

**Commitment Control - Budget Check Exceptions**  
**Created on Wednesday, July 02, 2008**



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## Introduction

The Commitment Control module of PeopleSoft is used to budget check transactions against Appropriation, Organization, Revenue Estimate, Grant and Project budgets.

Based on a predefined budget definition (rules) and translation trees, Commitment Control will be able to distinguish if a particular ChartField combination has sufficient funding available in order to validate the transaction amount or whether an exception should be issued. Budget exceptions are the result of transactions that have failed the budget checking process for one of the following reasons: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed or Budget Date Out of Bounds. Other errors exist, but these are the most common.

Budget exceptions can fall into two categories: warnings and errors. Warnings are exceptions that do not conform to the rules of the control budget, but have been passed along and update the Commitment Control ledgers nonetheless. Errors are exceptions that have failed budget checking because they do not conform to the rules established for that control budget. Transactions with errors are not allowed by the system to update the Commitment Control budget ledgers.

This chapter will cover how to identify budget exceptions for all transaction types and will illustrate the suggested corrective actions based on the exception error.



## Budget Check Exceptions

This lesson addresses the most common Budget Exceptions errors that you may encounter when budget checking a transaction using Commitment Control. Depending on the type of transaction, the navigation will differ however; the corrective actions required will remain constant. In addition, this lesson will cover the various Process Statuses: Warning, In Process and Error and whether or not each transaction will require any further action. Lastly, this lesson will illustrate how to reset a transaction having a Process Status of In Process.

### Lesson Objectives:

Upon completion of this lesson, you will be able to:

- Review GL Journal Budget Exceptions.
- Review Expense Report Budget Exceptions.
- Review Travel Authorization Budget Exceptions.
- Review Purchase Order Budget Exceptions.
- Review Voucher Budget Exceptions.
- Review Requisition Budget Exceptions.
- Review Voucher Accounting Line Budget Exceptions.
- Review Direct Journal Budget Exceptions.
- Review GL Budget Journals Budget Exceptions.
- Reset Budget Transactions.

## KK.050.001- Reviewing Budget Check Exceptions-GL Journals

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 will be covered.

### Topic Objectives:

Upon completion of this topic, you will be able to:

- Search for GL Journal exceptions.
- Identify the three different budget exception Process Statuses.
- Identify the five most common budget exception errors.
- Identify the best corrective action for each different budget exception error.

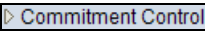
## Procedure

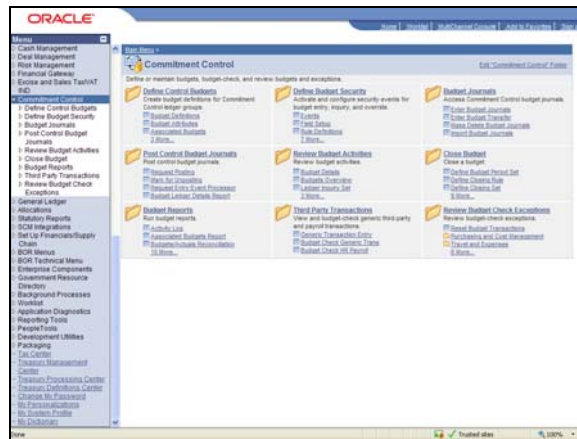
For this topic, imagine you need to search for GL Journal ID # 0000041882 in order to determine the Status and Exception Type. Based on the Status and Exception Type you will then need to determine the best corrective action. Let's see how this is done.

# Training Guide

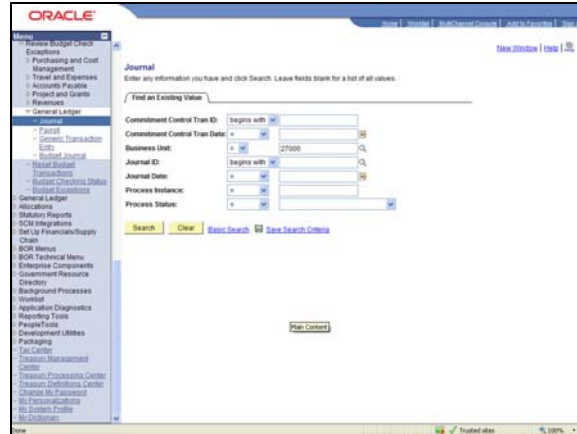
## Commitment Control - Budget Check Exceptions



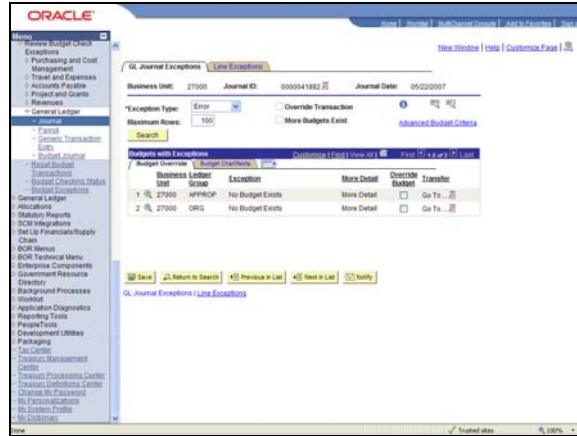
Step	Action
1.	Click on the <b>Vertical</b> scrollbar to navigate to <b>Commitment Control</b> .
2.	Click the <b>Commitment Control</b> link. 




Step	Action
3.	Click the <b>Review Budget Check Exceptions</b> link.
4.	Click the <b>General Ledger</b> link.
5.	Click the <b>Journal</b> link.



Step	Action
6.	<p>The <b>Business Unit</b> should default from the operator preferences. Enter more search criteria or press Search to review budget exceptions. Click the <b>Search</b> button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px;">Search</div>
7.	<p>If a transaction has a process status of <b>Warning</b>, it has been posted to commitment control and the transaction requires no further action.</p> <p>If a transaction has a process status of <b>In Process</b>, the transaction is stuck and will be ignored by the budget checking process. Users must use the online Reset process to change the process status back to None.</p> <p>If a transaction has a process status of <b>Error</b>, the transaction has failed budget checking and must be corrected before it will post to commitment control ledgers and the general ledger.</p>
8.	<p>Click an entry in the <b>Journal ID</b> column.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px;">0000041882</div>



Step	Action
9.	To view the ChartField combinations that failed budget check, click the <b>Show All Columns</b> button. 
10.	<b>Decision:</b> Please select the type of budget exception <ul style="list-style-type: none"> <li>• Exceeds Control Budget Go to step 11 on page 4</li> <li>• No Budget Exists Go to step 13 on page 5</li> <li>• Exceeds Non-Cntrl Budget Go to step 15 on page 6</li> <li>• Budget is Closed Go to step 17 on page 7</li> <li>• Budget Date Out of Bounds Go to step 19 on page 8</li> </ul>
11.	<b>Exceeds Control Budget</b> means there isn't sufficient funding to allow a transaction to post to commitment control. In most instances, this means the APPROP or one of the project ledgers are under funded. The most common corrective actions are to: <ol style="list-style-type: none"> <li>1) Perform a budget transfer to increase the funding.</li> <li>2) Spread the charges over multiple budget years by changing the budget date.</li> <li>3) Override the Budget (security dependent).</li> <li>4) Change ChartField strings to charge another cost center.</li> </ol>

Step	Action
12.	<p><b>Topic Summary</b>            Congratulations. You have just completed the <b>Reviewing Budget Check Exceptions – GL Journals</b> topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> <li>- Budget Exceptions can have three possible Process Statuses: Warning, In Process, and Error.</li> <li>- A Process Status of Warning means that the transaction will continue to process and the control budget will be updated by the transaction amount.</li> <li>- A Process Status of In Process means that the transaction is stuck and must be reset.</li> <li>- A Process Status of Error means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made.</li> <li>- The five most common Budget Exception errors are: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed and Budget Date out of Bounds.</li> <li>- Exceeds Control Budget means that there is insufficient funds for the given ChartField combination.</li> <li>- No Budget Exists means that there is no posted budget for the given ChartField combination.</li> <li>- Exceeds Non-Control Budget means that there was insufficient budget for the given ChartField combination. However, the ledger definition is set to solely track transactions.</li> <li>- Budget is Closed means that the Budget Period for the given transaction is closed.</li> <li>- Budget Date Out of Bounds means that the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger Control ChartField definition.</li> </ul> <p><b>End of Procedure.</b> Remaining steps apply to other paths.</p>
13.	<p><b>No Budget Exists</b> errors occur when the ChartField / budget year combination does not exist in commitment control. The most common corrective actions are to:</p> <ol style="list-style-type: none"> <li>1) Create a budget adjustment to include the new budget ChartField combination.</li> <li>2) Change ChartField strings to charge another cost center.</li> </ol> <p>Note: This error must be corrected and cannot be overridden.</p>

Step	Action
14.	<p><b>Topic Summary</b>            Congratulations. You have just completed the <b>Reviewing Budget Check Exceptions – GL Journals</b> topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> <li>- Budget Exceptions can have three possible Process Statuses: Warning, In Process, and Error.</li> <li>- A Process Status of Warning means that the transaction will continue to process and the control budget will be updated by the transaction amount.</li> <li>- A Process Status of In Process means that the transaction is stuck and must be reset.</li> <li>- A Process Status of Error means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made.</li> <li>- The five most common Budget Exception errors are: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed and Budget Date out of Bounds.</li> <li>- Exceeds Control Budget means that there is insufficient funds for the given ChartField combination.</li> <li>- No Budget Exists means that there is no posted budget for the given ChartField combination.</li> <li>- Exceeds Non-Control Budget means that there was insufficient budget for the given ChartField combination. However, the ledger definition is set to solely track transactions.</li> <li>- Budget is Closed means that the Budget Period for the given transaction is closed.</li> <li>- Budget Date Out of Bounds means that the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger Control ChartField definition.</li> </ul> <p><b>End of Procedure.</b> Remaining steps apply to other paths.</p>
15.	<p><b>Exceeds Non-Control Budget</b> errors occur when a ChartField combination is under funded on a ledger set to track. Users will typically get this error on the Revenue Estimate and Organization ledger groups. This message is a warning and requires no corrective action.</p>

Step	Action
16.	<p><b>Topic Summary</b>            Congratulations. You have just completed the <b>Reviewing Budget Check Exceptions – GL Journals</b> topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> <li>- Budget Exceptions can have three possible Process Statuses: Warning, In Process, and Error.</li> <li>- A Process Status of Warning means that the transaction will continue to process and the control budget will be updated by the transaction amount.</li> <li>- A Process Status of In Process means that the transaction is stuck and must be reset.</li> <li>- A Process Status of Error means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made.</li> <li>- The five most common Budget Exception errors are: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed and Budget Date out of Bounds.</li> <li>- Exceeds Control Budget means that there is insufficient funds for the given ChartField combination.</li> <li>- No Budget Exists means that there is no posted budget for the given ChartField combination.</li> <li>- Exceeds Non-Control Budget means that there was insufficient budget for the given ChartField combination. However, the ledger definition is set to solely track transactions.</li> <li>- Budget is Closed means that the Budget Period for the given transaction is closed.</li> <li>- Budget Date Out of Bounds means that the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger Control ChartField definition.</li> </ul> <p><b>End of Procedure.</b> Remaining steps apply to other paths.</p>
17.	<p><b>Budget is Closed</b> occurs when a ChartField value or string is set to close via budget attributes or the ledger control ChartField definition. Most likely, the error will occur on a project / grant definition when spending occurs outside of the sponsor's start and end date. To correct the issue perform one of the following tasks:</p> <ol style="list-style-type: none"> <li>1) Change the ending date of the project (in adherence with the sponsor's agreement) and run the project sync process.</li> <li>2) Change the budget date on the transaction (security dependent).</li> <li>3) Change another ChartField string.</li> </ol>

Step	Action
18.	<p><b>Topic Summary</b>            Congratulations. You have just completed the <b>Reviewing Budget Check Exceptions – GL Journals</b> topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> <li>- Budget Exceptions can have three possible Process Statuses: Warning, In Process, and Error.</li> <li>- A Process Status of Warning means that the transaction will continue to process and the control budget will be updated by the transaction amount.</li> <li>- A Process Status of In Process means that the transaction is stuck and must be reset.</li> <li>- A Process Status of Error means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made.</li> <li>- The five most common Budget Exception errors are: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed and Budget Date out of Bounds.</li> <li>- Exceeds Control Budget means that there is insufficient funds for the given ChartField combination.</li> <li>- No Budget Exists means that there is no posted budget for the given ChartField combination.</li> <li>- Exceeds Non-Control Budget means that there was insufficient budget for the given ChartField combination. However, the ledger definition is set to solely track transactions.</li> <li>- Budget is Closed means that the Budget Period for the given transaction is closed.</li> <li>- Budget Date Out of Bounds means that the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger Control ChartField definition.</li> </ul> <p><b>End of Procedure.</b> Remaining steps apply to other paths.</p>
19.	<p><b>Budget Date Out of Bounds</b> occurs when 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 will occur on a project / grant definition when spending occurs outside of the sponsor's start and end date. To correct the issue perform one of the following tasks:</p> <ol style="list-style-type: none"> <li>1) Change the ending date of the project (in adherence with the sponsor's agreement) and run the project sync process.</li> <li>2) Change the budget date on the transaction (security dependent).</li> <li>3) Charge another ChartField string.</li> </ol>

Step	Action
20.	<p><b>Topic Summary</b>            Congratulations. You have just completed the <b>Reviewing Budget Check Exceptions – GL Journals</b> topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> <li>- Budget Exceptions can have three possible Process Statuses: Warning, In Process, and Error.</li> <li>- A Process Status of Warning means that the transaction will continue to process and the control budget will be updated by the transaction amount.</li> <li>- A Process Status of In Process means that the transaction is stuck and must be reset.</li> <li>- A Process Status of Error means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made.</li> <li>- The five most common Budget Exception errors are: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed and Budget Date out of Bounds.</li> <li>- Exceeds Control Budget means that there is insufficient funds for the given ChartField combination.</li> <li>- No Budget Exists means that there is no posted budget for the given ChartField combination.</li> <li>- Exceeds Non-Control Budget means that there was insufficient budget for the given ChartField combination. However, the ledger definition is set to solely track transactions.</li> <li>- Budget is Closed means that the Budget Period for the given transaction is closed.</li> <li>- Budget Date Out of Bounds means that the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger Control ChartField definition.</li> </ul> <p><b>End of Procedure.</b></p>

### **KK.050.004- Reviewing Budget Check Exceptions-Expense Reports**

This topic demonstrates the procedure for reviewing budget checking exceptions for Expense Reports. In addition, the most common budget check exceptions and suggested corrective actions will be covered.

**Topic Objectives:**

Upon completion of this topic, you will be able to:

- Search for Expense Report exceptions.
- Identify the three different budget exception Process Statuses.
- Identify the five most common budget exception errors.
- Identify the best corrective action for each different budget exception error.

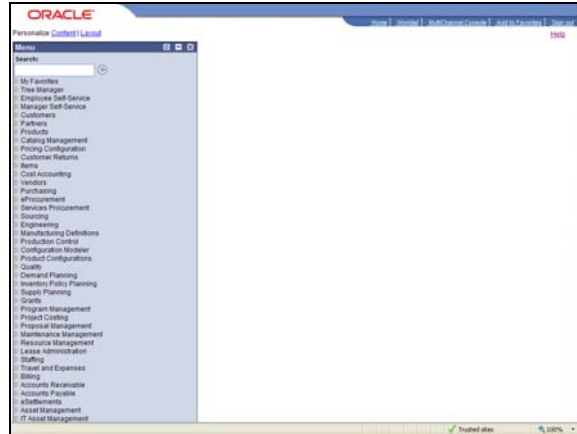
### **Procedure**

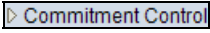
**Scenario:**

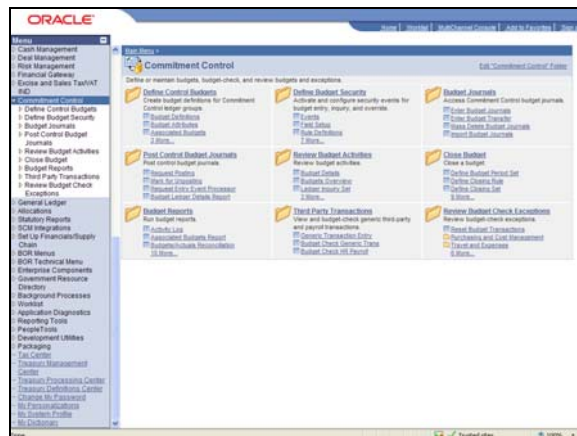
# Training Guide

## Commitment Control - Budget Check Exceptions

For this topic, imagine you need to search for Expense Report ID # 0000000045 in order to determine the Status and Exception Type. Based on the Status and Exception Type you will then need to determine the best corrective action. Let's see how this is done.

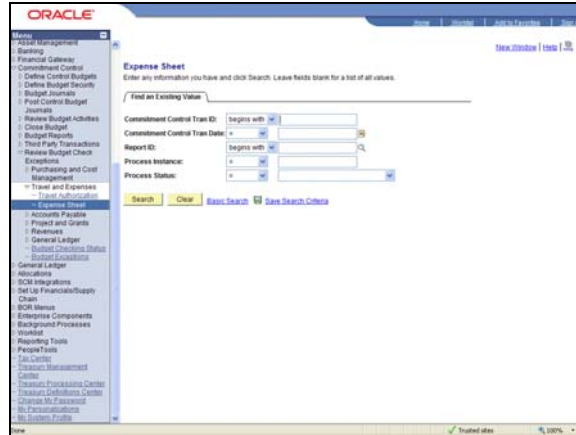


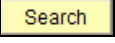

Step	Action
1.	Click on the <b>Vertical</b> scrollbar to navigate to <b>Commitment Control</b> .
2.	Click the <b>Commitment Control</b> link. 

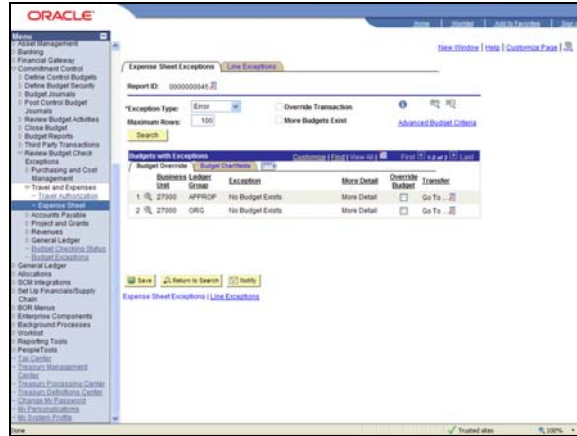



Step	Action
3.	Click the <b>Review Budget Check Exceptions</b> link.
4.	Click on the <b>Travel and Expenses</b> link.

Step	Action
5.	Click on the <b>Expense Sheet</b> link.



Step	Action
6.	Enter more search criteria or press <b>Search</b> to review budget exceptions. Click the <b>Search</b> button. 
7.	<p>If a transaction has a process status of <b>Warning</b>, it has been posted to commitment control and the transaction requires no further action.</p> <p>If a transaction has a process status of <b>In Process</b>, the transaction is stuck and will be ignored by the budget checking process. Users must use the online Reset process to change the process status back to None.</p> <p>If a transaction has a process status of <b>Error</b>, the transaction has failed budget checking and must be corrected before it will post to commitment control ledgers and the general ledger.</p>
8.	Click an entry in the <b>Report ID</b> column. 



Step	Action
9.	To view the ChartField combinations that failed budget check, click the <b>Show all columns</b> button. 
10.	<b>Decision:</b> Please select the type of budget exception <ul style="list-style-type: none"> <li>• Exceeds Control Budget Go to step 11 on page 12</li> <li>• No Budget Exists Go to step 13 on page 13</li> <li>• Exceeds Non-Cntrl Budget Go to step 15 on page 14</li> <li>• Budget is Closed Go to step 17 on page 15</li> <li>• Budget Date Out of Bounds Go to step 19 on page 16</li> </ul>
11.	<b>Exceeds Control Budget</b> means there isn't sufficient funding to allow a transaction to post to commitment control. In most instances, this means the APPROP or one of the project ledgers are under funded. The most common corrective actions are to: <ol style="list-style-type: none"> <li>1) Perform and budget transfer and increase the funding.</li> <li>2) Spread the charges over multiple budget year by changing the budget date.</li> <li>3) Override the Budget (security dependent).</li> <li>4) Change ChartField strings to charge another cost center.</li> </ol>

Step	Action
12.	<p><b>Topic Summary</b>            Congratulations. You have just completed the <b>Reviewing Budget Check Exceptions – Expense Reports</b> topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> <li>- Budget Exceptions can have three possible Process Statuses: Warning, In Process, and Error.</li> <li>- A Process Status of Warning means that the transaction will continue to process and the control budget will be updated by the transaction amount.</li> <li>- A Process Status of In Process means that the transaction is stuck and must be reset.</li> <li>- A Process Status of Error means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made.</li> <li>- The five most common Budget Exception errors are: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed and Budget Date out of Bounds</li> <li>- Exceeds Control Budget means that there is insufficient funds for the given ChartField combination</li> <li>- No Budget Exists means that there is no posted budget for the given ChartField combination.</li> <li>- Exceeds Non-Control Budget means that there was insufficient budget for the given ChartField combination however, the ledger definition is set to solely track transactions</li> <li>- Budget is Closed means that the Budget Period for the given transaction is closed</li> <li>- Budget Date Out of Bounds means that the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger control ChartField definition.</li> </ul> <p><b>End of Procedure.</b> Remaining steps apply to other paths.</p>
13.	<p><b>No Budget Exists</b> errors occur when the ChartField / budget year combination does not exist in commitment control. The most common corrective actions are to:</p> <ol style="list-style-type: none"> <li>1) Create a budget adjustment to include the new budget ChartField combination.</li> <li>2) Change ChartField strings to charge another cost center.</li> </ol> <p>Note: This error must be corrected and cannot be overridden.</p>

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15.	<p><b>Exceeds Non Control Budget</b> errors occur when a ChartField combination is under funded on a ledger set to track. Users will typically get this error on the Revenue Estimate and Organization ledger groups. This message is a warning and requires no corrective action.</p>

Step	Action
16.	<p>Congratulations. You have just completed the <b>Reviewing Budget Check Exceptions – Expense Reports</b> topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> <li>- Budget Exceptions can have three possible Process Statuses: Warning, In Process, and Error.</li> <li>- A Process Status of Warning means that the transaction will continue to process and the control budget will be updated by the transaction amount.</li> <li>- A Process Status of In Process means that the transaction is stuck and must be reset.</li> <li>- A Process Status of Error means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made.</li> <li>- The five most common Budget Exception errors are: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed and Budget Date out of Bounds.</li> <li>- Exceeds Control Budget means that there is insufficient funds for the given ChartField combination.</li> <li>- No Budget Exists means that there is no posted budget for the given ChartField combination.</li> <li>- Exceeds Non-Control Budget means that there was insufficient budget for the given ChartField combination. However, the ledger definition is set to solely track transactions.</li> <li>- Budget is Closed means that the Budget Period for the given transaction is closed.</li> <li>- Budget Date Out of Bounds means that the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger control ChartField definition.</li> </ul> <p><b>End of Procedure.</b> Remaining steps apply to other paths.</p>
17.	<p><b>Budget is Closed</b> occurs when a ChartField value or string is set to close via budget attributes or the ledger control ChartField definition. Most likely, the error will occur on a project / grant definition when spending occurs outside of the sponsor's start and end date. To correct the issue perform one of the following tasks:</p> <ol style="list-style-type: none"> <li>1) Change the ending date of the project (in adherence with the sponsor's agreement) and run the project sync process.</li> <li>2) Change the budget date on the transaction (security dependent).</li> <li>3) Change another ChartField string.</li> </ol>

Step	Action
18.	<p>Congratulations. You have just completed the <b>Reviewing Budget Check Exceptions – Expense Reports</b> topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> <li>- Budget Exceptions can have three possible Process Statuses: Warning, In Process, and Error.</li> <li>- A Process Status of Warning means that the transaction will continue to process and the control budget will be updated by the transaction amount.</li> <li>- A Process Status of In Process means that the transaction is stuck and must be reset.</li> <li>- A Process Status of Error means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made.</li> <li>- The five most common Budget Exception errors are: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed and Budget Date out of Bounds.</li> <li>- Exceeds Control Budget means that there is insufficient funds for the given ChartField combination.</li> <li>- No Budget Exists means that there is no posted budget for the given ChartField combination.</li> <li>- Exceeds Non-Control Budget means that there was insufficient budget for the given ChartField combination. However, the ledger definition is set to solely track transactions.</li> <li>- Budget is Closed means that the Budget Period for the given transaction is closed.</li> <li>- Budget Date Out of Bounds means that the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger control ChartField definition.</li> </ul> <p><b>End of Procedure.</b> Remaining steps apply to other paths.</p>
19.	<p><b>Budget Date Out of Bounds</b> occurs when 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 will occur on a project / grant definition when spending occurs outside of the sponsor's start and end date. To correct the issue perform one of the following tasks:</p> <ol style="list-style-type: none"> <li>1) Change the ending date of the project (in adherence with the sponsor's agreement) and run the project sync process.</li> <li>2) Change the budget date on the transaction (security dependent).</li> <li>3) Charge another ChartField string.</li> </ol>

Step	Action
20.	<p>Congratulations. You have just completed the <b>Reviewing Budget Check Exceptions – Expense Reports</b> topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> <li>- Budget Exceptions can have three possible Process Statuses: Warning, In Process, and Error.</li> <li>- A Process Status of Warning means that the transaction will continue to process and the control budget will be updated by the transaction amount.</li> <li>- A Process Status of In Process means that the transaction is stuck and must be reset.</li> <li>- A Process Status of Error means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made.</li> <li>- The five most common Budget Exception errors are: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed and Budget Date out of Bounds.</li> <li>- Exceeds Control Budget means that there is insufficient funds for the given ChartField combination.</li> <li>- No Budget Exists means that there is no posted budget for the given ChartField combination.</li> <li>- Exceeds Non-Control Budget means that there was insufficient budget for the given ChartField combination. However, the ledger definition is set to solely track transactions.</li> <li>- Budget is Closed means that the Budget Period for the given transaction is closed.</li> <li>- Budget Date Out of Bounds means that the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger control ChartField definition.</li> </ul> <p><b>End of Procedure.</b></p>

### **KK.050.003- Reviewing Budget Check Exceptions-Travel Auth.**

This topic demonstrates the procedure for reviewing budget checking exceptions for Travel Authorizations. In addition, the most common budget check exceptions and suggested corrective actions will be covered.

#### **Topic Objectives:**

Upon completion of this topic, you will be able to:

- Search for Travel Authorization exceptions.
- Identify the three different budget exception Process Statuses.
- Identify the five most common budget exception errors.
- Identify the best corrective action for each different budget exception error.

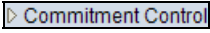
### **Procedure**

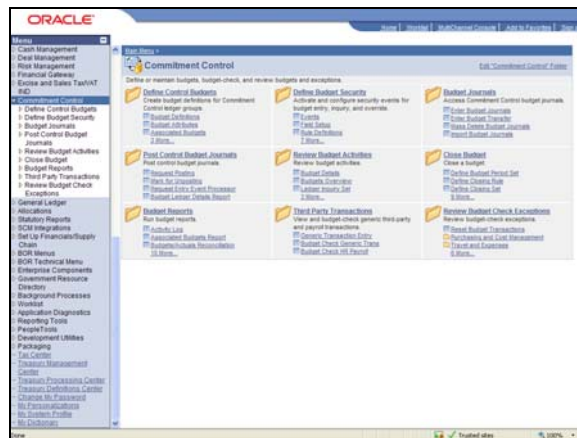
# Training Guide

## Commitment Control - Budget Check Exceptions

For this topic, imagine you need to search for Travel Authorization ID # 000000016 in order to determine the Status and Exception Type. Based on the Status and Exception Type you will then need to determine the best corrective action. Let's see how this is done.

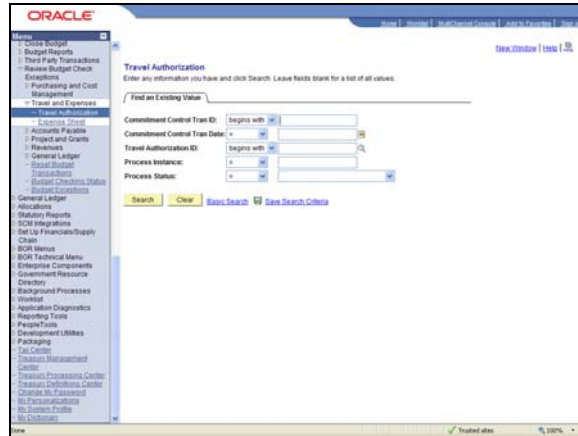


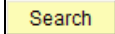

Step	Action
1.	Click on the <b>Vertical</b> scrollbar to navigate to <b>Commitment Control</b> .
2.	Click the <b>Commitment Control</b> link. 

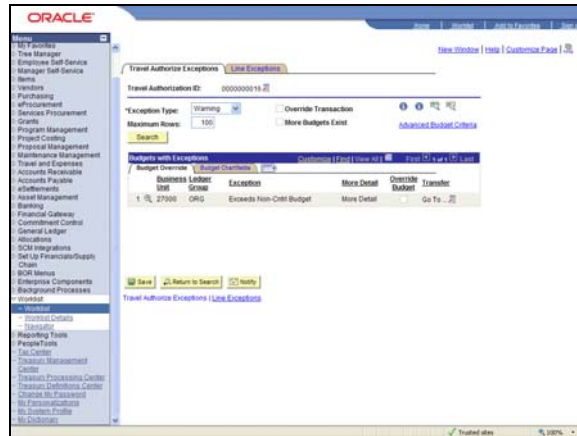



Step	Action
3.	Click the <b>Review Budget Check Exceptions</b> link.
4.	Click on the <b>Travel and Expenses</b> link.

Step	Action
5.	Click on the <b>Travel Authorization</b> link. 



Step	Action
6.	Enter more search criteria or press <b>Search</b> to review budget exceptions. Click the <b>Search</b> button. 
7.	<p>If a transaction has a process status of warning, it has been <b>Posted</b> to commitment control and the transaction requires no further action.</p> <p>If a transaction has a process status of <b>In Process</b>, the transaction is stuck and will be ignored by the budget checking process. Users must use the online Reset process to change the process status back to None.</p> <p>If a transaction has a process status of <b>Error</b>, the transaction has failed budget checking and must be corrected before it will post to commitment control ledgers and the general ledger.</p>
8.	Click an entry in the <b>Travel Authorization</b> column. 



Step	Action
9.	
10.	<p><b>Decision:</b> Please select the type of budget exception</p> <ul style="list-style-type: none"> <li>Exceeds Control Budget Go to step 11 on page 20</li> <li>No Budget Exists Go to step 13 on page 21</li> <li>Exceeds Non-Cntrl Budget Go to step 15 on page 22</li> <li>Budget is Closed Go to step 17 on page 23</li> <li>Budget Date Out of Bounds Go to step 19 on page 24</li> </ul>
11.	<p><b>Exceeds Control Budget</b> means there isn't sufficient funding to allow a transaction to post to commitment control. In most instances, this means the APPROP or one of the project ledgers are under funded. The most common corrective actions are to:</p> <ol style="list-style-type: none"> <li>1) Perform and budget transfer and increase the funding.</li> <li>2) Spread the charges over multiple budget year by changing the budget date.</li> <li>3) Override the Budget (security dependent).</li> <li>4) Change chartfield strings to charge another cost center.</li> </ol>

Step	Action
12.	<p>Congratulations. You have just completed the <b>Reviewing Budget Check Exceptions – Travel Authorizations</b> topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> <li>- Budget Exceptions can have three possible Process Statuses: Warning, In Process, and Error.</li> <li>- A Process Status of Warning means that the transaction will continue to process and the control budget will be updated by the transaction amount.</li> <li>- A Process Status of In Process means that the transaction is stuck and must be reset.</li> <li>- A Process Status of Error means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made.</li> <li>- The five most common Budget Exception errors are: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed and Budget Date out of Bounds.</li> <li>- Exceeds Control Budget means that there is insufficient funds for the given ChartField combination.</li> <li>- No Budget Exists means that there is no posted budget for the given ChartField combination.</li> <li>- Exceeds Non-Control Budget means that there was insufficient budget for the given ChartField combination. However, the ledger definition is set to solely track transactions.</li> <li>- Budget is Closed means that the Budget Period for the given transaction is closed.</li> <li>- Budget Date Out of Bounds means that the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger control ChartField definition.</li> </ul> <p><b>End of Procedure.</b> Remaining steps apply to other paths.</p>
13.	<p><b>No Budget Exists</b> errors occur when the chartfield / budget year combination does not exist in commitment control. The most common corrective actions are to:</p> <ol style="list-style-type: none"> <li>1) Create a budget adjustment to include the new budget chartfield combination.</li> <li>2) Change chartfield strings to charge another cost center.</li> </ol> <p>Note: This error must be corrected and cannot be overridden.</p>

Step	Action
14.	<p>Congratulations. You have just completed the <b>Reviewing Budget Check Exceptions – Travel Authorizations</b> topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> <li>- Budget Exceptions can have three possible Process Statuses: Warning, In Process, and Error.</li> <li>- A Process Status of Warning means that the transaction will continue to process and the control budget will be updated by the transaction amount.</li> <li>- A Process Status of In Process means that the transaction is stuck and must be reset.</li> <li>- A Process Status of Error means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made.</li> <li>- The five most common Budget Exception errors are: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed and Budget Date out of Bounds.</li> <li>- Exceeds Control Budget means that there is insufficient funds for the given ChartField combination.</li> <li>- No Budget Exists means that there is no posted budget for the given ChartField combination.</li> <li>- Exceeds Non-Control Budget means that there was insufficient budget for the given ChartField combination. However, the ledger definition is set to solely track transactions.</li> <li>- Budget is Closed means that the Budget Period for the given transaction is closed.</li> <li>- Budget Date Out of Bounds means that the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger control ChartField definition.</li> </ul> <p><b>End of Procedure.</b> Remaining steps apply to other paths.</p>
15.	<p><b>Exceeds Non-Control budget</b> errors occur when a chartfield combination is under funded on a ledger set to track. Users will typically get this error on the Revenue Estimate and Organization ledger groups. This message is a warning and requires no corrective action.</p>

Step	Action
16.	<p>Congratulations. You have just completed the <b>Reviewing Budget Check Exceptions – Travel Authorizations</b> topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> <li>- Budget Exceptions can have three possible Process Statuses: Warning, In Process, and Error.</li> <li>- A Process Status of Warning means that the transaction will continue to process and the control budget will be updated by the transaction amount.</li> <li>- A Process Status of In Process means that the transaction is stuck and must be reset.</li> <li>- A Process Status of Error means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made.</li> <li>- The five most common Budget Exception errors are: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed and Budget Date out of Bounds.</li> <li>- Exceeds Control Budget means that there is insufficient funds for the given ChartField combination.</li> <li>- No Budget Exists means that there is no posted budget for the given ChartField combination.</li> <li>- Exceeds Non-Control Budget means that there was insufficient budget for the given ChartField combination. However, the ledger definition is set to solely track transactions.</li> <li>- Budget is Closed means that the Budget Period for the given transaction is closed.</li> <li>- Budget Date Out of Bounds means that the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger control ChartField definition.</li> </ul> <p><b>End of Procedure.</b> Remaining steps apply to other paths.</p>
17.	<p><b>Budget is Closed</b> occurs when a chartfield value or string is set to close via budget attributes or the ledger control chartfield definition. Most likely, the error will occur on a project / grant definition when spending occurs outside of the sponsor's start and end date. To correct the issue perform one of the following tasks:</p> <ol style="list-style-type: none"> <li>1) Change the ending date of the project (in adherence with the sponsor's agreement) and run the project sync process.</li> <li>2) Change the budget date on the transaction (security dependent).</li> <li>3) Change another chartfield string.</li> </ol>

Step	Action
18.	<p>Congratulations. You have just completed the <b>Reviewing Budget Check Exceptions – Travel Authorizations</b> topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> <li>- Budget Exceptions can have three possible Process Statuses: Warning, In Process, and Error.</li> <li>- A Process Status of Warning means that the transaction will continue to process and the control budget will be updated by the transaction amount.</li> <li>- A Process Status of In Process means that the transaction is stuck and must be reset.</li> <li>- A Process Status of Error means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made.</li> <li>- The five most common Budget Exception errors are: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed and Budget Date out of Bounds.</li> <li>- Exceeds Control Budget means that there is insufficient funds for the given ChartField combination.</li> <li>- No Budget Exists means that there is no posted budget for the given ChartField combination.</li> <li>- Exceeds Non-Control Budget means that there was insufficient budget for the given ChartField combination. However, the ledger definition is set to solely track transactions.</li> <li>- Budget is Closed means that the Budget Period for the given transaction is closed.</li> <li>- Budget Date Out of Bounds means that the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger control ChartField definition.</li> </ul> <p><b>End of Procedure.</b> Remaining steps apply to other paths.</p>
19.	<p><b>Budget Date Out of Bounds</b> occurs when 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 will occur on a project / grant definition when spending occurs outside of the sponsor's start and end date. To correct the issue perform one of the following tasks:</p> <ol style="list-style-type: none"> <li>1) Change the ending date of the project (in adherence with the sponsor's agreement) and run the project sync process.</li> <li>2) Change the budget date on the transaction (security dependent).</li> <li>3) Charge another chartfield string.</li> </ol>

Step	Action
20.	<p>Congratulations. You have just completed the <b>Reviewing Budget Check Exceptions – Travel Authorizations</b> topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> <li>- Budget Exceptions can have three possible Process Statuses: Warning, In Process, and Error.</li> <li>- A Process Status of Warning means that the transaction will continue to process and the control budget will be updated by the transaction amount.</li> <li>- A Process Status of In Process means that the transaction is stuck and must be reset.</li> <li>- A Process Status of Error means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made.</li> <li>- The five most common Budget Exception errors are: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed and Budget Date out of Bounds.</li> <li>- Exceeds Control Budget means that there is insufficient funds for the given ChartField combination.</li> <li>- No Budget Exists means that there is no posted budget for the given ChartField combination.</li> <li>- Exceeds Non-Control Budget means that there was insufficient budget for the given ChartField combination. However, the ledger definition is set to solely track transactions.</li> <li>- Budget is Closed means that the Budget Period for the given transaction is closed.</li> <li>- Budget Date Out of Bounds means that the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger control ChartField definition.</li> </ul> <p><b>End of Procedure.</b></p>

### **KK.050.005- Reviewing Budget Check Exceptions-Purchase Orders**

This topic demonstrates the procedure for reviewing budget checking exceptions for Purchase Orders. In addition, the most common budget check exceptions and suggested corrective actions will be covered.

#### **Topic Objectives:**

Upon completion of this topic, you will be able to:

- Search for Purchase Order exceptions.
- Identify the three different budget exception Process Statuses.
- Identify the five most common budget exception errors.
- Identify the best corrective action for each different budget exception error.

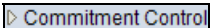
### **Procedure**

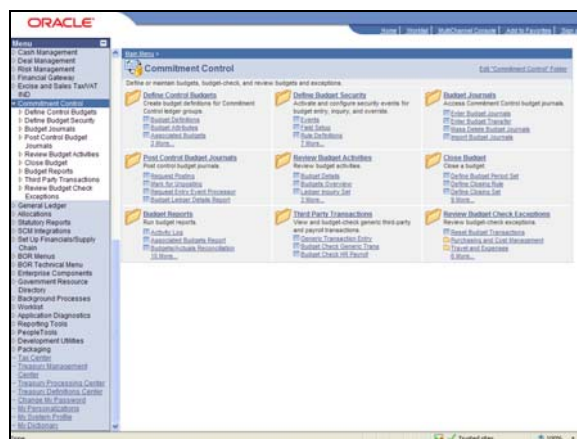
# Training Guide

## Commitment Control - Budget Check Exceptions

For this topic, imagine you need to search for Purchase Order ID # 0000019162 in order to determine the Status and Exception Type. Based on the Status and Exception Type you will then need to determine the best corrective action. Let's see how this is done.

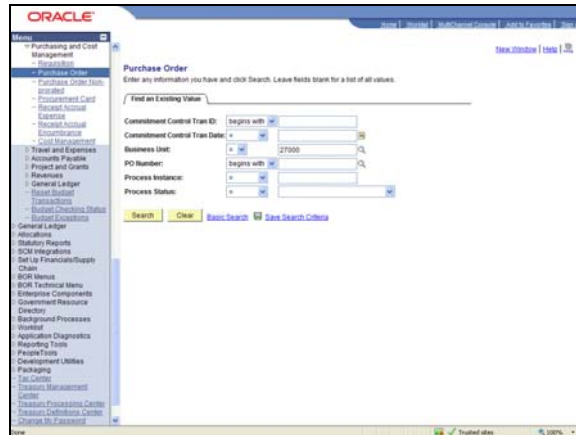


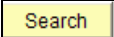

Step	Action
1.	Click on the <b>Vertical</b> scrollbar to navigate to <b>Commitment Control</b> .
2.	Click the <b>Commitment Control</b> link. 

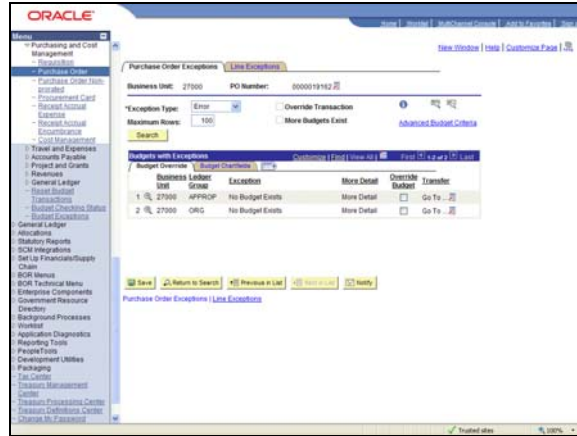



Step	Action
3.	Click the <b>Review Budget Check Exceptions</b> link.
4.	Click on the <b>Purchasing and Cost Management</b> link.

Step	Action
5.	Click on the <b>Purchase Order</b> link.



Step	Action
6.	Enter more search criteria or press <b>Search</b> to review budget exceptions. Click the <b>Search</b> button. 
7.	<p>If a transaction has a process status of warning, it has been <b>Posted</b> to commitment control and the transaction requires no further action.</p> <p>If a transaction has a process status of <b>In Process</b>, the transaction is stuck and will be ignored by the budget checking process. Users must use the online Reset process to change the process status back to None.</p> <p>If a transaction has a process status of <b>Error</b>, the transaction has failed budget checking and must be corrected before it will post to commitment control ledgers and the general ledger.</p>
8.	Click an entry in the <b>PO Number</b> column. 



Step	Action
9.	To view the chartfield combinations that failed budget check, click the <b>Show all columns</b> button. 
10.	<p><b>Decision:</b> Please select the type of budget exception</p> <ul style="list-style-type: none"> <li>Exceeds Control Budget Go to step 11 on page 28</li> <li>No Budget Exists Go to step 13 on page 29</li> <li>Exceeds Non-Cntrl Budget Go to step 15 on page 30</li> <li>Budget is Closed Go to step 17 on page 31</li> <li>Budget Date Out of Bounds Go to step 19 on page 32</li> </ul>
11.	<p><b>Exceeds Control Budget</b> means there isn't sufficient funding to allow a transaction to post to commitment control. In most instances, this means the APPROP or one of the project ledgers are under funded. The most common corrective actions are to:</p> <ol style="list-style-type: none"> <li>1) Perform and budget transfer and increase the funding.</li> <li>2) Spread the charges over multiple budget year by changing the budget date.</li> <li>3) Override the Budget (security dependent).</li> <li>4) Change chartfield strings to charge another cost center.</li> </ol>

Step	Action
12.	<p>Congratulations. You have just completed the <b>Reviewing Budget Purchase Orders</b> topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> <li>- Budget Exceptions can have three possible Process Statuses: Warning, In Process, and Error.</li> <li>- A Process Status of Warning means that the transaction will continue to process and the control budget will be updated by the transaction amount.</li> <li>- A Process Status of In Process means that the transaction is stuck and must be reset.</li> <li>- A Process Status of Error means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made.</li> <li>- The five most common Budget Exception errors are: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed and Budget Date out of Bounds.</li> <li>- Exceeds Control Budget means that there is insufficient funds for the given ChartField combination.</li> <li>- No Budget Exists means that there is no posted budget for the given ChartField combination.</li> <li>- Exceeds Non-Control Budget means that there was insufficient budget for the given ChartField combination. However, the ledger definition is set to solely track transactions.</li> <li>- Budget is Closed means that the Budget Period for the given transaction is closed.</li> <li>- Budget Date Out of Bounds means that the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger control ChartField definition.</li> </ul> <p><b>End of Procedure.</b> Remaining steps apply to other paths.</p>
13.	<p><b>No Budget Exists</b> errors occur when the chartfield / budget year combination does not exist in commitment control. The most common corrective actions are to:</p> <ol style="list-style-type: none"> <li>1) Create a budget adjustment to include the new budget chartfield combination.</li> <li>2) Change chartfield strings to charge another cost center.</li> </ol> <p>Note: This error must be corrected and cannot be overridden.</p>

# Training Guide

## Commitment Control - Budget Check Exceptions



Step	Action
14.	<p>Congratulations. You have just completed the <b>Reviewing Budget Purchase Orders</b> topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> <li>- Budget Exceptions can have three possible Process Statuses: Warning, In Process, and Error.</li> <li>- A Process Status of Warning means that the transaction will continue to process and the control budget will be updated by the transaction amount.</li> <li>- A Process Status of In Process means that the transaction is stuck and must be reset.</li> <li>- A Process Status of Error means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made.</li> <li>- The five most common Budget Exception errors are: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed and Budget Date out of Bounds.</li> <li>- Exceeds Control Budget means that there is insufficient funds for the given ChartField combination.</li> <li>- No Budget Exists means that there is no posted budget for the given ChartField combination.</li> <li>- Exceeds Non-Control Budget means that there was insufficient budget for the given ChartField combination. However, the ledger definition is set to solely track transactions.</li> <li>- Budget is Closed means that the Budget Period for the given transaction is closed.</li> <li>- Budget Date Out of Bounds means that the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger control ChartField definition.</li> </ul> <p><b>End of Procedure.</b> Remaining steps apply to other paths.</p>
15.	<p><b>Exceeds Non-Control Budget</b> errors occur when a chartfield combination is under funded on a ledger set to track. Users will typically get this error on the Revenue Estimate and Organization ledger groups. This message is a warning and requires no corrective action.</p>

Step	Action
16.	<p>Congratulations. You have just completed the <b>Reviewing Budget Purchase Orders</b> topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> <li>- Budget Exceptions can have three possible Process Statuses: Warning, In Process, and Error.</li> <li>- A Process Status of Warning means that the transaction will continue to process and the control budget will be updated by the transaction amount.</li> <li>- A Process Status of In Process means that the transaction is stuck and must be reset.</li> <li>- A Process Status of Error means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made.</li> <li>- The five most common Budget Exception errors are: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed and Budget Date out of Bounds.</li> <li>- Exceeds Control Budget means that there is insufficient funds for the given ChartField combination.</li> <li>- No Budget Exists means that there is no posted budget for the given ChartField combination.</li> <li>- Exceeds Non-Control Budget means that there was insufficient budget for the given ChartField combination. However, the ledger definition is set to solely track transactions.</li> <li>- Budget is Closed means that the Budget Period for the given transaction is closed.</li> <li>- Budget Date Out of Bounds means that the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger control ChartField definition.</li> </ul> <p><b>End of Procedure.</b> Remaining steps apply to other paths.</p>
17.	<p><b>Budget is Closed</b> occurs when a chartfield value or string is set to close via budget attributes or the ledger control chartfield definition. Most likely, the error will occur on a project / grant definition when spending occurs outside of the sponsor's start and end date. To correct the issue perform one of the following tasks:</p> <ol style="list-style-type: none"> <li>1) Change the ending date of the project (in adherence with the sponsor's agreement) and run the project sync process.</li> <li>2) Change the budget date on the transaction (security dependent).</li> <li>3) Change another chartfield string.</li> </ol>

Step	Action
18.	<p>Congratulations. You have just completed the <b>Reviewing Budget Purchase Orders</b> topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> <li>- Budget Exceptions can have three possible Process Statuses: Warning, In Process, and Error.</li> <li>- A Process Status of Warning means that the transaction will continue to process and the control budget will be updated by the transaction amount.</li> <li>- A Process Status of In Process means that the transaction is stuck and must be reset.</li> <li>- A Process Status of Error means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made.</li> <li>- The five most common Budget Exception errors are: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed and Budget Date out of Bounds.</li> <li>- Exceeds Control Budget means that there is insufficient funds for the given ChartField combination.</li> <li>- No Budget Exists means that there is no posted budget for the given ChartField combination.</li> <li>- Exceeds Non-Control Budget means that there was insufficient budget for the given ChartField combination. However, the ledger definition is set to solely track transactions.</li> <li>- Budget is Closed means that the Budget Period for the given transaction is closed.</li> <li>- Budget Date Out of Bounds means that the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger control ChartField definition.</li> </ul> <p><b>End of Procedure.</b> Remaining steps apply to other paths.</p>
19.	<p><b>Budget Date Out of Bounds</b> occurs when 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 will occur on a project / grant definition when spending occurs outside of the sponsor's start and end date. To correct the issue perform one of the following tasks:</p> <ol style="list-style-type: none"> <li>1) Change the ending date of the project (in adherence with the sponsor's agreement) and run the project sync process.</li> <li>2) Change the budget date on the transaction (security dependent).</li> <li>3) Charge another chartfield string.</li> </ol>

Step	Action
20.	<p>Congratulations. You have just completed the <b>Reviewing Budget Purchase Orders</b> topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> <li>- Budget Exceptions can have three possible Process Statuses: Warning, In Process, and Error.</li> <li>- A Process Status of Warning means that the transaction will continue to process and the control budget will be updated by the transaction amount.</li> <li>- A Process Status of In Process means that the transaction is stuck and must be reset.</li> <li>- A Process Status of Error means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made.</li> <li>- The five most common Budget Exception errors are: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed and Budget Date out of Bounds.</li> <li>- Exceeds Control Budget means that there is insufficient funds for the given ChartField combination.</li> <li>- No Budget Exists means that there is no posted budget for the given ChartField combination.</li> <li>- Exceeds Non-Control Budget means that there was insufficient budget for the given ChartField combination. However, the ledger definition is set to solely track transactions.</li> <li>- Budget is Closed means that the Budget Period for the given transaction is closed.</li> <li>- Budget Date Out of Bounds means that the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger control ChartField definition.</li> </ul> <p><b>End of Procedure.</b></p>

### **KK.050.006- Reviewing Budget Check Exceptions-Vouchers**

This topic demonstrates the procedure for reviewing budget checking exceptions for Vouchers. In addition, the most common budget check exceptions and suggested corrective actions will be covered.

**Topic Objectives:**

Upon completion of this topic, you will be able to:

- Search for Voucher exceptions.
- Identify the three different budget exception Process Statuses.
- Identify the five most common budget exception errors.
- Identify the best corrective action for each different budget exception error.

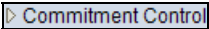
### **Procedure**

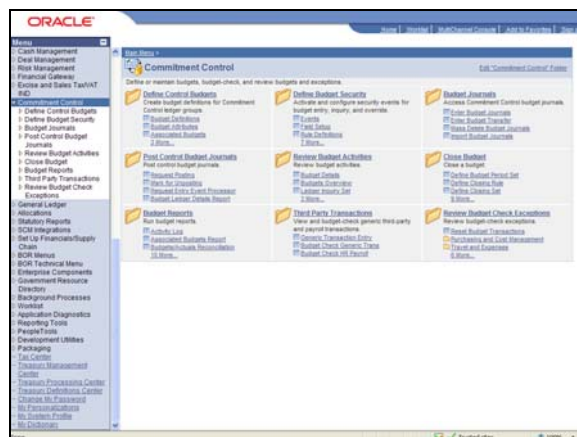
For this topic, imagine you need to search for Voucher ID # 0000095546 in order to determine the Status and Exception Type. Based on the Status and Exception Type you will then need to determine the best corrective action. Let's see how this is done.

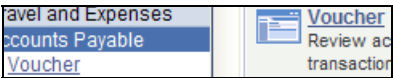
# Training Guide

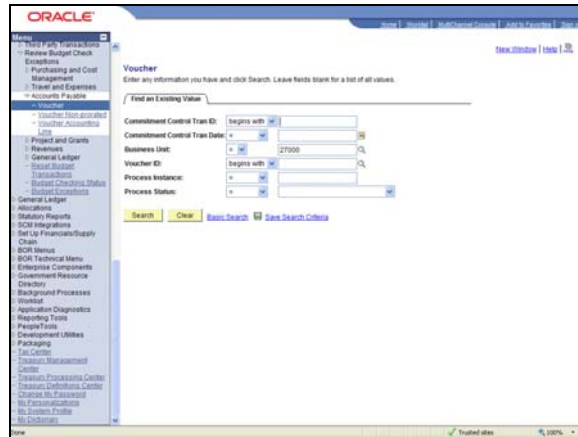
## Commitment Control - Budget Check Exceptions



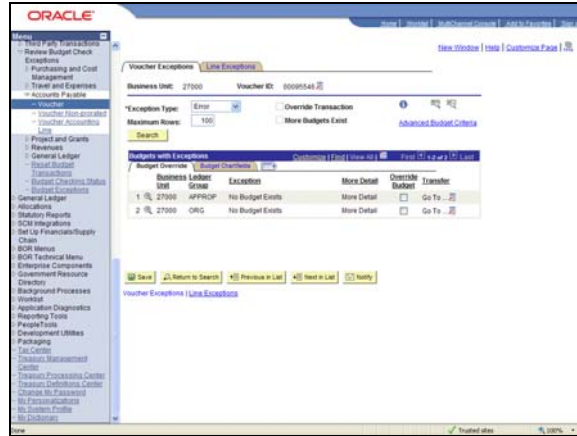
Step	Action
1.	Click on the <b>Vertical</b> scrollbar to navigate to <b>Commitment Control</b> .
2.	Click the <b>Commitment Control</b> link. 




Step	Action
3.	Click the <b>Review Budget Check Exceptions</b> link.
4.	Click the <b>Accounts Payable</b> link.
5.	Click the <b>Voucher</b> link. 



Step	Action
6.	<p>Enter more search criteria or press <b>Search</b> to review budget exceptions. Click the <b>Search</b> button.</p> <p><input type="button" value="Search"/></p>
7.	<p>If a transaction has a process status of warning, it has been <b>Posted</b> to commitment control and the transaction requires no further action.</p> <p>If a transaction has a process status of <b>In Process</b>, the transaction is stuck and will be ignored by the budget checking process. Users must use the online Reset process to change the process status back to None.</p> <p>If a transaction has a process status of <b>Error</b>, the transaction has failed budget checking and must be corrected before it will post to commitment control ledgers and the general ledger.</p>
8.	<p>Click an entry in the <b>Voucher ID</b> column.</p> <p><input type="text" value="00095546"/></p>



Step	Action
9.	To view the chartfield combinations that failed budget check, click the <b>Show all columns</b> button. 
10.	<b>Decision:</b> Please select the type of budget exception <ul style="list-style-type: none"> <li>Exceeds Control Budget Go to step 11 on page 36</li> <li>No Budget Exists Go to step 13 on page 37</li> <li>Exceeds Non-Cntrl Budget Go to step 15 on page 38</li> <li>Budget is Closed Go to step 17 on page 39</li> <li>Budget Date Out of Bounds Go to step 19 on page 40</li> </ul>
11.	<b>Exceeds Control Budget</b> means there isn't sufficient funding to allow a transaction to post to commitment control. In most instances, this means the APPROP or one of the project ledgers are under funded. The most common corrective actions are to: <ol style="list-style-type: none"> <li>1) Perform and budget transfer and increase the funding.</li> <li>2) Spread the charges over multiple budget year by changing the budget date.</li> <li>3) Override the Budget (security dependent).</li> <li>4) Change chartfield strings to charge another cost center.</li> </ol>

Step	Action
12.	<p>Congratulations. You have just completed the <b>Reviewing Budget Check Exceptions – Vouchers</b> topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> <li>- Budget Exceptions can have three possible Process Statuses: Warning, In Process, and Error.</li> <li>- A Process Status of Warning means that the transaction will continue to process and the control budget will be updated by the transaction amount.</li> <li>- A Process Status of In Process means that the transaction is stuck and must be reset.</li> <li>- A Process Status of Error means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made.</li> <li>- The five most common Budget Exception errors are: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed and Budget Date out of Bounds.</li> <li>- Exceeds Control Budget means that there is insufficient funds for the given ChartField combination.</li> <li>- No Budget Exists means that there is no posted budget for the given ChartField combination.</li> <li>- Exceeds Non-Control Budget means that there was insufficient budget for the given ChartField combination. However, the ledger definition is set to solely track transactions.</li> <li>- Budget is Closed means that the Budget Period for the given transaction is closed.</li> <li>- Budget Date Out of Bounds means that the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger control ChartField definition.</li> </ul> <p><b>End of Procedure.</b> Remaining steps apply to other paths.</p>
13.	<p><b>No Budget Exists</b> errors occur when the chartfield / budget year combination does not exist in commitment control. The most common corrective actions are to:</p> <ol style="list-style-type: none"> <li>1) Create a budget adjustment to include the new budget chartfield combination.</li> <li>2) Change chartfield strings to charge another cost center.</li> </ol> <p>Note: This error must be corrected and cannot be overridden.</p>

Step	Action
14.	<p>Congratulations. You have just completed the <b>Reviewing Budget Check Exceptions – Vouchers</b> topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> <li>- Budget Exceptions can have three possible Process Statuses: Warning, In Process, and Error.</li> <li>- A Process Status of Warning means that the transaction will continue to process and the control budget will be updated by the transaction amount.</li> <li>- A Process Status of In Process means that the transaction is stuck and must be reset.</li> <li>- A Process Status of Error means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made.</li> <li>- The five most common Budget Exception errors are: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed and Budget Date out of Bounds.</li> <li>- Exceeds Control Budget means that there is insufficient funds for the given ChartField combination.</li> <li>- No Budget Exists means that there is no posted budget for the given ChartField combination.</li> <li>- Exceeds Non-Control Budget means that there was insufficient budget for the given ChartField combination. However, the ledger definition is set to solely track transactions.</li> <li>- Budget is Closed means that the Budget Period for the given transaction is closed.</li> <li>- Budget Date Out of Bounds means that the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger control ChartField definition.</li> </ul> <p><b>End of Procedure.</b> Remaining steps apply to other paths.</p>
15.	<p><b>Exceeds Non-Control Budget</b> errors occur when a chartfield combination is under funded on a ledger set to track. Users will typically get this error on the Revenue Estimate and Organization ledger groups. This message is a warning and requires no corrective action.</p>

Step	Action
16.	<p>Congratulations. You have just completed the <b>Reviewing Budget Check Exceptions – Vouchers</b> topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> <li>- Budget Exceptions can have three possible Process Statuses: Warning, In Process, and Error.</li> <li>- A Process Status of Warning means that the transaction will continue to process and the control budget will be updated by the transaction amount.</li> <li>- A Process Status of In Process means that the transaction is stuck and must be reset.</li> <li>- A Process Status of Error means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made.</li> <li>- The five most common Budget Exception errors are: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed and Budget Date out of Bounds.</li> <li>- Exceeds Control Budget means that there is insufficient funds for the given ChartField combination.</li> <li>- No Budget Exists means that there is no posted budget for the given ChartField combination.</li> <li>- Exceeds Non-Control Budget means that there was insufficient budget for the given ChartField combination. However, the ledger definition is set to solely track transactions.</li> <li>- Budget is Closed means that the Budget Period for the given transaction is closed.</li> <li>- Budget Date Out of Bounds means that the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger control ChartField definition.</li> </ul> <p><b>End of Procedure.</b> Remaining steps apply to other paths.</p>
17.	<p><b>Budget is Closed</b> occurs when a chartfield value or string is set to close via budget attributes or the ledger control chartfield definition. Most likely, the error will occur on a project / grant definition when spending occurs outside of the sponsor's start and end date. To correct the issue perform one of the following tasks:</p> <ol style="list-style-type: none"> <li>1) Change the ending date of the project (in adherence with the sponsor's agreement) and run the project sync process.</li> <li>2) Change the budget date on the transaction (security dependent)</li> <li>3) Change another chartfield string.</li> </ol>

Step	Action
18.	<p><b>Topic Summary</b>            Congratulations. You have just completed the <b>Reviewing Budget Check Exceptions – Vouchers</b> topic. Below is a summary of the key concepts of this lesson:</p> <ul style="list-style-type: none"> <li>- Budget Exceptions can have three possible Process Statuses: Warning, In Process, and Error</li> <li>- A Process Status of Warning means that the transaction will continue to process and the control budget will be updated by the transaction amount</li> <li>- A Process Status of In Process means that the transaction is stuck and must be reset</li> <li>- A Process Status of Error means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made</li> <li>- The five most common Budget Exception errors are: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed and Budget Date out of Bounds</li> <li>- Exceeds Control Budget means that there is insufficient funds for the given ChartField combination</li> <li>- No Budget Exists means that there is no posted budget for the given ChartField combination</li> <li>- Exceeds Non-Control Budget means that there was insufficient budget for the given ChartField combination however, the ledger definition is set to solely track transactions</li> <li>- Budget is Closed means that the Budget Period for the given transaction is closed</li> <li>- Budget Date Out of Bounds means that the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger control ChartField definition.</li> </ul> <p><b>End of Procedure.</b> Remaining steps apply to other paths.</p>
19.	<p><b>Budget Date Out of Bounds</b> occurs when 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 will occur on a project / grant definition when spending occurs outside of the sponsor's start and end date. To correct the issue perform one of the following tasks:</p> <ol style="list-style-type: none"> <li>1) Change the ending date of the project (in adherence with the sponsor's agreement) and run the project sync process.</li> <li>2) Change the budget date on the transaction (security dependent).</li> <li>3) Charge another chartfield string.</li> </ol>

Step	Action
20.	<p>Congratulations. You have just completed the <b>Reviewing Budget Check Exceptions – Vouchers</b> topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> <li>- Budget Exceptions can have three possible Process Statuses: Warning, In Process, and Error.</li> <li>- A Process Status of Warning means that the transaction will continue to process and the control budget will be updated by the transaction amount.</li> <li>- A Process Status of In Process means that the transaction is stuck and must be reset.</li> <li>- A Process Status of Error means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made.</li> <li>- The five most common Budget Exception errors are: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed and Budget Date out of Bounds.</li> <li>- Exceeds Control Budget means that there is insufficient funds for the given ChartField combination.</li> <li>- No Budget Exists means that there is no posted budget for the given ChartField combination.</li> <li>- Exceeds Non-Control Budget means that there was insufficient budget for the given ChartField combination. However, the ledger definition is set to solely track transactions.</li> <li>- Budget is Closed means that the Budget Period for the given transaction is closed.</li> <li>- Budget Date Out of Bounds means that the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger control ChartField definition.</li> </ul> <p><b>End of Procedure.</b></p>

### **KK.050.007- Reviewing Budget Check Exceptions-Requisitions**

This topic demonstrates the procedure for reviewing budget checking exceptions for Requisitions. In addition, the most common budget check exceptions and suggested corrective actions will be covered.

#### **Topic Objectives:**

Upon completion of this topic, you will be able to:

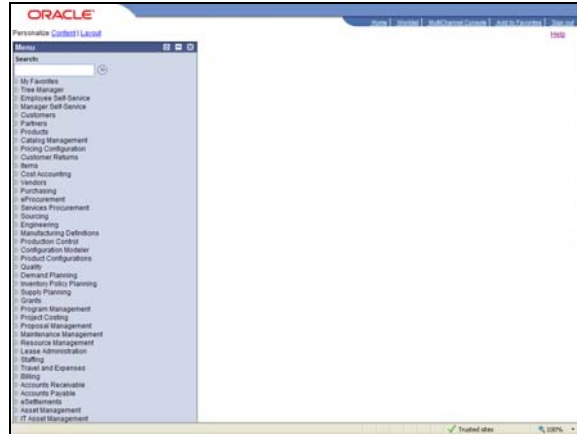
- Search for Requisition exceptions.
- Identify the three different budget exception Process Statuses.
- Identify the five most common budget exception errors.
- Identify the best corrective action for each different budget exception error.

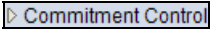
### **Procedure**

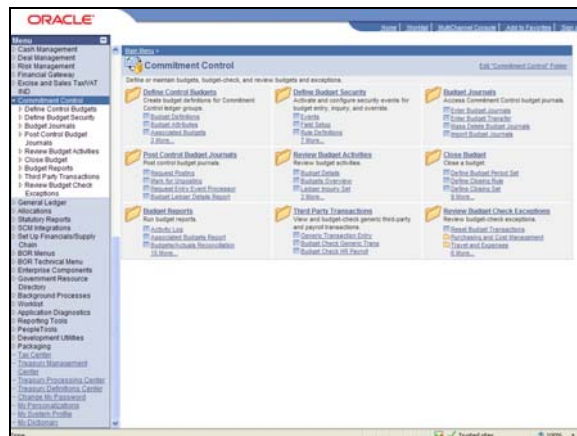
# Training Guide

## Commitment Control - Budget Check Exceptions

For this topic, imagine you need to search for Requisition ID # 0000021298 in order to determine the Status and Exception Type. Based on the Status and Exception Type you will then need to determine the best corrective action. Let's see how this is done.

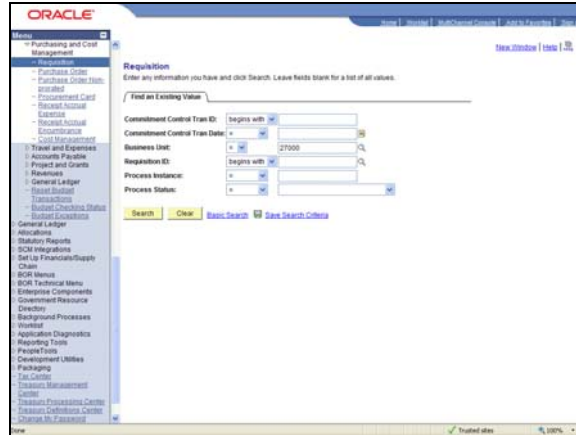


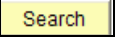
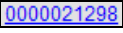
Step	Action
1.	Click on the <b>Vertical</b> scrollbar to navigate to <b>Commitment Control</b> .
2.	Click the <b>Commitment Control</b> link. 

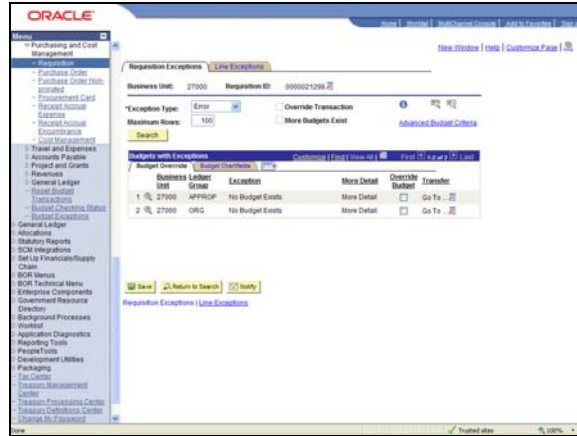



Step	Action
3.	Click the <b>Review Budget Check Exceptions</b> link.
4.	Click the <b>Purchasing and Cost Management</b> link.

Step	Action
5.	Click the <b>Requisition</b> link.



Step	Action
6.	Enter more search criteria or press <b>Search</b> to review budget exceptions. Click the <b>Search</b> button. 
7.	<p>If a transaction has a process status of warning, it has been <b>Posted</b> to commitment control and the transaction requires no further action.</p> <p>If a transaction has a process status of <b>In Process</b>, the transaction is stuck and will be ignored by the budget checking process. Users must use the online Reset process to change the process status back to None.</p> <p>If a transaction has a process status of <b>Error</b>, the transaction has failed budget checking and must be corrected before it will post to commitment control ledgers and the general ledger.</p>
8.	Click an entry in the <b>Requisition ID</b> column. 



Step	Action
9.	To view the chartfield combinations that failed budget check, click the <b>Show all columns</b> button. 
10.	<p><b>Decision:</b> Please select the type of budget exception</p> <ul style="list-style-type: none"> <li>Exceeds Control Budget Go to step 11 on page 44</li> <li>No Budget Exists Go to step 13 on page 45</li> <li>Exceeds Non-Cntrl Budget Go to step 15 on page 46</li> <li>Budget is Closed Go to step 17 on page 47</li> <li>Budget Date Out of Bounds Go to step 19 on page 48</li> </ul>
11.	<p><b>Exceeds Control Budget</b> means there isn't sufficient funding to allow a transaction to post to commitment control. In most instances, this means the APPROP or one of the project ledgers are under funded. The most common corrective actions are to:</p> <ol style="list-style-type: none"> <li>1) Perform and budget transfer and increase the funding.</li> <li>2) Spread the charges over multiple budget year by changing the budget date.</li> <li>3) Override the Budget (security dependent).</li> <li>4) Change chartfield strings to charge another cost center.</li> </ol>

Step	Action
12.	<p>Congratulations. You have just completed the <b>Reviewing Budget Check Exceptions – Requisitions</b> topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> <li>- Budget Exceptions can have three possible Process Statuses: Warning, In Process, and Error.</li> <li>- A Process Status of Warning means that the transaction will continue to process and the control budget will be updated by the transaction amount.</li> <li>- A Process Status of In Process means that the transaction is stuck and must be reset.</li> <li>- A Process Status of Error means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made.</li> <li>- The five most common Budget Exception errors are: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed and Budget Date out of Bounds.</li> <li>- Exceeds Control Budget means that there is insufficient funds for the given ChartField combination.</li> <li>- No Budget Exists means that there is no posted budget for the given ChartField combination.</li> <li>- Exceeds Non-Control Budget means that there was insufficient budget for the given ChartField combination. However, the ledger definition is set to solely track transactions.</li> <li>- Budget is Closed means that the Budget Period for the given transaction is closed.</li> <li>- Budget Date Out of Bounds means that the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger control ChartField definition.</li> </ul> <p><b>End of Procedure.</b> Remaining steps apply to other paths.</p>
13.	<p><b>No Budget Exists</b> errors occur when the chartfield / budget year combination does not exist in commitment control. The most common corrective actions are to:</p> <ol style="list-style-type: none"> <li>1) Create a budget adjustment to include the new budget chartfield combination.</li> <li>2) Change chartfield strings to charge another cost center.</li> </ol> <p>Note: This error must be corrected and cannot be overridden.</p>

Step	Action
14.	<p>Congratulations. You have just completed the <b>Reviewing Budget Check Exceptions – Requisitions</b> topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> <li>- Budget Exceptions can have three possible Process Statuses: Warning, In Process, and Error.</li> <li>- A Process Status of Warning means that the transaction will continue to process and the control budget will be updated by the transaction amount.</li> <li>- A Process Status of In Process means that the transaction is stuck and must be reset.</li> <li>- A Process Status of Error means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made.</li> <li>- The five most common Budget Exception errors are: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed and Budget Date out of Bounds.</li> <li>- Exceeds Control Budget means that there is insufficient funds for the given ChartField combination.</li> <li>- No Budget Exists means that there is no posted budget for the given ChartField combination.</li> <li>- Exceeds Non-Control Budget means that there was insufficient budget for the given ChartField combination. However, the ledger definition is set to solely track transactions.</li> <li>- Budget is Closed means that the Budget Period for the given transaction is closed.</li> <li>- Budget Date Out of Bounds means that the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger control ChartField definition.</li> </ul> <p><b>End of Procedure.</b> Remaining steps apply to other paths.</p>
15.	<p><b>Exceeds Non-Control Budget</b> errors occur when a chartfield combination is under funded on a ledger set to track. Users will typically get this error on the Revenue Estimate and Organization ledger groups. This message is a warning and requires no corrective action.</p>

Step	Action
16.	<p>Congratulations. You have just completed the <b>Reviewing Budget Check Exceptions – Requisitions</b> topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> <li>- Budget Exceptions can have three possible Process Statuses: Warning, In Process, and Error.</li> <li>- A Process Status of Warning means that the transaction will continue to process and the control budget will be updated by the transaction amount.</li> <li>- A Process Status of In Process means that the transaction is stuck and must be reset.</li> <li>- A Process Status of Error means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made.</li> <li>- The five most common Budget Exception errors are: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed and Budget Date out of Bounds.</li> <li>- Exceeds Control Budget means that there is insufficient funds for the given ChartField combination.</li> <li>- No Budget Exists means that there is no posted budget for the given ChartField combination.</li> <li>- Exceeds Non-Control Budget means that there was insufficient budget for the given ChartField combination. However, the ledger definition is set to solely track transactions.</li> <li>- Budget is Closed means that the Budget Period for the given transaction is closed.</li> <li>- Budget Date Out of Bounds means that the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger control ChartField definition.</li> </ul> <p><b>End of Procedure.</b> Remaining steps apply to other paths.</p>
17.	<p><b>Budget is Closed</b> occurs when a chartfield value or string is set to close via budget attributes or the ledger control chartfield definition. Most likely, the error will occur on a project / grant definition when spending occurs outside of the sponsor's start and end date. To correct the issue perform one of the following tasks:</p> <ol style="list-style-type: none"> <li>1) Change the ending date of the project (in adherence with the sponsor's agreement) and run the project sync process.</li> <li>2) Change the budget date on the transaction (security dependent).</li> <li>3) Charge another chartfield string.</li> </ol>

Step	Action
18.	<p>Congratulations. You have just completed the <b>Reviewing Budget Check Exceptions – Requisitions</b> topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> <li>- Budget Exceptions can have three possible Process Statuses: Warning, In Process, and Error.</li> <li>- A Process Status of Warning means that the transaction will continue to process and the control budget will be updated by the transaction amount.</li> <li>- A Process Status of In Process means that the transaction is stuck and must be reset.</li> <li>- A Process Status of Error means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made.</li> <li>- The five most common Budget Exception errors are: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed and Budget Date out of Bounds.</li> <li>- Exceeds Control Budget means that there is insufficient funds for the given ChartField combination.</li> <li>- No Budget Exists means that there is no posted budget for the given ChartField combination.</li> <li>- Exceeds Non-Control Budget means that there was insufficient budget for the given ChartField combination. However, the ledger definition is set to solely track transactions.</li> <li>- Budget is Closed means that the Budget Period for the given transaction is closed.</li> <li>- Budget Date Out of Bounds means that the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger control ChartField definition.</li> </ul> <p><b>End of Procedure.</b> Remaining steps apply to other paths.</p>
19.	<p><b>Budget Date Out of Bounds</b> occurs when 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 will occur on a project / grant definition when spending occurs outside of the sponsor's start and end date. To correct the issue perform one of the following tasks:</p> <ol style="list-style-type: none"> <li>1) Change the ending date of the project (in adherence with the sponsor's agreement) and run the project sync process.</li> <li>2) Change the budget date on the transaction (security dependent).</li> <li>3) Charge another chartfield string.</li> </ol>

Step	Action
20.	<p>Congratulations. You have just completed the <b>Reviewing Budget Check Exceptions – Requisitions</b> topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> <li>- Budget Exceptions can have three possible Process Statuses: Warning, In Process, and Error.</li> <li>- A Process Status of Warning means that the transaction will continue to process and the control budget will be updated by the transaction amount.</li> <li>- A Process Status of In Process means that the transaction is stuck and must be reset.</li> <li>- A Process Status of Error means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made.</li> <li>- The five most common Budget Exception errors are: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed and Budget Date out of Bounds.</li> <li>- Exceeds Control Budget means that there is insufficient funds for the given ChartField combination.</li> <li>- No Budget Exists means that there is no posted budget for the given ChartField combination.</li> <li>- Exceeds Non-Control Budget means that there was insufficient budget for the given ChartField combination. However, the ledger definition is set to solely track transactions.</li> <li>- Budget is Closed means that the Budget Period for the given transaction is closed.</li> <li>- Budget Date Out of Bounds means that the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger control ChartField definition.</li> </ul> <p><b>End of Procedure.</b></p>

### **KK.050.009- Reviewing Budget Check Exceptions-Vchr Acctg Line**

This topic demonstrates the procedure for reviewing budget checking exceptions for Voucher Accounting Lines. In addition, the most common budget check exceptions and suggested corrective actions will be covered.

#### **Topic Objectives:**

Upon completion of this topic, you will be able to:

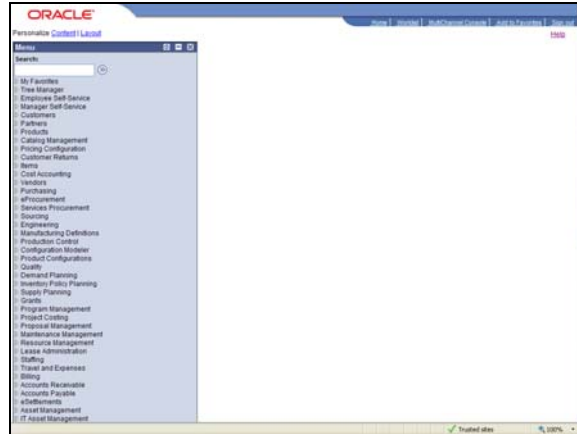
- Search for Voucher Accounting Line exceptions.
- Identify the three different budget exception Process Statuses.
- Identify the five most common budget exception errors.
- Identify the best corrective action for each different budget exception error.

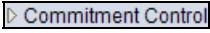
### **Procedure**

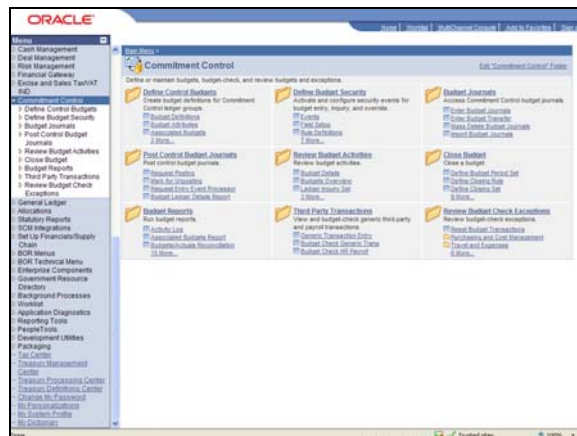
# Training Guide

## Commitment Control - Budget Check Exceptions

For this topic, imagine you need to search for Voucher ID # 0000095546 in order to determine the Status and Exception Type. Based on the Status and Exception Type you will then need to determine the best corrective action. Let's see how this is done.

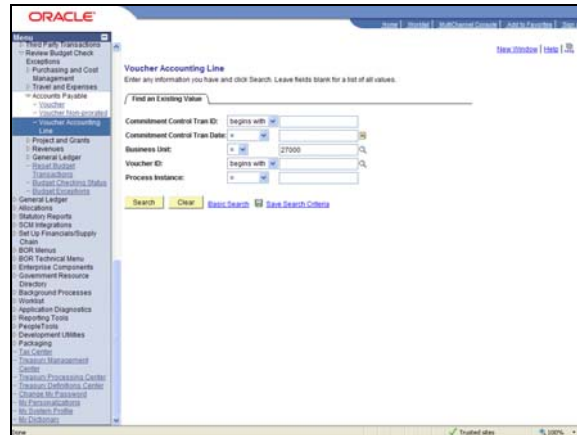


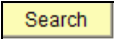

Step	Action
1.	Click on the <b>Vertical</b> scrollbar to navigate to <b>Commitment Control</b> .
2.	Click the <b>Commitment Control</b> link. 

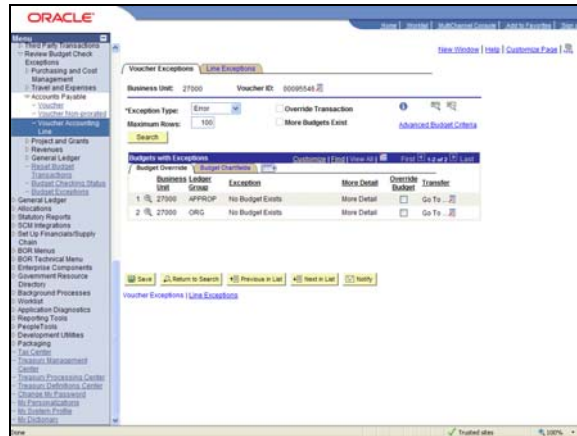



Step	Action
3.	Click the <b>Review Budget Check Exceptions</b> link.
4.	Click the <b>Accounts Payable</b> link.

Step	Action
5.	Click the <b>Voucher Accounting Line</b> link.



Step	Action
6.	Enter more search criteria or press <b>Search</b> to review budget exceptions. Click the <b>Search</b> button. 
7.	<p>If a transaction has a process status of warning, it has been <b>Posted</b> to commitment control and the transaction requires no further action.</p> <p>If a transaction has a process status of <b>In Process</b>, the transaction is stuck and will be ignored by the budget checking process. Users must use the online Reset process to change the process status back to None.</p> <p>If a transaction has a process status of <b>Error</b>, the transaction has failed budget checking and must be corrected before it will post to commitment control ledgers and the general ledger.</p>
8.	Click an entry in the <b>Voucher ID</b> column. 



Step	Action
9.	To view the chartfield combinations that failed budget check, click the <b>Show all columns</b> button. 
10.	<b>Decision:</b> Please select the type of budget exception <ul style="list-style-type: none"> <li>• Exceeds Control Budget Go to step 11 on page 52</li> <li>• No Budget Exists Go to step 13 on page 53</li> <li>• Exceeds Non-Cntrl Budget Go to step 15 on page 54</li> <li>• Budget is Closed Go to step 17 on page 55</li> <li>• Budget Date Out of Bounds Go to step 19 on page 56</li> </ul>
11.	<b>Exceeds Control Budget</b> means there isn't sufficient funding to allow a transaction to post to commitment control. In most instances, this means the APPROP or one of the project ledgers are under funded. The most common corrective actions are to: <ol style="list-style-type: none"> <li>1) Perform and budget transfer and increase the funding.</li> <li>2) Spread the charges over multiple budget year by changing the budget date.</li> <li>3) Override the Budget (security dependent).</li> <li>4) Change chartfield strings to charge another cost center.</li> </ol>

Step	Action
12.	<p>Congratulations. You have just completed the <b>Reviewing Budget Check Exceptions – Voucher Accounting Lines</b> topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> <li>- Budget Exceptions can have three possible Process Statuses: Warning, In Process, and Error.</li> <li>- A Process Status of Warning means that the transaction will continue to process and the control budget will be updated by the transaction amount.</li> <li>- A Process Status of In Process means that the transaction is stuck and must be reset.</li> <li>- A Process Status of Error means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made.</li> <li>- The five most common Budget Exception errors are: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed and Budget Date out of Bounds.</li> <li>- Exceeds Control Budget means that there is insufficient funds for the given ChartField combination.</li> <li>- No Budget Exists means that there is no posted budget for the given ChartField combination.</li> <li>- Exceeds Non-Control Budget means that there was insufficient budget for the given ChartField combination. However, the ledger definition is set to solely track transactions.</li> <li>- Budget is Closed means that the Budget Period for the given transaction is closed.</li> <li>- Budget Date Out of Bounds means that the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger control ChartField definition.</li> </ul> <p><b>End of Procedure.</b> Remaining steps apply to other paths.</p>
13.	<p><b>No Budget Exists</b> errors occur when the chartfield / budget year combination does not exist in commitment control. The most common corrective actions are to:</p> <ol style="list-style-type: none"> <li>1) Create a budget adjustment to include the new budget chartfield combination.</li> <li>2) Change chartfield strings to charge another cost center.</li> </ol> <p>Note: This error must be corrected and cannot be overridden.</p>

Step	Action
14.	<p>Congratulations. You have just completed the <b>Reviewing Budget Check Exceptions – Voucher Accounting Lines</b> topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> <li>- Budget Exceptions can have three possible Process Statuses: Warning, In Process, and Error.</li> <li>- A Process Status of Warning means that the transaction will continue to process and the control budget will be updated by the transaction amount.</li> <li>- A Process Status of In Process means that the transaction is stuck and must be reset.</li> <li>- A Process Status of Error means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made.</li> <li>- The five most common Budget Exception errors are: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed and Budget Date out of Bounds.</li> <li>- Exceeds Control Budget means that there is insufficient funds for the given ChartField combination.</li> <li>- No Budget Exists means that there is no posted budget for the given ChartField combination.</li> <li>- Exceeds Non-Control Budget means that there was insufficient budget for the given ChartField combination. However, the ledger definition is set to solely track transactions.</li> <li>- Budget is Closed means that the Budget Period for the given transaction is closed.</li> <li>- Budget Date Out of Bounds means that the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger control ChartField definition.</li> </ul> <p><b>End of Procedure.</b> Remaining steps apply to other paths.</p>
15.	<p><b>Exceeds Non-Control Budget</b> errors occur when a chartfield combination is under funded on a ledger set to track. Users will typically get this error on the Revenue Estimate and Organization ledger groups. This message is a warning and requires no corrective action.</p>

Step	Action
16.	<p>Congratulations. You have just completed the <b>Reviewing Budget Check Exceptions – Voucher Accounting Lines</b> topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> <li>- Budget Exceptions can have three possible Process Statuses: Warning, In Process, and Error.</li> <li>- A Process Status of Warning means that the transaction will continue to process and the control budget will be updated by the transaction amount.</li> <li>- A Process Status of In Process means that the transaction is stuck and must be reset.</li> <li>- A Process Status of Error means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made.</li> <li>- The five most common Budget Exception errors are: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed and Budget Date out of Bounds.</li> <li>- Exceeds Control Budget means that there is insufficient funds for the given ChartField combination.</li> <li>- No Budget Exists means that there is no posted budget for the given ChartField combination.</li> <li>- Exceeds Non-Control Budget means that there was insufficient budget for the given ChartField combination. However, the ledger definition is set to solely track transactions.</li> <li>- Budget is Closed means that the Budget Period for the given transaction is closed.</li> <li>- Budget Date Out of Bounds means that the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger control ChartField definition.</li> </ul> <p><b>End of Procedure.</b> Remaining steps apply to other paths.</p>
17.	<p><b>Budget is Closed</b> occurs when a chartfield value or string is set to close via budget attributes or the ledger control chartfield definition. Most likely, the error will occur on a project / grant definition when spending occurs outside of the sponsor's start and end date. To correct the issue perform one of the following tasks:</p> <ol style="list-style-type: none"> <li>1) Change the ending date of the project (in adherence with the sponsor's agreement) and run the project sync process.</li> <li>2) Change the budget date on the transaction (security dependent).</li> <li>3) Change another chartfield string.</li> </ol>

Step	Action
18.	<p>Congratulations. You have just completed the <b>Reviewing Budget Check Exceptions – Voucher Accounting Lines</b> topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> <li>- Budget Exceptions can have three possible Process Statuses: Warning, In Process, and Error.</li> <li>- A Process Status of Warning means that the transaction will continue to process and the control budget will be updated by the transaction amount.</li> <li>- A Process Status of In Process means that the transaction is stuck and must be reset.</li> <li>- A Process Status of Error means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made.</li> <li>- The five most common Budget Exception errors are: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed and Budget Date out of Bounds.</li> <li>- Exceeds Control Budget means that there is insufficient funds for the given ChartField combination.</li> <li>- No Budget Exists means that there is no posted budget for the given ChartField combination.</li> <li>- Exceeds Non-Control Budget means that there was insufficient budget for the given ChartField combination. However, the ledger definition is set to solely track transactions.</li> <li>- Budget is Closed means that the Budget Period for the given transaction is closed.</li> <li>- Budget Date Out of Bounds means that the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger control ChartField definition.</li> </ul> <p><b>End of Procedure.</b> Remaining steps apply to other paths.</p>
19.	<p><b>Budget Date Out of Bounds</b> occurs when 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 will occur on a project / grant definition when spending occurs outside of the sponsor's start and end date. To correct the issue perform one of the following tasks:</p> <ol style="list-style-type: none"> <li>1) Change the ending date of the project (in adherence with the sponsor's agreement) and run the project sync process.</li> <li>2) Change the budget date on the transaction (security dependent).</li> <li>3) Charge another chartfield string.</li> </ol>

Step	Action
20.	<p>Congratulations. You have just completed the <b>Reviewing Budget Check Exceptions – Voucher Accounting Lines</b> topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> <li>- Budget Exceptions can have three possible Process Statuses: Warning, In Process, and Error.</li> <li>- A Process Status of Warning means that the transaction will continue to process and the control budget will be updated by the transaction amount.</li> <li>- A Process Status of In Process means that the transaction is stuck and must be reset.</li> <li>- A Process Status of Error means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made.</li> <li>- The five most common Budget Exception errors are: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed and Budget Date out of Bounds.</li> <li>- Exceeds Control Budget means that there is insufficient funds for the given ChartField combination.</li> <li>- No Budget Exists means that there is no posted budget for the given ChartField combination.</li> <li>- Exceeds Non-Control Budget means that there was insufficient budget for the given ChartField combination. However, the ledger definition is set to solely track transactions.</li> <li>- Budget is Closed means that the Budget Period for the given transaction is closed.</li> <li>- Budget Date Out of Bounds means that the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger control ChartField definition.</li> </ul> <p><b>End of Procedure.</b></p>

### **KK.050.010- Reviewing Budget Check Exceptions-Direct Journals**

This topic demonstrates the procedure for reviewing budget checking exceptions for Direct Journals. In addition, the most common budget check exceptions and suggested corrective actions will be covered.

#### **Topic Objectives:**

Upon completion of this topic, you will be able to:

- Search for Direct Journal exceptions.
- Identify the three different budget exception Process Statuses.
- Identify the five most common budget exception errors.
- Identify the best corrective action for each different budget exception error.

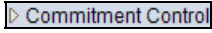
### **Procedure**

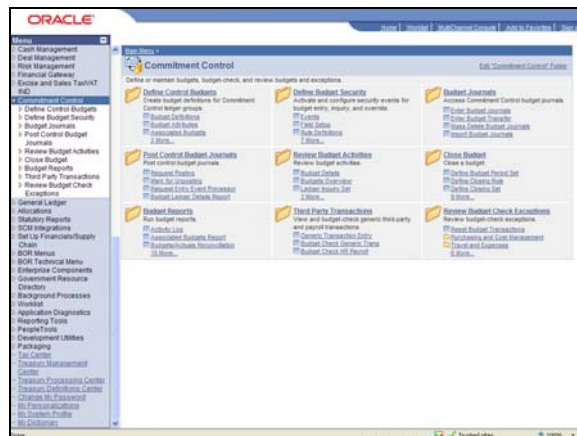
# Training Guide

## Commitment Control - Budget Check Exceptions

For this topic, imagine you need to search for a Deposit ID # AB12 in order to determine the Status and Exception Type. Based on the Status and Exception Type you will then need to determine the best corrective action. Let's see how this is done.

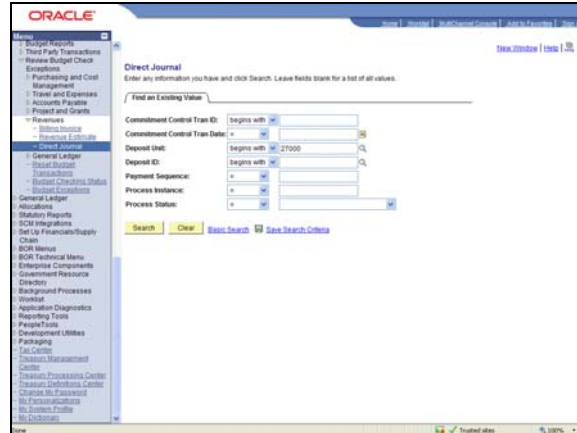


Step	Action
1.	Click on the <b>Vertical</b> scrollbar to navigate to <b>Commitment Control</b> .
2.	Click the <b>Commitment Control</b> link. 

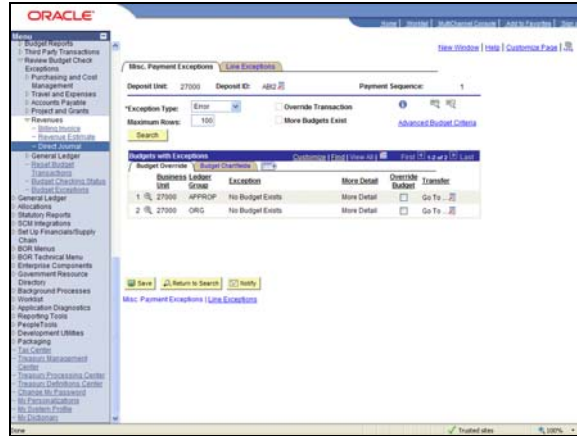



Step	Action
3.	Click the <b>Review Budget Check Exceptions</b> link.
4.	Click on the <b>Revenues</b> link.

Step	Action
5.	Click on the <b>Direct Journal</b> link. <a href="#">Direct Journal</a>



Step	Action
6.	Enter more search criteria or press <b>Search</b> to review budget exceptions. Click the <b>Search</b> button. <a href="#">Search</a>
7.	<p>If a transaction has a process status of warning, it has been <b>Posted</b> to commitment control and the transaction requires no further action.</p> <p>If a transaction has a process status of <b>In Process</b>, the transaction is stuck and will be ignored by the budget checking process. Users must use the online Reset process to change the process status back to None.</p> <p>If a transaction has a process status of <b>Error</b>, the transaction has failed budget checking and must be corrected before it will post to commitment control ledgers and the general ledger.</p>
8.	Click an entry in the <b>Deposit ID</b> column. <a href="#">ABI2</a>



Step	Action
9.	To view the chartfield combinations that failed budget check, click the <b>Show all columns</b> button. 
10.	<b>Decision:</b> Please select the type of budget exception <ul style="list-style-type: none"> <li>• Exceeds Control Budget Go to step 11 on page 60</li> <li>• No Budget Exists Go to step 13 on page 61</li> <li>• Exceeds Non-Cntrl Budget Go to step 15 on page 62</li> <li>• Budget is Closed Go to step 17 on page 63</li> <li>• Budget Date Out of Bounds Go to step 19 on page 64</li> </ul>
11.	<b>Exceeds Control Budget</b> means there isn't sufficient funding to allow a transaction to post to commitment control. In most instances, this means the APPROP or one of the project ledgers are under funded. The most common corrective actions are to: <ol style="list-style-type: none"> <li>1) Perform and budget transfer and increase the funding.</li> <li>2) Spread the charges over multiple budget year by changing the budget date.</li> <li>3) Override the Budget (security dependent).</li> <li>4) Change chartfield strings to charge another cost center.</li> </ol>

Step	Action
12.	<p>Congratulations. You have just completed the <b>Reviewing Budget Check Exceptions – Direct Journals</b> topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> <li>- Budget Exceptions can have three possible Process Statuses: Warning, In Process, and Error.</li> <li>- A Process Status of Warning means that the transaction will continue to process and the control budget will be updated by the transaction amount.</li> <li>- A Process Status of In Process means that the transaction is stuck and must be reset.</li> <li>- A Process Status of Error means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made.</li> <li>- The five most common Budget Exception errors are: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed and Budget Date out of Bounds.</li> <li>- Exceeds Control Budget means that there is insufficient funds for the given ChartField combination.</li> <li>- No Budget Exists means that there is no posted budget for the given ChartField combination.</li> <li>- Exceeds Non-Control Budget means that there was insufficient budget for the given ChartField combination. However, the ledger definition is set to solely track transactions.</li> <li>- Budget is Closed means that the Budget Period for the given transaction is closed.</li> <li>- Budget Date Out of Bounds means that the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger control ChartField definition.</li> </ul> <p><b>End of Procedure.</b> Remaining steps apply to other paths.</p>
13.	<p><b>No Budget Exists</b> errors occur when the chartfield / budget year combination does not exist in commitment control. The most common corrective actions are to:</p> <ol style="list-style-type: none"> <li>1) Create a budget adjustment to include the new budget chartfield combination.</li> <li>2) Change chartfield strings to charge another cost center.</li> </ol> <p>Note: This error must be corrected and cannot be overridden.</p>

Step	Action
14.	<p>Congratulations. You have just completed the <b>Reviewing Budget Check Exceptions – Direct Journals</b> topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> <li>- Budget Exceptions can have three possible Process Statuses: Warning, In Process, and Error.</li> <li>- A Process Status of Warning means that the transaction will continue to process and the control budget will be updated by the transaction amount.</li> <li>- A Process Status of In Process means that the transaction is stuck and must be reset.</li> <li>- A Process Status of Error means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made.</li> <li>- The five most common Budget Exception errors are: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed and Budget Date out of Bounds.</li> <li>- Exceeds Control Budget means that there is insufficient funds for the given ChartField combination.</li> <li>- No Budget Exists means that there is no posted budget for the given ChartField combination.</li> <li>- Exceeds Non-Control Budget means that there was insufficient budget for the given ChartField combination. However, the ledger definition is set to solely track transactions.</li> <li>- Budget is Closed means that the Budget Period for the given transaction is closed.</li> <li>- Budget Date Out of Bounds means that the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger control ChartField definition.</li> </ul> <p><b>End of Procedure.</b> Remaining steps apply to other paths.</p>
15.	<p><b>Exceeds Non-Control Budget</b> errors occur when a chartfield combination is under funded on a ledger set to track. Users will typically get this error on the Revenue Estimate and Organization ledger groups. This message is a warning and requires no corrective action.</p>

Step	Action
16.	<p>Congratulations. You have just completed the <b>Reviewing Budget Check Exceptions – Direct Journals</b> topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> <li>- Budget Exceptions can have three possible Process Statuses: Warning, In Process, and Error.</li> <li>- A Process Status of Warning means that the transaction will continue to process and the control budget will be updated by the transaction amount.</li> <li>- A Process Status of In Process means that the transaction is stuck and must be reset.</li> <li>- A Process Status of Error means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made.</li> <li>- The five most common Budget Exception errors are: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed and Budget Date out of Bounds.</li> <li>- Exceeds Control Budget means that there is insufficient funds for the given ChartField combination.</li> <li>- No Budget Exists means that there is no posted budget for the given ChartField combination.</li> <li>- Exceeds Non-Control Budget means that there was insufficient budget for the given ChartField combination. However, the ledger definition is set to solely track transactions.</li> <li>- Budget is Closed means that the Budget Period for the given transaction is closed.</li> <li>- Budget Date Out of Bounds means that the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger control ChartField definition.</li> </ul> <p><b>End of Procedure.</b> Remaining steps apply to other paths.</p>
17.	<p><b>Budget is Closed</b> occurs when a chartfield value or string is set to close via budget attributes or the ledger control chartfield definition. Most likely, the error will occur on a project / grant definition when spending occurs outside of the sponsor's start and end date. To correct the issue perform one of the following tasks:</p> <ol style="list-style-type: none"> <li>1) Change the ending date of the project (in adherence with the sponsor's agreement) and run the project sync process.</li> <li>2) Change the budget date on the transaction (security dependent).</li> <li>3) Change another chartfield string.</li> </ol>

Step	Action
18.	<p>Congratulations. You have just completed the <b>Reviewing Budget Check Exceptions – Direct Journals</b> topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> <li>- Budget Exceptions can have three possible Process Statuses: Warning, In Process, and Error.</li> <li>- A Process Status of Warning means that the transaction will continue to process and the control budget will be updated by the transaction amount.</li> <li>- A Process Status of In Process means that the transaction is stuck and must be reset.</li> <li>- A Process Status of Error means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made.</li> <li>- The five most common Budget Exception errors are: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed and Budget Date out of Bounds.</li> <li>- Exceeds Control Budget means that there is insufficient funds for the given ChartField combination.</li> <li>- No Budget Exists means that there is no posted budget for the given ChartField combination.</li> <li>- Exceeds Non-Control Budget means that there was insufficient budget for the given ChartField combination. However, the ledger definition is set to solely track transactions.</li> <li>- Budget is Closed means that the Budget Period for the given transaction is closed.</li> <li>- Budget Date Out of Bounds means that the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger control ChartField definition.</li> </ul> <p><b>End of Procedure.</b> Remaining steps apply to other paths.</p>
19.	<p><b>Budget Date Out of Bounds</b> occurs when 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 will occur on a project / grant definition when spending occurs outside of the sponsor's start and end date. To correct the issue perform one of the following tasks:</p> <ol style="list-style-type: none"> <li>1) Change the ending date of the project (in adherence with the sponsor's agreement) and run the project sync process.</li> <li>2) Change the budget date on the transaction (security dependent).</li> <li>3) Charge another chartfield string.</li> </ol>

Step	Action
20.	<p>Congratulations. You have just completed the <b>Reviewing Budget Check Exceptions – Direct Journals</b> topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> <li>- Budget Exceptions can have three possible Process Statuses: Warning, In Process, and Error.</li> <li>- A Process Status of Warning means that the transaction will continue to process and the control budget will be updated by the transaction amount.</li> <li>- A Process Status of In Process means that the transaction is stuck and must be reset.</li> <li>- A Process Status of Error means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made.</li> <li>- The five most common Budget Exception errors are: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed and Budget Date out of Bounds.</li> <li>- Exceeds Control Budget means that there is insufficient funds for the given ChartField combination.</li> <li>- No Budget Exists means that there is no posted budget for the given ChartField combination.</li> <li>- Exceeds Non-Control Budget means that there was insufficient budget for the given ChartField combination. However, the ledger definition is set to solely track transactions.</li> <li>- Budget is Closed means that the Budget Period for the given transaction is closed.</li> <li>- Budget Date Out of Bounds means that the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger control ChartField definition.</li> </ul> <p><b>End of Procedure.</b></p>

### **KK.050.002- Reviewing Budget Check Exceptions-Budget Journals**

This topic demonstrates the procedure for reviewing budget checking exceptions for Budget Journals. In addition, the most common budget check exceptions and suggested corrective actions will be covered.

#### **Topic Objectives:**

Upon completion of this topic, you will be able to:

- Search for GL Budget Journal exceptions.
- Identify the three different budget exception Process Statuses.
- Identify the five most common budget exception errors.
- Identify the best corrective action for each different budget exception error.

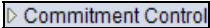
### **Procedure**

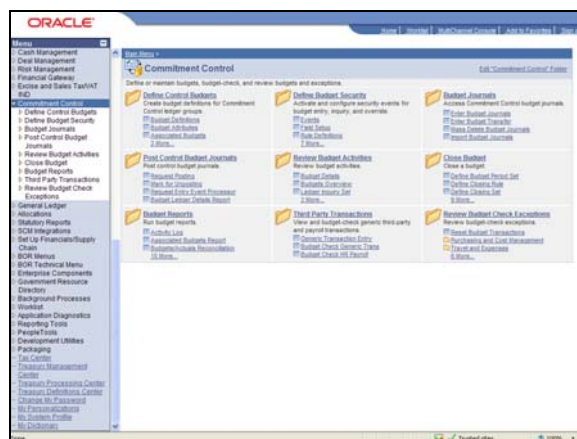
# Training Guide

## Commitment Control - Budget Check Exceptions

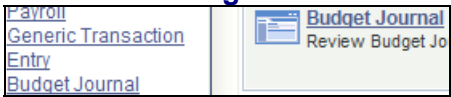
For this topic, imagine you need to search for Journal ID # 0000041849 in order to determine the Status and Exception Type. Based on the Status and Exception Type you will then need to determine the best corrective action. Let's see how this is done.

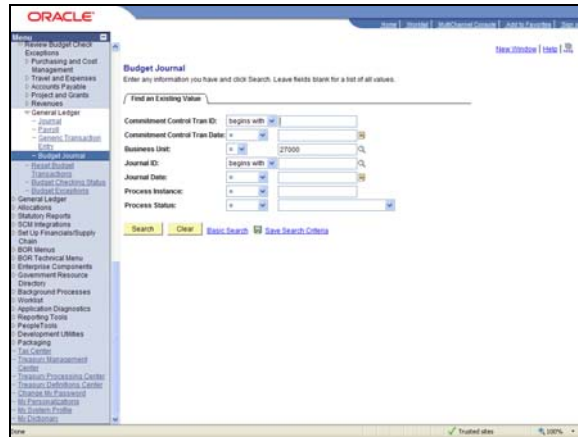


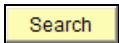
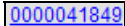
Step	Action
1.	Click on the <b>Vertical</b> scrollbar to navigate to <b>Commitment Control</b> .
2.	Click the <b>Commitment Control</b> link. 



Step	Action
3.	Click the <b>Review Budget Check Exceptions</b> link.
4.	Click on the <b>General Ledger</b> link.

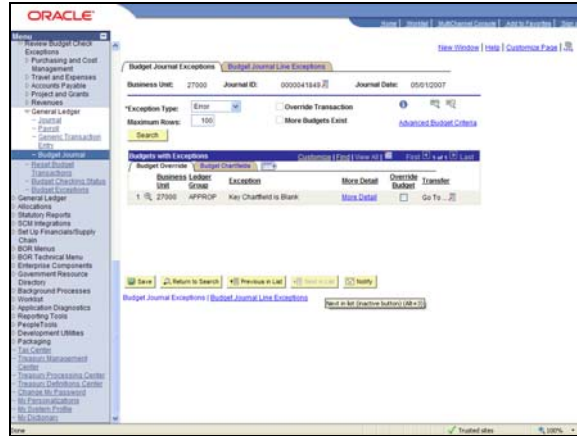
Step	Action
5.	<p>Click on the <b>Budget Journal</b> link.</p> 




Step	Action
6.	<p>The <b>Business Unit</b> should default from the operator preferences. Enter more search criteria or press <b>Search</b> to review budget exceptions. Click the <b>Search</b> button.</p> 
7.	<p>If a transaction has a process status of warning, it has been <b>Posted</b> to commitment control and the transaction requires no further action.</p> <p>If a transaction has a process status of <b>In Process</b>, the transaction is stuck and will be ignored by the budget checking process. Users must use the online Reset process to change the process status back to None.</p> <p>If a transaction has a process status of <b>Error</b>, the transaction has failed budget checking and must be corrected before it will post to commitment control ledgers and the general ledger.</p>
8.	<p>Click an entry in the <b>Journal ID</b> column.</p> 

# Training Guide

## Commitment Control - Budget Check Exceptions



Step	Action
9.	To view the chartfield combinations that failed budget check, click the <b>Show all columns</b> button. 
10.	<p><b>Decision:</b> Please select the type of budget exception</p> <ul style="list-style-type: none"> <li>Exceeds Control Budget Go to step 11 on page 68</li> <li>No Budget Exists Go to step 13 on page 69</li> <li>Exceeds Non-Cntrl Budget Go to step 15 on page 70</li> <li>Budget is Closed Go to step 17 on page 71</li> <li>Budget Date Out of Bounds Go to step 19 on page 72</li> </ul>
11.	<p><b>Exceeds Control Budget</b> means there isn't sufficient funding to allow a transaction to post to commitment control. In most instances, this means the APPROP or one of the project ledgers are under funded. The most common corrective actions are to:</p> <ol style="list-style-type: none"> <li>1) Perform and budget transfer and increase the funding.</li> <li>2) Spread the charges over multiple budget year by changing the budget date.</li> <li>3) Override the Budget (security dependent).</li> <li>4) Change chartfield strings to charge another cost center.</li> </ol>

Step	Action
12.	<p>Congratulations. You have just completed the <b>Reviewing Budget Check Exceptions – GL Budget Journals</b> topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> <li>- Budget Exceptions can have three possible Process Statuses: Warning, In Process, and Error.</li> <li>- A Process Status of Warning means that the transaction will continue to process and the control budget will be updated by the transaction amount.</li> <li>- A Process Status of In Process means that the transaction is stuck and must be reset.</li> <li>- A Process Status of Error means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made.</li> <li>- The five most common Budget Exception errors are: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed and Budget Date out of Bounds.</li> <li>- Exceeds Control Budget means that there is insufficient funds for the given ChartField combination.</li> <li>- No Budget Exists means that there is no posted budget for the given ChartField combination.</li> <li>- Exceeds Non-Control Budget means that there was insufficient budget for the given ChartField combination. However, the ledger definition is set to solely track transactions.</li> <li>- Budget is Closed means that the Budget Period for the given transaction is closed.</li> <li>- Budget Date Out of Bounds means that the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger control ChartField definition.</li> </ul> <p><b>End of Procedure.</b> Remaining steps apply to other paths.</p>
13.	<p><b>No Budget Exists</b> errors occur when the chartfield / budget year combination does not exist in commitment control. The most common corrective actions are to:</p> <ol style="list-style-type: none"> <li>1) Create a budget adjustment to include the new budget chartfield combination.</li> <li>2) Change chartfield strings to charge another cost center.</li> </ol> <p>Note: This error must be corrected and cannot be overridden.</p>

Step	Action
14.	<p>Congratulations. You have just completed the <b>Reviewing Budget Check Exceptions – GL Budget Journals</b> topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> <li>- Budget Exceptions can have three possible Process Statuses: Warning, In Process, and Error.</li> <li>- A Process Status of Warning means that the transaction will continue to process and the control budget will be updated by the transaction amount.</li> <li>- A Process Status of In Process means that the transaction is stuck and must be reset.</li> <li>- A Process Status of Error means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made.</li> <li>- The five most common Budget Exception errors are: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed and Budget Date out of Bounds.</li> <li>- Exceeds Control Budget means that there is insufficient funds for the given ChartField combination.</li> <li>- No Budget Exists means that there is no posted budget for the given ChartField combination.</li> <li>- Exceeds Non-Control Budget means that there was insufficient budget for the given ChartField combination. However, the ledger definition is set to solely track transactions.</li> <li>- Budget is Closed means that the Budget Period for the given transaction is closed.</li> <li>- Budget Date Out of Bounds means that the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger control ChartField definition.</li> </ul> <p><b>End of Procedure.</b> Remaining steps apply to other paths.</p>
15.	<p><b>Exceeds Non-Control Budget</b> errors occur when a chartfield combination is under funded on a ledger set to track. Users will typically get this error on the Revenue Estimate and Organization ledger groups. This message is a warning and requires no corrective action.</p>

Step	Action
16.	<p>Congratulations. You have just completed the <b>Reviewing Budget Check Exceptions – GL Budget Journals</b> topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> <li>- Budget Exceptions can have three possible Process Statuses: Warning, In Process, and Error.</li> <li>- A Process Status of Warning means that the transaction will continue to process and the control budget will be updated by the transaction amount.</li> <li>- A Process Status of In Process means that the transaction is stuck and must be reset.</li> <li>- A Process Status of Error means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made.</li> <li>- The five most common Budget Exception errors are: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed and Budget Date out of Bounds.</li> <li>- Exceeds Control Budget means that there is insufficient funds for the given ChartField combination.</li> <li>- No Budget Exists means that there is no posted budget for the given ChartField combination.</li> <li>- Exceeds Non-Control Budget means that there was insufficient budget for the given ChartField combination. However, the ledger definition is set to solely track transactions.</li> <li>- Budget is Closed means that the Budget Period for the given transaction is closed.</li> <li>- Budget Date Out of Bounds means that the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger control ChartField definition.</li> </ul> <p><b>End of Procedure.</b> Remaining steps apply to other paths.</p>
17.	<p><b>Budget is Closed</b> occurs when a chartfield value or string is set to close via budget attributes or the ledger control chartfield definition. Most likely, the error will occur on a project / grant definition when spending occurs outside of the sponsor's start and end date. To correct the issue perform one of the following tasks:</p> <ol style="list-style-type: none"> <li>1) Change the ending date of the project (in adherence with the sponsor's agreement) and run the project sync process.</li> <li>2) Change the budget date on the transaction (security dependent).</li> <li>3) Change another chartfield string.</li> </ol>

Step	Action
18.	<p>Congratulations. You have just completed the <b>Reviewing Budget Check Exceptions – GL Budget Journals</b> topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> <li>- Budget Exceptions can have three possible Process Statuses: Warning, In Process, and Error.</li> <li>- A Process Status of Warning means that the transaction will continue to process and the control budget will be updated by the transaction amount.</li> <li>- A Process Status of In Process means that the transaction is stuck and must be reset.</li> <li>- A Process Status of Error means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made.</li> <li>- The five most common Budget Exception errors are: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed and Budget Date out of Bounds.</li> <li>- Exceeds Control Budget means that there is insufficient funds for the given ChartField combination.</li> <li>- No Budget Exists means that there is no posted budget for the given ChartField combination.</li> <li>- Exceeds Non-Control Budget means that there was insufficient budget for the given ChartField combination. However, the ledger definition is set to solely track transactions.</li> <li>- Budget is Closed means that the Budget Period for the given transaction is closed.</li> <li>- Budget Date Out of Bounds means that the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger control ChartField definition.</li> </ul> <p><b>End of Procedure.</b> Remaining steps apply to other paths.</p>
19.	<p><b>Budget Date Out of Bounds</b> occurs when 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 will occur on a project / grant definition when spending occurs outside of the sponsor's start and end date. To correct the issue perform one of the following tasks:</p> <ol style="list-style-type: none"> <li>1) Change the ending date of the project (in adherence with the sponsor's agreement) and run the project sync process.</li> <li>2) Change the budget date on the transaction (security dependent).</li> <li>3) Charge another chartfield string.</li> </ol>

Step	Action
20.	<p>Congratulations. You have just completed the <b>Reviewing Budget Check Exceptions – GL Budget Journals</b> topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> <li>- Budget Exceptions can have three possible Process Statuses: Warning, In Process, and Error.</li> <li>- A Process Status of Warning means that the transaction will continue to process and the control budget will be updated by the transaction amount.</li> <li>- A Process Status of In Process means that the transaction is stuck and must be reset.</li> <li>- A Process Status of Error means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made.</li> <li>- The five most common Budget Exception errors are: Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed and Budget Date out of Bounds.</li> <li>- Exceeds Control Budget means that there is insufficient funds for the given ChartField combination.</li> <li>- No Budget Exists means that there is no posted budget for the given ChartField combination.</li> <li>- Exceeds Non-Control Budget means that there was insufficient budget for the given ChartField combination. However, the ledger definition is set to solely track transactions.</li> <li>- Budget is Closed means that the Budget Period for the given transaction is closed.</li> <li>- Budget Date Out of Bounds means that the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger control ChartField definition.</li> </ul> <p><b>End of Procedure.</b></p>

### KK.020.015- Resetting Budget Transactions

This topic demonstrates how to reset budget transactions that experienced an issue while being budget checked by the budget processor. The Commitment Control budget processor will at times leave a transaction in an incomplete state. When this occurs the KK\_PROCESS\_STATUS field in the KK\_SOURCE\_HDR table is populated with an 'I' value indicating an 'In Process' status. The Reset Budget Transactions process will allow selection of one or more transactions and will update the value to 'N' in order to re-budget check. Once the status has been reset to 'N' you must then re-budget check the transaction.

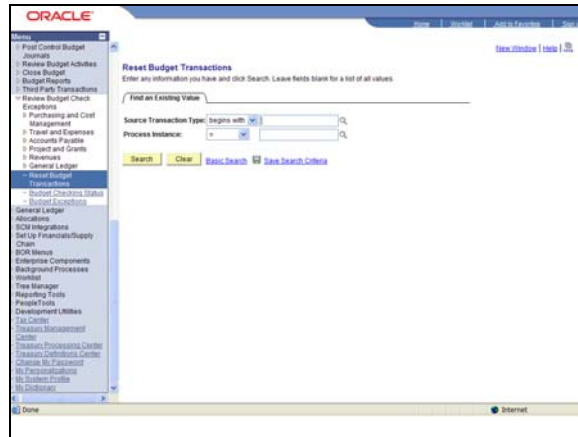
#### Topic Objectives:


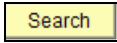
Upon completion of this topic, you will be able to:

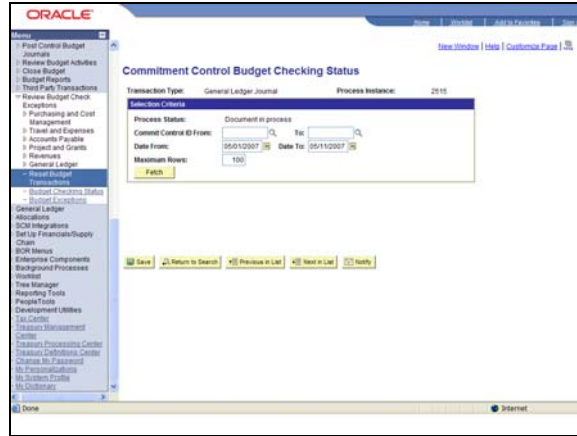
- Identify Budget Exceptions with a Process Status of In Process.
- Reset Budget Exceptions with a Process Status of In Process.


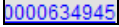
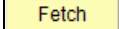

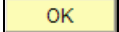


Step	Action
3.	Click the <b>Review Budget Check Exceptions</b> link.
4.	Click the <b>Reset Budget Transactions</b> link.



Step	Action
5.	Click the <b>Look up Source Transaction Type (Alt+5)</b> button. 
6.	Click an entry in the <b>Source Transaction Type</b> column. <a href="#">GL JOURNAL</a>
7.	Click the <b>Search</b> button. 
8.	Click an entry in the <b>Process Instance</b> column. <a href="#">251E</a>



Step	Action
9.	Click the <b>Look up Commit Control ID From (Alt+5)</b> button. 
10.	Click an entry in the <b>Commitment Control Tran ID</b> column. 
11.	Enter " <b>0000634945</b> " in the <b>To</b> field.
12.	Click the <b>Fetch</b> button.  As an alternative you may also leave the <b>Commit Control ID</b> fields blank and Fetch by <b>Date</b> field values. 
13.	Click the <b>Save</b> button. 
14.	Enter " <b>2454230</b> " in the <b>Password</b> field.  The password will be the current date in Julian Date format.
15.	Click the <b>OK</b> button. 
16.	Upon completion of the process the transaction status will show <b>Process Successful</b> .
17.	Congratulations. You have just completed the <b>Resetting Budget Transactions</b> topic. Below is a summary of the key concepts of this topic:  <ul style="list-style-type: none"> <li>- This process is required due to the budget processor leaving a transaction in an incomplete state.</li> <li>- The reset budget transactions process must be completed for all budget transactions with a Process Status of In Process.</li> <li>- Once reset back to 'N' you will need to re-budget check the transaction.</li> </ul> <b>End of Procedure.</b>

### Budget Check Exceptions - Review Questions

These are review questions for the lesson you just completed: **Budget Check Exceptions**.

When completing the review questions, please note the following:

- Select the most correct answer from the options provided.
- Select your answer by clicking directly on your choice; clicking anywhere else but the correct answer will result in a wrong answer.
- You must answer the questions in order.
- If you have selected the correct answer, you will move on to the next question.
- If you have selected an incorrect answer, you will be prompted to try again.
- There is no official scoring of review questions; however, you will see a summary of your results at the end of the review questions.

### Procedure

The following are Lesson Review Questions for **Budget Check Exceptions**.

Please keep the following in mind when completing the review questions:

- Questions are not scored.
- To select an answer, click directly on your choice; clicking anywhere but the correct answer will register as an incorrect choice.
- Completing the review questions will help prepare you for the end of chapter quiz.

1. Which status indicates that the transaction will continue to process and the control budget will be updated by the transaction amount?

- a. Error
- b. Active
- c. Warning
- d. In Process

Step	Action
1.	Click the <b>correct</b> object. Select the correct answer by clicking directly on it.

# Training Guide

## Commitment Control - Budget Check Exceptions

Step	Action
2.	Click the <b>correct</b> object. Select the correct answer by clicking directly on it. <div style="border: 1px solid black; background-color: yellow; padding: 5px; display: inline-block;">d. In Process</div>
3.	Click the <b>correct</b> object. Select the correct answer by clicking directly on it. <div style="border: 1px solid black; background-color: yellow; padding: 5px; display: inline-block;">a. Error</div>
4.	Click the <b>correct</b> object. Select the correct answer by clicking directly on it.
5.	Click the <b>correct</b> object. Select the correct answer by clicking directly on it.
6.	Click the <b>correct</b> object. Select the correct answer by clicking directly on it. <div style="border: 1px solid black; background-color: yellow; padding: 5px; display: inline-block;">a. Budget is Closed</div>
7.	Click the <b>correct</b> object. Select the correct answer by clicking directly on it.
8.	Click the <b>correct</b> object. Select the correct answer by clicking directly on it.
9.	Click the <b>correct</b> object. Select the correct answer by clicking directly on it.
10.	Click the <b>correct</b> object. Select the correct answer by clicking directly on it.
11.	This completes this lesson's review questions. <b>End of Procedure.</b>