Find Errors in a Temporary Budget Journal

1. You have created a **Temporary Budget Journal** and are ready to Edit it.

2. Click the **Process** button.

3. When you **Edit Journal**, the system verifies:
   - Required Fields are filled in
   - Chartfield values are valid
   - Debits equal Credits
   - The journal is saved

4. This **Warning** message states that **Fund/BU 69799/10000** does **not** balance.

   In this example, there is a deficit (Line 1) of $35,000 from **Fund 69799** and a credit (Line 2) of only $17,500. This means that **Fund 69799** does not balance (debits and credits).

   "Request has been changed to Edit ChartFields only", means that the database check will be limited to checking valid chartfield values, because the funds are not balanced.

5. Click the **OK** button.

6. Another **Warning** message states that **Fund/BU 01015/10000** also does **not** balance (credit and debits).

   In this example, there is a **Fund 01015** credit (Line 3) of $17,500 and no **Fund 01015** debit line; **Fund 01015** does not balance (credits and debits).

   "Request has been changed to Edit ChartFields only", means that the database check will be limited to valid chartfield values, because the funds are not balanced.

7. You want to close this warning message.

   Click the **OK** button.

8. The Journal Saved message appears.

   Click the **OK** button.
9. Generally you should **not** create a Temporary Budget Journal that moves money between Funds.
   Contact your **SPA (Salary Provision Administrator)** and discuss the need for this journal.

10. Congratulations. You have successfully determined the cause of the Temporary Budget Journal errors.
    **End of Procedure.**