Core-🛺

eProcurement Requisition – Budget Errors

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

Navigation:

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

Core-CT Financials ~			
	eProcurement	Procurement Contracts	Supplier Contracts
			
	Purchasing	Accounts Payable	General Ledger and KK
	Accounts Receivable	Billing	Asset Management and Tracking
	Inventory	Project Costing	

Then select the Manage Requisitions Tile

eProcurement			
	Approvals	Create Requisition	Manage Requisitions
	My Receipts	Add/Update Receipts	Requisition Accounting Entries
	Convert Req To Contract	Requesters Workbench	Sourcing Workbench

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.

ľ	My Requ	isitions								:
	Requisit	ion Search Keyword Search								
	_									7 rows
L	Ŧ									
L	Action 1	Requisition Name 1	Business Unit/Requisition ID 🗘	Requisition Date 1	Requester 11	Name 14	Request State 14	Budget Status 11	Total Amount ↑↓	
	\odot	0000005638	AESM1/000005638	02/27/2024	000191	DOC	Approved	Not Chk'd	8.02 USD	>
l	\odot	0000005634	AESM1/000005634	02/05/2024	000191	DOC	Approved	Not Chk'd	50.33 USD	\rightarrow
l	\odot	TEST148	AESM1/0000005633	01/31/2024	000191	DOC	Pending	Not Chk'd	2,700,240.00 USD	>
l	\odot	test	AESM1/0000005632	01/30/2024	000191	DOC	Approved	Not Chk'd	3.26 USD	\rightarrow
l	\odot	0000005631	AESM1/000005631	01/30/2024	000191	DOC	Pending	Not Chk'd	134.00 USD	>
l	\odot	0000005630	AESM1/000005630	01/29/2024	000191	DOC	Pending	Not Chk'd	1,000.00 USD	>
l	\odot	0000005629	AESM1/0000005629	01/29/2024	000191	DOC	Approved	Error	100.00 USD	>
L										

My F	Requisitions								:
Re	quisition Search Keyw	ord Search							
	7								7 rows
2]								
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0	000005634	AESM1/000005634	02/05/2024	000191	DOC	Approved	Not Chk'd	50.33 USD	>
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0	Details	AESM1/000005632	01/30/2024	000191	DOC	Approved	Not Chk'd	3.26 USD	>
0	Copy View Print	AESM1/0000005631	01/30/2024	000191	DOC	Pending	Not Chk'd	134.00 USD	>
0	Edit	AESM1/000005630	01/29/2024	000191	DOC	Pending	Not Chk'd	1,000.00 USD	>
0	View Approval	AESM1/0000005629	01/29/2024	000191	DOC	Approved	Error	100.00 USD	>

Select the **Checkout** button.

Edit Requisition						:
				Continue Shopping	Update Cart Check	out
Edit Shopping Cart for Requisition ID 0000005629						-
1 item(s) to buy now.						
Business Unit AESM1 Requisition Name 000005829 Requester 000191 DO Currency USD	c					1 row
Item Description 14	Status 14	Price 14	Currency †↓	Quantity 11 Unit of Measure	†↓	
ے اest	Approved	10.00	USD	10 1	Q. Delete	
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 Requ	uisition ID 0000005629							
			Requisition	on Defaults				Order Total 100.00 USD
								Pre Encumbrance Palance 100.00 USD
								Pre Encumbrance Details
~ Requisition Summary	(
	Business Unit AESM1 Anricultural Experiment Sta					. Marcana I		
F	Requisition Name 0000005629				Priority	y Medium V		
	Requester 000191 DOC-Checo				Requisition Type	e Requisition	~	
	Currency USD				Dispatch Method	d Print 🗸		
	Header Commenta					Obligation Amount		
					Budget Check Status	s SError Error Det	tails	
	Preview Approvals				-			
- Justification Comme	nts							
~ Requisition Lines Ov	erview							
□ Select All Actions ⊙								1 гож
	Line 1 Special Request							
~	test. Item ID	Status	Quantity	Unit of Measure	Price	Curreney	Total	
	Supplier TOWN OF ANDOVER	Approved	10	1 Q	10.00	USD	100.00 USD	ES ScheduleDetails >
	D Line Comments							
								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

eProcurement Image: Contracts Image: Contracts Image: Contrates Image: Contrates	Core-CT Financials ~				< 2 of 7 > 🚦
Purchasing Accounts Payable Image: Accounts Payable Image: Accounts Payable Image: Accounts Payable Image: Accounts Payable Image: Accounts Payable Image: Accounts Payable Image: Accounts Payable Image: Accounts Payable Image: Accounts Payable Image: Accounts Payable Image: Accounts Payable Image: Accounts Payable Image: Accounts Payable Image: Accounts Payable Image: Accounts Payable Image: Accounts Payable Image: Accounts Payable Image: Accounts Payable Image: Accounts Payable Image: Accounts Payable Image: Accounts Payable Image: Accounts Payable Image: Accounts Payable Image: Accounts Payable Image: Accounts Payable Image: Accounts Payable Image: Accounts Payable Image: Accounts Payable Image: Accounts Payable Image: Accounts Payable Image: Accounts Payable Image: Accounts Payable		eProcurement	Procurement Contracts	Supplier Contracts	
		Purchasing	Accounts Payable	General Ledger and KK	
Billing Inventory Important Important		Billing	Inventory	Project Costing	

Purchasing				:
	Approvals	Buyer WorkCenter	Purchasing Nav Collection	
	AddUptate PO	Dispatch PO	AddUpdate Receipts	
	Reconcile PCard Statement			

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

			PO	Inquiry							×
											Help
Purchase Order Inq	uiry										
Purchase Order											
Business Unit	AESM1				PO S	Status Approved					
PO ID	0000013990				Budget S	Status Error					
Change Order	2										
✓ Header											
PO Date	06/16/2023		D	oc Tol Status	Valid						
Supplier Name	ATLASC0546-001		Back	order Status	Not Backo	ordered					
Supplier ID	0000051600	Supplier Details	R	eceipt Status	Received	rom Eurthor Propos	-in-a				
Buyer	AES-	٨٣	ount Summany			rom Further Proces	sing				
PO Reference	Nitrogen Determinator	All	Iount Summary	Verchandise	29	9.800.00					
	Header Details	Activity Summary	Freig	ght/Tax/Misc.		0.00					
	All RTV [leader Comments Document Status		Total	29	9,800.00 USD					
	Matching	✓Actions	Encumbra	nce Balance		0.00 USD					
Lines											
EF C									-1 of 1 🗸	> > View	All
Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount		Status			
1 🖷		PSA Nitrogen Generator and Com	41000000	1.0000	EA	29,800.00	USD	Active	P	1	
View Approvals											
Cancol											
Contest											

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.

Rev	iew KK Purch	ase Order Tx	n							
F	urchase Order Exc	ceptions Lin	e Exceptions					New Window	Help	Personalize Pa
	Busin	ess Unit AESM	1	PO Number 0000013990						
	*Except	ion Type Error	~	Override Transaction	0	* 2				
	Maximu	m Rows 10	0	More Budgets Exist						
	Search			Advanced Budget Criteria						
Budg	ets with Exception	ons								
E;	Q						1-2 of 2 🗸 > 🖂 🕴 View All			
E	udget Override	Budget Chartfi	elds 🗈							
	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer			
1	⊕ ,	STATE	KK_ALLOT	No Budget Exists	More Detail		Go To, 🕱			
2	0,	STATE	KK_APPROP	No Budget Exists	More Detail		Go To 📕			
9	ve Return to	Search Noti	64							
- 34			··							
Purch	ase Order Exception	ns Line Exception	ons							

Click the Go to Budget Inquiry link.

Please select one of the following links:	Help
Go to Budget Exceptions Go to Budget Inquiry	
Cancel	

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			
Budget Type	K_ALLOT Allotment Budge	t Definition	
Business Unit	STATE State of CT		
Budget Period	024		
~			
E Q		<	$\circ \checkmark \rightarrow \rightarrow$
ChartField	ChartField Value	Description	
Fund Code	12060	Federal & Other Restricted Act	
Department	AES48000	CT Agricultural Experimnt Stat	
Special ID	90753	Cannabis Regulatory - Interim	
Program Code	00000	All Programs	
Account	50000	Expenditures	
Budget Reference			
*Exception Type	Mavimu	m Reurs 100	
Line Line		More Transactions Exist	
Advanced Transaction Criteria	Budget Detail	0	Search
Save Return to Search Noti	fy		

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	×
Purchase Order Ind	linz		Help
Purchase Order	un y		
Business Unit	DEPM1	PO Status Approved	
PO ID	0000074355	Budget Status Error	

Click on the icon at the end of the line Go To ... 3

	Busin	ess Unit DEPM1		PO Number 0000074355			
	*Except	ion Type Error	~	Override Transaction	0	R	
	Maximu	Im Rows 100]	More Budgets Exist			
	Search			Advanced Budget Criteria			
udg	ets with Exception	ons					
野	Q					< <	1-3 of 3 🗸 > 🖂 View All
в	udget Override	Budget Chartfie	lds ∥⊳				
	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	€.	STATE	KK_ALLOT	Exceeds Budget Tolerance	More Detail		Go To 周
2	Ð	STATE	KK_ALLOT	Exceeds Budget Tolerance	More Detail		Go To 周
3	æ	STATE	KK_ALLOT	Exceeds Budget Tolerance	More Detail		Go To 周

Click on Go to Budget Inquiry link.

	Please select one of the following links:	Help
	Go to Budget E <u>x</u> ceptions Go to Budget <u>I</u> nquiry	
- -	Cancel	
ų		

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

Commitment	Control Budget De	tails								
									New Window F	lelp Personalize Page
Business Unit	Ledger Group	Fund	Dept S	ID Progr	am Acco	unt	Bud Ref	Budget Period		
STATE	KK_ALLOT	12006	DCC38100 1	0020 00000	5000	D		2024		
Displa	ay Chart									
Ledger Amount	ts							Max Rows 100		
Budget:				166,454.00 US	5		-8	Attributes		
Expense:				133,895.24 US	2		-4	Parent / Children Associated Budgets		
Encumbrance:				32,131.81 US	5	-	-4			
Pre-Encumbran	ice:			0.00 US)	-	-1			
	Associate Reven	ue		0.00 USD						
Available Budg	et .		100 05 2		Parcent	(0.26%)	Forecasts			
	Without Tolerance		426.95利 426.95利	USD	Percent	(0.26%)周				
Budget Excepti	ions									
	Exception Errors	3	Exception Warnin	gs 0	B	udget Exception	5			
Return to Searc	ch 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**

uisitions								:						
ition Search Keyword Search														
								2 rows						
↓ Requisition Name †↓	Business Unit/Requisition ID 1	Requisition Date 1	Requester 14	Name 14	Request State 14	Budget Status ᡝ	Total Amount ↑↓							
Camtasia Software Purchase	DASM1/000008748	11/15/2023	444032	DAS-FORT	Approved	Error	244.72 USD	>						
SEC-9 Windsor gate BI-2B-076	DASM1/000008725	11/06/2023	499434	DAS-Guerra	Approved	Error	61,645.40 USD	>						
	Accession Keyword Search 4 Requisition Name 14 Camtasia Software Purchase SEC-9 Windsor gate BI-2B-076	Itilion Search Keyword Search Itilion Search Keyword Search Requisition Name 11 Business Unit/Requisition ID 11 Camtasia Software Purchase DASM1/000008748 SEC-9 Windsor gate Bi-2B-076 DASM1/000008725	Itilian Search Keyword Search Itilden Search Business Unit/Requisition ID 11 Requisition Date 11 Requisition Date 11 Camtasia Software Purchase DASM1/0000008748 SEC-9 Windsor gate BI-2B-076 DASM1/0000008725	Business Unit/Requisition ID 14 Requisition Date 14 Requester 11 camtasia Software Purchase DASM1/000008748 11/15/2023 444032 SEC-9 Windsor gate BI-2B-076 DASM1/000008725 11/06/2023 499434	uisitions Ition Search Keyword Search Ition Search Regulsition Name 14 Business Unit/Regulsition ID 14 Regulsition Date 11 Regulser 14 Name 14 Camtasia Software Purchase DASM 1/0000008748 11/15/2023 444032 DASS-FORTI SEC-9 Windsor gate Bi-2B-076 DASM 1/0000008725 11/06/2023 499434 DAS-Guerra	Wisition Search Keyword Search Ition Search Keyword Search 4 Requisition Name 1 ¹¹ Requisition Date 1 ¹¹ Requester 1 ¹¹ Name 1 ¹¹ Request State 1 ¹¹ 4 Requisition Name 1 ¹¹ DASM1/0000008748 11/15/2023 At4032 DAS-FORT Approved 5 B-26-9Windsor gate BI-26-076 DASM1/0000008725 11/06/2023 499434 DAS-Guerra Approved	uisitions Keyword Search Keyword Search Keyword Search A Requisition Name 11 Requisition D114 Requisition D114 <th <="" colspan="6" td=""><td>a Busines Unit@Requisition D11 Requisition D21 Requ</td></th>	<td>a Busines Unit@Requisition D11 Requisition D21 Requ</td>						a Busines Unit@Requisition D11 Requisition D21 Requ

On the Line Details page, the Budget Error Details link is displayed.

		Li	ine Details			×
Cancel Requisition						
~ Requisition Summary						
Requisition Name Camtasia Softw	vare Purchase			Requester DAS-		
Business Unit DASM1			E	Entered By DAS-		
Requisition ID 000008748			Budget Ch Tot	neck Status SError Error Del Ital Amount 244.72 USD	tans	
Request State Approved						
View Requisition Header Comments/Attachments >						
~ Requisition Lifeline						
	mm					
Requisition Approvals	Inventory	Purchase Orders Request	Receiving	Delivery R	Returns	Payment
Lines						
Item 1 Description 1	ltem ID ↑↓	Ship To ↑↓ Line State ↑↓	Quantity 11 UOM 11 Price 11	L	Total Amount 1↓	
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.

۲e	view	KK Requis	sition					
	Requis	sition Exception	uine Ex	ceptions				
		Busine	ess Unit DASM	1	Requisition ID 0000008748			
		*Exception	on Type Error	~	Override Transaction	0	N	
		Maximur	m Rows 10)	More Budgets Exist			
	Sea	irch			Advanced Budget Criteria			
Bu	dgets v	with Exceptio	ins					
	5, Q							1-2 of 2 ✓ > > > View All
	Budge	t Override	Budget Chartfi	elds 🗈				
		Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
	1	⊕ 	STATE	KK_ALLOT	No Budget Exists	More Detail		Go To
:	2	⊕,	STATE	KK_APPROP	No Budget Exists	More Detail		Go To, 📕
	_							
	Save	Return to S	Search Noti	fy				
Req	uisition I	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.