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## KK.050.001- REVIEWING BUDGET CHECK EXCEPTIONS - GENERAL LEDGER JOURNALS AND BUDGET JOURNALS

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| **Purpose** | • To search for General Ledger Journal exceptions. <br> • To search for Budget Journal exceptions. <br> • Identify the three different budget exception Process Statuses. <br> • Identify the five most common budget exception errors. <br> • Identify the best corrective action for each different budget exception error. |
| **Description** | This topic demonstrates the procedure for reviewing budget checking exceptions for GL Journals. In addition, the most common budget check exceptions and suggested corrective actions are covered. |
| **Security Role** | **BOR_KK_INQUIRY** |
| **Dependencies/ Constraints** | None |
| **Additional Information** | |

## Procedure

Below are step by step instructions on how to review General Ledger and Budget journal exceptions.

| Step | Action |
|------|--------|
| 1. | Click the **NavBar** icon. |
| 2. | Click the **Menu** icon. |
| 3. | Click the **Commitment Control** link. |
| 4. | Click the **Review Budget Check Exceptions** link. |
| 5. | Click the **General Ledger** link. |
| 6. | Select one of the following options to review:<br><br>• Option 1: To review General Ledger Journal budget check exceptions, click the **Review Journals** link.<br><br>• Option 2: To review Budget Journal budget check exceptions, click ~~on~~ the **Review Budget Journals** link. |
| 7. | The **Business Unit** defaults from the operator preferences. Enter more search criteria or click the **Search** button to review budget exceptions. |
| 8. | Review the search results to see the Journal status. Journals can have a status of one of the following:<br><br>• **Warning**: indicates the journal was posted to Commitment Control and the transaction requires no further action.<br><br>• **In Process**: indicates the transaction is stuck and will be ignored by the budget checking process. Users must submit a ticket to ITS for assistance.<br><br>• **Error:** the transaction failed budget checking and must be corrected before it will post to Commitment Control ledgers and the General Ledger. |
| 9. | Click an entry in the **Journal ID** column that has a status of Error to edit. |

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| Step | Action |
|------|--------|
| 10. | To view the ChartField combinations that failed budget check, click the **Show all columns** icon. The most common Budget Exception errors are:<br><br>• **Exceeds Control Budget**: means there ~~is~~ are insufficient funds for the given ChartField combination to allow a transaction to post to Commitment Control. In most instances, this means the APPROP or one of the project ledgers are underfunded.<br>Proceed to Step 11<br><br>• **No Budget Exists**: means there is no posted budget for the ChartField combination in Commitment Control.<br>Proceed to Step 12<br><br>• **Exceeds Non-Control Budget**: means there ~~is~~ are insufficient ~~budget~~ funds for the given ChartField combination. Users typically get this error on the Revenue Estimate and Organization ledger groups. However, the ledger definition is set to solely track transactions. This message is a warning and requires no corrective action.<br><br>• **Budget is Closed**: means that the Budget Period for the given transaction is closed and occurs when a ChartField value or string is set to close via budget attributes or the ledger control ChartField definition. Most likely, the error occurs on a project/grant definition when spending occurs outside of the sponsor's start and end date.<br>Proceed to Step 13<br><br>• **Budget Date Out of Bounds**: means that a budget is still open, but the budget date is outside of the ending date of the budget attributes or the ledger control ChartField definition. Most likely, the error occurs on a project/grant definition when spending occurs outside of the sponsor's start and end date.<br>Proceed to Step 14 |
| 11. | To correct the **Exceeds Control Budget** budget exception, perform one of the following tasks:<br><br>1) Perform a budget transfer to increase the funding.<br>2) Spread the charges over multiple budget years by changing the budget date.<br>3) Override the Budget (security dependent).<br>4) Change ChartField strings to charge another cost center.<br><br>**End of Procedure.** Remaining steps apply to other paths. |

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| Step | Action |
|------|--------|
| 12. | To correct the **No Budget Exists budget exception,** perform one of the following tasks:<br><br>1) Create a budget adjustment to include the new budget ChartField combination.<br>2) Change ChartField strings to charge another cost center.<br><br>*Note: This error must be corrected and cannot be overridden.*<br><br>**End of Procedure.** Remaining steps apply to other paths. |
| 13. | To correct the **Budget is Closed** budget exception, perform one of the following tasks:<br><br>1) Change the ending date of the project (in adherence with the sponsor's agreement) and run the project sync process.<br>2) Change the budget date on the transaction (security dependent).<br>3) Charge another ChartField string.<br><br>**End of Procedure.** Remaining steps apply to other paths. |
| 14. | To correct the **Budget Date Out of Bounds** budget exception, perform one of the following tasks:<br><br>1) Change the ending date of the project (in adherence with the sponsor's agreement) and run the project sync process.<br>2) Change the budget date on the transaction (security dependent).<br>3) Charge another ChartField string.<br><br>**End of Procedure.** |