

## GL.020.037 - MARKING JOURNALS TO OVERRIDE

<b>Purpose</b>	To override a budget exception for a Journal ID
<b>Description</b>	Depending on how users set up Commitment Control security, users can adjust a transaction that fails budget checking or adjust the budgets the transaction failed against and budget check the transaction again. In addition, if other users are granted the authority, they can override budget checking and allow a transaction to exceed the budget.
<b>Security Role</b>	<b>BOR_GL_PROCESSING</b>
<b>Dependencies/ Constraints</b>	None
<b>Additional Information</b>	None

## Procedure

Below are step by step instructions on how to override the budget exception for a journal.

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> icon.
3.	Click the <b>General Ledger</b> link.
4.	Click the <b>Journals</b> link.
5.	Click the <b>Process Journals</b> link.
6.	Click the <b>Mark Journals for Override</b> link. The system navigates to the Mark Journals for Budget Check Exception Override page.
7.	Enter the business unit, ledger group, fiscal year, accounting period, source and specific journal to limit the selection criteria.
8.	Click the <b>Search</b> button.
	Click the <b>Mark Override</b> checkbox.  <i><b>Note:</b> For the Mark Override checkbox to be enabled, Commitment Control security must be granted and the security build process must complete successfully.</i>
9.	Click the <b>Save</b> button.
10.	Click the <b>KK Budget Check</b> icon. The budget check icon builds a run control and allows the user to execute budget checking in batch.  <i><b>Note:</b> If the institution executes budget check at night, the remaining steps are optional.</i>
11.	Click the <b>OK</b> button.
12.	Click the <b>Save</b> button.
13.	Click the <b>Run</b> button.
14.	Click the <b>OK</b> button.
15.	Click the <b>Process Monitor</b> link. The system navigates to the Process Monitor page and defaults to the Process List tab.
16.	Click the <b>Refresh</b> button until the Run Status is Success.
17.	Click the <b>Details</b> link in the Detail column.
18.	Click the <b>Message Log</b> link.
19.	Review message log to verify the journal entry budget checked successfully. Budget overrides and budget warnings always appear.
20.	Click the <b>Return</b> button.

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Step	Action
21.	Click the <b>OK</b> button.