

**Common Errors:**

**What to do in most cases:**

*No Budget Exists*

1. Check to make sure the account used correlates to the budget node in the cost center.
2. Budget Office needs to process a budget journal to put budget in the needed budget node.

*Exceeds Budget Tolerance*

1. Check to make sure the account used correlates to the budget node in the cost center.
2. Budget Office needs to process a budget journal to add budget to the correct budget node.

**Review Requisition Budget Checking Errors...**

1. Retrieve the requisition – check and make sure the cost center and account is correct. Check to make sure you have an established budget in the corresponding budget node for the account used.
2. One the Form page, click the **Error** link next in the Budget Status field.

The screenshot shows the UHS Finance requisition form interface. At the top left is the UHS Finance logo. Below it are tabs for 'Form', 'Schedule', 'Approval', and 'Documents'. The main form area displays requisition details: Unit: 00784, Req ID: 0000010989, \*Req Date: 10/17/2011, Origin: 016. The Budget Status field is circled in green and contains the word 'Error'. Below this is a table with one line item: Line 1, Item ID, Description 'Open PO for deionized water fi', Req Qty 1.0000, UOM YR, Category 89078, Price 1,500.000, Ship To D0116, Status Active. Summary statistics show Total Amt: 1,500.00 USD and Total Base Amt: 1,500.00 USD. At the bottom are navigation buttons: Save, Return to Search, Notify, Refresh, Add, and Update/Display.

3. On the Requisition Exceptions page, click the **View Related Links** button.



Requisition Exceptions

Line Exceptions

Business Unit: 00784 Requisition ID: 0000010989

\*Exception Type: Error

Override Transaction



Maximum Rows: 100

More Budgets Exist

[Advanced Budget Criteria](#)

Budgets with Exceptions

Customize | Find | View All | First 1 of 1 Last

Budget Override		Budget Chartfields			
		Business Unit	Ledger Group	Override Budget	Transfer
1		00784	ORG	<input type="checkbox"/>	Go To...

4. Click the **Go to Budget Exceptions** link that appears.
5. Scroll down the Budget Exceptions page to view the reason for the budget checking error.

\*Exception Type: Error

Maximum Rows: 100

More Transactions Exist



[Advanced Transaction Criteria](#)

[Budget Detail](#)

Transactions with Budget Exceptions

Customize | Find | View All | First 1 of 1 Last

Transaction Data		Budget Override			
Date	Transaction Type	Exception	Amount	ID Name	ID Value
	10/17/2011	REQ_PREENC	Exceeds Budget Tolerance	1,500.00 USD	Requisition ID: 0000010989