SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

QUICK REFERENCE GUIDE

February 20, 2024

Correct Budget Checking Exceptions

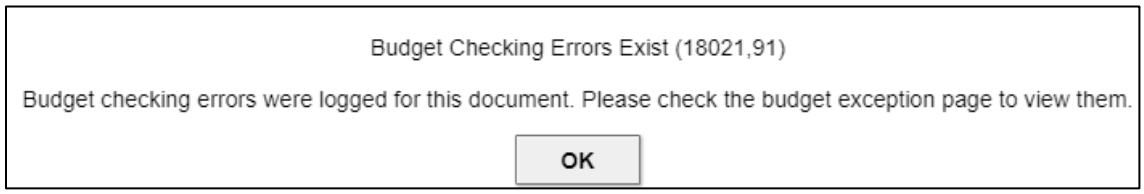
Budget exceptions can occur on vouchers after running the Budget Checking process. The budget checking process checks against available budgets. Vouchers with budget errors stop at the budget check stage and do not proceed until they have a valid budget check status.

This Quick Reference Guide explains the steps to find and review vouchers with budget exceptions. At the end of this guide, you can see the Budget Check Exceptions Table. It lists the budget check exception, a description of the exception, and possible solutions.

Step 1: Identify budget exception errors on a voucher

1. There are several ways for SWIFT to identify a budget check error in a voucher.

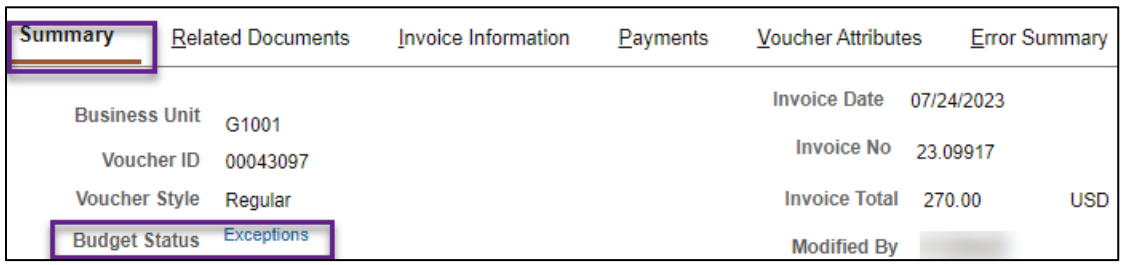
(1) **Creating the voucher.** When you are budget checking a voucher while you are creating it, SWIFT displays an error message.



- Select **OK.**
- Then, select the **Summary** tab to see the details of the budget checking error.

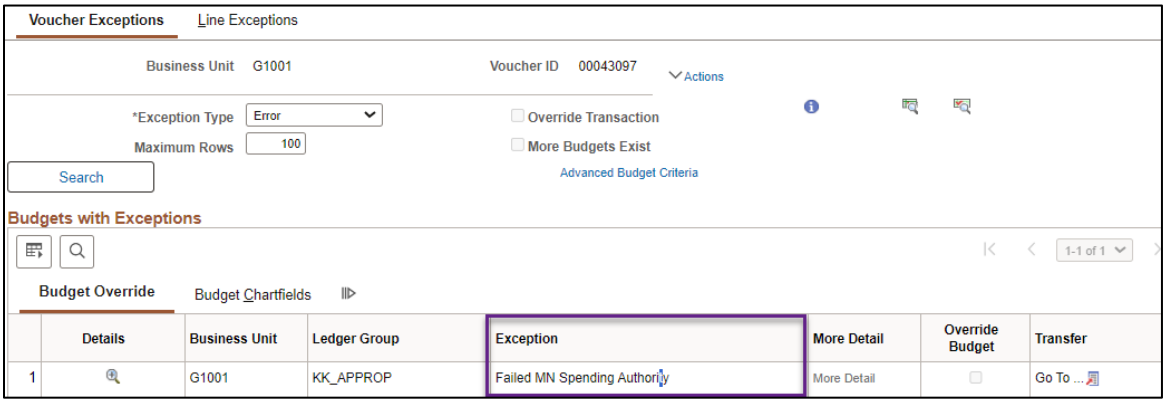
(2) After the batch process. After the batch process, go back in the voucher to see if there is a budget check error.

- Check the **Summary** tab on the voucher to see its Budget Status.
- If the Budget Status is "Exception," there is a budget error.

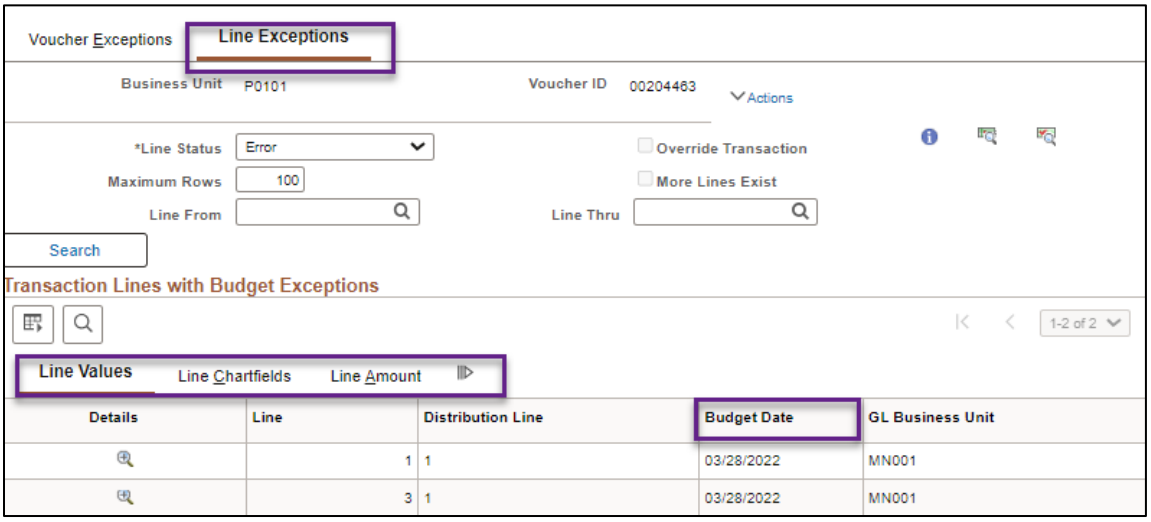


2. Select the **Exceptions** link to find Budget Checking Exceptions.

3. The Voucher Exceptions window displays.
    a. Review the exceptions listed in the **Voucher Exceptions** tab.



    b. If you need to know which line is in error, select the **Line Exceptions** tab.
        i. The Line Values tab allows you to see which line is in error and the Budget Date.



        ii. The Line Chartfields tab shows you what ChartField string is applied to the transaction.
        iii. The Line Amount tab allows you to see the Merchandise Amount,
        iv. The Merchandise Amount and the Foreign Amount allows you to see the amount that includes sales and use tax and miscellaneous charges, if applicable.

NOTE: Following this step is useful if the voucher was created referencing a purchase order. You can compare the voucher with the purchase order's encumbrance balance.

Step 2: Correct the budget exception errors

1. Correct any errors identified in the prior step. See Budget Check Exceptions Table below.
2. Press the **Save** button after all budget exception errors have been corrected.

Step 3: 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 4: Submit the voucher for Approval

1. Select the **Invoice Information** tab.
2. Press the **Submit for Approval** button.
3. As an option, you can view the Approval Comments screen.
    a. In the Additional Details field, enter any optional comments to send to the approver, if applicable.
    b. Press the **OK** button.

Budget Check Exceptions Table

Exception	Description	Solution(s)
Budget is on Hold	• The budget period and appropriation have been placed on hold.	• Validate that the budget date is correct. • Contact your supervisor or budget officer to determine next steps. If they're unable to resolve it, contact the SWIFT Help Desk. • If the voucher is referencing a purchase order, run query M_AP_GBL_VOUCHER_AMOUNT_PO_BAL to verify the amount over the remaining encumbrance.
Exceeds Budget Tolerance	• The requested transaction exceeds the available budget. • There is not enough money at the KK Ledger level.	• Validate that the budget date is correct. • Verify that the Chart String is correct. • Contact your supervisor or budget officer to add money to the budget. If they're unable to resolve it, contact the SWIFT Help Desk.

Exception	Description	Solution(s)
Failed MN Spending Authority	• The transaction exceeds the remaining spending authority at the appropriation level. • The transaction was input in the incorrect fiscal year.	• This message can occur if you have exceeded your spending authority for this appropriation. • You may also receive an Exceeds Budget Tolerance message. • 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. • Validate that the budget date is correct.
No Budget Exists	• There is a ChartField error. • The ChartFields transaction-transaction references a budget that does not exist.	• Verify that the funding string has been entered correctly. Transaction is referencing the correct budget. • Contact your budget office to determine next steps. They may need to complete setting up the budget in SWIFT. • Validate that the budget date is correct.
Ref'd Doc has been Finalized	The purchase order referenced by the voucher has been finalized.	Reference a purchase order line that has not been finalized. Contact the SWIFT help desk.