

## PO.060.070 – REVIEWING BUDGET CHECK EXCEPTIONS FOR PURCHASE ORDERS

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

## Procedure

Below are step by step instructions on how to review budget checking exceptions/errors for Purchase Orders.

| Step | Action  |
|------|---|
| 1.   | Click the <b>NavBar</b> icon.   |
| 2.   | Click the <b>Menu</b> icon.   |
| 3.   | Click the <b>Commitment Control</b> link.   |
| 4.   | Click the <b>Review Budget Check Exceptions</b> link.   |
| 5.   | Click on the <b>Purchasing and Cost Management</b> link.  |
| 6.   | Click the <b>Purchase Order</b> link.   |
| 7.   | Enter or search for the institution's business unit in the <b>Business Unit</b> field.  |
| 8.   | Enter or search for the <b>PO ID</b> .<br><br><i>Note: To review all purchase orders, click the Process Status dropdown menu and select "Errors Exist."</i> |
| 9.   | Select a <b>PO ID</b> from the search results to review further. The system navigates to the Exceptions page and defaults to the Budget Override tab.       |
| 10.  | Review the information on the <b>Budget Override</b> tab to identify the Budget Exception/Error.  |
| 11.  | To review Chartfield information, either select the <b>Budget Chartfields</b> tab or select the Expand arrow.   |

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| 12. | <p>Review the search results to see the Process Status. Journals can have a status of one of the following:</p> <ul style="list-style-type: none"> <li>• <b>Warning:</b> indicates the transaction was posted to Commitment Control and the transaction requires no further action.</li> <li>• <b>In Process:</b> indicates the transaction is stuck and will be ignored by the budget checking process. Users must submit a ticket to ITS for assistance.</li> <li>• <b>Error:</b> the transaction failed budget checking and must be corrected before it will post to Commitment Control ledgers and the General Ledger.</li> </ul>  |
| 13. | <p>To view the ChartField combinations that failed budget check, click the <b>Show all columns</b> icon. The most common Budget Exception errors are:</p> <ul style="list-style-type: none"> <li>• <b>Exceeds Budget:</b> means there is insufficient funds for the given ChartField combination to allow a transaction to post to Commitment Control. In most instances, this means the APPROP or one of the project ledgers are underfunded.<br/>Proceed to Step 14</li> <li>• <b>No Budget Exists:</b> means there is no posted budget for the ChartField combination in Commitment Control.<br/>Proceed to Step 15</li> <li>• <b>Budget is Closed:</b> means that the Budget Period for the given transaction is closed and occurs when a ChartField value or string is set to close via budget attributes or the ledger control ChartField definition. Most likely, the error occurs on a project/grant definition when spending occurs outside of the sponsor's start and end date.<br/>Proceed to <a href="#">Step 16</a></li> <li>• <b>Budget Date Out of Bounds:</b> means that a budget is still open, but the budget date is outside of the ending date of the budget attributes or the ledger control ChartField definition. Most likely, the error occurs on a project/grant definition when spending occurs outside of the sponsor's start and end date.<br/>Proceed to <a href="#">Step 17</a></li> </ul> |

| Step | Action  |
|------|---|
| 14.  | <p>To correct the <b>Exceeds Budget</b> exception, the institution will need to perform one of the following actions:</p> <ul style="list-style-type: none"> <li>• Perform a budget transfer to increase the funding.</li> <li>• Override the Budget (security dependent).</li> <li>• Change ChartField strings to charge another cost center.</li> </ul> <p><b>End of Procedure.</b> Remaining steps apply to other paths.</p>   |
| 15.  | <p>To correct the <b>No Budget Exists</b> exception, the institution will need to perform one of the following actions:</p> <ul style="list-style-type: none"> <li>• Create a budget adjustment to include the new budget ChartField combination.</li> <li>• Change ChartField strings to charge another cost center.</li> </ul> <p><i>Note: This error must be corrected and cannot be overridden.</i></p> <p><b>End of Procedure.</b> Remaining steps apply to other paths.</p> |
| 16.  | <p>To correct the <b>Budget is Closed</b> exception, the institution will need to perform one of the following actions:</p> <ul style="list-style-type: none"> <li>• Change the ending date of the project (in adherence with the sponsor's agreement) and run the project sync process.</li> <li>• Charge another ChartField string.</li> </ul> <p><b>End of Procedure.</b> Remaining steps apply to other paths.</p>  |
| 17.  | <p>To correct the <b>Budget Date Out of Bounds</b> exception, the institution will need to perform one of the following actions:</p> <ul style="list-style-type: none"> <li>• Change the ending date of the project (in adherence with the sponsor's agreement) and run the Project Sync Process.</li> <li>• Charge another ChartField string.</li> </ul> <p><b>End of Procedure.</b></p>   |