EX.030.015 – REVIEWING BUDGET EXCEPTIONS FOR EXPENSE REPORTS

Purpose	• To define budget checking. • To identify what happens when an expense report does not pass budget checking. • To identify what is required to review budget-checking exceptions. • To review Budget Exceptions for an Expense Report.
Description	This topic does not cover ***HOW*** to resolve the exception, but it does cover how to review the reason for the exception and which ChartField was used. When a traveler submits an Expense Report, the Expenses Module matches the amount and ChartFields used on the transaction against a budget established by the institution. This matching process is called budget checking. Essentially, this process ensures adequate and appropriate funding to pay the expense transaction. For a more detailed overview of budget checking, see Business Process EX.030.013. A traveler's Expense Report cannot be approved at any level until it has successfully passed budget checking. When an Expense Report does not pass budget checking, an exception is created. Institutions and/or departments may have different requirements as to who resolves budget-checking exceptions. Even if you (as a traveler or approver) do not have the responsibility to resolve budget-checking exceptions, you may be interested in viewing what the exception is. For privacy concerns, you must know either the commitment control number, or transaction ID number in order to view Expense Report budget checking exceptions.
Security Role	**BOR_EX_PROCESSING**
Dependencies/ Constraints	None

Procedure

Below are step-by-step instructions on how to review budget check exceptions.

Step	Action
1.	Click the **Employee Self-Service** link.
2.	Click the **Expense Report** link.
3.	Click the **Expense Rpt Budget Exceptions** link.
4.	If your institution experiences a large volume of expense report exceptions, you may wish to limit your search criteria by specifying a search value.
5.	Click the **Search** button.
6.	Click an entry to modify in the **Report ID** column.
7.	View the exception reason. The Exception for this transaction ID is that **No Budget Exists**.
8.	To view the ChartField that was used on this transaction, click the magnifying glass near the beginning of this line. This page displays the ChartField that was used on this transaction.
9.	Click the **OK** button to return to the previous page.
10.	When you have viewed the exception reason and the ChartField that created the exception, you have completed the basic functioning of this component. If it is not your responsibility to resolve the budget-checking exception, this functionality serves as an optional FYI.
11.	There are multiple buttons and links on this page that require specific security access to view. You may receive a "not authorized to view" message if you do not have the required security access. Individuals at your institution who are tasked with resolving budget-checking exceptions will most likely have the appropriate security access to view these advanced budget functions.
12.	Click the **Return to Search** button.
13.	You are transferred back to the initial **Expense Report Exceptions** page where you can search for another transaction