Budget Checking Process

1. Cost Center Budget $5,000 Remaining Spending Authority $5000

2. Create Requisition For $500

3. Budget Check Requisition

4. Create Pre-Encumbrance Ledger for $500

5. Create Purchase Order

6. Budget Check Purchase Order

7. The Budget Checking Process updates the Pre-Enc. (-$500) and creates the Encumbrance Ledger (+$500)

8. Remaining Spending Authority $4500

9. Create Payment Voucher

10. Budget Check Voucher

11. Budget Checking Process updates the Encumbrance (-$500) and creates the Expense Ledger (+$500)

12. Remaining Spending Authority $4500