

## QUICK REFERENCE GUIDE

November 1, 2019

### Correct Budget Check Exceptions

In this guide, you will learn how to view and correct budget check exceptions. When a budget check exception occurs while processing a budget journal or transfer, the **Budget Header Status** changes to “Error” and the **Budget Errors** tab indicates that “Budget exceptions have been logged. Review the Budget Journal Exceptions page for more detail”. Budget check errors and warnings can be detected during the Budget Pre-check and Posting processes.

Go To Header	Field Name	Set	Msg	Message Text
<a href="#">Go To Header</a>				Budget exceptions have been logged. Review the Budget Journal Exceptions page for more detail.

Go To Line	Line #	Field Name	Set	Msg	Message Text
<a href="#">Go To Line</a>					No journal line between line 1 and line 1 is marked in error.

If you receive the budget check error message, you should review the entries on the **Budget Lines** tab. The problem may be as simple as entering the wrong combination of ChartFields or amount. If you are unable to identify the problem, you’ll need to navigate to the *Budget Exception* page where you can view additional information regarding the error. After reviewing the exception pages, you will probably need to do additional research to determine the underlying problem that caused the error. A good place to start your research is the *Appropriation Overview* page.

Errors can occur for a number of reasons. Common errors include:

- ChartFields were entered incorrectly
- Budget amount exceeds authority
- Appropriation has not been set up for the budget period

Once you have identified the problem, you will need to take the appropriate actions to correct the error and process the journal again.

Steps to complete:

- Step 1: Review the Entries on the Budget Lines tab
- Step 2: View the Budget Check Exception page
- Step 3: View Additional Pages to Identify the Problem
- Step 4: Fix the Budget Journal and Re-process

## Step 1: Review the Entries on the Budget Lines tab

If you receive a budget check exception error or warning message while processing a budget journal or transfer, you may be able to identify the issue by reviewing the entries on the **Budget Lines** tab. The problem may be as simple as entering the wrong combination of ChartFields or amount.

- In this example, the budget journal entered exceeds the amount available in the appropriation.
1. Click the **OK** button on the budget check error message and review the entries on the **Budget Lines** tab.
  2. If you have entered the information incorrectly, enter the correction, budget check again, and continue processing as you would normally.
  3. If you are unable to identify the problem, proceed to **Step 2** and navigate to the *Budget Exceptions* page where you can view additional information regarding the error.

## Step 2: View the Budget Check Exceptions page

The *Budget Check Exceptions* page displays additional information regarding the error.

1. Navigate to the *Budget Check Exceptions* page.
  - From the **Budget Lines** tab for the Budget Journal in error, click on the **Budget Header Status** field “**Error**” link at the top right of the page.

The screenshot shows the 'Budget Lines' tab in the SWIFT system. At the top, the 'Budget Header Status' is highlighted in red and labeled 'Error'. Below this, there is a table with columns: Delete, Line, Ledger, Budget Period, \*Journal Class, Fund, Fin DeptID, Appropriation ID (CF3), Account, and Amount. The table contains one row with the following data:

Delete	Line	Ledger	Budget Period	*Journal Class	Fund	Fin DeptID	Appropriation ID (CF3)	Account	Amount
<input type="checkbox"/>	1	KK_EXP_BUD	2019	BUD	5200	G1031500	G100095	43000	1,000.00

Below the table, there are fields for 'Lines to add' (set to 1) and a 'Generate Budget Period Lines' button. At the bottom, a 'Totals' section shows: Total Lines: 1, Total Debits: 0.00, and Total Credits: 1,000.00. The interface includes various navigation buttons like 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

--OR--

- Navigate to the *Exception* page directly using one of the option below and search by Journal ID, or Budget Header Status Not = to “Posted” to see all journals that are completed.

Navigation Options	Navigation Path
<b>Navigation Collection</b>	Accounting, Commitment Control, KK Process, left-menu, Review Budget Exceptions, Budget Journal.
<b>WorkCenter</b>	Accounting, Commitment Control, GL/KK WorkCenter, left-menu, Links section, KK Links, KK Exceptions - Budget Journals.

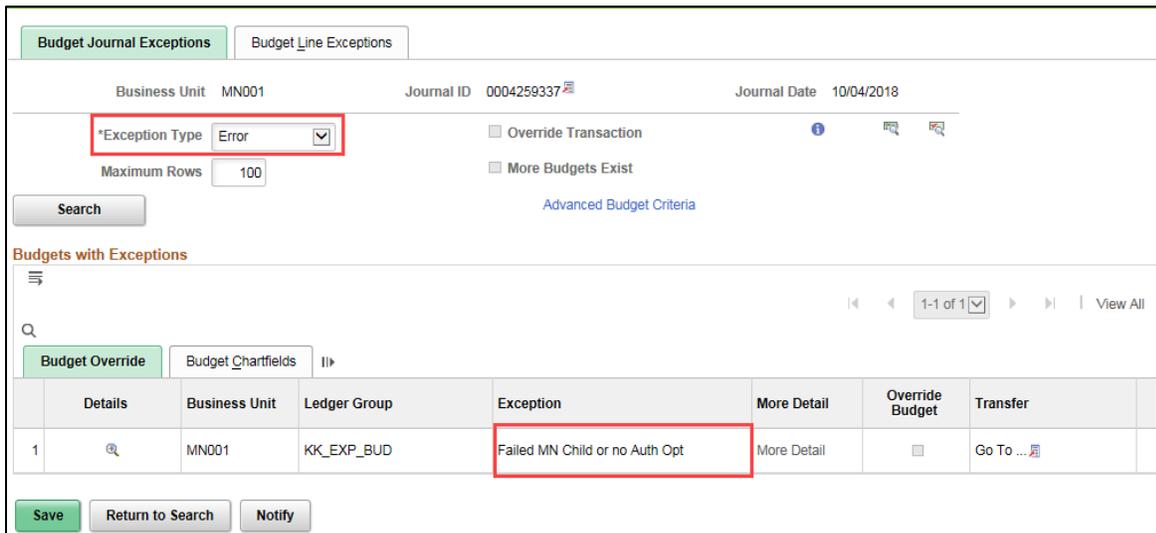
## 2. View the **Budget Journal Exceptions** tab.

- The header section of the **Budget Journal Exception** tab displays *Business Unit*, *Journal ID*, and the *Journal Date*. Additional fields and icons of note include:

Fields/Icons	Description
<b>View Related Links Icon</b> (toggle back to Budget Journal Entry pages)	You can click on the <b>View Related Links</b> (📄) icon next to the <i>Journal ID</i> in the header to go to the <i>Budget Journal Entry</i> pages. You can toggle back to the <i>Budget Journal Exception</i> page from the <i>Budget Journal Entry</i> pages by clicking on the <i>Budget Header Status</i> field “ <b>Error</b> ” link at the top right of the <b>Budget Lines</b> tab for the Budget Journal.
<b>Exception Type Field</b>	The <i>Exception Type</i> field lists whether the system has generated an error or a warning.
<b>Budget Check Details Icon</b>	You can click on the <b>Budget Check Details</b> (🔍) icon to view the budget check details such as the <i>Transaction ID</i> and process instance. Click on the <b>OK</b> button to return to the <i>Budget Journal Exceptions</i> page.

Fields/Icons	Description
<b>Budget Check Document Icon</b>	If you click on the <b>Budget Check Document</b> (  ) icon, the journal will be re-submitted for budget check. You would more likely re-submit the journal for budget checking from the <i>Budget Journal Entry</i> pages after you have made the correction that has caused the budget check error.
<b>Advanced Budget Criteria link</b>	The <i>Advanced Budget Criteria</i> link is not recommended for use in Minnesota.
<b>Override Transaction</b>	The <b>Override Transaction</b> checkbox is not available for use by most users. You can click on the <b>Available Info</b> (  ), to see a message with more information.

- View the **Budget with Exception** section. The budget exception(s) for the journal are displayed in the “**Exception**” column.



The screenshot shows the 'Budget Journal Exceptions' interface. At the top, there are tabs for 'Budget Journal Exceptions' and 'Budget Line Exceptions'. Below the tabs, the following information is displayed: Business Unit: MN001, Journal ID: 0004259337, Journal Date: 10/04/2018. A dropdown menu for '\*Exception Type' is set to 'Error'. There are checkboxes for 'Override Transaction' and 'More Budgets Exist'. A 'Search' button is present. Below this, the section 'Budgets with Exceptions' is shown, with a table containing one entry:

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	MN001	KK_EXP_BUD	Failed MN Child or no Auth Opt	More Detail	<input type="checkbox"/>	Go To ...

At the bottom of the interface, there are buttons for 'Save', 'Return to Search', and 'Notify'.

- To view the ChartFields in error, click on the **Budget ChartFields** tab or click on the **Show tabs** icon.

Business Unit MN001 Journal ID 0004259337 Journal Date 10/04/2018

\*Exception Type Error  Override Transaction  More Budgets Exist

Maximum Rows 100

Search Advanced Budget Criteria

Budgets with Exceptions

1-1 of 1 View All

Details	Business Unit	Ledger Group	Fund	Fin DeptID	Appropriation ID (CF3)	Account	Budget Period
1	MN001	KK_EXP_BUD	5200	G1010000	G100085		2019

Save Return to Search Notify

- Common budget exceptions include:

Exception	Examples of Causes
<b>Failed MN Child or no Auth Opt</b>	The amount exceeds the available amount of the appropriation.
<b>No Budget Exists</b>	The budget was not created or the wrong funding string was entered on the journal.
<b>Exceeds Budget Tolerance</b>	Dollars are not available.
<b>Failed MN Transfer Authority</b>	Dollars are not available for transfer or the amount exceeds the transfer authority.
<b>Failed MN ChartField Tree Edit</b>	The FinDept ID value was not entered on the MN ChartField Tree (Navigation Links: Tree Manager, Tree Viewer, and search for “KK_DEPTID”).

- Additional fields and icons in the **Budgets with Exceptions** section link include:

Header Fields/Icons	Description
<b>Details (Magnifying Glass)</b>	Click on the <b>Details</b> (🔍) icon to display the <i>Budget Journal Line Drill Down</i> page. Click the <b>OK</b> button to return to the <i>Budget Journals Exceptions</i> page.
<b>More Detail Link</b>	In some instances, the <i>More Detail</i> link is available in the <b>More Detail</b> column and will display more detailed information regarding the exception.
<b>Transfer – View Related Links icon</b>	Click on the <b>View Related Links</b> (📄) icon to view the <i>Commitment Control Budget Exceptions</i> page or go to the <i>Budget Details Inquiry</i> page.

- View the **Budget Journal Line Exceptions** tab to see if errors were detected at the line level of the budget journal. Information and features available on this page are similar to the information available on the **Budget Journal Exceptions** tab.

## Step 3: 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.

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

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

- Complete the *Appropriation Overview* search page as described below.

Field Name	Field Description
<b>*Business Unit</b>	Accept or select Business Unit "MN001". This is the only Business Unit used for budgets.
<b>*Ledger Group</b>	Accept the default "KK_Approp" ledger group.
<b>Appropriation ID (CF3)</b>	Enter the Appropriation ID.

- Click on the **Search** button.
- In the **Search Results** section, click on the entry for the appropriation that you want to view. The *Appropriation Overview* page displays.

**Appropriation Overview**

Business Unit	Ledger Group	Fund Code	Fin DeptID	AppropID	Budget Period
MN001	KK_APPROP	5200	G1010000	G100085	2019

**Ledger Amounts**

	Budgeted	Remaining
Budget/Encumbrance Authority	6,530,528.00	5,260,883.20
Spending Authority	132,640.00	2,976.32
Transfer Authority	132,640.00	2,976.32

**Allotment Break-Down**

Payroll	Non-Payroll
Payroll Allotment: 2,367,708.00	Operating Allotment: 4,162,820.00
	Pre Encumbered: 0.00
	Encumbered: 1,139,981.12
Expended: 129,524.14	Expended: 139.54

**Balances**

Allotment-Free	0.00	Uncommitted	3,022,699.34	Unexpended	2,976.32
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**Budget Exceptions**

Exception Errors	0	Exception Warnings	0	Budget Exceptions
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- View information on the *Appropriation Overview* page. If you receive budget check errors while processing a budget journal or transfer, the **Balances Section** contains key fields to check include:

Field Name	Description
<b>Allotment Free</b>	The <i>Allotment Free</i> field in the <b>Balances</b> section shows the amount available to budget. If the amount is “0.00”, the appropriation is “fully allotted”. When an appropriation is fully allotted, you can only move expense budget amounts from one existing budget to another. If you are processing a budget transfer, the allotment free amount must be equal to or greater than the transfer amount in the From appropriation.  Allotment Free = Budget/Encumbrance Authority- Payroll Allotment - Operating Allotment.

Field Name	Description
<b>Uncommitted</b>	The <i>Uncommitted</i> field shows the amount that is not encumbered or spent. $\text{Uncommitted} = \text{Budget/Encumbrance Authority} - (\text{Greater of Payroll Allotment or Payroll Expended}) - \text{Pre-Encumbrance} - \text{Encumbrance} - \text{Non-Payroll Expended}$ .
<b>Unexpended</b>	The <i>Unexpended</i> field shows the amount that has not been spent. $\text{Unexpended} = \text{Spending Authority} - \text{Payroll Expended} - \text{Non-Payroll Expended}$ .

**Note:** Other information listed on this page may also be of assistance. Refer to the “View the Appropriation Overview page” guide for a complete discussion of the *Appropriation Overview* page.

#### **Step 4: Correct the Budget Journal and Re-process**

After you have identified the problem, you will need to go back to the budget journal, make the necessary corrections, and reprocess the budget journal as you would normally. Refer to the applicable budget journal guide for detailed instructions.