Concur Budget Check
Insufficient Funds Notice
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”.
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).
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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”
To run the query on the budget error:


5. Paste the Report ID/Request ID into the field next to “Report ID/Request ID (Optional)”

6. Select “View Results”
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.