

HOW TO MANAGE BUDGET CHECKING EXCEPTIONS (ERRORS) in Version 8

Purpose of document:

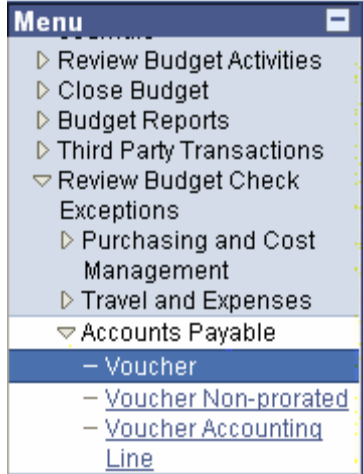
This document will walk you through how to get a list of all transactions with budget exception errors. In addition, will explain how you can choose to override the error and re-budget check it all on the same page. Many times a budget checking error is caused by the start or end date on a project grant. This page would allow the user to override an out of bounds date error without ever going into the project and changing the start or end date. The override feature will only be granted to BUADMIN permission list. This page will be available to other users for inquiry only.

Navigation to the REVIEW BUDGET CHECK EXCEPTIONS:



GL JOURNALS – BCM CORRECTIONS

[Commitment Control > Review Budget Check Exceptions > General Ledger > Journal](#)



AP VOUCHERS – BCM CORRECTIONS

[Commitment Control > Review Budget Check Exceptions > Accounts Payable > Voucher](#)

QUERIES THAT CAN BE RUN TO VIEW TRANSACTION WITH BCM ERRORS:

- 1. UW_88_BCM_ERROR_VCHRS
- 2. UW_88_BCM_ERROR_JRNL

Detail Steps to using the REVIEW BUDGET CHECK EXCEPTIONS page:

Scenario 1: Review JOURNAL budget checking errors:

1. Find journals that contain budget checking errors:
 Navigate to
[Commitment Control > Review Budget Check Exceptions > General Ledger > Journal](#)
2. Enter criteria for the PROCESS STATUS of "Errors Exist". Note this status relates to the commitment control process status not the budget checking status. Click Search and all journals with a process status of an error will be returned. These are the journals that need to be "worked" to get to a valid budget checking status.

Journal

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Commitment Control Tran ID:

Commitment Control Tran Date:

Business Unit:

Journal ID:

Journal Date:

Process Instance:

Process Status:

[Basic Search](#)

Search Results

[View All](#)

First 1-3 of 3 Last

Commitment Control Tran ID	Commitment Control Tran Date	Business Unit	Journal ID	Journal Date	UnPost Sequence	Process Instance	Process Status
0068825976	11/09/2005	UWCOL	PE00000001	11/08/2005	0	2412387	Error
0068826139	11/10/2005	UWCOL	TP01TEST	11/10/2005	0	2412921	Error
0068826238	11/10/2005	UWCOL	TJRTEST	11/10/2005	0	2413222	Error

Note: Some campuses may have several transactions with a PROCESS STATUS equal to WARNING.

This is how PeopleSoft defines a WARNING: 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. Warnings function as exceptions that are automatically overridden, as well as alerts to certain situations that could adversely impact the budget and budgetary processing.

One warning that pops up in GL is Exceeds Non-Cntrl Budget which means Transaction exceeds budget, but the control option for the control budget definition is TRACK (*Tracking without Budget*). **In other words just IGNORE WARNINGS and always use the ERRORS EXIST for Process Status.**

- Choose the journal you want to review. In this example we will choose TJRTEST. You will see there are two rows in this journal with a "Budget Date Out of Bounds" error.

GL Journal Exceptions | **Line Exceptions**

Business Unit: UWCOL Journal ID: TJRTEST Journal Date: 11/10/2005

'Exception Type: Error Override Transaction [Advanced Budget Criteria](#)

Maximum Rows: 100 More Budgets Exist

Budgets with Exceptions | Customize | Find | View All | First 1-2 of 2 Last

Budget Override	Business Unit	Ledger Group	Exception	Override Budget	Transfer
<input type="checkbox"/>	UWCOL	PRMST_EXP	Budget Date out of Bounds	<input type="checkbox"/>	Go To ...
<input type="checkbox"/>	UWCOL	PRMST_EXP	Budget Date out of Bounds	<input type="checkbox"/>	Go To ...

Click on the LINE EXCEPTIONS tab to see which journal lines are in error.

GL Journal Exceptions | **Line Exceptions**

Business Unit: UWCOL Journal ID: TJRTEST Journal Date: 11/10/2005

'Line Status: Error Override Transaction [Advanced Budget Criteria](#)

Maximum Rows: 100 More Lines Exist

Line From: Line Thru:

Transaction Lines with Budget Exceptions | Customize | Find | View All | First 1-2 of 2 Last


Line Values	Line	Ledger	Budget Date	GL Business Unit
<input type="checkbox"/>	3	ACTUALS	11/08/2005	UWCOL
<input type="checkbox"/>	5	ACTUALS	11/08/2005	UWCOL

4. After reviewing the errors decide what action you would like to take assuming it is a date out of bounds error.
 - o Option 1: Change the end date on the KK_CF_VALUE record. See the Project Chartfield Guide.doc for detailed directions.
 - o Option 2: Override the error directly from this page. Continue reading this document for specific directions.

5. How to override budget checking error. Using above example override both journal lines 3 and 5 of the TJRTEST journal. Click on the **OVERRIDE BUDGET** CHECKBOX on each line you want to override. Next click the budget checking icon. This will re-budget check the journal transaction ignoring the start and end dates for the two lines you choose to override. The entire journal should now have a VALID budget checking status.

GL Journal Exceptions | **Line Exceptions**

Business Unit: UWCOL **Journal ID:** TJRTEST  **Journal Date:** 11/10/2005

Exception Type: Error  **Override Transaction**   

Maximum Rows: 100 **More Budgets Exist** [Advanced Budget Criteria](#)

Budgets with Exceptions [Customize](#) | [Find](#) | [View All](#) |  First  1-2 of 2  Last

Budget Override | **Budget Chartfields** 

	<u>Business Unit</u>	<u>Ledger Group</u>	<u>Exception</u>	<u>Override Budget</u>	<u>Transfer</u>
1	UWCOL	PRMST_EXP	Budget Date out of Bounds	<input checked="" type="checkbox"/>	Go To ... 
2	UWCOL	PRMST_EXP	Budget Date out of Bounds	<input checked="" type="checkbox"/>	Go To ... 

Note: You may get an error saying transaction is now set to a warning. That is okay. Warnings do not really mean anything. (see page 2 of document for more information on WARNINGS).

6. The TJRTEST journal overridden in above example now contains a VALID budget checking status as shown below:

Business Unit: =

Journal ID: begins with

Journal Date: =

Document Sequence Number: begins with

Line Business Unit: =

Journal Header Status: =

Budget Checking Header Status: =

Source: =

[Basic Search](#)

Search Results

[View All](#)

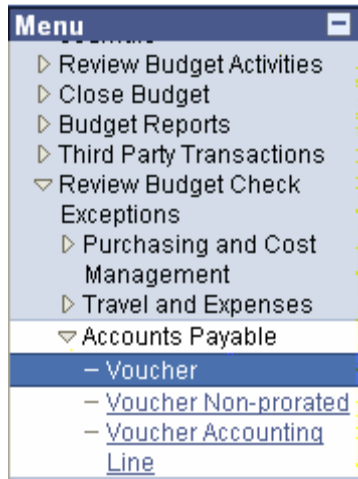
Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units	Desc
UWCOL	TJRTEST	11/10/2005	0	(blank)	UWCOL	Valid	Valid	ACTUALS	ENC	USD	17	295000	0	ENC

Scenario 2: Review VOUCHER budget checking errors:

7. Find vouchers that contain budget checking errors:

Navigate to

[Commitment Control](#) > [Review Budget Check Exceptions](#) > [Accounts Payable](#) > [Voucher](#)



8. Steps for overriding vouchers are exactly the same as journals. See above for detailed steps. See below for a print screen of a voucher that contains a "Budget Date Out of Bounds" error.



Check the Override Budget check box and re-budget check. Voucher will now be ready for posting.