

EX.030.011 – BUDGET CHECKING EXPENSE REPORTS IN BATCH

Purpose	<ul style="list-style-type: none"> To identify the two different ways you can budget check expense reports. To identify the status of an expense report if it passes budget checking. To budget Check expense reports in batch
Description	<p>There are three methods in which an Expense Report can be budget checked:</p> <ul style="list-style-type: none"> Worklist (online): Used by managers to budget check one transaction at a time from the Worklist. For more information, see EX.080.010 – Approving a Travel Authorization. Approver Transactions page (online): Used by managers to budget check multiple transactions at a time through the Manager Self Service link. For more information, see EX.020.300 - Understand Approval Methods. Batch: Used by Expenses Administrators to budget check multiple transactions at a time at an institutional level. This is usually a nightly batch process. <p>For more information on budget checking, see EX.030.012 – Budget Checking Expense Transaction Overview.</p> <p>Use the Request Budget Check page to run the budget checking process for travel authorizations, expense reports, and journal expense reports. The Process Scheduler process runs the Commitment Control Budget Processor at user-defined intervals. An expense report's budget checking status will be 'Valid' if it passes Budget Checking.</p>
Security Role	BOR_EX_BUDCHK_PRC, BOR_FN_ADMIN_REPORTING, BOR_REPORTSUPERUSER
Dependencies/ Constraints	None

Additional Information	None
-------------------------------	------

Procedure

Below are step by step instructions on how to budget check expense reports in batch.

Step	Action
1.	Click the NavBar icon.
2.	Click the Navigator link.
3.	Click the Travel and Expenses link.
4.	Click the Manage Accounting link.
5.	Click the Request Budget Checking link.
6.	If you wish to use an existing run control you can enter this value in the Find an Existing Value tab. For this exercise, we will add a new run control.
7.	Click the Add a New Value tab.
8.	Enter " Budget_Chk_Exp " in the Run Control ID field.
9.	Click the Add button.
10.	Click the Look up Bus Unit (Alt+5) button.
11.	Click an entry in the Business Unit column.
12.	Enter " Budget Check Expense Rpts " in the Description field.
13.	Click the Transaction Type list.
14.	Use the Transaction Type field to select a Commitment Control transaction type. Expenses provides these transaction types: All Expense Reports: Select this option to budget check all expense reports. All Travel Authorizations: Select this option to budget check all travel authorizations. Cancel Void Expense Reports: Select this option to budget check voided expense reports (the payment is voided and not reissued).
15.	Click the All Expense Reports list item.

Step	Action
16.	Click the View Transaction Details link.
17.	Click the Select All button.
18.	Click the Save button.
19.	Click the Run button.
20.	Make sure the checkbox is enabled next to the EX_BCHK_ALL process.
21.	Click the OK button.
22.	Click the Report Manager link.
23.	Click the Administration tab.
24.	Click the Refresh button. This action may need to be performed several times depending on the speed of the processor.
25.	Depending on the processing speed, the Status may display NA, Processing, or Posted. The process is completed when Posted is displayed.
26.	When the Status displays Posted , click on the Budget Check Expense Requests entry in the Description column.
27.	<p>The Run Status should be reviewed. If no budget exceptions were noted the status will state Success. If the Run Status is Warning then there are budget exceptions that need to be resolved.</p> <p>Details for resolving exceptions is covered under GL KK business process KK_050_003- Reviewing Budget Check Exceptions-Travel Auth and Expense Reports</p>
28.	Click the OK button.
29.	Click the Go back to Budget Check Transactions link.
30.	Click the Save button.
31.	Click the Budget tab to review the budget status.
32.	<p>Notice the Budget Status for each transaction that was budget checked.</p> <p>If the status is Error, the transaction cannot be approved as submitted and must be corrected.</p> <p>If a transaction was successfully budget checked, the Budget Status of Valid is displayed and the transaction may be approved by the appropriate level.</p>