

AP7 – ON-DEMAND BUDGET CHECK

Activity Trigger: Expedited Voucher Payments

Module: Accounts Payable (AP)

Roles: AP Processor
AP Maintainer

Objective: To run **On-Demand Budget Check** process when an expedited payment using department check is needed. After the voucher is budget checked and approved, it must be posted in order to be selected as an Office Revolving Fund (ORF) voucher in Pay Cycle.

Voucher posting batch process occurs at 8:00 am, 10:00 am, 12:00 pm, 1:00 pm, 3:00 pm, 4:00 pm, and late evening.

Note: When using the On-Demand Budget Check for the first time, Run Control IDs must be established.

On-Demand Voucher Budget Check

For first time use of On-Demand Voucher Budget Check, establish a **Run Control ID**.*

Navigate to the Budget Check screen:

- 1 Select the **Add a New Value** tab (to enter a new Run Control ID)
- 2 Enter **Budget_Checking** in the Run Control ID field
- 3 Click the **Add** button

*If the Run Control ID was previously established, select it from the **Find an Existing Value** tab.

The image consists of two screenshots of the FISCal Budget Check screen. The top screenshot shows the 'Add a New Value' tab selected, with a red box around it and a red arrow pointing to the 'Run Control ID' field in the bottom screenshot. The bottom screenshot shows 'Budget_Checking' entered in the 'Run Control ID' field and the 'Add' button highlighted with a red box.

1 Add a New Value

Run Control ID: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

2 Run Control ID: Budget_Checking

3 Add

On the Budget Check page, change the Process Request Parameters to:

- 1 Process Frequency: **Always Process**
- 2 Description: (User Defined)
- 3 Transaction Type: **AP_VOUCHER**
- 4 Field Name: **Business Unit**
- 5 Value Type: **Value**
- 6 From/To: **Department's BU** (for other selection parameters, click the "+" icon) and
- 7 Click the **Save** button to save the Run Control ID (This is a one time procedure.)

The screenshot shows the FISCal Budget Check page. At the top, there is a breadcrumb trail: Favorites > Main Menu > Accounts Payable > Batch Processes > Vouchers > Budget Check. Below the breadcrumb is the FISCal logo. The main heading is "Budget Check". Underneath, there are tabs for "Run Control ID Budget_Checking", "Report Manager", "Process Monitor", and a "Run" button. The "Process Request Parameters" section includes:

- *Process Frequency: Always Process (dropdown menu)
- Request Number: 1
- *Description: Budget Checking (text input)
- *Transaction Type: AP_VOUCHER (dropdown menu)
- Budget Pre-Check (checkbox)
- Process All Business Units (checkbox)

 The "Selection Parameters" section includes:

- Field Name: Business Unit (dropdown menu)
- Value Type: Value (dropdown menu)
- From/To: 8860 (text input)

 At the bottom, there are buttons for "Save", "Notify", "Refresh", "Add", and "Update/Display". The "Save" button is highlighted with a red box. Red numbers 1 through 7 are overlaid on the interface to indicate the steps described in the instructions.

Click the **Run** button to start the Budget Check Process Scheduler Request.

The screenshot shows the FISCal web interface for the Budget Check process. The breadcrumb trail at the top reads: Favorites > Main Menu > Accounts Payable > Batch Processes > Vouchers > Budget Check. The FISCal logo is visible in the top left. The main heading is "Budget Check". Below the heading, there are several tabs: "Run Control ID Budget_Checking", "Report Manager", "Process Monitor", and a yellow "Run" button which is highlighted with a red rectangle. Below the tabs is a section for "Process Request Parameters" with a search bar and navigation controls (Find | View All, First, 1 of 1, Last). The parameters include:

- *Process Frequency: Always Process (dropdown)
- Request Number: 1
- *Description: Budget Checking (text input)
- *Transaction Type: AP_VOUCHER (text input with search icon)
- Budget Pre-Check (checkbox, unchecked)
- Process All Business Units (checkbox, unchecked)

 Below this is a "Selection Parameters" section with a search bar and navigation controls. It contains a table with the following data:

Field Name	Value Type	From/To	From/To
Business Unit	Value	8860	

 At the bottom of the interface, there are buttons for "Save", "Notify", "Refresh", "Add", and "Update/Display".

The Process Scheduler Request pop-up window will appear.

- 1 Select **PSUNX** as the Server Name.
- 2 Click **OK**, and the Budget Checking Process will begin by providing a Process Instance number.
- 3 Click **Process Monitor** to check the Run Status

The top screenshot shows the 'Process Scheduler Request' dialog box. The 'Server Name' dropdown is set to 'PSUNX'. The 'Run Date' is 08/12/2016 and the 'Run Time' is 8:01:00AM. The 'Process List' table is as follows:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Comm. Cntrl. Budget Processor	FS_BP	Application Engine	Web	TEXT	Distribution

The 'OK' button is highlighted with a red box and labeled '2'. A red arrow points from the 'OK' button to the 'Process Monitor' button in the bottom screenshot.

The bottom screenshot shows the 'Budget Check' window. The 'Process Monitor' button is highlighted with a red box and labeled '3'. Below it, the text 'Process Instance: 690148' is displayed in a green box.

On the Process List tab, the desired statuses are:

Run Status = **Success**

Distribution Status = **Posted**

The screenshot shows the FI\$Cal Process Monitor interface. The breadcrumb trail is: Favorites > Main Menu > Accounts Payable > Batch Processes > Vouchers > Budget Check > Process Monitor. The interface has two tabs: 'Process List' (selected) and 'Server List'. Below the tabs is a 'View Process Request For' section with search filters: User ID (10001405), Type (dropdown), Last (dropdown), 1 Minutes, Server (PSUNX), Name (dropdown), Instance (dropdown), to (dropdown), Run Status (dropdown), Distribution Status (dropdown), and a checked 'Save On Refresh' checkbox. A 'Refresh' button is also present. Below this is a 'Process List' table with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains one row with Instance 690598, Process Type Application Engine, Process Name FS_BP, User 10001405, and Run Date/Time 08/12/2016 10:39:01AM PDT. The 'Run Status' is 'Success' and 'Distribution Status' is 'Posted', both of which are highlighted with a green box. At the bottom, there are links for 'Go back to Budget Check', 'Save', 'Notify', and 'Process List | Server List'.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	690598		Application Engine	FS_BP	10001405	08/12/2016 10:39:01AM PDT	Success	Posted	Details

AP7 – On-Demand Budget Check (cont'd)

Once the Batch Process is complete, the AP Processor or AP Maintainer will manually submit the voucher for approval by navigating to the Invoice Information tab and clicking the **Submit Approval** button.

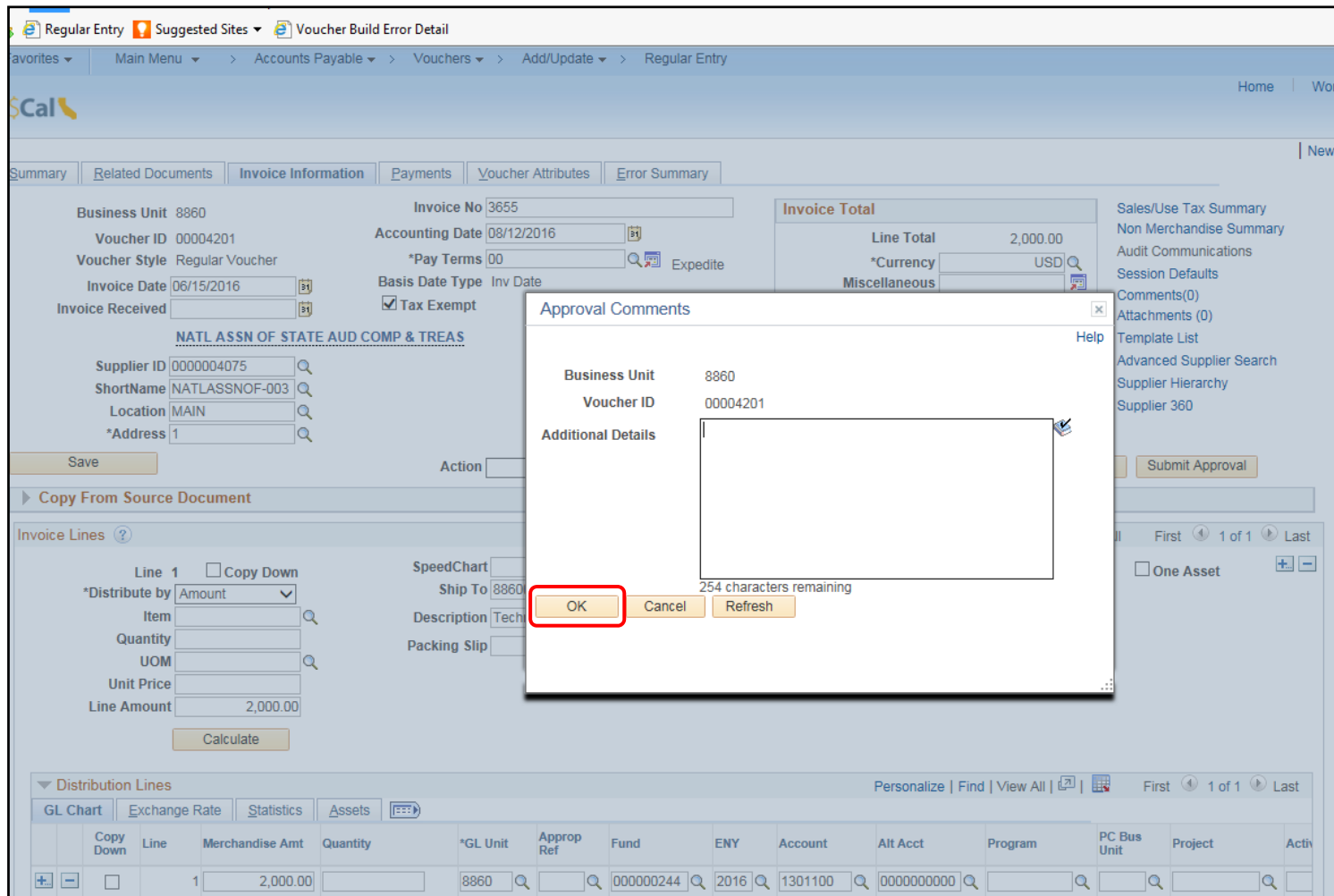
The screenshot displays the 'Invoice Information' tab in the \$Cal software. The 'Submit Approval' button is highlighted with a red box. The interface includes the following fields and sections:

- Business Unit:** 8860
- Invoice No:** 065L
- Accounting Date:** 08/12/2016
- Invoice Date:** 06/15/2016
- Supplier ID:** 0000004075
- ShortName:** NATLASSNOF-003
- Location:** MAIN
- *Address:** 1
- Invoice Total:**

Line Total	2,000.00
*Currency	USD
Miscellaneous	
Freight	
Sales Tax	
Use Tax	0.00
Total	2,000.00
Difference	0.00
- Buttons:** Save, Run, Calculate, Print, **Submit Approval** (highlighted).
- Invoice Lines:** Line 1, Copy Down, *Distribute by Amount, Item, Quantity, UOM, Unit Price, Line Amount 2,000.00, Calculate.
- Distribution Lines:**

GL Chart	Exchange Rate	Statistics	Assets	Personalize	Find View All	First	1 of 1	Last					
+	-	<input type="checkbox"/>											
		1	2,000.00			8860		000000244	2016	1301100	0000000000		

The Approval Comments pop up box will appear. A comment may be added in the Additional Details box or the box can remain blank. The last step is to click the **OK** button.



The voucher has now been Budget Checked and Submitted to the AP Approver.

The screenshot displays the FISCal system interface for the 'Approval Summary' of a voucher. The breadcrumb trail at the top indicates the path: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The FISCal logo is visible in the top left. Below the breadcrumb trail, there are navigation tabs: Payments, Voucher Attributes, Error Summary, and Approval Summary (which is currently selected). The main content area shows the Business Unit as 8860 and the Voucher ID as 00004201. The title of the section is 'Voucher Dept Level Approval'. Below this, there is a dropdown menu showing 'BUSINESS_UNIT=8860, VOUCHER_ID=00004201:Pending'. Underneath, it says 'Case 1 :: Dept Voucher Appr'. A flow diagram shows a 'Pending' status with a clock icon, 'Multiple Approvers', and 'Department AP Approver 1' leading to a 'Not Routed' status with a folder icon, 'Multiple Approvers', and 'Department AP Approver 2'. At the bottom of the interface, there are several action buttons: Return to Search, Previous in List, Next in List, Notify, Refresh, Add, and Update/Display. A summary bar at the very bottom contains links for Summary, Related Documents, Invoice Information, Payments, Voucher Attributes, Error Summary, and Approval Summary.