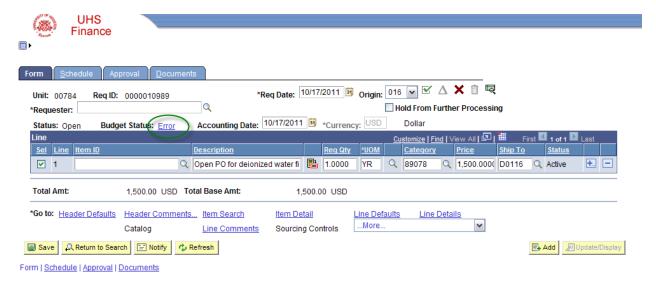| Common Errors:	What to do in most cases:

No Budget Exists

1. Check to make sure the account used correlates to the budget node in the cost center.

2. Budget Office needs to process a budget journal to put budget in the needed budget node.

1. Check to make sure the account used correlates to the budget node in the cost center.

Exceeds Budget Tolerance

2. Budget Office needs to process a budget journal to add budget to the correct budget node.

Review Requisition Budget Checking Errors…

1. Retrieve the requisition – check and make sure the cost center and account is correct. Check to make sure you have an established budget in the corresponding budget node for the account used.

2. One the Form page, click the **Error** link next in the Budget Status field.

3. On the Requisition Exceptions page, click the **View Related Links** button.

4. Click the **Go to Budget Exceptions** link that appears.
5. Scroll down the Budget Exceptions page to view the reason for the budget checking error.