## 9.2 Perform Requisition Budget Check

**Purpose:** Run the process to budget check requisitions in ctcLink.

Audience: Finance staff.

**1** Use the **Budget Check** page to initiate the Commitment Control Budget Processor process for requisitions.

Commitment control must be enabled for ctcLink Purchasing.

## **Budget Checking Requisitions**

## Navigation: NavBar > Navigation > Purchasing > Requisitions > Budget Check

The Budget Check search page displays.

- 1. On the search page, enter a new or existing **Run Control ID**.
- 2. Select the **ADD** or **Search** button. The Budget Check page will display.

Requisition Budget Check
Enter any information you have and click Search. Leave fields blank for a list of all values.
Find an Existing Value Add a New Value
Search Criteria
Run Control ID begins with 🖂
Case Sensitive
Search Clear Basic Search R Save Search Criteria
Find an Existing Value   Add a New Value

- 3. On the Budget Check page, select the **Always Process** option.
- 4. Enter the **Description**.
- 5. Select the **Business Unit** criteria from the drop-down menu. If you select 'Value', another Business Unit data field will display. Enter the **Business Unit**.
- 6. Enter the **Req ID**.
- 7. Select the **Run** button. The Process Scheduler Request page will display.

Budget Check	
Run Control ID REQBUDCK	Report Manager Process Monitor Run
Process Request	Find View All First 🚯 1 of 1 🛞 Last
Process Frequency	•
O Process Once      Always Process	O Don't Run
Request Number 1	*Description Budget Check Reg
Process Options	
*Business Unit Value Req ID All Req Date All Actg Date All Value Val	Business Unit WA170
Requester ID All Requester ID's Origin All Origins	
REQ STATUS  All ✓	Add Update/Display

- 8. Use the Process Scheduler Request page to enter or update parameters, such as server name and process output format.
- 9. Select the **OK** button. The Budget Check page will display.

Server Name       Run Date       02/12/2019       isi         Recurrence       Run Time       12:38:58PM       Reset to Current Date/Time         Time Zone       Q       Image: Complete Comp		User ID CTC_JMERRILL		Run Control ID	REQBUDCK		
Time Zone       Q         rocess List       Process Name       Process Type       *Type       *Format       Distribution         Image: Second Decoription       PV_FS_BP       PV_FS_BP       Application Engine       Web       TXT       Distribution	Se F	erver Name	V Run Da	te 02/12/2019 1e 12:38:58PM	9 Reset	to Current Date	e/Time
Process List         Process Name         Process Type         *Type         *Format         Distribution           Interview         PV_FS_BP         PV_FS_BP         Application Engine         Web         TXT         Distribution		Time Zone 🔍			-		
leteot Description Process Name Process Type *Type *Format Distribution ✓ PV_FS_BP PV_FS_BP Application Engine Web ✓ TXT ✓ Distribution	roces	s List					
PV_FS_BP     PV_FS_BP     Application Engine     Web     TXT     Distribution	Beleot I	Description	Process Name	Process Type	•Туре	<ul> <li>Format</li> </ul>	Distribution
		PV_FS_BP	PV_FS_BP	Application Engine	Web ~	TXT V	Distribution

- 10. On the Budget Check page, make note of the **Process Instance** number appears. This number helps you identify the process you have run when you check the status.
- 11. Select the **Process Monitor** link. The Process Monitor page will display.

Run Control ID	REQBUDCK	Report Manager	Process Monitor Process Instance:	464694	First 🚯 1 of 1	(k) Last
Process Frequency				ring ring ring ru	That 🔶 Torr	+ -
O Process Once	Always Process	O Don't Run				
Request Numbe	er 1	*Descripti	on Budget Check Req			
Process Options						
*Business Uni	t Value 🗸	Business (	Jnit WA170	Q		
Req II	All 🗸					
Req Dat	e All					
Actg Dat	e Ali 🗸					
Requester II	All Requester ID's					
Ongi	All Ongins	$\sim$				
REQ SIGU						

- 12. Use the **Process List** page to view the status of submitted process requests.
- 13. Select the **Refresh** button until the status is Success and the **Distribution Status** is Posted.
- 14. The process to perform a requisition budget check is now complete.
- 15. End of procedure.