How to identify the requisition budget error

Select **Manage Requisitions** in the portal. In the Search box, enter your Requisition number in the **Requisition ID** box and select **Search** (**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 **Approvals** from the drop-down menu and select, **Go**

Once inside the requisition, you will see the word **Error** is a hyperlink to the right of Budget Status. Click the word Error.

The hyperlink will open a new tab that will show what type of budget error the requisition has.

- o *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* –