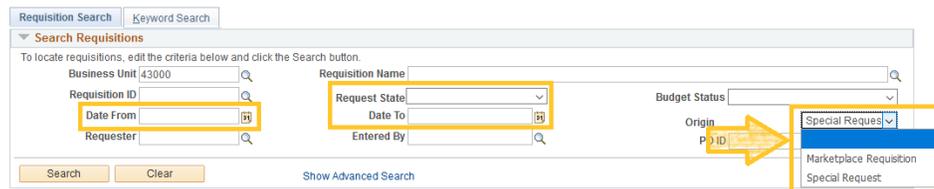


How To Fix a Budget Reference Error

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/ofc with any questions.

1. Log in to PeopleSoft via <https://www.usg.edu/gafirst-fin/> 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



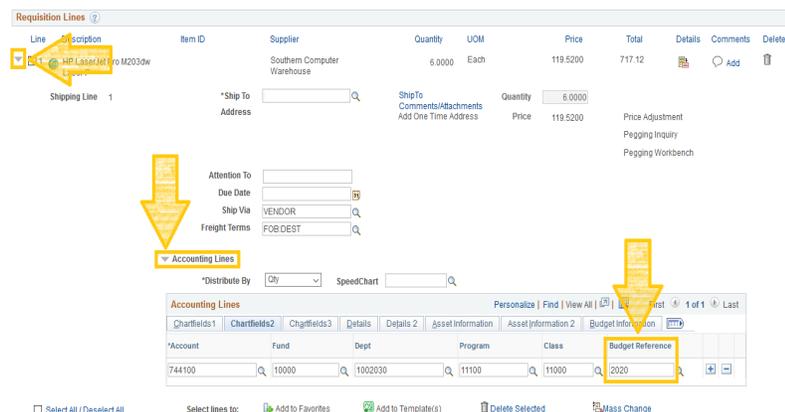
4. Enter the **Requisition ID** and press **Search**. The requisition information will show up below.
5. At the right of the requisition listing, there is a dropdown menu. Click it and select **Edit**, then press **Go**. You will get a message about the requisition pending approval, press **OK**.



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	Edit	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** tab.



Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Shipping Line		Southern Computer Warehouse	6.0000	Each	119.5200	717.12			

Accounting Lines	Chartfields1	Chartfields2	Chartfields3	Details	Details 2	Asset Information	Asset Information 2	Budget Information
*Account	Fund	Dept	Program	Class	Budget Reference			
744100	10000	1002030	11100	11000	2020			

8. **Budget Reference** is the right-most cell. Edit the year to the current fiscal year – you will have to do this for each line.

9. Click **Save & Submit**.