

## EX.030.011 – BUDGET CHECKING EXPENSE REPORTS IN BATCH

<p><b>Purpose</b></p>	<ul style="list-style-type: none"> <li>• To identify the two different ways you can budget check expense reports.</li> <li>• To identify the status of an expense report if it passes budget checking.</li> <li>• To budget Check expense reports in batch</li> </ul>
<p><b>Description</b></p>	<p>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.</p> <p>There are three methods in which an Expense Report can be budget checked:</p> <ul style="list-style-type: none"> <li>• <b>Worklist</b> (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.</li> <li>• <b>Approver Transactions</b> 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 - Understand Approval Methods.</li> <li>• <b>Batch</b>: 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, see EX.030.010 – Budget Checking Travel Authorizations in Batch.</li> </ul> <p>For more information on budget checking, see EX.030.012 – Budget Checking Expense Transaction Overview.</p> <p>Use the Request Budget Check page to run the budget checking process for travel authorizations, expense reports, and journal expense reports. The Process Scheduler process runs the Commitment Control Budget Processor at user-defined intervals.</p>

	An expense report's budget checking status will be 'Valid' if it passes Budget Checking.
<b>Security Role</b>	<b>BOR_EX_BUDCHK_PRC, BOR_FN_ADMIN_REPORTING, BOR_REPORTSUPERUSER</b>
<b>Dependencies/ Constraints</b>	None
<b>Additional Information</b>	None

### Procedure

Below are step by step instructions on how to budget check expense reports in batch.

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Navigator</b> link.
3.	Click the <b>Travel and Expenses</b> link.
4.	Click the <b>Manage Accounting</b> link.
5.	Click the <b>Request Budget Checking</b> link.
6.	If you wish to use an existing run control you can enter this value in the <b>Find an Existing Value</b> tab.  For this exercise, we will add a new run control.
7.	Click the <b>Add a New Value</b> tab.
8.	Enter " <b>Budget_Chk_Exp</b> " in the <b>Run Control ID</b> field.
9.	Click the <b>Add</b> button.
10.	Click the <b>Look up Bus Unit (Alt+5)</b> button.
11.	Click an entry in the <b>Business Unit</b> column.
12.	Enter " <b>Budget Check Expense Rpts</b> " in the <b>Description</b> field.
13.	Click the <b>Transaction Type</b> list.

Step	Action
14.	Use the Transaction Type field to select a Commitment Control transaction type. Expenses provides these transaction types:  <b>All Expense Reports:</b> Select this option to budget check all expense reports.  <b>All Travel Authorizations:</b> Select this option to budget check all travel authorizations.  <b>Cancel Void Expense Reports:</b> Select this option to budget check voided expense reports (the payment is voided and not reissued).
15.	Click the <b>All Expense Reports</b> list item.
16.	Click the <b>View Transaction Details</b> link.
17.	Click the <b>Select All</b> button.
18.	Click the <b>Save</b> button.
19.	Click the <b>Run</b> button.
20.	Make sure the checkbox is enabled next to the EX_BCHK_ALL process.
21.	Click the <b>OK</b> button.
22.	Click the <b>Report Manager</b> link.
23.	Click the <b>Administration</b> tab.
24.	Click the <b>Refresh</b> button. This action may need to be performed several times depending on the speed of the processor.
25.	Depending on the processing speed, the Status may display NA, Processing, or Posted. The process is completed when <b>Posted</b> is displayed.
26.	When the Status displays <b>Posted</b> , click on the <b>Budget Check Expense Requests</b> entry in the <b>Description</b> column.
27.	The <b>Run Status</b> should be reviewed. If no budget exceptions were noted the status will state <b>Success</b> . If the Run Status is <b>Warning</b> then there are budget exceptions that need to be resolved.  Details for resolving exceptions is covered under GL KK business process documentation.
28.	Click the <b>OK</b> button.
29.	Click the <b>Go back to Budget Check Transactions</b> link.
30.	Click the <b>Save</b> button.
31.	Click the <b>Budget</b> tab to review the budget status.

---

---

Step	Action
32.	<p>Notice the <b>Budget Status</b> for each transaction that was budget checked.</p> <p>If the status is “<b>Error</b>”, the transaction cannot be approved as submitted and must be corrected.</p> <p>If a transaction was successfully budget checked, the Budget Status of “<b>Valid</b>” is displayed and the transaction may be approved by the appropriate level.</p>