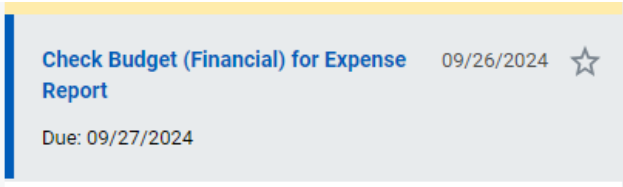
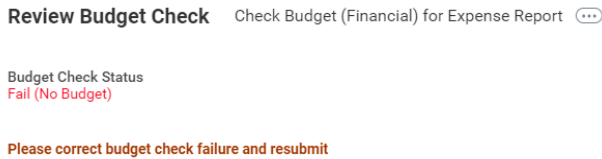
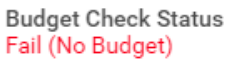
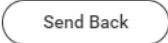


Audience / Role	Accounts Payable Analyst Accounts Payable Data Entry Specialist Budget Manager Budget Unbalanced Amendment Manager Buyer Grant Budget Specialist Services Coordinator
Description	This job aid provides instructions to check a budget for those initiating spend and accounting journal events. The Check Budget task is received to the My Tasks/Inbox to review and approve or deny.
Before You Start	This is only for if a transaction fails Budget Check. If it passes budget check you do not need to use this Job Aid.

Check Budget: Status – Fail (No Budget)

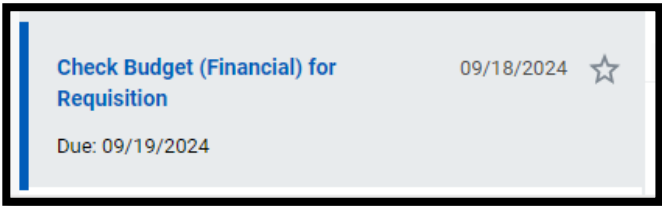
This is the Check Budget task received in My Tasks/Inbox for a Fail because of no funds (\$0) available for the associated budget.

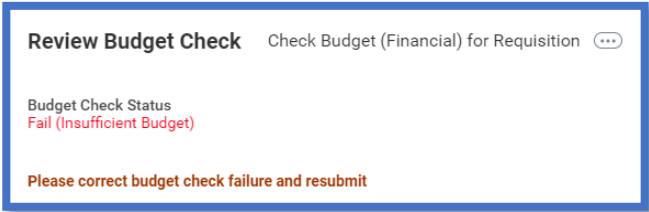
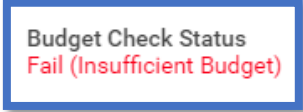
1	Navigate to My Tasks/Inbox . 
2	Search for and select the Check Budget (Financial) for – Task . 
3	The inbox item is titled Review Budget Check: Check Budget (Financial) for – Task . 
4	The Budget Check Status displays as Fail (No Budget) . This status indicates that no budget is available for the Worktag combination selected on the transaction for Financial/Project/Award Budget – the Worktags (Ledger Account Summary, Fund, Cost Center, Project, and Grant) on the transaction are not in any budget lines. 
5	Review the Budget With Exceptions Tab and Transactions tab to determine how to proceed. - If the transaction needs to be modified: - Click on the Transaction Tab - Click the button to modify

	○ If you have security, the source transaction will open up for edits. ▪ Make edits, click submit. ○ If you don't have security to modify, Send Back the transaction to the initiator to have them make edits and resubmit. • If additional budget is needed. Create a budget amendment and have it fully approved. Once approved, resubmit transaction. • If requesting an Override: ○ Select the Request Override checkbox to move the transaction forward. This will follow a business process flow. If none of the above apply, go to Step 7.
6	Choose from the following options: • Submit – sends the transaction for approval if there is now available budget or an override was requested. • Send Back – returns the transaction to the person you select. The Request Override checkbox should not be selected. • Deny – terminates the transaction and may not be restarted: do not select this option if transaction needs to be revised.     Please provide a reason for choosing any of these options in the Comment Box. Select OK.

Check Budget: Status – Fail (Insufficient Budget)

This is the Check Budget task received in My Tasks/Inbox for a Fail because of insufficient funds (greater than \$0) available for the associated budget.

1	Navigate to My Tasks/Inbox. 
2	Search for and select the Check Budget (Financial) for – Task. 

3	The inbox item is titled Review Budget Check: Check Budget (Financial) for – Task. 
4	The Budget Check Status displays as Fail (Insufficient Budget). This status indicates that some budget, but not enough budget is available for the worktag combination selected on the transaction for Financial/Project/Award Budget – the worktags (Ledger Account Summary, Fund, Cost Center, Program, Project, and Grant) on the transaction are not in any budget lines. 
5	Review the Budget With Exceptions Tab and Transactions tab to determine how to proceed. • If the transaction needs to be modified: ○ Click on the Transaction Tab ○ Click the button to modify ○ If you have security, the source transaction will open up for edits. ▪ Make edits, click submit. ○ If you don't have security to modify, Send Back the transaction to the initiator to have them make edits and resubmit. • If additional budget is needed. Create a budget amendment and have it fully approved. Once approved, resubmit transaction. • If requesting an Override: ○ Select the Request Override checkbox to move the transaction forward. This will follow a business process flow. If none of the above apply, go to Step 7.
6	Choose from the following options: • Submit – sends the transaction for approval if there is now available budget or an override was requested. • Send Back – returns the transaction to the person you select. The Request Override checkbox should not be selected. • Deny – terminates the transaction and may not be restarted: do not select this option if transaction needs to be revised.  Please provide a reason for choosing any of these options in the Comment Box.

	Select OK .
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Check Budget: Status – Fail (Error)

This is the Check Budget task received in My Tasks/Inbox for a Fail because of system failure. This typically doesn't occur.

1	Budget Fail (Error) Notification is received if: Financial/Project Budgets/Award Budgets – most likely due to error in accounting setup. Contact ERP Administration. Most common reasons: • Fiscal Period is not open yet • Account Posting rules are not mapped for this Worktag combination.
2	After issue resolved, transaction can be sent back and/or submitted.