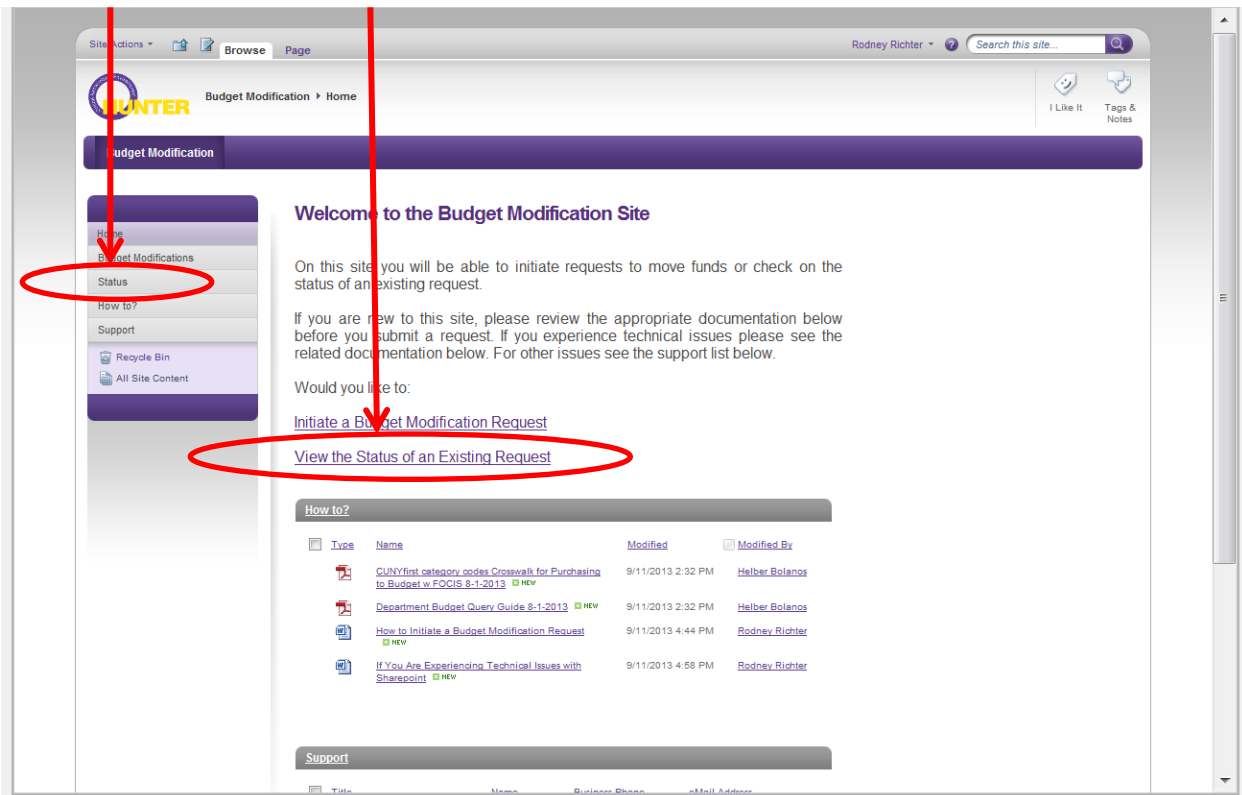


How to Check the Status of Your Request

The progress of your request can be checked on the Budget Modification Status Page. This can be accessed directly at the URL below.

<https://one.hunter.cuny.edu/budmod/Lists/Budget%20Modifications/Request%20Status.aspx>

Or through following one of the links as shown in the following screenshot:



Your request will be assigned a unique ID for tracking purposes (See below, eg. Budget Request ID:21).

Under the "Approval Status" column you can see the status of your request. The status are:

- Approved + Journal ID = Your request has been approved and entered into CUNYfirst ,
- Approved, no Journal ID = Approved by Departmental Approver and awaiting final approval by the Budget Department,
- Pending = Awaiting approval by Departmental Approver and/or Budget Department,
- Rejected = Denied by Departmental Approver and/or Budget Department.

Either your manager or the Budget Department can deny your request. The denied request will contain a comments field to inform you of the reasons for denial. If denied, you can initiate a new request and

repeat the process. Or you can open the existing request from the Budget Modification Page, correct any errors, and "save".

