

Viewing Budget Errors for Requisitions or Purchase orders



If the Budget Status on a requisition or purchase order does not receive a "V" for Validated, the user can view the budget errors to determine how the budget can be fixed. This job aid uses a requisition for the example but it is the same process for a purchase order.

Step 1. Log into the e*mpac Application with your Username and Password.



Navigate to the following path:

Commitment Control → Review Budget Check Exceptions → Purchasing and Cost Management → Requisition (or Purchase Order)

The **Requisition (Find an Existing Value)** page opens.

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

Find an Existing Value

Commitment Control Tran ID:
 Commitment Control Tran Date: =
 Business Unit: =
 Requisition ID:
 Process Instance: =
 Process Status: =

[Basic Search](#) [Save Search Criteria](#)

Step 2. Enter the Requisition id (or if you chose Purchase Order, enter the PO id) and Click

Step 3. The **Requisition Exceptions** page opens.

Requisition Exceptions **Line Exceptions**

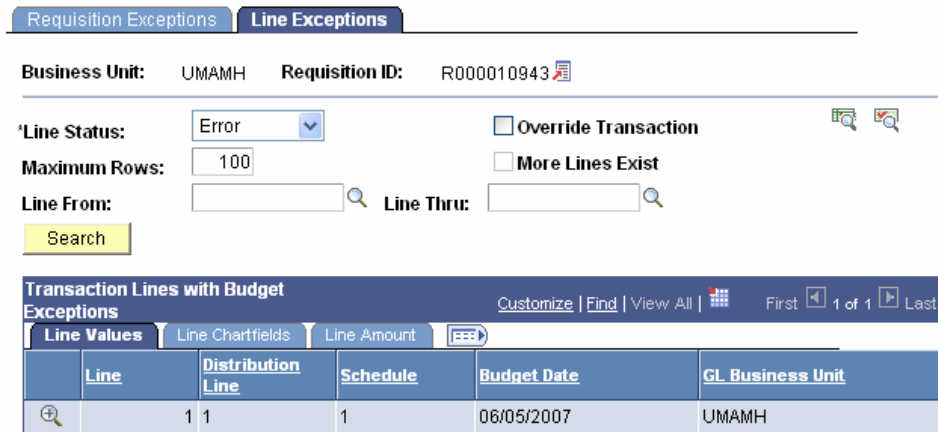
Business Unit: UMAMH Requisition ID: R000010943

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

Budgets with Exceptions						
Customize Find View All First 1 of 1 Last						
Budget Override		Budget Chartfields				
	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	UMAMH	APPROP	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...

Step 4. Ledger Group column is the budget ledger that is causing the error. Exception column will tell you why the error is happening – it could be because there is no budget or it is over budget.

Step 5. Click the **Lines** Page to view the specific lines that are causing the error



Requisition Exceptions | **Line Exceptions**

Business Unit: UMAMH Requisition ID: R000010943

'Line Status: Error Override Transaction

Maximum Rows: 100 More Lines Exist

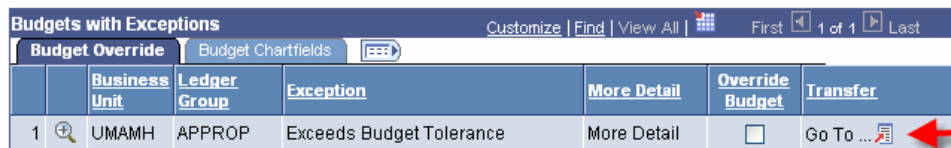
Line From: Line Thru:

Transaction Lines with Budget Exceptions


Line	Distribution Line	Schedule	Budget Date	GL Business Unit
1	1	1	06/05/2007	UMAMH

Step 6. If you wish to look at the budget details for this budget, click back to the **Requisition Exceptions** page

Step 7 Click the icon next to **Go To...** under the Transfer Column



Budgets with Exceptions

Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
UMAMH	APPROP	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ... 

Step 8 Click Budget Inquiry

Please select one of the following links:

[Go to Budget Exceptions](#)

[Go to Budget Inquiry](#) 



Step 9 The **Budget Details** page will open for review.

Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund	Dept	Budget Period
UMAMH	APPROP	700899	21736	AMBU601000	2007

Display Chart

Ledger Amounts

Budget:	990,139.00 USD			Attributes
Expense:	835,981.29 USD			Parent / Children
Encumbrance:	147,855.61 USD			Associated Budgets
Pre-Encumbrance:	5,863.48 USD			

Associate Revenue: 0.00 USD

Available Budget

Without Tolerance:	438.62	USD	Percent:	(0.04%)	Forecasts
With Tolerance:	438.62	USD	Percent:	(0.04%)	

Budget Exceptions

Exception Errors: 1 Exception Warnings: 8 [Budget Exceptions](#)

NOTE: If the budget error was “no budget exists” all that will return when you click “Go to Budget Inquiry” is the Budget Details search page and the message “no matching values found” This is appropriate because there was no budget.

Last Edited Date	06/07/07
Last Edited By	Patty Roper