YEAR END NOTES on COMMITMENT CONTROL

Commitment Control

- Liquidate your budgets for the old year. This is a business decision by your college – for example, if you have a PO that was established at 10K but 9K came in – your college may decide they want this cleaned up and the PO closed to free up that encumbrance (same with travel). It may or may not affect your budget decisions.
- Process anything outstanding – this is just basic advice. Your budget is more accurate if you are current.
- This isn't OLD year; but at this time, you might want to set up your new year budget.
- Tip – some colleges use last year's upload files and just refresh with current chartfields and amounts. Other colleges have downloaded QFS_GL_ACCOUNT_ANALYSIS (and filter)to get a list of all their expenses. There is no right or wrong; just what works best for you. Tip – try not to exceed 250 lines.
- Evaluate your Budget definition for the new year. This determines at what levels you will set up your budget and at what controls (such as detail, roll up, or even at a control level). It's best to do this before the new year and before you start loading new year budgets. Reach out to me by ticket if you want to discuss this.