
KK.050.003 – REVIEWING BUDGET CHECK EXCEPTIONS – TRAVEL AUTHORIZATION AND EXPENSE REPORTS

Purpose	<ul style="list-style-type: none"> • To search for Travel Authorization exceptions. • To search for Expense Report exceptions. • To identify the three different budget exception Process Statuses. • To identify the five most common budget exception errors. • To identify the best corrective action for each different budget exception error.
Description	In addition, the most common budget check exceptions and suggested corrective actions are covered.
Security Role	BOR_KK_INQUIRY
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to review budget checking exceptions for Travel Authorizations and Expense Reports.

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 on the Travel and Expenses link.
6.	Select one of the following options to review: <ul style="list-style-type: none"> • Option 1: To review Travel Authorization budget check exceptions, click the Travel Authorization link. • Option 2: To review Expense Report budget check exceptions, click the Expense Sheet 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: <ul style="list-style-type: none"> • Warning: indicates the journal was posted to Commitment Control and the transaction requires no further action. • 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. • Error: the transaction failed budget checking and must be corrected before it will post to Commitment Control ledgers and the General Ledger.
9.	Depending on the navigation selected the system will either generate the Travel Authorization column or Report ID column. Click on the appropriate entry to edit.

Step	Action
10.	<p>To view the ChartField combinations that failed budget check, click the Show all columns icon. The most common Budget Exception errors are:</p> <ul style="list-style-type: none"> • Exceeds Control Budget: means there is 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. Proceed to Step 11 • No Budget Exists: means there is no posted budget for the ChartField combination in Commitment Control. Proceed to Step 12 • Exceeds Non-Control Budget: means there is insufficient budget 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. • 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. Proceed to Step 13 • 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. Proceed to Step 14
11.	<p>To correct the Exceeds Control Budget budget exception, perform one of the following tasks:</p> <ol style="list-style-type: none"> 1) Perform a budget transfer to increase the funding. 2) Spread the charges over multiple budget years by changing the budget date. 3) Override the Budget (security dependent). 4) Change ChartField strings to charge another cost center. <p>End of Procedure. Remaining steps apply to other paths.</p>

Step	Action
12.	<p>To correct the No Budget Exists perform one of the following tasks:</p> <ol style="list-style-type: none"> 1) Create a budget adjustment to include the new budget ChartField combination. 2) Change ChartField strings to charge another cost center. <p><i>Note: This error must be corrected and cannot be overridden.</i></p> <p>End of Procedure. Remaining steps apply to other paths.</p>
13.	<p>To correct the Budget is Closed budget exception, perform one of the following tasks:</p> <ol style="list-style-type: none"> 1) Change the ending date of the project (in adherence with the sponsor's agreement) and run the project sync process. 2) Change the budget date on the transaction (security dependent). 3) Charge another ChartField string. <p>End of Procedure. Remaining steps apply to other paths.</p>
14.	<p>To correct the Budget Date Out of Bounds budget exception, perform one of the following tasks:</p> <ol style="list-style-type: none"> 1) Change the ending date of the project (in adherence with the sponsor's agreement) and run the project sync process. 2) Change the budget date on the transaction (security dependent). 3) Charge another ChartField string. <p>End of Procedure.</p>