Life of a Purchase Requisition

To better understand the steps of a transaction, let's look at a purchase requisition in the amount of $625.00.

Transaction	Commitment Control (KK) Ledgers				GL Actuals
	Budget	Pre-Encumbrance	Encumbrance	Expense	
Create purchase requisition					
Pre-check budget					
Approve					
Budget check purchase req – this is automatic		$ 625.00			
Create purchase order (PO)					
Budget check PO		- $ 625.00	$ 625.00		
Dispatch PO to vendor					
Enter a receipt					
Enter the vendor's invoice as a voucher					
Budget check the voucher			- $ 625.00	$ 625.00	
Match the voucher, PO, and receipt					
Post the voucher					
Generate GL journal (automatically overnight)					$ 625.00
Pay the voucher					
Post the payment					
Close the PO		$ 0.00	$ 0.00	$ 625.00	$ 625.00

Life of a Vendor Catalog Purchase

Next, here's a look at a vendor catalog purchase in the amount of $250.00.

Transaction	Commitment Control (KK) Ledgers				GL Actuals
	Budget	Pre-Encumbrance	Encumbrance	Expense	
Create purchase requisition by placing an order from the vendor catalog					
Pre-check budget					
Approve the purchase req (if applicable)					
Budget check purchase req – this is automatic		$ 250.00			
Create purchase order (PO) – this is automatic					
Budget check PO		- $ 250.00	$ 250.00		
Dispatch PO to vendor					
Vendor sends an invoice					
Create a voucher from invoice					
Budget check the voucher			- $ 250.00	$ 250.00	
Post the voucher					
Generate the GL journal (automatically overnight)					$ 250.00
Pay the voucher					
Post the payment					
Close the PO		$ 0.00	$ 0.00	$ 250.00	$ 250.00

Remember: A transaction is in only one KK ledger at any time.

Life of a Campus Voucher

Here's a campus voucher in the amount of $485.00.

Transaction	Commitment Control (KK) Ledgers				GL Actuals
	Budget	Pre-Encumbrance	Encumbrance	Expense	
Create the voucher					
Pre-check budget					
Approve the voucher					
Budget check the voucher – this is automatic				$ 485.00	
Post the voucher					
Generate the GL journal (automatically overnight)					$ 485.00
Pay the voucher					
Post the payment				$ 485.00	$ 485.00

Life of a GL Journal

Now, let's look at a GL journal in the amount of $875.00.

Transaction	Commitment Control (KK) Ledgers				GL Actuals
	Budget	Pre-Encumbrance	Encumbrance	Expense	
Create the GL journal					
Combo edit & budget check the GL journal				$ 875.00	
Approve the GL journal					
Post the GL journal				$ 875.00	$ 875.00

Life of a Budget Journal or Budget Transfer

Next, we'll look at a budget adjustment (which can be a budget journal or a budget transfer) that is adding the amount of $500.00. It is important to remember that a budget transaction only affects the available budget in the budget ledger. It does not hit any of the other KK ledgers or the GL actuals ledger.

Transaction	Commitment Control (KK) Ledgers				GL Actuals
	Budget	Pre-Encumbrance	Encumbrance	Expense	
Create the budget adjustment					
Budget pre-check the budget adjustment					
Approve the budget adjustment					
Budget check and post the budget adjustment	$ 500.00				

Life of a Payroll Journal

Last, let's look at a payroll journal in the amount of $ 735.00.

Transaction	Commitment Control (KK) Ledgers				GL Actuals
	Budget	Pre-Encumbrance	Encumbrance	Expense	
Create the payroll journal – this is automatic					
Combo edit & budget check the payroll journal				$ 735.00	
Approve the payroll journal					
Post the payroll journal				$ 735.00	$ 735.00