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.

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:

<table>
<thead>
<tr>
<th>Navigation Options</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Navigation Collection</strong></td>
<td>Accounting, Accounts Receivable, Enter and Complete Payments, left-menu, Direct Journal Payments, Modify Accounting Entries.</td>
</tr>
<tr>
<td><strong>WorkCenter</strong></td>
<td>Accounting, Accounts Receivable, Receivables WorkCenter, left-menu, Links section, Complete Payments, Modify Accounting Entries.</td>
</tr>
</tbody>
</table>

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.
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.

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

<table>
<thead>
<tr>
<th>Issue</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget has not been set up</td>
<td>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 Create Accounting Entries page for the deposit and the error will disappear.</td>
</tr>
<tr>
<td>ChartFields were entered incorrectly (most commonly the Approp ID)</td>
<td>After identifying the correct ChartFields, proceed to the next step of this guide to clear the error.</td>
</tr>
<tr>
<td>Budget Date may not have been coded to the correct budget</td>
<td>After identifying the correct Budget Date, proceed to the next step of this guide to clear the error.</td>
</tr>
</tbody>
</table>

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

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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.

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

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

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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).

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.)
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.

![Budget Check Icon](image)

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