EX.060.020 – REVIEWING BUDGET EXCEPTIONS FOR EXPENSE REPORTS

Purpose	• To define budget check exceptions. • To define budget check errors. • To define budget check warnings. • To identify reasons why expense transactions may fail budget checking. • To review budget check exceptions.
Description	Budget checking exceptions are transactions that fail budget checking validations. These exceptions may be errors or warnings. Errors prevent the system from recording the transaction; warnings allow the system to record the transaction but inform users of the exception conditions. Users may view these exceptions to determine the cause of the failure through PeopleSoft Expenses or through the Commitment Control menu. Expense transactions may fail budget checking for a variety of reasons, and they may fail against one or more budget ledgers. Reasons why expense transactions may fail are if the ChartFields in the accounting distributions are incorrect, if there are insufficient funds to support the expense, or if the budget is permanently or temporarily closed. The review for travel authorizations is the same as expense reports except the page navigation. Navigate to the Travel Auth Budget Exceptions page to review budget checking warnings and errors for travel authorizations. Budget checking exceptions are covered in the Budget Checking section of General Ledger and Commitment Control business processes, located here.
Security Role	**BOR_EX_PROCESSING**
Dependencies/ Constraints	None

Additional Information	None

Procedure

Below are step-by-step instructions on how to review expense report budget checking exceptions.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** link.
3.	Click the **Travel and Expenses** link.
4.	Click the **Manage Accounting** link.
5.	Click the **Expense Rpt Budget Exceptions** link.
6.	If users are searching for specific Commitment Control information, users can enter it in the blank fields. Otherwise, search for all Expense Report Exceptions.
7.	Click the **Search** button.
8.	Click an entry in the **Process Status** column.
9.	Review reasons for Error or Warning exceptions, budget ChartFields, and existing overrides. Errors need to be corrected before re-running budget checking. However, users can have a budget checking status of Valid for Warnings.
10.	Click the **Transfer** button.
11.	Click the **Go to Budget Exceptions** link. The system navigates to Commitment Control Budget Details page where users can view information such as budget, expense and encumbered amounts.
12.	Navigate to the bottom of the page.
13.	Click the **Budget Override** tab if you have security privilege to override budget information.
14.	Click the **Budget Chartfields** tab to review the ChartField combinations associated with the expense transaction.
15.	Click the **Line Exceptions** tab.
16.	Click the **Show all columns** button to view ChartFields, amounts and distribution lines in error.
17.	Click the **horizontal** scrollbar to view the right side of the page.