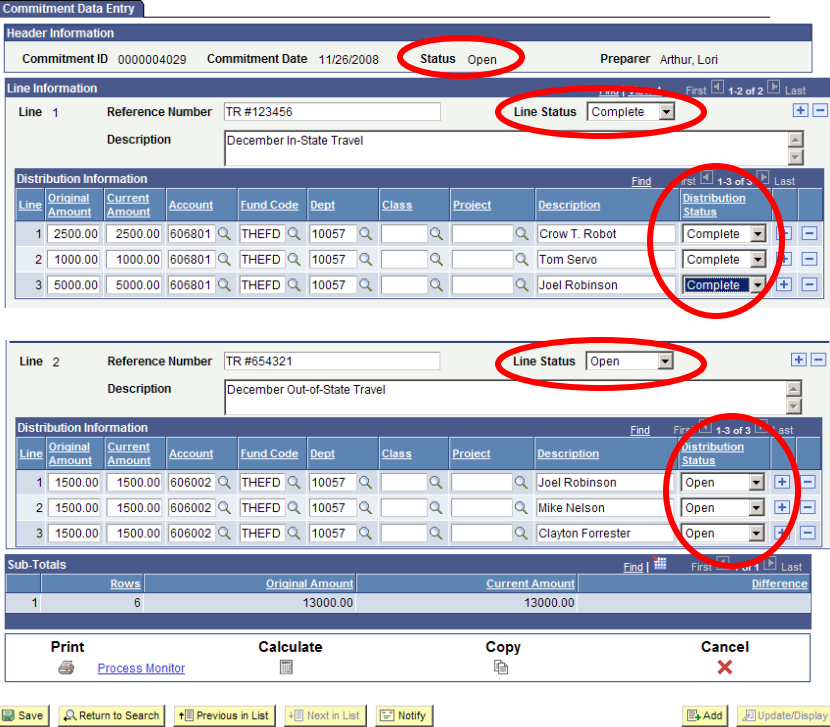
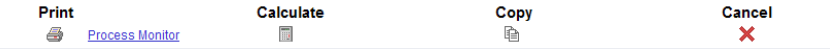












Line	Original Amount	Current Amount	Account	Fund Code	Dept	Class	Project	Description	Distribution Status
1	1500.00	1500.00	606002	THEFD	10057			Joel Robinson	Open
2	1500.00	1500.00	606002	THEFD	10057			Mike Nelson	Open
3	1500.00	1500.00	606002	THEFD	10057			Clayton Forrester	Open

Sub-Totals
Rows: 6 Original Amount: 13000.00 Current Amount: 13000.00 Difference: 0.00

Buttons: Print, **Calculate**, Copy, Cancel

Field	What do I need to enter?
Rows	No entry required. Information will display Calculate when  is selected.
Original Amount	No entry required. Information will display Calculate when  is selected.
Current Amount	No entry required. Information will display Calculate when  is selected.
Difference	No entry required. Information will display



	<p style="text-align: right;">Calculate</p> <p>when  is selected.</p>										
<p>Step 6</p> <p>Once you have entered the commitment information, click  in order to save the Commitment.</p>											
<p>Step 7</p> <p>Change the distribution status as necessary.</p> <p>When all Distribution lines are canceled or complete the system will automatically change the Line Status to Canceled or Complete.</p> <p>When all Lines are canceled or complete the system will automatically change the Header Status to canceled or complete.</p> <p>Subsequently, if you cancel or complete a line then the system will automatically cancel or complete all distributions under that line.</p>											
<p><i>Optional Tools:</i></p> <ul style="list-style-type: none"> • Print • Calculate • Copy • Cancel 	 <table border="1" data-bbox="586 1465 1430 1833"> <thead> <tr> <th>Field</th> <th>What does this do?</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Print </td> <td>Prints the commitment data entry currently displayed.</td> </tr> <tr> <td style="text-align: center;">Calculate </td> <td>Calculates amount by Distribution Line.</td> </tr> <tr> <td style="text-align: center;">Copy </td> <td>Creates an exact copy of an existing commitment. Can select from a list of available Commitment IDs. Data can be overridden once the copy function is selected.</td> </tr> <tr> <td style="text-align: center;">Cancel </td> <td>Cancels the commitment only if the status is 'Open'.</td> </tr> </tbody> </table>	Field	What does this do?	Print 	Prints the commitment data entry currently displayed.	Calculate 	Calculates amount by Distribution Line.	Copy 	Creates an exact copy of an existing commitment. Can select from a list of available Commitment IDs. Data can be overridden once the copy function is selected.	Cancel 	Cancels the commitment only if the status is 'Open'.
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Calculate 	Calculates amount by Distribution Line.										
Copy 	Creates an exact copy of an existing commitment. Can select from a list of available Commitment IDs. Data can be overridden once the copy function is selected.										
Cancel 	Cancels the commitment only if the status is 'Open'.										



<p>Find/Modify an Existing Commitment</p> <p>Step 1</p> <p>At the Commitment Data Entry page, click on Find an Existing Value.</p>	<p>Commitment Data Entry</p> <p>Find an Existing Value Add a New Value</p> <p>Add</p> <p>Find an Existing Value Add a New Value</p>																																																																						
<p>Step 2</p> <p>Click Search to view all open commitments.</p> <p>Or fill out one or more of the search fields to narrow your results.</p> <p>You may save your search criteria by clicking on Save Search Criteria. This enables you to run the same search in the future without re-entering the search criteria.</p>	<p>Commitment Data Entry</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>Use Saved Search: <input type="text"/></p> <p>Commitment ID: <input type="text"/> begins with <input type="text"/></p> <p>Commitment Date: <input type="text"/> = <input type="text"/> <input type="text"/></p> <p>Commitment Status: <input type="text"/> = <input type="text"/> Open <input type="text"/></p> <p>Commitment Preparer: <input type="text"/> begins with <input type="text"/></p> <p>Reference: <input type="text"/> begins with <input type="text"/></p> <p>Department: <input type="text"/> begins with <input type="text"/></p> <p>Class Field: <input type="text"/> begins with <input type="text"/></p> <p>Project: <input type="text"/> begins with <input type="text"/></p> <p>Original Commitment Amt: <input type="text"/> = <input type="text"/></p> <p>Current Commitment Amt: <input type="text"/> = <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria Delete Saved Search</p>																																																																						
<p>Step 3</p> <p>The search results appear.</p> <p>Click on the existing Commitment you wish to view.</p>	<p>Search Results</p> <p>View All First 1-6 of 6 Last</p> <table border="1"> <thead> <tr> <th>Commitment ID</th> <th>Commitment Date</th> <th>Commitment Status</th> <th>Commitment Preparer</th> <th>Reference</th> <th>Department</th> <th>Class Field</th> <th>Project</th> <th>Original Commitment Amt</th> <th>Current Commitment Amt</th> </tr> </thead> <tbody> <tr> <td>0000004029</td> <td>28-NOV-08</td> <td>Open</td> <td>800484735</td> <td>TR #123456</td> <td>10057</td> <td>(blank)</td> <td>(blank)</td> <td>2500</td> <td>2500</td> </tr> <tr> <td>0000004029</td> <td>28-NOV-08</td> <td>Open</td> <td>800484735</td> <td>TR #123456</td> <td>10057</td> <td>(blank)</td> <td>(blank)</td> <td>1000</td> <td>1000</td> </tr> <tr> <td>0000004029</td> <td>28-NOV-08</td> <td>Open</td> <td>800484735</td> <td>TR #123456</td> <td>10057</td> <td>(blank)</td> <td>(blank)</td> <td>5000</td> <td>5000</td> </tr> <tr> <td>0000004029</td> <td>28-NOV-08</td> <td>Open</td> <td>800484735</td> <td>TR #554321</td> <td>10057</td> <td>(blank)</td> <td>(blank)</td> <td>1500</td> <td>1500</td> </tr> <tr> <td>0000004029</td> <td>28-NOV-08</td> <td>Open</td> <td>800484735</td> <td>TR #554321</td> <td>10057</td> <td>(blank)</td> <td>(blank)</td> <td>1500</td> <td>1500</td> </tr> <tr> <td>0000004029</td> <td>28-NOV-08</td> <td>Open</td> <td>800484735</td> <td>TR #554321</td> <td>10057</td> <td>(blank)</td> <td>(blank)</td> <td>1500</td> <td>1500</td> </tr> </tbody> </table>	Commitment ID	Commitment Date	Commitment Status	Commitment Preparer	Reference	Department	Class Field	Project	Original Commitment Amt	Current Commitment Amt	0000004029	28-NOV-08	Open	800484735	TR #123456	10057	(blank)	(blank)	2500	2500	0000004029	28-NOV-08	Open	800484735	TR #123456	10057	(blank)	(blank)	1000	1000	0000004029	28-NOV-08	Open	800484735	TR #123456	10057	(blank)	(blank)	5000	5000	0000004029	28-NOV-08	Open	800484735	TR #554321	10057	(blank)	(blank)	1500	1500	0000004029	28-NOV-08	Open	800484735	TR #554321	10057	(blank)	(blank)	1500	1500	0000004029	28-NOV-08	Open	800484735	TR #554321	10057	(blank)	(blank)	1500	1500
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0000004029	28-NOV-08	Open	800484735	TR #554321	10057	(blank)	(blank)	1500	1500																																																														



Step 4

You can make changes to any commitment regardless of its status. You can reopen any Cancelled or Completed Commitment. However, only Open Commitments will be available for reporting.

Click to update totals.

Step 5

Click to save your changes.

Step 6

If you want to add a new Commitment, click . Refer back to Step 1.

The screenshot shows the 'Commitment Data Entry' application. It includes sections for 'Header Information' (Commitment ID: 0000004029, Date: 11/26/2008, Status: Open, Preparer: Arthur, Lori), 'Line Information' (Line 1, Reference Number: TR #123456, Description: December In-State Travel, Status: Complete), and 'Distribution Information' (a table with columns for Line, Original Amount, Current Amount, Account, Fund Code, Dept, Class, Project, Description, and Distribution Status). Below this is another line entry (Line 2, Reference Number: TR #654321, Description: December Out-of-State Travel, Status: Open) and its distribution information. A 'Sub-Totals' section shows 6 rows with a total original amount of 13000.00 and current amount of 13000.00. At the bottom, there are buttons for 'Print', 'Calculate', 'Copy', and 'Cancel', along with a row of navigation buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

Buttons:

- Save
- Notify
- Add
- Update/Display
- Previous in List
- Next in List

Field	What does this do?
	Sends the information you've entered on the page to the database. Save when you come to the end of a component. The Save command always updates the data for all pages in a component. Upon save, the system displays the Saved message in the upper-right corner of the page.
	Not used at CSUF. Notifies a user via worklist / email of a task that needs to be completed.
	Creates a new Commitment.
	Updates an existing Commitment.
	Displays the previous data row in your search results grid. This button is not available if you didn't select the data row from the search results grid, if there was only one row in the grid, or if the data displayed is the last row in the grid.
	Displays the next data row in your search results grid. This button is not available if you didn't select the data row from a search results grid, if there was only one row in the grid, or if the data displayed is the last row in the grid.



<p>Cancel a Commitment</p> <p>Step 1</p> <p>To cancel a commitment entry, click Cancel .</p>	<p>The screenshot shows the 'Commitment Data Entry' application. At the bottom right, the 'Cancel' button is circled in red. The interface displays header information (Commitment ID: 0000004029, Date: 11/26/2008, Status: Open, Preparer: Arthur, Lori), line information for two lines (Line 1: December In-State Travel, Line 2: December Out-of-State Travel), and distribution information tables for each line. A 'Sub-Totals' table shows a total of 13000.00. At the bottom, there are buttons for 'Print', 'Calculate', 'Copy', and 'Cancel'.</p>
<p>Step 2</p> <p>Click to confirm you want to cancel the commitment.</p> <p>Step 3</p> <p>Click .</p>	<p>This option will cancel Commitment "0000004029". (31000,18)</p> <p>Do you wish to continue?</p> <p> </p> <p>The screenshot shows a 'Windows Internet Explorer' error dialog box with a yellow warning triangle icon. The text reads: 'Commitment "0000004029" has been canceled. (31000,17)'. There is an 'OK' button at the bottom.</p>



Copy a Commitment

Step 1

Note: The “Copy From” functionality is only available when Commitment ID is equal to NEXT.

From a blank Commitment Data Entry page, click .

Step 2

Enter the Commitment ID or click to select Commitments based on your criteria. Only those commitments that you are authorized to view will display.

Select the Commitment that you wish to copy.

Copy Commitment Entry

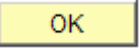

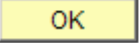
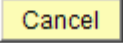
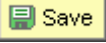




Look Up Commitment ID

Search Results

View All

Business Unit	Commitment ID	Commitment Date	Commitment Status
FLCMP	0000004029	26-NOV-08	Canceled
FLCMP	0000004029	26-NOV-08	Canceled
FLCMP	0000004029	26-NOV-08	Canceled



<p>Step 3</p> <p>Click .</p>	<p>Copy Commitment Entry</p> <p>Copy Commitment</p> <p>Commitment ID <input type="text" value="0000004029"/> </p> <p> </p>																																																
<p>A new Commitment Data Entry page will display. All fields are copied into the new commitment. The Commitment ID number will be 'NEXT' until the commitment is saved.</p> <p>Step 4</p> <p>Make any changes.</p> <p>Click . A Commitment ID will be auto generated.</p>	<p>Commitment Data Entry</p> <p>Header Information</p> <p>Commitment ID NEXT Commitment Date 11/26/2008 Status Open Preparer Arthur, Lori</p> <p>Line Information</p> <p>Line 1 Reference Number TR #123456 Line Status Open</p> <p>Description December In-State Travel</p> <p>Distribution Information</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Original Amount</th> <th>Current Amount</th> <th>Account</th> <th>Fund Code</th> <th>Dept</th> <th>Class</th> <th>Project</th> <th>Description</th> <th>Distribution Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2500.00</td> <td>2500.00</td> <td>606801</td> <td>THEFD</td> <td>10057</td> <td></td> <td></td> <td>Crow T. Robot</td> <td>Open</td> </tr> <tr> <td>2</td> <td>1000.00</td> <td>1000.00</td> <td>606801</td> <td>THEFD</td> <td>10057</td> <td></td> <td></td> <td>Tom Servo</td> <td>Open</td> </tr> <tr> <td>3</td> <td>5000.00</td> <td>5000.00</td> <td>606801</td> <td>THEFD</td> <td>10057</td> <td></td> <td></td> <td>Joel Robinson</td> <td>Open</td> </tr> </tbody> </table> <p>Sub-Totals</p> <table border="1"> <thead> <tr> <th>Rows</th> <th>Original Amount</th> <th>Current Amount</th> <th>Difference</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0.00</td> <td>0.00</td> <td></td> </tr> </tbody> </table> <p>Print  Process Monitor Calculate  Copy  Cancel </p> <p>Header Information</p> <p>Commitment ID 0000004030</p>	Line	Original Amount	Current Amount	Account	Fund Code	Dept	Class	Project	Description	Distribution Status	1	2500.00	2500.00	606801	THEFD	10057			Crow T. Robot	Open	2	1000.00	1000.00	606801	THEFD	10057			Tom Servo	Open	3	5000.00	5000.00	606801	THEFD	10057			Joel Robinson	Open	Rows	Original Amount	Current Amount	Difference	1	0.00	0.00	
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Rows	Original Amount	Current Amount	Difference																																														
1	0.00	0.00																																															



Print a Commitment

Note: Print functionality is only available when the budget transfer has been saved.

Step 1

Print

Click .

Step 2

When the print request information screen appears, click .

Step 3

Click [Process Monitor](#) .

Step 4

A new window opens. Select the newest Instance listed in the process list (usually the first one).

Click until Run Status = Success and Distribution Status = Posted.

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	75972		SQR Report	FULPO001	800484735	11/26/2008 3:19:28PM PS	Success	Posted	Details



<p>Step 5</p> <p>Click Details.</p>	<p>Process List Server List</p> <p>View Process Request For</p> <p>User ID: 800484735 Type: [] Last: 1 Days Refresh</p> <p>Server: [] Name: [] Instance: [] to []</p> <p>Run Status: [] Distribution Status: [] Save On Refresh</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>75972</td> <td></td> <td>SQR Report</td> <td>FULPO001</td> <td>800484735</td> <td>11/26/2008 3:19:28PM PST</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	75972		SQR Report	FULPO001	800484735	11/26/2008 3:19:28PM PST	Success	Posted	Details
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details												
<input type="checkbox"/>	75972		SQR Report	FULPO001	800484735	11/26/2008 3:19:28PM PST	Success	Posted	Details												
<p>Step 6</p> <p>Click View Log/Trace</p>	<p>Process Detail</p> <p>Process</p> <p>Instance: 75972 Type: SQR Report</p> <p>Name: FULPO001 Description: FULPO001</p> <p>Run Status: Success Distribution Status: Posted</p> <p>Run</p> <p>Run Control ID: REQID-0000004030</p> <p>Location: Server</p> <p>Server: PSUNX</p> <p>Recurrence:</p> <p>Date/Time</p> <p>Request Created On: 11/26/2008 3:19:28PM PST</p> <p>Run Anytime After: 11/26/2008 3:19:28PM PST</p> <p>Began Process At: 11/26/2008 3:19:39PM PST</p> <p>Ended Process At: 11/26/2008 3:19:52PM PST</p> <p>Update Process</p> <ul style="list-style-type: none"> <input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="radio"/> Delete Request <input type="radio"/> Restart Request <p>Actions</p> <p>Parameters Transfer</p> <p>Message Log</p> <p>Batch Timings</p> <p>View Log/Trace</p>																				
<p>Step 7</p> <p>Click the PDF file.</p>	<p>View Log/Trace</p> <p>Report</p> <p>Report ID: 49099 Process Instance: 75972 Message Log</p> <p>Name: FULPO001 Process Type: SQR Report</p> <p>Run Status: Success</p> <p>FULPO001</p> <p>Distribution Details</p> <p>Distribution Node: FFULSTG Expiration Date: 11/28/2008</p> <p>File List</p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>SQR_FULPO001_75972.log</td> <td>1,600</td> <td>11/26/2008 3:19:52.000000PM PST</td> </tr> <tr> <td>fulpo001_75972.PDF</td> <td>3,064</td> <td>11/26/2008 3:19:52.000000PM PST</td> </tr> <tr> <td>fulpo001_75972.out</td> <td>63</td> <td>11/26/2008 3:19:52.000000PM PST</td> </tr> </tbody> </table> <p>Distribute To</p> <table border="1"> <thead> <tr> <th>Distribution ID Type</th> <th>Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td></td> </tr> </tbody> </table>	Name	File Size (bytes)	Datetime Created	SQR_FULPO001_75972.log	1,600	11/26/2008 3:19:52.000000PM PST	fulpo001_75972.PDF	3,064	11/26/2008 3:19:52.000000PM PST	fulpo001_75972.out	63	11/26/2008 3:19:52.000000PM PST	Distribution ID Type	Distribution ID	User					
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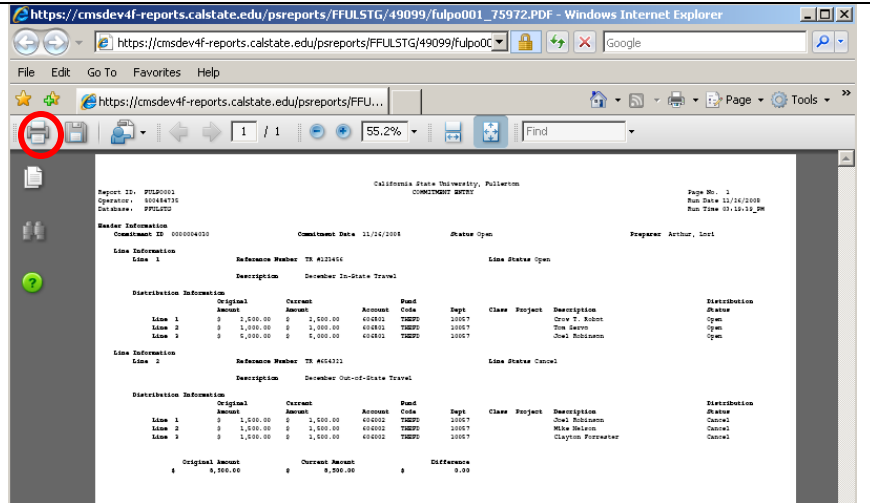
A new window for the report opens.

Step 8

To print the report, click .

Step 9

When finished printing the report, close the report window and process monitor window.



Report ID: PPLP0001
Operator: 00164716
Database: PPLUSTO

Commitment ID: 000004030
Commitment Date: 11/04/2008
Status: Open
Preparer: Arthur, Lori

Line Information
Line 1
Reference Number: TR #020406
Description: December In-State Travel
Line Status: Open

Distribution Information		Original Amount	Current Amount	Account Code	Fund Code	Dept	Class	Project	Description	Restriction
Line 1		0	1,000.00	010001	TSEFP	10007			Chris T. Abbott	Open
Line 2		0	1,000.00	010002	TSEFP	10007			Tom Byrne	Open
Line 3		0	5,000.00	010002	TSEFP	10007			John Robinson	Open

Line Information
Line 2
Reference Number: TR #020407
Description: December Out-of-State Travel
Line Status: Cancel

Distribution Information		Original Amount	Current Amount	Account Code	Fund Code	Dept	Class	Project	Description	Restriction
Line 1		0	1,000.00	010002	TSEFP	10007			John Robinson	Cancel
Line 2		0	1,000.00	010002	TSEFP	10007			Mike Jackson	Cancel
Line 3		0	1,000.00	010002	TSEFP	10007			Clayton Forewater	Cancel





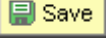
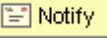
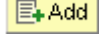
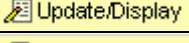
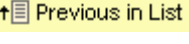

Original Amount: 9,000.00
Current Amount: 0
Difference: 9.00



The following table is a list of CMS field names and their definitions used throughout this guide.

Field	Definition
Header Information	
Commitment ID	An auto generated ID number.
Commitment Date	The field populates the current system date. You may change the date if required.
Status	Status of entire commitment. May be Open, Complete or Canceled.
Preparer	The Preparer is populated as the user logged in to the system.
Line Information	
Line	Auto assigned line number.
Reference #	Reference is a 10 digit reference field for the user.
Line Status	Status of line item commitment. May be Open, Complete or Canceled.
Description	Description field describes the commitment.
Distribution Information	
Line	Auto assigned line number.
Original Amount	The Original Amount of the Commitment
Current Amount	The Original Amount of the Commitment minus Amount of Actual Expenses.
Account	Captures financial transactions such as Revenues and Expenditures. It provides the detail breakdown for Revenue/Expenditure reporting and is the lowest level of detail required for campus-wide reporting.
Fund Code	Represents the source of money related to financial transactions.
Dept	Defines academic areas, research units, or administrative offices with an appointed manager that has programmatic, operational, fiscal and/or budgetary responsibility for a specific set of activities and projects/grants.
Class	Provides for any special cost reporting needs a division, department or other organizational unit may have that are not met by the campus-wide reporting values defined in the other chartfields.
Project	Identifies a discrete set of activities. The values should be considered a further breakdown of CMS Account values. Activities associated with this Chartfield may span multiple Departments, Funds and/or Accounts.
Description	Description field describes the distribution line commitment.
Distribution Status	Status of line item distribution commitment. May be Open, Complete or Canceled.
Sub-Totals	
Original Amount	Total Original Amount by Commitment Line
Current Amount	Total Current Amount by Commitment Line
Difference	Total Original Amount minus Total Current Amount by Commitment Line



Process	
Print 	Prints the commitment data entry currently displayed.
Calculate 	Calculates distribution information entries.
Copy 	Creates an exact copy of an existing commitment. Can select from a list of available Commitment IDs. Data can be overridden once the copy function is selected.
Cancel 	Cancels the data entry only if the status is 'Open'.
 Save	Sends the information you've entered on the page to the database. Save when you come to the end of a component. The Save command always updates the data for all pages in a component. Upon save, the system displays the Saved message in the upper-right corner of the page.
 Notify	Not used at CSUF. Notifies a user via worklist / email of a task that needs to be completed.
 Add	Creates a new Commitment.
 Update/Display	Updates an existing Commitment.
 Previous in List	Displays the previous data row in your search results grid. This button is not available if you didn't select the data row from the search results grid, if there was only one row in the grid, or if the data displayed is the last row in the grid.
 Next in List	Displays the next data row in your search results grid. This button is not available if you didn't select the data row from a search results grid, if there was only one row in the grid, or if the data displayed is the last row in the grid.