EX.020.151 – BUDGET CHECKING EXPENSE REPORTS ONLINE

Purpose	• To identify the different methods for budget checking an Expense Report. • To identify the required budget status an Expense Report needs to be approved. • To budget check an Expense Report online.
Description	An expense report must be successfully budget checked before it can be approved. When a Traveler submits a Travel Authorization, the Expenses module matches the amount and ChartFields used on the transaction against a budget established by the institution. This matching process is called budget checking. Essentially, this process ensures there is adequate and appropriate funding to pay the travel transaction. There are three methods in which an Expense Report can be budget checked: • **Worklist** (online): Used by managers to budget check one transaction at a time from the Worklist. For more information, see EX.080.010 – Approving a Travel Authorization. • **Approver Transactions** page (online): Used by managers to budget check multiple transactions at a time through the Manager Self Service link. For more information, see EX.020.300 - Understanding Approval Methods. • **Batch**: Used by Expenses Administrators to budget check multiple transactions at a time at an institutional level. This is usually a nightly batch process. For more information on budget checking, see EX.030.013 – Budget Checking Expense Transaction Overview.
Security Role	**BOR_EX_PROCESSING / BOR_EX_APPROVAL**
Dependencies/ Constraints	None

Additional Information	None

Procedure

Below are step by step instructions on how to budget check Expense Reports.

Step	Action
1.	Click the **Worklist** link in the top right corner of the page.
2.	Click an **Expense Report** (ERApproval) entry in the Link column.
3.	Make a note of the Report ID as you may need to use this number later in the event there is a budget checking exception.
4.	Navigate to the bottom of the page.
5.	To review the details of the expense report, click the **Expense Report Detail** link in the bottom right corner of the page. Use this link to review the ChartFields for the transaction.
6.	Budget checking process can happen one of two ways: • **Nightly Batch** - If a Traveler submits a travel authorization or expense report and the Department Manager does not take any action on that day, the transaction will be automatically budget checked during the nightly batch process. **End of Procedure. Remaining steps pertain to online budget checking** • **Online** - If a Traveler submits a travel authorization or expense report and the Department Manager wants to review the transaction the same day, he/she will need to manually budget check this item because the nightly batch process has not yet run.
7.	Click the **Budget Options** link.
8.	Click the **Budget Check** button. This process may take several minutes to complete. Users do not need to manually refresh the page. ***Note****: If a Travel Authorization has not been budget checked, the Approve button is grayed out.*

Step	Action
9.	If the process runs successfully without warnings or errors, the Budget Status will be "**Valid**" and the Approve button will be available. Also, the Commitment Control information for the transaction will be populated. ***Note**: If a transaction already has a Valid budget status and needs a change to the amount or to the ChartField, the transaction will need to be budget checked again before it can be approved.*
10.	Click the **OK** button to return to the transaction.
11.	Navigate to the bottom of the page.
12.	Verify the Budget Status is now **Valid** and the **Approve** button is now available for selection.
13.	Users may receive **Warnings** or **Error** messages if there are problems with the ChartField or various other issues. Each institution should decide how to best handle resolving these types of issues. If you receive a **Warning** message, the transaction still receives a **Valid** budget check status and is eligible to be approved. If you receive an **Error** message, the transaction cannot proceed without modification.
14.	Click the **OK** button to acknowledge the message.
15.	You have the option either to review the exception, or to return to the previous page. For this example, we will review the exception.
16.	Click the **Yes** button.
17.	You are transferred to a page which lists all Expense Report budget exceptions for the institution. For privacy reasons, you must know your specific Report ID number (or Commitment Control Tran ID number). You cannot select or identify exceptions by name or employee ID.
18.	If applicable, click the **vertical** scrollbar to navigate to the bottom of the list.
19.	Click this entry in the Report ID column.
20.	View your exception reason. The Exception for this transaction ID is that **No Budget Exists.**
21.	To view the ChartField that was used on this transaction, click the magnifying glass near the beginning of this line.
22.	This page displays the ChartField that was used on this transaction.

Step	Action
23.	Click the **OK** button to return to the previous page.
24.	If you are responsible for resolving budget checking exceptions, you will need to act on resolving this issue. If it is not your responsibility to resolve the budget checking exception, you should review this transaction later to see if the budget checking exception has been resolved.