Correct Budget Check Errors

When the Single Action Invoice Process (SAIP) encounters a budget check error, a “Warning” for the FS BP process will display on the Process Detail page for the SAIP process you are running. This error halts further processing of all invoices being processed in the SAIP job.

You will need to 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 understand what is wrong.

After you have corrected the error, you’ll need to rerun SAIP again using the same parameters as you did originally to finish processing all of the bills in the original SAIP job.

Steps to complete:

- Step 1: View the Budget Check Warning
- Step 2: View the Budget Check Error Exception page
- Step 3: Correct the Budget Check Error
- Step 4: Rerun the Single Action Invoice Process

Step 1: View the Budget Check Warning

If you have a Budget Check error, you will see a “Warning” message on the FS_BP process when looking at the Process Detail page of the SAIP job that you ran. This error halts further processing of all invoices being processed in the SAIP job.
Step 2: View the Billing Invoice Exceptions

First, you will view more information about the error.

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

<table>
<thead>
<tr>
<th>Navigation Options</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigation Collection</td>
<td>Accounting, Billing, Maintain and Process Bills, left-menu, Generate Invoices, Billing Invoice CC Exceptions.</td>
</tr>
<tr>
<td>WorkCenter</td>
<td>Accounting, Billing, Billing WorkCenter, left-menu, Reports/Processes section, Generate Invoices, Billing Invoice CC Exceptions.</td>
</tr>
</tbody>
</table>

2. On the Billing Invoice search page, verify the Business Unit and enter the Invoice ID to check.

   **Note:** To view all bills with budget exceptions for the Business Unit selected, select Process Status equals (=) “Errors Exist”.

3. Click the Search button. The Billing Invoice Exceptions page displays.

4. On the Budget Override tab in the Budgets with Exceptions section, view the Exception field information. In this instance, “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:

   - Budget has not been set up
   - Budget is set up, but the ChartField information entered on the bill is not correct (most commonly-Approp ID)
   - Budget Date may not have been coded to the correct budget period
Step 3: Correct the Budget Check Error

Next, you’ll correct the error.

1. From the Billing Invoice Exception page in Step 2, click on the Red Arrow next to the Invoice ID in the page header. The Revenue tab of the Correct Budget Check Errors page displays. This is where you will correct the budget check error.
   - To see more fields, you can use the Show All arrow, scroll bar, or tabs.

2. Correct the applicable ChartField entries. In this case, an incorrect Approp ID was entered.
3. Click the Apply Correction button.
4. Click the Save button.
• After the correction has been applied, the Acctg Entries Summary page appears and the fields are blank.

• You can verify that the correction was applied by clicking on the Return to Search button. When you search for the invoice on the Commitment Control Correction page, the “No matching values were found” message will display 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 of the 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.