

QUICK REFERENCE GUIDE

March 1, 2024

Correct Budget Check Errors

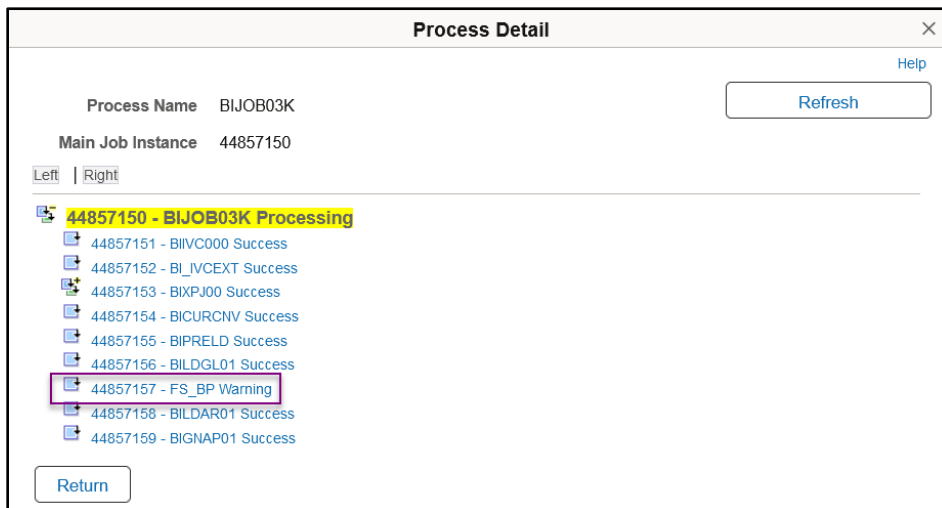
When the Single Action Invoice Process (SAIP) encounters a budget check error, a “Warning” for the FS_BP process displays on the Process Detail page for the SAIP job you are running. This error halts further processing of invoices included in this SAIP job.

You can navigate to the Billing Invoice Exceptions page to view more information about the error. Common reasons for budget check errors are discussed in this guide. You may need to do some research and consult with your budget coordinator to resolve the error.

After correcting the error, you need to rerun SAIP again using the same parameters as you did originally to finish processing the invoices included in the original SAIP job.

Step 1: View the Budget Check Error

When there is a Budget Check error, you see a “Warning” for the FS_BP process when looking at the Process Detail window of the SAIP job that you ran. This error halts further processing of all invoices being processed in the SAIP job.



Step 2: Review the Billing Invoice Exceptions

1. Navigate to the Billing Invoice Exception page using one of the options below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Billing, Maintain and Process Bills, left menu, Generate Invoices, Billing Invoice CC Exceptions.
WorkCenter	Accounting, Billing, Billing WorkCenter, left menu, Reports/Processes section, Generate Invoices, Billing Invoice CC Exceptions.

- On the Billing Invoice search page, verify the Business Unit and enter the Invoice ID. You can also enter other search criteria to find the invoice with the error. To view all bills with budget exceptions for the Business Unit selected, select “Errors Exist” for the **Process Status**.
- Select the **Search** button.

- Select the invoice from the Search Results.

Commitment Control Tran ID	Commitment Control Tran Date	Business Unit	Invoice	Accounting Date	Process Instance	Process Status
0096718526	03/01/2024	G1001	ETD-BUDGET-TEST	03/01/2024	44857157	Error

- The Billing Invoice Exceptions page displays. View the information on the **Budget Override** tab in the Budgets with Exceptions section. In this instance, “No Budget Exists” is displayed. First, check your data entry and ensure you have the right ChartField combination. Otherwise, research to determine the problem. This may include contacting staff in your agency such as a budget coordinator. This error message most often indicates that a Budget has not been set up, the Chartfield Combination is incorrect (often Appropriation), or the Budget Date may not have been coded to the correct budget period.

Billing Invoice Exceptions Line Exceptions

Business Unit G1001 Invoice ETD-BUDGET-TEST Accounting Date 03/01/2024

*Exception Type ▼ Error Override Transaction More Budgets Exist

Maximum Rows 100 [Advanced Budget Criteria](#)

Budgets with Exceptions

1-1 of 1 >> | View All


Budget Override Budget Charfields

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 ...

Step 3: Correct the Budget Check Error

1. After receiving the needed information to correct the error, return to the Billing Invoice Exception page and select the **View Other Links** icon located next to the Invoice ID in the page header.

Billing Invoice Exceptions Line Exceptions

Business Unit G1001 Invoice ETD-BUDGET-TEST  Accounting Date 03/01/2024

2. The **Revenue** page for Correct Budget Check Errors displays. To see more fields, you can select the **Show All** arrow, the various tabs, and use the scroll bar.
3. Correct the budget check error as needed, for example, update the Approp ID.
4. Select the **Apply Correction** button.
5. Select the **Save** button.

Acctg Entries Summary Line **Revenue** Discount/Surcharge | U Expense Statistics

Unit G1001 Bill To H550100001 Invoice Amt 845.00 USD

Invoice ETD-BUDGET-TEST HUMAN SERVICES DEPT

Correction for Line 1-1 of 1 >> | View All

Seq 1 Line 1 Net Extended 845.00

Identifier ELD_INV Description Enterprise Learning Dev

Bill Line Distribution - Revenue

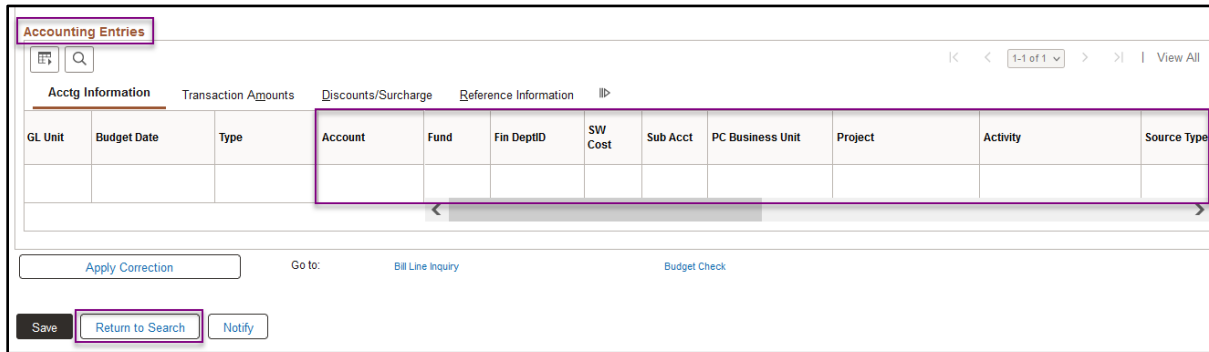
1-1 of 1 >> | View All

Accounting Miscellaneous Reference Information

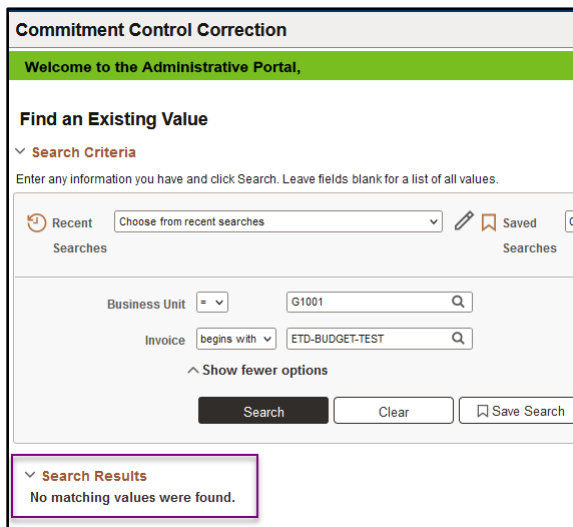
Seq	Rev Seq	Budget Date	Code	Account	Fund	Fin DeptID	Appropriation ID (CF3)	Percentage
1				513304	5200	G1037610	G100086	100.00

Go to: [Bill Line Inquiry](#) [Budget Check](#)

- After the correction has been applied, notice the Acctg Entries section appears blank.
- Select the **Return to Search** button.



- The Find an Existing Value page displays for Commitment Control Correction. If you select the **Search** button, you should see “No matching values were found” in the Search Results.



Step 4: Rerun the Single Action Invoice Process

After correcting the budget check error, you'll need to rerun the SAIP. Refer to the [“Run the Single Action Invoice Process”](#) guide for detailed instructions.

If you originally ran SAIP for multiple invoices and one of the invoices failed the budget check, the process halts for all invoices. After correcting the budget check error, you need to rerun the SAIP with the same criteria as the original job to finish processing all the invoices. The invoices will not display on the Bills to be Processed page. This is OK; the invoices will still be processed. Also, the SAIP process “BIIVC000” will show a warning which you can ignore.