

Reviewing and Correcting Budget Check Errors Overview

Once accounting entries have been entered, marked "Complete", and saved, the payment is ready for budget check. Budget check can be run manually or will run normally in the nightly batch. All accounting entries must pass budget check. The system will generate an error if the accounting distribution includes an expenditure account and does not have a corresponding commitment control budget.

For interfacing Agencies, uploaded deposits go through budget check in the nightly process. Any errors will need to be corrected online and budget check can be manually run, or it will be done automatically in the nightly batch.

There are three budget status values:

- Error: the entry did not pass budget checking
- Valid: the entry passed budget checking
- Warning: the entry passed budget checking (review the Warning message)

There are two pages used when researching budget check errors and warnings; the **Direct Journal Payments** and the **Misc Payment Exceptions** pages. This Job Aid provides the steps to review and correct budget check errors using both of these pages.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

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Revision History

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages (Section 2, after Step 1; Section
	<u>3</u> , after Step 1). Added reference information to the Overview of the Cardinal
	FIN Search Pages Job Ald.



Cardinal Accounts Receivable Job Aid

AR326_Reviewing and Correcting Budget Check Errors

Viewing a Manual Budget Check Error

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	Commitment	Control Details							
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	Budget Check	k 🚺		_ 010		isuction			
	Go to Transactio	Cancel Refresh		Go To A	Activity Log	9			



Step	Action
1	The Budget Checking Header Status field displays the error message "Error in Budget Check". Budget Checking Header Status Error in Budget Check
2.	Click the Go to Transaction Exceptions link to open the Direct Journal page. Go to Transaction Exceptions Go To Activity Log OK Cancel
The Direc	Ct Journal page displays. Favorites < Main Menu < Commitment Control < Review Budget Check Exceptions < Porect Journal Misc. Payment Exceptions Line Exceptions Line Exceptions Deposit Unit 50100 Nore Budgets Exist Advanced Budget Criteria Budget Override Budget Queride Budget Override Budget Criteria Budget Override Budget Criteria Budget Override Budget Criteria Budget Criteria Budget Override Budget Criteria Budget Override Budget Criteria Budget Criteria Budget Criteria Budget Criteria
3.	Review the message in the Exception field. In this example, the error message states "No Budget Exists". Budgets with Exceptions Personalize Budget Override Budget Chartfields Details Business Unit Ledger Group Exception 1 © 50100 CC_REVEST
1	 At this point, determine if the error is caused by an incorrect distribution or if the budget needs to be modified. If a budget modification is required, the designated person at the Agency should be notified to ensure the necessary updates are made. Once the updates are made, manually run budget check, or let budget check run during the nightly batch process. Verify that the budget check status updates to "Valid" If the error is due to an incorrect ChartField distribution, update the distribution. Refer to the <u>Correcting ChartField Distribution Errors</u> section of this Job Aid and follow the instructions.



Viewing a Nightly Batch Budget Check Error

Step	Action
1.	When budget check is run during the nightly batch, users can view budget check errors by navigating to the Direct Journal page.
	Navigate to the Direct Journal page using the following path:
	Main Menu > Commitment Control > Review Budget Check Exceptions > Revenues > Direct Journal

The Direct Journal Search page displays.

Favorites 🗸	Main Menu → Commitment Control → Review Budget Check Exceptions → Revenues → Direct Journal
Direct Jour Find an Search Enter any	Existing Value Criteria y information you have and click Search. Leave fields blank for a list of all values.
۳	tecent Searches Choose from recent searches V 🖉 Saved Searches Choose from saved searches V
	Commitment Control Tran ID begins with v Commitment Control Tran Date = v Deposit Unit begins with v Deposit Unit begins with v O Payment Sequence = v Process Instance = v Process Status = v Clear Clear
)	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .
2. (Click the Process Status dropdown button and select "Errors Exist".
3. (Click the Search button.
	f there is more than one Deposit with a budget check error, the search results will display a ist. If there is only one Deposit with a budget check error, Cardinal opens the Direct Journal page for that Deposit. In this example, there is only one error.



Step	Action	
The Direc	t Journal page displays.	
	Favorites Main Menu Scommitment Control Review Budget Check Exceptions Revenues Direct Journal	
	Misc. Payment Exceptions	
	Deposit Unit 50100 Deposit ID 115788 🕎 Payment Sequence 1	
	*Exception Type Error Override Transaction Image: Comparison of the second	
	Budgets with Exceptions Personalize Find View All 🔄 🧱 First 🕢 1 of 1 🕢 Last	
	Budget Override Budget Chartfields TTTP Details Business Unit Ledger Group Exception More Detail Override Budget Transfer	
	1 C SO100 CC REVEST No Budget Exists More Detail Go To	
4.	Review the message in the Exception field. In this example, the error message st Budget Exists". Budgets with Exceptions Budget Override Budget Chartfields Budget Override Budget Chartfields Budget Override Budget Group Exception No Budget Exists	ates "No
1	 At this point, determine if the error is caused by an incorrect distribution of if the burneds to be modified. If a budget modification is required, the designated person at the Ager be notified to ensure the necessary updates are made. Once the upd made, manually run budget check, or let budget check run during the batch process. Verify that the budget check status updates to "Valid" If the error is due to an incorrect ChartField distribution, update the dis Refer to the <u>Correcting ChartField Distribution Errors</u> section of this Jor follow the instructions 	ncy should ates are nightly stribution. bb Aid and



Cardinal Accounts Receivable Job Aid

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Correcting ChartField Distribution Errors

Step	Action
1.	Navigate to the Modify Accounting Entries page using the following path:
	Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries

The Modify Accounting Entries Search page displays.

Favorites -	Main Menu Accounts Receivable Payments Direct Journal Payments Modify Accounting Entries
Modify Acc Find an Search I Enter any	Existing Value Criteria y information you have and click Search. Leave fields blank for a list of all values.
ئ	ecent Searches Choose from recent searches V 🖉 Saved Searches Choose from saved searches V
	*Deposit Unit = v Q Deposit ID begins with v Q Payment Sequence = v Payment ID begins with v D User ID begins with v P Assigned Operator ID begins with v P Assigned Operator ID begins with v P Case Sensitive Search Clear
i F ", V	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .
2. E	Enter the Deposit ID number in the Deposit ID field.
3. [Clear



Step	Act	tion								
The Mod	ify A	ccounting	g Entri	es page displ	ays.					
F	avorites 🗸	Main Menu	·▼ → /	Accounts Receivable \star >	Payments -> Direct Jo	urnal Payments 👻 🔅	Modify Accountin	g Entries		
	Directly J	ournalled Paymer	nts Depo	sit <u>C</u> ontrol						
		Unit 50100		Deposit ID 11	5788	Payment TEST50	1 Seq	1		
	Currenc	y Details						ß		
	А	Base	200.0	0 Currency US 0 Currency US	SD SD			~		
		Comple	ete	Budget Status Err	or					
ĺ	Accoun	ting Line Displa	y .	0				Diepla	NV .	
		Standa	rd	0	Supplemental (Entry Eve	nt) OBoth		Dispia		
	ChartFie	elds Currency	Details <u>B</u>	udget Journal Reference	e Information Distributi	Personalize	Details	First 🛞 1	I-4 of 4 🕑 La	ast
	Туре	Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund	Pr
	sq		1 50100		200.00	-200.00	USD	4001204	09800	
	sq		2 TREAS	200.00		200.00	USD	154601	09800	
	sQ	:	3 50100	200.00		200.00	USD	101010	09800	
	s		4 TREAS		200.00	-200.00	USD	101010	09800	
	Total	. 4. Tet	al Dahita	400.00	Total	Credite di	0.00	USD Not		
4.	irectly Jou	Return to Se mailed Payments check the	arch E Deposit Cor Comp	Notify Itrol	k option.					
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6.	A V Mess Warnin	Varning n sage ng Please use Direc plete direct Journal ac	Tessag	pe displays in a	a pop-up wind e accounting entries. (6040,723 Journal Entry panel. Direct Jo	ow. Click t	he OK but	tton.	entries only.	
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Step	Action
7.	Navigate to the Create Accounting Entries page using the following path:
	Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries

The Create Accounting Entries Search page displays.

Create Acco	ounting Entries
Find an I Search Enter any	Existing Value Criteria information you have and click Search. Leave fields blank for a list of all values.
1 See	cent Searches Choose from recent searches V 🖉 Saved Searches Choose from saved searches V
	*Deposit Unit = v Q Deposit ID begins with v Q Payment Sequence = v P Payment ID begins with v O User ID begins with v O Assigned Operator ID begins with v O Assigned Operator ID begins with v O Show fewer options Case Sensitive Search Clear
Ent	er the Deposit ID number in the Deposit ID field.
D	eposit ID begins with V
Clic	k the Search button.
	Search Clear



Step	Action	
The Create Accounting Entries page displays.		
	Favorites Main Menu Accounts Receivable Payments Direct Journal Payments Create Accounting Entries	
	Accounting Entries Deposit Control	
	Unit 50100 Deposit ID 115788 Payment TEST501 Seq 1 Currency Details	
	Amount 200.00 USD 梦园	
	Complete Entry Event Q	
	Budget Status Not Chk'd Distribution Lines Personalize Find View All [2] []] First () 1-2 of 4 () Last	
	ChartFields Currency Details Budget Journal Reference Information Distribution Creation / Update Details [FTT]	
	Sequence GL Unit Speed Type Line Amount Currency Account Fund Program Department Cente	
	2 2 TRAS Speed Type 200.00 USD 154601 09800 99999	
	Total Lines 4 Total Debits 400.00 Currency USD Total Credits 400.00 Currency USD Net 0.00	
	Return to Search Notify 2 Refresh	
	Accounting Entries Deposit Control	
10.	Click the Delete Accounting Entries icon.	
	Currency Details	
	Amount 200.00 USD 🕫 🗷	
11.	Update the ChartField distribution information as applicable in the corresponding field(s).	
	*Account Fund Program Department	
	4001014 Q 09800 Q Q 10015 Q	
12.	Click the Lightning Bolt icon.	
	Currency Details	
	Amount 200.00 USD	
	The page refreshes with the accounting entry offset.	
13.	Click the Complete checkbox option.	
	Complete Entry Event	
14.	Click the Save button.	
	Sava A Return to Search	
	Save C. Return to Search Protected	
	Accounting Entries Deposit Control	



Step	Action		
The page refreshes and the Budget Check icon displays.			
	Favorites • Main Menu • > Accounts Receivable • > Payments • > Direct Journal Payments • > Create Accounting Entries		
	Accounting Entries Deposit Control		
	Unit 50100 Deposit ID 115788 Payment TEST501 Seg 1		
	Amount 200.00 USD F		
	Complete Entry Event Q Budget Status Not Chk'd		
	Distribution Lines Personalize Find View All 🗊 📰 First 🕢 1-2 of 4 🕟 Last		
	Charthelds Cyrrency Details Eudget Journal Reference Information Distribution Creation / Update Details Error Distribution GL Unit Speed Type Line Amount Currency Account Fund Program Department Cost		
	1 1 50100 Speed Type -200.00 USD 4001014 09800 10015 9500		
	2 2 TREAS Speed Type 200.00 USD 154601 09800 99999		
	Total		
	Lines 4 Iotal Debits 400.00 Currency USD Iotal Credits 400.00 Currency USD Net 0.00		
	Accounting Entries Deposit Control		
15.	Click the Budget Check icon.		
	Amount 200.00 USD		
16.	Verify that the Budget Status field updates and is now "Valid".		
	Currency Details		
	Amount 200.00 USD		
	Complete Entry Event Q Budget Status Valid		
17.	Click the Save button.		
	Save Return to Search Accounting Entries Deposit Control		