

## QUICK REFERENCE GUIDE

November 1, 2019

### Correct Commitment Control (Budget Check) Errors

When you attempt to finalize the project budget, you may encounter Commitment Control errors on one or more budget lines. This guide covers how to review the message log for this process, determine the error, and fix it. You will then need to run the Budget Finalize process again to make sure it is correct.

Steps to complete:

- Step 1: View the Message Log for the Finalize Project Budgets Process
- Step 2: View the Commitment Control Errors page
- Step 3: Enter the Correct ChartFields on the Finalize Project Budgets page

#### Step 1: View the Message Log for the Finalize Project Budgets Process

You may encounter a commitment control (budget check) error when you finalize project budgets.

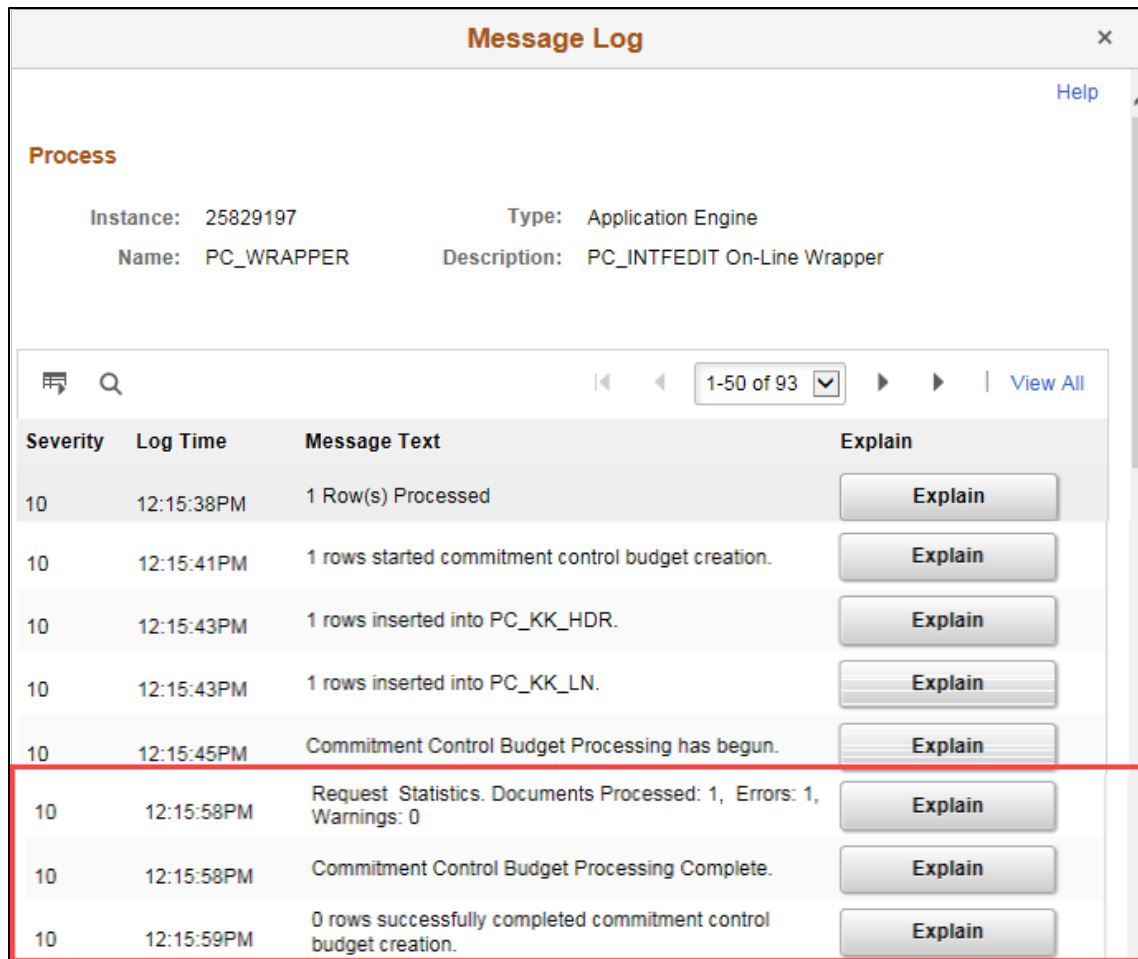
- The Process List will display that the process has completed successfully and posted.

The screenshot shows a web interface with a 'Process List' tab selected. Below the tab are search filters for 'View Process Request For', including fields for User ID (0114C), Type, Last, Days (1), Server, Name, Instance From, Instance To, Run Status, and Distribution Status. A 'Refresh' button is also present. Below the filters is a table titled 'Process List' with one row of data. The 'Run Status' and 'Distribution Status' columns are highlighted with red boxes, showing 'Success' and 'Posted' respectively. A 'Details' link is also highlighted in the 'Details' column.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	25829197		Application Engine	PC_WRAPPER	01140779	10/31/2018 10:09:10AM CDT	Success	Posted	<a href="#">Details</a>

[Go back to Project Budgets](#)

- But when you click on the *Details* link and view the **Message Log** for the process, it will indicate the number of rows that encountered an error.



**Note:** You will see many more warning messages than this print screen shows.

## Step 2: View the Commitment Control Errors page

You can view more detail about the error on the *Review Commitment Control Errors* page.

1. Navigate to the *Review Commitment Control Errors* page using one of the options below:

Navigation Options	Navigation Path
<b>Navigation Collection</b>	Accounting, Grants Management, Manage Awards, left-menu, Commitment Control Errors.
<b>WorkCenter</b>	Accounting, Grants Management, Grants WorkCenter, left-menu, Links section, Maintain Award, Commitment Control Errors.

2. On the *Review Commitment Control* page, enter your search criteria:

Field Name	Field Description
Business Unit	Accept the default Business Unit or enter a Business Unit.
Project	Enter the Project ID.

### Review Commitment Control

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

Find an Existing Value

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**Search Criteria**

Business Unit =

Project begins with

Budget Plan ID =

Description begins with

Case Sensitive

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

- Click on the **Search** button.
- Select the Project Budget in the **Search Results** section if necessary. The *Review Commitment Control* page displays showing the line(s) that failed the budget creation process in the **Commitment Control Detail** section.

### Review Commitment Control

Business Unit H1201      Project H12H222BUDERR      Budget Plan ID 1      Analysis Type BUD

Send to Commitment Control      [Process Monitor](#)

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**Commitment Control Detail**

1-1 of 1 | View All

**Exceptions** | General | Project Details | General Ledger Detail | **Commitment Control Detail**

Activity	Budget Item	Sequence Number	Foreign Amount	Drill to Source	Header Details	Line Details	Error
6319	NONPAY	1	10000.00				Budget Creation Error

Send to Commitment Control      [Process Monitor](#)

Save   Return to Search   Notify

- Click the **Line Details** icon in the Lines Details column for the entry. The *Line Exceptions* page displays in a new window.

Budget Exceptions | **Line Exceptions**

Journal ID 0175459375 PC Business Unit H1201  
Project H12H222BUDERR Activity 6319

\*Line Status Error   Override Transaction  
Maximum Rows 100  More Lines Exist  
Line From  Line Thru

**Transaction Lines with Budget Exceptions**

1-1 of 1 | View All

Line Values | **Line Chartfields** | Line Amount |

Fund	Fin DeptID	Appropriation ID (CF3)	Account	PC Bus Unit	Project	Activity	Source Type
	H1236319	H12222A	43000	H1201	H12H222BUDERR	6319	BUD

[Return to Review Commitment Control](#)

- Click the **Budget Exceptions** tab. The type of exception (error) is displayed in the Exception column for the entry. In this case, the *Exception* field indicates that a “Key ChartField is Blank”.

**Budget Exceptions** | Line Exceptions

Journal ID 0175459375 PC Business Unit H1201  
Project H12H222BUDERR Activity 6319

\*Exception Type Error   Override Transaction  
Maximum Rows 100  More Budgets Exist

[Advanced Budget Criteria](#)

**Budgets with Exceptions**

1-1 of 1 | View All

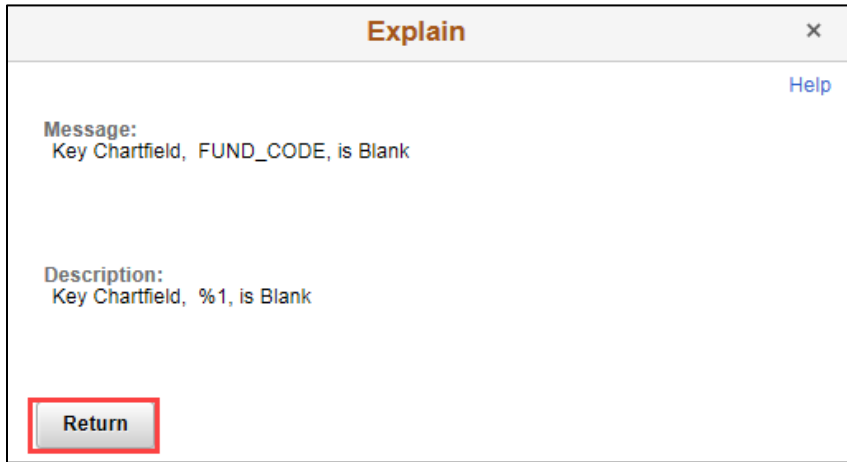
**Budget Override** | Budget Chartfields |

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	MN001	KK_PRJ_CHD	Key Chartfield is Blank	<a href="#">More Detail</a>	<input type="checkbox"/>	Go To ...

[Return to Review Commitment Control](#)

- You may encounter the “Exceeds Budget Tolerance” error. This error usually means that you are attempting to reduce the budget below expenses or encumbrances posted to the project. You will need to do some additional research to determine the underlying problem that caused the error and the steps to resolve the error will differ, depending on the cause. Other errors can occur.

- Click the *More Detail* link to view more information. In this case, the page indicates that the Fund Code ChartField is blank. The errors that can occur are based on the project budget definitions that the agency has set up.



- Click on the **Return** button to return to the *PC Budget Exceptions* page.

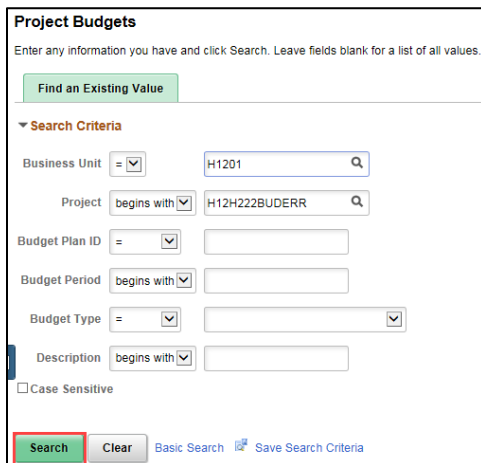
## Step 3: Enter the Correct ChartFields on the Finalize Project Budgets page

You'll need to go back to the *Project Budgets* page to fix the error and finalize the project budget.

- Navigate to the *Project Budgets* page using one of the options below:

Navigation Options	Navigation Path
<b>Navigation Collection</b>	Accounting, Grants Management, Manage Awards, Project Budgets.
<b>WorkCenter</b>	Accounting, Grants Management, Grants WorkCenter, left-menu, Links section, Maintain Award, Project Budgets.

- On the *Project Budgets* page, search for and select the Project Budget you are trying to finalize.



# SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

3. Enter the correct ChartFields on the *Budget Detail* page. If there were project budget rows that did not have a budget check error, you will not be able to edit those rows.
4. Enter the correct ChartFields.
5. Click on the **Save** button.
6. Click on the **Finalize** button. Finalize the project budget as you would normally.

**Budget Detail**

Project H12H222BUDERR Welches Rebate - FFY 2018

Budget Period 1 Begin Date 10/01/2018 End Date 09/30/2019 Finalize

**Project Budget Summary**

Cost Share Direct \$0.00 Currency USD Total Budget \$10,000.00

Sponsor Budget \$10,000.00 Security Status None

**Budget Amounts for Period**

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General Project Detail General Ledger Detail Commitment Control Detail Grants Detail ||>

Fund Code	Financial Department ID	Appropriation ID (CF3)	Account	Sub Account (Class)	Statewide Cost (Prog)	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	Activity	Analysis Type	Source Type
2000	H1236319	H12222A	43000					6319	BUD	BUD

7. Click on the *Process Monitor* link and refresh until the Run Status = Success and the Distribution Status = Posted.

Process List Server List

**View Process Request For**

User ID  🔍 Type   Days  Refresh

Server  🔍 Name  Instance From  Instance To

Run Status  Distribution Status   Save On Refresh

**Process List**

☰ 🔍 1-2 of 2 | View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	25829412		Application Engine	PC_WRAPPER	01140779	10/31/2018 2:02:25PM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	25829197		Application Engine	PC_WRAPPER	01140779	10/31/2018 10:09:10AM CDT	Success	Posted	<a href="#">Details</a>

8. Click on the *Details* link for the process you ran.
9. Click on the *Message Log* link and review the information. Confirm that the project budget was successfully budget checked.

x
Message Log

[Help](#)

**Process**

Instance: 25829412      Type: Application Engine  
 Name: PC\_WRAPPER      Description: PC\_INTFEDIT On-Line Wrapper

☰ Q
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▶▶ | [View All](#)

Severity	Log Time	Message Text	Explain
10	2:02:44PM	1 Row(s) Processed	<input type="button" value="Explain"/>
10	2:02:47PM	1 rows started commitment control budget creation.	<input type="button" value="Explain"/>
10	2:02:48PM	1 rows inserted into PC_KK_HDR.	<input type="button" value="Explain"/>
10	2:02:48PM	1 rows inserted into PC_KK_LN.	<input type="button" value="Explain"/>
10	2:02:51PM	Commitment Control Budget Processing has begun.	<input type="button" value="Explain"/>
10	2:03:02PM	Request Statistics. Documents Processed: 1, Errors: 0, Warnings: 0	<input type="button" value="Explain"/>
10	2:03:02PM	Commitment Control Budget Processing Complete.	<input type="button" value="Explain"/>
10	2:03:03PM	1 rows successfully completed commitment control budget creation.	<input type="button" value="Explain"/>

**Note:** If you navigate back to the *Commitment Control Errors* search page and search for the project, you should get a message that “No matching values were found,” indicating that there are no budget check errors for the budget project.

If you have the Budget Inquiry role, after the project budget has been finalized, you can navigate to the *Budget Overview* page and search for and view the project budget. (**Navigation:** Accounting, GL/KK WorkCenter, left-menu, Links section, KK Links, Budgets Overview.) Refer to the “[View the Budget Overview Inquiry](#)” guide in this guide for detailed instructions.

## Budget Overview criteria page:

< Commitment Control
KK Process

[New Window](#) | [Help](#) | [Personalize Page](#) |

### Budget Inquiry Criteria

#### Budget Overview

Inquiry REVIEW

Description

Amount Criteria

[Ledger/Activity Log Integrity](#)
[Act Log](#)

**Budget Type**

\*Business Unit

View Stat Code Budgets

Display Chart

Ledger Group/Set

MN Project Child Ledger Group

Ledger Group

**Time Span**

\*Type of Calendar

**Budget Criteria**

1-1 of 1

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Cl
<input checked="" type="checkbox"/>	KK_PRJ_CHD	AL	<input type="text" value="ALL"/> <input type="button" value="Q"/>	<input type="text" value="ALL"/> <input type="button" value="Q"/>	<input checked="" type="checkbox"/>	

**ChartField Criteria**

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	<input type="text" value="%"/> <input type="button" value="Q"/>	<input type="text" value="%"/> <input type="button" value="Q"/>	<input type="button" value="i"/>	<input type="text" value=""/> <input type="button" value="Q"/>	<a href="#">Update/Add</a>
Fin DeptID	<input type="text" value="%"/> <input type="button" value="Q"/>	<input type="text" value="%"/> <input type="button" value="Q"/>	<input type="button" value="i"/>	<input type="text" value=""/> <input type="button" value="Q"/>	<a href="#">Update/Add</a>
Fund	<input type="text" value="%"/> <input type="button" value="Q"/>	<input type="text" value="%"/> <input type="button" value="Q"/>	<input type="button" value="i"/>	<input type="text" value=""/> <input type="button" value="Q"/>	<a href="#">Update/Add</a>
AppropID	<input type="text" value="%"/> <input type="button" value="Q"/>	<input type="text" value="%"/> <input type="button" value="Q"/>	<input type="button" value="i"/>	<input type="text" value=""/> <input type="button" value="Q"/>	<a href="#">Update/Add</a>
PC Bus Unit	<input type="text" value="%"/> <input type="button" value="Q"/>	<input type="text" value="%"/> <input type="button" value="Q"/>	<input type="button" value="i"/>	<input type="text" value=""/> <input type="button" value="Q"/>	<a href="#">Update/Add</a>
Project	<input type="text" value="H12H222BUDERF"/> <input type="button" value="Q"/>	<input type="text" value="H12H222BUDERF"/> <input type="button" value="Q"/>	<input type="button" value="i"/>	<input type="text" value=""/> <input type="button" value="Q"/>	<a href="#">Update/Add</a>
Activity	<input type="text" value="%"/> <input type="button" value="Q"/>	<input type="text" value="%"/> <input type="button" value="Q"/>	<input type="button" value="i"/>	<input type="text" value=""/> <input type="button" value="Q"/>	<a href="#">Update/Add</a>
Source Type	<input type="text" value="%"/> <input type="button" value="Q"/>	<input type="text" value="%"/> <input type="button" value="Q"/>	<input type="button" value="i"/>	<input type="text" value=""/> <input type="button" value="Q"/>	<a href="#">Update/Add</a>



## Budget Overview Results page:

**Inquiry Results**

Business Unit: MN001  
 Ledger Group: KK\_PRJ\_CHD  
 Type of Calendar: Detail Budget Period  
 Amounts in Base Currency: USD  
 Revenue Associated:

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[Return to Criteria](#)
Max Rows:  [Display Options](#)

**Ledger Totals (1 Rows)**

Budget	10,000.00	Net Transfers	0.00
Expense	0.00		
Encumbrance	0.00		
Pre-Encumbrance	0.00		
Budget Balance	10,000.00		
Associate Revenue	0.00		
Available Budget	10,000.00		

**Budget Overview Results**

1-1 of 1

			Ledger Group	Account	Account Description	Fund	Fund Code Description	Fin DeptID	Department Description	PC Bus Unit	PC Business Unit Description	Project
1			KK_PRJ_CHD	43000	Other Operating Costs	2000	Restrict Misc Special Revenue	H1236319	Welches Juice Rebate	H1201	Health Department	H12H222BUDERR