

## QUICK REFERENCE GUIDE

November 1, 2019

### 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.

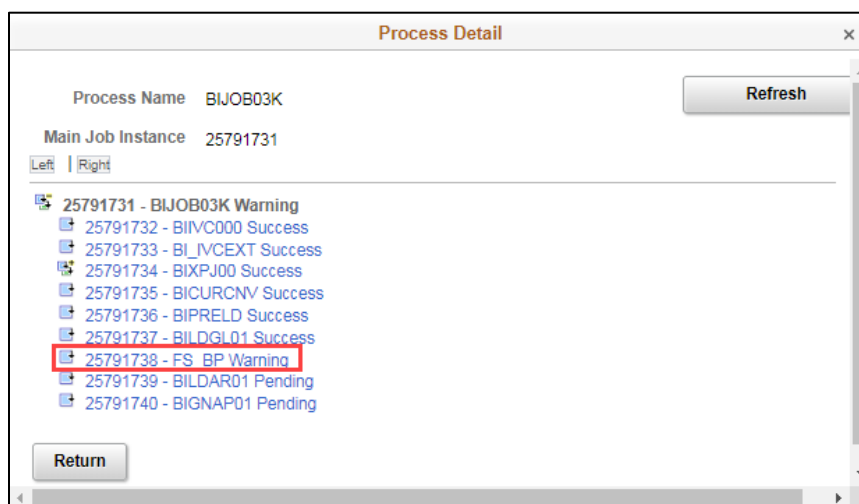
After you have corrected the error, you’ll need to rerun SAIP again using the same parameters as you did originally to finish processing all of the bills in the original SAIP job.

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.

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

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.

The screenshot shows the 'Billing Invoice Exceptions' interface. At the top, there are tabs for 'Billing Invoice Exceptions' and 'Line Exceptions'. Below the tabs, search criteria are displayed: Business Unit G1001, Invoice 0000049132, Accounting Date 08/28/2018, Exception Type Error, and Maximum Rows 100. A 'Search' button is present. Below the search criteria, there is a section titled 'Budgets with Exceptions' containing a table with columns: Details, Business Unit, Ledger Group, Exception, More Detail, Override Budget, and Transfer. The table has one row with the exception 'No Budget Exists' highlighted in red. At the bottom, there are buttons for Save, Return to Search, and Notify.

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.

- 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.

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

Unit G1001 Bill To 0000000006 Invoice Amt 150.00 USD  
 Invoice 00000491321 League of Minnesota Cities

Correction for Line

Seq 1 Line 1 Net Extended 150.00  
 Identifier ELD\_INV Description Enterprise Learning Dev

Bill Line Distribution - Revenue

Accounting | Miscellaneous | Reference Information | **|||**

Seq	Rev Seq	Budget Date	Code	Account	Fund	Fin DeptID	Appropriation ID (CF3)	Amount	PC Business Unit	Project	Activity
1	1	[calendar icon]	[search icon]	513304 [search icon]	5200 [search icon]	G1037610 [search icon]	G100085 [search icon]	150.00	[search icon]	[search icon]	[search icon]

Apply Correction Go to: Bill Line Inquiry Budget Check

Save Return to Search Notify

- Correct the applicable ChartField entries. In this case, an incorrect Approp ID was entered.
- Click the **Apply Correction** button.
- Click the **Save** button.

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

Unit G1001 Bill To 0000000006 Invoice Amt 150.00 USD  
 Invoice 00000491321 League of Minnesota Cities

Correction for Line

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Apply Correction Go to: Bill Line Inquiry Budget Check

Save Return to Search Notify

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- After the correction has been applied, the *Acctg Entries Summary* page appears and the fields are blank.

The screenshot shows the 'Acctg Entries Summary' page. At the top, it displays 'Unit G1001', 'Bill To 000000006 League of Minnesota Cities', and 'Invoice Amt 150.00 USD'. Below this, there's a 'Bill Line' section with a table showing 'Seq', 'Line Identifier', and 'Net Extended 0.00'. The 'Accounting Entries' section is active, showing a table with columns: 'GL Unit', 'Budget Date', 'Type', 'Account', 'Fund', 'Fin DeptID', 'SW Cost', 'Sub Acct', 'PC Business Unit', 'Project', 'Activity', and 'Source Ty'. The table is currently empty. At the bottom, there are buttons for 'Apply Correction', 'Go to: Bill Line Inquiry', 'Budget Check', 'Save', 'Return to Search', and 'Notify'. The 'Return to Search' button is highlighted with a red box.

- 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.

The screenshot shows the 'Commitment Control Correction' page. It has a search bar with the text 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below the search bar, there's a 'Find an Existing Value' button. Under 'Search Criteria', there are two search fields: 'Business Unit' with a dropdown arrow and 'G1001' entered, and 'Invoice' with a dropdown arrow set to 'begins with' and '00000491321' entered. Both search fields are highlighted with red boxes. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The 'Search' button is highlighted with a red box. Below the search area, a message reads 'No matching values were found', which is also highlighted with a red box.

## 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.