<table>
<thead>
<tr>
<th>Issue</th>
<th>Resolution / Root Cause</th>
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| 1. No budget or incorrect budget entered in Unifier                 | 1) Enter budget into “Budget Distribution” on the Cost Sheet in Unifier (Major/Minor CP’s, initial entry done by Project Admin. PO jobs entered by EAS Front Office).  
2) Ensure budgeted amounts are correct for each line. Sometimes actual costs appear in FAMIS on different budget codes that have no budgeted amount. In these cases, budget code amounts can be moved in Unifier using the Budget Distribution, as long as the total budget is not changing.  
3) If the total budget needs to increase or decrease, create a “Budget Adjustment” record to get management approval to do so. |
| 2. PO has line items on more than one budget code in Unifier (e.g. 205 and 410) or budget codes don’t match FAMIS. | 1) Review the SOV and/or change orders and ensure the line items use the same budget code (e.g. 205 for design, 105 for construction).  
2) If closed records contain mixed budget codes, contact unifiersupport@msu.edu  
3) If a budget code used on a PO in Unifier doesn’t match what was used in FAMIS, contact unifiersupport@msu.edu – the PO in FAMIS or Unifier may need updated. |
| 3. Actual Costs in FAMIS do not match Total Expended column in Unifier | 1) Integration runs every night at 7PM. If costs accrue during the day, Unifier will be updated that evening, so depending on timing, FAMIS actuals could be slightly greater than Unifier total expended to date.  
2) These amounts will match per line each morning. If they don’t, contact unifiersupport@msu.edu  
3) Unifier Support will check for integration issues, verify project work orders in FAMIS have a crew, and confirm project is enabled for integration.  
4) Price Certain work order costs in FAMIS are not included in Unifier, so they do not show up on the cost sheet report. Usually these occur on the 500 lines, and Work Order clearly states “Price Certain”. |
| 4. Project is flagged Yellow                                         | 1) A yellow indicator means the projected ending balance (green box) is negative. The projected ending balance column presumes any budgeted amount left on a line will be spent. A negative balance means the project is on track to exceed the budget, and the cost/budget should be monitored closely.  
2) Check for assigned budget lines that have nothing expended to date. These count against the projected balance. Often there is a budgeted line with nothing spent against it that causes a projected balance to go negative.  
3) Ensure above issues 1/2/3 aren’t causing data problems.  
4) If there is a legitimate budget problem on the project, inform a supervisor as needed. |
| 5. Project is flagged Red                                            | 1) A red indicator means the projected total spent to date (blue box) is negative, and will exceed project budget. Projected total spent is based on FAMIS actual costs and the Unifier remaining PO balance (including pending change orders). If all the change orders were approved, and all PO balances paid out, then the project would exceed the budget.  
2) Ensure above issues 1/2/3 aren’t causing data problems.  
3) If there is a legitimate budget problem on the project, inform a supervisor as needed. |
| 6. Pending Payments from Unifier column                              | 1) This column uses a formula to help identify invoices submitted to Accounts Payable where a check has not yet been cut. These aren’t actual costs yet. It can take 7-10 business days for a check to get cut. This column can help identify payment errors or other budget code issues. If there are questions about this, contact unifiersupport@msu.edu or a project administrator. |