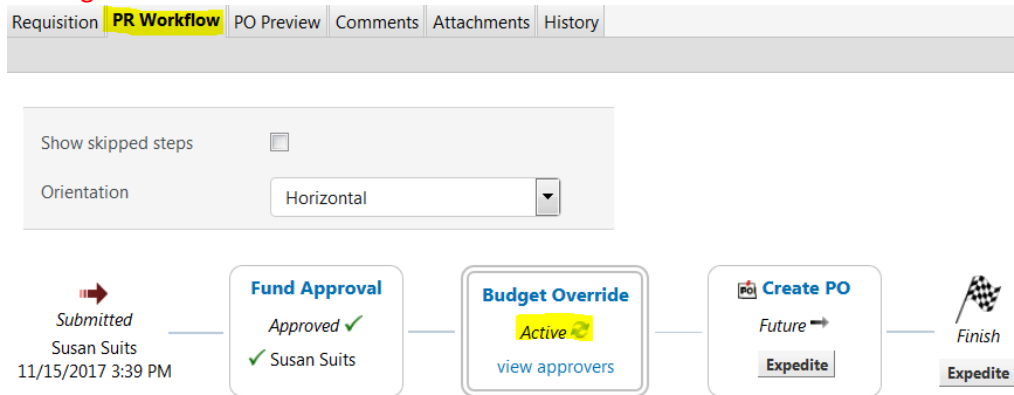


Budget Overrides

The Budget Office will monitor the budget override queue in uShop. If an override is needed the department must attach the Budget Override Request form **to the uShop cart in the internal notes or comments section**. If the department does not attach this form, the Budget Office will return the requisition without reviewing and ask the requestor to resubmit with form attached. If the override is based on a flex, then we must have the flex in hand before we will evaluate the request.

The Budget Office cannot see an uShop requisition until it has **reached our approval queue**. The initiating department can follow the **requisition** through the entire **approval workflow process by looking on the PR Workflow tab**.



Always take the following steps before making a purchase

1. Check FGIBAVL for available balance first.
2. Prepare an on line budget revision if necessary.
3. Prepare a flex if necessary. Route for signatures and deliver to the Budget Office.

If a budget override is required, enter the requisition in uShop and attach the Budget Override request form. The department must **change Budget Override flag to "Yes"** on the cart **in the Billing Options Section so the requisition will route to the Budget Office for NSF approval**.

The screenshot shows the Billing Options section in uShop. The "Billing" header is visible at the top. Under "Bill To", there is an "edit" button and the address: Accounts Payable, Box 5903, 601 S. College Rd., Wilmington, NC 28403, United States. Under "Billing Options", there is an "edit" button and the following fields: Accounting Date (no value), BudgetOverride (Yes), and Budget Office Approval (Budget Office Approval).

Future Year Requisitions

Future year requisition overrides. The rationale should be based on permanent budget in the line item. Check in the future year for budget before requesting an override. General fund budgets are usually entered in Banner by May 1st.

1. Check FGIBAVL for available balance in the future year first.
2. Query for permanent budget on FGITRND.
 - a. Enter query (F7)
 - b. Type "B%" in TYPE field
 - c. Return query (F8)

Detail Transaction Activity FGITRND 7.2 (PPRD)

COA	Fiscal Year	Index	Fund	Organization	Account	Program
W	09		121050	32310		101

Account	Organization	Program	Activity Date	Type	Document
				B%	

Detail Transaction Activity FGITRND 7.2 (PPRD)

COA	Fiscal Year	Index	Fund	Organization	Account	Program	Activity	Location	Period	Query Type	Commit Type
W	09		121050	32310		101				S	

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)	
912100	32310	101	30-JUN-2008	B03	L0000005	2009 Original Labo	OBD	192,644.00	+
913100	32310	101	03-JUL-2008	B06	F0019114	Budget.....Eai	ABD	-15,826.00	-
913100	32310	101	03-JUL-2008	B06	F0019114	Budget.....Eai	ABD	8,285.00	+
913100	32310	101	30-JUN-2008	B03	L0000005	2009 Original Labo	OBD	3,015,944.00	+
915000	32310	101	29-MAY-2008	B07	L0000004	2008-09 Original B	OBD	12,021.00	+
920000	32310	101	29-MAY-2008	B07	L0000004	2008-09 Original B	OBD	175,111.00	+