AP.030.020 – BUDGET CHECKING PAYABLES

Purpose	• To verify that users have successfully run the Budget Checking Process. • To select the type of source transaction on which you want to run the Budget Processor process. • To check the status of your process through the Process Monitor.
Description	In PeopleSoft Payables, budget checking occurs at voucher creation, deletion, closing, and posting. Users can run budget checking for a single voucher during voucher entry or for many vouchers using a batch process. When Commitment Control is enabled, a voucher cannot pass to the general ledger until it has been budget-checked and posted. A voucher cannot be posted if it is over budget (although certain users can be given the security clearance to override budget-checking for over-budget vouchers). The Budget process checks vouchers and voucher accounting lines against all control budgets they are subject to, updates the Commitment Control ledger, and updates the budget-checking status of the transactions. The online version of Budget Processor performs the same tasks as the batch version. Batch mode, being more efficient, is recommended. • There are two primary options users will use for Budget Checking: AP_ACCT_LN: Budget-check voucher lines and closed vouchers with realized gain or loss, late charge, and discount lost, and AP_VOUCHER: Budget-check the expense distributions as well as prorated charges for a voucher. • Users will need to navigate to Commitment Control to determine if Budget Exceptions exist. Users can run query BOR_BC_PENDING to validate that all AP transactions were budget checked.

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Security Role	BOR_AP_BUDGET_CHK
Dependencies/ Constraints	Additional security rules are required to allow overriding budget check exceptions. Contact your security administrator to request the security rules that must be associated to your User ID.
Additional Information	The AP Batch budget check process has been included in the delivered batch schedule that will run daily.

Procedure

Below are step by step instructions on how to budget check Payables.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** icon.
3.	Click the **Accounts Payable** link.
4.	Click the **Batch Processes** link.
5.	Click the **Vouchers** link.
6.	Click the **Budget Check** link.
7.	Click the **Search** button.
8.	Click an entry in the **Run Control ID** column.
9.	Click the **Always Process** list item.
10.	Click in the **Description** field.
11.	Enter "**BUDGET CHECK**" in the **Description** field.
12.	Click the **Magnifying Glass** icon to search for Transaction Type.

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Step	Action
13.	Click an entry in the Source Transaction Type of AP_VOUCHER column. Select the type of source transaction on which you want to run the Budget Processor process: AP_ACCT_LN: Budget-check voucher lines and closed vouchers with realized gain or loss, late charge, and discount lost. AP_VOUCHER: Budget-check the expense distributions as well as prorated charges for a voucher. AP_VCHR_NP: Budget-check non-prorated items on a voucher. *Note that the USG model is set to use prorating, but you may wish to run this type to check that non-prorating has not been selected by the user instead.* AP_ACCTDSE**:** Budget-check voucher lines with discounts earned. Note that, because making payments may create voucher accounting lines, you should budget-check any such accounting lines after making payments AP_ACTDSEC**:** Budget-check voucher lines with discounts earned and PO close. ***Note:** USG institutions will not use all the delivered source transaction types, but it is recommended that you run budget checking for each type.*
14.	Click the **Field Name** list and select Business Unit.
15.	Select the **Value Type** list and select Value.
16.	Click in the **From/To** field.
17.	Enter Business Unit in the **Business Unit** field.
18.	Click the **Save** button to save the Run Control Settings.
19..	Click the **Run** button.
20.	Click the **OK** button.