## Handling Budget Ledger Errors

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</table>
| 1.   | You may get the following errors when:  
- You have not signed into Oracle Financials Cloud (OFC) prior to clicking on links to Budget Journals in emails and worklist popup windows.  
- Your Data Access Set is not set to BUDGET. |
| 2.   | If you get the following Error:  
![Change Data Access Set](image)  
Select Budget from the dropdown (even if it is already there) and Click the OK button in the ‘Change Data Access Set’ box. Budget Transfers occur in the Budget Ledger.  
**Note:** You can tell what Ledger you are viewing by looking at the Data Access Set at the upper left of the screen. You can change the Ledger by clicking on the **Change** link. |
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| 3.   | If you get the following error:  

![Error](image)  

Click OK.  

Refresh the Data Access Set by clicking the Change hyperlink and selecting BUDGET from the list.  

![Change Data Access Set](image)  

Click OK.  

This will open the main Budget Journal Page.  

![Budget Journal](image)  

You can either go back to the popup window and Click the View Batch Details button again or select the journal from the Requiring My Attention tab by clicking the link in the Journal Batch column. |
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<td>4.</td>
<td>If you click on the ‘View Batch Details’ link in a Budget Transfer Approval Email and you get an error stating you do not have access:</td>
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</table>

**BEFORE** clicking on the link in the email:

- Log into Oracle Financials Cloud (OFC).
- Click on the House icon in the upper right.
- Click on the General Accounting icon.
- Make sure the **Data Access Set** is **BUDGET**
- If it is not, follow the directions in step 3.
- Once you have updated the Data Access Set, click the link in the approval email.