Process	***Budget Checking***
Process Number	***AP-025***

Description of Process

Budget Checking is a batch program that will be run during nightly processing. Users will not have access to run Budget Checking on-line (BCM button). Purchase Order vouchers that have passed Matching will be available for Budget Checking. Regular vouchers will be available for Budget Checking when their status is "postable". All vouchers must pass Budget Checking before they can be posted or selected for payment. Express checks are the one exception. Accepted vouchers update the Budget Ledger to determine remaining spending authority.

A voucher that did not pass Budget Checking will have a status of 'Error'. A voucher that was not Budget Checked will have a status of 'Not Checked'. Vouchers either pass or are rejected after Budget Checking batch job has run. A passed voucher will have a 'Valid' status on the Voucher (Status Summary panel). The Budget Exceptions Report will be produced nightly with detailed error messages of all rejected vouchers.

Input to Process

Regular Voucher with a status of "Postable" and a PO Voucher with a match status of "Matched"

Output of Process

A voucher that has either passed or failed budget checking.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Process	Budget Update Request (Batch only)
Report	Budget Exceptions Report

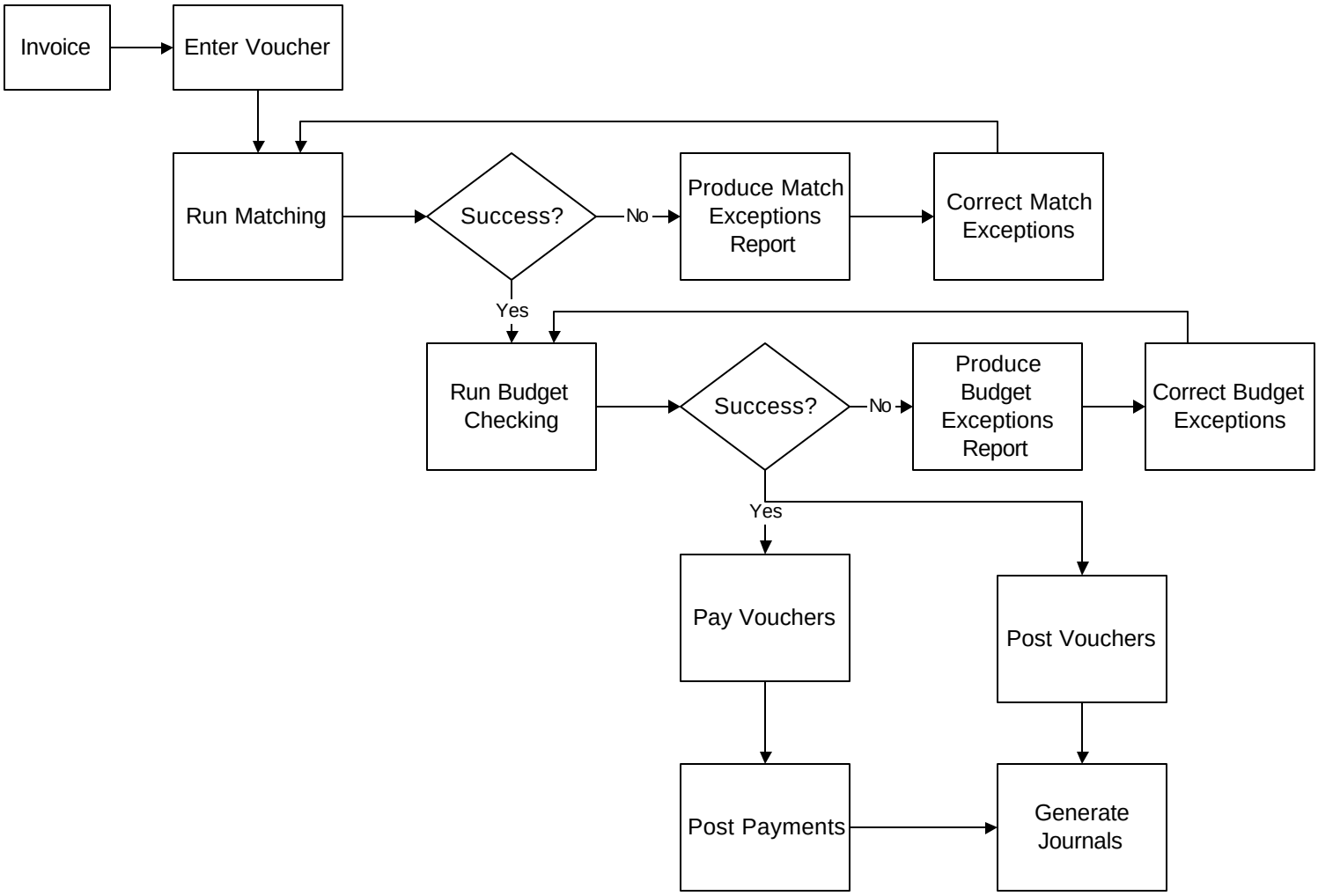
Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1: **Enter Voucher Information** At this point, the voucher has a 'Not Checked' BCM status.	Agency
Step 2: **Match Vouchers** Nightly AP/PO Match batch program is run. Vouchers that pass the nightly Match processing are passed onto the Budget Checking process. Some vouchers (i.e., Prepaid items) would not require matching. These vouchers have a status of 'No Match' and would still be processed by Budget Checking.	Financial Systems Solutions
Step 3: **Budget Check Vouchers** Nightly batch program Budget Checking is run. Vouchers either pass or are rejected.	Financial Systems Solutions
Step 4: **Vouchers are available for Payment Processing and to be Posted to Actuals Ledger.** Passed vouchers will have a Valid BCM status and are available for payment processing and are posted to the Actuals Ledger. Rejected vouchers will have a BCM status of "Error" and will be listed on the Budget Exceptions Report.	Financial Systems Solutions
Step 5: **Research Exceptions** Review and correct vouchers listed on Budget Exceptions Report. A budget amendment would fix insufficient funds error in the Appropriation or Org/Project Budget. Other errors may be fixed by correcting a value in the distribution line. These errors can only be fixed in the Purchasing Module for PO Vouchers.	Agency
Step 6: **Next Nightly Batch Flow** Next nightly batch flow processes. Steps 2 – 5 are repeated until vouchers pass Matching and Budget Checking. Each agency should develop internal procedures to verify that all vouchers pass Matching and Budget Checking.	Financial Systems Solutions

Forms Used with Process

None

Process Flow Diagram (if appropriate):



APPROVAL FORM

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