

Online Budget Checking:

1. Navigate to Add/Update PO.

2. Click budget checking icon to budget check PO.

3. When the process complete the budget status should be "Valid". If it says "Error", click the Error link and correct it.

Notes:

Three ways a PO can be budget checked;

1. Online
2. Batch process
3. Overnight

Online:

Navigation:
Purchase orders >
Add/update POs

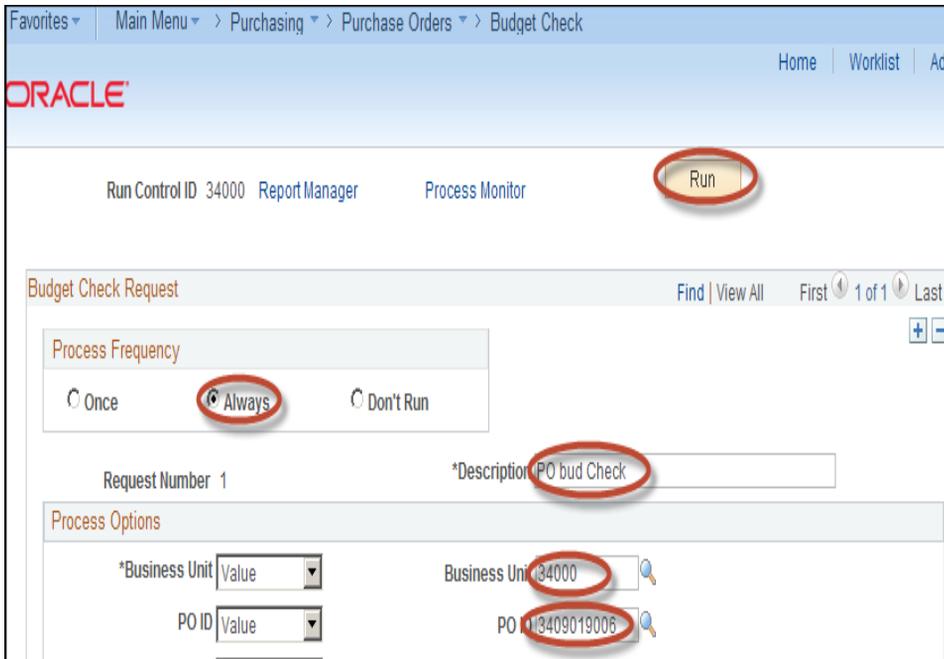
If there are budget errors or "no success", the process instance message should be analyzed through the process monitor.

Navigation:
People Tools >
Process Scheduler
> Process Monitor



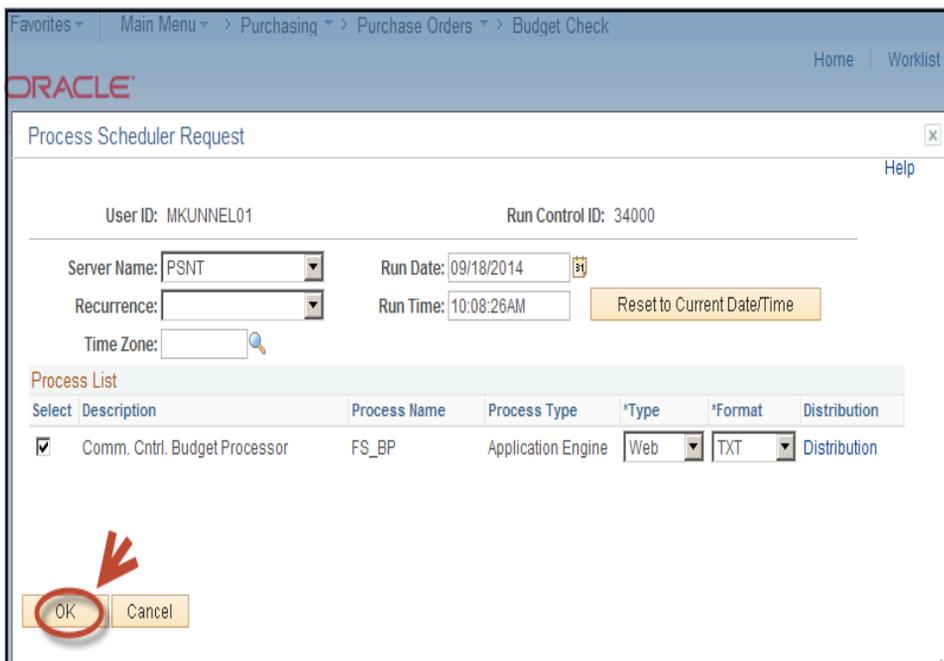
Batch Process Budget Checking:

1. Click **Run**.



The screenshot shows the Oracle Budget Check Request dialog box. The breadcrumb navigation is Main Menu > Purchasing > Purchase Orders > Budget Check. The Oracle logo is in the top left. The Run Control ID is 34000. The Process Monitor tab is active, and the Run button is circled in red. The Process Frequency section has radio buttons for Once, Always (selected and circled), and Don't Run. The Request Number is 1, and the Description is PO bud Check (circled). The Process Options section includes Business Unit (Value dropdown) and Business Unit (34000, circled), and PO ID (Value dropdown) and PO (13409019006, circled).

2. Click **OK**.



The screenshot shows the Oracle Process Scheduler Request dialog box. The breadcrumb navigation is Main Menu > Purchasing > Purchase Orders > Budget Check. The Oracle logo is in the top left. The User ID is MKUNNEL01 and the Run Control ID is 34000. The Server Name is PSNT, Run Date is 09/18/2014, and Run Time is 10:08:26AM. The Recurrence and Time Zone fields are empty. The Process List table is shown below:

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

The OK button is circled in red with a red arrow pointing to it.

Notes:

Batch Process:

Navigation:
Purchasing >
Purchase Orders >
Budget check.

Enter your Run Control ID or create a new one.

Run Control ID must be added to budget check PO in batch processing.



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3. Click Process Monitor link.

Run Control ID 34000 Report Manager **Process Monitor** Run

Process Instance 12442426

Budget Check Request Find | View All First 1 of 1

Process Frequency
 Once Always Don't Run

Request Number 1 *Description PO bud Check

Process Options
*Business Unit Value Business Unit 34000
PO ID Value PO ID 3409019006

4. Click **Refresh** to display results.
5. Click the Details link if Run Status says anything other than "Success".

Process List Server List

View Process Request For

User ID MKUNNEL01 Type Last 8 Days **Refresh**

Server Name Instance to

Run Status Distribution Status Save On Refresh

Process List Personalize | Find | View All | First 1-10 of 10 Last

| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------------|--------------|-----------|---------------------------|------------|---------------------|----------------|
| <input type="checkbox"/> | 12442426 | | Application Engine | FS_BP | MKUNNEL01 | 09/18/2014 10:08:26AM CDT | Success | Posted | Details |

Notes:

Batch process may be run on multiple PO's of a business unit or for individual PO.

The budget checking results should be analyzed for budget error or no success through process details



- Click the Message Log or View Log/Trace links to view process results.

- If you selected the View Log/Trace link, you will need to click the stdout link to view the results.

Overnight Budget Checking Process:

This is an automated statewide process scheduled to run daily at 12:00 p.m. and 6:00 p.m. for PO's, requisitions, and vouchers.

Notes:

Process results analyzed determines the type of issue that prevented the PO from budget checking to success.

If the issues could not be resolved internally, submit as a Service Desk ticket by calling 405-521-2444 or sending an e-mail to helpdesk.personnel@omes.ok.gov.

Be sure to include the error message from the process monitor in your call or e-mail.



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