



# ePro Budget Exceptions

Shopping is Easy in ePro!



# ePro Budget Exceptions

- Workflow in ePro was setup to perform budget checking at the beginning and at the end of the workflow process. The steps are labeled **Initial Validation Request** (step 2) and **Final Validation Request** (before PO is created). The reason for the two steps is due to not knowing the length of time a document will take to go through all the approvals. Therefore, funds may be available during the initial validation request, but not be available during the final validation requests.
- A budget exception can be generated by ePro after a Requisition, Change Request or a Service Form Request is submitted for approval.
- The second step in the workflow is **Initial Validation Request**. On this step, the system performs various validations including validating the chartstring and performing budget checking for available funds. If an issue is found during this validation, the system will return the document to the requestor and a message will be included in the **History** tab as to why the document is being returned.
- If the issue is related to budget checking, the system will display a budget exception message that provides detail information for the exception.



# ePro Budget Exceptions

- Below is an example of a message returned for a UNT System requisition. The message includes the ledger group and the current available balance for the chartstring. Users should confirm the current available balance by going to EIS, Cognos or for HSC users - Axiom (Reminder: Cognos & Axiom have a one-day lag).

Line: 0, Split: 0 - Budget Check Exception for Ledger Group: SY769 / EX\_PAR : Department = 900120, Fund = 830029, Fund Category = 200, Function = , PC BU = , Project = , Activity = , Account = B5060, Program = , Purpose = , Site = , Budget Period = 2023 Available funds exceeded. Current Available Balance = \$7,400.00 and Requisition amount for this Budget is: \$10,000.00

- If a document passes budget checking during the **Initial Validation Request** but fails budget checking during the **Final Validation Request**, the same information as above will be displayed in the History tab.



# ePro Budget Exceptions

- When a Requisition, Change Request or a Service Form Request is returned to a Requestor due to a budget exception for available funds exceeded, best practice is to “Move the money” and to resubmit.
- An alternative method is to work with your budget office to get an override. This is done on a case-by-case basis and should not be the normal manner of doing business.

- **Move Funds Process:**

UNT Denton - Automated Budget Authorization (ABA)

[https://budget.unt.edu/sites/default/files/aba\\_ppt-pdf\\_updated\\_9.23.2020.pdf](https://budget.unt.edu/sites/default/files/aba_ppt-pdf_updated_9.23.2020.pdf)

UNT Dallas - Automated Budget Authorization (ABA)

[https://www.untDallas.edu/sites/default/files/aba\\_training\\_guide.pdf](https://www.untDallas.edu/sites/default/files/aba_training_guide.pdf)

[untD-aba-process-10.4.21.pptx \(live.com\)](https://www.untDallas.edu/sites/default/files/aba_training_guide.pdf)

HSC:

Contact Budget Office

UNT System:

Contact Budget Office



# ePro Budget Exceptions

Processing a request for a Budget Override in ePro:

**Note:** For System Administration departments, please email [system\\_admin\\_budget@untsystem.edu](mailto:system_admin_budget@untsystem.edu) in lieu of overriding in ePro.

Before you can request a budget override, you need to complete the initial required information in the Shopping Cart and then click on Proceed to Checkout button.

The screenshot displays the 'Shopping Cart' interface. The main form contains the following fields:

- Cart Name: 2023-08-08
- Description: Budget Override Quick Guide
- Accounting Date: 8/8/2023 (with a calendar icon)
- PR Override Budget Date:
- Priority: Normal (dropdown menu)
- Delivery Location: JAG\_CONSYS (with a checkmark icon)
- Prepared for: Byron Campos (with a search icon)
- Ad-Hoc Approver: Select
- Is Supplier a Foreign Vendor?:

On the right side, there is a 'Summary' panel with a 'Proceed To Checkout' button highlighted by a red arrow. The summary includes:

- Details (dropdown menu)
- For: Byron Campos - UNT System Admin (SY769)
- Total (100.00 USD) (dropdown menu)
- Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.
- Subtotal \*: 100.00
- Shipping: 0.00
- Handling: 0.00
- Total \*: 100.00



# ePro Budget Exceptions

## **Processing a request for a Budget Override in ePro:**

After proceeding to checkout: Go to Summary tab, click on Edit General Section and complete the Request Budget Override and Budget Override Justification. (See next slide)

**Note:** The Budget Override Justification is required once the Request Budget Override box is checked. If left blank, the document will be returned to the requestor with the following message:  
*“Budget Override Justification cannot be blank when Request for Budget Override is set to Yes”*



# ePro Budget Exceptions

Processing a request for a Budget Override in ePro:

Requisition • 3837468

Summary Taxes/S&H PO Preview Comments Attachments History

Summary Edit General Section

**General** **Shipping** **Billing** **Summary**

Cart Name	2023-08-08	<b>Ship To</b>	Deliver to: Construction Requestor Bldg/Rm: N/A 1112 Dallas Dr. Denton, TX 76205 United States
Description	Budget Override Quick Guide	<b>Delivery Options</b>	Delivery Location: JAG_CONSYS Construction ? System
Business Unit	Univ. of North Texas System (SY769)	Requested Delivery Date	no value
Accounting Date	UNT System Admin (SY769)	Expedite	<input checked="" type="checkbox"/>
Budget Date	8/8/2023	Ship Via	Best Carrier-Best Way
PR Override Budget Date	<input checked="" type="checkbox"/>		
Request Budget Override	<input checked="" type="checkbox"/>		
Budget Override Justification	no value		
Priority	Normal		

**Edit General**

**General**

Cart Name \* 2023-08-08

Description Budget Override Quick Guide

Business Unit \* Univ. of North Texas System (SY769)

Department UNT System Admin (SY769)

Accounting Date 8/8/2023

PR Override Budget Date

Request Budget Override

Budget Override Justification

★ Required fields → Save Close

**Draft**

100.00 USD

g, Handling, and Tax charges are  
ted and charged by each supplier. The  
shown here are for estimation purposes,  
checking, and workflow approvals.

100.00  
0.00  
0.00  
100.00

**next for my order?**

Purchasing Review

ers  
Roys, Jill  
Snyder, Owain



# ePro Budget Exceptions

## Processing a request for a Budget Override in ePro:

Prior to clicking on “Place Order”, confirm the request for a budget override by verifying below:

Requisition • 3837468 👁️ 🖨️ 💬 ⋮ Assign Cart Place Order

Summary Taxes/S&H PO Preview Comments Attachments History

General	Shipping	Billing
<b>Cart Name</b> 2023-08-08	<b>Ship To</b>	<b>Bill To</b>
<b>Description</b> Budget Override Quick Guide	Deliver to: Construction Requestor	Email to: invoices@untsystem.edu
<b>Business Unit</b> Univ. of North Texas System (SY769)	Bldg/Rm: N/A	UNT System Business Service Center
<b>Department</b> UNT System Admin (SY769)	1112 Dallas Dr.	1112 Dallas Dr. Ste. 4200
<b>Accounting Date</b> 8/8/2023	Denton, TX 76205	Denton, TX 76205
<b>PR Override</b> ✖	United States	United States
<b>Budget Date</b>	<b>Delivery Options</b>	
<b>Request Budget Override</b> ✓	Delivery Location JAG_CONSYS Construction ? System	
<b>Budget Override Justification</b> Budget Override Quick Guide	Requested Delivery Date no value	
	Expedite ✖	
	Ship Via Best Carrier-Best Way	

Summary [Approver, Budget](#)

Workflow ⋮

- Show skipped steps
- Draft** Active Byron Campos
- OFAC Check Future ⋮
- Budget Override Approval** Future ⋮
- Initial Validation Request Future ⋮





# ePro Budget Exceptions

## Processing a request for a Budget Override in ePro:

### Note 1:

The process for requesting a budget override is the same for Requisitions, Change Requests or a Service Form Request

### Note 2:

A Change Request (CR) is created from a PO and therefore, all the information including the budget override information is transferred to the CR. So, **if you're not increasing the amount of the PO when submitting the CR, the Request Budget Override box needs to be unchecked and the justification blanked out.** Otherwise, the CR will route to the Budget Office for budget override approval.



# ePro Budget Exceptions

## **Processing a request for a Budget Override in ePro:**

### **Invoices:**

Budget Override requests are also available for Non-PO Invoices. However, only the AP team can request a budget override on an invoice.

For a Payment Request, the budget override request can be included before submitting the request for approval.

**Note:** PO invoices do not need override due to an existing encumbrance.



# ePro Budget Exceptions

## Completing the Budget Override request on a Payment Request:

Go to Additional Information and scroll down to General Information

← Back to View Forms

**Payment Request**

Form Number **824484**  
Purpose **Check Request**  
Status **Incomplete**

Supplier

Questions

Codes

**Additional Information**

Review and Submit

Form Approvals

**Additional Information** Request Actions History ?

**Invoice Information**

Procurement Method

Project Invoice Approver   
[Select from all values...](#)

Purchase Order Category Code   
[Select from profile values...](#)  
[Select from all values...](#)

Non TCM Contract #

Sourcing and Contracts   
[Select from all values...](#)

HSC TCM Contract

**Other Information**

Construction Requisition   
[Select from all values...](#)

**Payment Input Data**

Override Scheduled Due Date

Override Bank   
[Select from all values...](#)

Separate Payment Override   
[Select from profile values...](#)  
[Select from all values...](#)

**General Information**

Invoice Receipt Date (mm/dd/yyyy)

Service Receipt Date (mm/dd/yyyy)

Is Supplier a Foreign Vendor?

Buyer\_ID   
[Select from profile values...](#)  
[Select from all values...](#)

Delivery Location   
[Select from all values...](#)  
[Clear selected value...](#)

Previous PO

Invoice Service Start Date (mm/dd/yyyy)

Invoice Service End Date (mm/dd/yyyy)

**Request Budget Override**

Budget Override Justification