



How to identify the requisition budget error

- ❖ Select **Manage Requisitions** in the portal. In the Search box, enter your Requisition number in the **Requisition ID** box and select **Search** (**Helpful Hint: Be sure your requisition number begins with "0000" **)
- ❖ Once the requisition has been generated at the bottom of the screen, go to the drop-down menu at the right side of the screen. Select **Approvals** from the drop-down menu and select, **Go**
- ❖ Once inside the requisition, you will see the word **Error** is a hyperlink to the right of Budget Status. Click the word Error.

Approval Status

Business Unit 51000
 Requisition ID 0000529367
 Requisition Name 09-13-22 Amazon Test Strips
 Requester Solomon, Sebrina R
 Entered on 09/13/2022
 Status Approved Tota
 Priority Medium
 Budget Status [Error](#)

Requester's Justification
 We don't need to order these strips in bulk because they expire and it is cheaper to order one vial of 50 : us this item if the strips are not used on humans, or we order in bulk.

▶ Line Information ⓘ
 ▼ Review/Edit Approvers
Department and Proj. Approval

▼ Line 1: **Approved**
 True Point Generic Test Strips 50 Count for Use with One Touch Ultra Ultra2 Ultra Mini and UltraSmart Meters (Meter NOT Included)

- ❖ The hyperlink will open a new tab that will show what type of budget error the requisition has.
 - **Exceeds Budget Tolerance** – work with your budget analyst, a budget amendment may be needed to move funding to the chart string you are using.
 - **No Budget Exists** – check the chart string and edit as necessary

Business Unit 51000 Requisition ID 0000529410

*Exception Type **Error** Override Transaction More Budgets Exist

Maximum Rows 100 [Advanced Budget Criteria](#)

Budgets with Exceptions

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	51000	PROJ_GRT	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...
2	51000	PROJ_GRT	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...

[Save](#) [Return to Search](#) [Notify](#)

Requisition Exceptions | [Line Exceptions](#)