BUDGET CHECKING A REQUISITION

AUTHORIZED REQUESTERS AND AUTHORIZED APPROVERS

CHAPTER 5
BUDGET CHECKING A REQUISITION

Overview

Budget Check is the term used to describe the PeopleSoft system’s process of checking a purchase against a budget prior to committing to a vendor. This process occurs after Authorized Approver approves a purchase requisition.

If the funds are available for the purchase, the system creates a pre-encumbrance for the amount of the requisition, thereby holding the funds until the invoice is ready to be paid. If the funds are not available, the system will display an error and the purchase requisition will not move forward.

The Budget Check batch process will be automatically run each evening and should check the budget for all approved requisitions. If you want to see the result of the budget check before the process is run, you can run the manual Budget Check process.

Objectives

By the end of this chapter, you will be able to:

- Successfully Budget Check a Requisition.
**Budget Checking A Requisition**

Navigate to the Manage Requisitions component. From here you will be able to run the budget check to encumber funds for the selected requisition.

**Navigation**

- eProcurement
- Manage
- Requisitions

The Manage Requisitions page provides a place to search for requisitions that match specific criteria. When it is first displayed, by default it will list the requisitions that are in any status except complete that were created in the last seven days.

If the requisition you want to budget check does not appear, you can search for requisitions by entering data in any of the fields found in the *Search Requisition* section. These fields include the following:

- **Business Unit**
  
  Defaults to **BSU**, the only valid entry.

- **Requisition Name**
  
  The description you assigned when you created the requisition.

- **Requisition ID**
  
  The ID number assigned by the system.

- **Request Status**
  
  The default status is **All But Complete**. There are many other options you can select from the drop-down list.

- **Budget Status**
  
  The budget status of the requisition(s) you want to see.
**Date From**  The first requisition date to include in the search.

**Date To**  The last requisition date to include in the search.

**Requester**  The requester who submitted the requisition.

**Entered by**  The person who entered the requisition if not the Approved Requestor.

**PO ID**  The PO identifier assigned by the system, if the requisition has already been turned into a purchase order.

After you enter the criteria for your search, click the **Search** button. The requisitions that match the criteria will appear in the list at the bottom of the page.

### Navigation

- eProcurement
- Manage Requisitions
- Enter search criteria
- Click **Search**

A drop-down box appears on each line with actions that you can perform for each requisition. These actions include the following:

- Cancel Requisition
- Check Budget
- Copy Requisition
- Edit Requisition
- Pre-Check Budget
- View Approvals
To budget check your requisition from this page, select the **Check Budget** action and click **Go**.

### Navigation
- eProcurement
- Manage Requisitions
- Select **Check Budget** action
- Click **Go**

If your requisition meets all requirements successfully the system will display **Valid** in the **Budget** field.

If your requisition does not meet the requirements successfully, the system will display **Error** in the **Budget** field. [Refer to Chapter 8 for Budget Inquiries.]