

## APPENDIX D: FAILED BUDGET - REQUISITIONS

When a requisition is submitted with insufficient budget, a Check Budget (Financial) for Requisition task will be sent to your inbox. Once the budget is adjusted and verified, go to the task, and click submit.

You can request a budget override if there are special circumstances when a Budget Amendment is not possible. To request a budget override, click on the box next to Request Override.

Actions Archive		Review Budget Ch	eck Check Budget (Financ	ial) for Requisition				z	1 \$\$\$ 1	L7
Viewing: All v Sort By: Newest v		1 hour(s) ago - Due 02/13/2022	2 Budget Check Sta Fail (Insufficient E	itus Iudget)						
Check Budget (Financial) for Requisition 1 hour(s) ago - Due 02/13/2022	ŝ	For Transaction Poqui	Ner: PE0.104572 Pequester Di	una Lau Data: 02/11/	2022 Amount: \$700.000	00				
Requisition: REQ-104564, Requester: Diana Lau, Dat 02/07/2022, Amount: \$10,000.00 3 day(s) ago - Due 02/09/2022.	e:	Request Override	Ton. REQ 104372, Requester. Die	nia Lau, Date. 02/11/	2022, Amount. 3700,000.					
Request Process : Change to Existing Supplier : Katherine Rios 4 day(s) ago - Due 02/09/2022	숩	Budget With Exceptions	Transactions					Turn on the new ta	bles view	
Create Receipt: Supplier Accounts Match Event for Supplier Invoice: SINV-108039		Budget With Exceptions 1 litem 😇 🖬 📭								
8 day(s) ago - Due 02/04/2022		Company	Budget Structure	Year	Control Periods	Budget Check Option	Budget to Date			
Create Receipt: Supplier Accounts Match Event for Supplier Invoice: SINV-107866 10 day(s) ago - Due 02/02/2022	ŝ	Collin College	Operating Parent	FY 2022	01 September 02 October 02 Nevember	Control		View	*	
		Submit	Send Back Deny							

After submitting, the override will be sent through the approval path. Click View Details on the submitted message to view the remaining process or go to the requisition to view remaining approval process.

Requisition Event	Complete Questionnaire	Not Required		02/25/2022			
heck Budget (Financial)	Check Budget (Financial)	Automatic Complete	02/11/2022 09:14:33 AM	02/13/2022			
heck Budget (Financial)	Batch/Job: Run Budget Check	Step Completed	02/11/2022 09:14:34 AM				
heck Budget (Financial)	Review Budget Check	Submitted	02/11/2022 01:38:31 PM	02/13/2022	Diana Lau (Initiator)		
heck Budget (Financial)	Override Budget Check	Awaiting Action		02/13/2022	Barbara Johnston (Budget Check Exception Override Approver)		
	,				Christine Lin (Budget Check Exception Override Approver)		
					Lenora Gray (Budget Check Exception Override Approver)		
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