

## DEPTSUM Edit Error Posting Instructions

Customers have asked “When the Budget Header Status is “Edit Error” for the DEPTSUM Journal what does this mean? This means the journal did not post during the Budget Post process.

When the DEPTSUM Journal is not posted, it denotes that the budget ledgers are out of balance and this impacts your Budget reports like the Budget Comparison and budget queries.

This issue occurs when the DEPTSUM Ledger budget is reduced below **the available budget amount**; a negative appropriated budget results and causes the DEPTSUM Journal to error during the Budget Post process.

### What agencies need to do to complete the process?

#### ➤ To complete the posting of the DEPTSUM Journal, follow these steps:

- Navigate to Budget Journals → Enter Budget Journals → Find an Existing Value, Enter the Amendment ID click search and then select the DEPTSUM Journal that is in error.
- Go to Budget Lines page and click the “Error” link on the Budget Header Status. This presents the Review Budget Check Exceptions page.
- Select “Override Budget” and click “Save”.
- Within the same page, click on the link next to the Journal ID to drill back to the Enter Budget Journals – Budget Lines page and click “Process” to Post the DEPTSUM Journal. “Post Journal” is the only option in the process field.
- Click ‘YES’ for the message “Are you sure that you want to post this journal” to kick off the process.

#### ➤ Verify that all budget journals are posted for your Amendment in one of two ways:

##### 1. Option 1 – To verify that all journals, related to the Amendment Id, have a Budget Header Status of “Posted”.

- Navigate to COMMITMENT CONTROL → BUDGET JOURNALS → ENTER BUDGET JOURNALS → FIND AN EXISTING VALUE → Enter the AMENDMENT ID and then click search, The Budget Header Status should be “Posted” for all your journals.

##### 2. Option 2 – To verify journals that are not posted by Amendment Id.

- Navigate to COMMITMENT CONTROL → BUDGET JOURNALS → ENTER BUDGET JOURNALS → FIND AN EXISTING VALUE → Enter the AMENDMENT ID, the Budget Header Status criteria select NOT EQUAL then tab across to the next field and select “POSTED”, click search; the results should be “No Matching Values Found”.

**QUESTIONS:** SAO Customer Service Center (CSC) - Financials  
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