

Budget Exceptions

When budget checking results in an error, the Budget Exception will identify what caused the error. Some errors prevent transactions from progressing, while others are just a warning. PantherSoft Financials sends automated email notifications to the Budget Approver(s) responsible for clearing the budget exception for each occurrence. The various types of [Budget Exceptions](#) can be found in the Budgetary Controls Guide available on the [Office of Financial Planning](#) webpage.

Use the grid and steps below, to identify the causes of these exceptions and how to resolve them.

| Budget Exception | What it Means | What to do |
|---|--|---|
| Exceeds Control Budget | Indicates there is insufficient budget for the transaction. <u>No further progression is possible until the error is resolved.</u> | <ul style="list-style-type: none"> Run Budget Overview to confirm available budget. Examine committed funds to identify transactions that may be stuck or should be closed/cancelled. Amend money into the budget. Charge the expense(s) to a different budget where money is available. <p>NOTE: Once a correction is made, budget check the transaction again.</p> |
| No Budget Exists | Indicates that a budget has not been established for the ChartField combination entered on the transaction. <u>No further progression is possible until the error is resolved.</u> | <ul style="list-style-type: none"> Verify ChartFields were entered correctly. Send transaction back to submitter for ChartField corrections, if necessary. Work with Budget Manager if ChartFields were correctly entered. |
| Exceeds Non-Control Budget (Warning Message) | Indicates there is insufficient budget for the transaction, but the budget is tracked and not controlled. Progression is still possible. | No intervention or action is needed. |
| Budget Date Out of Bounds | Activity Numbers: Indicates that the transaction is attempting to budget check in a budget period outside of the current fiscal year. | Contact Financial Systems and Support Services (FSSS) at 7-7200 or (305)348-7200 or email controller@fiu.edu . |
| | Projects: Indicates the budget date on the transaction is not within the effective dates of the project. | Research Projects: Contact Office of Research and Economic Development at 305-348-2494 or email research@fiu.edu . |
| Exceeds Budget Tolerance | Indicates there is insufficient budget for the transaction. <u>No further progression is possible until the error is resolved.</u> | <ul style="list-style-type: none"> Run Budget Overview to confirm available budget. Examine committed funds to identify transactions that may be stuck or should be cancelled. Amend money into the budget. Charge the expense(s) to a different budget where money is available. <p>NOTE: Once a correction is made, budget check the transaction again.</p> |
| Translation Tree Error (Requisitions Only) | Indicates that a myFIUmarket Item Category Code does not exist on the appropriate tree to translate it to an Expense Account. | Expense Account will default to '000000'. No intervention or action is needed. Purchasing resolves these daily. NOTE: Once a correction is made, budget checking is run again. |