Correct Commitment Control (Budget Check) Errors

This guide covers how to review and correct project budget errors that occurred when the budget finalization process tried to post the project budget to the Commitment Control module. In this example, a required ChartField was not entered.

When you run the Budget Finalization process, you must review the Message Log to determine if an error occurred. Next, you will need to navigate to the Review Commitment Control page to view more detailed information about the type of error that occurred. Once you identify the error, you can make changes on this page. The Review Commitment Control page also allows you to re-send the budget rows to post to Commitment Control. You’ll need to review the Message Log once again to ensure that there are no more errors.

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 and Finalize the Project Budget

**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 will have a Run Status of “Success” and a Distribution Status of “Posted” but the Message Log for the process 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 Commitment Control Errors page.

1. Navigate to the Review Commitment Control page using the instructions below.

<table>
<thead>
<tr>
<th>Navigation Options</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>WorkCenter</td>
<td>Accounting, Project Costing, Project WorkCenter, left-menu, Links section, Project Setup, Review Commitment Control.</td>
</tr>
</tbody>
</table>

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.
5. The Review Commitment Control page displays. View the line(s) that failed the budget creation process in the Commitment Control Detail section. The Error column lists the type of error. In this example, the error is “Budget Creation Error”.

6. To view more information about the error, click the Line Details icon in the Lines Details column for the entry.

- The Line Exceptions page displays. The “Show All” button was selected in the below print screen so all the ChartFields entered for the project budget display.
7. Click on the **Budget Exceptions** tab.

![Budget Exceptions tab](image)

8. View the Exception (error) displayed in the *Exception* column for the entry. In this case, the *Exception* field indicates that a “Key ChartField is Blank”. This is the error that will be resolved in this guide.

- 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.
- If you need help resolving a project budget check error, please contact the SWIFT Helpdesk.

9. Click the **More Detail** link to view more information. In this case, the page indicates that the Fund Code ChartField is blank. These types of errors can occur based on the Project Budget Definitions that the agency has set up.

![Message: Key Chartfield, FUND_CODE, is Blank](image)

10. Click on the **Return** button to return to the **Budget Exceptions** page.
11. Click on Return to Review Commitment Control page.

Step 3: Enter the Correct ChartFields and Finalize the Project Budget

Next, you will enter the correct ChartFields.

1. On the Review Commitment Control page, click on the General Ledger Detail tab.

2. Enter the correct ChartField(s).

   **Note:** Most ChartFields are on the General Ledger Detail tab. The Project Details tab includes Source Type, Category, and Subcategory.

3. Click on the Save button.

4. Click on the Send to Commitment Control button.
5. You will receive a message indicating the transactions have been sent to Commitment Control. Click on the OK button.

6. Click on the Process Monitor link.

7. At the Process List page, click on the Refresh button 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. You should see “0” zero errors.

10. Click on the Return button.
11. Click on the OK button at the Process Detail page. The Process List page displays. You can double-check that the error was resolved by searching for the error again.

12. Click on the Go Back to Review Commitment Control link.

13. At the Review Commitment Control search page, search for the Project ID. You should receive a message that “No matching values were found.”

14. You can verify that the project budget has been finalized on the Budget Plan page. Navigation: Accounting, Project Costing, Projects WorkCenter, left-menu, Links section, Project Setup, Budget Plan.

15. Click the Find An Existing Value tab and search for and select the project.
16. On the Budget Plan page, click on the Finalize tab to confirm that the “Finalized Amount” now equals the “Budgeted Amount”. The “Last Finalized” field shows the date and time the process was run, and the Finalize button is disabled because there is no budget amount remaining to be finalized. Future budget updates will require you to run the budget finalization process again.

- 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, Commitment Control, GL/KK WorkCenter, left-menu, Links section, KK Links, Budget Overview). Refer to the “View the Budget Overview Inquiry” guide for detailed instructions.