

QUICK REFERENCE GUIDE

July 23, 2024

Correct Commitment Control (Budget Check) Errors

This guide covers how to review and correct project budget errors that occur when the budget finalization process tries to post a 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, 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 must review the Message Log once again to ensure that there are no more errors.

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 may have a Run Status of “Success” and a Distribution Status of “Posted” but the Message Log for the process indicates the number of rows that encountered an error.

Message Log				
	3:27:52PM	WARNING: UNABLE TO PERFORM COMMIT - FORCING USE OF BASE TABLE FOR PC_BUDGET_TAO		Explain
10	3:27:52PM	1 Row(s) Processed		Explain
10	3:27:52PM	1 rows started commitment control budget creation.		Explain
10	3:27:52PM	1 rows inserted into PC_KK_HDR.		Explain
10	3:27:52PM	1 rows inserted into PC_KK_LN.		Explain
10	3:27:53PM	Commitment Control Budget Processing has begun.		Explain
	3:27:55PM	WARNING: UNABLE TO PERFORM COMMIT - FORCING USE OF BASE TABLE FOR M_BDGT_CK_TAO		Explain
	3:27:55PM	WARNING: UNABLE TO PERFORM COMMIT - FORCING USE OF BASE TABLE FOR M_GLBD_CK_TAO		Explain
10	3:27:56PM	Request Statistics. Documents Processed: 1, Errors: 1, Warnings: 0		Explain
10	3:27:56PM	Commitment Control Budget Processing Complete.		Explain

Step 2: View the Commitment Control Errors Page

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

Navigation Options	Navigation Path
WorkCenter	Accounting, Project Costing, Project WorkCenter, left menu, Links section, Project Setup, Review Commitment Control.

- From the **Find an Existing Value** page, enter applicable search criteria.
- Select the **Search** button.
- From the **Search Results** section, select the Project Budget that you want view.

Projects WorkCenter

Main | Reports/Queries | Help/QRGs

My Work

*Scope: My Scope

Pre-Billing Exceptions

- Billing Over The Limit Transactions
- PC Unpaid Vouchers
- Bill Rows Not Created

Setup and Maintenance Exceptions

- Blank Project Type

Links

- General
 - My Projects
- Project Setup
 - General Information
 - Project Status
 - Budget Plan
 - Review Commitment Control**
 - Project Activities
- Project Assets
 - Manual Capitalization Review
 - Express Capitalization Process
 - Send to Asset Management

Review Commitment Control

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent: Choose from recent searches | Saved: Choose from saved searches

Searches

Business Unit: G0201 | Project: begins with G02RC55W100 | Budget Plan ID: | Description: begins with | Show fewer options | Case Sensitive | Search | Clear | Save Search

Search Results

1 rows - Business Unit "G0201" Project "G02RC55W100"

Business Unit	Project	Budget Plan ID	Description
G0201	G02RC55W100	1	Install Security system

- 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."
- To view more information about the error, select the **Line Details** icon associated to the error.

Review Commitment Control

Business Unit: G0201 | Project: G02RC55W100 | Budget Plan ID: 1 | Analysis Type: BUD

Send to Commitment Control | Process Monitor

Commitment Control Detail

Exceptions | General | Project Details | General Ledger Detail | **Commitment Control Detail**

Activity	Budget Item	Sequence Number	Foreign Amount	Drill to Source	Header Details	Line Details	Error
1	ALL	1	221000.00				Budget Creation Error

7. The Line Exceptions page displays in a new browser window. Select the **Show all columns** icon to view all ChartFields entered for the project budget.
8. Select the **Budget Exceptions** tab.

Budget Exceptions **Line Exceptions**

Journal ID 0285098488 PC Business Unit G0201
Project G02RC55W100 Activity 1

*Line Status **Error** ☐ Override Transaction
Maximum Rows 100 ☐ More Lines Exist
Line From Line Thru

[Search](#)

Transaction Lines with Budget Exceptions

[Show all columns icon](#)

Details	Budget Date	GL Business Unit	Fund	Fin DeptID	Appropriation ID (CF3)	Account	Sub Acct	SW Cost	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	PC Bus Unit	Project	Activity	Source Type
@	07/22/2024										G0201	G02RC55W100	1	BUD

[Return to Review Commitment Control](#)

[Save](#) [Return to Search](#) [Notify](#)

9. View the Exception (error) displayed in the Exception column for the entry.
 - a. In this case, the Exception field indicates that a “Key ChartField is Blank”. This is the error that is resolved in this guide.
 - b. 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 need to do some additional research to determine the underlying problem that caused the error. The steps to resolve the error differ, depending on the cause.
10. Select the **More Detail** link to view more information.

Budget Exceptions **Line Exceptions**

Journal ID 0285098488 PC Business Unit G0201
Project G02RC55W100 Activity 1

*Exception Type **Error** ☐ Override Transaction
Maximum Rows 100 ☐ More Budgets Exist
[Advanced Budget Criteria](#)

[Search](#)

Budgets with Exceptions

[Budget Override](#) [Budget Chartfields](#)

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	@	MN001	KK_PRJ_CHD	Key Chartfield is Blank	More Detail	<input type="checkbox"/>	Go To ...

[Return to Review Commitment Control](#)

[Save](#) [Return to Search](#) [Notify](#)

11. In this case, the message indicates that the Fund Code ChartField is blank. Your agency's Project Budget Definitions setup determine if and which ChartFields are required for your projects.
12. After reviewing the message, select the **Return** button.

×

Explain

Help

Message:

Key Chartfield, FUND_CODE, is Blank

Description:

Key Chartfield, %1, is Blank

Return

13. You are returned to the Budget Exceptions page. Select **Return to Review Commitment Control** link.

Budget Exceptions

Line Exceptions

Journal ID 0285098488

PC Business Unit G0201

Project G02RC55W100

Activity 1

*Exception Type Error

Maximum Rows 100

Search

☐ Override Transaction
 ☐ More Budgets Exist

Advanced Budget Criteria

Budgets with Exceptions

1-1 of 1

View All

Budget Override

Budget Chartfields

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		MN001	KK_PRJ_CHD	Key Chartfield is Blank	More Detail	<input type="checkbox"/>	Go To ...

Return to Review Commitment Control

Save

Go back to home state

Notify

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

1. On the Review Commitment Control page, select the **General Ledger Detail** tab.
2. Enter the correct ChartField(s).
3. Select the **Save** button.
4. Select the **Send to Commitment Control** button.

Business Unit G0201 Project G02RC55W1100 Budget Plan ID 1 Analysis Type BUD

[Send to Commitment Control](#) [Process Monitor](#)

Commitment Control Detail

Exceptions General Project Details **General Ledger Detail** Commitment Control Detail ID

Activity	Budget Item	Sequence Number	Foreign Amount	*GL Business Unit	Statistics Code	Account	Fund Code	Financial Department
1	ALL	1	221000.00	MN001			3600	

[Send to Commitment Control](#) [Process Monitor](#) [Budget Plan](#)

[Save](#) [Return to Search](#) [Notify](#)

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

- A message displays indicating the transactions have been sent to Commitment Control. Select the **OK** button.

Transactions have been sent to Commitment Control. (13100,712)

If these transactions pass Commitment Control, they will also be posted to the Project Costing transactions table.

[OK](#)

- Select the **Process Monitor** link.
- At the Process List page, select the **Refresh** button until the Run Status = Success and the Distribution Status = Posted.
- Select "Message Log" from the **Actions** drop-down list.

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	45548211		PC_INTFEDIT	Application Engine	PC_WRAPPER	TRAINER_TRN3	07/22/2024 4:34:58PM CDT	Success	Posted	Details	Update Process Details Parameters Message Log Batch Timings View Log/Trace

[Go back to Review Commitment Control](#)

[Save](#) [Notify](#)

Process List | [Server List](#)

- The Message Log opens in a new window. Confirm that the project budget was successfully budget checked. You should see "0" zero errors.

Message Log			
	4:35:06PM	OF BASE TABLE FOR PC_KK2_TAO	Explain
	4:35:08PM	WARNING: UNABLE TO PERFORM COMMIT - FORCING USE OF BASE TABLE FOR PC_KK4_TAO	Explain
10	4:35:08PM	1 rows started commitment control budget creation.	Explain
10	4:35:08PM	1 rows inserted into PC_KK_HDR.	Explain
10	4:35:08PM	1 rows inserted into PC_KK_LN.	Explain
10	4:35:09PM	Commitment Control Budget Processing has begun.	Explain
	4:35:10PM	WARNING: UNABLE TO PERFORM COMMIT - FORCING USE OF BASE TABLE FOR M_BDGT_CK_TAO	Explain
	4:35:10PM	WARNING: UNABLE TO PERFORM COMMIT - FORCING USE OF BASE TABLE FOR M_GLBD_CK_TAO	Explain
10	4:35:11PM	Request Statistics. Documents Processed: 1, Errors: 0, Warnings: 0	Explain
10	4:35:11PM	Commitment Control Budget Processing Complete.	Explain
10	4:35:12PM	1 rows successfully completed commitment control budget creation.	Explain

10. Select the **Return** button.

11. Re-navigate to the **Review Commitment Control** search page.

12. From the Review Commitment Control search page, search for the Project ID. You should receive a message that "No matching values were found."

Review Commitment Control

Find an Existing Value

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent
Choose from recent searches

Saved
Choose from saved searches

*Business Unit
=
G0201

Project
begins with
G02RC55WI100

Budget Plan ID
=

Description
begins with

^ Show fewer options

☐ Case Sensitive

Search
Clear
Save Search

▼ **Search Results**

No matching values were found.

13. You can verify that the project budget has been finalized by navigating to the **Budget Plan** page.
Navigation: Accounting, Project Costing, Projects WorkCenter, left menu, Links section, Project Setup, Budget Plan.
14. Select the **Finalize** tab on the **Budget Plan** page.
15. Verify that the “Finalized Amount” now equals the “Budgeted Amount.” The “Last Finalized” field shows the date and time the process was run. Future budget updates require you to run the budget finalization process again.

Budget Plan

Project **G02RC55W100**
Description **Install Security system**

Processing Status **Active**
Process Monitor

Project Budget Plans

1-1 of 1

View All

General
Calendar
Commitment Control
Finalize

Plan ID	Description	*Status	Total Distributed Budget	Finalized Amount	Last Finalized		
1	Install Security system	Active	221,000.00	221,000.00	07/22/24 4:02PM	Finalize	+

Save as Template

Save
Return to Search
Notify
Refresh
Add
Update/Display

16. 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.

Inquiry Results

Business Unit **MN001**
Ledger Group **KK_PRJ_PAR**
Type of Calendar **Detail Budget Period**
Amounts in Base Currency **USD**
Revenue Associated: ☐

Return to Criteria
Max Rows **100**
Display Options
Search

Ledger Totals (1 Rows)

Budget	221,000.00	Net Transfers	0.00
Expense	0.00		
Encumbrance	0.00		
Pre-Encumbrance	0.00		
Budget Balance	221,000.00		
Associate Revenue	0.00		
Available Budget	221,000.00		

Budget Overview Results

1-1 of 1

View All

	Details	Budget Transaction Types	Ledger Group	Fund	Fund Code Description	Fin DeptID	Department Description	Appropriation ID (CF3)	ChartField3 Description	Account	Account Description	PC Bu
1			KK_PRJ_PAR									G0201