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## EX.060.020 - Reviewing Exp Rpt Budget Chk Exceptions

#### Trigger:

#### Concept

This topic demonstrates how to review expense report budget check exceptions. Budget checking exceptions are transactions that fail budget checking validations. These exceptions may be errors or warnings.

Errors prevent the system from recording the transaction; warnings allow the system to record the transaction but inform you of the exception conditions. You may view these exceptions to determine the cause of the failure through PeopleSoft Expenses or through the Commitment Control menu.

Expense transactions may fail budget checking for a variety of reasons, and they may fail against one or more budget ledgers. Reasons why expense transactions may fail are if the Chartfields in the accounting distributions are incorrect, if there are insufficient funds to support the expense, or if the budget is permanently or temporarily closed.

The review for travel authorizations is the same as expense reports except the page navigation. Navigate to the Travel Auth Budget Exceptions page to review budget checking warnings and errors for travel authorizations.

Budget checking exceptions are covered in depth under the General Ledger Business processes.

**Topic Objectives:**

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

- Define budget check exceptions.

- Define budget check errors.

- Define budget check warnings.

- Identify reasons why expense transactions may fail budget checking.

- Review budget check exceptions.

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| Assumptions |
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| Dependencies/Constraints |
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#### Additional Information

#### Procedure

For this topic, we are going to review budget exceptions for expense report 0000000018. Let’s see how this is done.

| Step | Action |
| --- | --- |
|  | Click the **Travel and Expenses** link. |
|  | Click the **Manage Accounting** link. |
|  | Click the **Expense Rpt Budget Exceptions** link. |
|  | If you have specific Commitment Control information you are searching for, you can enter it in the blank fields. Otherwise, you can search for all Expense Report Exceptions. |
|  | Click the **Search** button. |
|  | Click an entry in the **Process Status** column.  You can have a budget checking status of Valid for Warnings. However, Errors need to be corrected before rerunning budget checking. |
|  | Review reasons for Error or Warning exceptions, budget ChartFields, and existing overrides  Click the **Transfer** button. |
|  | Click the **Go to Budget Exceptions** link.  The **Go To Budget Inquiry** link takes you to Commitment Control Budget Details page where you can view information such as budget, expense and encumbered amounts. |
|  | Click the **vertical** scrollbar to navigate to the bottom of the page. |
|  | Click the **Budget Override** tab if you have security privilege to override budget information. |
|  | Click the **Budget Chartfields** tab to review the chartfield combinations associated with the expense transaction. |
|  | Click the **Line Exceptions** tab. |
|  | Click the **Show all columns**button to view chartfields, amounts and distribution lines in error. |
|  | Click the **horizontal** scrollbar to view the right side of the page. |
|  | You have successfully reviewed budget checking exceptions for Expense Reports. |
|  | Congratulations. You have just completed the **Reviewing Expense Report Budget Check Exceptions** topic. Below is a summary of the key concepts of this topic:  - Budget checking exceptions are transactions that fail budget checking validations. The exceptions can be either errors or warnings.  - Budget checking errors prevent the system from recording the transaction.  - Budget checking warnings allow the system to record the transaction, but inform you of the exception conditions.  - Expense transactions may fail budget checking if the Chartfields in the accounting distributions are incorrect, if there are insufficient funds to support the expense, or if the budget is permanently or temporarily closed.  **End of Procedure.** |