9.2 Perform Requisition Budget Check

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

Audience: Finance staff.

ℹ️ 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.

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 ④ 1 of 1 ⑤ Last

Process Frequency   ＋ －

○ Process Once   ⦿ Always Process   ○ Don't Run

Request Number 1   *Description **Budget Check Req**

Process Options

*Business Unit **Value**   Business Unit **WA170** 🔍
Req ID **All**
Req Date All
Actg Date All
Requester ID All Requester ID's
Origin All Origins
REQ Status All

🔲 Save   🔄 Return to Search   📋 Notify   ➕ 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.

Process Scheduler Request

User ID CTC_JMERRILL   Run Control ID REQBUDCK

Server Name ▽   Run Date 02/12/2019 🗓
Recurrence ▽   Run Time 12:38:58PM   Reset to Current Date/Time
Time Zone 🔍

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	PV_FS_BP	PV_FS_BP	Application Engine	Web ▽	TXT ▽	Distribution

OK   Cancel

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.

Budget Check

Run Control ID REQBUDCK   Report Manager   Process Monitor   Run

Process Instance:464694

Process Request
Find | View All   First ◀ 1 of 1 ▶ Last

Process Frequency
○ Process Once   ● Always Process   ○ Don't Run

Request Number 1   *Description Budget Check Req

Process Options
*Business Unit Value
Req ID All   Business Unit WA170
Req Date All
Actg Date All
Requester ID All Requester ID's
Origin All Origins
REQ Status All

Save   Return to Search   Notify   Add   Update/Display

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.