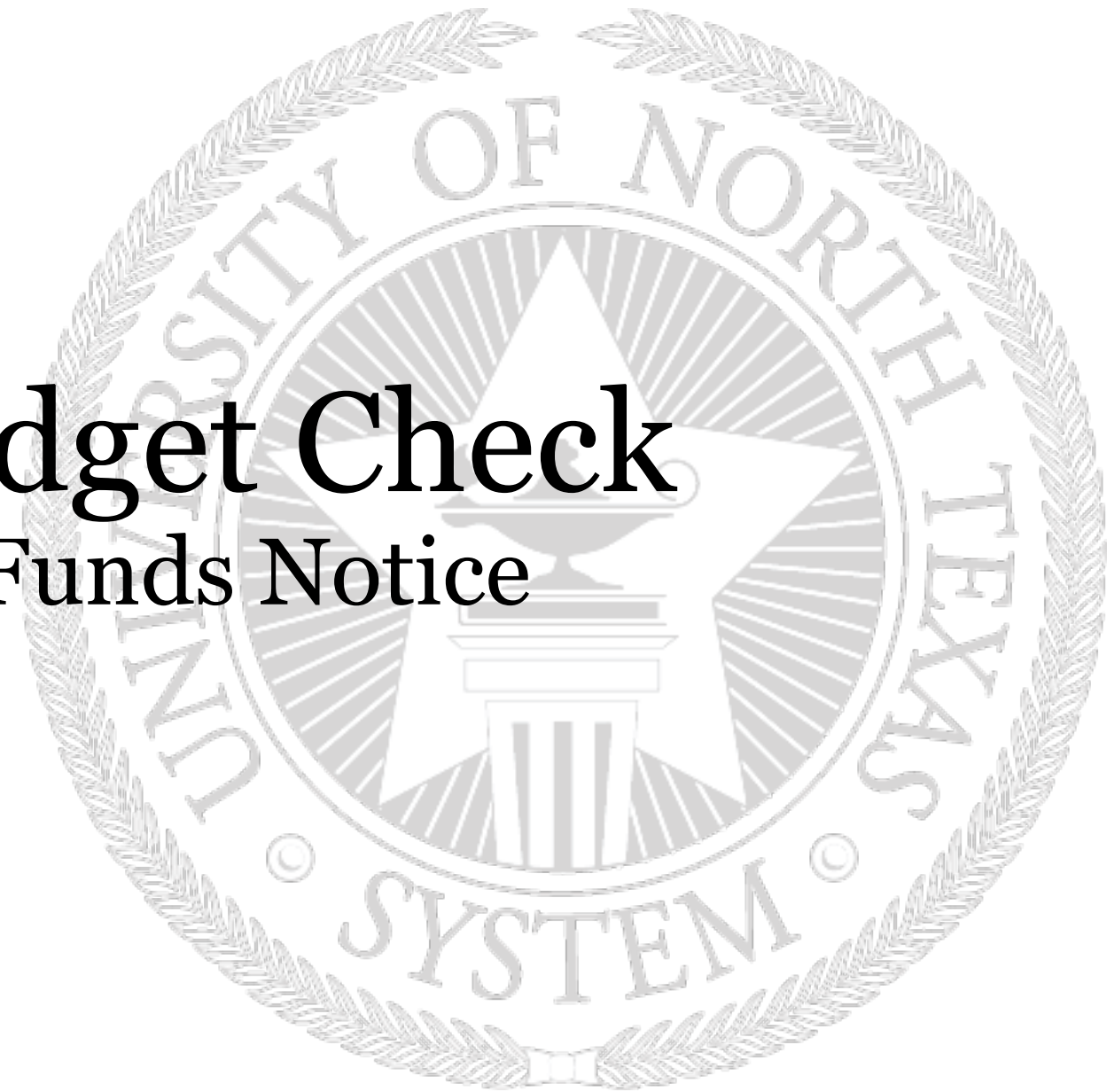


# Concur Budget Check

## Insufficient Funds Notice



# Concur Budget Check

## Insufficient Funds Notice

The screenshot displays the 'Manage Expenses' interface. At the top, it says 'Manage Expenses' with a dropdown arrow. Below that, the main heading is 'Manage Expenses' and the section is 'ACTIVE REPORTS'. On the left, there is a red-bordered box with a red plus sign and the text 'Create New Report'. On the right, there is a card for a submitted report. The card has a green header with 'SUBMITTED' and the date '02/08/2019'. The report title is 'January Expenses 2019'. Below the title, the amount '\$198.94' is displayed. At the bottom of the card, the status 'Pending External Validation' is shown with a yellow arrow pointing to the left. Below the card, there is a small note: 'When expense items come in, they will be placed on a new report. Stop this process.' At the bottom of the interface, the section 'AVAILABLE EXPENSES' is visible.

After submitting a Request or Expense Report, a budget check process verifies available budget with the PeopleSoft EIS system in real time. The status displayed will be “Pending External Validation”.



If there is available budget for the expenses submitted, the report will advance through the approval workflow.

If there is insufficient budget, the report will be returned with a comment “insufficient budget”

# Concur Budget Check

## Insufficient Funds Notice

From: [AutoNotification@concur.com](mailto:AutoNotification@concur.com) <[AutoNotification@concur.com](mailto:AutoNotification@concur.com)>  
Sent: Tuesday, February 26, 2019 12:04 PM  
Subject: [EXT] Expense Report Status Change

**SAP Concur**  

**Expense Report Status Change**

Your expense report listed below has changed status.

Changed By	Concur System
Report Name	January Mileage
Report Date	01/23/2019
Report ID	<b>862E3FD1FD874CD295C9</b> ←
Submit Date	02/26/2019
Amount Claimed	92.80 USD
Amount Approved	92.80 USD
Comments	<i>Insufficient budget on 2019-02-26-11.03.44.000000</i> ←
Amount Due Employee	
Approval Status Set To	Sent Back to User
Payment Status Set To	Not Paid
Approver's Comments	<i>Insufficient budget on 2019-02-26-11.03.44.000000</i>

Link To Expense  
<https://www.concursolutions.com>

This email was sent by: SAP Concur - 601 108th Ave NE, Bellevue, WA 98004, USA

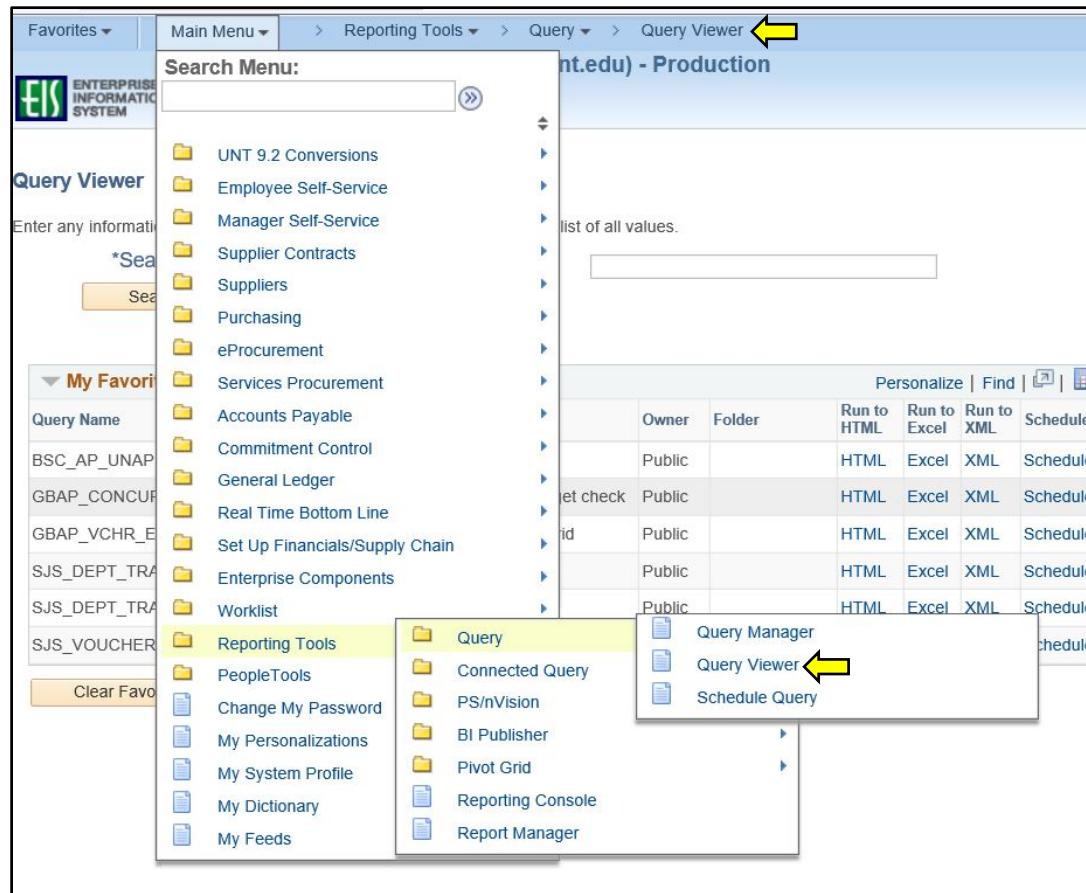
If there is insufficient budget, a Expense Report/Request Status Change email will be sent to the employee with the comment “insufficient budget”.

The Report ID/Request ID will be used to help correct the budget error.

To resolve, the email can be forwarded to the departmental budget officer/budget office **or** a query can be run that can then be forwarded to the departmental budget officer/budget office (next page).

# Concur Budget Check

## Insufficient Funds Notice



To run the query on the budget error:

1. Access Query Viewer in EIS <https://myfs.unt.edu>

Path: Main Menu > Reporting Tools > Query > Query Viewer

2. Search for Query Name

“GBAP\_CONCUR\_PREBUD\_CHK\_ERR\_RPT”

3. Select either “Run to HTML” or “Run to Excel”

# Concur Budget Check

## Insufficient Funds Notice

**GBAP\_CONCUR\_PREBUD\_CHK\_ERR\_RPT - Report to show Prebudget check**

Report ID/Request ID(Optional)  ←

[View Results](#)

Unique ID	Type	Report/Request ID	Allocated LN Amt	BU	Account	Dept	Project	Fund Cat
-----------	------	-------------------	------------------	----	---------	------	---------	----------

To run the query on the budget error:

4. Copy the Report ID/Request ID from the Expense Report/Request Status Change email.
5. Paste the Report ID/Request ID into the field next to “Report ID/Request ID (Optional)”
6. Select “View Results”

# Concur Budget Check

## Insufficient Funds Notice

**GBAP\_CONCUR\_PREBUD\_CHK\_ERR\_RPT - Report to show Prebudget check**

Report ID/Request ID(Optional)

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First 1-2 of 2 Last

	Unique ID	Type	Report/Request ID	Allocated LN Amt	BU	Account	Dept	Project	Fund Cat	Fund	Function	Program	Purpose	Site	PC BU	Activity	Budget CHK Status	WF Action	Datetime
1	02af2265-1a06-4747-8867-3127256d6f97	EXPRPT	862E3FD1FD874CD295C9	46.980	SY769	52505	910600	NONE	200	830029	550	NONE	NONE	NONE	NONE	NONE	Error	Send Back to Employee	02/26/2019 11:03:38AM
2	02af2265-1a06-4747-8867-3127256d6f97	EXPRPT	862E3FD1FD874CD295C9	45.820	SY769	52505	910600	NONE	200	830029	550	NONE	NONE	NONE	NONE	NONE	Error	Send Back to Employee	02/26/2019 11:03:38AM

A screenshot or Excel file of the query result can then be emailed to the departmental budget officer/budget office so that sufficient funds can be allocated to the correct budget levels.

Once funds have been added, the Request/Report can be resubmitted for approval.