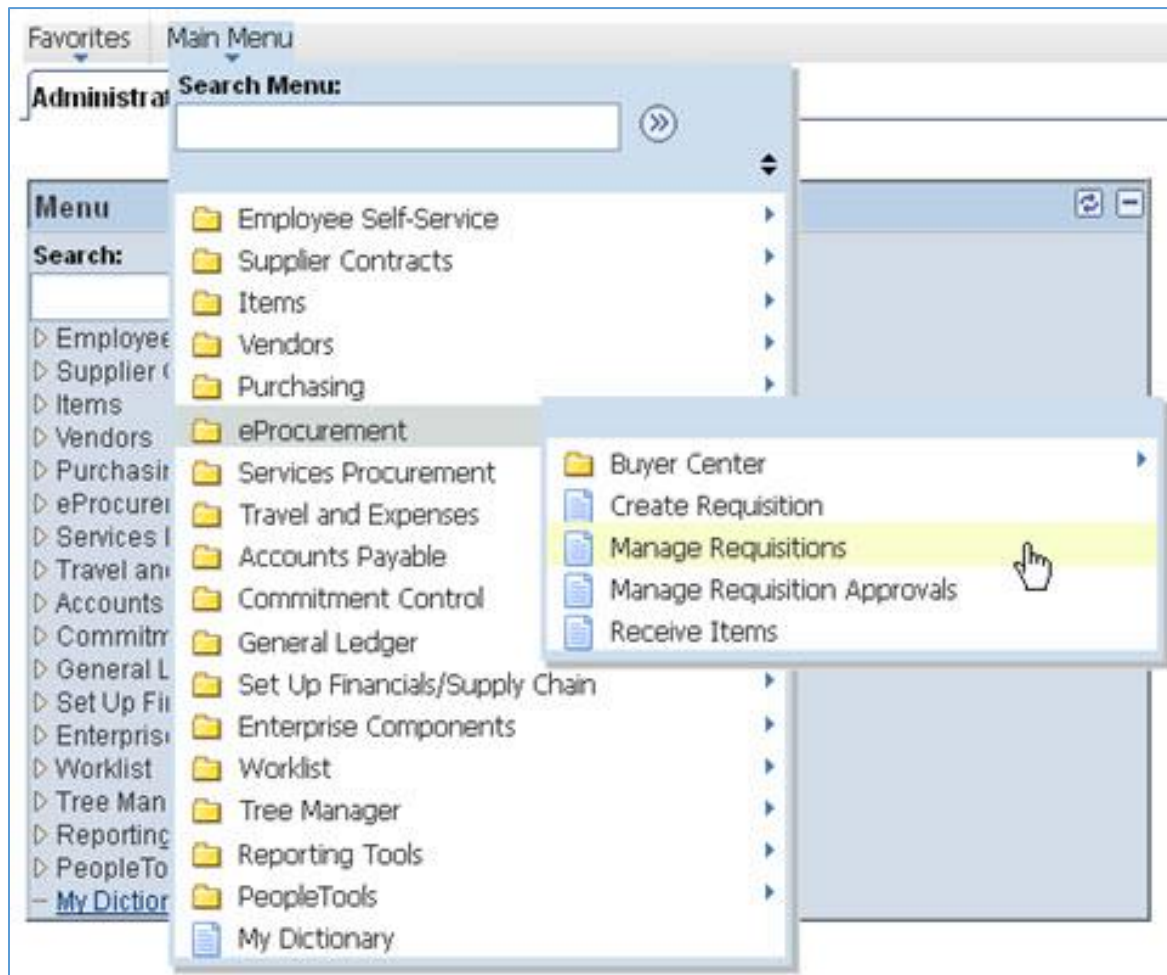


## Finding Documents with Budget Errors

Documents must have a successful budget check to post to the Commitment Control ledgers. Budget errors will prevent documents from posting and must be corrected. Budget warnings can be disregarded and will not prevent documents from posting. Documents that have not passed budget check and contain budget errors can be found through the eProcurement, Travel and Expenses or Commitment Control menus.

### Requisitions –

- Main Menu → eProcurement → Manage Requisitions



Search for requisitions with a Budget Status of '**Error in Budget Check**' and Business Unit of 'NAUBU'; all other fields should be blank

Favorites | Main Menu | eProcurement | Manage Requisitions

### Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: NAUBU    Requisition Name:

Requisition ID:     Request Status:     Budget Status:

Date From:     Date To:     PO ID:

Requester:     Entered By:

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon.  
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total
--------	------------------	----	------	--------	--------	-------

### Requisitions (Commitment Control method) -

- Main Menu → Commitment Control → Review Budget Check Exceptions → Purchasing and Cost Management → Requisitions

Favorites | Main Menu

Administrative Search Menu

Menu Search

- Employee Self-Service
- Supplier Contracts
- Items
- Vendors
- Purchasing
- eProcurement
- Services Procurement
- Travel and Expenses
- Accounts Payable
- Commitment Control
  - Review Budget Activities
  - Budget Reports
  - Review Budget Check Ex...
- General Ledger
- Set Up Financials/Supply
- Enterprise Components
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- My Dictionary

Purchasing and Cost Man...

- Travel and Expenses
- Accounts Payable
- General Ledger

Requisition

- Requisition Non-prorated
- Purchase Order
- Purchase Order Non-prorated
- Procurement Card
- Receipt Accrual Expense
- Receipt Accrual Encumbrance

Search for requisitions with a Process Status of '**Errors Exist**' and Business Unit of '**NAUBU**'; all other fields should be blank

[Favorites](#) | [Main Menu](#) > [Commitment Control](#) > [Review Budget Check Exceptions](#) > [Purchasing and Cost Management](#) > [Requisition](#)

### Requisition

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

**Find an Existing Value**

Limit the number of results to (up to 300):

**Commitment Control Tran ID:**

**Commitment Control Tran Date:**

**Business Unit:**

**Requisition ID:**

**Process Instance:**

**Process Status:**

Errors Exist

Document in process

**Errors Exist**

No Errors or Warnings

Only Warnings Exist

Process Unsuccessful

Unrecorded Errors Exist

Search will return requisitions with budget errors for all DeptIDs and all ledger groups

### Requisition

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

**Find an Existing Value**

Limit the number of results to (up to 300):

**Commitment Control Tran ID:**

**Commitment Control Tran Date:**

**Business Unit:**

**Requisition ID:**

**Process Instance:**


**Process Status:**

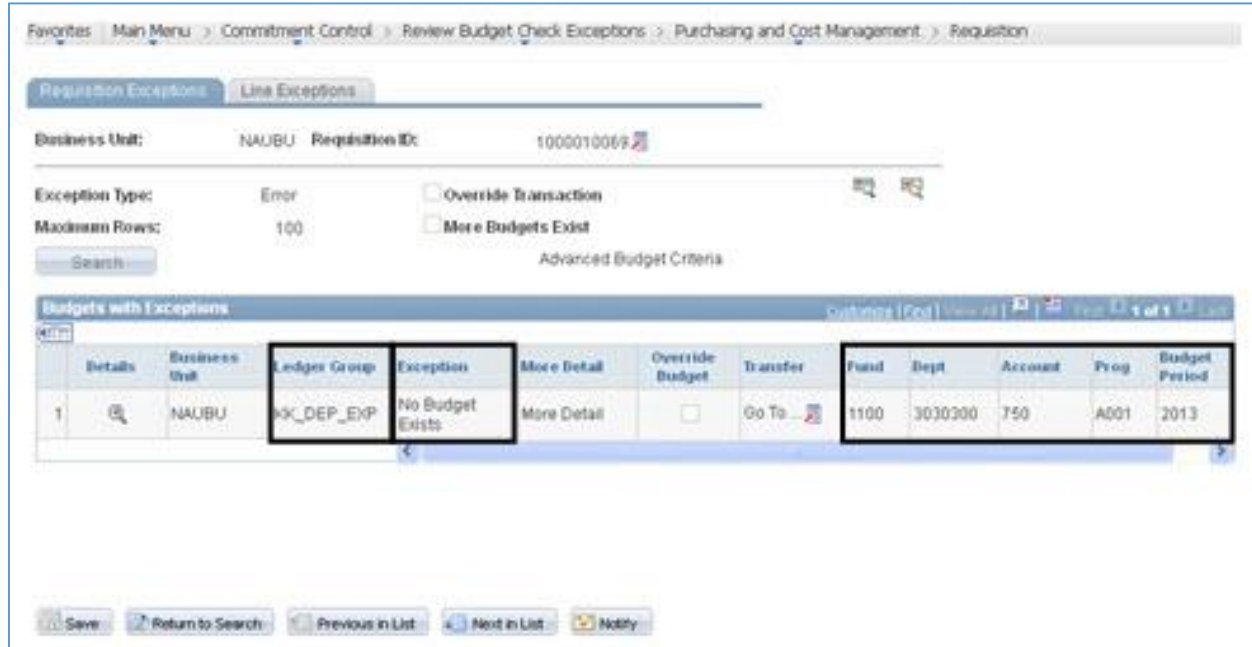
### Search Results

View All First  Last

Commitment Control Tran ID	Commitment Control Tran Date	Business Unit	Requisition ID	Process Instance	Process Status
000001215	06/14/2012	NAUBU	1000010004	69118	Error
000001228	06/15/2012	NAUBU	1000010070	69118	Error
000002947	07/11/2012	NAUBU	1000010607	69118	Error
000004887	07/20/2012	NAUBU	1000010799	69118	Error
000008816	08/06/2012	NAUBU	1000011248	69118	Error
000008829	08/03/2012	NAUBU	1000011435	69118	Error
000009558	08/07/2012	NAUBU	1000011932	69118	Error
000009560	08/07/2012	NAUBU	1000011939	69118	Error
000009771	08/08/2012	NAUBU	1000011987	69118	Error
0000031288	09/07/2012	NAUBU	1000012877	69118	Error
0000032301	09/11/2012	NAUBU	1000012942	69118	Error
0000035011	09/17/2012	NAUBU	1000013087	69118	Error
0000035194	09/18/2012	NAUBU	1000013109	69118	Error
0000036010	09/19/2012	NAUBU	1000013121	69118	Error
0000049685	10/31/2012	NAUBU	1000014416	69118	Error
0000049871	10/31/2012	NAUBU	1000014533	69118	Error

Select by Requisition ID or scroll through the Search Results by using the "Previous in List" or "Next in List" button to find requisitions with Ledger Group of KK\_DEP\_REV or KK\_DEP\_EXP for state and local funds

To see the below view, press the expansion button 



Budgets with Exceptions

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer	Fund	Dept	Account	Prog	Budget Period
1	NAUBU	KK_DEP_EXP	No Budget Exists	More Detail	<input type="checkbox"/>	Go To	1100	3030300	750	A001	2013

Common Exceptions include –

**No Budget Exists**

**Required key CF is blank**

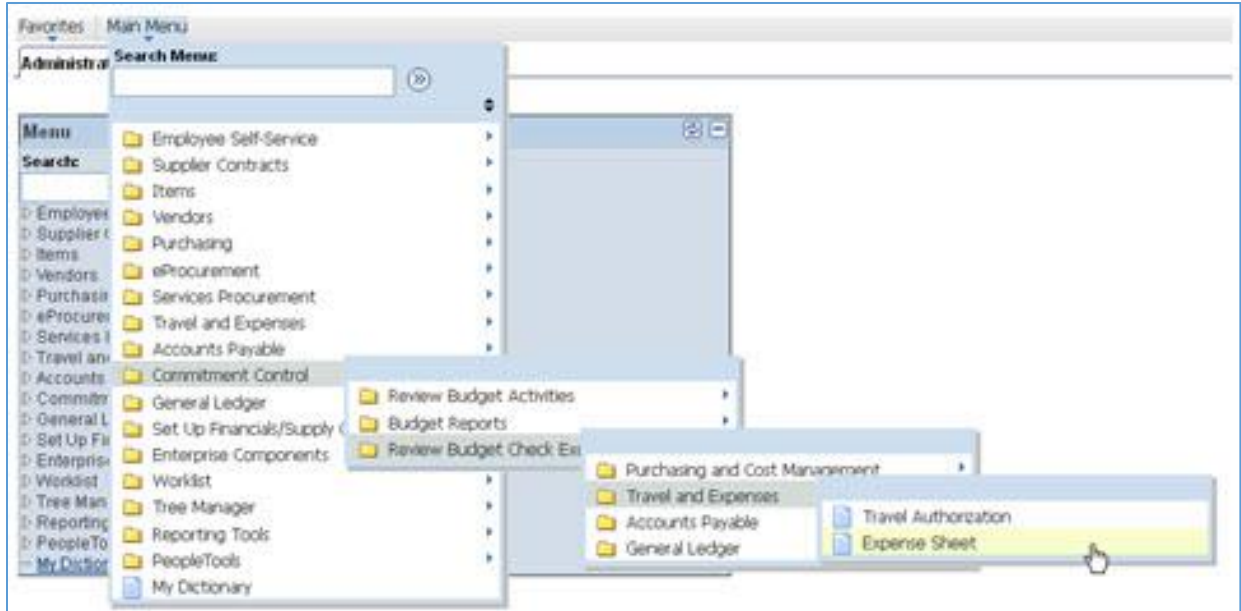
**Expense Sheets (Travel and Expense Center method)-**

- **Main Menu –> Travel and Expenses –> Travel and Expense Center**  
Check the budget status for budget errors when creating or modifying an expense sheet

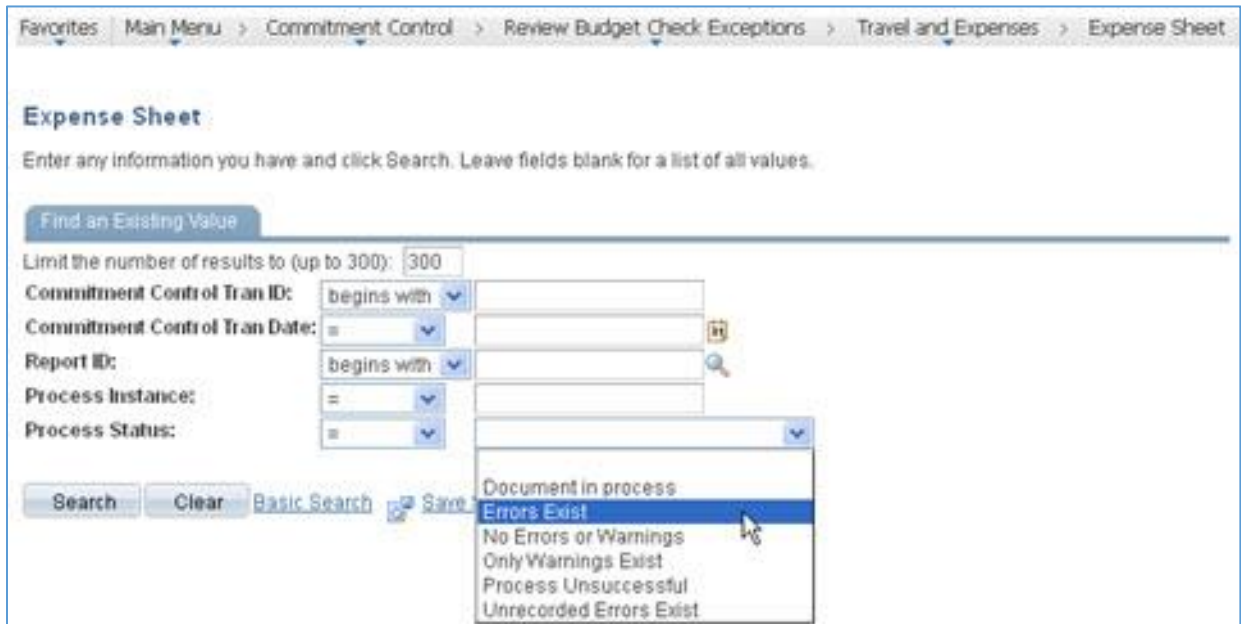
**Expense Sheets (Commitment Control method)-**

- **Main Menu –> Commitment Control –> Review Budget Check Exceptions –> Travel and Expenses –> Expense Sheet**





Search for expense sheets with a Process Status of **'Errors Exist'**; leave all other fields blank



Search will return expense sheets with budget errors for all DeptIDs and all ledger groups

## Expense Sheet

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

### Find an Existing Value

Limit the number of results to (up to 300):

**Commitment Control Tran ID:**    
**Commitment Control Tran Date:**     
**Report ID:**     
**Process Instance:**    
**Process Status:**

[Search](#)

[Clear](#)

[Basic Search](#)


[Save Search Criteria](#)

## Search Results

View All First  1-15 of 15  Last

Commitment Control Tran ID	Commitment Control Tran Date	Report ID	Process Instance	Process Status
<a href="#">000004994</a>	<a href="#">07/23/2012</a>	<a href="#">000000370</a>	<a href="#">69114</a>	Error
<a href="#">000005074</a>	<a href="#">07/23/2012</a>	<a href="#">000000312</a>	<a href="#">69114</a>	Error
<a href="#">000007322</a>	<a href="#">07/31/2012</a>	<a href="#">000000509</a>	<a href="#">69114</a>	Error
<a href="#">000012301</a>	<a href="#">08/17/2012</a>	<a href="#">000001013</a>	<a href="#">69114</a>	Error
<a href="#">000012406</a>	<a href="#">08/20/2012</a>	<a href="#">000001115</a>	<a href="#">69114</a>	Error
<a href="#">000030117</a>	<a href="#">09/05/2012</a>	<a href="#">000001235</a>	<a href="#">69114</a>	Error
<a href="#">000037118</a>	<a href="#">09/24/2012</a>	<a href="#">000002072</a>	<a href="#">69114</a>	Error
<a href="#">000037972</a>	<a href="#">09/26/2012</a>	<a href="#">000002157</a>	<a href="#">69114</a>	Error
<a href="#">000039956</a>	<a href="#">10/02/2012</a>	<a href="#">000002336</a>	<a href="#">69114</a>	Error
<a href="#">000044595</a>	<a href="#">10/16/2012</a>	<a href="#">000002784</a>	<a href="#">69114</a>	Error
<a href="#">000046784</a>	<a href="#">10/22/2012</a>	<a href="#">000003009</a>	<a href="#">69114</a>	Error
<a href="#">000047070</a>	<a href="#">10/23/2012</a>	<a href="#">000003035</a>	<a href="#">69114</a>	Error
<a href="#">000047071</a>	<a href="#">10/23/2012</a>	<a href="#">000003036</a>	<a href="#">69114</a>	Error
<a href="#">000049996</a>	<a href="#">10/31/2012</a>	<a href="#">000003333</a>	<a href="#">69114</a>	Error
<a href="#">000052275</a>	<a href="#">11/07/2012</a>	<a href="#">000003574</a>	<a href="#">69114</a>	Error

Select by Report ID or scroll through the Search Results by using the "Previous in List" or "Next in List" button to find expense sheets with Ledger Group of KK\_DEP\_REV or KK\_DEP\_EXP for state and local funds

To see the below view, press the expansion button 

## Correcting Budget Errors

Budget errors occur when a document contains an invalid DeptID-Fund-Program combination or the account string that does not have a budget line for the account class being used.

For existing state and local DeptIDs, budget lines are created at the beginning of the fiscal year for specific account classes. For revenue and non-personnel service expenses, budget lines are loaded for only the classes budgeted in NStar. For personnel services, budget lines are loaded for all account classes (711-715 and 720).

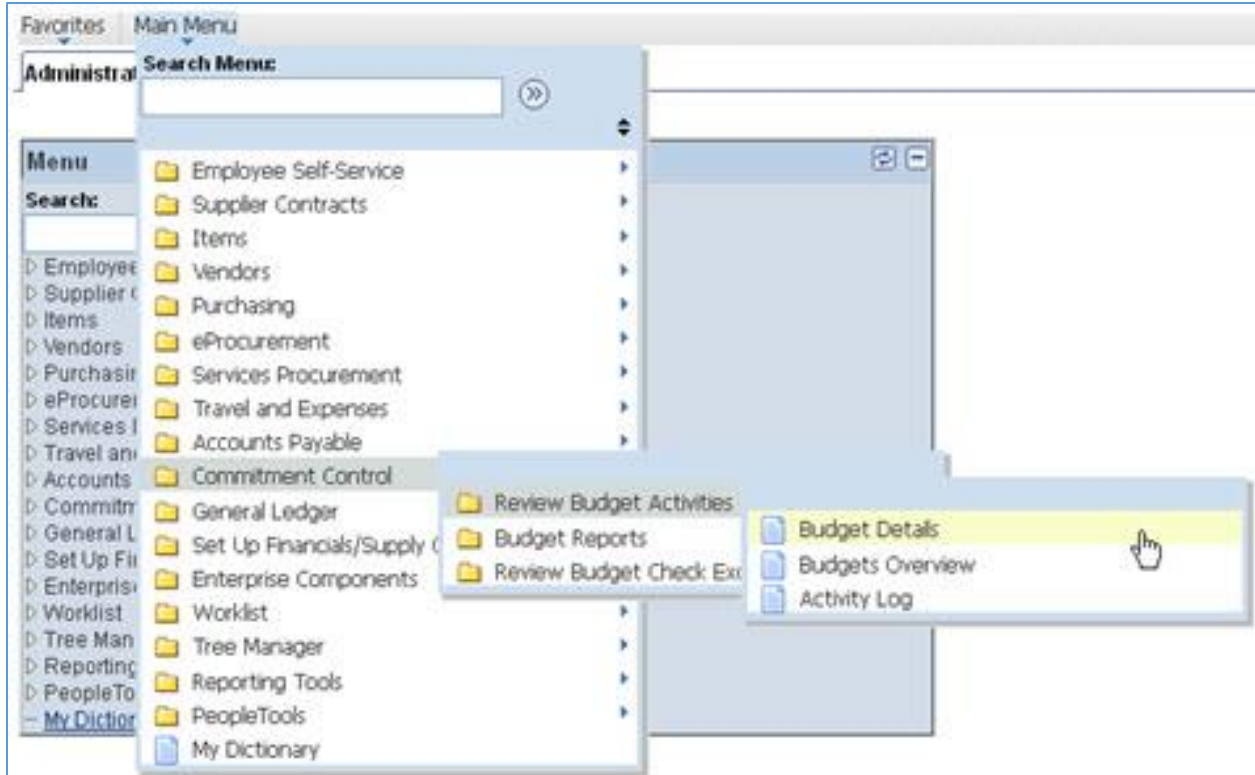
To correct budget errors –

- Verify that the DeptID-Fund-Program combination on the document is valid. If the combination is not valid, correct the document and resubmit for budget checking.
- Determine whether a zero budget line exists for the corresponding account class. If a budget line does not exist and the account class is appropriate for the fund and expense, contact the Budget Office to request the budget line be added.

**Verify DeptID-Fund-Program Combination by PS Financials or Business Objects–**

### PS Financials method

- **Main Menu –> Commitment Control –> Review Budget Activities –> Budget Details**



Search on **Department** and **Budget Period**,

Search results will return only valid DeptID-Fund-Program combinations

For example, for DeptID 3030300 and Budget Period of 2013, Fund 4700, Program I010 is the only valid combination



Favorites | Main Menu > | Commitment Control > | Review Budget Check Exceptions > | Purchasing and Cost Management > | Requestion

### Budget Details

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

Find an Existing Value

Limit the number of results to (up to 300):

Business Unit:

Ledger Group:

Account:

Department:

Fund:

Program:

Affiliate:

Fund Affiliate:

Sub Dept:

PC Business Unit:

Project:

Activity:

Budget Period:

Statistics Code:

### Search Results

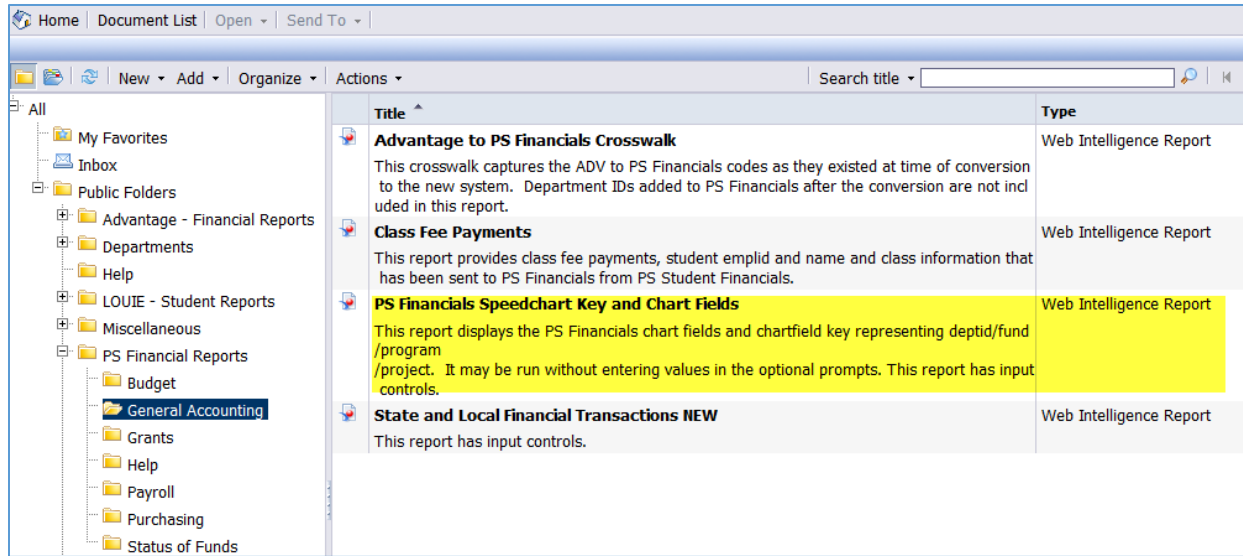
View All First 1-13 of 13 Last

Business Unit	Ledger Group	Account	Department	Fund	Program	Affiliate	Fund Affiliate	Sub Dept	PC Business Unit	Project	Activity	Budget Period	Statistics Code
NAUBU	KK_DEP_EXP	711	3030300	4700	1010	01an0	01an0	01an0	01an0	01an0	01an0	2013	01an0
NAUBU	KK_DEP_EXP	712	3030300	4700	1010	01an0	01an0	01an0	01an0	01an0	01an0	2013	01an0
NAUBU	KK_DEP_EXP	713	3030300	4700	1010	01an0	01an0	01an0	01an0	01an0	01an0	2013	01an0
NAUBU	KK_DEP_EXP	714	3030300	4700	1010	01an0	01an0	01an0	01an0	01an0	01an0	2013	01an0
NAUBU	KK_DEP_EXP	715	3030300	4700	1010	01an0	01an0	01an0	01an0	01an0	01an0	2013	01an0
NAUBU	KK_DEP_EXP	720	3030300	4700	1010	01an0	01an0	01an0	01an0	01an0	01an0	2013	01an0
NAUBU	KK_DEP_EXP	730	3030300	4700	1010	01an0	01an0	01an0	01an0	01an0	01an0	2013	01an0
NAUBU	KK_DEP_EXP	739	3030300	4700	1010	01an0	01an0	01an0	01an0	01an0	01an0	2013	01an0
NAUBU	KK_DEP_EXP	740	3030300	4700	1010	01an0	01an0	01an0	01an0	01an0	01an0	2013	01an0
NAUBU	KK_DEP_EXP	750	3030300	4700	1010	01an0	01an0	01an0	01an0	01an0	01an0	2013	01an0
NAUBU	KK_DEP_EXP	701	3030300	4700	1010	01an0	01an0	01an0	01an0	01an0	01an0	2013	01an0
NAUBU	KK_DEP_EXP	782	3030300	4700	1010	01an0	01an0	01an0	01an0	01an0	01an0	2013	01an0
NAUBU	KK_DEP_EXP	930	3030300	4700	1010	01an0	01an0	01an0	01an0	01an0	01an0	2013	01an0

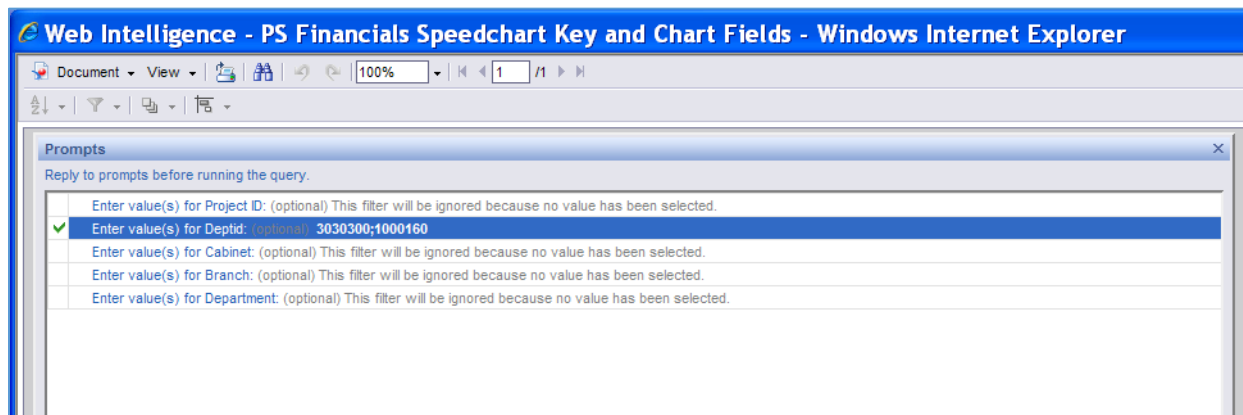
Note – More than one valid combination may exist if a DeptID is used for both state and local funds

**Business Object method**

- Run PSFinancials Speedchart Key and Chart Fields report



Search on **DeptID** to find the valid Fund-Program combinations for the DeptID



DeptID 3030300, Fund 4700, Program I010 is the only valid combination for the DeptID

DeptID 1000160, Fund 2500, Program F003 is the only valid combination for the DeptID

**Note** – More than one valid combination may exist if a DeptID is used for both state and local funds

Web Intelligence - PS Financials Speedchart Key and Chart Fields - Windows Internet Exp

Document View 100% 1 / 1

Northern Arizona University PS Financials Speedchart Key and Chart Fields  
Speedchart  
Sorted by Deptid, Project ID

Speedchart Key	Speedchart	Deptid	Fund Cd	Program Code	Project ID	PCBU	Program Type Cd	Activity ID
1000160F25	Csac F2500	1000160	2500	F003			F000	
3030300F47	Student Media Center F4700	3030300	4700	I010			I000	
Count:		2						
Count All:		2						

**Determine if Zero Budget Line Exists –**

- **Main Menu → Commitment Control → Review Budget Activities → Budget Details**

Search on **Department, Fund and Program** to find the account classes with zero budget lines

Use Ledger Group KK\_DEP\_REV for revenue account classes and KK\_DEP\_EXP for expense account classes

Search Results will return only accounts with zero budget lines

Using the example below, a budget line does not exist for account class 770, Scholarships, for DeptID 3030300, Fund 4700, and Program I010 for 2013

**Budget Details**

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

Find an Existing Value

Limit the number of results to (up to 300): 300

Business Unit: = NAUUBU

Ledger Group: = KK\_DEP\_EXP

Account: begins with

Department: begins with 3030300

Fund: begins with 4700

Program: begins with 1010

Affiliate: begins with

Fund Affiliate: begins with

Sub Dept: begins with

PC Business Unit: begins with

Project: begins with

Activity: begins with

Budget Period: begins with 2013

Statistics Code: begins with

Search Clear Basic Search Save Search Criteria

**Search Results**

View 100 First 1-13 of 13 Last

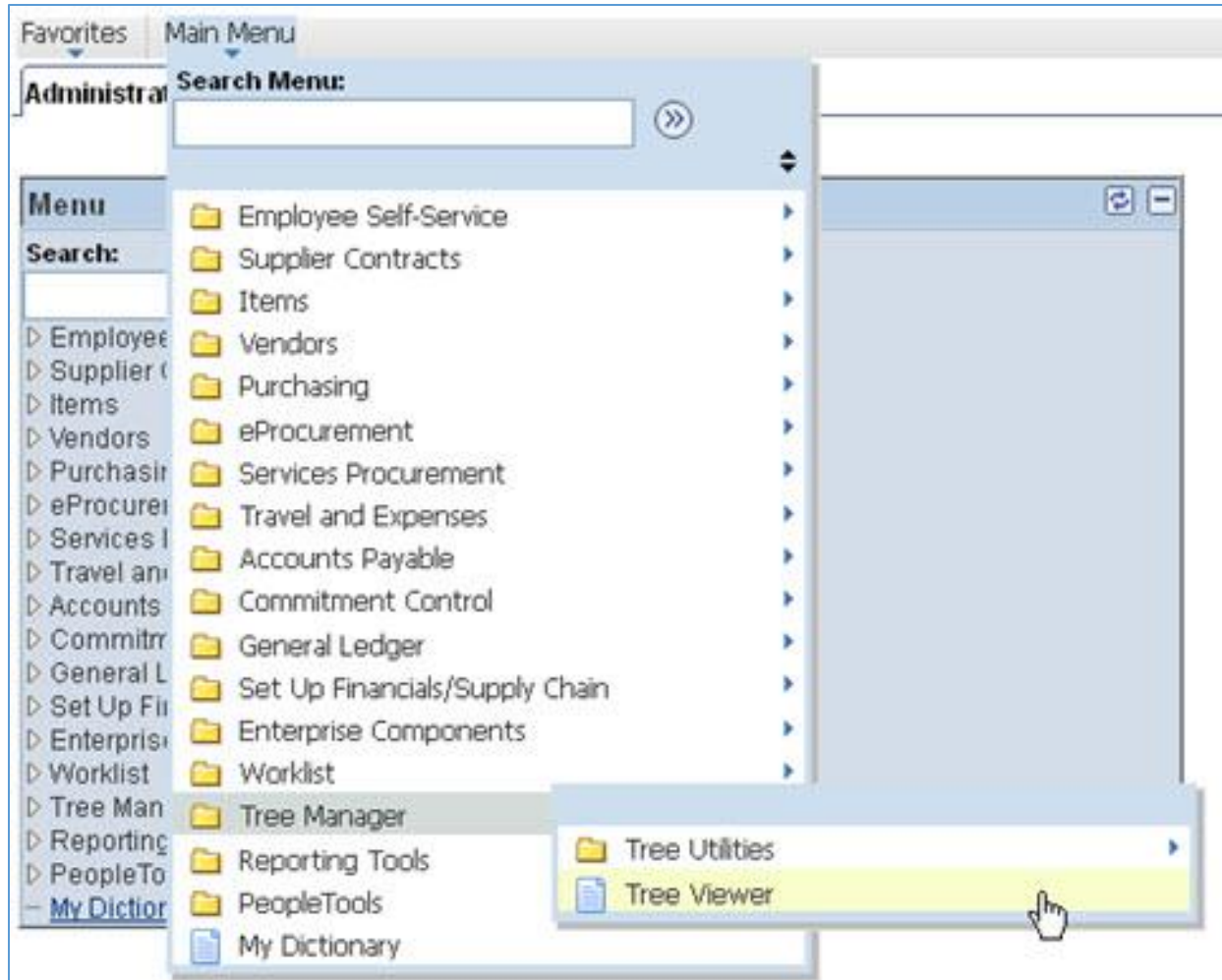
Business Unit	Ledger Group	Account	Department	Fund	Program	Affiliate	Fund Affiliate	Sub Dept	PC Business Unit	Project	Activity	Budget Period	Statistics Code
NAUUBU	KK_DEP_EXP	711	3030300	4700	1010	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2013	(blank)
NAUUBU	KK_DEP_EXP	712	3030300	4700	1010	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2013	(blank)
NAUUBU	KK_DEP_EXP	713	3030300	4700	1010	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2013	(blank)
NAUUBU	KK_DEP_EXP	714	3030300	4700	1010	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2013	(blank)
NAUUBU	KK_DEP_EXP	715	3030300	4700	1010	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2013	(blank)
NAUUBU	KK_DEP_EXP	720	3030300	4700	1010	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2013	(blank)
NAUUBU	KK_DEP_EXP	720	3030300	4700	1010	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2013	(blank)
NAUUBU	KK_DEP_EXP	729	3030300	4700	1010	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2013	(blank)
NAUUBU	KK_DEP_EXP	739	3030300	4700	1010	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2013	(blank)
NAUUBU	KK_DEP_EXP	740	3030300	4700	1010	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2013	(blank)
NAUUBU	KK_DEP_EXP	750	3030300	4700	1010	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2013	(blank)
NAUUBU	KK_DEP_EXP	761	3030300	4700	1010	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2013	(blank)
NAUUBU	KK_DEP_EXP	762	3030300	4700	1010	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2013	(blank)
NAUUBU	KK_DEP_EXP	820	3030300	4700	1010	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2013	(blank)

**Find Revenue and Expense Account Classes –**

In PS Financials, the Tree Viewer can be used to find revenue and expense account classes if the account class for the account is not known.

- **Main Menu -> Tree Manager -> Tree Viewer**





Search for KK\_ACCT\_SPRING tree

Favorites Main Menu > Tree Manager > Tree Viewer

## Tree Viewer

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

Find an Existing Value

Limit the number of results to (up to 300):

**Search by:**   begins with

[Advanced Search](#)

Select '**Expand All**' to display accounts within account classes for Revenues and Expenses

Favorites | Main Menu > Tree Manager > Tree Viewer

### Tree Viewer

SetID: NAU00      Last Audit: Valid Tree  
Effective Date: 01/01/1901      Status: Active  
Tree Name: KK\_ACCT\_SPRING      Account Tree

[Close](#)      [Display Options](#)      [Print Format](#)

0000 >0700

[Collapse All](#)      [Expand All](#)      [Find](#)      First Page      50 of 110      Last Page

- 0000 - ALL REVENUE & EXPENSE ACCOUNTS
  - 0500 - ALL REVENUES
    - 0502 - ALL REVENUE CATEGORIES
    - 0503 - BEGINNING BALANCE FORWARD
  - 0700 - ALL EXPENSES**
    - 0702 - PERSONNEL EXPENSE
      - 711 - Salary Expense (ERE eligible)
        - [711010] - Salaries (Benefit Eligible)
      - 712 - Other Wages
        - [712010] - Wages Non-benefit Eligible
      - 713 - Student Wages
        - [713010] - Student Wages
      - 714 - Work Study
        - [714010] - Work Study
      - 715 - Graduate Assistants
        - [715010] - Graduate Assistants
      - 716 - VSIRP Payment
        - [716010] - VSIRP Payment
      - 717 - Compensated Absences
        - [717010] - Compensated Absences
      - 719 - Non Exp Transaction
        - [719010] - Payroll Expense Adjustment
      - 720 - Employee Related Expenses
        - [720110 - 720270]
    - 0703 - NON-PERSONNEL EXPENSE
      - 730 - Operations**
        - [730100 - 730400]
        - [734100 - 734300]
        - [738100 - 738110]
        - [739125] - Internal Expense Allocation**
      - 739 - Interdepartmental
        - [739100 - 739120]
        - [739150] - Administrative Overhead Fee

730, Operations, is the account class for account 739125, Internal Expense Allocation