# Checking for Budget Exceptions

This instruction guide provides two step-by-step procedures for checking budget exceptions:

Method 1: Checking Budget Exceptions via Commitment Control
Method 2: Drilling Down from a KK Budget Inquiry

Definition: A **Budget Error Exception** results from a transaction that fails budget checking, causing an error or warning to be issued.

## Method 1: Checking Budget Exceptions via Commitment Control

1. Click the **Main Menu** button.
2. Click the **Commitment Control** menu.
3. Click the **Review Budget Check Exceptions** menu.
4. Click the **Budget Exceptions** menu.

### Searching

Values may be entered into the ChartFields manually, by using the **Look up** button or by using the **Type Ahead** feature.

5. Enter the desired Chartfield values into the appropriate fields as needed.
6. Scroll down, if needed.
7. Click the **Search** button.
8. Scroll down, if needed.
9. Select the desired link from the Search Results list.
10. Scroll down, if needed.
11. After observing the indicated Exception, click the **Return to Search** button.
12. Click the **Clear** button.

## Method 2: Drilling Down from a KK Budget Inquiry

1. Click the **Main Menu** button.
2. Click the Commitment Control menu.
3. Click the Review Budget Activities menu.
4. Click the Budget Details menu.

**Searching**

Values may be entered into the ChartFields manually, by using the **Look up** button or by using the **Type Ahead** feature.

**Note**: In this example we are using specific Chartfields, however you would enter the appropriate Chartfield values into the associated fields for your unique search requirements.

5. Click the **Look up Ledger Group** button.
6. Click the **Look Up** button.
7. Click the **APPROP** link.
8. Click in the **Account** field.
9. Enter the desired information into the **Account** field (e.g., "**7**").
10. Select the desired Account.
11. Enter the desired information into the **Department** field (e.g., "**1501**").
12. Select the desired department.
13. Enter the desired information into the **Fund Code** field (e.g., "**101**").
14. Enter the desired information into the **Budget Reference** field (e.g., "**CRRNT**").
15. Scroll down, if needed.
16. Enter the desired information into the **Budget Period** field (e.g., "**2011**").
17. Click the **Search** button.

If the transaction contains any budget exceptions, the Budget Exceptions link will be active.

18. Click the active **Budget Exceptions** link.
19. Scroll down, if needed.

20. Note indicated Exception(s), and then click the **Return to Search** button.
    **Note**: All exceptions need to be corrected before the transaction will be processed.

21. Scroll down, if needed.

22. Click the **Clear** button.

If you need help with…

- Technical issues, contact the UF Help Desk:
  - 392-HELP
  - helpdesk@ufl.edu

- Policies and Directives,
  - Contact the University Budget Office at 392-2402