# Budget Checking Vouchers in Batch

**Purpose**:  Use this document as a reference for for budget-checking a group of vouchers in ctcLink.

**Audience**:  Accounts Payable staff

⚠ You must have at least one of these local college managed security roles:

• ZZ Voucher Entry
• ZZ Voucher Processing

   You must also set these User Preference Definitions:

• User Preferences: Voucher Processing

   If you need assistance with the above security roles or User Preference Definitions, please contact your local college supervisor or IT Admin to request role access.

## Budget Checking Vouchers in Batch

**Navigation: Accounts Payable > Batch Processes > Vouchers > Vouchers Budget Check**

ℹ After a voucher has been approved, it must be budget-checked before it can be matched and posted.  You can budget-check a single voucher on demand from the voucher's Invoice Information page.  This guide will help you budget-check a group of vouchers in batch.

⚠ Important! The Budget Check batch mode process does not check vouchers of closed accounting entry periods. The processor calls a validation program to verify that the vouchers are of an open accounting period; if not, the system displays an error message.

1.  The Budget Check search page displays.

2. If you have run this process or report in the past, select the **Find an Existing Value** tab to enter an existing Run Control ID and select the **Search** button. If this is the first time running this process or report, select the **Add a New Value** tab to create a new Run Control ID and select the **Add** button.
   - NOTE: It is important to note that **Run Control IDs** cannot be deleted. Do not include spaces in your Run Control. We encourage the Run Control ID to have the same process naming convention but unique to the step; because of this, including your institution code and a short process description in the Run Control ID is recommended--e.g., WA010_BUDGET_CK_BATCH (College, Process).

3. The **Budget Check** page displays.
4. Enter **Process Frequency** = "Always Process".
5. Enter **Description**.
6. Select **Transaction Type**:
   - AP_ACCT_LN: Budget-check voucher lines and closed vouchers with realized gain or loss, late charge, and discount lost.
   - AP_ACCTDSE: Budget-check voucher lines associated with open purchase orders with discount earned.
   - AP_ACTDSEC: Budget-check voucher lines associated with closed purchase orders with discount earned.
   - AP_VCHR_NP: Budget-check nonprorated items on a voucher.
   - AP_VOUCHER: Budget-check the expense distributions as well as prorated charges for a voucher.
   - AP_ACENC: Budget-check encumbrance entries created by the Period End Accruals process
   - AP_ACEXP: Budget-check expenses entries created by the Period End Accruals process.

7. **Do Not Process "All Business Units" option**:  You must select your **Business Unit** in the Field Name to be processed.
8. Enter **Field Name**, if you did not select Process All Business Units:
   - Blank: The Budget Processor process reviews all vouchers. This selection is available for any transaction type and if you select Process All Business Units.
   - Accounting Date: The Budget Processor process reviews vouchers using the accounting dates entered in the From and To fields. This field is available for any transaction type, regardless of whether you select Process All Business Units.
   - Business Unit: The Budget Processor process reviews vouchers using the business units entered in the From and To fields. This field is available for any transaction type and if you do not select Process All Business Units.
   - Close Status Indicator: The Budget Processor process reviews vouchers using the close status indicator. This field is available for AP_VOUCHER and AP_VCHR_NP transaction types, regardless of whether you select Process All Business Units.
   - Invoice Number: The Budget Processor process reviews vouchers using the invoice numbers entered in the From and To fields. Prompt table validation does not occur on values entered in the From and To fields. This field is available for AP_VOUCHER and AP_VCHR_NP transaction types and if you do not select Process All Business Units.
   - Supplier ID: The Budget Processor process reviews vouchers using the supplier ID entered in the From and To fields. This field is available for AP_VOUCHER and

AP_VCHR_NP transaction types, regardless of whether you select Process All Business Units.
- Supplier SetID: The Budget Processor process reviews vouchers using the supplier SetID entered in the From and To fields. This field is available for AP_VOUCHER and AP_VCHR_NP transaction types, regardless of whether you select Process All Business Units.
- Voucher ID: The Budget Processor process reviews vouchers using the voucher IDs entered in the From and To fields. This field is available for any transaction type and if you do not select Process All Business Units.

9. Enter **Value Type**, if you did not select Process All Business Units:
   - Range: The Budget Processor process reviews a range of values entered using the From and To fields
   - Value: The Budget Processor process reviews an individual value entered using the From and To field.

10. Enter **From/To,** if you did not select Process All Business Units.
11. Select **Run**. Please refer to the Process Scheduling QRG for further instructions.



12. Process complete.

# Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

# Video Tutorial Via Panopto

View the external link to Budget Checking Vouchers in Batch. This link will open in a new tab/window.