



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 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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AR326 Reviewing and Correcting Budget Check Errors

Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
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.



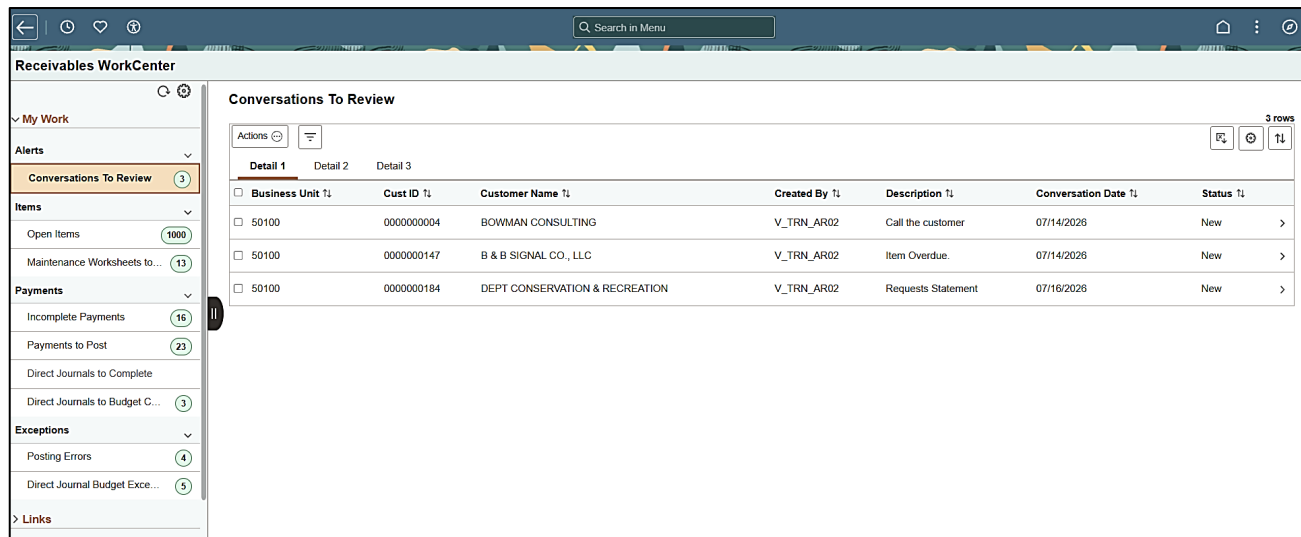
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Viewing a Manual Budget Check Error

Step	Action
1.	Navigate to the Direct Journals Exceptions page by clicking on the AR WorkCenter tile on the Cardinal Financials Homepage. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.

The Receivables WorkCenter displays.



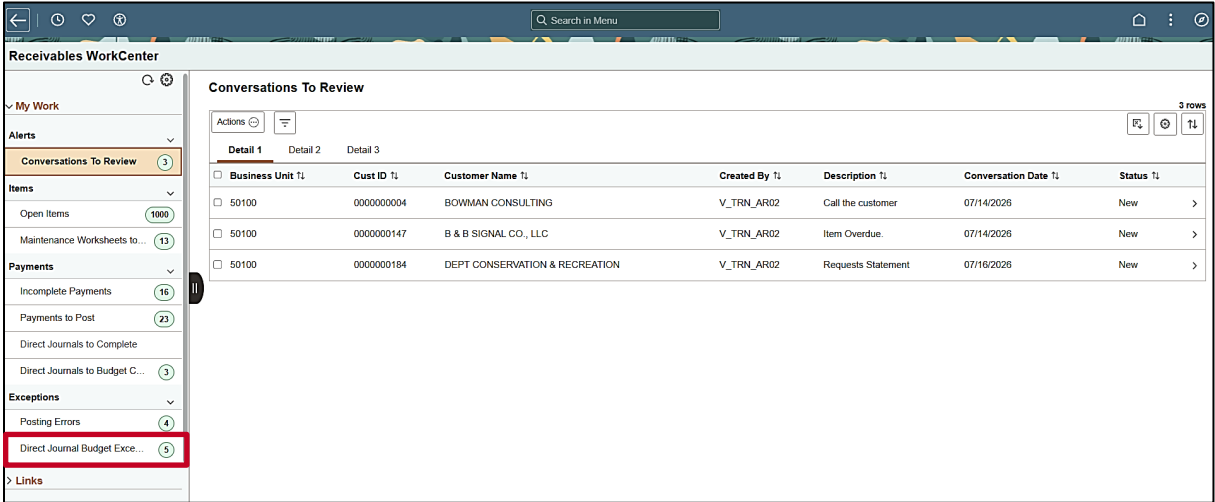
The screenshot shows the 'Receivables WorkCenter' interface. On the left is a navigation menu with sections: My Work, Alerts, Conversations To Review (3), Items (Open Items: 1000, Maintenance Worksheets to...: 13), Payments (Incomplete Payments: 16, Payments to Post: 23, Direct Journals to Complete, Direct Journals to Budget C...: 3), Exceptions (Posting Errors: 4, Direct Journal Budget Exce...: 5), and Links. The main area is titled 'Conversations To Review' and shows a table with 3 rows. The table has columns: Business Unit, Cust ID, Customer Name, Created By, Description, Conversation Date, and Status. The data rows are:

Business Unit	Cust ID	Customer Name	Created By	Description	Conversation Date	Status
50100	0000000004	BOWMAN CONSULTING	V_TRN_AR02	Call the customer	07/14/2026	New
50100	0000000147	B & B SIGNAL CO., LLC	V_TRN_AR02	Item Overdue.	07/14/2026	New
50100	0000000184	DEPT CONSERVATION & RECREATION	V_TRN_AR02	Requests Statement	07/16/2026	New

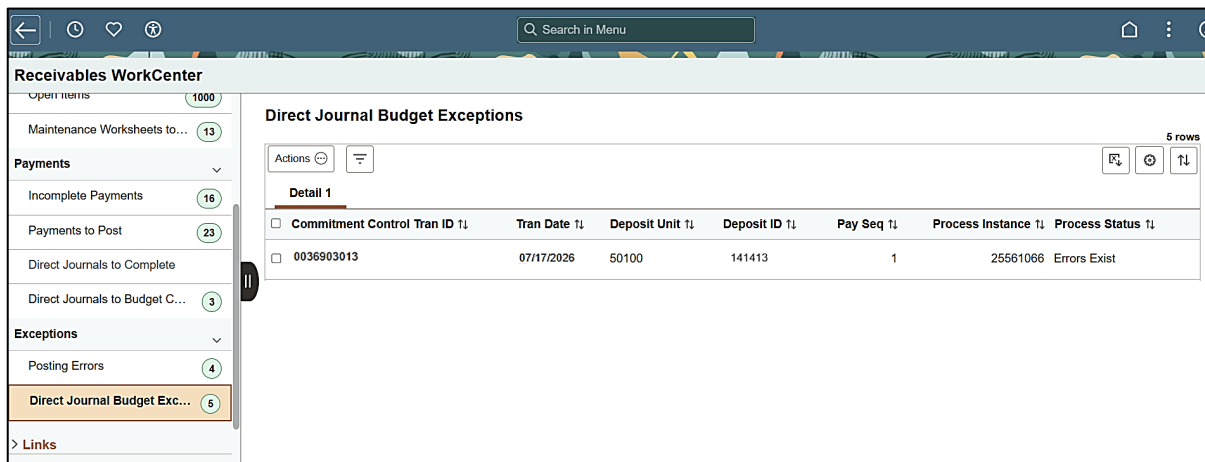


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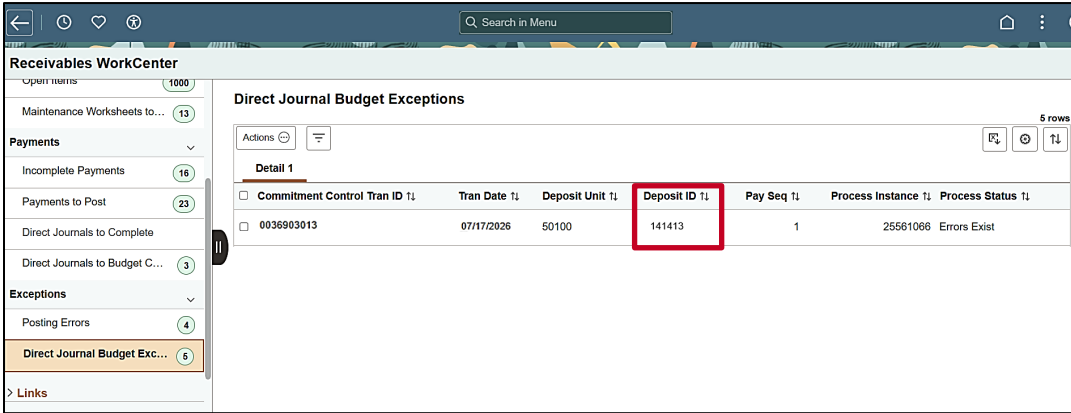
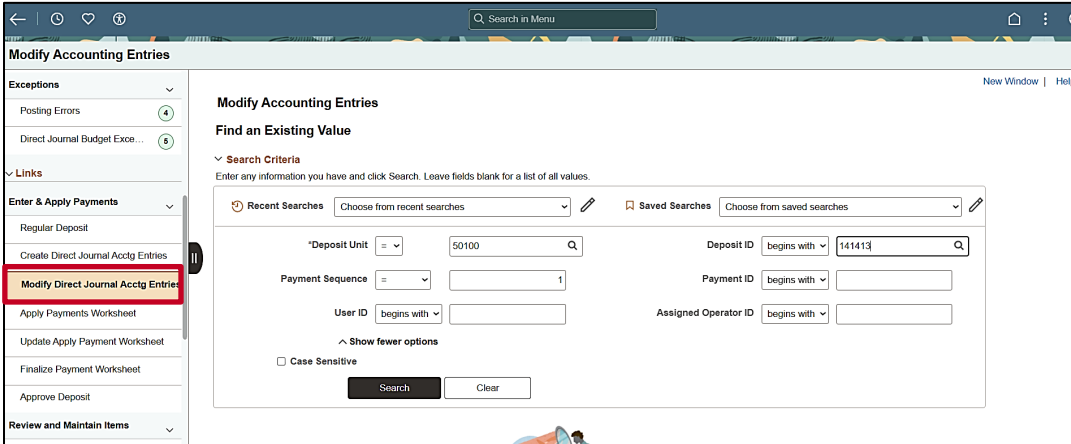
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Step	Action
2.	Use the following navigation path in the WorkCenter: My Work > Exceptions > Direct Journal Budget Exceptions Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 

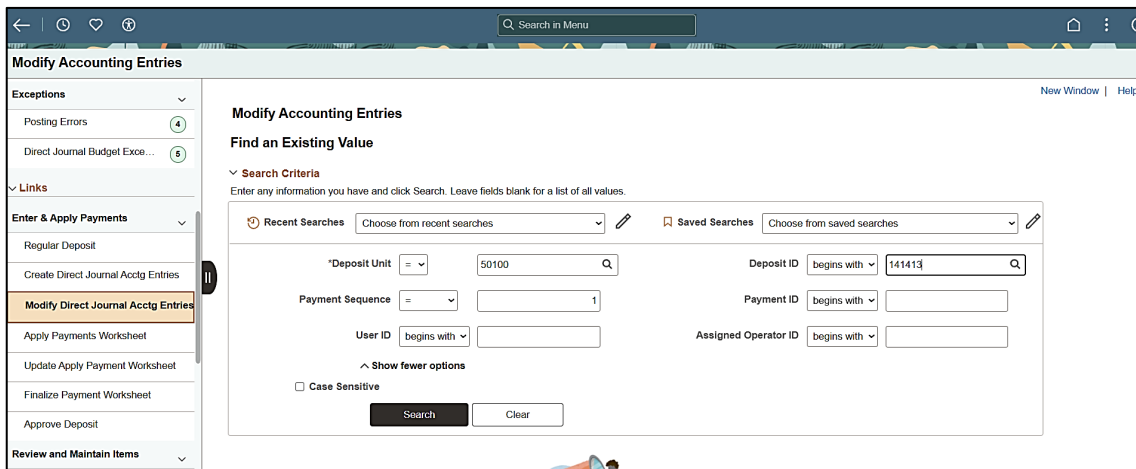
The **Direct Journal Budget Exceptions** page displays.



Direct Journal Budget Exceptions						
Detail 1						
Commitment Control Tran ID	Tran Date	Deposit Unit	Deposit ID	Pay Seq	Process Instance	Process Status
0036903013	07/17/2026	50100	141413	1	25561066	Errors Exist

Step	Action
3.	Copy the Deposit ID for the Journal Entry. 
4.	Use the following navigation path in the WorkCenter: Links > Enter & Apply Payments > Modify Direct Journal Acctg Entries 

The **Modify Accounting Entries Find an Existing Value Search** page displays.



Modify Accounting Entries

Find an Existing Value

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

Recent Searches: Choose from recent searches | Saved Searches: Choose from saved searches

*Deposit Unit: 50100 | Deposit ID: begins with 141413

Payment Sequence: 1 | Payment ID: begins with

User ID: begins with | Assigned Operator ID: begins with

☐ Case Sensitive

Search | Clear



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Step Action

5. Enter the **Deposit Unit ID** and **Deposit ID**, if they do not display by default. Click the **Search** button.

The screenshot shows the 'Modify Accounting Entries' form. On the left is a sidebar with a 'Links' section containing 'Enter & Apply Payments' and 'Modify Direct Journal Acctg Entries' (highlighted). The main form area has a 'Find an Existing Value' section with 'Search Criteria'. It includes fields for 'Deposit Unit' (50100) and 'Deposit ID' (141413), both with search icons. There are also fields for 'Payment Sequence', 'User ID', 'Payment ID', and 'Assigned Operator ID'. A 'Search' button is at the bottom, highlighted in red.

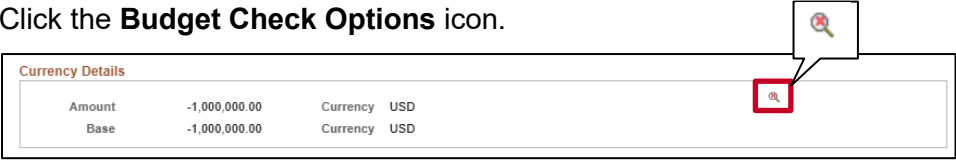
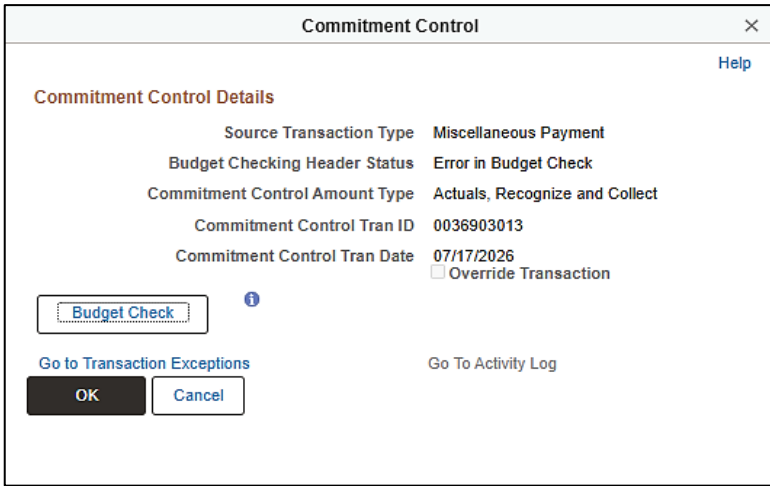
The **Directly Journalled Payments** page displays.

Scenario: A budget check was run manually and a Budget Status of “Error” displays.

The screenshot shows the 'Directly Journalled Payments' page. At the top, it displays 'Unit 50100', 'Deposit ID 141413', 'Payment 100', and 'Seq 1'. Below this is the 'Currency Details' section showing 'Amount -1,000,000.00' and 'Base -1,000,000.00' for 'Currency USD'. The 'Budget status' is 'Error', highlighted with a red box. Below that is the 'Accounting Line Display' section with 'Standard' selected. The 'Distribution Lines' section shows a table with 4 lines. The 'Total' section shows 'Lines 4', 'Total Debits 2,000,000.00', 'Total Credits 2,000,000.00', and 'Net 0.00'.

Type	Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund	Program	Department
S	1	50100	1,000,000.00		1,000,000.00	USD	5023230	04010	614002	10015
S	2	TREAS		1,000,000.00	-1,000,000.00	USD	101010	04010	614002	99999
S	3	50100		1,000,000.00	-1,000,000.00	USD	101010	04010		99999
S	4	TREAS	1,000,000.00		1,000,000.00	USD	101010	04010		99999

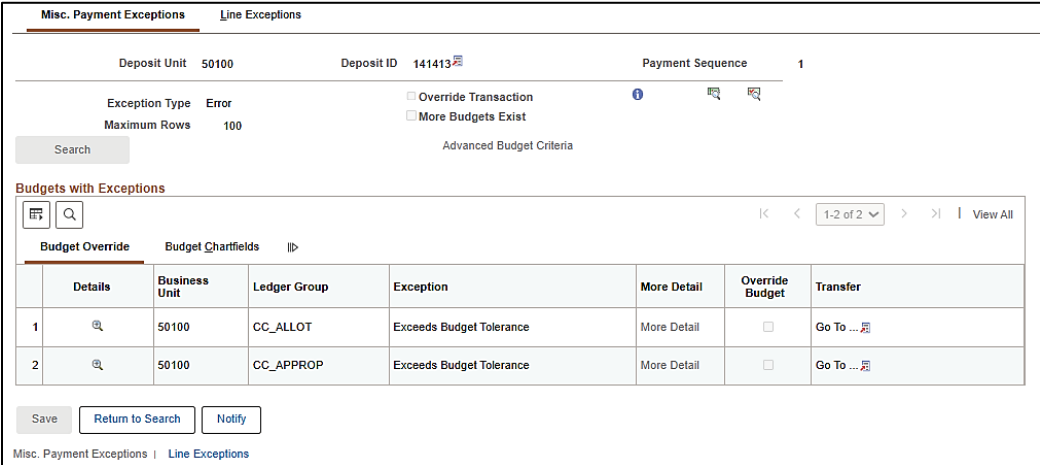
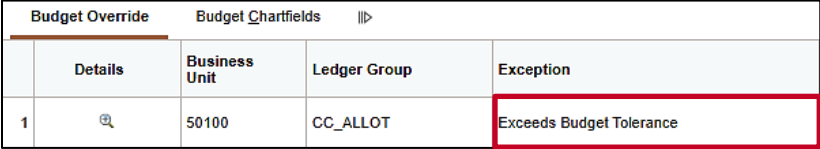
Total	
Lines	4
Total Debits	2,000,000.00
Total Credits	2,000,000.00
Net	0.00

Step	Action
6.	Click the Budget Check Options icon. 
The Commitment Control page displays. 	
	The Budget Checking Header Status field displays the error message “Error in Budget Check”. 
7.	Click the Go to Transaction Exceptions link to open the Direct Journal page. 

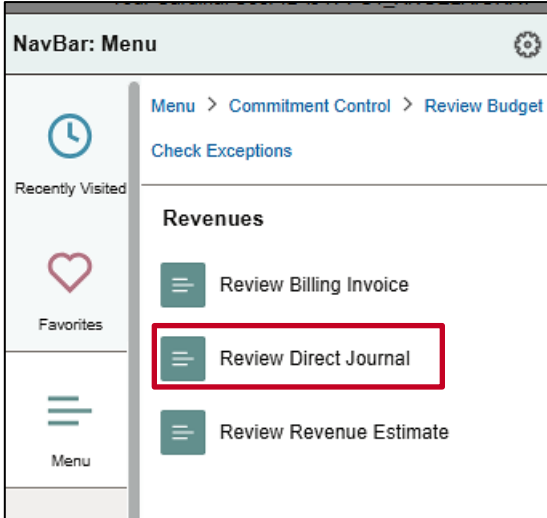
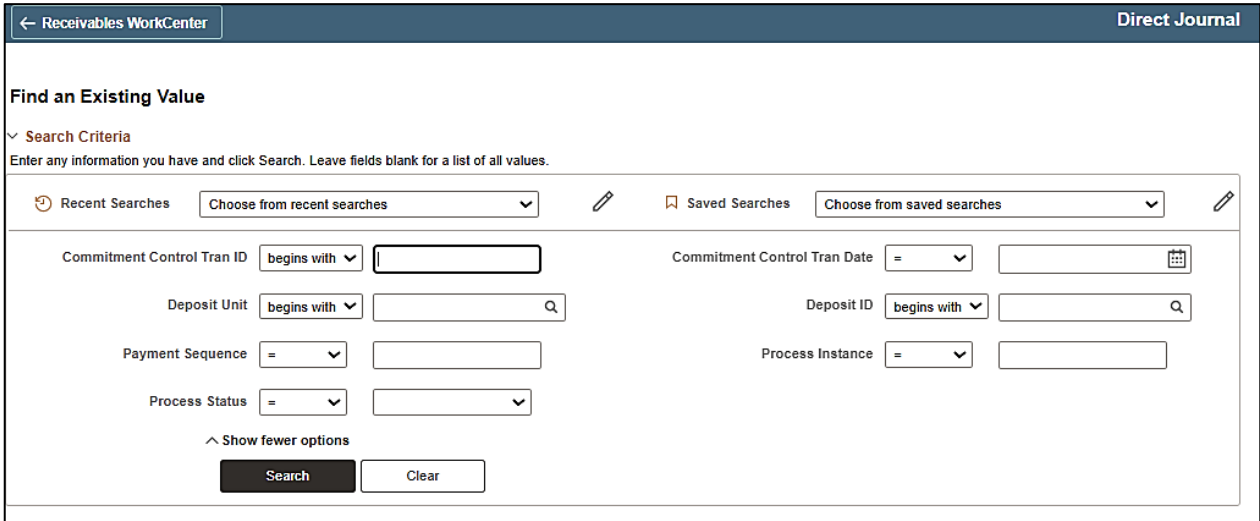


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Step	Action
8.	The Direct Journal page displays with the Misc. Payment Exceptions tab displayed by default. 
9.	Review the message in the Exception field. In this example, the error message states, “No Budget Exists”. 
	At this point, determine if 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.

Viewing a Nightly Batch Budget Check Error

Step	Action
1.	When budget check is run during the nightly batch, users can view budget check errors by navigating to the Direct Journal page. Click the NavBar and select the following path: Commitment Control > Review Budget Check Exceptions > Revenues > Review Direct Journal 
The Direct Journal Find an Existing Value 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.

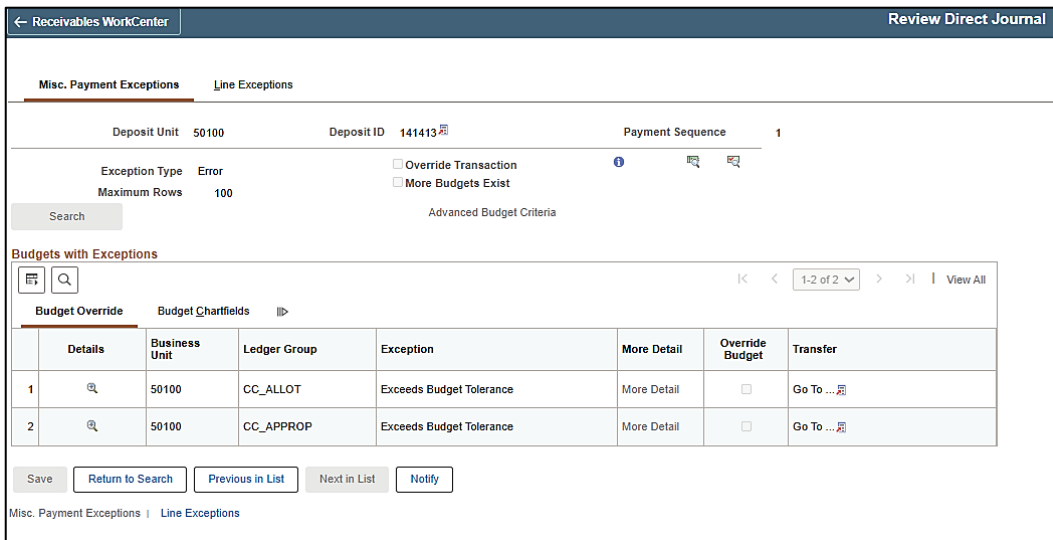


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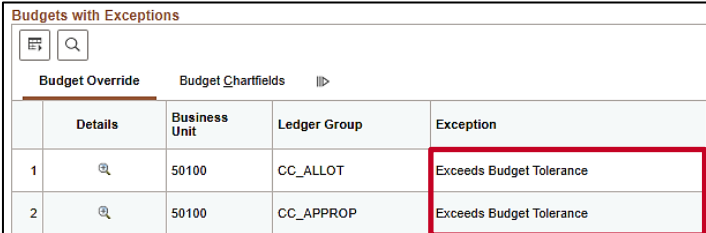
Step	Action
2.	Click the Process Status dropdown button and select "Errors Exist". 
3.	Click the Search button. 
	If there is more than one Deposit with a budget check error, the search results will display a list. If there is only one Deposit with a budget check error, Cardinal opens the Direct Journal page for that Deposit. In this example, there is only one error.

The **Review Direct Journal** page displays.



The screenshot shows the 'Review Direct Journal' page for 'Misc. Payment Exceptions'. It displays a table with two rows of budget exceptions. The first row is for 'CC_ALLOT' and the second is for 'CC_APPROP'. Both rows show the exception 'Exceeds Budget Tolerance'. The page includes navigation buttons like 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'.

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	50100	CC_ALLOT	Exceeds Budget Tolerance	More Detail	☐	Go To ...
2	50100	CC_APPROP	Exceeds Budget Tolerance	More Detail	☐	Go To ...

4.	Review the message in the Exception field. In this example, the error message states "Exceeds Budget Tolerance". 
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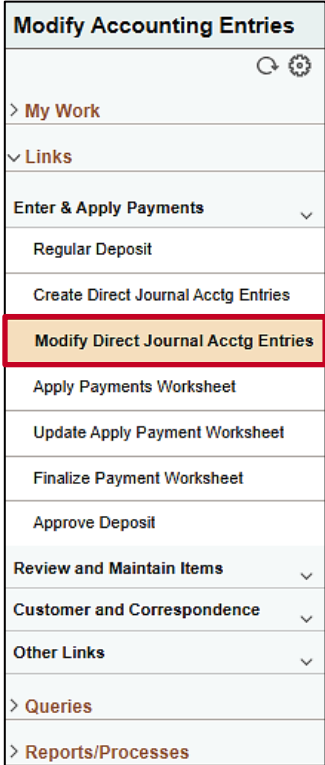
Step	Action
	At this point, determine if the error is caused by an incorrect distribution or if the budget needs to be modified. • If a budget modification is required, the designated person at the Agency should be notified to ensure the necessary updates are made. Once the updates are made, manually 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



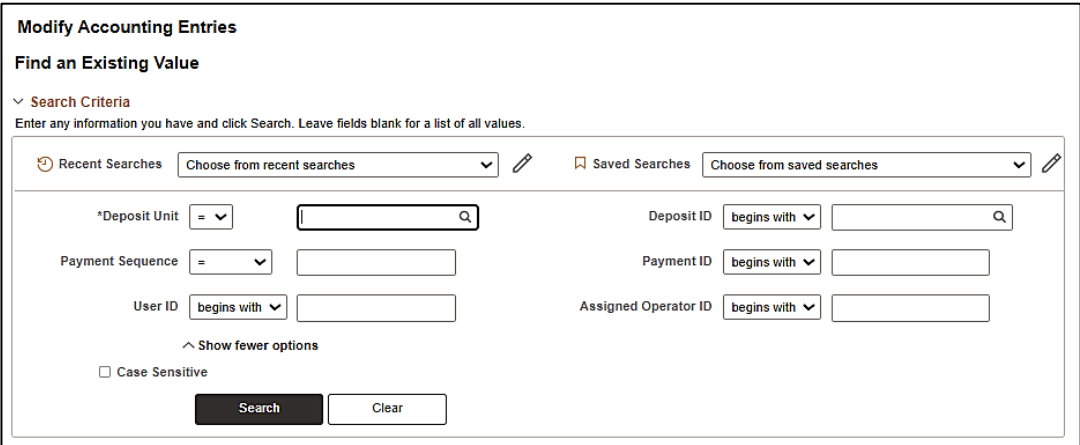
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Correcting ChartField Distribution Errors

Step	Action
1.	Navigate to the Receivables WorkCenter panel. From the Links Section, expand the Enter & Apply Payments folder and select Modify Direct Journal Acctg Entries. 

The **Modify Accounting Entries Find and Existing Value 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**.



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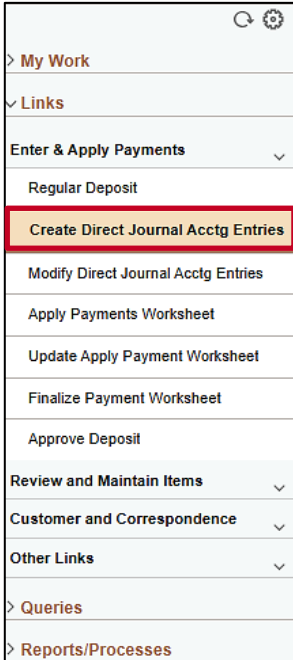
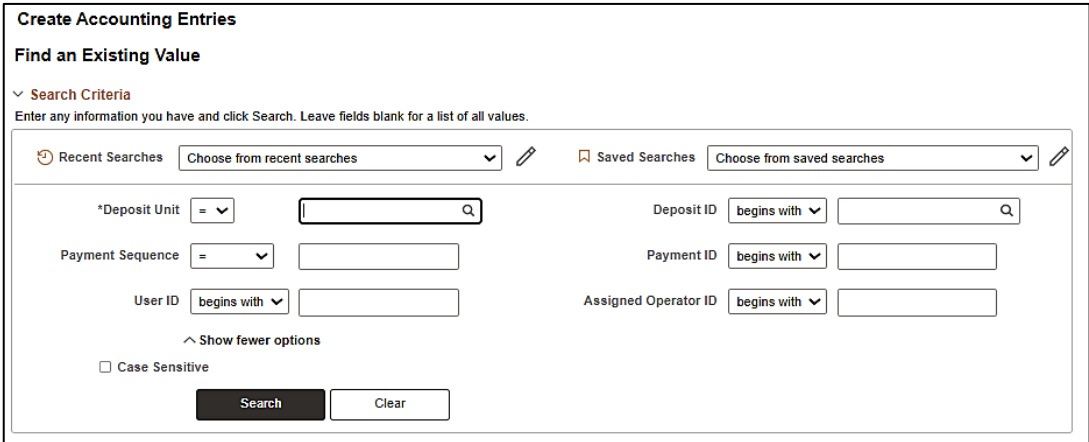
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Step	Action																																																															
2.	Enter the Deposit ID number in the Deposit ID field. Deposit ID begins with <tr><td>3.</td><td> Click the Search button. Search Clear <tr><td colspan="2"> The Modify Accounting Entries page displays with the Directly Journalled Payments tab displayed by default. 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Accounts Receivable Job Aid

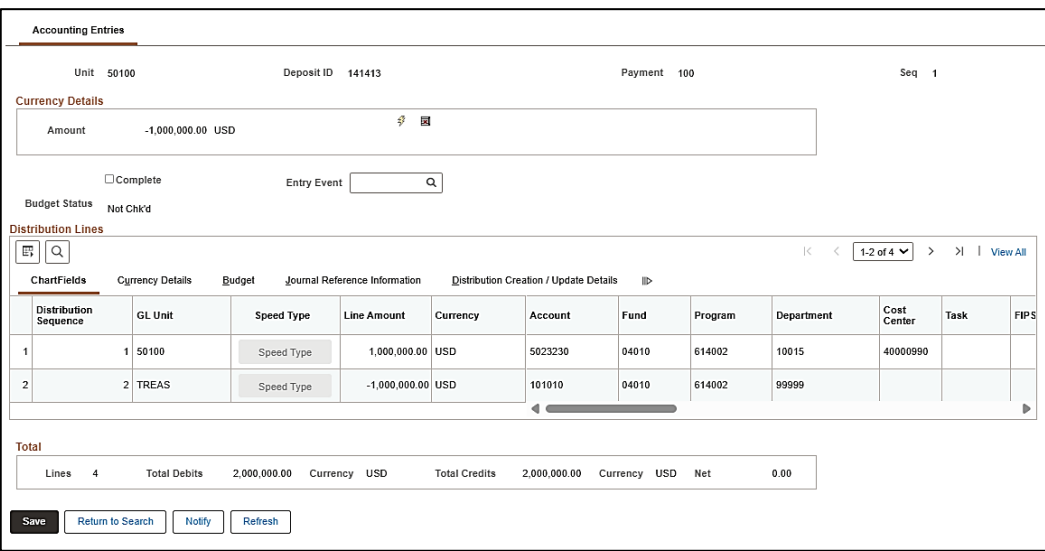
AR326 Reviewing and Correcting Budget Check Errors

Step	Action
6.	A Warning message displays in a pop-up window. Click the OK button. Warning – Please use Direct Journal Entry panel to update the incomplete accounting entries. (6040,727) Incomplete direct Journal accounting entries can be updated in the Direct Journal Entry panel. Direct Journal Review panel is used for reviewing complete accounting entries only. OK
7.	From the Receivables WorkCenter, navigate to the Create Accounting Entries page by clicking the Create Direct Journal Acctg Entries page.  The Create Accounting Entries Find an Existing Value Search page displays. 



Accounts Receivable Job Aid

AR326 Reviewing and Correcting Budget Check Errors

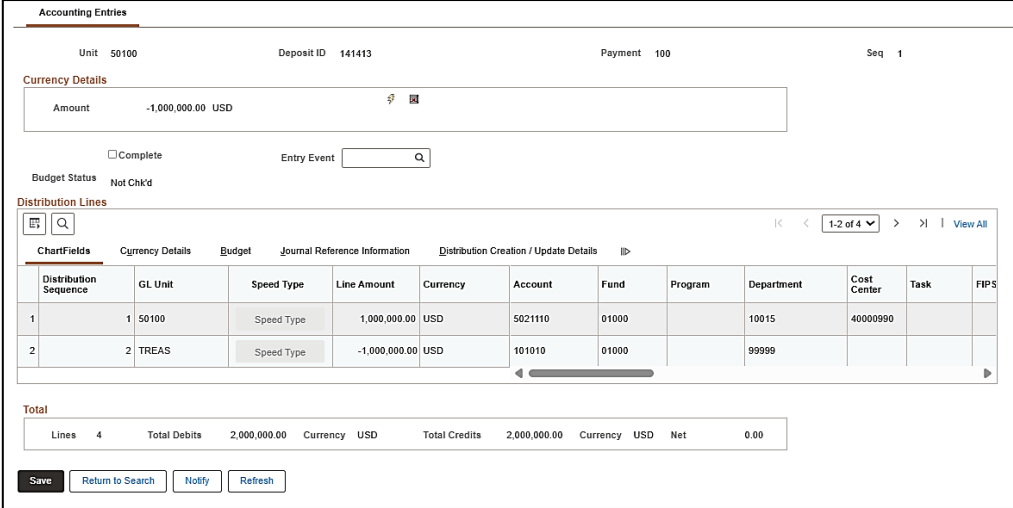
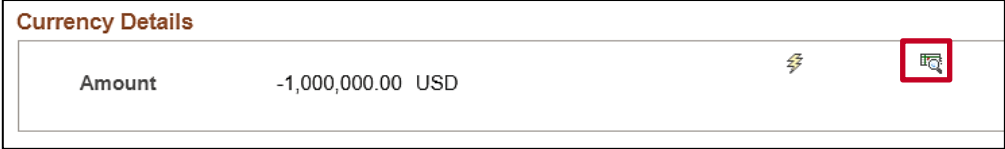
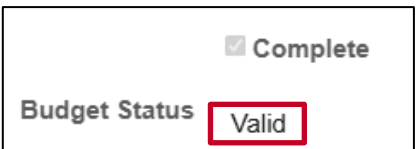
Step	Action
8.	Enter the Deposit ID number in the Deposit ID field. 
9.	Click the Search button. 
The Create Accounting Entries page displays. 	
10.	Click the Delete Accounting Entries icon. 



Accounts Receivable Job Aid

AR326 Reviewing and Correcting Budget Check Errors

Step	Action																		
	The Accounting Entries page redisplay and the ChartFields are available for edit. Accounting Entries Unit 50100 Deposit ID 141413 Payment 100 Seq 1 Currency Details Amount -1,000,000.00 USD ☐ Complete Entry Event Budget Status Not Chk'd Distribution Lines ChartFields Currency Details Budget Journal Reference Information Distribution Creation / Update Details <table><tr><th>Distribution Sequence</th><th>*GL Unit</th><th>Speed Type</th><th>Line Amount</th><th>Currency</th><th>*Account</th><th>Fund</th><th>Program</th><th>Department</th></tr><tr><td>1</td><td>1 50100</td><td>Speed Type</td><td>1,000,000.00</td><td>USD</td><td>5023230</td><td>04010</td><td>614002</td><td>10015</td></tr></table> Total Lines 1 Total Debits 1,000,000.00 Currency USD Total Credits 0.00 Currency USD Net 1,000,000.00 Save Return to Search Notify Refresh	Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Program	Department	1	1 50100	Speed Type	1,000,000.00	USD	5023230	04010	614002	10015
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11.	Update the ChartFields distribution information as applicable in the corresponding field(s). Distribution Lines ChartFields Currency Details Budget Journal Reference Information Distribution Creation / Update Details <table><tr><th>Distribution Sequence</th><th>*GL Unit</th><th>Speed Type</th><th>Line Amount</th><th>Currency</th><th>*Account</th><th>Fund</th><th>Program</th><th>Department</th></tr><tr><td>1</td><td>1 50100</td><td>Speed Type</td><td>1,000,000.00</td><td>USD</td><td>5023230</td><td>04010</td><td>614002</td><td>10015</td></tr></table>	Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Program	Department	1	1 50100	Speed Type	1,000,000.00	USD	5023230	04010	614002	10015
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12.	Click the Create Accounting Entries icon. Amount -1,000,000.00 USD																		

Step	Action
	The Accounting Entries page refreshes. 
13.	Click the Complete checkbox option. 
14.	Click the Save button. 
The page refreshes and the Budget Check icon displays.	
15.	Click the Budget Check icon. 
16.	Verify that the Budget Status field updates and is now "Valid". 



Accounts Receivable Job Aid

AR326 Reviewing and Correcting Budget Check Errors

Step	Action
17.	Click the Save button. Save Return to Search Notify Refresh