SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

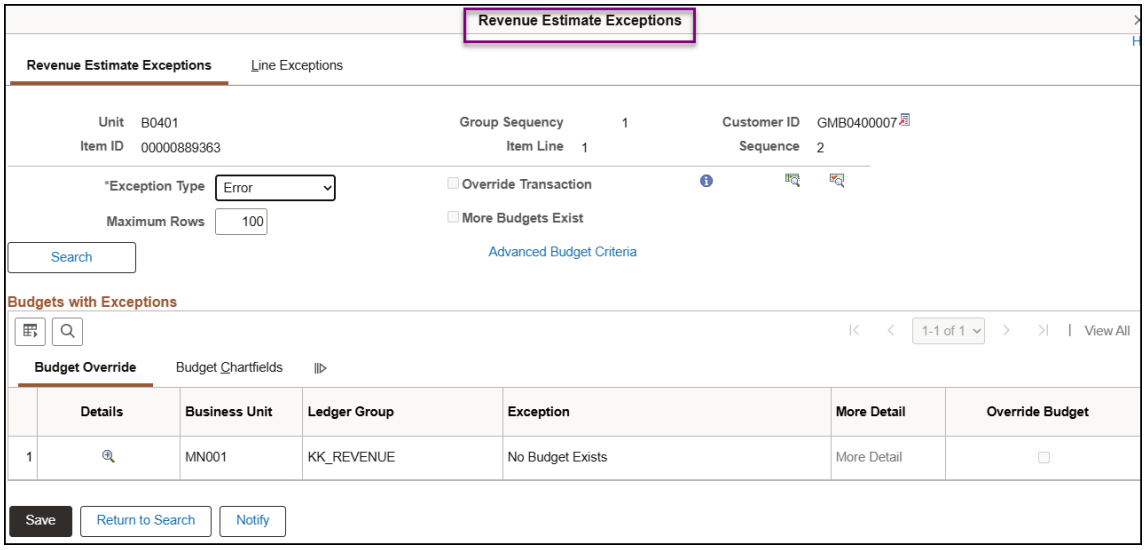
QUICK REFERENCE GUIDE

September 16, 2026

Revenue Estimate Exceptions

At the beginning of each fiscal year, Agencies enter revenue budgets in the Commitment Control (KK) module that establish estimated revenue amounts for the year. As payments come in, Accounts Receivable (AR) staff enter deposits in SWIFT. These payments are budget checked and tracked as collected revenue in the Appropriation Overview.

Revenue estimate exceptions occur when an AR transaction fails budget check in the KK module. As a best practice, agencies should regularly review exceptions related to AR transactions. Exceptions can be viewed and resolved in either the AR or the KK modules.



If you receive a revenue estimate exception error, you should research the source of the error. This may include navigating to the Revenue Estimate Exception page where you can view additional information about the error. After reviewing the exception page, you need to determine if a solution is required. A good place to start your research is the Appropriation Overview page where you can look for associated revenue budgets. It may be necessary to consult with individuals at your agency, such as a budget coordinator who is knowledgeable on the budgeting process.

Errors can occur for several reasons. Common errors include:

- Missing or incorrect revenue budgets.
- Maintenance activities for previous budget periods.
- Incorrect ChartField combinations.
- The budget date does not align with the appropriate budget period.

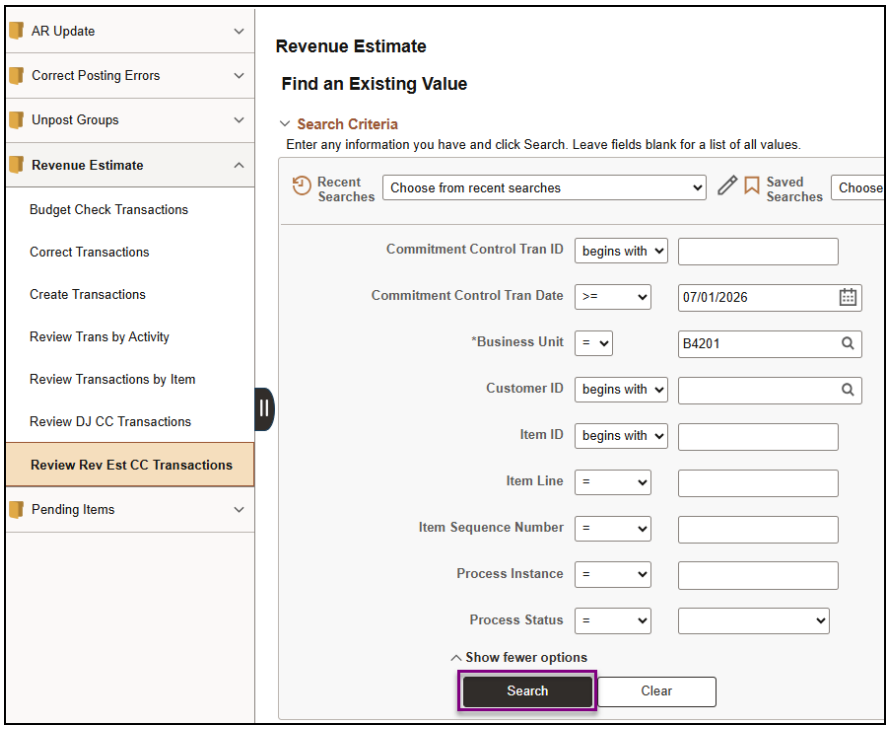
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Step 1: Check for Revenue Estimate Exceptions

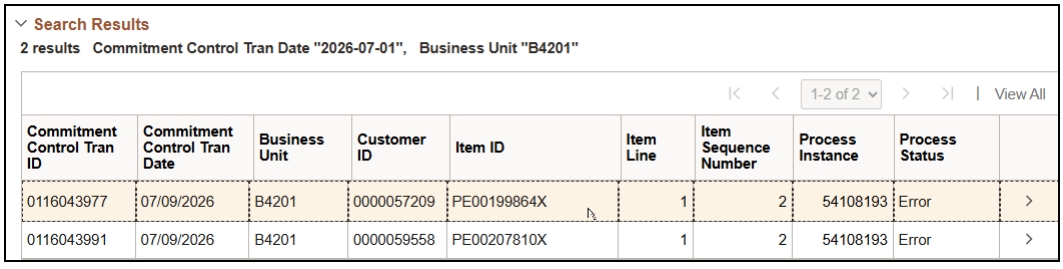
1. Navigate to the **Revenue Estimate Exception** page.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Accounts Receivable, Process Accounts Receivable, left menu, Revenue Estimate, Review Rev Est CC Transactions.
WorkCenter	Accounting, Accounts Receivable, Receivables WorkCenter, left menu, My Work section, Exceptions, Revenue Estimate Exceptions.

2. The Find an Existing Value page for Revenue Estimate displays. On this page, there are several fields. The Business Unit is required. Others are optional. Accept the default or enter another **Business Unit**.
3. Enter other criteria to help narrow your results.
4. Select the **Search** button.



5. In the **Results** section, choose an exception to review.



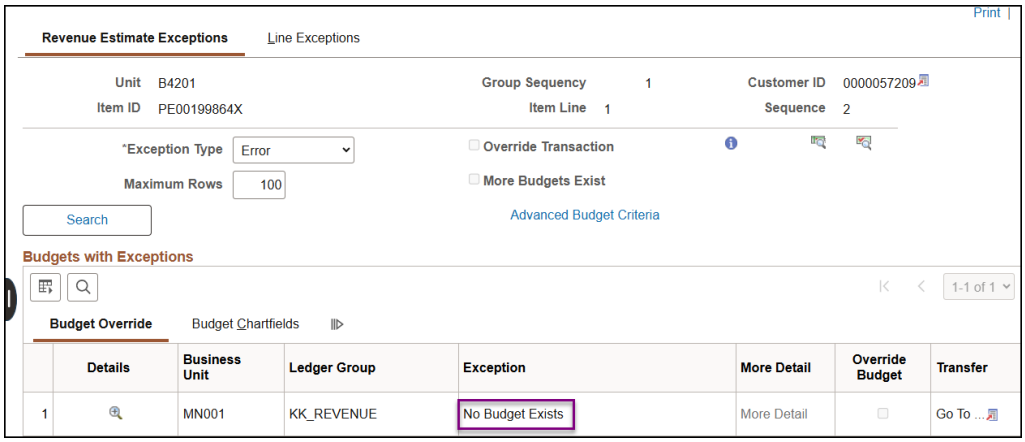
Commitment Control Tran ID	Commitment Control Tran Date	Business Unit	Customer ID	Item ID	Item Line	Item Sequence Number	Process Instance	Process Status
0116043977	07/09/2026	B4201	0000057209	PE00199864X	1	2	54108193	Error
0116043991	07/09/2026	B4201	0000059558	PE00207810X	1	2	54108193	Error

- The Revenue Estimate Exceptions page displays. Look at the **Exception Type** field. You should see "Error" or "Warning." Warnings can be ignored.
- In the **Budgets with Exceptions** section, the type of error is listed in the **Exception** column. First, double check your data entry, and then research as suggested above. Common budget exceptions include:

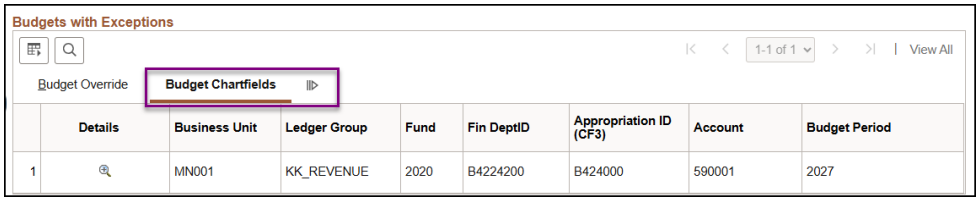
Exception	Examples of Causes
No Budget Exists (Error)	The ChartField/Budget Year combination does not include a revenue budget.
Budget Date Out of Bounds (Error)	The revenue transaction date falls outside of the active budget period.
Exceeds Non-Cntrl Budget (Warning)	Dollars are not available.
Failed MN ChartField Tree Edit (Error)	Either the FinDept ID value is missing from the translation tree or an invalid combination of ChartFields.

6. You can view additional information by selecting various links and icons including:
    a. You can select the **Details** icon ( ). The Details icon lets you view detailed information about the transaction line.
    b. In some instances, the More Detail link is active in the **More Detail** column. If active, it displays more detailed information regarding the exception.
    c. Select the **View Other Links** ( ) icon is a quick-access menu that allows you visit other pages or fix errors.

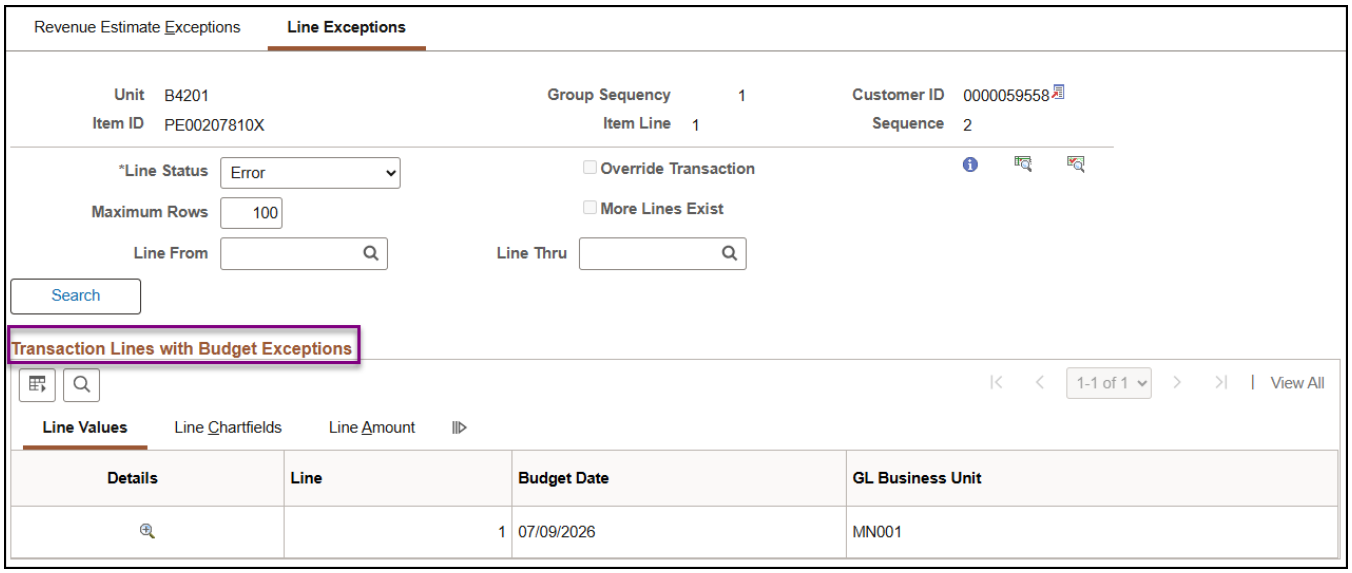
- In this example, the exception is "No Budget exists," which means that no revenue budget exists for the ChartField combination in the Budget Period determined by the budget date.



7. Select the **Budget ChartFields** tab or select the **Show all columns** icon ( ) to view the ChartFields.



8. Select the **Budget Line Exceptions** tab to see which line(s) of the transaction contains errors.



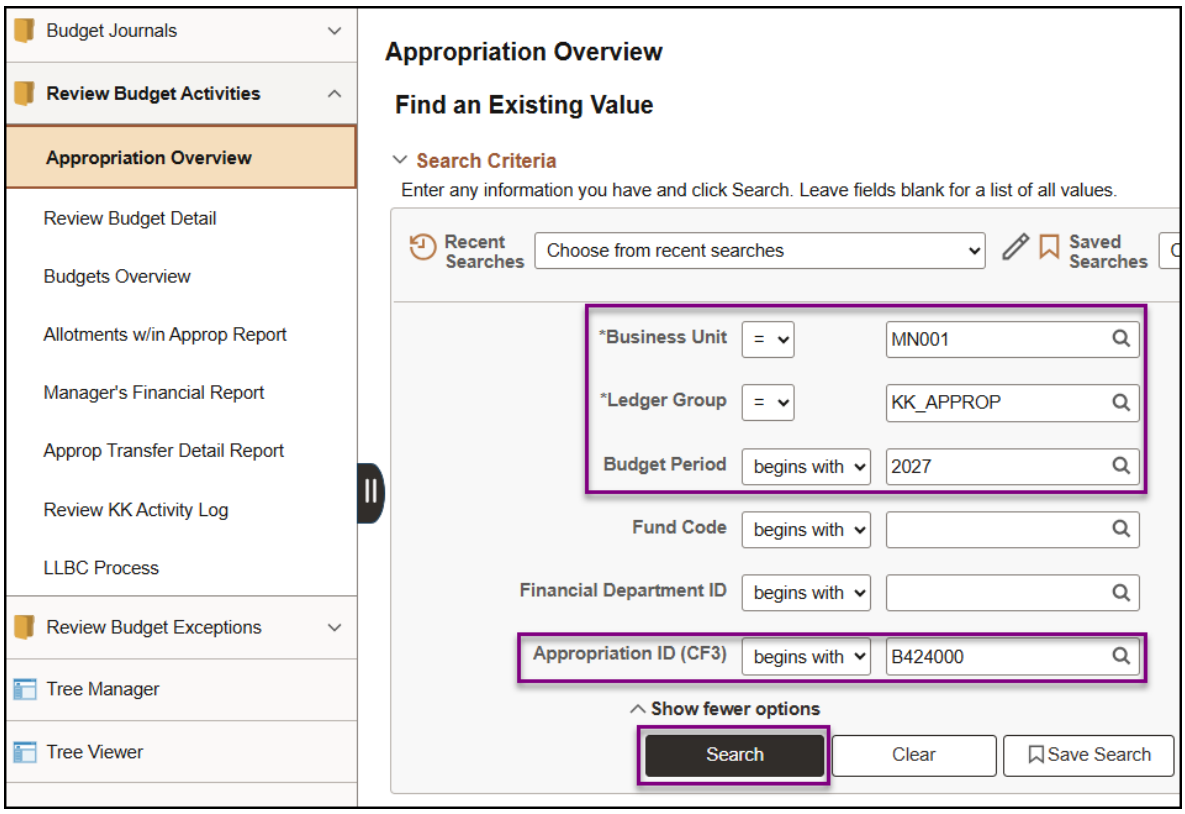
Step 2: View Other Pages and Reports to Identify the Problem

After reviewing the Budget Check Exception pages, you most likely need to view other pages and reports to identify the problem that caused the error or warning. A common place to start is the Appropriation Overview page where you can verify that a revenue budget has been associated for the appropriation.

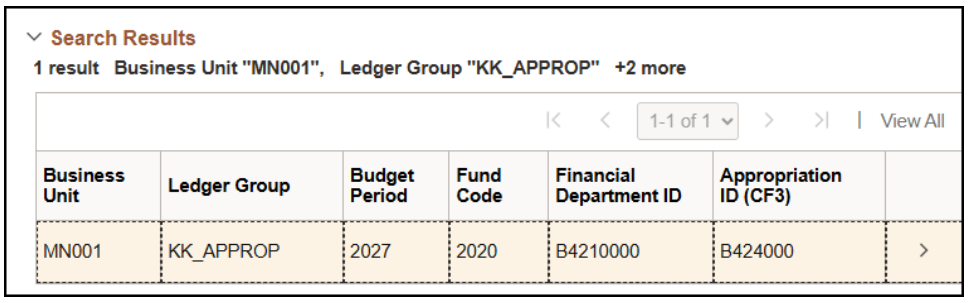
1. Navigate to the **Appropriation Overview** page by using one of the options below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Commitment Control, KK Process, left menu, Review Budget Activities, Appropriation Overview.
WorkCenter	Accounting, Commitment Control, GL/KK WorkCenter. The Appropriation Overview page opens by default.

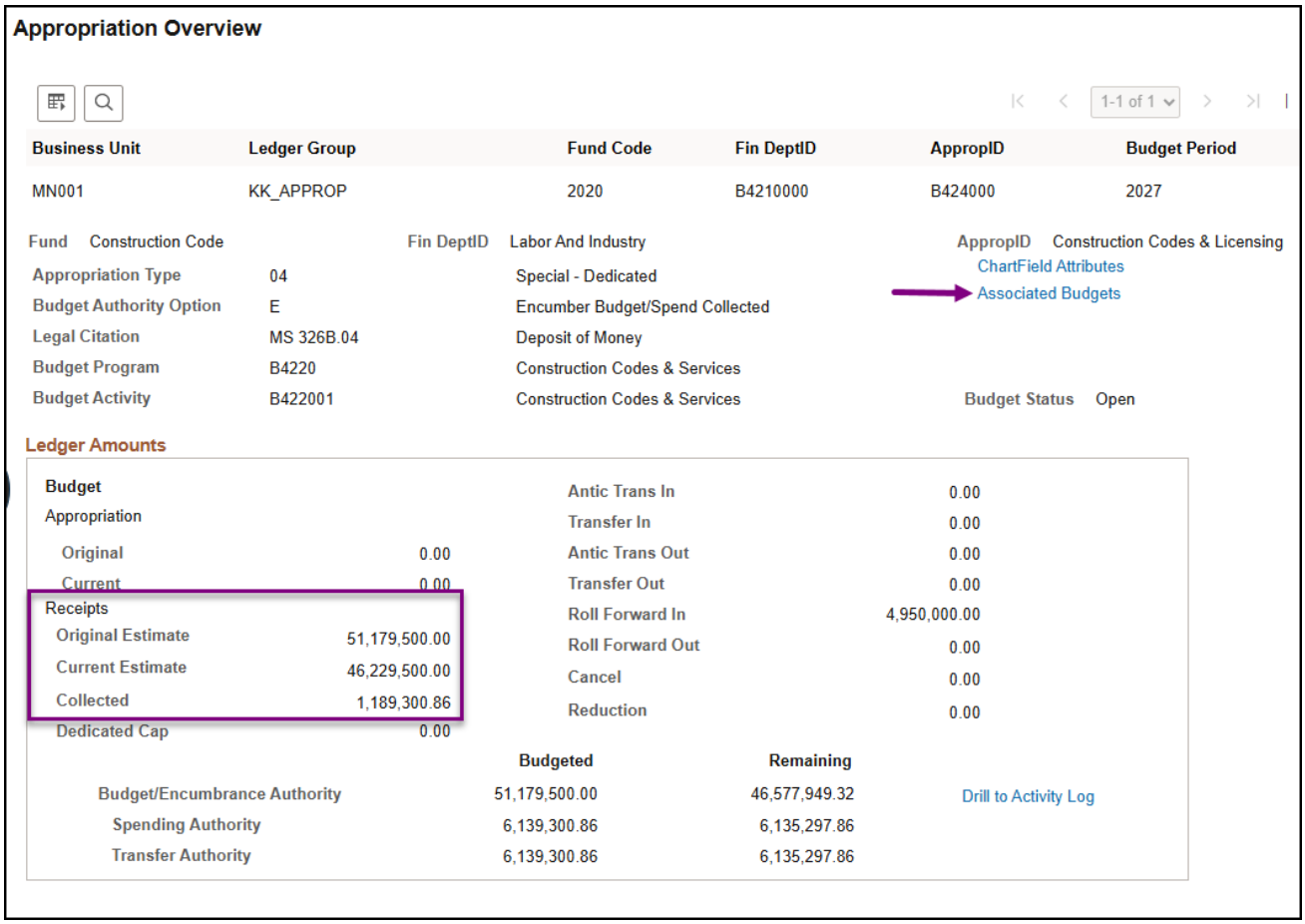
2. The Find an Existing Value page for Appropriation Overview displays. Enter the following:
    a. Accept or enter “MN001” as the Business Unit. This is the only Business Unit for budgets.
    b. Enter the Budget Period.
    c. Accept “KK_APPROP” for the ledger group.
    d. Enter the Appropriation ID
3. Select the **Search** button.



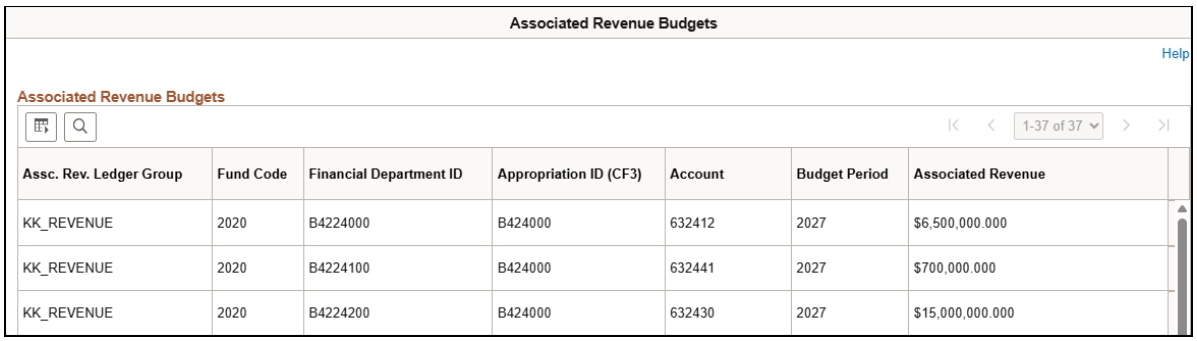
4. In the **Search Results** section, select the entry you want to view.



5. The **Appropriation Overview** page displays. View information on the Appropriation Overview page. In the receipt section, you can view both the estimated receipts (original or current) and the collected receipts.
6. Select the **Associated Budgets** link.



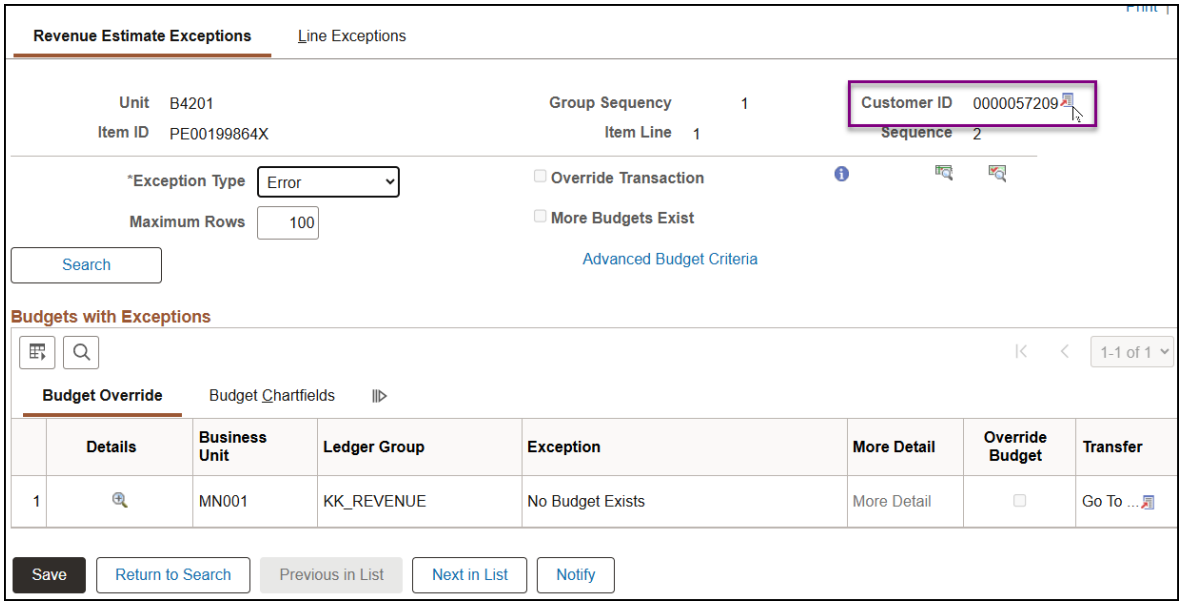
7. The Associated Revenue Budgets window displays. Here you can verify if revenue budgets have been set up for this appropriation. You can also verify the existing ChartField information.



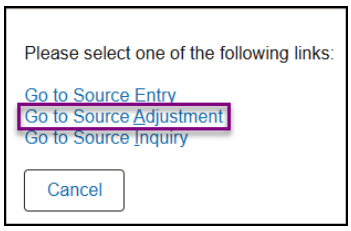
Step 3: If Necessary, Correct the AR Transaction and Reprocess

After you have identified the problem and verified that a correction is required, return to the Revenue Estimate Exceptions page.

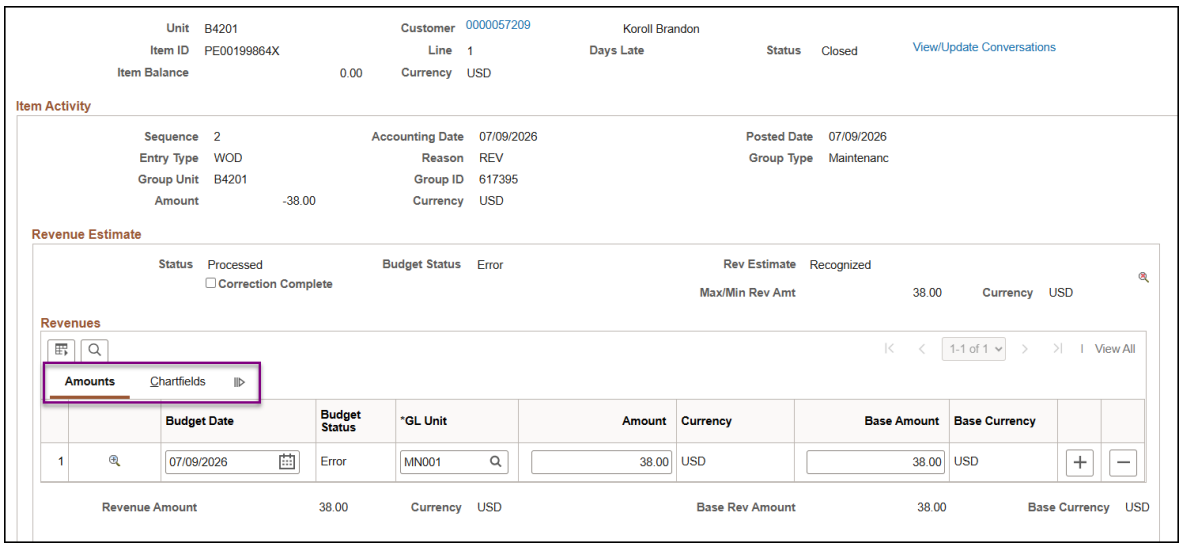
1. From the Revenue Estimate Exceptions page, select the **View Other Links** icon ( ) located next to the Customer ID.



2. A message window displays with three hyperlinks. Select the **Go to Source Adjustment** link.

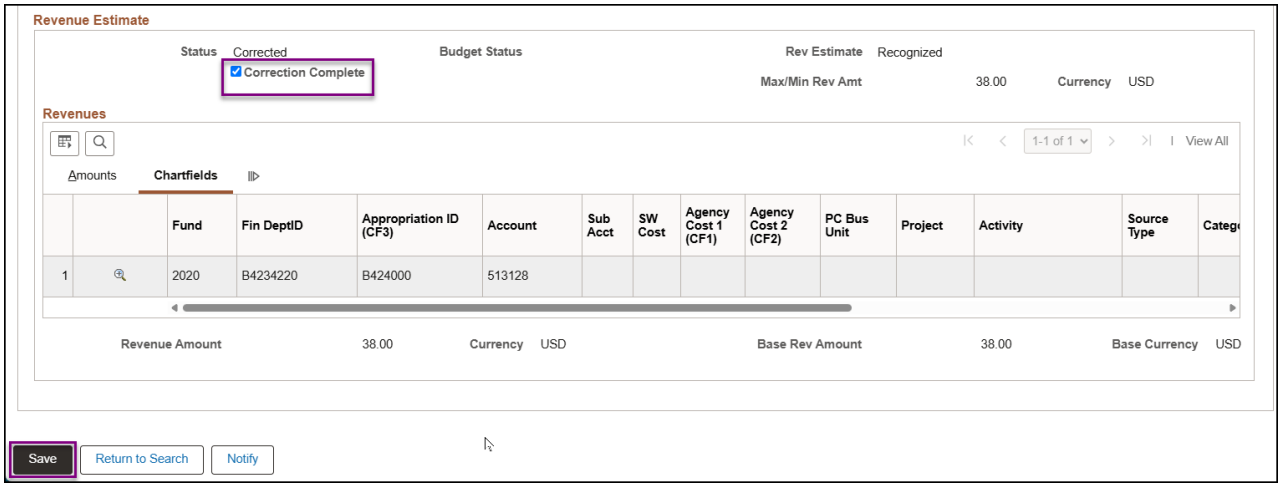


3. The Revenue Estimate Correction page opens in a new browser window. You can make changes In the Revenues section. There are two tabs, **Amounts** and **ChartFields**. Use these tabs or select the **Show all columns** icon (⫸) to view and correct any editable fields, such as Budget Date or Appropriation ID.

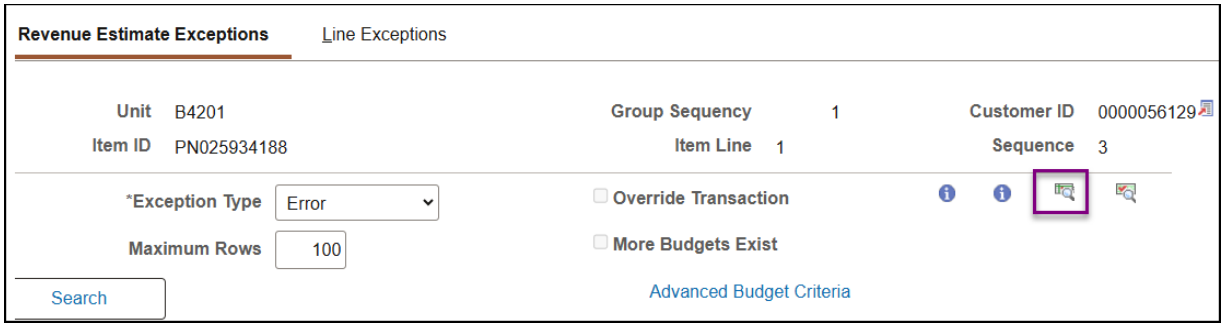


4. Once you have made the necessary corrections, select the **Correction Complete** checkbox.

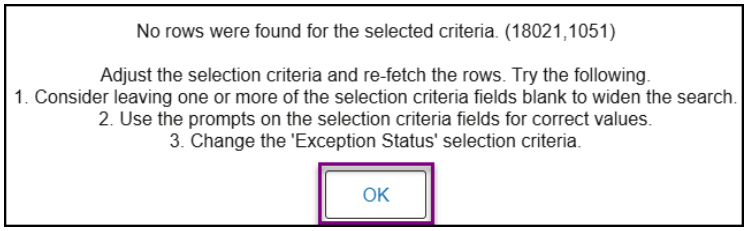
5. Select the **Save** button.



6. After saving, close the browser window and return to the Revenue Estimate Exceptions page. Select the **Budget Check Document** icon ( ).



7. If the budget check was successful, a message displays letting you know that no rows were found for the selected criteria. Select the **OK** button.



8. Another message displays indicating that the Budget Checking logged No Exceptions. Select the **Yes** or **No** button or simply close the message window.

