Resolving Budget Errors in Procurement

This document should aid in resolving PO and Requisition Budget Errors.

There are several variables, but these are the basic steps.

Most POs and Requisitions fail Budget Check with one of two different Errors:

      A) No Budget Exists (something wrong with the Chartfields)

      B) Exceeds Budget Tolerance (not enough money in the Budget)

TIP: If the PO or Requisition is closed or canceled and in Budget Error there is no way to make changes to correct the error. A Footprints Help Desk ticket will need to be created to request assistance with clearing the Error.

A) No Budget Exists (something wrong with the Chartfields)

Navigation: Purchasing > Purchase Orders > Add/Update POs

Enter the purchase order number. The Budget Status will display the Error hyperlink.

Click on the Error hyperlink to display what caused the transaction to fail. In this case, the error is **No Budget Exists**. The PO is failing in both the Allotment Budget (KK_ALLOT) and the Project Budget (KK_PRJ1). Click on the Line Exceptions tab at the top to display what line(s) on the PO is failing. Click on the Budget Chartfields Tab to display the Chartfields used on those lines.

To display the Budget in Commitment Control, click on the Icon at the end of the line

Go To ... ⬚

Click the Go to Budget Inquiry hyperlink
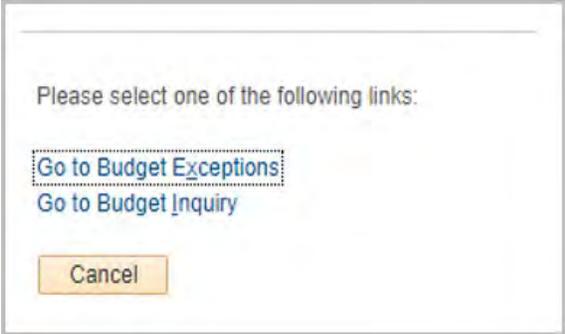
Since the error is **No Budget Exists**, the system cannot display any budget details. The display shows the Chartfield Values that the system used to Budget Check this PO. It will also display other budgets that match Chartfields values. Based on the budget information shown below, it appears that the budget reference field is missing from the Chartfields on the PO. In this case Budget Reference is a mandatory field. The user will need to update the field on the PO with the appropriate budget reference. Once this change is completed and approved, the PO will pass budget check when the next batch process runs. Follow the same steps to review the PRJ1 Ledger Group or any other Ledger Groups.

Failing Allotment Budget

Business Unit	Ledger Group	Account	Department	Fund Code	Special ID	Program Code	Budget Reference	ChartField 1	ChartField 2	PC Business Unit	Project	Activity	Source Type	Budget Period	Statistics Code
STATE	KK_ALLOT	50000		12060	22724	00000	2017	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2022	(blank)
STATE	KK_ALLOT	50000		12060	22724	00000	2020	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2022	(blank)
STATE	KK_ALLOT	50000		12060	22724	00000	2021	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2022	(blank)
STATE	KK_ALLOT	50000		12060	22724	00000	2022	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2022	(blank)

Budget Details Inquiry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Field	Operator	Value
Business Unit	=	STATE
Ledger Group	=	KK_PRJ1
Account	begins with	50000
Department	begins with	
Fund Code	begins with	12060
Special ID	begins with	22724
Program Code	begins with	00000
Budget Reference	begins with	
ChartField 1	begins with	
ChartField 2	begins with	
PC Business Unit	begins with	
Project	begins with	
Activity	begins with	
Source Type	begins with	
Budget Period	begins with	2022
Statistics Code	begins with	

Limit the number of results to (up to 300): 300

Search   Clear   Basic Search   Save Search Criteria

Search Results

View All   First 1-3 of 3 Last

Business Unit	Ledger Group	Account	Department	Fund Code	Special ID	Program Code	Budget Reference	ChartField 1	ChartField 2	PC Business Unit	Project	Activity	Source Type	Budget Period	Statistics Code
STATE	KK_PRJ1	50000		12060	22724	00000	2020	(blank)	(blank)	(blank)		(blank)	(blank)	2022	(blank)
STATE	KK_PRJ1	50000		12060	22724	00000	2021	(blank)	(blank)	(blank)		(blank)	(blank)	2022	(blank)
STATE	KK_PRJ1	50000		12060	22724	00000	2022	(blank)	(blank)	(blank)		(blank)	(blank)	2022	(blank)

TIP: If there is a PO that is Dispatched and in Budget Error. This would indicate it is a rolled PO. PO roll does not change the status of the PO, but it does run Budget Check which would update the Budget Status. Because we are rolling POs into a new fiscal year, the status may stay Dispatched and in Budget Error. This only happens with rolled Purchase Orders.

B) Exceeds Budget Tolerance (not enough money in the Budget)

Navigation: Purchasing > Purchase Orders > Add/Update POs

My HR	Finance	Core-CT Help	STARS

Business Unit   PO Status Dispatched   △   ✗
PO ID   Budget Status Error
Change Order 11
Copy From   ☐ Hold From Further Processing

Click on the Error Link on the Main Page of the PO

Click on the icon at the end of the line ![Go To ...]

Click on Budget Inquiry

This time the budget that the PO is using based on the Chartfield values entered will display


The bottom of the page displays the Available Budget. In this example, the amounts are negative indicating there is not enough money in this budget for the PO. If the coding is correct, contact the agency's Budget Unit who will need to determine the appropriate Chartfields, or they will need to add funds to the budget for the PO to Budget Check to Valid.

To locate the Budget Link on **a Requisition** that is in Budget Error.
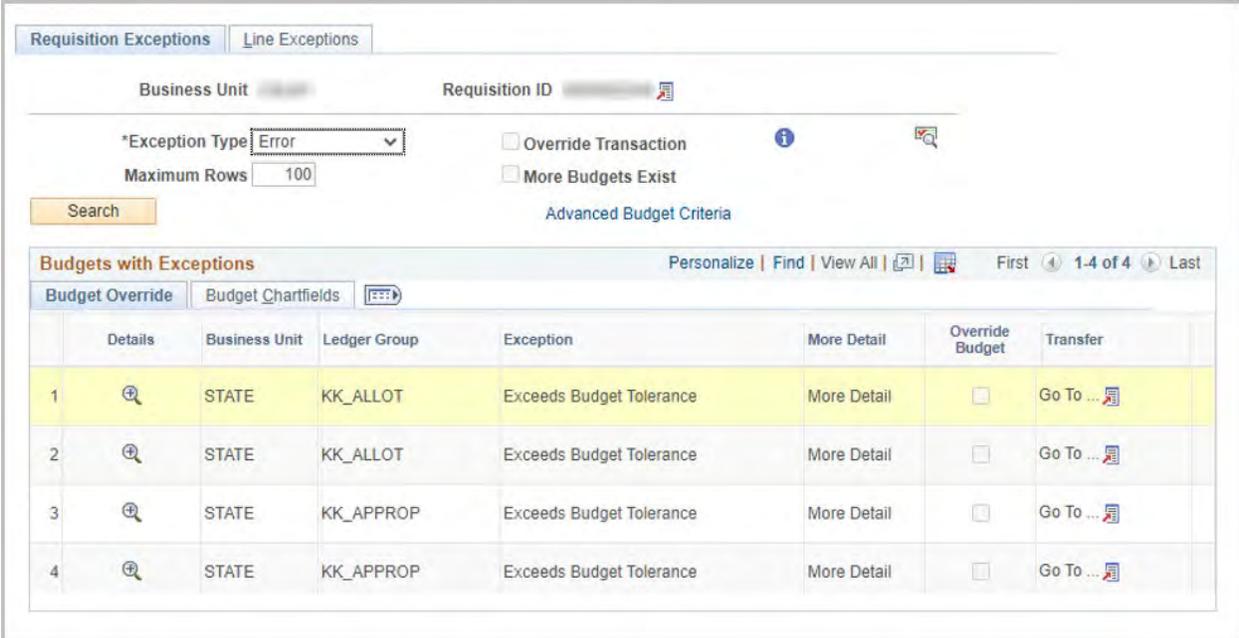
Navigation: eProcurement > Manage Requisitions

Enter the requisition number, then in the Select Action drop down choose Approvals and click Go
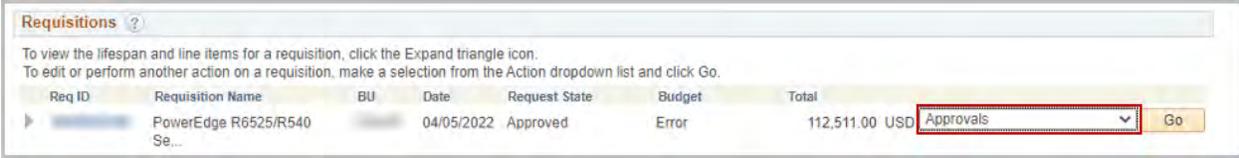
On the approvals page, the Budget Error hyperlink is displayed

Click the Error hyperlink to display the Error

Follow the same steps as shown above in PO.

Note: POs or Requisitions that are in Budget Error cannot be closed or canceled until the error is resolved.

TIP: If a PO/Requisition is in Error for No Budget Exists where the distribution line has not been vouchered but it is going to be closed follow these steps to resolve the error: Reduce the amount to zero and change the Chartfield values to another budget where a budget does exist and then let it go through Budget Check. It will not impact the budget because the value is zero, but it should go valid and then the PO or requisition can be closed.