

## QUICK REFERENCE GUIDE

Updated November 01, 2019

### Correct Budget Checking Exceptions

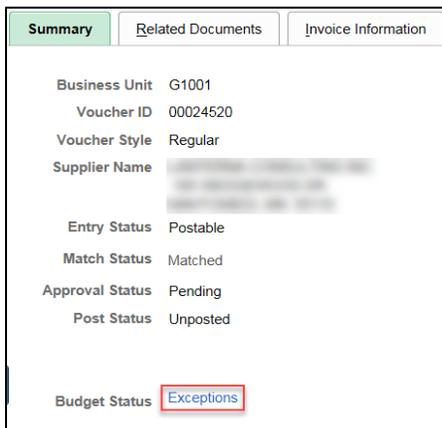
Budget exceptions can occur on vouchers after running the Budget Checking process. This Quick Reference Guide explains how to review vouchers with budget exceptions.

#### Steps to complete

- Step 1: Identify any budget exception errors.
- Step 2: Correct the budget exception errors.
- Step 3: Rerun the Budget Checking process.
- Step 4: Submit the voucher for Approval.

#### Step 1: Identify any budget exception errors.

1. Select the *Summary* tab.
2. In the *Budget Status* field, select the *Exceptions* link to find Budget Checking Exceptions.



The screenshot shows a web interface with three tabs: 'Summary' (selected), 'Related Documents', and 'Invoice Information'. Below the tabs, the following fields are displayed:

|                 |                            |
|-----------------|----------------------------|
| Business Unit   | G1001                      |
| Voucher ID      | 00024520                   |
| Voucher Style   | Regular                    |
| Supplier Name   | [REDACTED]                 |
| Entry Status    | Postable                   |
| Match Status    | Matched                    |
| Approval Status | Pending                    |
| Post Status     | Unposted                   |
| Budget Status   | <a href="#">Exceptions</a> |

3. A new window will display. Review the errors listed on the *Voucher Exceptions* tab. Press the **Look up glass** icon in the *Details* field for more details.

**Voucher Exceptions** | Line Exceptions

Business Unit: G1001 | Voucher ID: 00024520

\*Exception Type: Error | Maximum Rows: 100

Search [ ]

**Budgets with Exceptions**

Budget Override | Budget Chartfields

| Details | Business Unit | Ledger Group | Exception | More Detail | Override Budget          | Transfer  |
|---------|---------------|--------------|-----------|-------------|--------------------------|-----------|
| 1       | G1001         | KK_APPROP    |           | More Detail | <input type="checkbox"/> | Go To ... |

- The *Payables Voucher Line Drill Down* screen will display. The *Line Status* field will say "Error." Review the *Transaction Line Details* fields to identify which fields have errors, and press **OK**.

**Payables Voucher Line Drill Down**

Transaction Line Identifiers  
Business Unit: G1001 | Voucher ID: 00024520  
Voucher Line: 1 | Distribution Line: 1

Additional Source Information  
Invoice Number: MatchingTest02  
Supplier ID: 0000

**Transaction Line Details**

| Fund Code | Financial Department ID | Appropriation ID (CF3) | Account |
|-----------|-------------------------|------------------------|---------|
| 1000      | G9R00000                | E37A241                | 622142  |

Line Status: Error  
Budget Date: [ ]  
Line Amount: [ ] USD  
Quantity: [ ]

OK

- Toward the top of the page, select the *Line Exceptions* tab.
- In the *Transaction Lines with Budget Exceptions* section, make sure the *Line Values* tab is selected, and identify what *Line* and *Distribution Line* is in error.

**Voucher Exceptions** | Line Exceptions

Business Unit: G1001

\*Line Status: Error | Maximum Rows: 100

Search [ ]

**Transaction Lines with Budget Exceptions**

Line Values | Line Chartfields | Line Amount

| Line | Distribution Line |
|------|-------------------|
| 1    | 1                 |

7. Select the *Line Chartfields* tab to identify what ChartField string is applied to the transaction.

Transaction Lines with Budget Exceptions

Line Values | **Line Chartfields** | Line Amount ||>

| Line | Distribution Line | Fund | Fin DeptID | Appropriation ID (CF3) | Account |
|------|-------------------|------|------------|------------------------|---------|
| 1 1  |                   | 1000 | G9R00000   | E37A241                | 622142  |

8. Select the *Line Amount* tab to identify amount details—Monetary Amount, Currency, etc.

Transaction Lines with Budget Exceptions

Line Values | Line Chartfields | **Line Amount** ||>

| Line | Distribution Line | Monetary Amount | Currency |
|------|-------------------|-----------------|----------|
| 1 1  |                   | 1.08            | USD      |

4. Close the window and return to the *Summary* tab.

### Step 3: Correct the budget exception errors.

1. Correct any errors identified in the prior step.
2. Press the **Save** button after all budget exception errors have been corrected.

### Step 4: Rerun the Budget Checking process.

1. Select the *Invoice Information* tab.
2. Under the *Action* list, select the “Budget Checking” option, and press the **Run** button.
3. A **Message** box will ask if you want to wait for the Budget Checking process to complete. Press **Yes**.
4. Select the *Summary* tab, verify the *Budget Status* field says “Valid.”

### Step 5: Submit the voucher for Approval.

1. Select the *Invoice Information* tab.
2. Press the **Submit for Approval** button.

# SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

3. SWIFT will display the *Approval Comments* screen. In the *Additional Details* field, enter any optional comments to send to the approver, if applicable.
4. Press the **OK** button.
5. An *Approval Summary* tab will display the *Voucher Approval* screen, which shows the status of the approval. Press the **Save** button.

## Budget Check Exceptions Matrix

| Exception                           | Description   | Solution(s)  |
|-------------------------------------|---|--|
| <b>Budget is on Hold</b>            | The budget for this ChartString has been placed on hold.  | Validate that the budget string is correct.<br>Contact the SWIFT Help Desk.  |
| <b>Exceeds Budget Tolerance</b>     | The requested transaction exceeds the available budget. There is not enough money at the DEPTSUM level.   | Verify that the ChartString is correct.<br>Add money to the budget.<br>Change the expense to another budget.   |
| <b>Failed MN Spending Authority</b> | Transaction exceeds the remaining spending authority at the appropriation level.<br><br>The transaction was input in the incorrect fiscal year. | This message can occur if you have exceeded your spending authority for this appropriation.<br><br>You may also receive an Exceeds Budget Tolerance message.<br><br>Some appropriations allow agencies to spend only what they have collected. In this case, you may need to wait for additional receipts to be collected.<br><br>Check the fiscal year. |
| <b>Insufficient Funds</b>           | The ChartFields reference a budget that insufficient funds  | Verify that the ChartString is correct.<br>Add money to the budget.<br>Change the expense to another budget.   |
| <b>No Budget Exists</b>             | There is a ChartField error.<br><br>The ChartFields reference a budget that has not yet been established or is from the wrong fiscal year.      | Verify that the transaction is coded correctly.<br>Change the funding on the transaction to ChartFields that have a budget.<br><br>Check the fiscal year. Connect with the budget coordinator to follow up with budget issues.   |
| <b>Ref'd Doc has been Finalized</b> | The PO referenced by the voucher has been finalized.  | Reference a PO line that has not been finalized.   |