

PO.060.140 – REVIEWING BUDGET CHECK EXCEPTIONS FOR REQUISITIONS

Purpose	<ul style="list-style-type: none"> • To search for Requisition budget exceptions. • To understand the possible corrective action for each type of budget exception/error.
Description	<p>Inevitably, some transactions do not pass budget checking and cause the system to produce Exceptions/Errors. Some of the circumstances that generate budget checking failures include:</p> <ul style="list-style-type: none"> • Insufficient funds for a particular transaction • Inconsistent Chartfield combinations • Budget Date for the transaction is out of bounds <p>Depending on the configuration of the institution’s control budgets, the exact reason a budget has insufficient funds varies from budget to budget.</p> <p>Additionally, users may have set up some budgets to approve transactions even if they go over budget amounts. Because of this, exceptions fall into two categories – Warning and Error.</p>
Security Role	BOR_KK_INQ
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to review budget checking exceptions for Requisitions.

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 Purchasing and Cost Management link.
6.	Click the Requisition link.
7.	Enter or search for the institution's business unit in the Business Unit field.
8.	Enter or search for the Requisition ID . <i>Note: To review all requisitions, click the Process Status dropdown menu and select "Errors Exist."</i>
9.	Select a Requisition ID from the search results to review further. The system navigates to the Exceptions page and defaults to the Budget Override tab.
10.	Review the information on the Budget Override tab to identify the Budget Exception/Error.
11.	To review Chartfield information, either select the Budget Chartfields tab or select the Expand arrow.

12.	<p>Review the search results to see the Process Status. Journals can have a status of one of the following:</p> <ul style="list-style-type: none"> • Warning: indicates the transaction 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.
13.	<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 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 14 • No Budget Exists: means there is no posted budget for the ChartField combination in Commitment Control. Proceed to Step 15 • 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 16 • 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 17

Step	Action
14.	<p>To correct the Exceeds Budget exception, the institution will need to perform one of the following actions:</p> <ul style="list-style-type: none"> • Perform a budget transfer to increase the funding. • Override the Budget (security dependent). • Change ChartField strings to charge another cost center. <p>End of Procedure. Remaining steps apply to other paths.</p>
15.	<p>To correct the No Budget Exists exception, the institution will need to perform one of the following actions:</p> <ul style="list-style-type: none"> • Create a budget adjustment to include the new budget ChartField combination. • 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>
16.	<p>To correct the Budget is Closed exception, the institution will need to perform one of the following actions:</p> <ul style="list-style-type: none"> • Change the ending date of the project (in adherence with the sponsor's agreement) and run the project sync process. • Charge another ChartField string. <p>End of Procedure. Remaining steps apply to other paths.</p>
17.	<p>To correct the Budget Date Out of Bounds exception, the institution will need to perform one of the following actions:</p> <ul style="list-style-type: none"> • Change the ending date of the project (in adherence with the sponsor's agreement) and run the Project Sync Process. • Charge another ChartField string. <p>End of Procedure.</p>