

QUICK REFERENCE GUIDE

Correcting Direct Journal Budget Errors

Revised October 16, 2016

Correct Direct Journal Deposit Budget Errors

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- Step 4: Uncheck the Complete Box from the Modify Accounting Entries page
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Step 1: View the Budget Check Error Message

After clicking on the **Budget Check** icon on the *Accounting Entries* page, you may receive the below message indicating that budget checking errors exist and instructing you to check the budget exception page to view the errors.

The screenshot displays a software interface for 'Create Accounting Entries'. At the top, there is a breadcrumb trail: 'Favorites | Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries'. Below this, there are tabs for 'Accounting Entries' and 'Deposit Control'. The main area contains several fields: 'Unit: G1001', 'Deposit ID: 132950129', 'Payment: CHARITIES', and 'Seq: 1'. Below these is 'Amount: 500.00 USD' and a 'Complete' checkbox which is checked. There is also an 'Entry Event' field. A 'Budget Status: Error' message is visible. A 'Distribution Lines' table is shown with columns for 'Distribution Sequence', 'GL Unit', and 'Line Amount'. The table has two rows: Row 1 with sequence 1, GL Unit 1 MN001, and Line Amount -500.00; Row 2 with sequence 2, GL Unit 201 MN001, and Line Amount 500.00. A 'Total' row shows 'Lines: 2' and 'Total Debits: 500.00'. A 'Message' dialog box is overlaid on the table, containing the text: 'Budget Checking Errors Exist (18021,91) Budget checking errors were logged for this document. Please check the budget exception page to view them.' and an 'OK' button. At the bottom of the interface, there are buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh'.

1. Click on the **OK** button.

Step 2: Correct the Error on the Create Accounting Entries Page, if Possible

Review the accounting entries. If you determine that you entered a typo while creating the accounting entries, you can fix the error without leaving *Create Accounting Entries* page.

1. Uncheck the **Complete** box.
2. Click on the **Save** button.
3. Delete the Offset Cash Entry line by clicking on the **red “X”** next to the **Lightning Bolt** icon.
4. Enter the correct ChartFields.
5. Reprocess the accounting entries as you would normally (create the offset cash entry, check the **Complete** box, save, and budget check).

Step 3: View more Error Information from the Modify Accounting Entries page

If you are not able to determine the cause of the error from the *Create Accounting Entries* page, you’ll need to navigate to the *Modify Accounting Entries* page to view more information about the error.

1. **Navigation Links:** Accounts Receivable, Payments, Direct Journal Payments, Modify Accounting Entries.
2. If you navigated to the *Modify Accounting Entries* page directly from the *Accounting Entries* page for the deposit, the **Directly Journalled Payments** tab for the Deposit displays. If not, you’ll need to search for and select the deposit from the search results.

Unit: G1001 Deposit ID: 132950129 Payment: CHARITIES Seq: 1

Amount: 500.00 Currency: USD
Base: 500.00 Currency: USD

Complete Budget Status: Error

Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund Code	Fin DeptID	Statewide Cost (Prog)
1	MN001			-500.00	USD	512606	2000	G1037110	
201	MN001			500.00	USD	100001	2000	G1037110	

Total
Lines: 2 Total Debits: 500.00 Currency: USD Total Credits: 500.00 Currency: USD Net: 0.00

Buttons: Save, Return to Search, Notify

3. Click on the **Budget Check Options** icon (the magnifying glass with the red “X”, indicating that there is a budget error).
4. At the *Commitment Control* page, click on the **“Go to Transaction Exceptions”** hyperlink. The *Misc. Payment Exceptions* page displays.

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

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: 0025655734
 Commitment Control Tran Date: 12/03/2014

Override Transaction

Budget Check ⓘ

[Go to Transaction Exceptions](#) [Go To Activity Log](#)

OK Cancel

5. On the **Budget Override** tab, view the **Exception** column information.

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

Misc. Payment Exceptions Line Exceptions

Deposit Unit: G1001 Deposit ID: 132950129 Payment Sequence: 1

*Exception Type: Error Override Transaction ⓘ ⓘ
 Maximum Rows: 100 More Budgets Exist

Search [Advanced Budget Criteria](#)

Budgets with Exceptions Personalize | Find | View All | First 1 of 1 Last

Budget Override Budget ChartFields

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	🔍	MN001	KK_REVENUE	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ... 📄

In this example, “No Budget Exists” is displayed. You will need to do some research to determine the problem. This may include contacting staff in your agency such as a budget coordinator. This error message most often indicates:

Issue	Resolution
Budget has not been set up	In this case, after the revenue budget is set up by staff with the appropriate role, you follow the instructions in Step 2 to Uncheck the Complete box and budget check the transaction from the <i>Create Accounting Entries</i> page for the deposit and the error will disappear.
ChartFields were entered incorrectly (most commonly the Approp ID)	After identifying the correct ChartFields, proceed to the next step of this topic to clear the error.

Issue	Resolution
Budget Date may not have been coded to the correct budget	After identifying the correct ChartFields, proceed to the next step of this topic to clear the error.

6. Optionally, click on the **Show All Columns** icon to view all of the ChartFields entered.

Budgets with Exceptions												
Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer	Fund	Fin DeptID	AppropID	Account	Budget Period	
1	MN001	KK_REVENUE	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...	2000	G1037110	G100018	512606	2015	

Step 3: Uncheck the Complete Box from the Modify Accounting Entries page

To resolve the budget check error, begin by navigating to the *Modify Accounting Entries* page for the deposit.

- Navigation Links:** Accounts Receivable, Payments, Direct Journal Payments, Modify Accounting Entries.
- At the *Modify Accounting Entries* search page, accept the default *Deposit Unit* or enter a *Deposit Unit*.
- Enter the *Deposit ID* for the deposit in error.

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

Modify Accounting Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Deposit Unit: = G1001

Deposit ID: begins with 132950129

Payment Sequence: =

Payment ID: begins with

User ID: begins with

Assigned Operator ID: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

4. Click on the **Search** button. The *Directly Journalled Payments* page appears.

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

Directly Journalled Payments | Deposit Control

Unit: G1001 Deposit ID: 132950129 Payment: CHARITIES Seq: 1

Amount: 500.00 Currency: USD
Base: 500.00 Currency: USD

Complete Budget Status: Error

Distribution Lines

Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund Code	Fin DeptID	Statewide Cost (Prog)
1	MN001			-500.00	USD	512606	2000	G1037110	
201	MN001			500.00	USD	100001	2000	G1037110	

Total

Lines: 2 Total Debits: 500.00 Currency: USD Total Credits: 500.00 Currency: USD Net: 0.00

Save Return to Search Notify

Directly Journalled Payments | Deposit Control

5. Uncheck the **Complete** checkbox.
6. A warning displays requesting that you use the *Direct Journal Entry* panel to update the incomplete accounting entries. Click on the **OK** button.

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

The Complete box should be unchecked and the Budget Status should display "Not Chk'd" but changes cannot be made here.

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

Directly Journalled Payments Deposit Control

Unit: G1001 Deposit ID: 132950129 Payment: CHARITIES Seq: 1

Amount: 500.00 Currency: USD
Base: 500.00 Currency: USD

Complete Budget Status: Not Chk'd

Distribution Lines Personalize Find First 1-2 of 2 Last

Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund Code	Fin DeptID	Statewide Cost (Prog)
1	MN001			-500.00	USD	512606	2000	G1037110	
201	MN001			500.00	USD	100001	2000	G1037110	

Total

Lines: 0 Total Debits: 500.00 Currency: USD Total Credits: 500.00 Currency: USD Net: 0.00

Save Return to Search Notify

Directly Journalled Payments | Deposit Control

Step 4: Correct the Budget Check Error on the Create Accounting Entries page

Next, you will correct the budget check errors from the *Create Accounting Entries* page.

1. **Navigation Links:** Accounts Receivable, Payments, Direct Journal Payments, Create Accounting Entries.
2. If you navigate directly from the **Directly Journalled Payments** tab for the deposit in error, the *Create Accounting Entries* page for the deposit displays. If not, you'll need to search for the deposit.
3. At the *Accounting Entries* page, delete the cash entry side of the transaction by clicking on the **Delete** icon (the icon with the **red "X"** located next to the **Lightning Bolt** icon).

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

Accounting Entries Deposit Control

Unit: G1001 Deposit ID: 132950129 Payment: CHARITIES Seq: 1

Amount: 500.00 USD

Complete Entry Event:

Budget Status: Not Chk'd

Distribution Lines Personalize Find View All First 1 of 1 Last

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Fin DeptID	SW Cost	Sub Acct	PC Bus Unit	Project
1	MN001	Speed Type	-500.00	USD	512606	2000	G1037110				

Total

Lines: 1 Total Debits: 0.00 Currency: USD Total Credits: 500.00 Currency: USD Net: -500.00

Save Return to Search Notify Refresh

Accounting Entries | Deposit Control

4. The ChartFields are now available for editing. Enter the correct ChartFields. In this example, the *Approp ID* needs to be corrected.

- After you correct the ChartField error, process the direct journal as you would normally. Generate the offset cash entry by clicking on the **Create (Lightning Bolt)** icon. The offset entry records the cash as a positive amount in the appropriate Account 100001 and offsets the revenue line.

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

Accounting Entries | Deposit Control

Unit: G1001 Deposit ID: 132950129 Payment: CHARITIES Seq: 1

Amount: 500.00 USD

Complete Entry Event:

Budget Status: Valid

Distribution Lines

Distribution Sequence	GL Unit	Line Amount	Currency	Account	Fund	Fin DeptID	SW Cost	Sub Acct	PC Bus Unit	Project	Activity
1	1 MN001	-500.00	USD	512606	2000	G1037110					
2	201 MN001	500.00	USD	100001	2000	G1037110					

Total

Lines: 2 Total Debits: 500.00 Currency: USD Total Credits: 500.00 Currency: USD Net: 0.00

Save Return to Search Notify Refresh

Accounting Entries | Deposit Control

- Click on the **Complete** checkbox.
- Click on the **Save** button. The **Delete** icon becomes the **Budget Check** icon. (You must always click the **Save** button after checking the **Complete** checkbox.)
- Click on the **Budget Check** icon.
The Budget Status Indicator should display "Valid". If another budget error occurs, you'll need to repeat the steps in this topic.
- Click on the **Save** button.