

<b>Security Role</b>	BOR_PO_MAINTAIN
<b>Responsibility/Role</b>	
<b>File Name</b>	PO_020_150 - Budget Checking a PO Online_BUSPROC.docx
<b>Version</b>	
<b>Document Generation Date</b>	12/15/2010
<b>Date Modified</b>	2/19/2019
<b>Last Changed by</b>	
<b>Status</b>	

## **PO.020.150 - Budget Checking a PO Online**

### **Trigger:**

### **Concept**

This topic demonstrates how to budget check a PO Online. A PO should only be budget checked Online if the PO Status is Approved. If the user has approval authority, the Purchase Order will be approved at the time of Save. At that point, the Purchase Order can be budget checked in realtime by clicking the Budget Check icon on the Maintain Purchase Order page. The Budget Check process involves editing the Chartfield data, processing a document tolerance check, and creating an encumbrance for a single Purchase Order. After the Budget Check process is run, the system will produce a Valid, Warning, or Error status.

### **Topic Objectives:**

Upon completion of this topic, you will be able to:

- Identify the Purchase Order status required to budget check a PO online.
- Identify the three possible Header statuses that appear after budget checking a Purchase Order.

### **Assumptions**

### **Dependencies/Constraints**

# **Business Process Document**

**Purchasing - Purchase OrdersPO.020.150 - Budget Checking a**



**PO Online**

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## **Additional Information**

## Procedure

In this topic, you will budget check a Purchase Order for Compact Discs. The Purchase Order is currently in Approved status.

Step
1.
2.
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12.