

<p><u>Training Guide</u></p>	<p>HOW TO RESEARCH A BUDGET ERROR ON A VOUCHER</p>
<p><u>DESCRIPTION</u></p>	<p>Instructions demonstrate how to determine the nature of a budget error on a voucher.</p>
<p><u>PATH</u></p>	<p>Accounts Payable, Vouchers, Entry, Regular Entry.</p> <div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> ▼ Accounts Payable <ul style="list-style-type: none"> ▼ Vouchers <ul style="list-style-type: none"> ▼ Entry <ul style="list-style-type: none"> - Regular Entry - Quick Invoice Entry - Complete Register Voucher ▶ Review and Correction </div>
<p><u>INSTRUCTIONS</u> STEP 1</p>	<p>Click on Find an Existing Value tab and enter the Voucher ID. Click Search.</p> <p>Voucher</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"> Find an Existing Value Add a New Value </p> <p>Business Unit: <input type="text" value="="/> <input type="text" value="00730"/> <input type="button" value="Q"/></p> <p>Voucher ID: <input type="text" value="begins with"/> <input type="text" value="00440177"/> <input type="button" value="Q"/></p> <p>Invoice Number: <input type="text" value="begins with"/> <input type="text"/></p> <p>Short Vendor Name: <input type="text" value="begins with"/> <input type="text"/></p> <p>Vendor ID: <input type="text" value="begins with"/> <input type="text"/> <input type="button" value="Q"/></p> <p>Name 1: <input type="text" value="begins with"/> <input type="text"/></p> <p>Voucher Style: <input type="text" value="="/> <input type="text"/></p> <p>Entry Status: <input type="text" value="="/> <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p style="text-align: center;"> <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/> </p> <p style="text-align: center;"> Find an Existing Value Add a New Value </p> </div>

STEP 2

Click on the Voucher Budget Exception link.

Invoice Information: **CHS Data Link** Payments Voucher Attributes Accounting Information Document

Style: Regular Entry Status: Postable Comments
Unit: 00730 Voucher ID: 00440177 Group: Budget Status: Error Post Status: Unposted

Copy from: **Subsidiary Document**
PO Unit: Purchase Order: Copy PO Worksheet Copy Option: None

Vendor Advanced Vendor Search
Vendor: 0000004265
Name: GLIDDENCO-001
Location: IV
Address: 1
GLIDDEN CO
2000 Taylor St
Houston, TX 77007-2821

Invoice
Invoice No: 10737588741
Invoice Date: 09/04/2004 Calc Basis Date Acctg Date: 09/20/2004
Pay Terms: Net 30 Pay Schedule: Other
Misc Amt: Freight Amt: Sales Tax: Non-Merchandise Summary
SUT Exempt: Use Tax: VAT Summary
VAT: Total: 107.18 Curr: USD Balance: 0.00

Invoice Lines **End | New All | Print | List | PL | LK**

*Dist by: Amt SpeedChart

STEP 3

Click on the Go to Transaction Exceptions link.

Commitment Control

Commitment Control Details

Source Transaction Type: Voucher
Budget Checking Header Status: Error in Budget Check
Commitment Control Amount Type: Actuals, Recognize and Collect
Commitment Control Tran ID: 0009256215
Commitment Control Tran Date: 09/20/2004

Override Transaction

Budget Check



Go to Transaction Exceptions

Go To Activity Log

OK

Cancel

Refresh

STEP 4

Click on the Line Exceptions tab.

Voucher Exceptions **Line Exceptions**

Business Unit: 00730 Voucher ID: 00440177

*Exception Type: Error Override Transaction
 Maximum Rows: 100 More Budgets Exist [Advanced Budget Criteria](#)

Budgets with Exceptions [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

Budget Override [Budget Chartfields](#) [Error](#)

	Business Unit	Ledger Group	Override Budget	Transfer
1	00730	ORG	<input type="checkbox"/>	Go To...

STEP 5

Click the View Exception Details icon.

Voucher Exceptions **Line Exceptions**

Business Unit: 00730 Voucher ID: 00440177

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

Transaction Lines with Budget Exceptions [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

Line Values [Line Chartfields](#) [Line Amount](#) [Error](#)

Line	Distribution Line	Budget Date	GL Business Unit
1	11	09/20/2004	00730

STEP 6

Click the show all columns icon.

Exception Details

Transaction Type: Voucher
Voucher ID: 00440177

Transaction Line	Distribution Line
1	1

Budget Exception Details and the Budget Items [Budget Chartfields](#) [Budget Override](#) [Error](#)

Type	Business Unit	Ledger Group	Account	Fund	Department	Program	Project	Bud Ref
1 Error	00730	ORG	B5009	4041	H0001	A1556	NA	BP2002

OK

STEP 7

Review the Exceptions with the Type Error.

Exception Details

Transaction Type: Voucher

Voucher ID: 00440177

Transaction Line

Voucher Line

Distribution Line

1

1

Budget Exception Details and the Budget Items

OK

<u>Type</u>	<u>Business Unit</u>	<u>Ledger Group</u>	<u>Account</u>	<u>Fund</u>	<u>Department</u>	<u>Program</u>	<u>Project</u>	<u>Fund Ref</u>	<u>Exception Description</u>	<u>Budget Override</u>
1 Error	00730	ORG	B5008	4041	H0081	A1556	NA	BP2005	No Budget Exists	

OK

EXPECTED RESULTS
(attach copies of supporting reports or panel shots, if desired)

User can successfully research budget errors on a voucher.