

# Marketplace Budget Exceptions

Shopping is Easy in UNT System Marketplace!

# Marketplace Budget Exceptions

- Workflow in the Marketplace 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 the Marketplace 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.

# Marketplace 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.

# Marketplace 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/untD-aba-process-10.4.21.pptx)

HSC:

Contact Budget Office

UNT System:

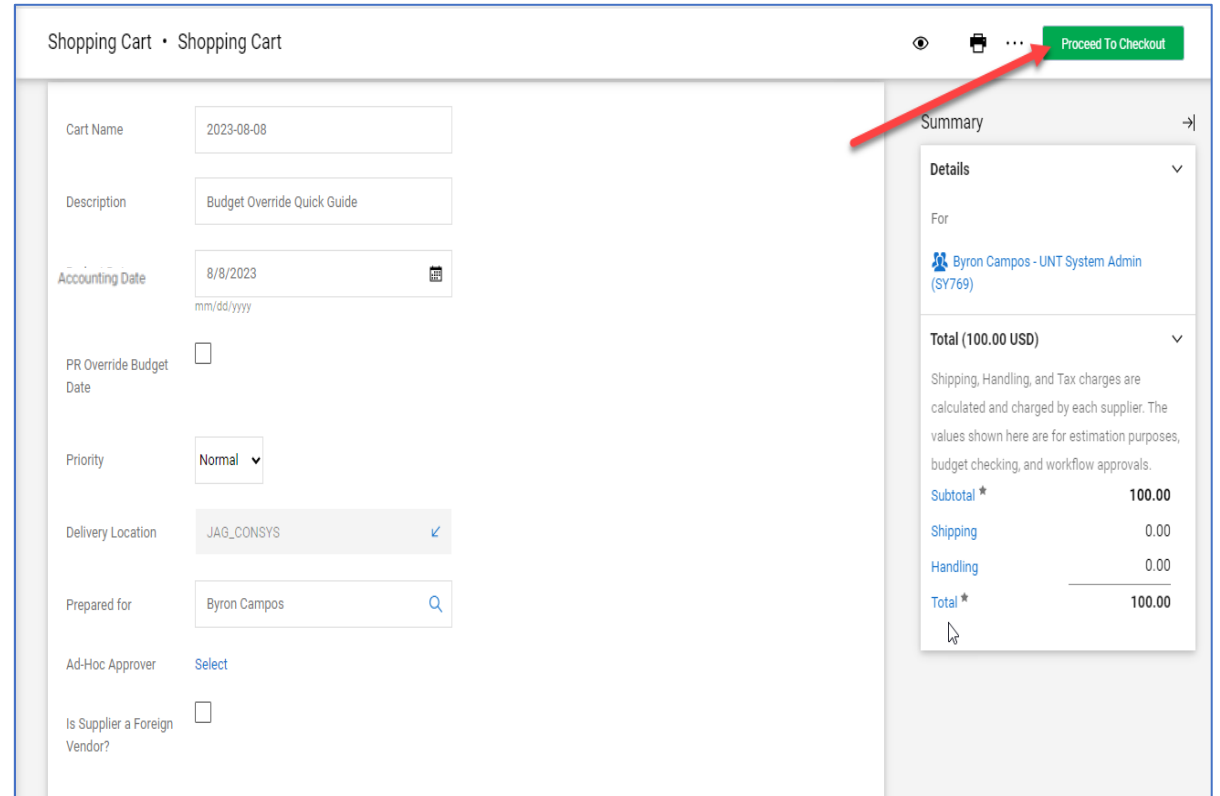
Contact Budget Office

# Marketplace Budget Exceptions

## Processing a request for a Budget Override in the Marketplace:

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

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.



Shopping Cart • Shopping Cart

Cart Name: 2023-08-08

Description: Budget Override Quick Guide

Accounting Date: 8/8/2023

PR Override Budget Date:

Priority: Normal

Delivery Location: JAG\_CONSYS

Prepared for: Byron Campos

Ad-Hoc Approver: Select

Is Supplier a Foreign Vendor?

Summary

Details

For: Byron Campos - UNT System Admin (SY769)

Total (100.00 USD)

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

# Marketplace Budget Exceptions

## **Processing a request for a Budget Override in the Marketplace:**

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”*

# Marketplace Budget Exceptions

Processing a request for a Budget Override in the Marketplace:

Requisition • 3837468

Summary Taxes/S&H PO Preview Comments Attachments History

**Edit General Section**

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

**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**

**Summary**

**Draft**

**Total (100.00 USD)**

	100.00
	0.00
	0.00
	<b>100.00</b>

**next for my order?**

**Purchasing Review**

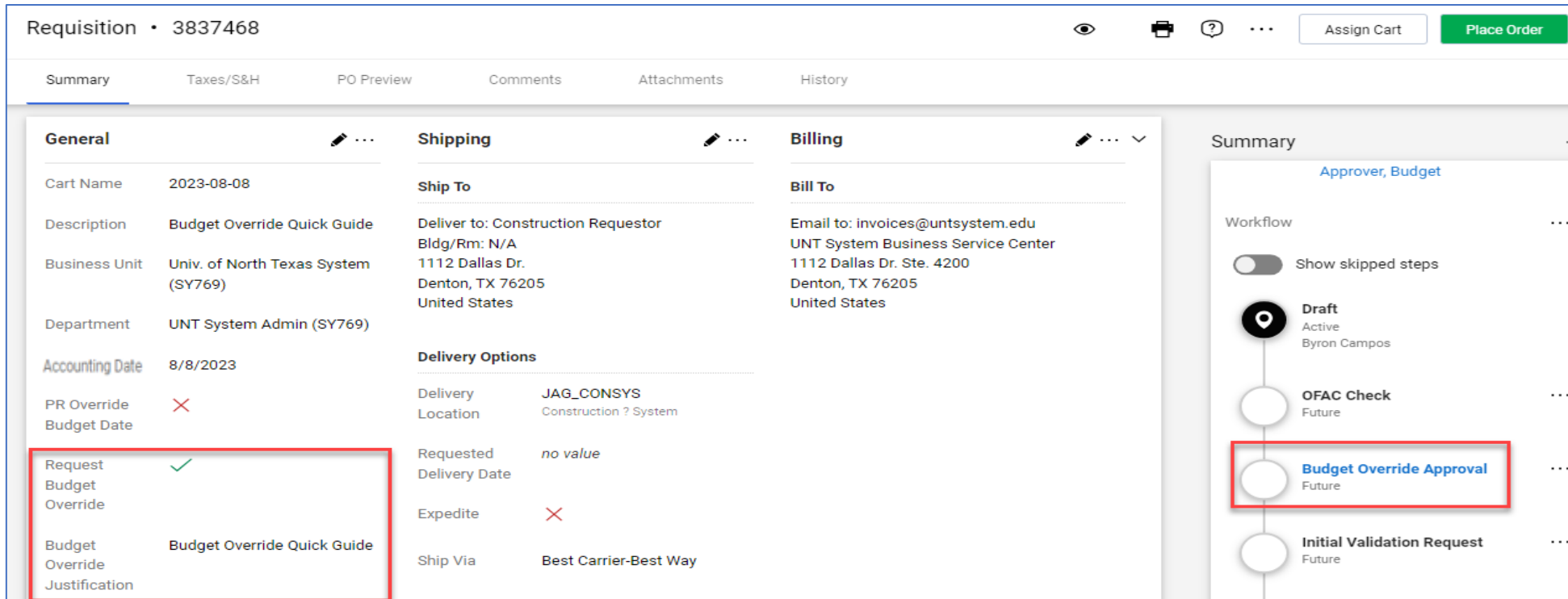
Roys, Jill

Snyder, Owain

# Marketplace Budget Exceptions

## Processing a request for a Budget Override in the Marketplace:

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



Requisition • 3837468

Summary Taxes/S&H PO Preview Comments Attachments History

**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 Budget Override Quick Guide

**Shipping**

Ship To

Deliver to: Construction Requestor  
Bldg/Rm: N/A  
1112 Dallas Dr.  
Denton, TX 76205  
United States

Delivery Location JAG\_CONSYS Construction ? System

Requested Delivery Date no value

Expedite ✗

Ship Via Best Carrier-Best Way

**Billing**

Bill To

Email to: invoices@untsystem.edu  
UNT System Business Service Center  
1112 Dallas Dr. Ste. 4200  
Denton, TX 76205  
United States

Summary

Approver, Budget

Workflow

Show skipped steps

Draft Active Byron Campos

OFAC Check Future

Budget Override Approval Future

Initial Validation Request Future



# Marketplace Budget Exceptions

## Processing a request for a Budget Override in the Marketplace:

### 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.

# Marketplace Budget Exceptions

## **Processing a request for a Budget Override in the Marketplace:**

### **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.

# Marketplace Budget Exceptions

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

Go to Additional Information and scroll down to General Information

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: [Dropdown]  
Project Invoice Approver: [Text]  
Purchase Order Category Code: 9

**Other Information**

Construction Requisition: [Text]

**Payment Input Data**

Override Scheduled Due Date:   
Override Bank: [Text]  
Separate Payment Override: [Text]

**General Information**

Invoice Receipt Date (mm/dd/yyyy): 08/08/2023  
Service Receipt Date (mm/dd/yyyy): [Text]  
Is Supplier a Foreign Vendor?   
Buyer\_ID: Jill Roys  
Delivery Location: no value  
Previous PO: [Text]  
Invoice Service Start Date (mm/dd/yyyy): [Text]  
Invoice Service End Date (mm/dd/yyyy): [Text]  
**Request Budget Override:**   
**Budget Override Justification: [Text]**