How to Identify Budget Check Errors in CUNYfirst Procurement

1. Click Financials Supply Chain
2. Click eProcurement
3. Click Manage Requisitions
4. Search for your requisitions
5. Identify requisitions that have **Budget Check-Error**
6. Click the Req ID link to access Requisitions Details

7. Click Edit Requisition

8. An error message should appear warning of a failed budget check. Click OK
9. Click the **Error** link

10. A new window will pop-up and detail the error under the Exception heading

<table>
<thead>
<tr>
<th>Exception</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Budget Exists</td>
<td>There is not a budget allocation for budget account 80XXX’s chartfields</td>
</tr>
<tr>
<td>Exceeds Budget Tolerance</td>
<td>There is not enough available budget amount in budget account 80XXX’s chartfields</td>
</tr>
</tbody>
</table>

11. Click Budget ChartFields

12. Budget Account ID