Identifying Funding Lines with Budget Errors on ePARs

ConnectCarolina checks ePARs for budget errors after you submit them (that is, it doesn't make you wait until the budget check is complete to submit the ePAR). To see if an ePAR has budget errors, you can open the ePAR, which will show the error and two "Doc IDs" in the comments field on the first page:

> ** BUDGET CHECK PROCESS
> ** Mon, Oct 27 14, 03:12:32 PM
> There is a problem with the provided compensation information. Please return to the compensation page and correct it. Error codes: (Line 1) E1 - Exceeds Budget Tolerance [DOC IDS] -42286

The Doc IDs are generated when the ePAR is budget checked, and they refer to the new funding grid and the most recent funding grid (there is no way to see which ID goes with which funding grid). Follow these steps to see which funding lines have budget errors.

Note: These steps refer to a Finance menu option. If you don't have access to this menu option, work with someone in your department who has access to Finance options to complete these steps.

1. Navigate to Finance > Commitment Control > Review Budget Check Exceptions > General Ledger > Payroll Encumbrances.

   Result: The system displays the Payroll Encumbrances page.

2. In the Commitment Control Document ID field, type the Doc ID that you found on the ePAR that had errors and click the Search button.

Payroll Encumbrances

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▽ Search Criteria

Commitment Control Tran ID:	begins with ▼	
Commitment Control Tran Date:	= ▼	📅
Commitment Control Document ID:	= ▼	
Budget Year:	= ▼	
Fiscal Year:	= ▼	
Commitment Control Amount Type:	= ▼	▼
Accounting Date:	= ▼	📅
Process Instance:	= ▼	
Process Status:	= ▼	▼

Search   Clear   Basic Search   📄 Save Search Criteria

Results:

- If the system displays a message saying "No Matching Values are found," then there are no budget errors on that funding grid. Repeat the steps with the next Doc ID.

- If the funding grid has budget errors, the system displays a screen similar to this, showing the errors:

3. Review budget errors and do any of the following to resolve them:

- Change the chartfield string if needed.

- For State, F&A, and Trust funds, work with your finance team to transfer budget to the chartfields in error.

- For contract and grant funds, work with the Office of Sponsored Research to transfer budget to the chartfield string.

About Errors and Warnings

In ConnectCarolina, a warning calls your attention to important information, but you can choose to move forward without making changes. Errors, on the other hand, need to either be corrected or overridden before you can move forward. Only the central offices can override errors, and they only do so in rare cases. Not all errors can be overridden—the table below shows which ones can be.

If you encounter an error that needs to be overridden, email the appropriate central office:

- Contact the Office of Sponsored Research for errors related to contracts and grants, and

- The Budget Office for errors related to Trust, F&A, and State funds

Common Errors

This table describes some errors you may encounter when completing ePAR forms:

Error Code	Description	Can it be overridden?	Details About the Error
E1	Exceeds Budget	Yes	The budget for the chartfield string does not have enough remaining balance to cover the transaction.
E2	No Budget Exists	No	No budget was set up for this chartfield string—not even a $0 budget.
E3	Budget is Closed	No	The effective date of the transaction is in a budget period that has been closed. (The effective date is the accounting date.)
E4	Budget Period is on Hold	Yes	The effective date of the transaction is during a budget period that is on hold. Budget periods are created in advance, but they are set to a hold status so you can only post budget to them (not actuals). So for example, budget period 2016 is on hold, which means you can post budget to this period, but not actuals or encumbrances.
E6	Budget Date is Out of Bounds	Yes	The effective date of the transaction is not within the valid range for the project. So for example, if a project ends 9/30/14, the system won't allow you to use that project on a funding swap that is effective 10/1/14.
E91	Translation tree error found	No	The chartfield value that is in error cannot be matched to a budget definition. If you encounter this error, please create a help ticket.

Common Warnings

This table describes some warnings you may encounter when completing ePAR forms:

Warning Code	Description	Details About the Warning
W2	Exceeds budget, but control option is Track with Budget	The amount of the transaction exceeds the budget remaining on this chartfield string, but the budget tied to this chartfield string is set to "track with budget." That means that you receive a warning about being over budget, but the transaction will go forward.
W4	Override of the error of "Exceeds budget"	If you have requested and received an override of the "Exceeds budget" error, then the error changes to this warning.
W7	Override of the error of "Budget is on Hold"	If you have requested and received an override of the "Budget is on Hold" error, then the error changes to this warning.
W8	Override of the error of "Budget Date Out of Bounds"	If you have requested and received an override of the "Budget Date Out of Bounds" error, then the error changes to this warning.

Figuring Out Which Line of an ePAR an Error Refers to

Sometimes when you receive a budget error on an ePAR, it can be challenging to figure out what line on the funding grid the error refers to. So let's say you've just made a funding swap. To do that, you insert a new funding grid that has a new effective date. Here's how the error checking works for that change:

1. First the system budget checks the funding grid that is effective before the new one. That's because it needs to calculate how much of the encumbrance should be credited back to the chartfield string.

2. Then the system budget checks the new funding grid.

3. As it budget checks, the system assigns internal numbers to keep track of each line. It starts with the lines in the first grid, and continues through the second.

So if each funding grid had two lines, and the error referred to line 3, the error is referring to the first line of the new funding grid.

For example, let's say you did a funding swap effective 10/1/14, and the employee had one funding grid effective 7/1/14. The way the system numbers the lines internally is shown below:

Newest funding grid

*Effective Date 10/01/2014
Eff Sequence 0

Budget Amount 42073.00

	Earnings Code	*Budget Sequence	Budget Amount	Percent of Distribution	Combo Code	Combo Code Description	Funding End Date
1 (4)		1	$6,010.000	14.285	000224866	29519-19419-512120-631100	
2 (5)		1	$36,063.000	85.715	000203497	21101-13001-512120-631100	

Total $42,073.00   Unfunded $0.00

Original funding grid

Effective Date 07/01/2014
Eff Sequence 0

Budget Amount 42073.00

	Earnings Code	Budget Sequence	Budget Amount	Percent of Distribution	Combo Code	Combo Code Description	Funding End Date	Futur Budg
1 (1)		1	$2,104.000	5.001	000224866	29519-19419-512120-631100		
2 (2)		1	$36,063.000	85.715	000203497	21101-13001-512120-631100		
3 (3)		1	$3,906.000	9.284	000218333	27110-14101-512120-631100		

Total $42,073.00   Unfunded $0.00