

QUICK REFERENCE GUIDE

November 1, 2019

Correct Commitment Control (Budget Check) Errors

This guide covers how to review and correct project budget errors that occurred when the budget finalization process tried to post the project budget to the Commitment Control module. In this example, a required ChartField was not entered.

When you run the Budget Finalization process, you must review the Message Log to determine if an error occurred. Next, you will need to navigate to the *Review Commitment Control* page to view more detailed information about the type of error that occurred. Once you identify the error, you can make changes on this page. The *Review Commitment Control* page also allows you to re-send the budget rows to post to Commitment Control. You'll need to review the Message Log once again to ensure that there are no more errors.

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 and Finalize the Project Budget

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 will have a Run Status of "Success" and a Distribution Status of "Posted" but the Message Log for the process will indicate the number of rows that encountered an error.

Severity	Log Time	Message Text	Explain
10	9:43:01AM	2 Row(s) Processed	Explain
	9:43:03AM	WARNING: UNABLE TO PERFORM COMMIT - FORCING USE OF BASE TABLE FOR COMB_EXP_TAO	Explain
10	9:43:08AM	2 rows started commitment control budget creation.	Explain
10	9:43:09AM	2 rows inserted into PC_KK_HDR.	Explain
10	9:43:09AM	2 rows inserted into PC_KK_LN.	Explain
10	9:43:12AM	Commitment Control Budget Processing has begun.	Explain
10	9:43:39AM	Request Statistics. Documents Processed: 2, Errors: 1, Warnings: 0	Explain
10	9:43:39AM	Commitment Control Budget Processing Complete.	Explain
10	9:43:41AM	1 rows successfully completed commitment control budget creation.	Explain
10	9:43:41AM	1 rows encountered errors during commitment control budget creation.	Explain

Step 2: View the Commitment Control Errors page

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

1. Navigate to the *Review Commitment Control* page using the instructions below.

Navigation Options	Navigation Path
WorkCenter	Accounting, Project Costing, Project WorkCenter, left-menu, Links section, Project Setup, Review Commitment Control.

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

Field Name	Field Description
Business Unit	Accept the default <i>Business Unit</i> or enter a <i>Business Unit</i> .
Project	Enter the <i>Project ID</i> .

Review Commitment Control

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

Find an Existing Value

▼ Search Criteria

Business Unit =

Project begins with

Budget Plan ID =

Description begins with

Case Sensitive

Search

Clear

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

3. Click on the **Search** button.
4. Select the Project Budget in the **Search Results** section if necessary.

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- The *Review Commitment Control* page displays. View the line(s) that failed the budget creation process in the **Commitment Control Detail** section. The *Error* column lists the type of error. In this example, the error is “Budget Creation Error”.
- To view more information about the error, click the **Line Details** icon in the *Lines Details* column for the entry.

Review Commitment Control

Business Unit G0201 Project G02RC25GV0032 Budget Plan ID 1 Analysis Type BUD

Send to Commitment Control Process Monitor

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
6	ALL	1	50000.00				Budget Creation Error

Send to Commitment Control Process Monitor Budget Plan

Save Return to Search Notify

- The *Line Exceptions* page displays. The “Show All” button was selected in the below print screen so all the ChartFields entered for the project budget display.

Budget Exceptions **Line Exceptions**

Journal ID 0175610948 PC Business Unit G0201
Project G02RC25GV0032 Activity 6

*Line Status **Error** Override Transaction More Lines Exist

Maximum Rows 100 Line From Line Thru

Search

Transaction Lines with Budget Exceptions

Show All

Budget Date	GL Business Unit	Fund	Fin DeptID	Appropriation ID (CF3)	Account	PC Bus Unit	Project	Activity	Source Type	Monetary Amount
11/13/2018						G0201	G02RC25GV0032	6	BUD	

Return to Review Commitment Control

Save Return to Search Notify

7. Click on the **Budget Exceptions** tab.

Budget Exceptions | Line Exceptions

Journal ID 0175610948 | PC Business Unit G0201
 Project G02RC25GV0032 | Activity 6

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

Search | [Advanced Budget Criteria](#)

Budgets with Exceptions

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

Return to Review Commitment Control

Save | Return to Search | Notify

8. View the Exception (error) displayed in the *Exception* column for the entry. In this case, the *Exception* field indicates that a “Key ChartField is Blank”. This is the error that will be resolved in this guide.

- 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.
- If you need help resolving a project budget check error, please contact the SWIFT Helpdesk.

9. Click the *More Detail* link to view more information. In this case, the page indicates that the Fund Code ChartField is blank. These types of errors can occur based on the Project Budget Definitions that the agency has set up.

Explain [x]

[Help](#)

Message:
Key Chartfield, FUND_CODE, is Blank

Description:
Key Chartfield, %1, is Blank

[Return](#)

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

11. Click on *Return to Review Commitment Control* page.

Step 3: Enter the Correct ChartFields and Finalize the Project Budget

Next, you will enter the correct ChartFields.

1. On the *Review Commitment Control* page, click on the **General Ledger Detail** tab.

2. Enter the correct ChartField(s).

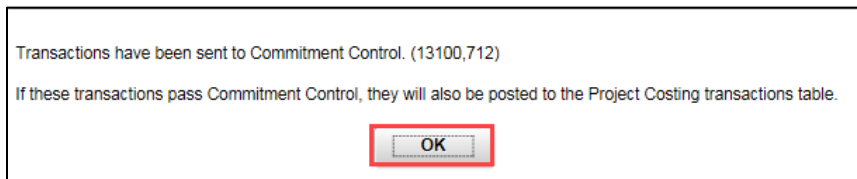
Note: Most ChartFields are on the **General Ledger Detail** tab. The **Project Details** tab includes *Source Type, Category, and Subcategory*.

3. Click on the **Save** button.

4. Click on the **Send to Commitment Control** button.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- You will receive a message indicating the transactions have been sent to Commitment Control. Click on the **OK** button.



- Click on the *Process Monitor* link.
- At the *Process List* page, click on the **Refresh** button until the Run Status = Success and the Distribution Status = Posted.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	25834100		Application Engine	PC_WRAPPER	00272877	11/13/2018 10:13:57AM CST	Success	Posted	Details
<input type="checkbox"/>	25834064		Application Engine	PC_WRAPPER	00272877	11/13/2018 9:42:44AM CST	Success	Posted	Details
<input type="checkbox"/>	25833167		Application Engine	PC_WRAPPER	00272877	11/09/2018 11:42:49AM CST	Success	Posted	Details

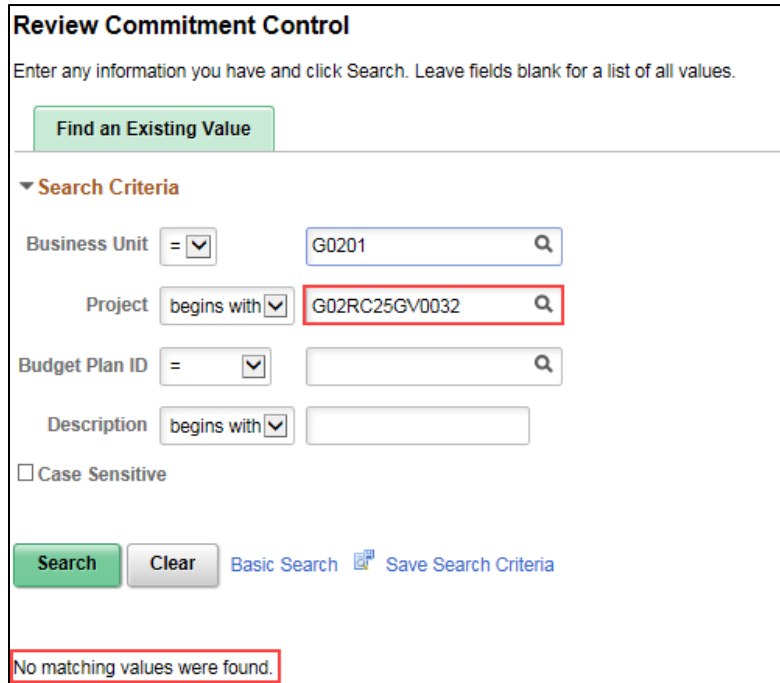
- Click on the *Details* link for the process you ran.
- Click on the *Message Log* link and review the information. Confirm that the project budget was successfully budget checked. You should see "0" zero errors.

Severity	Log Time	Message Text	Explain
10	10:14:10AM	1 Row(s) Processed	Explain
10	10:14:14AM	1 rows started commitment control budget creation.	Explain
10	10:14:15AM	1 rows inserted into PC_KK_HDR.	Explain
10	10:14:15AM	1 rows inserted into PC_KK_LN.	Explain
10	10:14:17AM	Commitment Control Budget Processing has begun.	Explain
10	10:14:23AM	Request Statistics. Documents Processed: 1, Errors: 0, Warnings: 0	Explain
10	10:14:23AM	Commitment Control Budget Processing Complete.	Explain
10	10:14:24AM	1 rows successfully completed commitment control budget creation.	Explain

- Click on the **Return** button.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

11. Click on the **OK** button at the *Process Detail* page. The *Process List* page displays. You can double-check that the error was resolved by searching for the error again.
12. Click on the *Go Back to Review Commitment Control* link.
13. At the *Review Commitment Control* search page, search for the *Project ID*. You should receive a message that “No matching values were found.”



Review Commitment Control

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

Find an Existing Value

▼ **Search Criteria**

Business Unit =

Project begins with

Budget Plan ID =

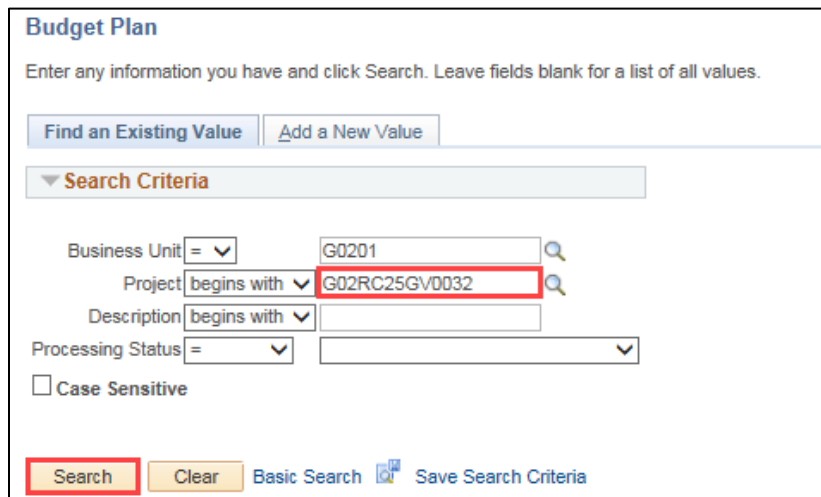
Description begins with

Case Sensitive

[Basic Search](#)

No matching values were found.

14. You can verify that the project budget has been finalized on the *Budget Plan* page. **Navigation:** Accounting, Project Costing, Projects WorkCenter, left-menu, Links section, Project Setup, Budget Plan.
15. Click the **Find An Existing Value** tab and search for and select the project.



Budget Plan

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

Find an Existing Value **Add a New Value**

▼ **Search Criteria**

Business Unit =

Project begins with

Description begins with

Processing Status =

Case Sensitive

[Basic Search](#)

- On the *Budget Plan* page, click on the **Finalize** tab to confirm that the “Finalized Amount” now equals the “Budgeted Amount”. The “Last Finalized” field shows the date and time the process was run, and the **Finalize** button is disabled because there is no budget amount remaining to be finalized. Future budget updates will require you to run the budget finalization process again.

Budget Plan

Project **G02RC25GV0032** Description **Roof and Exterior Repair**

Processing Status **Active** Process Monitor

Project Budget Plans Personalize | Find | View All | [Print] [Export] First **1 of 1** Last

General | Calendar | Commitment Control | **Finalize** [Help]

Plan ID	Description	*Status	Total Distributed Budget	Finalized Amount	Last Finalized	
1	Roof and Exterior Repair	Active	150,000.00	150,000.00	11/13/18 9:42AM	Finalize +

Save as Template

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

- 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, Commitment Control, GL/KK WorkCenter, left-menu, Links section, KK Links, Budget Overview). Refer to the “[View the Budget Overview Inquiry](#)” guide for detailed instructions.

Return to Criteria Max Rows Display Options

Ledger Totals (2 Rows)

Budget	150,000.00	Net Transfers	0.00
Expense	0.00		
Encumbrance	0.00		
Pre-Encumbrance	0.00		
Budget Balance	150,000.00		
Associate Revenue	0.00		
Available Budget	150,000.00		

Budget Overview Results

1-2 of 2

			Ledger Group	Account	Fund	Fin DeptID	PC Bus Unit	Project	Activity	Source Type	Resource Type	A (C)
1			KK_PRJ_CHD		3600		G0201	G02RC25GV0032	2			
2			KK_PRJ_CHD		3600		G0201	G02RC25GV0032	6			