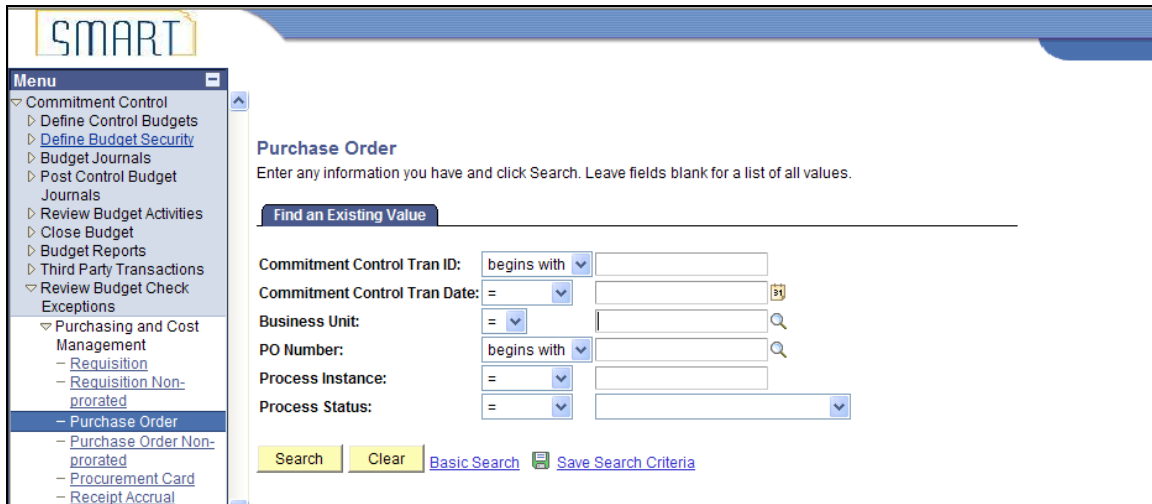


View Budget Check Exceptions for Purchase Orders

Roles: Agency Budget Processor, Agency Budget Approver

1. Navigate to: **Commitment Control > Review Budget Check Exceptions > Purchasing and Cost Management > Purchase Order**



SMART

Menu

- Commitment Control
 - Define Control Budgets
 - Define Budget Security
 - Budget Journals
 - Post Control Budget Journals
 - Review Budget Activities
 - Close Budget
 - Budget Reports
 - Third Party Transactions
 - Review Budget Check Exceptions
 - Purchasing and Cost Management
 - Requisition
 - Requisition Non-prorated
 - Purchase Order**
 - Purchase Order Non-prorated
 - Procurement Card
 - Receipt Accrual

Purchase Order

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: begins with []

Commitment Control Tran Date: = []

Business Unit: = []

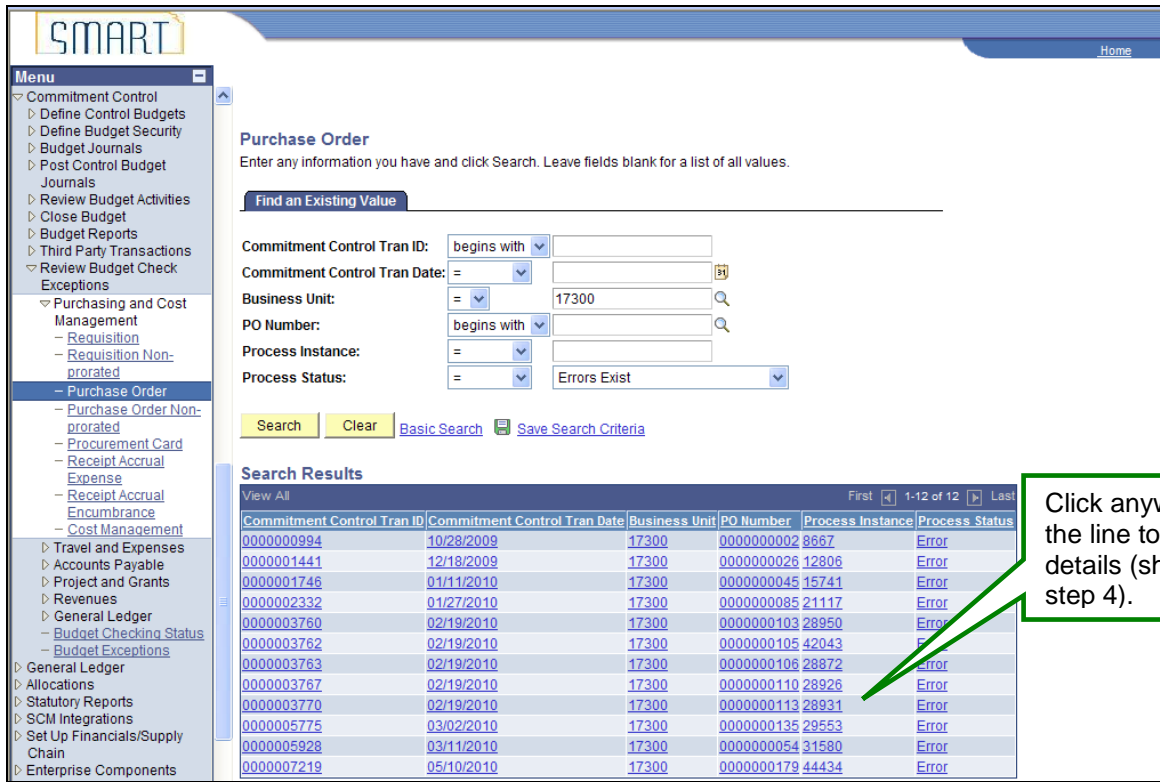
PO Number: begins with []

Process Instance: = []

Process Status: = []

Search Clear Basic Search Save Search Criteria

- Enter your agency's business unit (i.e. 17300). Select Process Status of **Errors Exist** from the drop down menu to view all purchase orders in budget check error. Once you have entered the business unit and process status, click the Search button. The Search Results will appear under the selection criteria. Click on any of the hyperlinks to pull up the budget check exception details.



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

Find an Existing Value

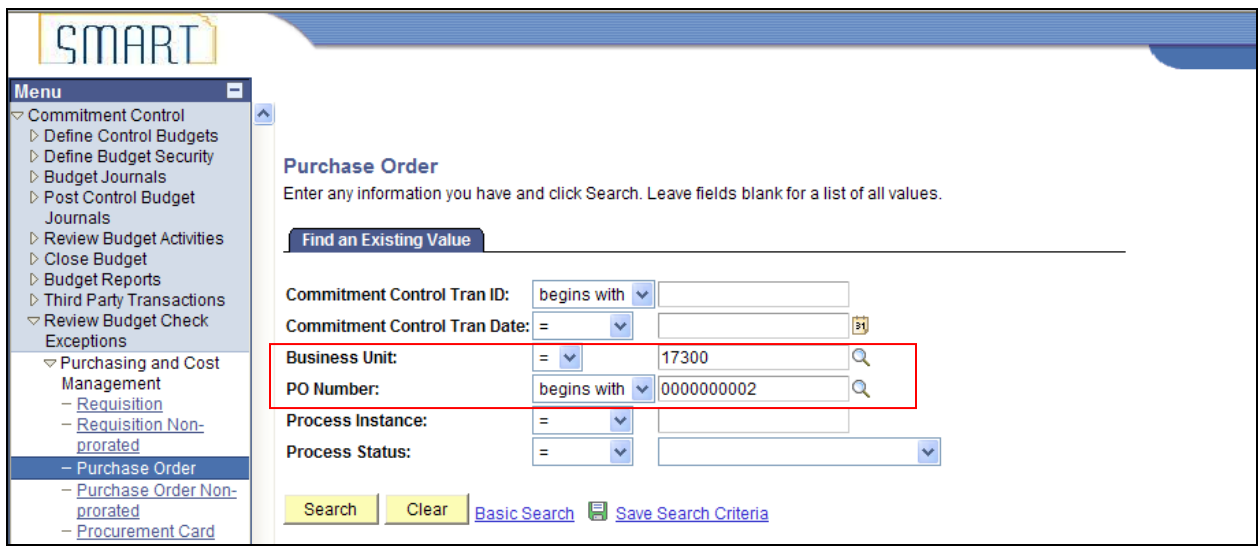
Commitment Control Tran ID: begins with []
 Commitment Control Tran Date: = [] [B]
 Business Unit: = [17300] [Q]
 PO Number: begins with [] [Q]
 Process Instance: = []
 Process Status: = [Errors Exist]

Search Results

Commitment Control Tran ID	Commitment Control Tran Date	Business Unit	PO Number	Process Instance	Process Status
0000000994	10/28/2009	17300	0000000002	8667	Error
0000001441	12/18/2009	17300	0000000026	12806	Error
0000001746	01/11/2010	17300	0000000045	15741	Error
0000002332	01/27/2010	17300	0000000085	21117	Error
0000003760	02/19/2010	17300	0000000103	28950	Error
0000003762	02/19/2010	17300	0000000105	42043	Error
0000003763	02/19/2010	17300	0000000106	28872	Error
0000003767	02/19/2010	17300	0000000110	28926	Error
0000003770	02/19/2010	17300	0000000113	28931	Error
0000005775	03/02/2010	17300	0000000135	29553	Error
0000005928	03/11/2010	17300	0000000054	31580	Error
0000007219	05/10/2010	17300	0000000179	44434	Error

Click anywhere in the line to pull up details (shown in step 4).

- You can also search by specifying the business unit and PO ID instead of searching for all purchase orders in error. Once you have entered the business unit and PO ID, click the Search button.



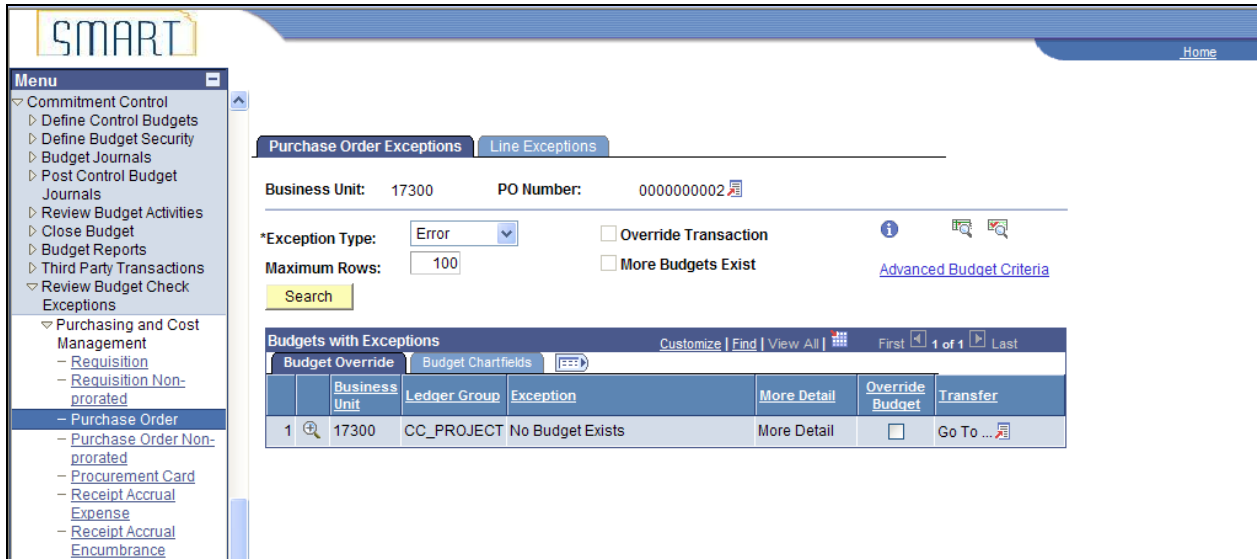
Purchase Order
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Commitment Control Tran ID: begins with []
 Commitment Control Tran Date: = [] [B]
 Business Unit: = [17300] [Q]
 PO Number: begins with [0000000002] [Q]
 Process Instance: = []
 Process Status: = []

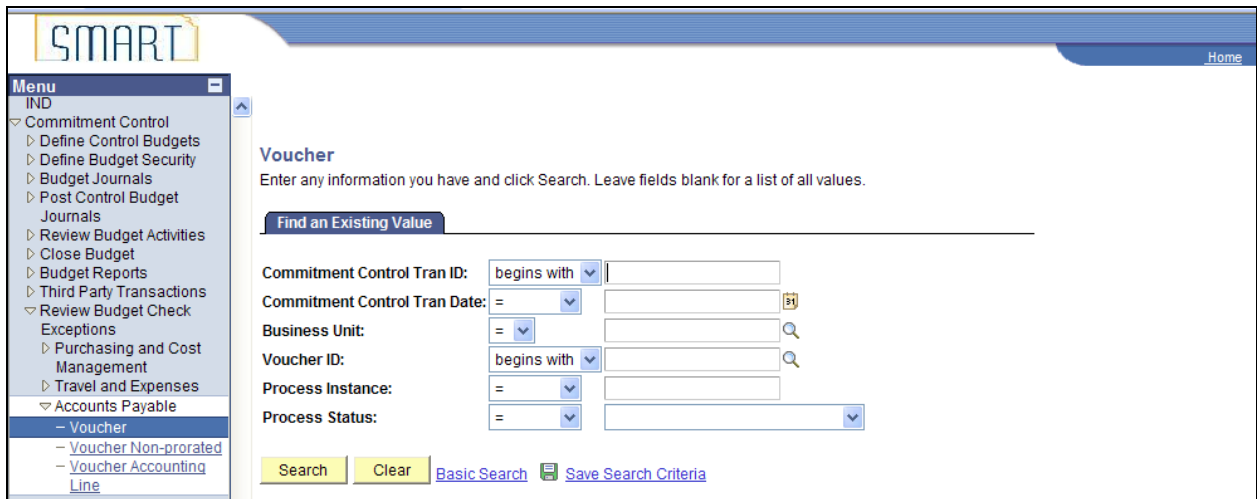
Search **Clear** [Basic Search](#) [Save Search Criteria](#)

- You will be redirected to the Purchase Order Exceptions details page.

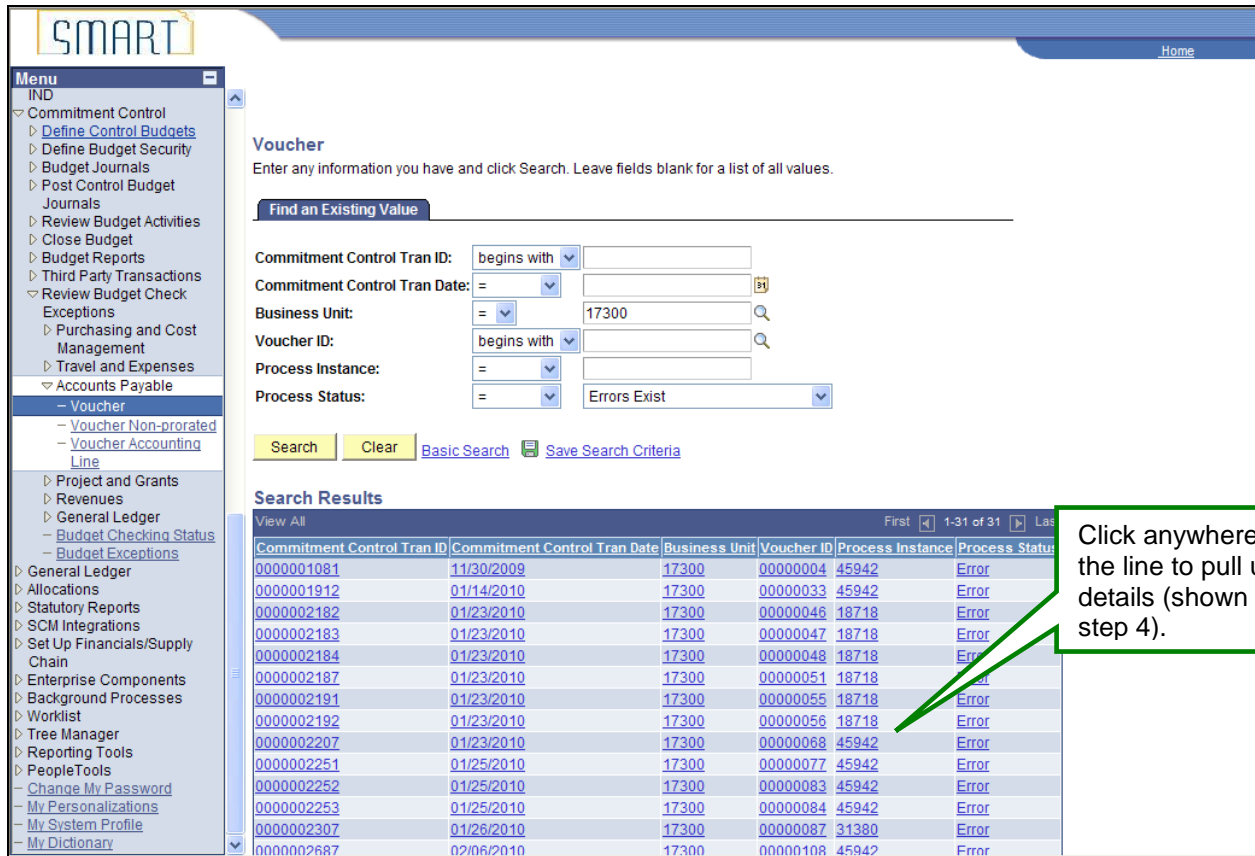


View Budget Check Exceptions for Vouchers

- Navigate to: **Commitment Control > Review Budget Check Exceptions > Accounts Payable > Voucher**



- Enter your agency's business unit (i.e. 17300). Select Process Status of **Errors Exist** from the drop down menu to view all vouchers in budget check error. Once you have entered the business unit and process status, click the Search button. The Search Results will appear under the selection criteria. Click on any of the hyperlinks to pull up the budget check exception details.



SMART Home

Menu
 IND
 Commitment Control
 Define Control Budgets
 Define Budget Security
 Budget Journals
 Post Control Budget Journals
 Review Budget Activities
 Close Budget
 Budget Reports
 Third Party Transactions
 Review Budget Check Exceptions
 Purchasing and Cost Management
 Travel and Expenses
 Accounts Payable
 Voucher
 Voucher Non-prorated
 Voucher Accounting Line
 Project and Grants
 Revenues
 General Ledger
 Budget Checking Status
 Budget Exceptions
 General Ledger
 Allocations
 Statutory Reports
 SCM Integrations
 Set Up Financials/Supply Chain
 Enterprise Components
 Background Processes
 Worklist
 Tree Manager
 Reporting Tools
 PeopleTools
 Change My Password
 My Personalizations
 My System Profile
 My Dictionary

Voucher
 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: begins with
 Commitment Control Tran Date: =
 Business Unit: = 17300
 Voucher ID: begins with
 Process Instance: =
 Process Status: = Errors Exist

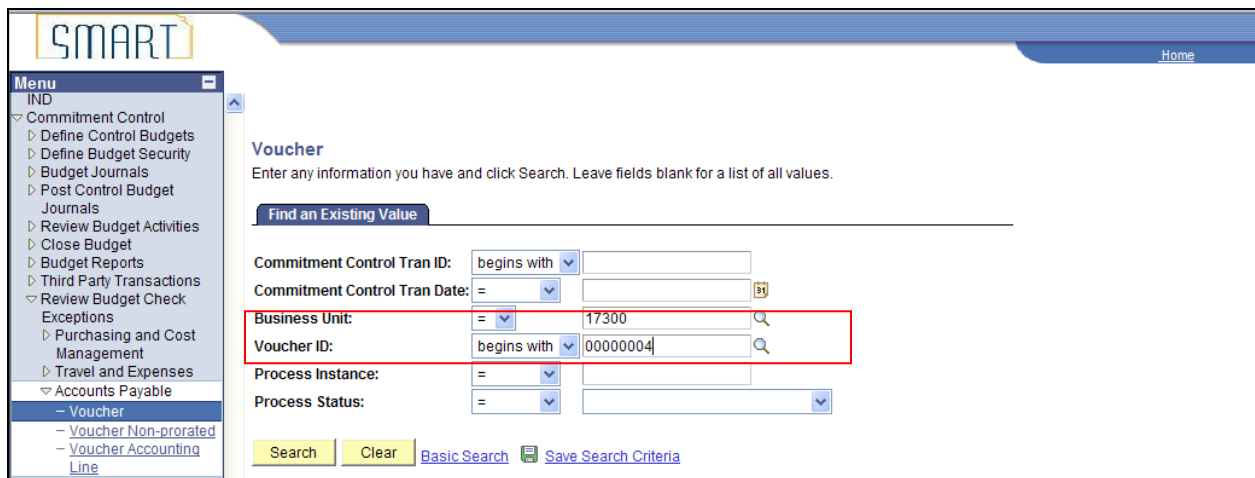
Search Clear Basic Search Save Search Criteria

Search Results
 View All First 1-31 of 31 Last

Commitment Control Tran ID	Commitment Control Tran Date	Business Unit	Voucher ID	Process Instance	Process Status
0000001081	11/30/2009	17300	00000004	45942	Error
0000001912	01/14/2010	17300	00000033	45942	Error
0000002182	01/23/2010	17300	00000046	18718	Error
0000002183	01/23/2010	17300	00000047	18718	Error
0000002184	01/23/2010	17300	00000048	18718	Error
0000002187	01/23/2010	17300	00000051	18718	Error
0000002191	01/23/2010	17300	00000055	18718	Error
0000002192	01/23/2010	17300	00000056	18718	Error
0000002207	01/23/2010	17300	00000068	45942	Error
0000002251	01/25/2010	17300	00000077	45942	Error
0000002252	01/25/2010	17300	00000083	45942	Error
0000002253	01/25/2010	17300	00000084	45942	Error
0000002307	01/26/2010	17300	00000087	31380	Error
0000002687	02/06/2010	17300	00000108	45942	Error

Click anywhere in the line to pull up details (shown in step 4).

- You can also search by specifying the business unit and Voucher ID instead of searching for all vouchers in error. Once you have entered the business unit and voucher ID, click the Search button.



SMART Home

Menu
 IND
 Commitment Control
 Define Control Budgets
 Define Budget Security
 Budget Journals
 Post Control Budget Journals
 Review Budget Activities
 Close Budget
 Budget Reports
 Third Party Transactions
 Review Budget Check Exceptions
 Purchasing and Cost Management
 Travel and Expenses
 Accounts Payable
 Voucher
 Voucher Non-prorated
 Voucher Accounting Line
 Project and Grants
 Revenues
 General Ledger
 Budget Checking Status
 Budget Exceptions
 General Ledger
 Allocations
 Statutory Reports
 SCM Integrations
 Set Up Financials/Supply Chain
 Enterprise Components
 Background Processes
 Worklist
 Tree Manager
 Reporting Tools
 PeopleTools
 Change My Password
 My Personalizations
 My System Profile
 My Dictionary

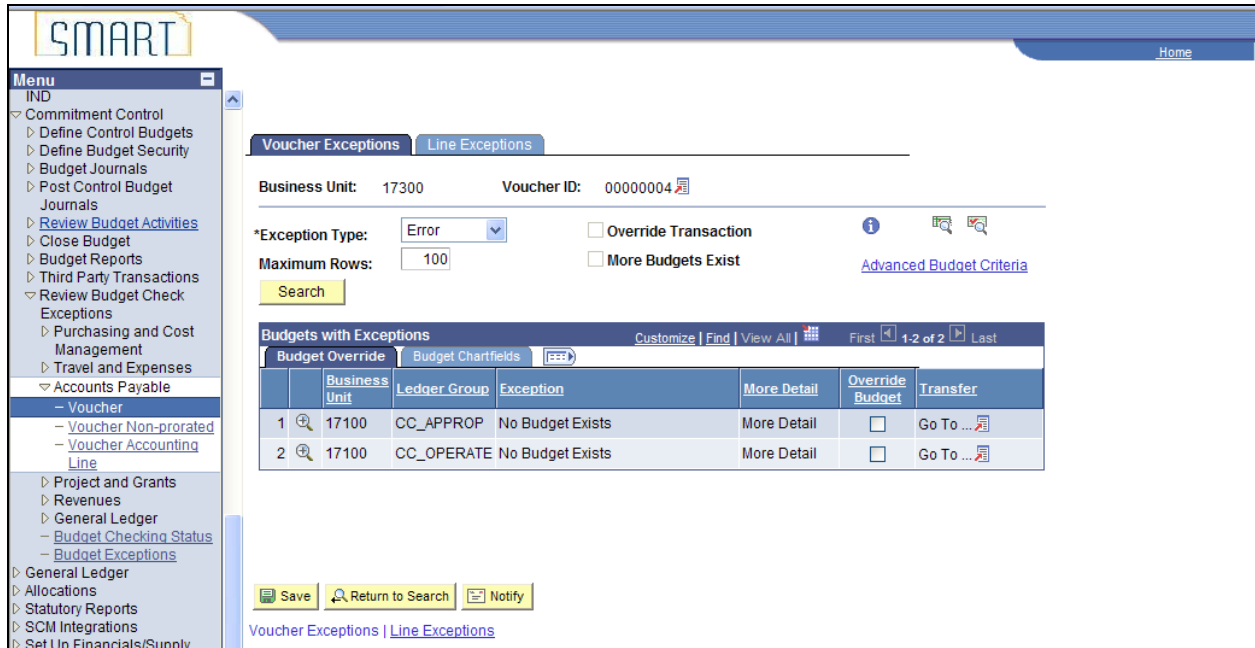
Voucher
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Commitment Control Tran ID: begins with
 Commitment Control Tran Date: =
 Business Unit: = 17300
 Voucher ID: begins with 00000004
 Process Instance: =
 Process Status: =

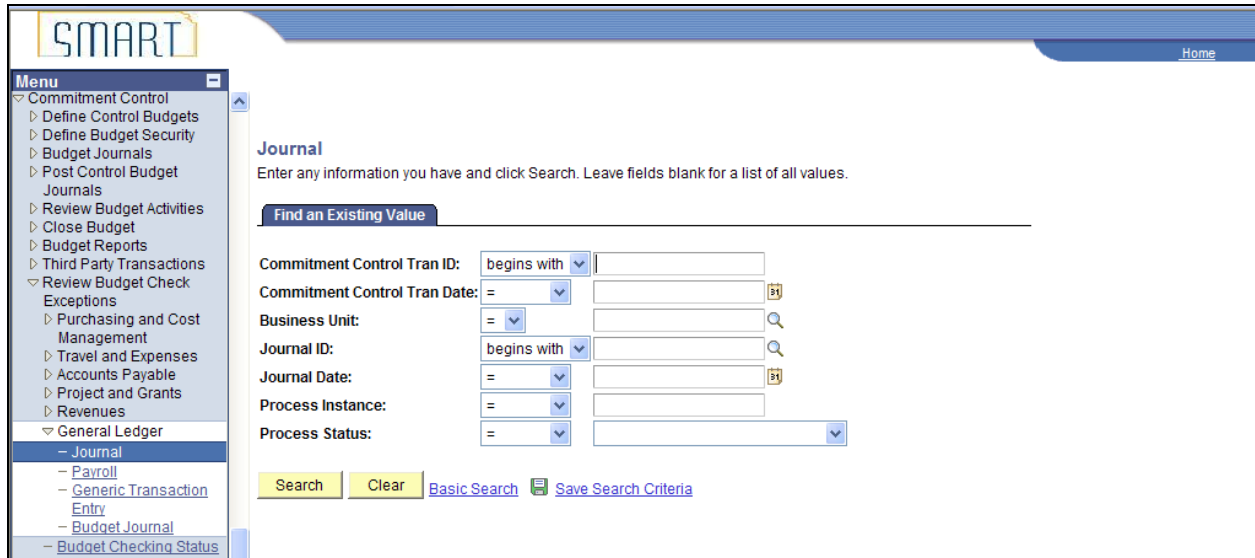
Search Clear Basic Search Save Search Criteria

- You will be redirected to the Voucher Exceptions details page.



View Budget Check Exceptions for Journals

- Navigate to: **Commitment Control > Review Budget Check Exceptions > General Ledger > Journal**



- Enter your agency's business unit (i.e. 17300). Select Process Status of **Errors Exist** from the drop down menu to view all journals in budget check error. Once you have entered the business unit and process status, click the Search button. The Search Results will appear under the selection criteria. Click on any of the hyperlinks to pull up the budget check exception details.

Journal
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: begins with
 Commitment Control Tran Date: =
 Business Unit: = 17300
 Journal ID: begins with
 Journal Date: =
 Process Instance: =
 Process Status: = Errors Exist

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

Search Results

Commitment Control Tran ID	Commitment Control Tran Date	Business Unit	Journal ID	Journal Date	UnPost Sequence	Process Instance	Process Status
0000001048	11/03/2009	17300	0000000104	11/03/2009	0	8825	Error
0000006044	03/16/2010	17300	0000001093	03/16/2010	0	32846	Error
0000006954	04/13/2010	17300	0000001667	04/13/2010	0	39944	Error
0000007255	05/10/2010	17300	0000002074	05/10/2010	0	43400	Error

- You can also search by specifying the business unit and Journal ID instead of searching for all journals in error. Once you have entered the business unit and Journal ID, click the Search button.

Journal
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: begins with
 Commitment Control Tran Date: =
 Business Unit: = 17300
 Journal ID: begins with 0000000104
 Journal Date: =
 Process Instance: =
 Process Status: =

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

4. You will be redirected to the GL Journal Exceptions details page.

The screenshot displays the SMART system interface for 'GL Journal Exceptions'. The left-hand navigation menu is expanded to show 'General Ledger' > 'Budget Exceptions'. The main content area features a search bar with the following parameters: Business Unit: 17300, Journal ID: 0000000104, and Journal Date: 11/03/2009. The search results are displayed in a table titled 'Budgets with Exceptions'.

	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	17300	CC_APPROP	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...
2	17300	CC_CASH	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...

At the bottom of the page, there are buttons for 'Save', 'Return to Search', and 'Notify', along with a breadcrumb trail: 'GL Journal Exceptions | Line Exceptions'.