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Overview
This business process guide demonstrates you how to budget check vouchers. Budget Checking is required on all vouchers.
Budget Check Vouchers

Navigate to Accounts Payable > Batch Processes > Vouchers > Budget Check > Add or Find an Existing Value

1. If you have an existing run control, find it under the Find an Existing Value tab
2. If not, create one under Add a New Value tab

The Budget Check page displays.

3. If creating a new value, click the Add button

4. Select Process Frequency: Always Process

5. Click the Magnifying Glass icon next to Transaction Type to select from drop down menu
The Look Up Transaction Type page displays.

6. Make a selection (CSUEB has decided to use AP_VOUCHER)

You are returned to the Budget Check page.

7. Enter Description to match that Transaction Type

8. Select Field Name: Business Unit
9. Click Magnifying Glass to select the correct Business Unit or enter HW001

The Search Results page displays.

10. Select HW001

You are back to the Budget Check page.

The page should look something like this before you run the budget check.

11. Click Run
The Process Scheduler Request page displays.

12. Check the “Comm.Cntrl Budget Processor” box

13. Click OK

You are back to the Budget Check page.

14. Click the Process Monitor link

The Process List page displays.

15. Click Refresh until the Run Status reads Success and Distribution Status reads Posted

Whom to Contact for Help?
For additional help or to report problems with this functionality, please log a ticket via the Service Desk (http://www.csueastbay.edu/servicedesk).