Correct Commitment Control (Budget Check) Errors

When you attempt to finalize the project budget, you may encounter Commitment Control errors on one or more budget lines. This guide covers how to review the message log for this process, determine the error, and fix it. You will then need to run the Budget Finalize process again to make sure it is correct.

Steps to complete:

- Step 1: View the Message Log for the Finalize Project Budgets Process
- Step 2: View the Commitment Control Errors page
- Step 3: Enter the Correct ChartFields on the Finalize Project Budgets page

Step 1: View the Message Log for the Finalize Project Budgets Process

You may encounter a commitment control (budget check) error when you finalize project budgets.

- The Process List will display that the process has completed successfully and posted.

  ![Process List Image]

  - But when you click on the Details link and view the Message Log for the process, it will indicate the number of rows that encountered an error.
Step 2: View the Commitment Control Errors page

You can view more detail about the error on the Review Commitment Control Errors page.

1. Navigate to the Review Commitment Control Errors 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, Grants Management, Manage Awards, left-menu, Commitment Control Errors.</td>
</tr>
<tr>
<td>WorkCenter</td>
<td>Accounting, Grants Management, Grants WorkCenter, left-menu, Links section, Maintain Award, Commitment Control Errors.</td>
</tr>
</tbody>
</table>

Note: You will see many more warning messages than this print screen shows.
2. On the Review Commitment Control page, enter your search criteria:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>Accept the default Business Unit or enter a Business Unit.</td>
</tr>
<tr>
<td>Project</td>
<td>Enter the Project ID.</td>
</tr>
</tbody>
</table>

3. Click on the Search button.

4. Select the Project Budget in the Search Results section if necessary. The Review Commitment Control page displays showing the line(s) that failed the budget creation process in the Commitment Control Detail section.
5. Click the **Line Details** icon in the Lines Details column for the entry. The *Line Exceptions* page displays in a new window.

6. Click the **Budget Exceptions** tab. The type of exception (error) is displayed in the Exception column for the entry. In this case, the *Exception* field indicates that a “Key ChartField is Blank”.

- You may encounter the “Exceeds Budget Tolerance” error. This error usually means that you are attempting to reduce the budget below expenses or encumbrances posted to the project. You will need to do some additional research to determine the underlying problem that caused the error and the steps to resolve the error will differ, depending on the cause. Other errors can occur.
7. Click the More Detail link to view more information. In this case, the page indicates that the Fund Code ChartField is blank. The errors that can occur are based on the project budget definitions that the agency has set up.

Step 3: Enter the Correct ChartFields on the Finalize Project Budgets page

You’ll need to go back to the Project Budgets page to fix the error and finalize the project budget.

1. Navigate to the Project Budgets 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, Grants Management, Manage Awards, Project Budgets.</td>
</tr>
<tr>
<td>WorkCenter</td>
<td>Accounting, Grants Management, Grants WorkCenter, left-menu, Links section, Maintain Award, Project Budgets.</td>
</tr>
</tbody>
</table>

2. On the Project Budgets page, search for and select the Project Budget you are trying to finalize.
3. Enter the correct ChartFields on the Budget Detail page. If there were project budget rows that did not have a budget check error, you will not be able to edit those rows.

4. Enter the correct ChartFields.

5. Click on the Save button.

6. Click on the Finalize button. Finalize the project budget as you would normally.

7. Click on the Process Monitor link and refresh until the Run Status = Success and the Distribution Status = Posted.

8. Click on the Details link for the process you ran.

9. Click on the Message Log link and review the information. Confirm that the project budget was successfully budget checked.
Note: If you navigate back to the Commitment Control Errors search page and search for the project, you should get a message that “No matching values were found,” indicating that there are no budget check errors for the budget project.

If you have the Budget Inquiry role, after the project budget has been finalized, you can navigate to the Budget Overview page and search for and view the project budget. (Navigation: Accounting, GL/KK WorkCenter, left-menu, Links section, KK Links, Budgets Overview.) Refer to the “View the Budget Overview Inquiry” guide in this guide for detailed instructions.
Budget Overview criteria page: