

QUICK REFERENCE GUIDE

November 1, 2019

Correct Direct Journal Budget Errors

This guide covers how to correct budget errors that occur while entering the *Accounting Entries* page information before the direct journal deposit transaction has posted.

Steps to complete:

- Step 1: View the Budget Check Error Message
- Step 2: Correct the Error on the Create Accounting Entries Page, if Possible
- Step 3: View more Error Information from the Modify Accounting Entries page
- Step 4: Uncheck the Complete Box from the Modify Accounting Entries page
- Step 5: Correct the Budget Check Error on the Create Accounting Entries page

Step 1: View the Budget Check Error Message

While entering Accounting Entries for direct journal deposits, 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 shows the 'Accounting Entries' page with a modal dialog box overlaid. The dialog box contains the following text: 'Budget Checking Errors Exist (18021,91)' and 'Budget checking errors were logged for this document. Please check the budget exception page to view them.' Below the text is an 'OK' button. The background page shows fields for Unit (G1001), Deposit ID (132950235), and Payment (CK 2789). It also has sections for 'Currency Details' (Amount: 100.00 USD), 'Budget Status' (Error), and 'Distribution Lines'.

Distribution Sequence	Account	Amount	Currency	Account	Appropriation ID (CF3)	Account
1	MN001	-100.00	USD	5200	G1037610	513304
2	MN001	100.00	USD	5200	G1037610	100001

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 the *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. Navigate the *Modify Accounting Entries* page by using one of the options below:

Navigation Options	Navigation Path
Navigation Collection	Accounting, Accounts Receivable, Enter and Complete Payments, left-menu, Direct Journal Payments, Modify Accounting Entries.
WorkCenter	Accounting, Accounts Receivable, Receivables WorkCenter, left-menu, Links section, Complete 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.

Directly Journalled Payments Deposit Control

Unit G1001 Deposit ID 132950235 Payment CK 2789 Seq 1

Currency Details

Amount	100.00	Currency	USD	
Base	100.00	Currency	USD	

Complete **Budget Status Error**

Distribution Lines

ChartFields Currency Details Budget Journal Reference Information Distribution Creation / Update Details

Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Fund Code	Fin DeptID	Appropriation ID (CF3)	Account	Sub Account (Class)
1	MN001			100.00	-100.00	USD	5200	G1037610	G100085	513304
2	MN001	100.00			100.00	USD	5200	G1037610	G100085	100001

Total

Lines	2	Total Debits	100.00	Currency	USD	Total Credits	100.00	Currency	USD	Net	0.00
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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.

Commitment Control X

[Help](#)

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 0055929946

Commitment Control Tran Date 09/05/2018

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.

Misc. Payment Exceptions | Line Exceptions

Deposit Unit: G1001 | Deposit ID: 132950235 | Payment Sequence: 1

*Exception Type: **Error** | Override Transaction | More Budgets Exist

Maximum Rows: 100 | [Advanced Budget Criteria](#)

Budgets with Exceptions

| |

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

- Click on the **Budget ChartFields** tab or the **Show All Columns** arrow icon to view all of the ChartFields entered.

Budgets with Exceptions

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Details	Business Unit	Ledger Group	Fund	Fin DeptID	Appropriation ID (CF3)	Account	Budget Period
1	MN001	KK_REVENUE	5200	G1037610	G100085	513304	2019

Step 4: 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.

1. Navigate to the *Modify Accounting Entries* page using one of the options below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Accounts Receivable, Enter and Complete Payments, left-menu, Direct Journal Payments, Modify Accounting Entries.
WorkCenter	Accounting, Accounts Receivable, Receivables WorkCenter, left-menu, Links section, Complete Payments, Modify Accounting Entries.

2. At the *Modify Accounting Entries* search page, accept the default *Deposit Unit* or enter a *Deposit Unit*.
3. Enter the *Deposit ID* for the deposit in error.

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 =

Deposit ID begins with

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.

Unit G1001 Deposit ID 132950235 Payment CK 2789 Seq 1

Currency Details

Amount	100.00	Currency	USD
Base	100.00	Currency	USD

Complete Budget Status Error

Distribution Lines

ChartFields Currency Details Budget Journal Reference Information Distribution Creation / Update Details

Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Fund Code	Fin DeptID	Appropriation ID (CF3)	Account	Sub Account (Class)
1	MN001			100.00	-100.00	USD	5200	G1037610	G100085	513304
2	MN001	100.00			100.00	USD	5200	G1037610	G100085	100001

Total

Lines	2	Total Debits	100.00	Currency	USD	Total Credits	100.00	Currency	USD	Net	0.00
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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.

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.

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

Unit G1001 Deposit ID 132950235 Payment CK 2789 Seq 1

Currency Details

Amount	100.00	Currency	USD
Base	100.00	Currency	USD

Complete Budget Status Not Chk'd

Distribution Lines

ChartFields Currency Details Budget Journal Reference Information Distribution Creation / Update Details

Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Fund Code	Fin DeptID	Appropriation ID (CF3)	Account	Sub Account (Class)
1	MN001			-100.00	USD	5200	G1037610	G100085	513304	
2	MN001			100.00	USD	5200	G1037610	G100085	100001	

Step 5: Correct the Budget Check Error on the Create Accounting Entries page

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

1. Navigate to the *Create Accounting Entries* page using one of the options below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Accounts Receivable, Enter and Complete Payments, left-menu, Direct Journal Payments, Create Accounting Entries.
WorkCenter	Accounting, Accounts Receivable, Receivables WorkCenter, left-menu, Links section, Complete 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 *Create 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).

The screenshot shows the 'Create Accounting Entries' page. At the top, there are tabs for 'Accounting Entries' and 'Deposit Control'. Below the tabs, the page displays 'Unit G1001', 'Deposit ID 132950235', 'Payment CK 2789', and 'Seq 1'. Under 'Currency Details', the amount is '100.00 USD' and there is a 'Delete' icon (a square with a red X) highlighted in a red box. Below this, there is a 'Complete' checkbox and an 'Entry Event' search box. The 'Distribution Lines' section shows a table with two lines. The first line has a 'Speed Type' button. The 'ChartFields' tab is selected, showing a table with columns for Distribution Sequence, GL Unit, Speed Type, Line Amount, Currency, Fund, Fin DeptID, Appropriation ID (CF3), Account, Sub Acct, SW Cost, and Agency Cost 1 (CF1).

4. The ChartFields are now available for editing. Enter the correct ChartFields. In this example, the *Approp ID* needs to be corrected.
5. 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.
6. Click on the **Complete** checkbox.
7. 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.)

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

8. 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 guide.

The screenshot displays the 'Accounting Entries' section of the SWIFT financial tool. At the top, there are tabs for 'Accounting Entries' and 'Deposit Control'. Below these, the following information is shown: Unit G1001, Deposit ID 132950235, Payment CK 2789, and Seq 1. Under the 'Currency Details' section, the amount is listed as 100.00 USD. A 'Complete' checkbox is checked, and there is an 'Entry Event' search field. A red box highlights the 'Budget Status' indicator, which is set to 'Valid'. Below this is the 'Distribution Lines' section, which includes a search bar and a 'View All' link. A table with columns for 'ChartFields', 'Currency Details', 'Budget', 'Journal Reference Information', and 'Distribution Creation / Update Details' is visible. The main table below has the following columns: Distribution Sequence, GL Unit, Line Amount, Currency, Fund, Fin DeptID, Appropriation ID (CF3), Account, Sub Acct, SW Cost, Agency Cost 1 (CF1), Agency Cost 2 (CF2), and PC E. The table contains two rows of data:

Distribution Sequence	GL Unit	Line Amount	Currency	Fund	Fin DeptID	Appropriation ID (CF3)	Account	Sub Acct	SW Cost	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	PC E
1	1 MN001	-100.00	USD	5200	G1037610	G100086	513304					
2	2 MN001	100.00	USD	5200	G1037610	G100086	100001					

9. Click on the **Save** button.