How to Review Requisition in Budget Error

CUNYfirst
Fully Integrated Resources & Services Tool

HOW TO REVIEW REQUISITIONS IN BUDGET ERROR

Once ALL approvers have approved a requisition and the budget check has been run, the requisition will either:

➢ PASS BUDGET CHECK – the requisition will be in pre-encumbrance and Purchasing can create a purchase order

➢ FAIL BUDGET CHECK - the requisition will be in budget error and Purchasing cannot create a purchase order

If a requisition is in budget error, the error will have to be cleared for the requisition to be processed by Purchasing. The procedures below should be followed to find and clear the error/s.

REVIEWING A REQUISITION IN BUDGET ERROR

PROBLEM #1: INCORRECT CATEGORY CODE/CUNYFIRST EXPENSE ACCOUNT USED

Use the Category Code Tip Sheet from Purchasing to check the correct category code to be used for the requisition. Purchasing can be contacted to confirm the category code.

If the category code is incorrect, you will have to log in to the requisition to change it to the correct number. The requisition will have to be approved again by each approver.

PROBLEM #2: NOT ENOUGH MONEY IN THE BUDGET ACCOUNT

- Run the *OTPS Budget Report Query CU_BUD_OVR_OTPSEXP_DEPT in CUNYfirst*
- Find the budget line that corresponds to the Budget (parent) account that will be used (budget accounts are 8XXXX)
- Check if there is **sufficient *Available Budget*** in the budget account to cover the total amount on the requisition

Business Unit	Account	Account Description	City Object	Department	Descr	Fund Code	Major Purpose	Operating Unit	Program Code	Funding Source	Special Initiatives	Allocated Budget	Pre-Encumbrances	Encumbrances	Expenditures	Available Budget
LAG01	80061	Supplies and Materials General	100	■■■	■■■■■■	10	355	9999	99999	999999	9999	2609.00	0.00	0.00	2607.03	1.97

If a budget account does not have enough available budget, use the Budget Modification Form to transfer funds from one budget account to another budget account. Budget can be transferred from any budget account that has an available balance.

PROBLEM #3: ERROR IN THE CUNYfirst CHARTFIELDS

The chartfield information can be found by running the OTPS Budget Report Query: CU_BUD_OVR_OTPSEXP_DEPT
The chartfields are as follows:

- *Department*
- *Fund Code*
- *Major Purpose (MOP)*
- *Operating Unit*
- *Program Code*
- *Funding Source*
- *Special Initiatives*

Business Unit	Account	Account Description	City Object	Department	Descr	Fund Code	Major Purpose	Operating Unit	Program Code	Funding Source	Special Initiatives	Allocated Budget	Pre-Encumbrances	Encumbrances	Expenditures	Available Budget
LAG01	80061	Supplies and Materials General	100	██████	████████	10	355	9999	99999	999999	9999	2609.00	0.00	0.00	2607.03	1.97

If the code for a chartfield on the requisition does not match the chartfield code on the budget report, it can be changed to the correct number by logging in to the requisition. The requisition will have to be approved again by each approver.

Comments / Suggestions

If there is material on this training guide that is confusing or if you have a suggestion as to how to improve it

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