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| Security Role | **BOR\_EX\_BUDCHK\_PRC, BOR\_FN\_ADMIN\_REPORTING, BOR\_REPORTSUPERUSER** |
| Responsibility/Role |  |
| File Name |  |
| Version |  |
| Document Generation Date | **12/15/2010** |
| Date Modified | **12/15/2010** |
| Last Changed by |  |
| Status |  |

## EX.030.011 - Budget Checking Expense Reports in Batch

#### Trigger:

#### Concept

This topic demonstrates how to budget check expense reports in batch. Use the Request Budget Check page to run the budget checking process for travel authorizations, expense reports, and journal expense reports. The Process Scheduler process runs the Commitment Control Budget Processor at user-defined intervals.

Online budget checking can also be done using the Worklist feature in PeopleSoft (see Business Process EX.020.151). Once the process had been run, the Budget Status will update to Valid if successfully posted to Commitment Control.

**Topic Objectives:**

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

- Identify the two different ways you can budget check expense reports.

- Identify the status of an expense report if it passes budget checking.

- Budget Check expense reports in batch.

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| Assumptions |
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| Dependencies/Constraints |
|  |

#### Additional Information

#### Procedure

For this topic, run the budget checking process in batch on all expense reports. Let’s see how this is done.

| Step | Action |
| --- | --- |
|  | Click the **Travel and Expenses** link. |
|  | Click the **Manage Accounting** link. |
|  | Click the **Request Budget Checking** link. |
|  | If you wish to use an existing run control you can enter this value in the **Find an Existing Value** tab.  For this exercise, we will add a new run control. |
|  | Click the **Add a New Value** tab. |
|  | Enter "**Budget\_Chk\_Exp**" in the **Run Control ID** field. |
|  | Click the **Add** button. |
|  | Click the **Look up Bus Unit (Alt+5)** button. |
|  | Click an entry in the **Business Unit** column. |
|  | Enter "**Budget Check Expense Rpts**" in the **Description** field. |
|  | Click the **Transaction Type** list. |
|  | Use the Transaction Type field to select a Commitment Control transaction type. Expenses provides these transaction types:  **All Expense Reports:** Select this option to budget check all expense reports.  **All Travel Authorizations:** Select this option to budget check all travel authorizations.  **Cancel Void Expense Reports**: Select this option to budget check voided expense reports (the payment is voided and not reissued). |
|  | Click the **All Expense Reports** list item. |
|  | Click the **View Transaction Details** link. |
|  | Click the **Select All** button. |
|  | Click the **Save** button. |
|  | Click the **Run** button. |
|  | Make sure the checkbox is enabled next to the EX\_BCHK\_ALL process. |
|  | Click the **OK** button. |
|  | Click the **Report Manager** link. |
|  | Click the **Administration** tab. |
|  | Click the **Refresh** button. This action may need to be performed several times depending on the speed of the processor. |
|  | Depending on the processing speed, the Status may display **NA**,**Processing**, or **Posted**. The process is completed when **Posted** is displayed. |
|  | When the Status displays **Posted**, click on the **Budget Check Expense Requests** entry in the **Description** column. |
|  | The **Run Status** should be reviewed. If no budget exceptions were noted the status will state **Success**. If the Run Status is **Warning** then there are budget exceptions that need to be resolved.  Details for resovling exceptions is covered under GL KK business process documentation. |
|  | Click the **OK** button. |
|  | Click the **Go back to Budget Check Transactions** link. |
|  | Click the **Save** button. |
|  | Click the **Budget** tab to review the budget status. |
|  | Notice the **Budget Status** for each transaction that was budget checked.  If the status is **Error**, the transaction cannot be approved as submitted and must be corrected.  If a transaction was sucessfully budget checked, the Budget Status of **Valid** is displayed and the transaction may be approved by the appropriate level. |
|  | Congratulations. You have just completed the **Budget Checking Expense Reports in Batch** topic. Below is a summary of the key concepts of this topic:  - Expense Reports can be budget checked either online or in batch.  - An expense report’s budget checking status will be ‘Valid’ if it passes Budget Checking.  **End of Procedure.** |