Spectrum Plus - Budget Check Exceptions

Quick Tips Sheet

Definitions

Three possible process statuses exist for transactions:

Warnings: a transaction has passed budget check but may require budget amendment action afterwards.

In Process: a transaction is stuck and will be ignored by the budget checking process. Please cancel and re-enter the item.

Error: a transaction has failed budget checking and must be corrected before it will go through work flow and post.

Examples of Errors are:

1) Budget Date out of Bounds – Grant account has passed its ending date.
2) No Budget Exists – There is no budget line set up for this account.
3) Exceeds Budget Tolerance – Charge has taken the overall budget line above its spending threshold or budgeted amount.

As all three above require action to be resolved:

For fund code 20XXX – please contact your RFS Officer

For all other fund codes – please contact Yvonne Mangiaracina

Once the error has been fixed you will have to budget check the Journal, PO or Voucher again.

How to view a budget check exception in Spectrum Plus:

Commitment Control – Review Budget Check Exceptions – Vouchers
(see print shots attached)

September 16, 2009
Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Commitment Control Tran ID: begins with

Commitment Control Tran Date: =

Business Unit: = GSUFS

Voucher ID: begins with 01218117

Process Instance: =

Process Status: =

Search ▼ Clear ▼ Basic Search ▼ Save Search Criteria

text handwritten: enter voucher no #
**Voucher Exceptions**

<table>
<thead>
<tr>
<th>Business Unit:</th>
<th>GSUFS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voucher ID:</td>
<td>01218117</td>
</tr>
</tbody>
</table>

*Exception Type: Warning*

- Override Transaction
- More Budgets Exist

Maximum Rows: 100

**Budgets with Exceptions**

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Ledger Group</th>
<th>Exception</th>
<th>More Detail</th>
<th>Override Budget</th>
<th>Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>GSUFS</td>
<td>ORG</td>
<td>Exceeds Non-Cntrl Budget</td>
<td>More Detail</td>
<td>[ ]</td>
<td>Go To ...</td>
</tr>
</tbody>
</table>

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