

## **QUICK REFERENCE GUIDE**

July 23, 2024

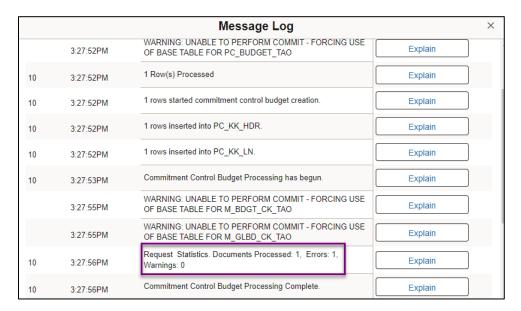
# **Correct Commitment Control (Budget Check) Errors**

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.



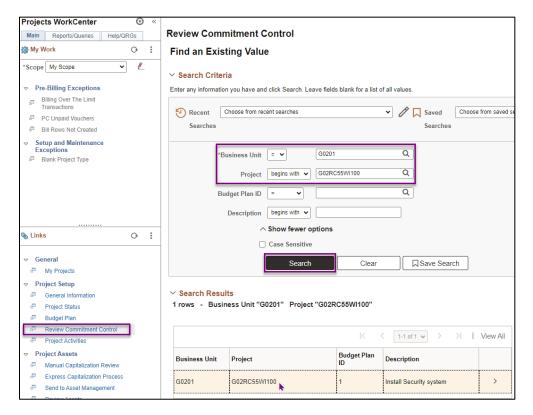
### **Step 2: View the Commitment Control Errors Page**

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

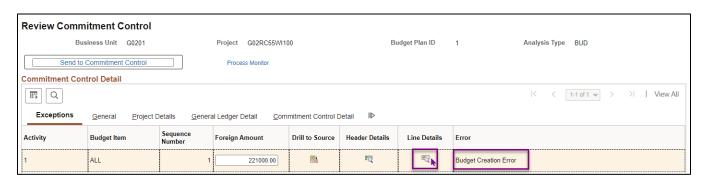


| Navigation<br>Options | Navigation Path  |
|-----------------------|--|
| WorkCenter            | Accounting, Project Costing, Project WorkCenter, left menu, Links section, Project Setup, Review Commitment Control. |

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



- 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, select the **Line Details** icon associated to the error.



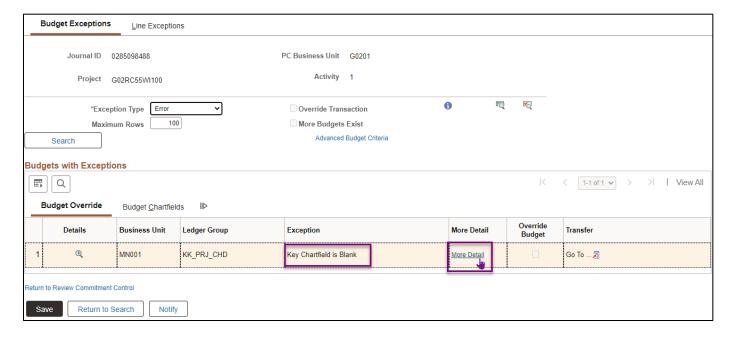
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- 7. The Line Exceptions page displays in a new browser window. Select the **Show all columns** icon to view all ChartFields entered for the project budget.
- 8. Select the Budget Exceptions tab.

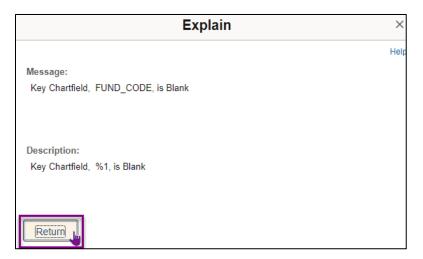


- 9. View the Exception (error) displayed in the Exception column for the entry.
  - a. In this case, the Exception field indicates that a "Key ChartField is Blank". This is the error that is resolved in this guide.
  - b. You may encounter the "Exceeds Budget Tolerance" error. This error usually means 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.

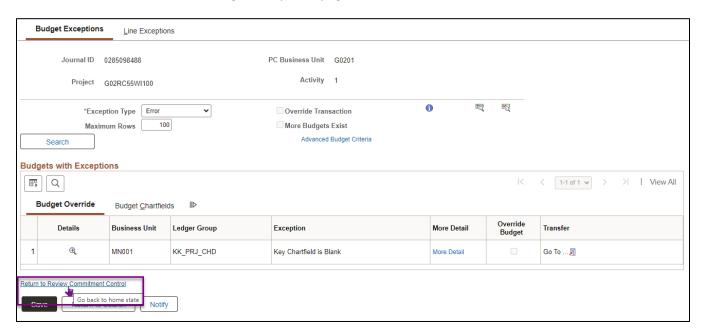




- 11. In this case, the message indicates that the Fund Code ChartField is blank. Your agency's Project Budget Definitions setup determine if and which ChartFields are required for your projects.
- 12. After reviewing the message, select the **Return** button.



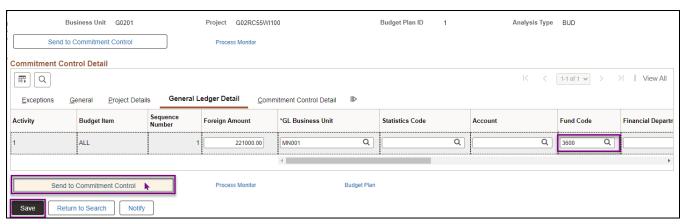
13. You are returned to the Budget Exceptions page. Select Return to Review Commitment Control link.



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

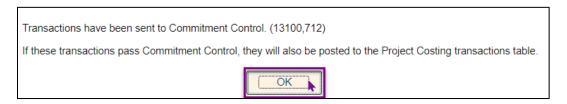
- 1. On the Review Commitment Control page, select the **General Ledger Detail** tab.
- 2. Enter the correct ChartField(s).
- 3. Select the Save button.
- 4. Select the Send to Commitment Control button.



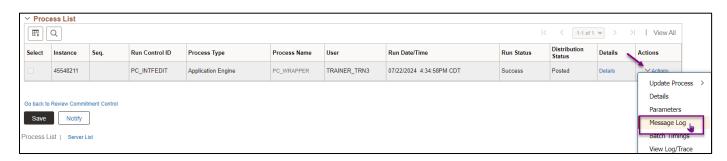


**Note:** Most ChartFields are on the General Ledger Detail tab. The Project Details tab includes Source Type, Category, and Subcategory.

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

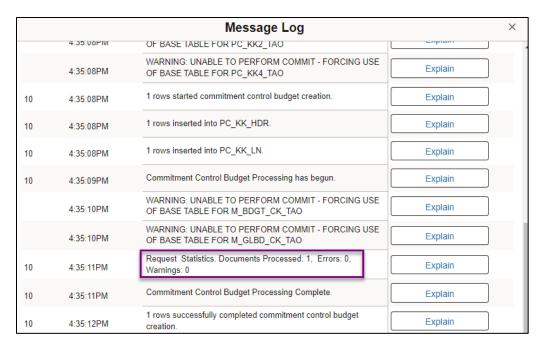


- 6. Select the Process Monitor link.
- 7. At the Process List page, select the **Refresh** button until the Run Status = Success and the Distribution Status = Posted.
- 8. Select "Message Log" from the Actions drop-down list.

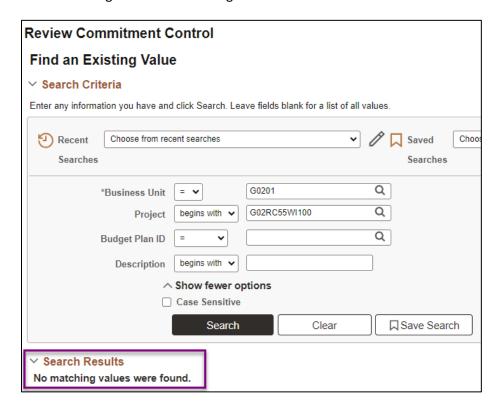


9. The Message Log opens in a new window. Confirm that the project budget was successfully budget checked. You should see "0" zero errors.





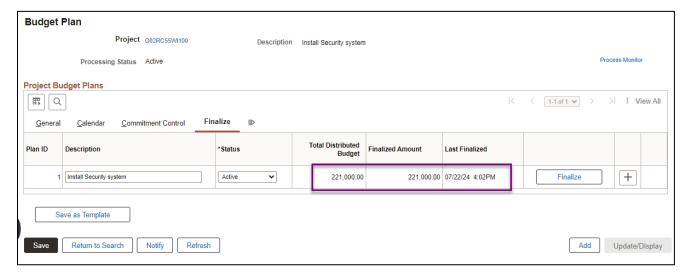
- 10. Select the Return button.
- 11. Re-navigate to the Review Commitment Control search page.
- 12. From the Review Commitment Control search page, search for the Project ID. You should receive a message that "No matching values were found."





- 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.



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 <u>View the Budget Overview Inquiry</u> guide for detailed instructions.

