

Viewing Budget Errors



When the G/L user runs the edit journal process, both the journal status and the budget status are checked. If the Budget Status does not receive a "V" for Validated, the user can view the budget errors to determine how the budget can be fixed.

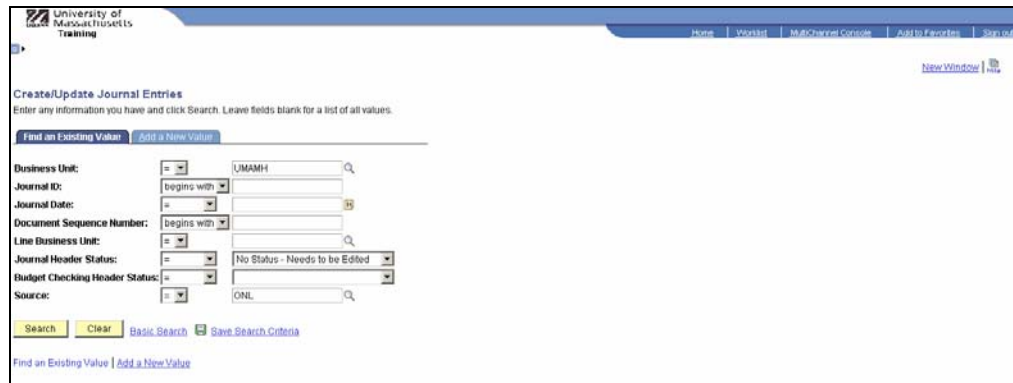
- Step 1.** Log into the e*mpac Application with your Username and Password.



Navigate to the following path:

**General Ledger → Journals → Journal Entry →
Create/Update Journal Entries (Find an Existing Value)**

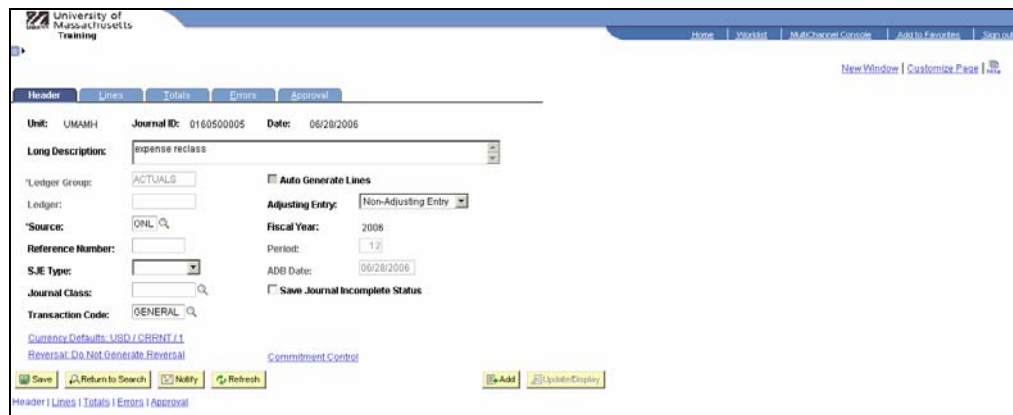
The **Create/Update Journal Entries (Find an Existing Value)** page opens.



- Step 2.** Change Budget Checking Status to **Error in Budget Check**.

- Step 3.** Click **Search**. Select journal in budget error.

The **Header** page opens.



Step 4. Click the **Lines** tab.

The **Lines** page opens.

Line	Unit	Description	Amount	Budget Status
1	UMAMH	ACTUALS	734241	
2	UMAMH	ACTUALS	734241	
4	UMAMH	ACTUALS	110000	
5	UMAMH	ACTUALS	110000	

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UMAMH	4	1,000.00	1,000.00		E



Note: Please note the “E” under the **Budget Status** indicating that the journal is in error.

Step 5. Click the **Budget Status** link.

The **GL Journal Exceptions** page opens.

Business Unit	Exception	Transfer
UMAMH	Budget is on Hold	Go To...



Note: The **GL Journal Exceptions** page displays the reason for the Budget error (see Exception field) and allows you to transfer to the Budget page (see Go To button) to view more specifics on the budget amount and details.



Last Edited Date	01/18/07
Last Edited By	Norm Gousy