



**State of Wisconsin
Department of Administration**

**Identify Combo Edit and
Budget Check Errors
Job Aid**

Version 1.0



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PURPOSE AND DESCRIPTION

Purpose

This document explains the key activities involved in Identifying Combo Edit and Budget Check Errors. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

Description

The key activities involved in the Create and Process Journal process are:

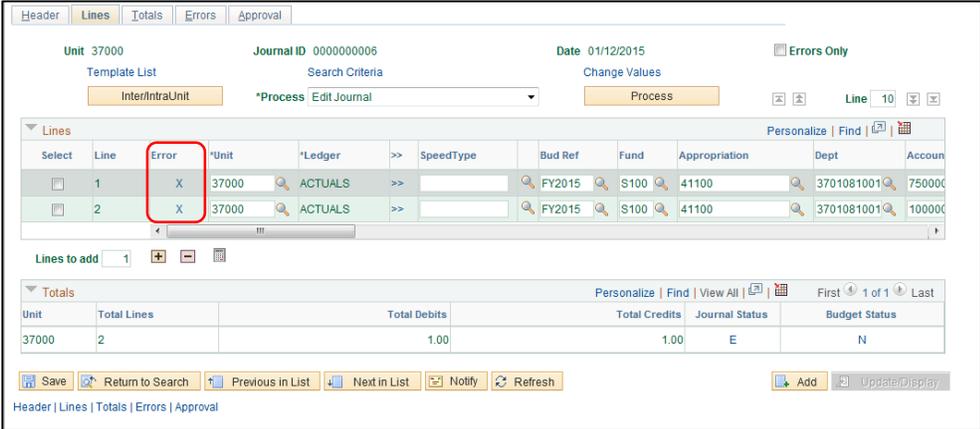
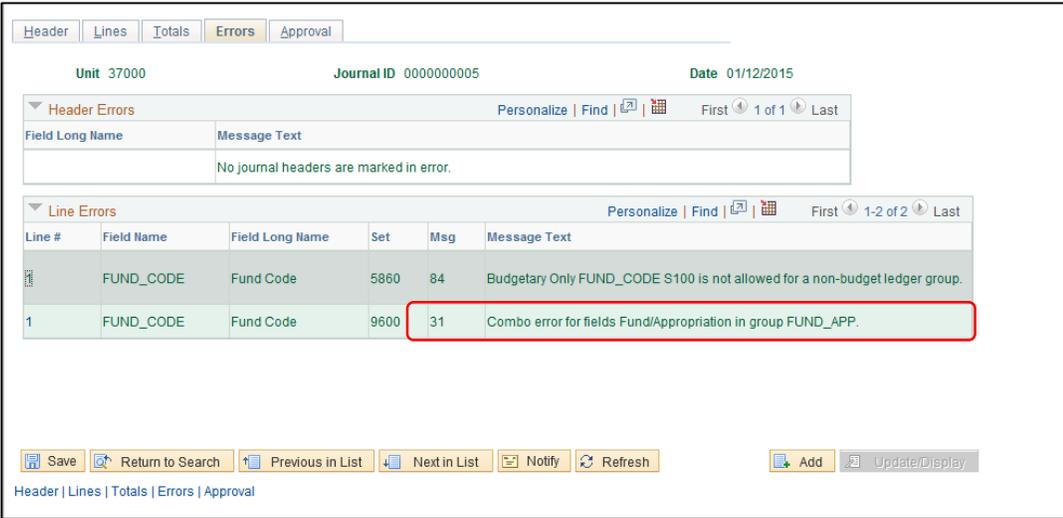
- Activity 1: Identify Combo Edit Errors
- Activity 2: Identify Budget Check Exceptions

ACTIVITY 1: IDENTIFY COMBO EDIT ERRORS

Identify Combo Edit Errors Procedure Steps

Scenario: Users may violate a combo edit rule during the journal creation process. To identify these errors, follow the steps explained below.



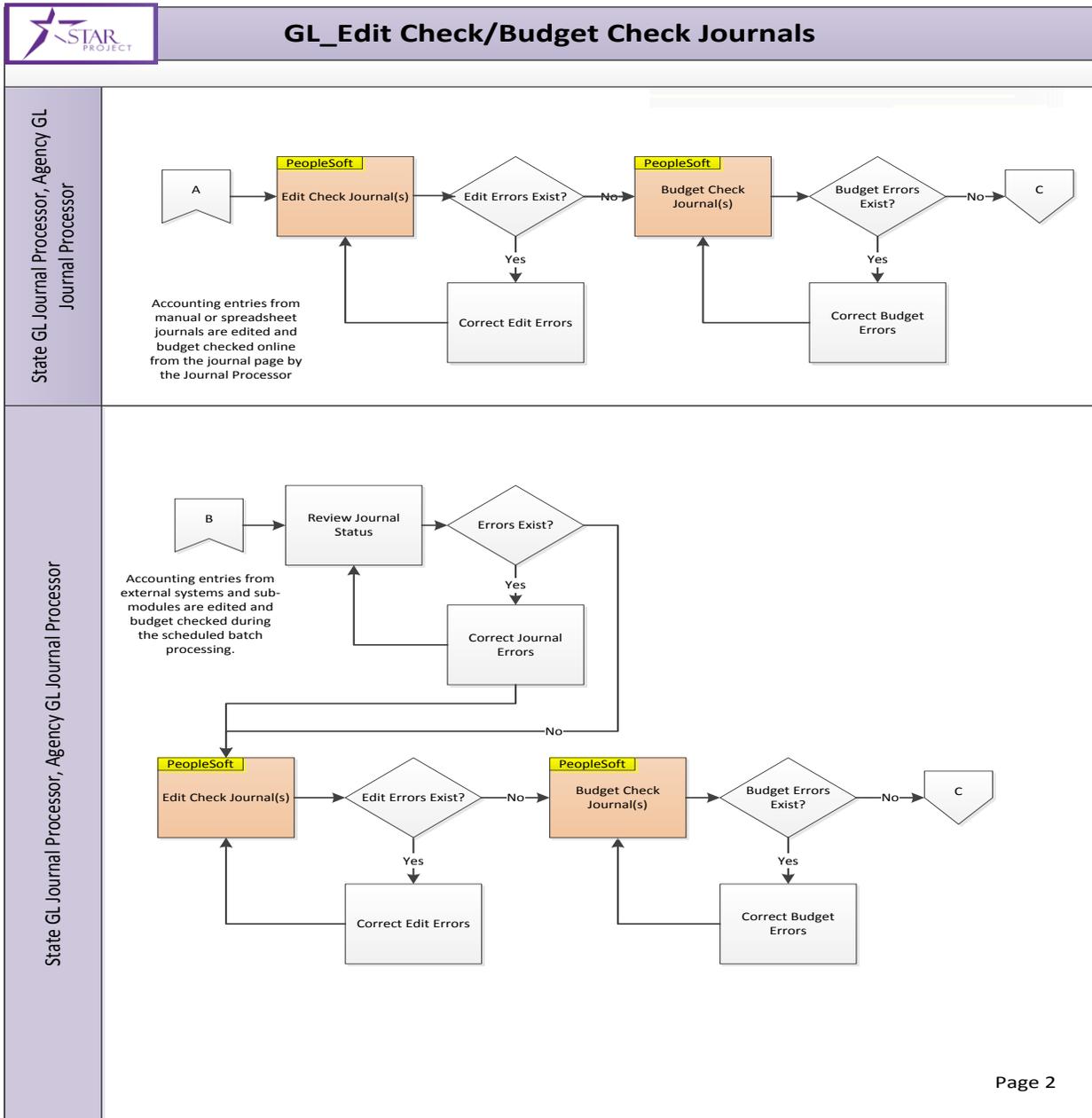
Step	Action
1.	<p>In the event a combo edit rule has been violated, users will receive an X in the Error field within the Lines field of the Journal Entry page (General Ledger > Journals > Journal Entry > Create/Update Journal Entries > Find an Existing Value > Lines)</p>  <p>The screenshot shows the 'Lines' tab of the Journal Entry page. The 'Error' column contains an 'X' for both line 1 and line 2. The 'Unit' is 37000, 'Journal ID' is 0000000005, and 'Date' is 01/12/2015. The 'Lines' table has columns: Select, Line, Error, *Unit, *Ledger, >>, SpeedType, Bud Ref, Fund, Appropriation, Dept, Account. The 'Totals' table shows: Unit 37000, Total Lines 2, Total Debits 1.00, Total Credits 1.00, Journal Status E, Budget Status N.</p>
2.	<p>For further information regarding the error, select the Errors tab. (see screenshot below).</p>  <p>The screenshot shows the 'Errors' tab. Under 'Line Errors', there is a table with columns: Line #, Field Name, Field Long Name, Set, Msg, Message Text. The error message is: '31 Combo error for fields Fund/Appropriation in group FUND_APP.' The error code '31' is highlighted with a red box.</p>
3.	<p>In order to resolve, users should correct the invalid value(s). A list of valid combinations can be found by navigating to: Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Review Combination Data and searching for the Rule that was violated, which can be identified in the Errors tab displayed above.</p>



ACTIVITY 2: IDENTIFY BUDGET CHECK EXCEPTIONS

Process Flow

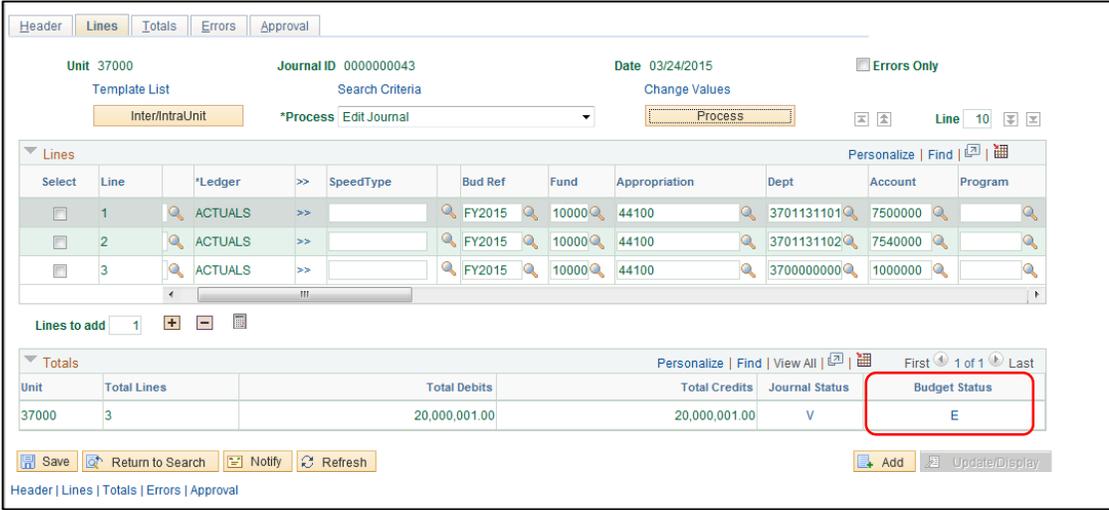
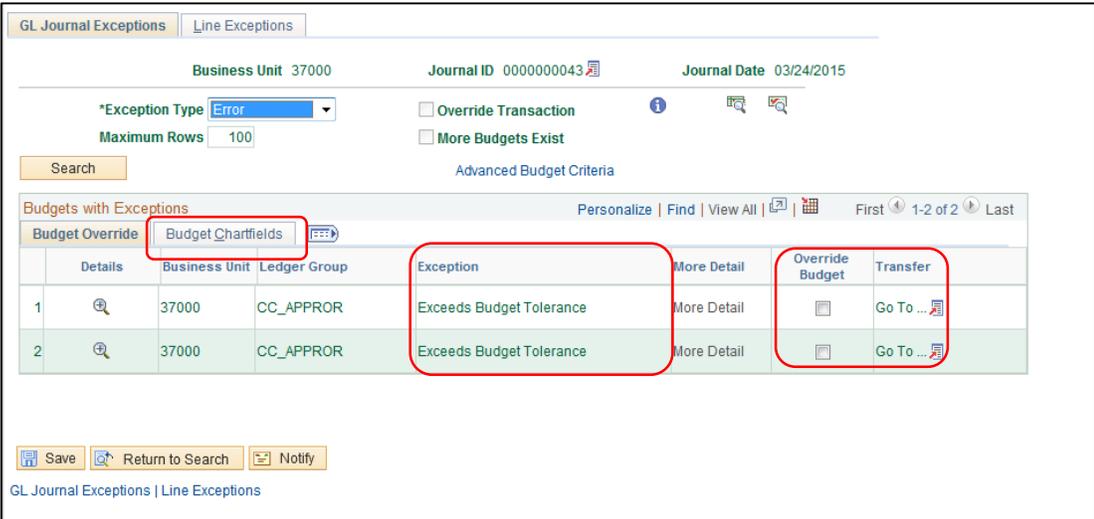
During journal editing, Budget Check is performed. If any journals fail Budget Check, a Budget Exception is created. The process below displays the process for Editing and Budget Checking Journals.





Identify Budget Check Exceptions Procedure Steps

Scenario: Users may need to identify and resolve Budget Check Exceptions that occur during the creation of a manual journal. To identify these exceptions, follow the steps explained below.

Step	Action
1.	<p>In the event a journal line produces an error when undergoing budget check, the Budget Status field will reflect a value of E within the Lines tab (General Ledger > Journals > Journal Entry > Create/Update Journal Entries > Find an Existing Value > Lines).</p> 
2.	<p>Select the E value to inquire further, which will take users to the GL Journal Exceptions page.</p> 



From this page, users are able to:

- View the Budgets with Exceptions
- View the roll-up ChartField(s) from which the exception occurred by selecting the Budget ChartFields tab. (Note that each line for which a violation occurred is displayed. In this example, the budget for Account A000004 (Allotment Line 4) has been exceeded.)

Details	Business Unit	Ledger Group	Bud Ref	Fund	Appropriation	Account	Budget Period
	37000	CC_APPROR	FY2015	S100	44100	A000004	2015
	37000	CC_APPROR	FY2015	S100	44100	A000004	2015

Additional information can be viewed by selecting the icon under the **Details** field above. This window displays the data originally entered within the **Header** and **Lines** sections of the journal.

3.

Budget Reference	Fund Code	Appropriation	Department	Account
FY2015	10000	44100	3701131102	7540000

Line Status: Error
 Budget Date: 01/10/2015
 Line Amount: 1.00 USD