

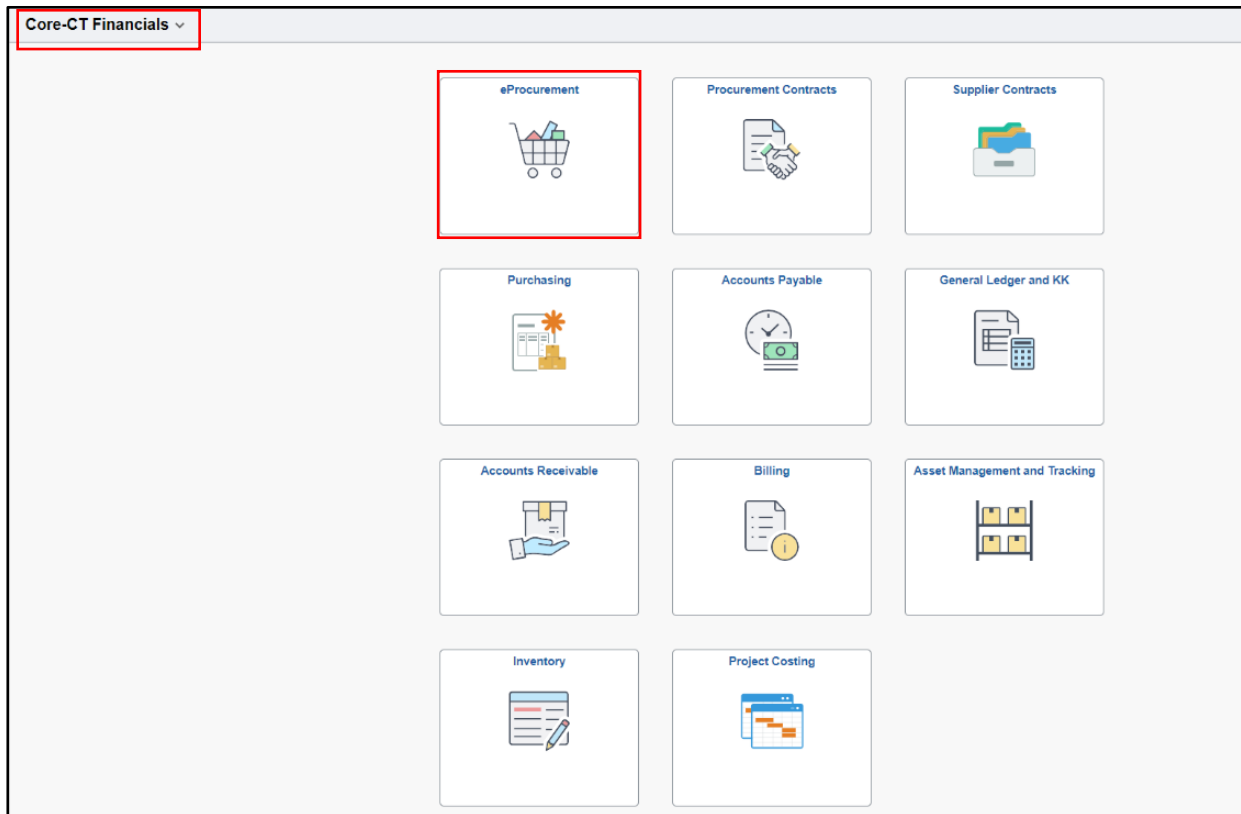


eProcurement Requisition – Budget Errors

Users should use the navigation below to check Requisition Budget errors.

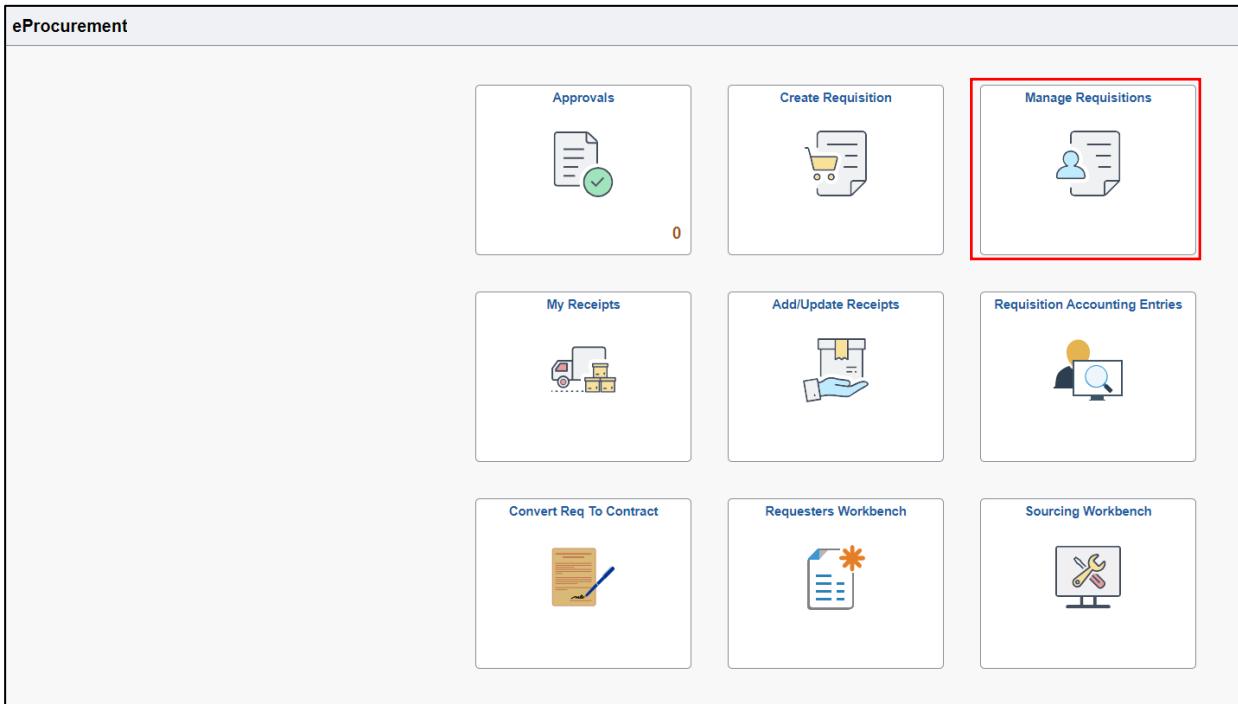
Navigation:

Select *Core-CT Financials*
Click the *eProcurement* Tile



Then select the *Manage Requisitions* Tile

eProcurement Requisitions Budget Errors
eProcurement
Update As Of: May 2024
Core-CT Financials 9.2



The Requisition Budget Status says “Error”. Click on the triangle to the left of the requisition ID and click **Edit** which will display on the actions menu.

My Requisitions

Requisition Search

7 rows

Action	Requisition Name	Business Unit/Requisition ID	Requisition Date	Requester	Name	Request State	Budget Status	Total Amount	
⊙	0000005638	AESM1/0000005638	02/27/2024	000191	DOC	Approved	Not Chk'd	8.02 USD	>
⊙	0000005634	AESM1/0000005634	02/05/2024	000191	DOC	Approved	Not Chk'd	50.33 USD	>
⊙	TEST148	AESM1/0000005633	01/31/2024	000191	DOC	Pending	Not Chk'd	2,700,240.00 USD	>
⊙	test	AESM1/0000005632	01/30/2024	000191	DOC	Approved	Not Chk'd	3.26 USD	>
⊙	0000005631	AESM1/0000005631	01/30/2024	000191	DOC	Pending	Not Chk'd	134.00 USD	>
⊙	0000005630	AESM1/0000005630	01/29/2024	000191	DOC	Pending	Not Chk'd	1,000.00 USD	>
⊙	0000005629	AESM1/0000005629	01/29/2024	000191	DOC	Approved	Error	100.00 USD	>

eProcurement Requisitions Budget Errors
eProcurement
Update As Of: May 2024
Core-CT Financials 9.2

My Requisitions

Requisition Search Keyword Search

7 rows

Action	Requisition Name	Business Unit/Requisition ID	Requisition Date	Requester	Name	Request State	Budget Status	Total Amount
⊖	0000005638	AESM1/0000005638	02/27/2024	000191	DOC	Approved	Not Chk'd	8.02 USD
⊖	0000005634	AESM1/0000005634	02/05/2024	000191	DOC	Approved	Not Chk'd	50.33 USD
⊖		AESM1/0000005633	01/31/2024	000191	DOC	Pending	Not Chk'd	2,700,240.00 USD
⊖		AESM1/0000005632	01/30/2024	000191	DOC	Approved	Not Chk'd	3.26 USD
⊖		AESM1/0000005631	01/30/2024	000191	DOC	Pending	Not Chk'd	134.00 USD
⊖		AESM1/0000005630	01/29/2024	000191	DOC	Pending	Not Chk'd	1,000.00 USD
⊖		AESM1/0000005629	01/29/2024	000191	DOC	Approved	Error	100.00 USD

Actions

- Details
- Copy
- View Print
- Edit
- View Approval

Select the **Checkout** button.

Edit Requisition

Continue Shopping Update Cart **Checkout**

Edit Shopping Cart for Requisition ID 0000005629
1 item(s) to buy now.

Requisition Summary

Business Unit AESM1
Requisition Name 0000005629
Requester 000191 DOC
Currency USD

Item Description	Status	Price	Currency	Quantity	Unit of Measure
test	Approved	10.00	USD	10	1

Total 100.00 USD

Click on the **Error Details** link in the Budget Status field which will take you to commitment control to view why your requisition is in Budget Error.

Edit Requisition

Checkout for Requisition ID 0000005629

Requisition Defaults

Order Total 100.00 USD
Pre-Encumbrance Balance 100.00 USD
Pre Encumbrance Details

Requisition Summary

Business Unit AESM1 Agricultural Experiment Sta
Requisition Name 0000005629
Requester 000191 DOC-Checo
Currency USD

Priority Medium
Requisition Type Requisition
Dispatch Method Print
Obligation Amount

Budget Check Status **Error Error Details**

Justification Comments

Requisition Lines Overview

Select All Actions

Line	Item ID	Supplier	Status	Quantity	Unit of Measure	Price	Currency	Total
1	test	TOWN OF ANDOVER	Approved	10	1	10.00	USD	100.00 USD

Order Total 100.00 USD
Pre-Encumbrance Balance 100.00 USD
Pre Encumbrance Details

Resolving Budget Errors in Procurement

This section of the job aids discusses resolving PO and Requisition Budget Errors.

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

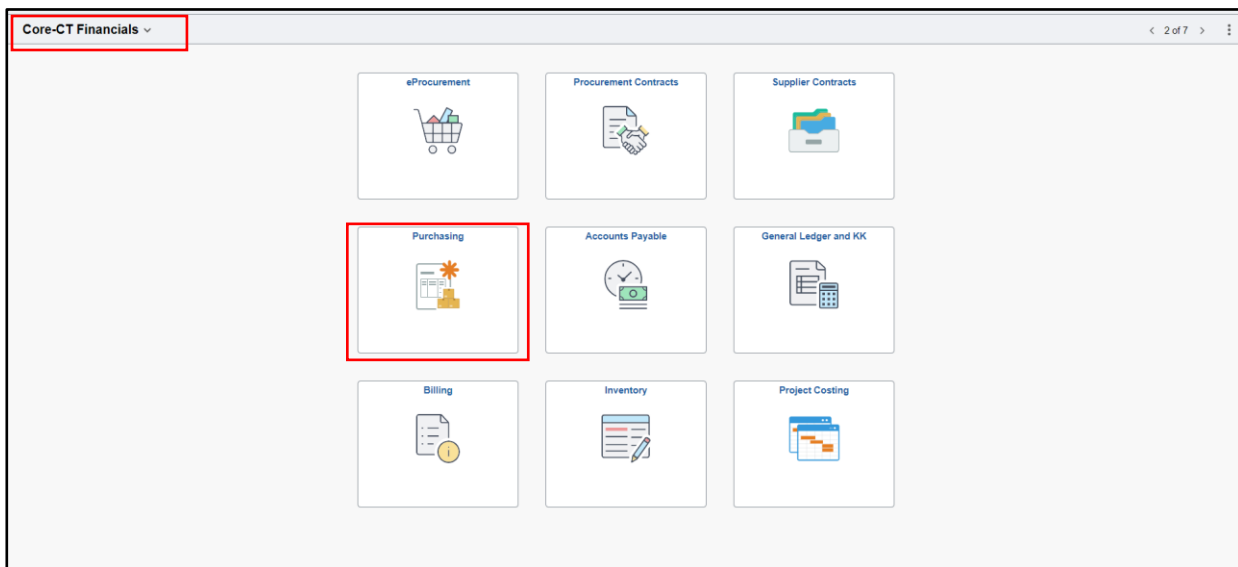
Most POs and Requisitions fail Budget Check with one of two different Errors:

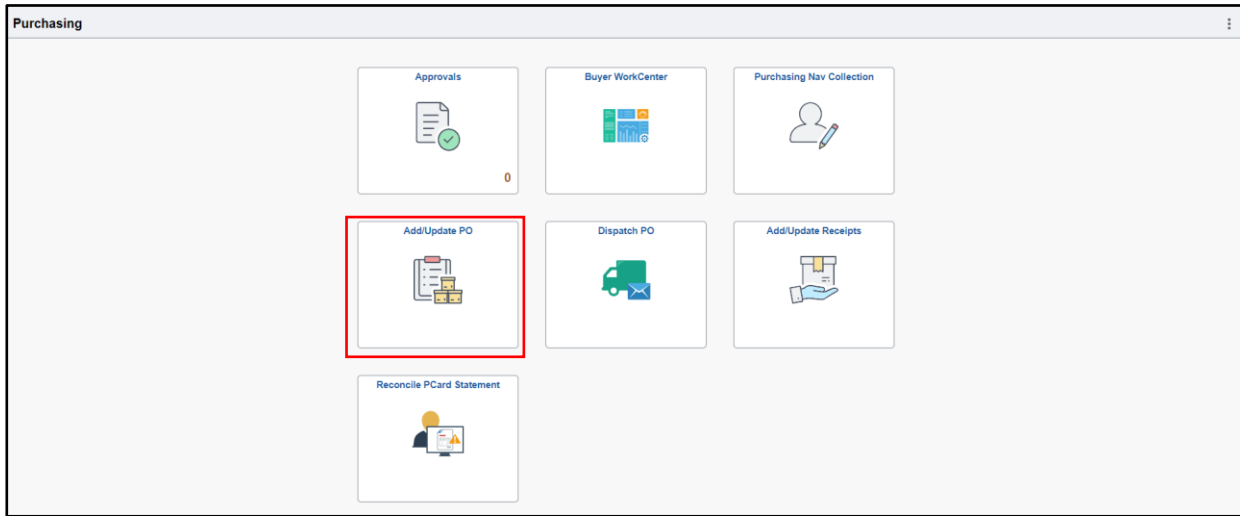
- A) No Budget Exists (something wrong with the Chartfields)
- B) Exceeds Budget Tolerance (not enough money in the Budget)

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.

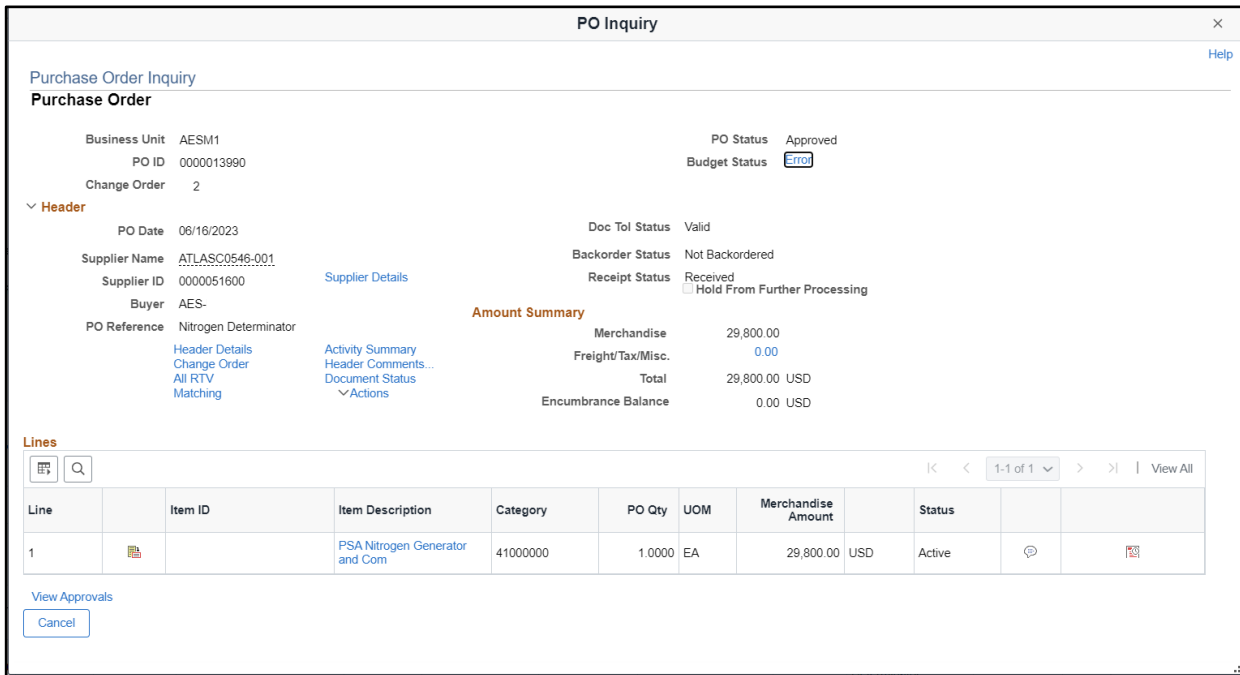
A) No Budget Exists (something wrong with the Chartfields)

Using the fluid dashboard, navigate to: Core-CT Financials > Purchasing > Add/Update PO





Enter the purchase order number. The Budget Status will display the [Error](#) link.



Click on the [Error](#) link 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.

The screenshot shows the 'Review KK Purchase Order Txn' interface. At the top, there are tabs for 'Purchase Order Exceptions' and 'Line Exceptions'. Below the tabs, the 'Business Unit' is 'AESM1' and the 'PO Number' is '000013990'. The 'Exception Type' is set to 'Error'. There are checkboxes for 'Override Transaction' and 'More Budgets Exist', both of which are unchecked. A 'Search' button is visible. Below the search area, there is a section titled 'Budgets with Exceptions' which contains a table. The table has columns for 'Details', 'Business Unit', 'Ledger Group', 'Exception', 'More Detail', 'Override Budget', and 'Transfer'. Two rows are shown, both with the exception 'No Budget Exists'. At the bottom of the table, there are buttons for 'Save', 'Return to Search', and 'Notify'.

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	STATE	KK_ALLOT	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...
2	STATE	KK_APPROP	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...

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

Click the [Go to Budget Inquiry](#) link.

The screenshot shows a dialog box with the text 'Please select one of the following links:'. There are two links: 'Go to Budget Exceptions' and 'Go to Budget Inquiry'. A 'Cancel' button is also present. A 'Help' link is visible in the top right corner.

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, Failing PRJ1 Budget).

Purchase Order Exceptions New Window | Help | Personalize Page

Budget Type KK_ALLOT Allotment Budget Definition
Business Unit STATE State of CT

Budget Period 2024

ChartField	ChartField Value	Description
Fund Code	12060	Federal & Other Restricted Act
Department	AES48000	CT Agricultural Experiimt Stat
Special ID	90753	Cannabis Regulatory - Interim
Program Code	00000	All Programs
Account	50000	Expenditures
Budget Reference		

*Exception Type Maximum Rows More Transactions Exist

Advanced Transaction Criteria Budget Detail

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)

Using the Fluid Dashboard, navigate to: Core-CT Financials > Purchasing > Purchase Orders > Add/Update POs

Click on the [Error](#) Link on the Main Page of the PO.

PO Inquiry x Help

Purchase Order Inquiry

Purchase Order

Business Unit DEPM1 PO Status Approved
PO ID 0000074355 Budget Status **Error**

Click on the icon at the end of the line

Review KK Purchase Order Txn

Purchase Order Exceptions | Line Exceptions

Business Unit: DEPM1 PO Number: 0000074355

*Exception Type: **Error** Override Transaction More Budgets Exist

Maximum Rows: 100 [Advanced Budget Criteria](#)

Budgets with Exceptions

| Budget Chartfields

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		STATE	KK_ALLOT	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...
2		STATE	KK_ALLOT	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...
3		STATE	KK_ALLOT	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...

[Purchase Order Exceptions](#) | [Line Exceptions](#)

Click on [Go to Budget Inquiry](#) link.

[Help](#)

Please select one of the following links:

[Go to Budget Exceptions](#)
[Go to Budget Inquiry](#)

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

Commitment Control Budget Details

New Window | Help | Personalize Page

Business Unit	Ledger Group	Fund	Dept	SID	Program	Account	Bud Ref	Budget Period
STATE	KK_ALLOT	12006	DCC38100	10020	00000	50000		2024

Display Chart

Ledger Amounts

Budget:		166,454.00	USD					
Expense:		133,895.24	USD					
Encumbrance:		32,131.81	USD					
Pre-Encumbrance:		0.00	USD					

Associate Revenue: 0.00 USD

Available Budget

Without Tolerance	426.95	USD	Percent	(0.26%)	Forecasts
With Tolerance	426.95	USD	Percent	(0.26%)	

Budget Exceptions

Exception Errors	3	Exception Warnings	0	Budget Exceptions
------------------	---	--------------------	---	-------------------

Return to Search | Notify

The bottom of the page displays the Available Budget after clicking on the [Budget Details](#) link. 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](#):

Using the Fluid Dashboard, navigate to: Core-CT Financials > eProcurement > Manage Requisitions

From the My Requisitions page, click the downward arrow in the Action column and select **Details**

My Requisitions

Requisition Search | Keyword Search

2 rows

Action	Requisition Name	Business Unit/Requisition ID	Requisition Date	Requester	Name	Request State	Budget Status	Total Amount
	Camtasia Software Purchase	DASM1/0000008748	11/15/2023	444032	DAS-FORTI	Approved	Error	244.72 USD
	SEC-9 Windsor gate BI-2B-076	DASM1/0000008725	11/06/2023	499434	DAS-Guerri	Approved	Error	61,645.40 USD

On the Line Details page, the Budget [Error Details](#) link is displayed.

eProcurement Requisitions Budget Errors
eProcurement
Update As Of: May 2024
Core-CT Financials 9.2

Line Details

[Cancel Requisition](#)

Requisition Summary

Requisition Name: Camtasia Software Purchase
Business Unit: DASM1
Requisition ID: 0000008748
Requisition Date: 11/15/2023
Request State: Approved

Requester: DAS-
Entered By: DAS-
Budget Check Status: **Error** [Error Details](#)
Total Amount: 244.72 USD

[View Requisition Header Comments/Attachments](#)

Requisition Lifeline

Requisition → Approvals → Inventory → Purchase Orders → Change Request → Receiving → Delivery → Returns → Invoice → Payment

Lines

Item Image	Description	Item ID	Ship To	Line State	Quantity	UOM	Price	Total Amount
	Line 1 - SFW - CAMTASIA 2023-LICENSE+MAINTENANCE		0640000558	Approved	1	Each	244.72	244.72 USD

[Cancel Line](#)

Click the [Error Details](#) link to display the Error.

Review KK Requisition

[New Window](#) | [Help](#) | [Personalize Page](#)

Requisition Exceptions | [Line Exceptions](#)

Business Unit: DASM1 | Requisition ID: 0000008748

*Exception Type: **Error** | Override Transaction | More Budgets Exist

Maximum Rows: 100 | [Advanced Budget Criteria](#)

[Search](#)

Budgets with Exceptions

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	STATE	KK_ALLOT	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...
2	STATE	KK_APPROP	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...

[Save](#) | [Return to Search](#) | [Notify](#)

[Requisition Exceptions](#) | [Line Exceptions](#)

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.