

GL.030.009 - BATCH JOURNAL BUDGET CHECK

Purpose	<ul style="list-style-type: none"> • To describe what budget checking does. • To identify what the results of budget checking can be. • To budget check journals in batch.
Description	<p>Budget checking allows users to process source transactions against control budget ledgers to see if they pass, fail or pass with a warning. Journals that pass budget checking can go on to be posted.</p> <p>When users receive budget checking errors for source transactions, there are five ways to resolve the error:</p> <ul style="list-style-type: none"> • Reduce the amounts of the transaction • Delete the transaction. • Increase the amount of the budget. • Override a single budget for the transaction using the Budget Override option. • Override budget checking for the entire transaction using the Transaction Override option.
Security Role	BOR_GL_PROCESSING
Dependencies/Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to budget check all online journal entries in the Actuals Ledger for specific a timeframe.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the General Ledger link.
4.	Click the Journals link.
5.	Click the Process Journals link.
6.	Click the Budget Check Journals link.
7.	Click the Add a New Value tab.
8.	Enter a Run Control ID in the Run Control ID field.
9.	Click the Add button.
10.	Click the Always Process option.
11.	Enter description in the Description field.
12.	Verify Business Unit populates.
13.	Click an entry in the Source column.
14.	Click on the ACTUALS ledger group.
15.	Enter a date in the Journal Date From field.
16.	Enter a date in the To Journal Date field.
17.	Click the Run button.
18.	Click the OK button.
19.	Click the Process Monitor link. The system navigates to the Process Monitor page and defaults to the Process List tab.
20.	Click the Refresh button and verify the Run Status posts as Success.
21.	Click the Details link in the Details column. The system generates the Process Detail popup window.
22.	Click the Message Log link to view the number of documents processed and their status.