

## <u>How To</u> Fix a Budget Reference Error

If you receive a BUDGET\_REF error, it means the wrong fiscal year is being referenced in the requisition. These steps will show you how to edit the requisition to the proper year. Please submit a service request via service.kennesaw.edu/ofs with any questions.

- 1. Log in to PeopleSoft via <u>https://www.usg.edu/gafirst-fin/</u>by clicking GeorgiaFIRST Financials under Core Users on the right of the page. You will be prompted to log in using Duo.
- 2. In the NavBar menu, click Navigator > eProcurement > Manage Requisitions.
- 3. On the new page, clear out Date To/From, Request State, and Origin.

Manage Requisitions					
Requisition Search Keyword Search					
Search Requisitions					
To locate requisitions, edit the criteria be	low and click the	e Search button.			
Business Unit 43000	Q	Requisition Name			Q
Requisition ID	Q	Request State	~	Budget Status	~
Date From	23	Date To	F	Origin	Special Reques 🗸
Requester	Q	Entered By	Q	PDID	
					Marketplace Requisition
Search Clear		Show Advanced Search			Special Request

- 4. Enter the **Requisition ID** and press **Search**. The requisition information will show up below.
- 5. At the right of the requisition listing, there is a dropdown menu. Click it and select **Edit**, then press **Go**. You will get a message about the requisition pending approval, press **OK**.

Requisitions (?)								
To view the lifespan and line items for a requisition, click the Expand triangle icon. To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.								
Req ID	Requisition Name	BU	Date	Request State	Budget	Total		
0000535673	Capital Restoration/CY	43000	10/11/2019	Pending	Not Chk'd	1,253.88 USD	Go	

6. On the Edit Requisition page, click the grey triangle next to the line items. This will drop down shipping information – below that information are the words **Accounting Lines** with another grey triangle next to them, click that one too.

7.	Click the Chartfields2	Requisition Lines ②	Item ID	Supplier	Quantity UO	м	Price	Total	Details	Comments	Delete
	tab.	HP LaserJets to M203dw		Southern Computer Warehouse	6.0000 Ea	ch	119.5200	717.12	1	🖓 Add	Û
8.	Budget Reference is	Shipping Line 1	*Ship To Address	٩	ShipTo Comments/Attachment	Quantity S	6.0000	Bries Adjustms	ot		
	the right-most cell.		902 <b>4</b>			PILO	119.5200	Pegging Inquir Pegging Workt	r iench		
	Edit the year to the		Attention To Due Date								
	current fiscal year –		Freight Terms	FOB:DEST Q				100.00			
	you will have to do	[	<ul> <li>Accounting Lines</li> <li>*Distribute By</li> </ul>	Qty V SpeedChar	rt 🔍 🔍						
	this for each line.		Accounting Lines Qhartfields1 Chartfiel	Ids2 Chartfields3 Details	Dejails 2 Asset Informa	Personalize   F	Find   View All   💷   mation 2 🛛 Budge	Linfor option	) 1 of 1 ]]	Last	
9.	Click Save & Submit.		*Account 744100	Fund         Dept           Q         10000         Q         1002	Progr	am C	Class B 11000 Q 2	udget Reference	λ [	ŧ =	
		Select All / Deselect All	Select lines to:	Add to Favorites	Add to Template(s)	Delete Selected	Зма	ss Change			