

Budget Checking Errors

How to check for budget errors on a voucher?

– the process is similar in all modules

After budget checking process has been run on vouchers.

- Open the voucher
- On the Summary tab check the Budget Status
- For exceptions click on the **Exceptions link**

| Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | OU Voucher Info |
|--------------------|----------------------------|---------------------|-------------------|--------------------|---------------|-----------------|
| Business Unit | OUHSC | Invoice Date | 03/30/2022 | Invoice No | STU27220330 | |
| Voucher ID | 10094837 | Invoice Total | 25.00 | USD | | |
| Voucher Style | Regular | | | | | |
| Supplier Name | [REDACTED] | | | | | |
| Entry Status | Postable | Pay Terms | NET 45 | | | |
| Match Status | No Match | Voucher Source | Online | | | |
| Approval Status | Pending | Origin | ONL | | | |
| Post Status | Unposted | Created On | 03/30/2022 5:08PM | | | |
| | | Created By | 502932 | | | |
| | | Last Update | 03/30/2022 5:19PM | | | |
| | | Modified By | 502932 | | | |
| | | ERS Type | Not Applicable | | | |
| | | Close Status | Open | | | |
| Budget Status | Exceptions | WF Last Update | | | | |
| Budget Misc Status | Valid | Last Updated | | | | |
| *View Related | Payment Inquiry | | | | | |
| | Go | | | | | |

to find budget checking error click on exceptions

A new page will open with the error

- Within the details at the bottom of the page there is a message showing the exception description

| Budget Override | | Budget Chartfields | | |
|-----------------|---------------|--------------------|------------------|--|
| Details | Business Unit | Ledger Group | Exception | |
| 1 | OUHSC | OU_OP | No Budget Exists | |

click the magnifying glass for CFS information

this example shows that no budget exists; click the magnifying glass for more CFS information

Budget Checking Errors

- A voucher line screen will show the detailed CFS that is causing the error

Payables Voucher Line Drill Down ×

Transaction Line Identifiers Help

Business Unit **OUHSC** Voucher ID **10094837**

Additional Source Information

Invoice Number **STU27220330**
Supplier ID **9000004282**

Transaction Line Details

| Account | Fund | Org | Function | Entity |
|---------|-------|----------|----------|--------|
| 600100 | CLNOP | ADH03001 | 00116 | 00000 |

Line Status **Error**
Budget Date **03/30/2022**
Line Amount **25.00** USD

OK

In this example no budget exists for the CFS entered on the voucher. The CFS must be corrected or sufficient budget posted for the CFS.

Another common budget checking error is this:

| Budget Override | | Budget Chartfields | | ▶ |
|-----------------|---------|--------------------|--------------|--------------------------|
| | Details | Business Unit | Ledger Group | Exception |
| 1 | 🔍 | OUHSC | OU_OP | Exceeds Budget Tolerance |

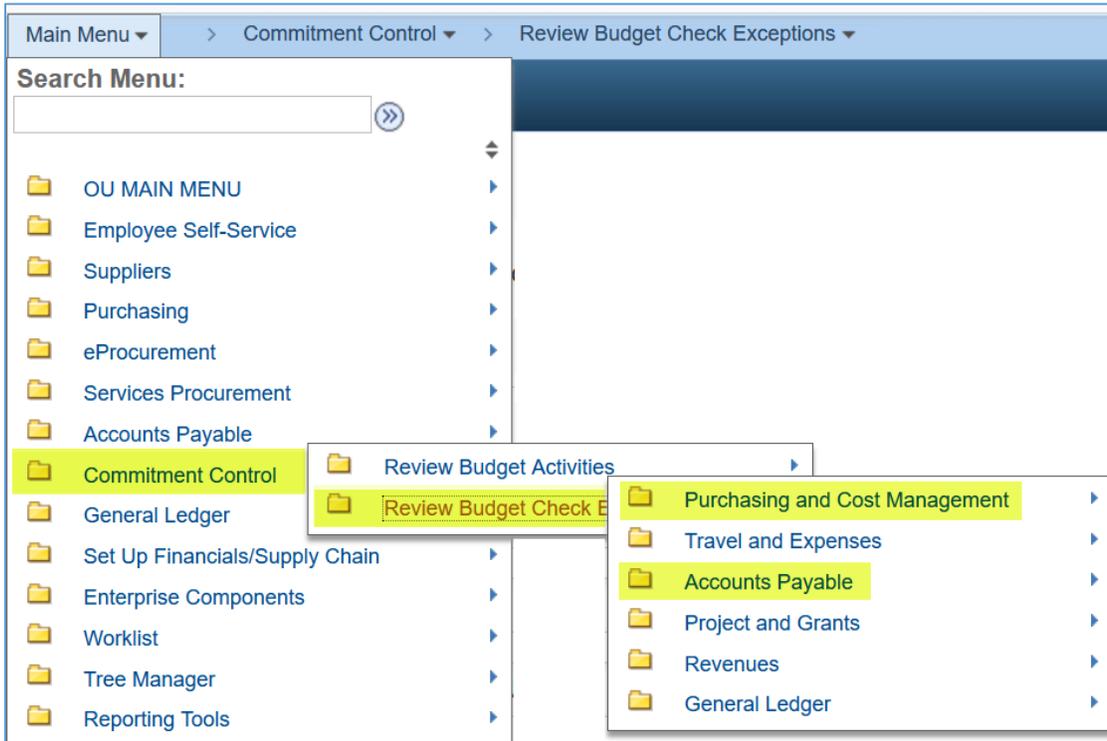
This is an example of the CFS not having enough budget available for the amount necessary to cover the total expense. Budget will have to be added or a Req, PO, or Voucher will need to be cancelled and budget restored to the available balance.

A second way to check for budget errors is using the Budget Check Exceptions pages. The menu navigation is:

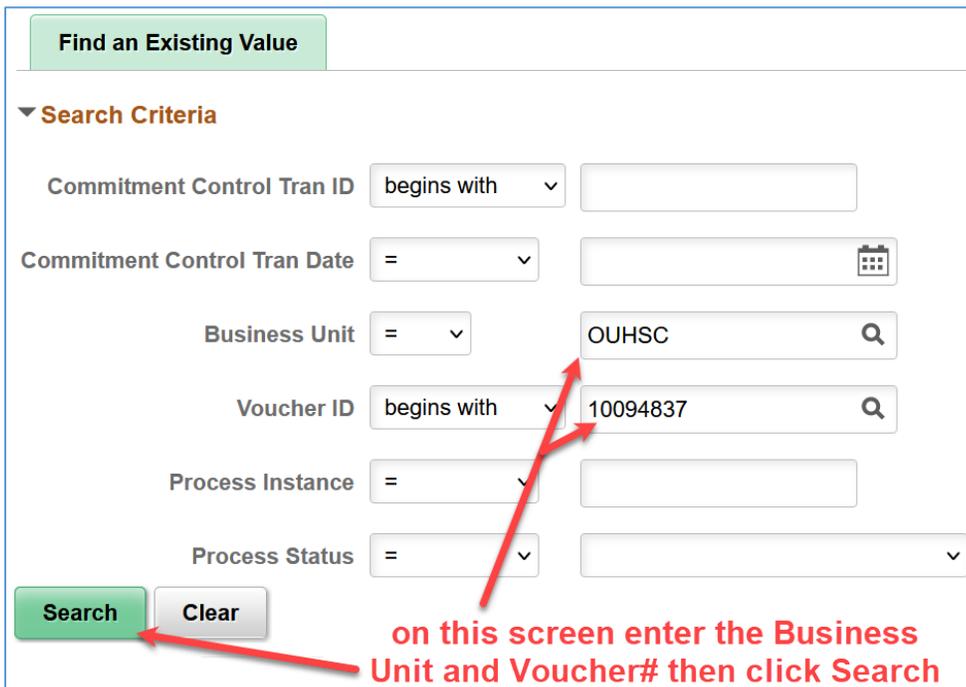
Main Menu → Commitment Control → Review Budget Check Exceptions

From here you'd select from **Account Payable** or **Purchasing** depending on what error you are looking for.

Budget Checking Errors



Continuing the previous voucher example, select **Accounts Payable** from the menu. From the search page enter the **Business Unit** and **Voucher #** then click on **Search**.



The search criteria form includes the following fields:

- Commitment Control Tran ID: begins with []
- Commitment Control Tran Date: = []
- Business Unit: = [OUHSC]
- Voucher ID: begins with [10094837]
- Process Instance: = []
- Process Status: = []

Buttons: Search, Clear

on this screen enter the Business Unit and Voucher# then click Search

At this point you'll see the voucher exceptions screen from the first method and working through the budget issues is the same process as shown before.