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.
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.
4. 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.

5. Toward the top of the page, select the Line Exceptions tab.

6. 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.
7. Select the **Line Chartfields** tab to identify what ChartField string is applied to the transaction.

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

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.
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

<table>
<thead>
<tr>
<th>Exception</th>
<th>Description</th>
<th>Solution(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget is on Hold</td>
<td>The budget for this ChartString has been placed on hold.</td>
<td>Validate that the budget string is correct. Contact the SWIFT Help Desk.</td>
</tr>
<tr>
<td>Exceeds Budget Tolerance</td>
<td>The requested transaction exceeds the available budget. There is not enough money at the DEPTSUM level.</td>
<td>Verify that the ChartString is correct. Add money to the budget. Change the expense to another budget.</td>
</tr>
<tr>
<td>Failed MN Spending Authority</td>
<td>Transaction exceeds the remaining spending authority at the appropriation level. The transaction was input in the incorrect fiscal year.</td>
<td>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. Check the fiscal year.</td>
</tr>
<tr>
<td>Insufficient Funds</td>
<td>The ChartFields reference a budget that insufficient funds</td>
<td>Verify that the ChartString is correct. Add money to the budget. Change the expense to another budget.</td>
</tr>
<tr>
<td>No Budget Exists</td>
<td>There is a ChartField error. The ChartFields reference a budget that has not yet been established or is from the wrong fiscal year.</td>
<td>Verify that the transaction is coded correctly. Change the funding on the transaction to ChartFields that have a budget. Check the fiscal year. Connect with the budget coordinator to follow up with budget issues.</td>
</tr>
<tr>
<td>Ref’d Doc has been Finalized</td>
<td>The PO referenced by the voucher has been finalized.</td>
<td>Reference a PO line that has not been finalized.</td>
</tr>
</tbody>
</table>