

Commitment Accounting Web Form Training Guide

Position Commitment Accounting Change Form - Windows Internet Explorer

https://asint.wesleyan.edu/ae_ps_p/ff?p=127:11:3765061648068463::NO

File Edit View Favorites Tools Help

Position Commitment Accounting Change Form

candrews01

Commitment Accounting Change Forms

Create Form View Forms Process Forms Forms INQUIRY

Request Commitment Accounting Change

Position Nbr 

** Click ICON to Search by Title

UserID=772139 UserName=candrews01 Version:2010.04.01

Done

start

Inbox - Microsoft Out... Transaction Detail - ... Christopher Andrews... View Position Cross R... Position Commitment ... FY09

Google - Mozilla Firefox Microsoft PowerPoint ...

Internet 100%

9:45 AM

Enter position number, or if you do not know the position number use the icon next to the box to search by title. After you have entered the information hit the Next button.

Position Commitment Accounting Change Form - Windows Internet Explorer

https://asint.wesleyan.edu/ee_ps_p/f?p=127:11:3642289702022515::NEXT:NO:RP,0:P11_POSITION_NBR,P11_EFF_DT:12235%2C&cs=36FB37F4CBDE52E2A789D2DB76A8E0ED1

File Edit View Favorites Tools Help

Jeffrey Leone's Employee Po... Position Commitment Acc... View Position Cross-Reference Financial INQUIRY

jeleone

Commitment Accounting Change Forms

Create Form View Forms Process Forms Forms INQUIRY

Request Commitment Accounting Change

* Position Nbr
** Click ICON to Search by Title

Current Commitment Accounting

Eff Date	Eff Seq	Accounting	Dist Pct
01-JUL-09	0	12235-1001022100-81630	100

Effective Date

* Effective Date (mm/dd/yyyy):

UserID=837345 UserName=jeleone Version:2010.04.06

Internet 100%

start WSA Dept Contribu... Wesleyan Universit... Position Commitmen... Offline Redistributio... Microsoft FrontPag... My Documents Microsoft PowerPoin... 3:04 PM

Verify the position title and department information as well as the current commitment accounting. Then enter the Effective date for your change. After you have entered the information hit the Next button.

Position Commitment Accounting Change Form - Windows Internet Explorer

https://asint.wesleyan.edu/ae_ps_p/f?p=127:11:1909098409903574:NEXT:NO:RP,0:P11_POSITION_NBR,P11_EFF_DT:12235%2C05%2F01%2F2010&cs=3C8237474169878CBCE3B7D688ACEC871

File Edit View Favorites Tools Help

Jeffrey Leone's Employee Po... Position Commitment Acc... View Position Cross-Reference Financial INQUIRY

jeone **Commitment Accounting Change Forms**

Create Form View Forms Process Forms Forms INQUIRY

Request Commitment Accounting Change

Position Nbr: 12235 [Next]
** Click ICON to Search by Title

Position Information

Title: Science Library Circ Assistant
Department: 1022 - Science Library

Current Commitment Accounting

Eff Date	Eff Seq	Accounting	Dist Pct
01-JUL-09	0	12235-1001022100-81630	100

Effective Date

Effective Date (mm/dd/yyyy): 05/01/2010 [Next]

New Accounting Information

Smartkey	Descr	Account	Descr	Dist %
1:				
2:				
3:				
4:				
5:				
6:				
7:				
8:				

[Validate Accounting]

UserID=837345 UserName=jeone Version:2010.04.06

start WSA Dept Contribu... Wesleyan Universit... Position Commitmen... Offline Redistributio... Microsoft FrontPag... My Documents Microsoft PowerPoin... Internet 100% 3:06 PM

Now enter the new smartkey, account and distribution percentage information. After you have entered the information hit the Validate Accounting button.

Position Commitment Accounting Change Form - Windows Internet Explorer

https://asint.wesleyan.edu/ee_ps_p/f?p=127:11:3811019861848330::NEXT:NO:RP,0:P11_POSITION_NBR,P11_EFF_DT:12235%2C05%2F01%2F2010&cs=31F06C0588EBAD77077C74C27D3FDCF1E

File Edit View Favorites Tools Help

Jeffrey Leone's Employee Po... Position Commitment Acc... View Position Cross-Reference Financial INQUIRY

jeone **Commitment Accounting Change Forms**

Create Form View Forms Process Forms Forms INQUIRY

Request Commitment Accounting Change

Position Nbr: 12235 [Next]

** Click ICON to Search by Title

Position Information

Title: Science Library Circ Assistant
Department: 1022 - Science Library

Current Commitment Accounting

Eff Date	Eff Seq	Accounting	Dist Pct
01-JUL-09	0	12235-1001022100-81630	100

Effective Date

Effective Date (mm/dd/yyyy): 05/01/2010 [Next]

New Accounting Information

Smartkey	Descr	Account	Descr	Dist %
1: 1001265100	OLIN SCORES/RECORDS	81630	Undergraduate Hourly-Non-WS	100
2:				
3:				
4:				
5:				
6:				
7:				
8:				

[Validate Accounting]

Reason Information

Reason for Request: [Text Area]

[Submit Form] [Cancel]

UserID=837345 UserName=jeone Version:2010.04.06

Done

start WSA Dept Contribu... Wesleyan Univers... Position Commitmen... Offline Redistributio... Microsoft FrontPag... My Documents Microsoft PowerPoin... Internet 100% 3:08 PM

Verify the smartkey and account descriptions and enter a detailed reason for the request. After you have entered the information hit the Submit button.

Position Commitment Accounting Change Form - Windows Internet Explorer

https://asint.wesleyan.edu/ee_ps_t/f?p=127:12:2617000927192168::NO:RP,12:P:12_SEQ_NBR,P:12_TITLE:197%2CScience%20Library%20Circ%20Assistant&cs=35A2921BDE11AA7611DE345F2C4FD9259

Position Commitment Accounting Change Form

candrews01
Create Form | View Forms | Process Forms | Forms INQUIRY

Submit Successful
You have **SUCCESSFULLY** submitted this Commitment Accounting Change Request Form to the Financial Planning Office.
This form is no longer available for changes.
Please go to **View Forms** to see the status of the form.

Commitment Accounting Change Form
Form ID: 197
Position Nbr: 12235
Title: Science Library Circ Assistant

Effective Date
Effective Date: 05/01/2010
Fiscal Year: 2010

Commitment Accounting

Smartkey	Smartkey Descr	Account	Account Descr	Dist Pct	PI
1001265100	OLIN SCORES/RECORDS	81630	Undergraduate Hourly-Non-WS	100	

Form Information
Reason for Request: This is a test for demonstration purposes
Submitted: 02-APR-10 by candrews01

UserID=772139 UserName=candrews01 Version:2010.04.01

After you have submitted a request the confirmation information will be displayed.

Done

start | Inboxes - Microsoft Out... | Christopher Andrews... | Christopher Andrews... | View Position Cross R... | Position Commitment ... | FY09 | Google - Mozilla Firefox | Microsoft PowerPoint ... | 10:10 AM

Commitment Accounting Change Request - Message (Plain Text)

Message

Reply Reply Forward Delete Move to Create Other Block Safe Lists Categorize Follow Mark as Related Send to OneNote
to All to All Folder Rule Actions Sender Not Junk Junk E-mail Options Select OneNote

From: Commitment_Accounting_Forms@wesleyan.edu
To: financialplanning
Cc: Andrews, Christopher
Subject: Commitment Accounting Change Request

Sent: Fri 4/2/2010 6:10 AM

The following Commitment Accounting Change Request has been submitted:

Form_ID: 197

Submitted By: candrews01
Submitted On: 02-APR-10

Position Number: 12235 - Science Library Circ Assistant
Department: 1022 - Science Library

Effective Date: 05/01/2010
Reason: This is a test for demonstration purposes

1 Acct: 1001265100-81630-100%
1 Descr: OLIN SCORES/RECORDS
1 PI:

You will also receive an email confirming that you have successfully submitted the request.

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Position Commitment Accounting Change Form - Windows Internet Explorer

https://asint.wesleyan.edu/ee_ps_t/f?p=127:15:2617000927192168:pg_R_11782407899696081:NO&pg_min_row=18pg_max_rows=15&pg_rows_fetched=3

Position Commitment Accounting Change Form

candrews01

[Create Form](#) [View Forms](#) [Process Forms](#) [Forms INQUIRY](#) **Commitment Accounting Change Forms**

Forms Submitted by: candrews01

Form ID	Submit Date	Eff Date	Position	Status	Accounting	Dist %	Reason
197	02-APR-10	01-MAY-10	12235-Science Library Circ Assistant	Submitted	1001265100-81630	100	This is a test for demonstration purposes

UserID=772139 UserName=candrews01 Version:2010.04.01

Done

start | Commitment Accou... | Commitment Accou... | Christopher Andre... | Christopher Andre... | View Position Cross... | Position Commitme... | FY09 | iGoogle - Mozilla Fr... | Microsoft PowerPol... | 10:13 AM

By clicking on the View Forms tab you will be able to view a summary of all of the forms that you have submitted and their status (submitted or processed)

