



Reviewing and Correcting Budget Check Errors Overview

Once accounting entries have been entered, marked complete, and saved, the payment is ready for budget check. Budget check can be run manually or will run normally in the nightly batch. All accounting entries must pass budget check. The system will generate an error if the accounting distribution includes an expenditure account and does not have a corresponding commitment control budget.

For interfacing Agencies, uploaded deposits go through budget check in the nightly process. Any errors will need to be corrected online and budget check can be manually run, or it will be done automatically in the nightly batch.

There are three budget status values:

- **Error:** the entry did not pass budget checking
- **Valid:** the entry passed budget checking
- **Warning:** the entry passed budget checking (review the warning message)

There are two pages you can navigate to when researching budget check errors and warnings, **Direct Journal Payments** and **Misc Payment Exceptions**. This Job Aid provides the steps to review and correct budget check errors using both of these pages.

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Accounts Receivable Job Aid

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Viewing a Manual Budget Check Error

Scenario: A budget check was run manually and a **Budget Status** of “Error” displays.

Distribution Sequence	GL Unit	Line Amount	Currency	Unit	Fund	Program	Department	Cost Center	Task	FIPS
1	1 50100	-200.00	USD	204	09800		10015	95000001		
2	2 TREAS	200.00	USD	01	09800		99999			

Total
Lines: 4 Total Debits: 400.00 Currency: USD Total Credits: 400.00 Currency: USD Net: 0.00

1. Click the **Budget Check Options** icon.

The **Commitment Control** page displays.

Commitment Control

Commitment Control Details

Source Transaction Type: Miscellaneous Payment
Budget Checking Header Status: Error in Budget Check
Commitment Control Amount Type: Actuals, Recognize and Collect
Commitment Control Tran ID: 0025547385
Commitment Control Tran Date: 06/21/2023
 Override Transaction

Budget Check

Go to Transaction Exceptions Go To Activity Log

OK Cancel Refresh

Note: The **Budget Checking Header Status** field displays the error message “Error in Budget Check”.

2. Click the **Go to Transaction Exceptions** link to open the **Direct Journal** page.



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The **Direct Journal** page displays.

The screenshot shows the 'Direct Journal' interface. At the top, there are navigation menus: Favorites, Main Menu, Commitment Control, Review Budget Check Exceptions, Revenues, and Direct Journal. Below this, there are tabs for 'Misc. Payment Exceptions' and 'Line Exceptions'. The main area displays details for a transaction: Deposit Unit 50100, Deposit ID 115788, and Payment Sequence 1. There are options for 'Exception Type' (set to Error), 'Maximum Rows' (100), and checkboxes for 'Override Transaction' and 'More Budgets Exist'. A 'Search' button is present. Below this is a section titled 'Budgets with Exceptions' with a table. The table has columns: Details, Business Unit, Ledger Group, Exception, More Detail, Override Budget, and Transfer. The first row shows: 1, 50100, CC_REVEST, No Budget Exists, More Detail, and Go To ... The 'Exception' cell is highlighted with a red box. At the bottom, there are buttons for 'Save', 'Return to Search', and 'Notify'.

3. Review the message in the **Exception** field. In this example, the error message states, “No Budget Exists”.

At this point, determine if the error is caused by an incorrect distribution or if the budget needs to be modified.

- If the budget needs to be modified, work with the appropriate person at your Agency to make the necessary updates. Once the updates are made, manually run budget check or let budget check run during the nightly batch process. Verify that the budget check status updates to “Valid”.
- If the error is due to an incorrect ChartField distribution, update the distribution. Go to the [Correcting ChartField Distribution Errors](#) section of this Job Aid and follow the instructions.

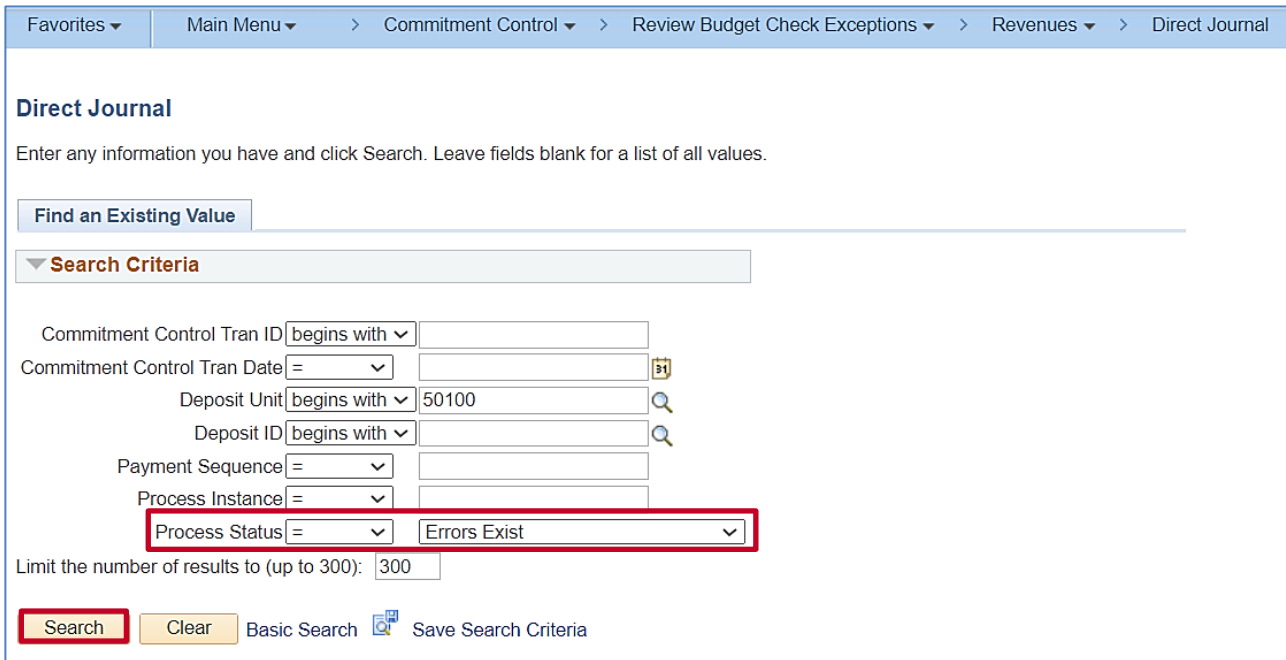
Viewing a Nightly Batch Budget Check Error

When budget check is run during the nightly batch, you can view budget check errors by navigating to the **Direct Journal** page.

1. Navigate to the **Direct Journal** page using the following path:

Main Menu > Commitment Control > Review Budget Check Exceptions > Revenues > Direct Journal

The **Direct Journal Search** page displays.



2. Click the **Process Status** dropdown button and select “Errors Exist”.
3. Click the **Search** button.

Note: If there is more than one Deposit with a budget check error, the search results will display a list. If there is only one Deposit with a budget check error, Cardinal opens the **Direct Journal** page for that Deposit. In this example, there is only one error.



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The **Direct Journal** page displays.

The screenshot shows the 'Direct Journal' interface. At the top, there are navigation tabs: 'Misc. Payment Exceptions' and 'Line Exceptions'. Below this, there are fields for 'Deposit Unit' (50100), 'Deposit ID' (115788), and 'Payment Sequence' (1). There is a dropdown for '*Exception Type' set to 'Error' and a 'Maximum Rows' field set to '100'. A 'Search' button is present. Below the search area, there are checkboxes for 'Override Transaction' and 'More Budgets Exist'. A table titled 'Budgets with Exceptions' is displayed, with columns for 'Details', 'Business Unit', 'Ledger Group', 'Exception', 'More Detail', 'Override Budget', and 'Transfer'. The table contains one row with the following data: '1' in the 'Details' column, a magnifying glass icon, '50100' in the 'Business Unit' column, 'CC_REVEST' in the 'Ledger Group' column, 'No Budget Exists' in the 'Exception' column (highlighted with a red box), 'More Detail' in the 'More Detail' column, an unchecked checkbox in the 'Override Budget' column, and 'Go To ...' with a magnifying glass icon in the 'Transfer' column. At the bottom of the page, there are buttons for 'Save', 'Return to Search', and 'Notify'.

4. Review the message in the **Exception** field. In this example, the error message states, “No Budget Exists”.

At this point, determine if the error is caused by an incorrect distribution or if the budget needs to be modified.

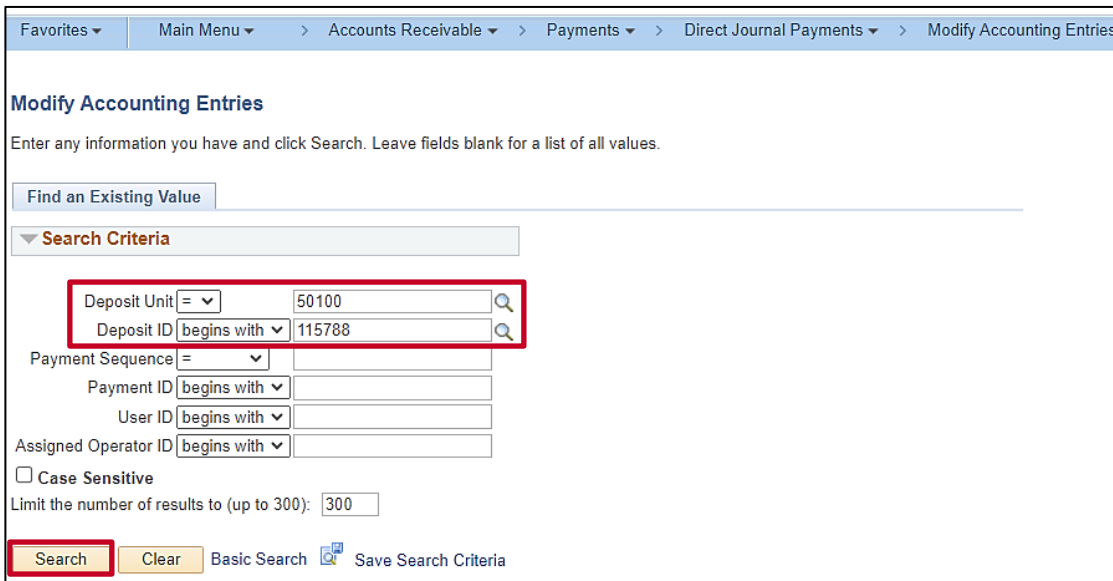
- If the budget needs to be modified, work with the appropriate person at your Agency to make the necessary updates. Once the updates are made, manually run budget check or let budget check run during the nightly batch process. Verify that the budget check status updates to “Valid”.
- If the error is due to an incorrect ChartField distribution, update the distribution. Go to the [Correcting ChartField Distribution Errors](#) section of this Job Aid and follow the instructions.

Correcting ChartField Distribution Errors

1. Navigate to the **Modify Accounting Entries** page using the following path:

Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries

The **Modify Accounting Entries Search** page displays.



2. Enter a **Deposit Unit** number and enter a **Deposit ID** number.
3. Click the **Search** button.



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The **Modify Accounting Entries** page displays.

Unit 50100 Deposit ID 115788 Payment TEST501 Seq 1

Currency Details

Amount	200.00	Currency	USD
Base	200.00	Currency	USD

Complete Budget Status Error

Accounting Line Display

Standard Supplemental (Entry Event) Both Display

Distribution Lines Personalize | Find | First 1-4 of 4 Last

Type	Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund	Pr
S	1	50100			200.00	-200.00 USD	4001204	09800	
S	2	TREAS	200.00			200.00 USD	154601	09800	
S	3	50100	200.00			200.00 USD	101010	09800	
S	4	TREAS			200.00	-200.00 USD	101010	09800	

Total

Lines	4	Total Debits	400.00	Currency	USD	Total Credits	400.00	Currency	USD	Net	0.00
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Save Return to Search Notify

Directly Journalled Payments | Deposit Control

4. Uncheck the **Complete** checkbox option.
5. Click the **Save** button.

A **Warning** message displays in a pop-up window.

Message

Warning -- Please use Direct Journal Entry panel to update the incomplete accounting entries. (6040,727)

Incomplete direct Journal accounting entries can be updated in the Direct Journal Entry panel. Direct Journal Review panel is used for reviewing complete accounting entries only.

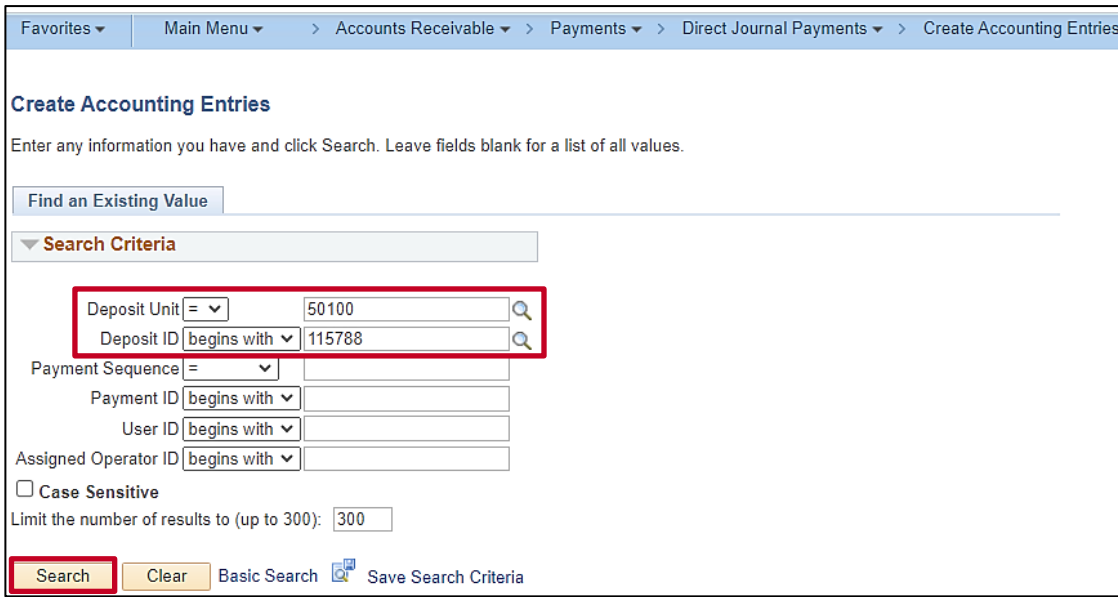
OK

6. Click the **OK** button.

7. Navigate to the **Create Accounting Entries** page using the following path:

Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries

The **Create Accounting Entries Search** page displays.



Find an Existing Value

Search Criteria

Deposit Unit = 50100

Deposit ID begins with 115788

Payment Sequence =

Payment ID begins with

User ID begins with

Assigned Operator ID begins with

Case Sensitive

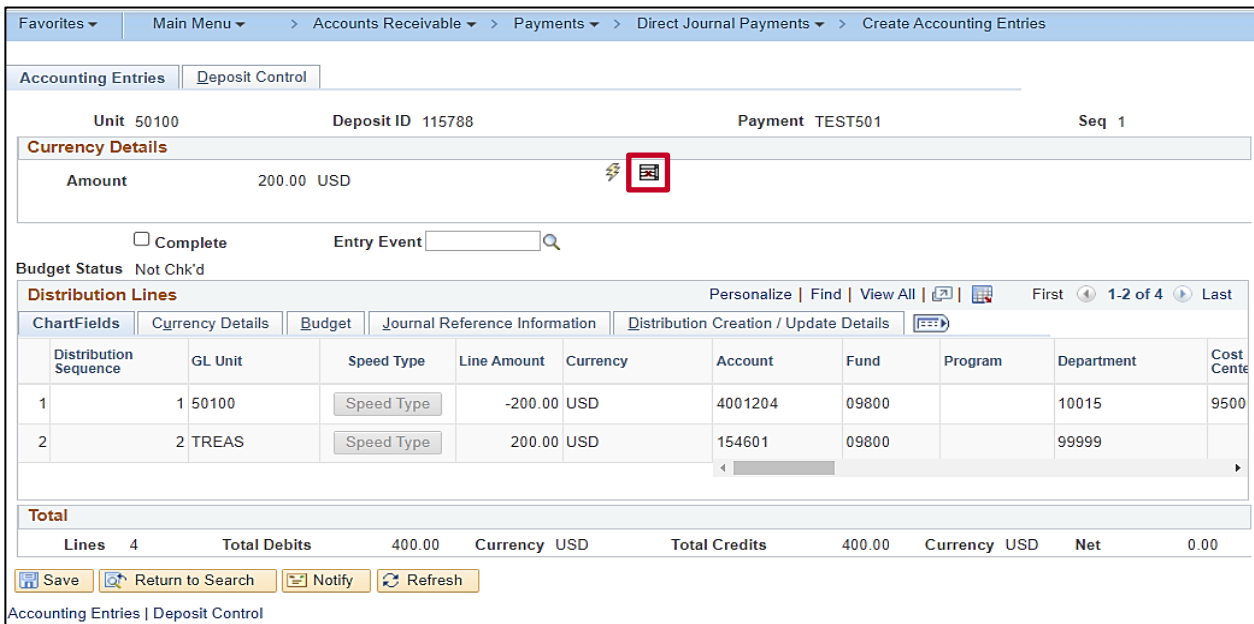
Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria

8. Enter a **Deposit Unit** number and enter a **Deposit ID** number.

9. Click the **Search** button.

The **Create Accounting Entries** page displays.



Accounting Entries | Deposit Control

Unit 50100 Deposit ID 115788 Payment TEST501 Seq 1

Currency Details

Amount 200.00 USD

Complete Entry Event

Budget Status Not Chk'd

Distribution Lines Personalize | Find | View All | First 1-2 of 4 Last

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Program	Department	Cost Center
1	1 50100	Speed Type	-200.00	USD	4001204	09800		10015	9500
2	2 TREAS	Speed Type	200.00	USD	154601	09800		99999	

Total

Lines 4 Total Debits 400.00 Currency USD Total Credits 400.00 Currency USD Net 0.00

Save Return to Search Notify Refresh

Accounting Entries | Deposit Control

10. Click the **Delete Accounting Entries** icon.



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Favorites > Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries

Accounting Entries | Deposit Control



Unit 50100 Deposit ID 115788 Payment TEST501 Seq 1

Currency Details

Amount 200.00 USD 

Complete Entry Event

Budget Status Not Chk'd





Distribution Lines Personalize | Find | View All |   First 1 of 1 Last

ChartFields | Currency Details | Budget | Journal Reference Information | Distribution Creation / Update Details

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Program	Department
1	1 50100	Speed Type	-200.00	USD	4001014	09800		10015

Total

Lines	Total Debits	Currency	Total Credits	Currency	Net
1	0.00	USD	200.00	USD	-200.00

 Save  Return to Search  Notify  Refresh

Accounting Entries | Deposit Control

11. Update the **ChartField** distribution.

12. Click the **Lightning Bolt** icon.



The page refreshes with the accounting entry offset.

Favorites > Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries

Accounting Entries | Deposit Control



Unit 50100 Deposit ID 115788 Payment TEST501 Seq 1

Currency Details

Amount 200.00 USD  

Complete Entry Event

Budget Status Not Chk'd





Distribution Lines Personalize | Find | View All |   First 1-2 of 4 Last

ChartFields | Currency Details | Budget | Journal Reference Information | Distribution Creation / Update Details

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Program	Department	Cost Cent
1	1 50100	Speed Type	-200.00	USD	4001014	09800		10015	9500
2	2 TREAS	Speed Type	200.00	USD	154601	09800		99999	

Total

Lines	Total Debits	Currency	Total Credits	Currency	Net
4	400.00	USD	400.00	USD	0.00

 Save  Return to Search  Notify  Refresh

Accounting Entries | Deposit Control

13. Check the **Complete** checkbox option.

14. Click the **Save** button.



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The page refreshes and the **Budget Check** icon displays.

The screenshot shows the 'Create Accounting Entries' page. The 'Currency Details' section shows an amount of 200.00 USD. The 'Budget Status' is 'Not Chk'd'. The 'Distribution Lines' table is as follows:

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Program	Department	Cost Cent
1	1 50100	Speed Type	-200.00	USD	4001014	09800		10015	9500
2	2 TREAS	Speed Type	200.00	USD	154601	09800		99999	

The 'Total' section shows: Lines 4, Total Debits 400.00, Currency USD, Total Credits 400.00, Currency USD, Net 0.00. A red box highlights the 'Budget Check' icon in the 'Currency Details' section.

15. Click the **Budget Check** icon.

The screenshot shows the same 'Create Accounting Entries' page. The 'Budget Status' is now 'Valid', highlighted with a red box. The 'Distribution Lines' table is as follows:

Distribution Sequence	GL Unit	Line Amount	Currency	Account	Fund	Program	Department	Cost Center	Task	F
1	1 50100	-200.00	USD	4001014	09800		10015	95000001		
2	2 TREAS	200.00	USD	154601	09800		99999			

The 'Total' section shows: Lines 4, Total Debits 400.00, Currency USD, Total Credits 400.00, Currency USD, Net 0.00. A red box highlights the 'Save' button.

16. Verify that the **Budget Status** field updates and is now "Valid".

17. Click the **Save** button.