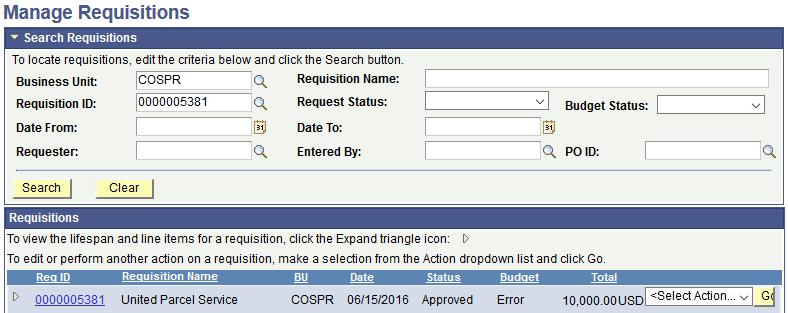
How to Edit a Requisition that has

Received a Budget Error

**BUSINESS OBJECTIVE:** If funds are not available in the chartfield string, requisitions will fail the budget check process (see Budget Overview Query section). Requesters  **must** contact the Budget Office to correct the error. Requisitions in budget error **DO NOT** route to the Purchasing Department.

**STEP#1:** Navigate to eProcurement**>**Manage Requisitions and **search** for the requisition that is in **Approved**

Status and Budget **Error.**

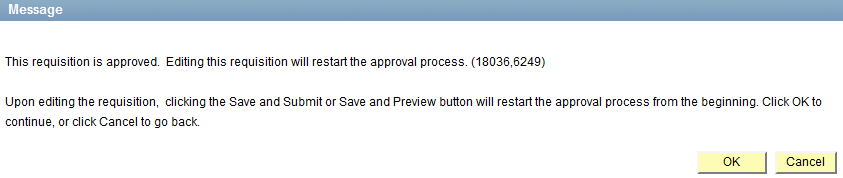


Here is an example

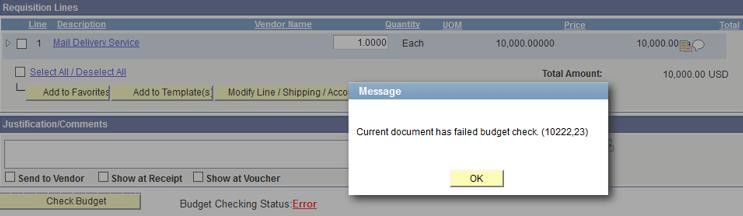
**STEP#2:** ‘Select Action’ dropdown to the right of ‘Total’, select ‘Edit Requisition’ and click on **GO** to investigate the details of the error



**STEP#3:** Read the message carefully. Click **Ok**

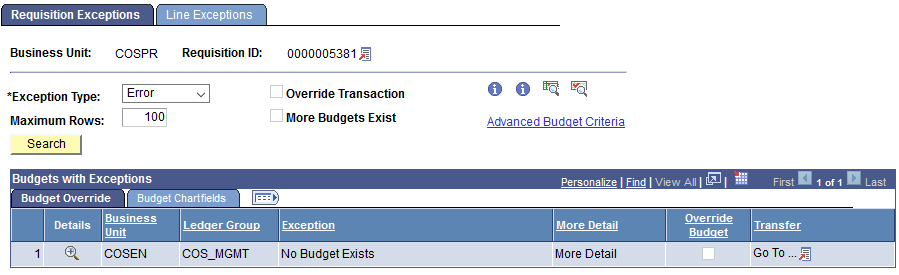


**STEP#4:** System indicates that current requisition has failed budget check, click **OK.** Click on the **Error** hyperlink

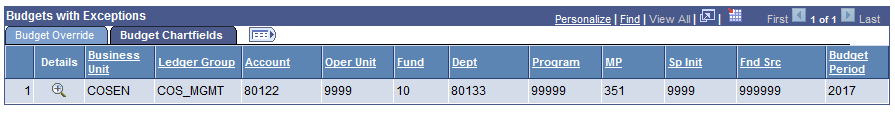


**STEP#5:** There are a few reasons why a requisition will fail the budget check process, this one reads ‘No Budget

Exists’



**STEP#6:** Click on the ‘Budget Chartfields’ tab to review all chartfields include Budgetary Account.



This is your budgetary

Account

Verify budgetary account number and associated chartfields are the same as the one obtained when you run the Budget Overview Query. If it is not, edit your requisition and select the appropriate category code (see section 2- creation requisitions, 2-add items and services, step#2. If it is, see below.

**STEP#7:** Forward screenshots of step#5 and step#6 to your Budget Office to resolve the issue.

**STEP#8:** In this example, the budget office indicated that there was insufficient funds in the account number. The budget office increased the funding in the account and requisition will automatically pass budget check at the next budget checking cycle (top of the hour)

In some cases, requisitions will fail budget check due to the incorrect chartfield combination. Budget Office will provide guidance regarding the chart string to be used. After correcting the chart strings, requesters must **Save & Submit** requisition for approval again.

**NOTE**: Requisitions with budget errors will not route to the Purchasing department.