

**E-Procurement Job Aide**

**Instructions to Review Why Requisition Failed Budget Check**

**To Review Requisition Information:**

**Step 1**: Follow steps 1-6 from Instructions to Search and Review a Requisition to find and select the desired record.

**Step 2**: Locate the requisition(s) that needs to be reviewed.

**Step 3:** Observe the “**Status**” and “**Budget**” column heading information:

* The “**Status**” column will indicate that the requisition is in one of 4 stages:

1. An “**Open**” status indicates that the requisition has been saved but was not submitted for approval.
2. A “**Pending**” status indicates that the requisition was submitted for approval but has not yet been approved by the supervisor or the person given the “Approver” role for the requestor.
3. An “**Approved**” status indicates that the requisition was approved by the supervisor or the person given the “Approver” role for the departments’ budget.
4. A “**Cancelled**” status indicates that the requisition was cancelled by the requestor. **Note: The Budget Status will become “Not Checked” at the point of cancellation. The encumbered funds are not yet released and the requestor must manually run the budget check to complete the process (select from drop down menu and click “GO”).**

* The “**Budget**” column will indicate that the requisition is in one of 3 budget statuses:

1. A “**Not Checked**” status indicates that the requisition has not gone through the budget check process and will usually be in the “Pending” approval status.
2. An “**Error**” status indicates that the requisition has gone through the budget check process and failed; usually for one of the following reasons:
3. The “**Available Budget**” for the **Budget Account** (i.e. **80120** – Supplies & Materials) is insufficient to cover the cost of the requisition. **Note: Run the budget query to review the “Available Balance” for the account showing the error. If there are insufficient funds to cover the line item, then a B**udget **F**unds **T**ransfer **F**orm(BFTF) **should be filled out, signed and submitted to the Budget Office so funds can be moved from a Budget Account with sufficient available funds.**
4. The ”**Chart field String**” (Fund, MP, Operating Unit, Program, Funding Source and Special Initiative) associated with requestor is not aligned with the Chart field string for the Budget Account in which the requisition is to be encumbered against**.**

**(Tip: Think of the “**Chart field Strings” **as if it was your personal Bank Account and how one incorrect digit in your** Routing Number **can affect your banking transactions. All it takes is for one of the Chart field codes to be incorrect and the requisition will not pass budget check!).**

**E-Procurement Job Aide (Cont’d)**

1. The “**Category Code**” associated with one or more line items of the requisition, reports to a **Budget Account** other than the one intended. This can happen whether the requestor selects a specific Category Code or if the “**All Items**” designation is selected and the coding based on the description and items classifications. **Note: It’s best to manually enter the Category Code for each line item of the requisition. In order to manage this effectively, refer to the “**Account vs. Expenditure Code” **reference document on the Budget website. This document will help you identify the appropriate Category Code to use for a particular expense item and the Budget Account it will be encumbered against).**
2. Although there are some vendors for whom no shipping charges are needed (contact the Business Office for more info), items that generally require shipping or freight should include a line item to account for this expense. Shipping costs should be charged to the **Contracts Budget Account [**80122**].**
3. A “**Valid**” status indicates that the requisition has gone through the budget check process and passed. This will now show up as a “**Pre-Encumbrance**” on your Budget Query Report. **Note: In the case of a requisition with a “Cancelled” Status, the previously encumbered funds have been released back into the budget.**

At this point, one should have been able to identify the issues holding up the requisition and be able to take the appropriate corrective actions. If all attempts made have not resolved the issue, then feel free to contact the Budget Office for troubleshooting assistance.