All budget checking activities lie within the Commitment Control module within ARC. Budget checking determines which transactions will be checked against control budgets (all or a subset of transactions) and what level of action is taken on the transactions (transaction stopped or warning sent).

You can create and budget check for the following transactions within ARC:

- Requisitions and Purchase Orders
- Vouchers
- Journals

For Requisitions, Purchase Orders and Vouchers, budget checking can occur at the following times:

1. Manually triggered at submission. This allows any errors (see types below) to be identified before completing review and approval workflows. [Recommend that users budget check prior to submission into workflow.]
2. Automated within intraday and nightly batch schedules (10am, 12pm, 3pm, 5pm, 7pm).

For Journals, budget checking will occur as part of the Journal Edit process.

Types of Budget Checking Errors

During the budget check process, there are different types of errors that a user may encounter in the Transactions with Budget Exceptions section. Each of these errors will require a different action for mitigation:

Error	Action	Budget Type Affected
No budget exists	If a budget does not exist, determine the type of budget and contact the applicable Budget Owner and request a budget to be created.	• Fiscal Year • Capital Projects Life • Sponsored Projects Life
Budget is closed	If the budget is closed, change the transaction date, if appropriate, so that it is within the budget period or delete the transaction.	• Fiscal Year
Budget is on hold	If the budget is on hold, contact the Budget Owner/Owning Department on the Project to find out why the budget is on hold.	• Fiscal Year
Budget date is out of bounds	If the budget date is outside the specified dates, delete the transaction. This means that the date exceeds the Project end date in addition to its 90-days threshold.	• Sponsored Projects Life
Exceeds budget tolerance	If the transaction exceeds the budget and is over, contact the Budget Owner to update the budget dollar amount, or, update the transaction to fall within the dollar threshold.	• Capital Projects Life

Reviewing Budget Check Errors

Once a requisition, purchase order, voucher or a journal transaction has been initiated, there is the possibility that the transaction may encounter a budget checking error after the budget check process runs. There are three ways to view and manage budget check errors within ARC:

(1) Viewing the Budget Check Error on the actual Transaction Page

For requisitions, vouchers and journal entries, budget checking errors can be viewed online at the request of the initiator, and you can do so by searching the transaction page. Detailed steps on how to navigate the Budget Checking Exceptions page are found on pages 4 and 5 of this job aid.

(2) Email Notifications

If a transaction fails budget checking, the initiator will receive an email notification alerting them of the failed check. The email will be automatically generated one-time by the next primary intra-day batch instance (10am, 12pm, 3pm, 5pm) following budget check of the transaction. The one-time email notification generated by the nightly batch process (7pm) will also be generated.

Sample Email Notification

Subject: Budget Exception Notification

Hi,
You have transactions that failed budget check please review the transactions referenced below within Commitment Control.

Business Unit	Transaction Type	Transaction ID
US005	Journal	0000000691

(3) Running Queries

If a transaction fails budget checking, users can run a query to view any transactions they initiated that resulted in budget check errors.

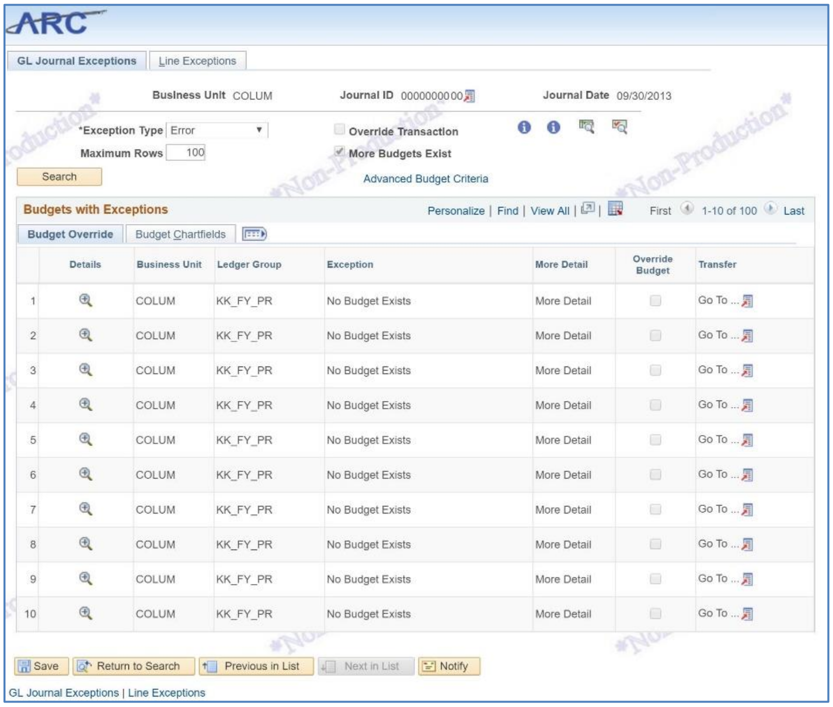
The Online query is **CU_BUD_EXP_NF_QUERY**, and allows initiators to see if they have budget errors.

The query will be run based on a criterion of UNI and will return Business Unit, Transaction Type, Transaction ID and Transaction Date where Budget Header Status is set to 'E' for Error, regardless of the Transaction Date.

Note: You will need an Inquiry role in order to run queries.

How to navigate to the Budget Check Exceptions Page

The Budget Details page, below, will show you if your transaction has received a budget error.



The following steps will help you navigate through the appropriate ARC pages in order to view a budget check exception. For this scenario, it will be a budget check exception for a journal.

Step	Action
1.	There are several instances when a transaction will fail Budget Checking. When this occurs, you can view the status of the transaction along with the type of errors within the ARC pages.
2.	To view a transaction with a budget exception, begin by clicking on the following link. Click the **Commitment Control** link.
3.	Click the **Review Budget Check Exceptions** link.
4.	After you navigate to the Review Budget Check Exceptions page, you can choose the module and transaction you wish to view.
5.	Because we want to review the budget check exception for a journal, you will navigate to the General Ledger module. To review the budget check exception for a voucher or requisition, the navigation will be different, as you will need to navigate to the appropriate module link, i.e. Accounts Payable module. Click the **General Ledger** link.
6.	Click the **Journal** link.
7.	There are usually two search options - a "Find an Existing Value" tab and a "Add a new Value" Tab.

Step	Action
	For this page, since you are inquiring on a specific Journal, you will only be given the option to "Find an Existing Value". You can enter as many details to narrow down the search and ensure you find the exact one.
8.	If you do not know the Journal ID, you can search for the desired Journal ID by utilizing the magnifying glass. Click the **Look up Journal ID (Alt+5)** button.
9.	Click the link of the Journal ID you are looking for, for example - **0000000228** link.
10.	Click the **Search** button.
11.	You are now routed to the GL Journal Exceptions page, where you will see the specific journal details. Notice the Budget with Exceptions table half way down the page contains a Journal with an Exception. The exception type for this Capital Project Parent Budget Journal is "Exceeds Budget Tolerance." For a description of this error, please see table at the beginning of this document.

Getting Help

Please contact the Finance Service Center
http://finance.columbia.edu/content/finance-service-center

You can log an incident or request a service via Service Now
https://columbia.service-now.com

Or, you can contact the Service Center by phone: (212) 854-2122