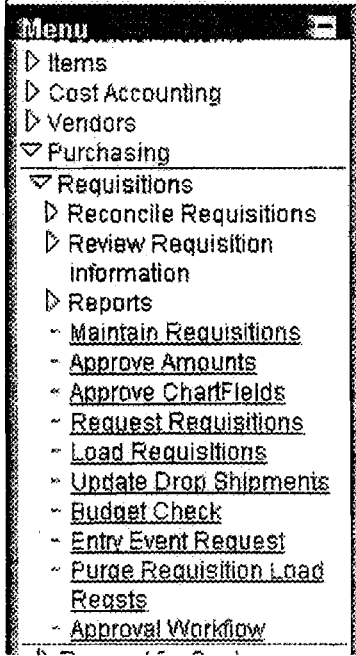
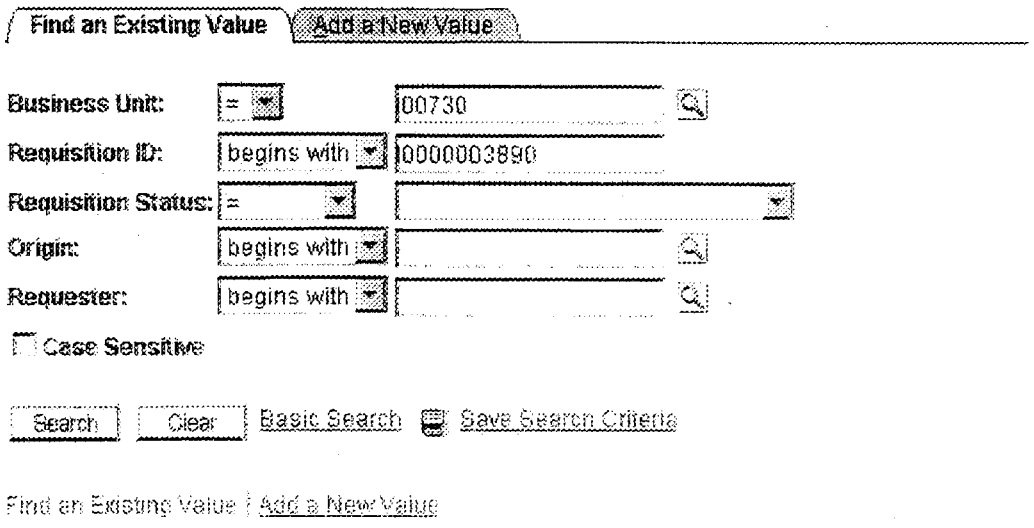


<u>Training Guide</u>	HOW TO RESEARCH A BUDGET ERROR ON A REQUISITION
<u>DESCRIPTION</u>	Instructions demonstrate how to determine the nature of the budget error on a requisition.
PATH	<p>Purchasing, Requisitions, Maintain Requisitions.</p> 
INSTRUCTIONS STEP 1	<p>Click on Find an Existing Value tab and enter the requisition number. Click Search.</p> <p>Requisitions Use the following search to look for an existing Requisition.</p> 

STEP 2

Click on the Budget Status Error link.

New Window

Form: **Requisition Documents**

Unit: 00730 Req ID: 000003890 Req Date: 08/30/2004 Origin:

Requester: RUIZ RUIZ,ISABEL -UH Hold From Further Processing

Status: Approved Budget Status: Error Accounting Date: 08/01/2004 Currency: USD Dollar

Line	Item ID	Description	Req Qty	UOM	Category	Price	Side To	Status
1		462LEAPL-CHAR	2.0000	EA	9984E	610.9800	H6025	Active
2		TFHOLD8-EXTENSION	1.0000	EA	9984E	1,786.220	H6025	Active
3		TFM204-TEMPLATE	1.0000	EA	9984E	563.0400	H6025	Active
4		TFM304-TEMPLATE	1.0000	EA	9984E	578.9500	H6025	Active
5		TPC0873L21-UNIT	1.0000	EA	9984E	2,178.210	H6025	Active

Total Amt: 10,162.34 USD Total Base Amt: 10,192.34 USD

Go to: [Header Defaults](#) | [Header Comments](#) | [Item Search](#) | [Item Detail](#) | [Line Defaults](#) | [Line Details](#)

[Save](#) | [Return to Search](#) | [Refresh](#) | [Print](#)

Form | [Schedule](#) | [Documents](#)

STEP 3

Click on the Line Exceptions tab.

Requisition Exceptions **Line Exceptions**

Business Unit: 00730 Requisition ID: 000003890

Exception Type: **Error** Override Transaction

Maximum Rows: 100 More Budgets Exist [Advanced Budget Criteria](#)

Budgets with Exceptions Customize | Find | View All | First | 1-6 of 6 | Last

Budget Override	Budget Chartfield	Business Unit	Ledger Group	Override Budget	Transfer
1		00730	ORG	<input type="checkbox"/>	Go To ...
2		00730	ORG	<input type="checkbox"/>	Go To ...
3		00730	ORG	<input type="checkbox"/>	Go To ...
4		00730	ORG	<input type="checkbox"/>	Go To ...
5		00730	ORG	<input type="checkbox"/>	Go To ...
6		00730	ORG	<input type="checkbox"/>	Go To ...
7		00730	ORG	<input type="checkbox"/>	Go To ...
8		00730	ORG	<input type="checkbox"/>	Go To ...

[Save](#) | [Return to Search](#) | [Refresh](#)

Requisition Exceptions | [Line Exceptions](#)

STEP 4

Click the View Exception Details icon.

Requisition Exceptions Line Exceptions

Business Unit: 00730 Requisition ID: 0000003890









Line Status: Override Transaction

Maximum Rows: More Lines Exist

Line From: Line Thru:

Transaction Lines with Budget Exceptions Customize [Find | View All] First [3] 10 of 8 [2] Last

Line Values Line Chartfields Line Amount

Line	Distribution Line	Schedule	Budget Date	Gl. Business Unit
 1	1	1	08/30/2004	00730
 2	1	1	08/30/2004	00730
 3	1	1	08/30/2004	00730
 4	1	1	08/30/2004	00730
 5	1	1	08/30/2004	00730
 6	1	1	08/30/2004	00730
 7	1	1	08/30/2004	00730
 8	1	1	08/30/2004	00730

STEP 5

Click the show all columns icon.

Exception Details

Transaction Type: Purchase Requisition

Requisition ID: 0000003890

Transaction Line

Line Number	Schedule	Distribution Line
1	1	1

Budget Exception Details and the Budget Items

Budget Chartfields Budget Overrides

Type	Business Unit	Ledger Group	Account	Fund	Department	Program	Project	Bud Ref
1 Warning	00730	DETAIL	54362	2063	H0052	D1025	NA	BP2005
2 Error	00730	ORG	B5009	2063	H0052	D1025	NA	BP2005
3 Warning	00730	ORG	B5009	2063	H0052	D1025	NA	BP2005

STEP 6

Review the Exceptions with the Type Error.

Exception Details

Transaction Type: Purchase Requisition
Requisition ID: 0000003880

Transaction Line

Line Number	Schedule	Distribution Line
1	1	1

Budget Exception Details and the Budget Items

Type	Business Line	Ledger Group	Account	Fund	Department	Program	Project	Bud Ref	Exception Description	Business Category
1 Warning	00730	DETAIL	54362	2063	H0052	D1025	NA	BP2005	Budget and Acctg Date Differ	
2 Error	00730	ORG	B5009	2063	H0052	D1025	NA	BP2005	No Budget Exists	
3 Warning	00730	ORG	B5009	2063	H0052	D1025	NA	BP2005	Budget and Acctg Date Differ	

OK

EXPECTED RESULTS
(attach copies of supporting reports or panel shots, if desired)

User can successfully research budget errors on a requisition.