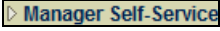
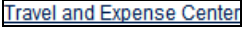
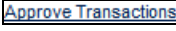


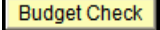
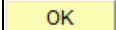



Budget Checking Expense Transactions Online

1.	Click the Manager Self- Service link. 
2.	Click the Travel and Expense Center link. 
3.	Click the Approve Transactions link. 
4.	Find the Travel Authorization you wish to budget check. Click an entry in the Transaction ID column. 
5.	Click the scrollbar.
6.	Click the Budget Options link. 
7.	Notice: That the Budget has not been checked.
8.	Click the Budget Check button. You may get a " Warning " if you over spend on your budget, however, you will be able to continue with your approvals. You may get an " Error " if you do not have a budget or if the Project does not have a budget and you will not be able to approve this action. 
9.	Notice: The budget is valid and the amount has been encumbered.
10.	Commitment Control Tran ID: Is the ID number assigned to the amount encumbered.
11.	Click the OK button. 
12.	Notice that the Budget Status is now Valid.
13.	Click the scrollbar.
14.	Click the Home link. 
15.	Congratulations. You have successfully Budget Checked Expense Transactions Online. End of Procedure.