Common Budget Exceptions and Corrective Actions

Purpose: Provide a list of the common budget exceptions and corrective actions to take.

Audience: Finance staff.

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Seven Most Common Budget Exception Errors

1. **No Budget Exists** errors occur when the ChartField / budget year combination does not exist in commitment control. The most common corrective actions are to:
    *   Create a new budget with correct ChartField and budget year
    *   Create a budget adjustment to include the new budget ChartField combination.

    ❗ **Note:** This error must be corrected and cannot be overridden.

2. **Exceeds Control Budget errors** when sufficient funding not available to allow a transaction to post to commitment control. It usually means one of the commitment control ledgers are under-funded. The most common corrective actions are to:
    *   Create a Budget Adjustment or transfer to increase funding
    *   Spread charges over multiple budget years by changing the budget date
    *   Override Budget (security dependent)

3. **Exceeds Budget Tolerance** means the transaction exceeds the remaining available budget. The most common corrective actions are to:
    *   Create a Budget Adjustment or transfer to increase funding
    *   Spread charges over multiple budget years by changing the budget date
    *   Override Budget (security dependent)

4. **Exceeds Non-Control Budget** errors occur when a ChartField combination is underfunded on a ledger set to track. Users will typically get this error on the Revenue Estimate and Operational/Organization ledger groups. This message is a warning and requires no corrective action.

5. **Budget Date out of Bounds** occurs when a budget is still open, but the budget date is outside of the ending date of the budget attributes or the ledger control Chartfield definition. Most likely, the error will occur on a project / grant definition when spending

occurs outside of the sponsor's start and end date. To correct the issue perform one of the following tasks:
- Change the ending date of the project (in adherence with the sponsor's agreement)
- Change the budget date on the transaction (security dependent)
- Charge another ChartField string

6. **Required key CF (ChartField) is blank** occurs where a budget requires a key ChartField that is blank in the transactions. To correct this issue:
   - Review Transactions
   - Determine appropriate ChartField value to use in place of blank

7. **Budget is Closed** error most likely occurs on a project/grant definition when spending occurs outside the sponsor's start and end dates. To correct this issue:
   - Change ending date of project
   - Change budget date on transaction (security dependent)
   - Charge another Chartfield string

8. End of review.