|  |  |
| --- | --- |
| 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.030.010 - Budget Checking Travel Authorizations in Batch

#### Trigger:

#### Concept

This topic demonstrates how to budget check travel authorizations 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.020.150). Once the process has 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 travel authorizations.

- Identify the status of a travel authorization if it passes budget checking.

- Budget Check travel authorizations in batch.

|  |
| --- |
| Assumptions |
|  |

|  |
| --- |
| Dependencies/Constraints |
|  |

#### Additional Information

#### Procedure

For this topic, budget check all travel authorizations in batch. 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 search for this value on the **Find an Existing Value** tab.  For this exercise, we will add a new value. |
|  | Click the **Add a New Value** tab. |
|  | Enter "**budget\_checking**" in the **Run Control ID** field. |
|  | Click the **Add** button. |
|  | Enter "**27000**" in the **Bus Unit** field. |
|  | Enter "**Daily Budget Checking - EX**" 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 Travel Authorizations** list item. |
|  | Click the **View Transaction Details** link.  Use the **Transaction Details** page to select a date range or specific travel authorizations to be budget checked. |
|  | Click the **Select All** button.  Otherwise, you can check each individual item you want to budget check. |
|  | Click the **Run** button. |
|  | Make sure the checkbox is enabled for the **EX\_BCHK\_ALL** process. |
|  | Click the **OK** button. |
|  | Click the **Report Manager** link. |
|  | Click the **Administration** tab. |
|  | Click the **Refresh** button. You may need to click this several times.  The **Status** should display **Posted** when it has been successfully completed. |
|  | Click the **Budget Check Expense Requests** link in the **Description** column. |
|  | Verify the **Run Status** is **Success**.  A **Run Status** of **Warning** indicates there are budget exceptions that need to be resolved. Details for resolving exceptions is covered under GL KK business process documentation. |
|  | Click the **OK** button. |
|  | Click the **Go back to Budget Check Transactions** link. |
|  | Click the **Cancel** button to continue the process. |
|  | Click the **Budget** tab to review the budget status. |
|  | Verify that the budget status is **Valid**.  If budget errors are encountered please refer to the GL business process that covers resolving budget checking exceptions.  Click on the **Budget Status** to continue. |
|  | Congratulations. You have just completed the **Budget Checking Travel Authorizations in Batch** topic. Below is a summary of the key concepts of this topic:  - Travel authorizations can be budget checked either online or in batch.  - A travel authorization’s budget checking status will be ‘Valid’ if it passes Budget Checking.  **End of Procedure.** |