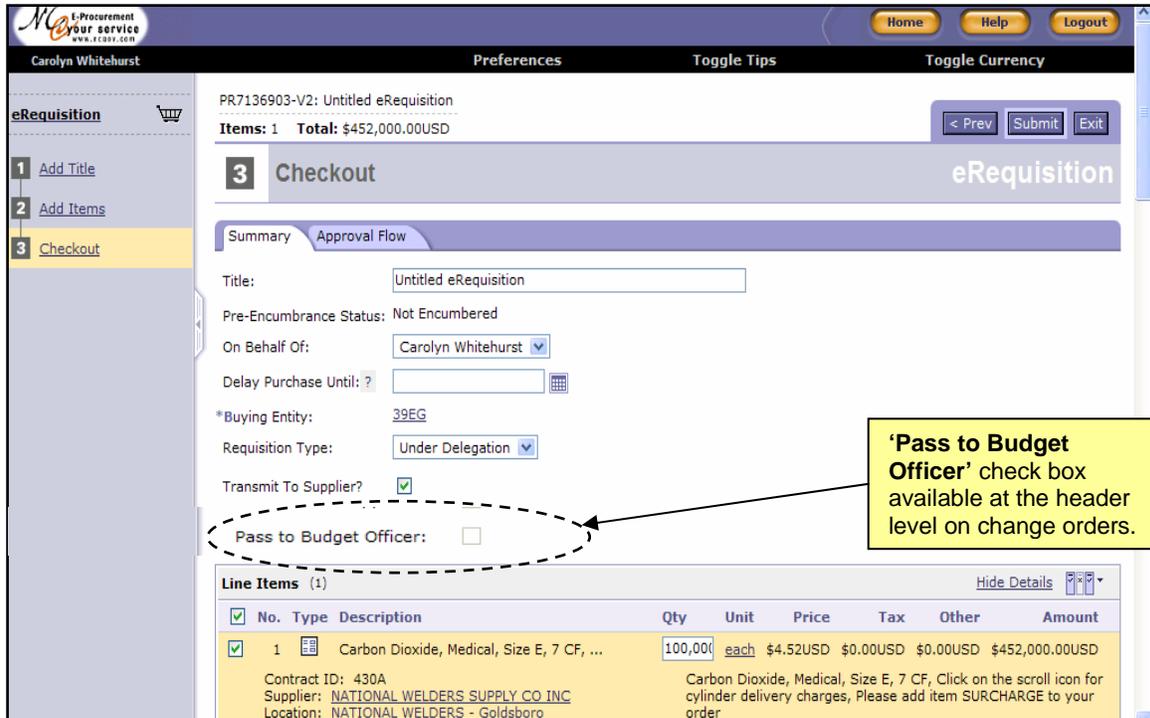


Pass to Override Budget Officer at Header Level

NCAS users will now be able to select the **'Pass to Budget Officer'** check box at the header as well as line item level on change orders. Only lines that fail due to unavailable funds are eligible to be passed to the budget officer for approval. The Override Funds Exception functionality remains the same (The Override Funds Exception box will always appear at the line item level).

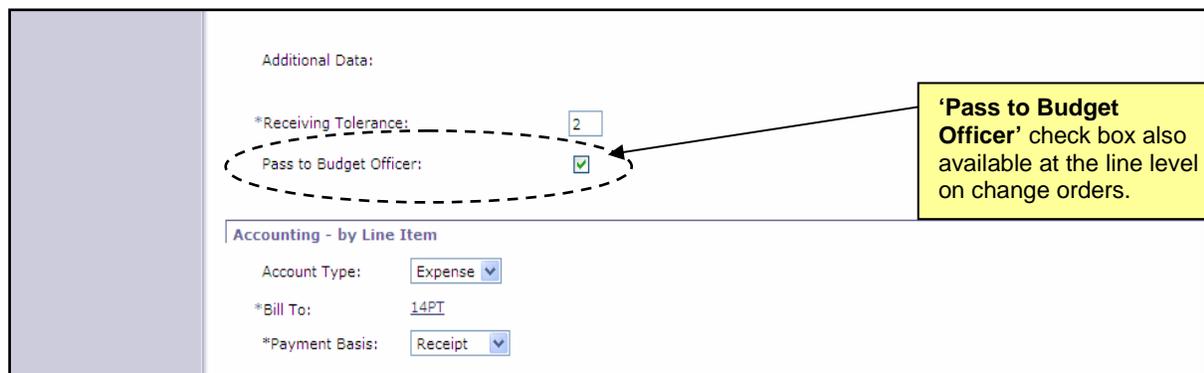


The screenshot shows the 'Checkout' screen for an eRequisition. The 'Pass to Budget Officer' checkbox is located in the header section, below the 'Transmit To Supplier?' checkbox. A yellow callout box points to this checkbox with the text: **'Pass to Budget Officer' check box available at the header level on change orders.**

No.	Type	Description	Qty	Unit	Price	Tax	Other	Amount
1		Carbon Dioxide, Medical, Size E, 7 CF, ...	100,000	each	\$4.52USD	\$0.00USD	\$0.00USD	\$452,000.00USD

1. Click the **'Change'** button on the PO that failed encumbrance. The **'Pass to Budget Officer'** checkbox appears in the header directly under the **'Transmit to Supplier?'** check box. The **'Pass to Budget Officer'** checkbox is unchecked but editable.
2. Check the **'Pass to Budget Officer'** check box and select **'Submit'**.

Note: The **'Pass to Budget Officer'** field can also be edited at the line item level.



The screenshot shows the 'Accounting - by Line Item' section. The 'Pass to Budget Officer' checkbox is checked. A yellow callout box points to this checkbox with the text: **'Pass to Budget Officer' check box also available at the line level on change orders.**