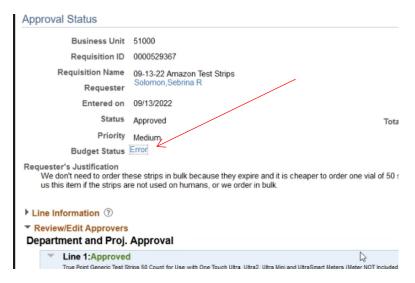


How to identify the requisition budget error

- Select <u>Manage Requisitions</u> in the portal. In the Search box, enter your Requisition number in the <u>Requisition ID</u> box and select <u>Search</u> (**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 <u>Approvals</u> from the drop-down menu and select, <u>Go</u>
- Once inside the requisition, you will see the word <u>Error</u> is a hyperlink to the right of Budget Status. Click the word <u>Error</u>.



- 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.
 - o No Budget Exists check the chart string and edit as necessary

