

QUICK REFERENCE GUIDE

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Handle Budget Check Errors in Purchase Orders

SWIFT does not allow purchase orders to process further when there are budget check errors. Purchase orders will not proceed until the agency corrects or overrides the budget check error and then reruns the budget check. This guide lists common budget check errors. It also describes the errors and suggests possible solutions.

Exception	Description	Possible Solution(s)
Budget is on Hold	The budget period for this ChartString has been placed on hold.	<ul style="list-style-type: none"> • Validate that the budget date is correct. • Check with your agency's budget coordinator. If they're unable to resolve it, contact the SWIFT Help Desk.
Exceeds Budget Tolerance	The requested transaction exceeds the available budget. There is not enough money at the DEPTSUM level.	<ul style="list-style-type: none"> • Verify that the ChartString is correct. • Add money to the budget. • Change the expense to another budget.
Failed MN Spending Authority	<ul style="list-style-type: none"> • Transaction exceeds the remaining spending authority at the appropriation level. • The transaction was input in the incorrect fiscal year. 	<ul style="list-style-type: none"> • 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.
No Budget Exists	<ul style="list-style-type: none"> • There is a ChartField error. • The ChartFields reference a budget that has not yet been established or is from the wrong fiscal year. 	<ul style="list-style-type: none"> • Verify that the funding string has been entered 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.
Ref'd Doc has been Finalized	The purchase order line has been finalized.	<ul style="list-style-type: none"> • Create a new purchase order or line. • Reference a purchase order line that has not been finalized.