

KK.020.021 - MARKING COMMITMENT CONTROL JOURNALS TO POST

Purpose	<ul style="list-style-type: none"> • To identify the two Commitment Control (KK) processing options. • To select the journals for posting
Description	<p>Occasionally, adjustments to encumbrance or pre-encumbrance balances may have to be entered. These types of entries were also done in the past. However, an encumbrance journal is never put in a state where it cannot be modified and it is never marked for posting or posted as an Actuals journal.</p> <p>When an Actuals journal is completed, the status is set to post. To prevent any further modification from being made to encumbrance or pre-encumbrance journals, the Mark KK Journals to Post Custom Process marks and sets to post encumbrance or pre-encumbrance journals.</p>
Security Role	BOR_GL_JOURNAL_POST
Dependencies/ Constraints	Encumbrance or Pre-Encumbrance journal were saved, edited and budget checked.
Additional Information	

Procedure

Below are step by step instructions on how to mark a Commitment Control Journal to post.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the BOR Menus link.
4.	Click the BOR General Ledger link.
5.	Click the BOR GL Processing link.
6.	Click the Mark KK Journals for Posting link. The system navigates to the Mark KK Journals for Posting page.
7.	Click the KK Processing Option drop-down menu.
8.	Select the Period list item. <i>Note: if users select the Journal option, then the Journal ID and Journal Date fields require input.</i>
9.	Enter a Year in the Fiscal Year field.
10.	Enter an Accounting Period in the Accounting Period field.
11.	Click the Get Journals button.
12.	De-select the checkbox for any journals that do not need to be currently marked and posted. <i>Note: when pressing the Get Journals button, all journals appear with the check box defaulted.</i>
13.	Click the Save button. The selected journal is now marked and posted. Users may also refer to GL.060.002 - Inquiring on Journal Status business process to determine journal statuses as well.