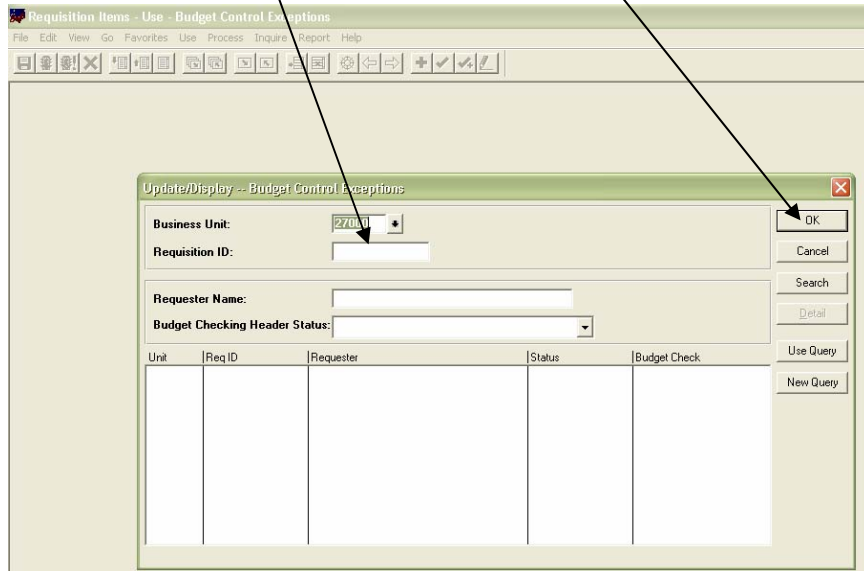
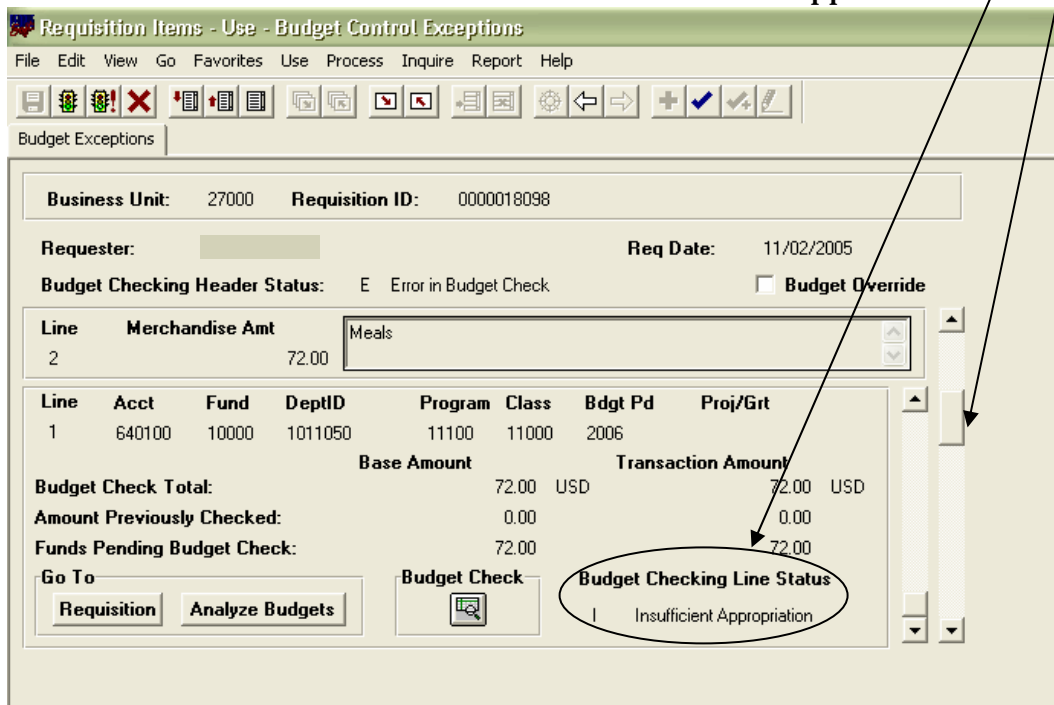


To determine what is wrong with a requisition that has failed budget checking :

- 1) Once your requisition has failed budget checking go to the following panel to determine exactly which line(s) has failed and exactly what the error message is.
- 2) Go→Administer procurement→Requisition Items
- 3) Use→Budget Control Exceptions→update display→enter your initials
- 4) A box like the one below should pop up
- 5) Enter your requisition number and click ok



- 6) A screen similar to the one below should pop up. This is your requisition in a condensed form. If you have multiple lines on the requisition, you use the outer scroll bar to move between the lines. The error for each line appears here



- 7) First verify that all information is entered correctly (ie. Fund, department id, program, class, account)
- 8) Once you are sure that the information is entered correctly, if you have an insufficient appropriation error, that means there aren't enough funds in the account you are attempting to charge, this requires a budget amendment to be sent to the budget office.