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.

Batch Process Budget Checking:

1. Click **Run**.

2. Click **OK**.

**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.
3. Click Process Monitor link.

4. Click to display results.

5. Click the Details link if Run Status says anything other than “Success”.

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

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

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.

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.