

KK.020.018 - OVERRIDING JOURNAL BUDGET CHECK

Purpose	<ul style="list-style-type: none"> To search for an existing journal. To use the Edit Journal process options. To view GL Journal Exceptions. To use the Commitment Control Budget Override feature on the Journal Header page.
Description	<p>This topic demonstrates how to use the Budget Override functionality on the Journal Header page. This functionality is used when a journal failed the budget checking process and the exception reason is an acceptable condition for using the Budget Override functionality. Users may also refer to Commitment Control - Reviewing Budget Check Exceptions - GL Journals business process for an alternative method.</p>
Security Role	BOR_GL_PRC_JRNL_MNT
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are instructions on how to override journal budget check when a budget error exists.

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 Journal Entry link.
6.	Click the Create/Update Journal Entries link.
7.	Click the Find an Existing Value tab.
8.	Enter search criteria and click on the Search button.
9.	Click an entry in the Journal ID column to edit.
10.	Click the Lines tab.
11.	Click the Process button.
12.	Click the OK button.
13.	The Budget Status field is an E value representing Error . Click on the Budget Status link to see the budget error.
14.	A new window opens with the GL Journal and Line Exceptions pages. View that the budget error is "Exceeds Budget Tolerance" for the Appropriation Budget Ledger. This is an acceptable condition for using the Budget Override functionality.
15.	Click the Create/Update Journal Entries tab on the browser.
16.	Click the Header tab.
17.	Click the Commitment Control link.
18.	Click the Override checkbox. <i>Note: Budget Override on the Commitment Control page is controlled by budget security. Contact the institution's Security Administrator to access this feature.</i>
19.	Click the OK button.
20.	Click the Lines tab.
21.	Click the Process button.
22.	Click the OK button.
23.	Note the message received is a Warning and not an Error . Also, note that the Budget Status field is now V for Valid .