

Project Status in the CU Marketplace Quick Guide



This Quick Guide reviews Project Statuses associated with Requisition and Vouchers and how to submit Vouchers for Projects with a status of Budget Date Out of Bounds (ended 90 days or longer).



Viewing Project Status

When you enter ChartString information into a Requisition or Voucher in the CU Marketplace, the Project Status field (on the far right of the Accounting Code window) automatically displays the status of the Project. This status indicates what actions you can take on the Requisition or Voucher.

LINE	Approval Level 4 (\$15K - \$100K)	Dept Approval Level 5 (\$30K - \$500K)	Dept Approval Level 6 (\$100K - \$500K)	Dept Approval Level 7 (\$500K - \$1M)	Dept Approval Level 8 (\$1M - \$2M)	Dept Approval Level 9 (\$2M - \$5M)	Dept Approval Level 10 (\$5M - \$10M)	Dept Approval Level 11	Project Status
402	7530402	7530402	7530402	7530402	7530402	7530402	7530402	7530402	E
102	2209102	2209102	2209102	2209102	2209102	2209102	2209102	2209102	A

Project Status Values and Descriptions

Value	Description	Allowable Requisition Actions	Allowable Voucher Actions
A	Valid	Requisitions can be submitted	Vouchers can be submitted
V	Project Ended (Project ended within 90 days)	No Requisitions allowed; Change Requests on existing Purchase Orders can be submitted	Vouchers can be submitted
E	Budget Date Out of Bounds (Project ended 90 days or longer)	No Requisitions or Change Requests allowed	Vouchers can be submitted and routed for SPF approval

If any Line in your Requisition has a Project Status of **V** or **E** (as described above), you will receive an error message when you try to submit the document for approval. You will not be able to submit the Requisition into workflow with the Project indicated in the ChartString.

Error Message for Budget Date Out of Bounds Example:

Failed Validation: (1) *The status of "Ended" for the Activity prevents additional transactions. on (line 1, dist 1) || (2) *Budget Date out of Bounds on (line 1, dist 1) || (3) *Exceeds Non-Cntrl Budget on (line 1, dist 1)

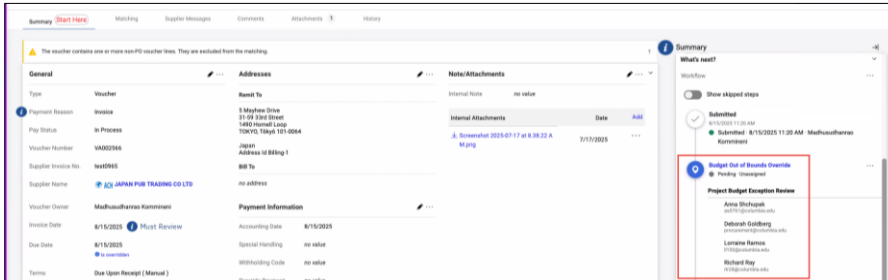
The screenshot shows a web browser window displaying the CU Marketplace interface. The page title is "Requisition - 4341970". The main content area shows a table of requisition lines. The second line (Line No. 8/21/2025 1:53:08) has a status of "Requisition returned" and a note that reads: "Failed Validation: (1) *The status of 'Ended' for the Activity prevents additional transactions. on (line 1, dist 1) || (2) *Budget Date out of Bounds on (line 1, dist 1) || (3) *Exceeds Non-Cntrl Budget on (line 1, dist 1)". The error message is highlighted with a red box. The right sidebar shows a "Summary" section with a total of 969.68 USD and a list of approvers.

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Submitting Vouchers for Budget Out of Bounds Projects

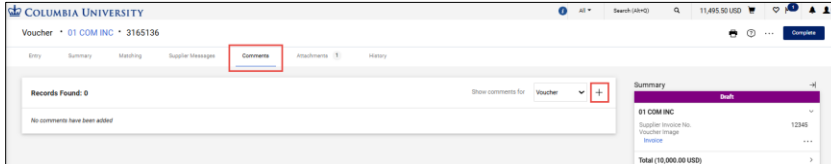
If you are submitting a Voucher where the Project Status indicated in the ChartString for any Line is **E**, the Summary pane will show Budget Out of Bounds Override as the first Workflow step. You must add a Comment to the Voucher addressed to one of SPF Reviewers to alert them about your Voucher.

Click **Budget Out of Bounds Override** to view the names of the Reviewers.

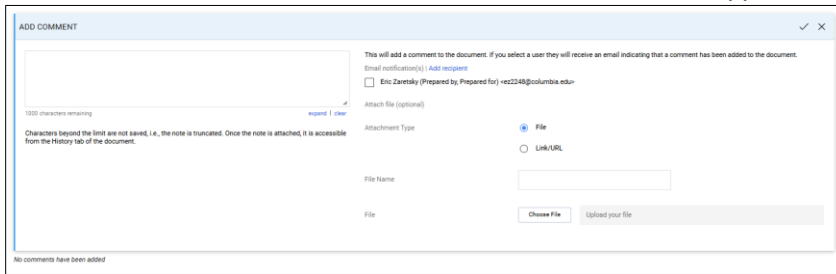


To enter a Comment:

1. Click the **Comments** tab.

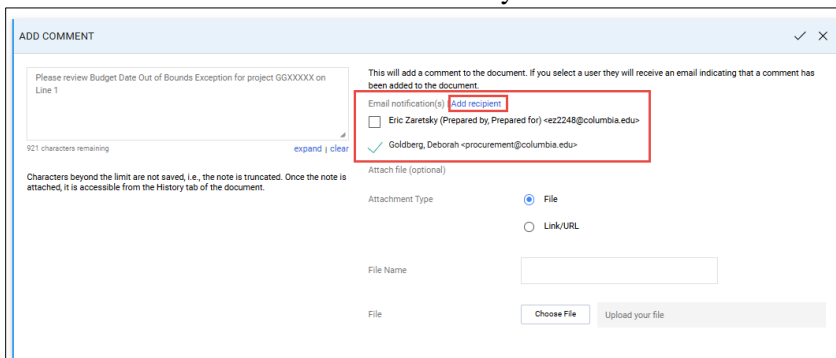


2. Click the **New Comments** $+$ icon. The Add Comment screen appears.



3. Type your **Comment** to alert the Reviewer about your Budget Out of Bounds Exception with details about the Project and the Lines affected.

4. Click the **Add recipient** link to search and select one of the SPF Reviewers. Your Comment will be sent as an Email notification to the Reviewer with a link to your Voucher.



5. Click the **Complete**  icon.

6. Click the **Complete** button in the top right of the Voucher screen to submit your Voucher into workflow.