



Reviewing and Correcting Budget Check Errors Overview

Once accounting entries have been entered, marked "Complete", and saved, the payment is ready for budget check. Budget check can be run manually or will run normally in the nightly batch. All accounting entries must pass budget check. The system will generate an error if the accounting distribution includes an expenditure account and does not have a corresponding commitment control budget.

For interfacing Agencies, uploaded deposits go through budget check in the nightly process. Any errors will need to be corrected online and budget check can be manually run, or it will be done automatically in the nightly batch.

There are three budget status values:

- Error: the entry did not pass budget checking
• Valid: the entry passed budget checking
• Warning: the entry passed budget checking (review the Warning message)

There are two pages used when researching budget check errors and warnings; the Direct Journal Payments and the Misc Payment Exceptions pages. This Job Aid provides the steps to review and correct budget check errors using both of these pages.

Navigation Note: Please note that there may be a Notify button at the bottom of various pages utilized while completing the process within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

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Accounts Receivable Job Aid

AR326_ Reviewing and Correcting Budget Check Errors

Revision History

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages (Section 2 , after Step 1; Section 3 , after Step 1). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.



Viewing a Manual Budget Check Error

Step	Action
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Scenario: A budget check was run manually and a Budget Status of "Error" displays.

Accounting Entries | Deposit Control

Unit 50100 Deposit ID 115788 Payment TEST501 Seq 1

Currency Details

Amount 200.00 USD

Complete Entry Event

Budget Status Error

Distribution Lines

Distribution Sequence	GL Unit	Line Amount	Currency	Jnt	Fund	Program	Department	Cost Center	Task	FIPS
1	1 50100	-200.00	USD	204	09800		10015	95000001		
2	2 TREAS	200.00	USD	01	09800		99999			

Total

Lines	4	Total Debits	400.00	Currency	USD	Total Credits	400.00	Currency	USD	Net	0.00
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Accounting Entries | Deposit Control

1. Click the **Budget Check Options** icon.

Currency Details

Amount 200.00 USD

The **Commitment Control** page displays.

Commitment Control

Help

Commitment Control Details

Source Transaction Type Miscellaneous Payment

Budget Checking Header Status Error in Budget Check

Commitment Control Amount Type Actuals, Recognize and Collect

Commitment Control Tran ID 0025547385

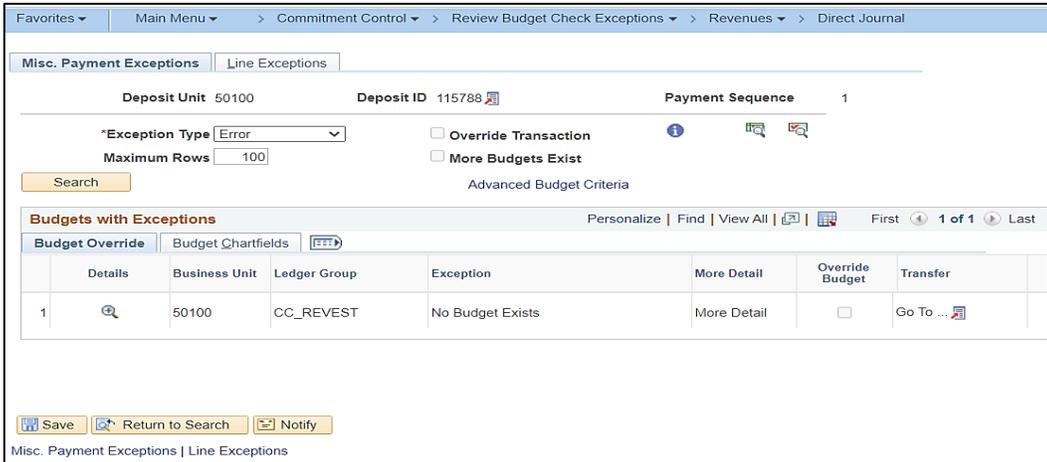
Commitment Control Tran Date 06/21/2023

Override Transaction

Budget Check

Go to Transaction Exceptions Go To Activity Log

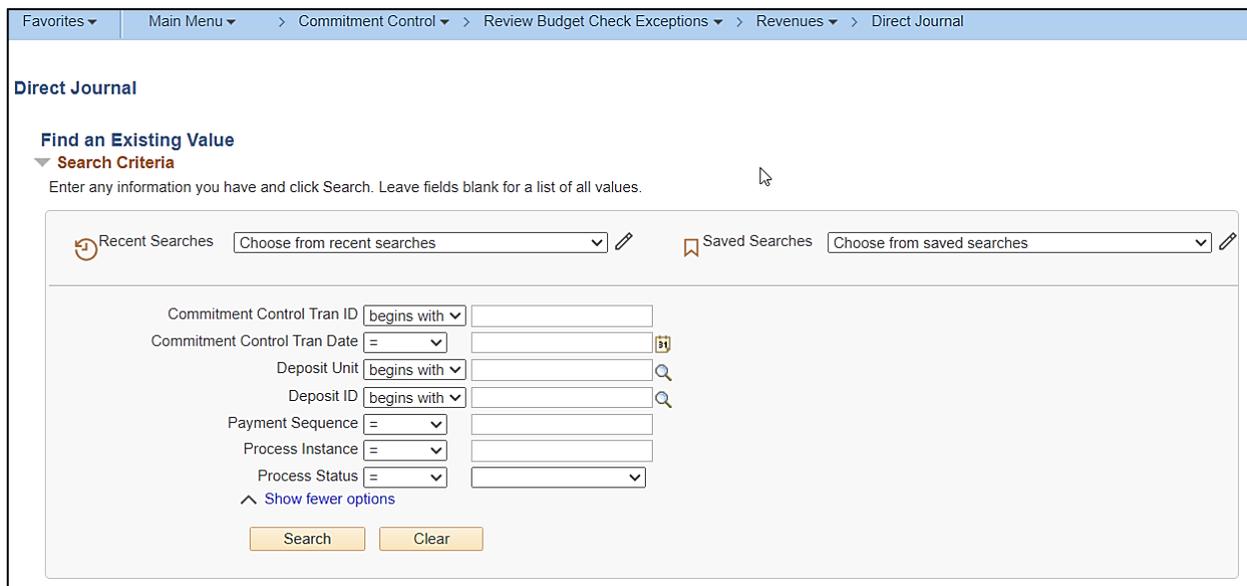
OK Cancel Refresh

Step	Action
	<p>The Budget Checking Header Status field displays the error message “Error in Budget Check”.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> Budget Checking Header Status Error in Budget Check </div>
2.	<p>Click the Go to Transaction Exceptions link to open the Direct Journal page.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> Go to Transaction Exceptions Go To Activity Log <div style="display: flex; justify-content: space-around; margin-top: 5px;"> OK Cancel Refresh </div> </div>
<p>The Direct Journal page displays.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;">  </div>	
3.	<p>Review the message in the Exception field. In this example, the error message states “No Budget Exists”.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;">  </div>
	<p>At this point, determine if the error is caused by an incorrect distribution or if the budget needs to be modified.</p> <ul style="list-style-type: none"> If a budget modification is required, the designated person at the Agency should be notified to ensure the necessary updates are made. Once the updates are made, manually run budget check, or let budget check run during the nightly batch process. Verify that the budget check status updates to “Valid” If the error is due to an incorrect ChartField distribution, update the distribution. Refer to the Correcting ChartField Distribution Errors section of this Job Aid and follow the instructions.

Viewing a Nightly Batch Budget Check Error

Step	Action
1.	<p>When budget check is run during the nightly batch, users can view budget check errors by navigating to the Direct Journal page.</p> <p>Navigate to the Direct Journal page using the following path:</p> <p>Main Menu > Commitment Control > Review Budget Check Exceptions > Revenues > Direct Journal</p>

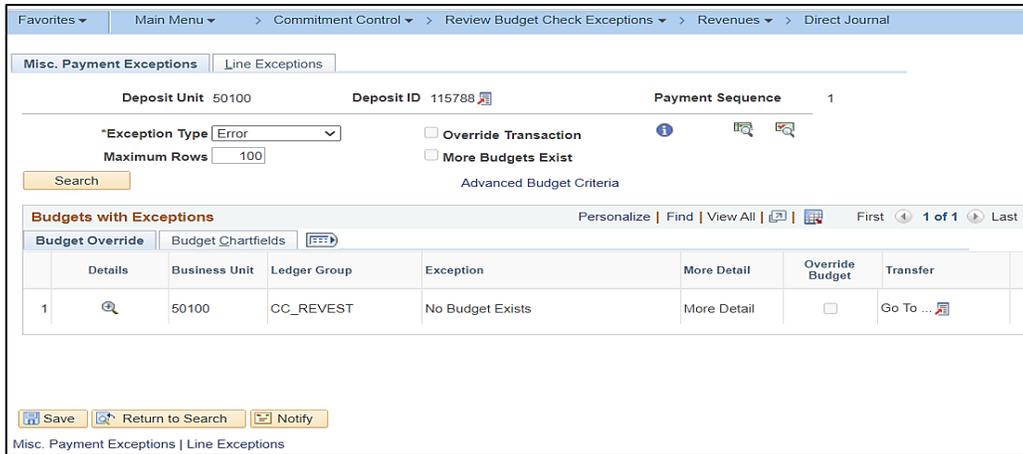
The **Direct Journal Search** page displays.



	<p>For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled “Overview of the Cardinal FIN Search Pages”. This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>
2.	<p>Click the Process Status dropdown button and select “Errors Exist”.</p> 
3.	<p>Click the Search button.</p> 
	<p>If there is more than one Deposit with a budget check error, the search results will display a list. If there is only one Deposit with a budget check error, Cardinal opens the Direct Journal page for that Deposit. In this example, there is only one error.</p>

Step	Action
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The **Direct Journal** page displays.



Deposit Unit: 50100 Deposit ID: 115788 Payment Sequence: 1
 *Exception Type: Error Override Transaction
 Maximum Rows: 100 More Budgets Exist
 Search Advanced Budget Criteria

Budgets with Exceptions							
Budget Override		Budget Chartfields					
Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer	
1	50100	CC_REVEST	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...	

Save Return to Search Notify
Misc. Payment Exceptions | Line Exceptions

4. Review the message in the **Exception** field. In this example, the error message states “No Budget Exists”.



Details	Business Unit	Ledger Group	Exception
1	50100	CC_REVEST	No Budget Exists



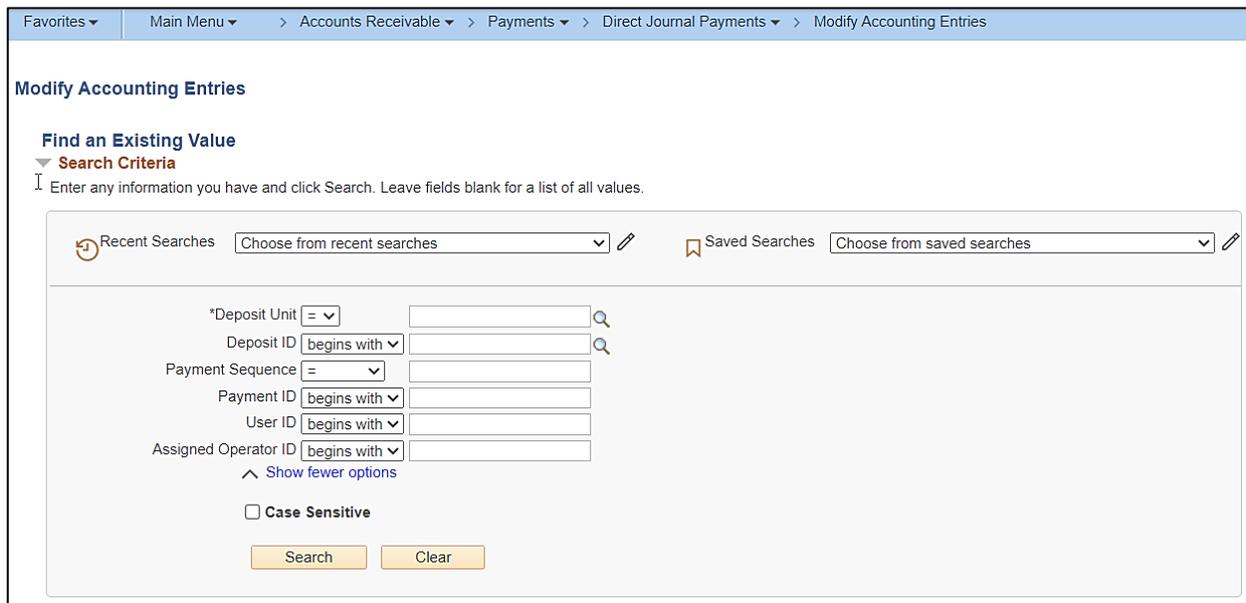
At this point, determine if the error is caused by an incorrect distribution or if the budget needs to be modified.

- If a budget modification is required, the designated person at the Agency should be notified to ensure the necessary updates are made. Once the updates are made, manually run budget check, or let budget check run during the nightly batch process. Verify that the budget check status updates to “Valid”
- If the error is due to an incorrect ChartField distribution, update the distribution. Refer to the [Correcting ChartField Distribution Errors](#) section of this Job Aid and follow the instructions

Correcting ChartField Distribution Errors

Step	Action
1.	Navigate to the Modify Accounting Entries page using the following path: Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries

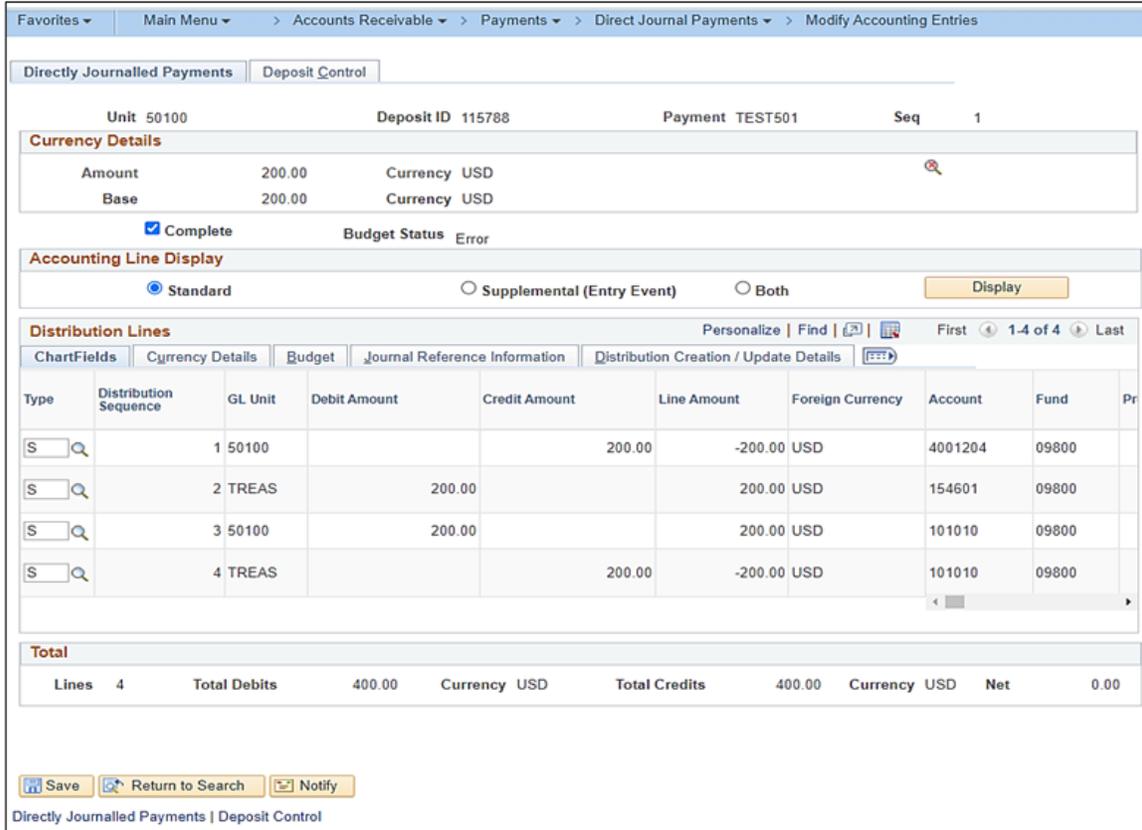
The **Modify Accounting Entries Search** page displays.



	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .
2.	Enter the Deposit ID number in the Deposit ID field. 
3.	Click the Search button. 

Step	Action
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The **Modify Accounting Entries** page displays.



Unit 50100 Deposit ID 115788 Payment TEST501 Seq 1

Currency Details

Amount	200.00	Currency	USD
Base	200.00	Currency	USD

Complete Budget Status Error

Accounting Line Display

Standard Supplemental (Entry Event) Both Display

Distribution Lines Personalize | Find | | First 1-4 of 4 Last

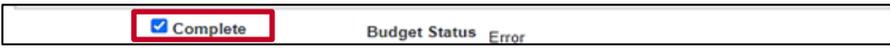
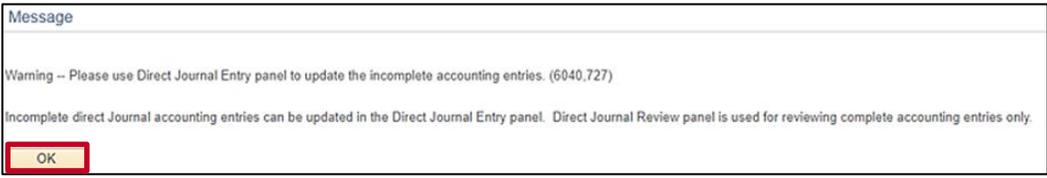
Type	Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund	Pr
S	1	50100			200.00	-200.00 USD	4001204	09800	
S	2	TREAS	200.00			200.00 USD	154601	09800	
S	3	50100	200.00			200.00 USD	101010	09800	
S	4	TREAS		200.00		-200.00 USD	101010	09800	

Total

Lines	4	Total Debits	400.00	Currency	USD	Total Credits	400.00	Currency	USD	Net	0.00
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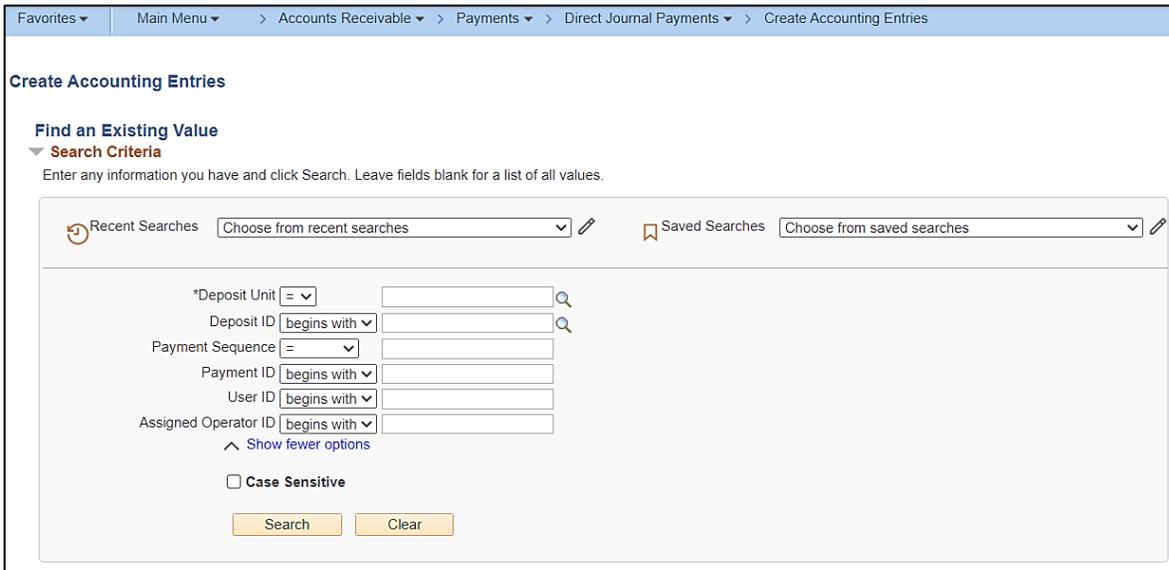
Save Return to Search Notify

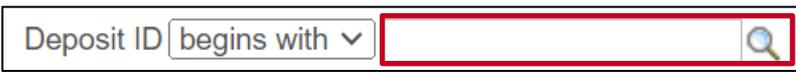
Directly Journalled Payments | Deposit Control

4.	<p>Uncheck the Complete checkbox option.</p> 
5.	<p>Click the Save button.</p> 
6.	<p>A Warning message displays in a pop-up window. Click the OK button.</p> 

Step	Action
7.	Navigate to the Create Accounting Entries page using the following path: Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries

The **Create Accounting Entries Search** page displays.

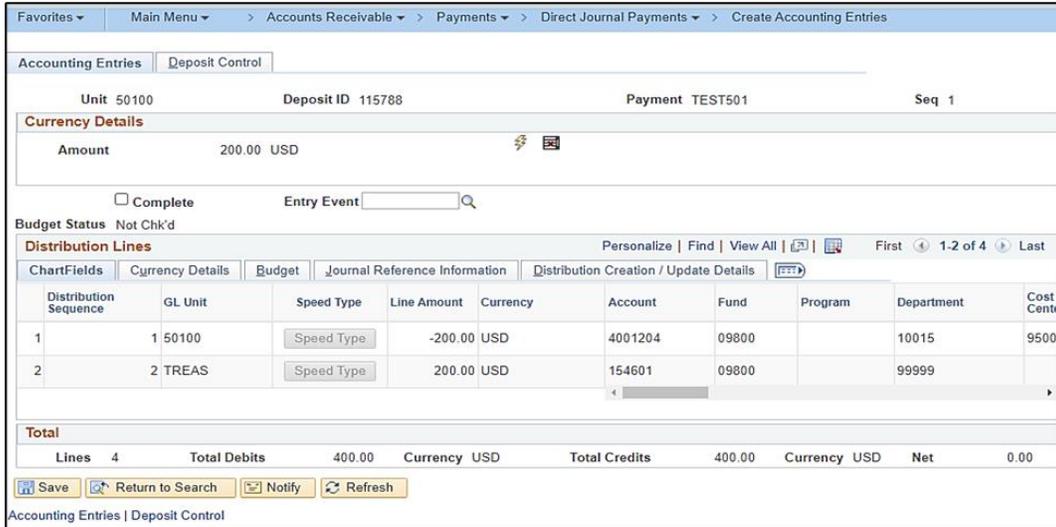


8.	Enter the Deposit ID number in the Deposit ID field. 
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9.	Click the Search button. 
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Step	Action
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The **Create Accounting Entries** page displays.



10. Click the **Delete Accounting Entries** icon.



11. Update the ChartField distribution information as applicable in the corresponding field(s).



12. Click the **Lightning Bolt** icon.




The page refreshes with the accounting entry offset.

13. Click the **Complete** checkbox option.

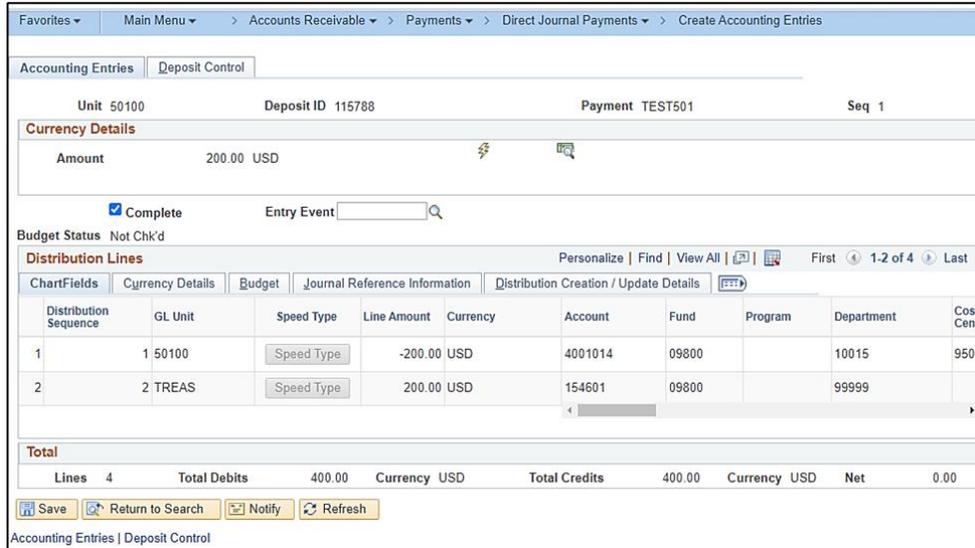


14. Click the **Save** button.



Step	Action
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The page refreshes and the **Budget Check** icon displays.



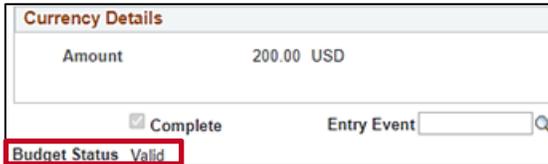
The screenshot shows the 'Accounting Entries' screen for 'Deposit Control'. It displays a 'Currency Details' section with an amount of 200.00 USD. Below this, the 'Budget Status' is 'Not Chk'd'. A 'Distribution Lines' table is visible with two lines. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh'. A small icon in the top right of the 'Currency Details' section is highlighted with a red box.

15. Click the **Budget Check** icon.



This close-up shows the 'Currency Details' section. The amount is 200.00 USD. A small icon in the top right corner is highlighted with a red box.

16. Verify that the **Budget Status** field updates and is now "Valid".



This close-up shows the 'Currency Details' section. The amount is 200.00 USD. Below the amount, the 'Budget Status' field is highlighted with a red box and contains the text 'Valid'.

17. Click the **Save** button.



This close-up shows the 'Save' button highlighted with a red box. Other buttons visible are 'Return to Search', 'Notify', and 'Refresh'.