

## Overview

When you submit a journal to the budget checking process, it checks for available budget on the chartfield strings on the journal lines. If you get an error message, you can't submit the journal for approval until all the errors are resolved.

If you have a journal that has an error and it has a project ID in the chartfield string, the journal needs to go to the Office of Sponsored Research (OSR) for an override before it can be submitted into workflow for approval.

## Types of Errors

In addition to the errors that any campus journal may have, campus journals with project IDs may have the following errors as well:

- Budget date is out of bounds, which means that the dates on the journal are outside the project start and end dates.
- No budget exists which means that there is no budget set up on the project.
- Exceeds budget and is over tolerance which means that the amount on the journal exceeds the budget set up on the project.

If you have a journal with one of these errors, it needs to be sent to OSR before it can be submitted into workflow for approval.

## How to Fix a Journal Error

1. Email [osrhhelp@unc.edu](mailto:osrhhelp@unc.edu) and ask that the error be cleared. Include the journal ID and your contact information, including email.  
After OSR processes the email, you will receive an email notifying you:
  - that the error has been cleared, or
  - what needs to be fixed on your journal so that it will pass budget checking.
2. After the error has been cleared, run the budget check process again in ConnectCarolina so that it passes with a V in the Budget Status column.
3. Once the budget status is V, choose Submit Journal in the Process field.
4. Click the Process button to submit the journal into workflow for approval.  
**Important:** The journal is not submitted into workflow for approval until the originator completes the process.