Budget Pre-Check Functionality for ePro Requisitions

This Oracle enhancement is being introduced on 03/31/25 to provide users with the ability to run a budget pre-check for ePro requisitions to determine if funds are available prior to approvals.

What is the benefit of this functionality?

Prior to this enhancement, it was required that a requisition be in fully approved status before a budget check could be performed. With the budget pre-check functionality enabled, requisitions can be provisionally budget checked prior to approvals to determine if there are funds available under the selected budget.

When conducting a budget pre-check, the budget processor verifies that a budget exists for the chartstring and that there are sufficient funds for the expenditure. However, the processor does not reserve these funds (create a pre-encumbrance), meaning the funds may not be available when the Budget Check is initiated after approvals.

When the budget pre-check is performed, the budget status will be updated to either “P” for Provisionally Valid or “E” for Error. A status of Provisionally Valid indicates that a budget exists and that sufficient funds are available. A status of Error indicates that either no budget exists or the available funds are insufficient. A link to the Exception page will appear for any requisitions with an Error status. Neither a Provisionally Valid nor an Error status will prevent a requisition from routing for approval.

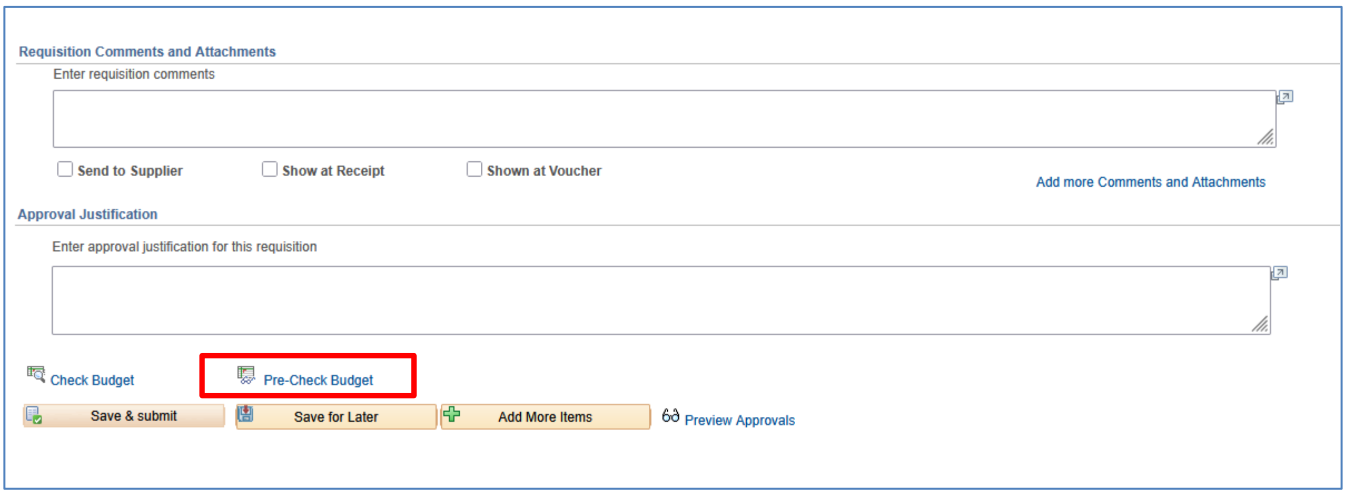
Please note that this functionality is currently only being enabled for the eProcurement module. While users will see a Budget Pre-Check icon on the Add/Update Purchase Orders page, the icon will not initiate a budget pre-check since this functionality is not enabled for Purchase Orders at this time.

The Budget Pre-Check button is available for use on the following PeopleSoft pages for GeorgiaFIRST Financials:

- Create Requisition
- Requisition Confirmation
- Manage Requisitions
- Requester's Workbench

Budget Pre-Check from the Create Requisition page

1. Navigate to **eProcurement > Create Requisition**
2. Click the **Special Requests** link.
3. Enter required information under Item Details and click **Add to Cart.**
4. On the **Checkout – Review and Submit** page, users can review the Requisition and modify it if needed, such as ChartField, Asset, and Budget information.
5. Once all the information has been entered and reviewed for the requisition, users can perform the budget pre-check prior to submitting by clicking the **Pre-Check Budget** link.



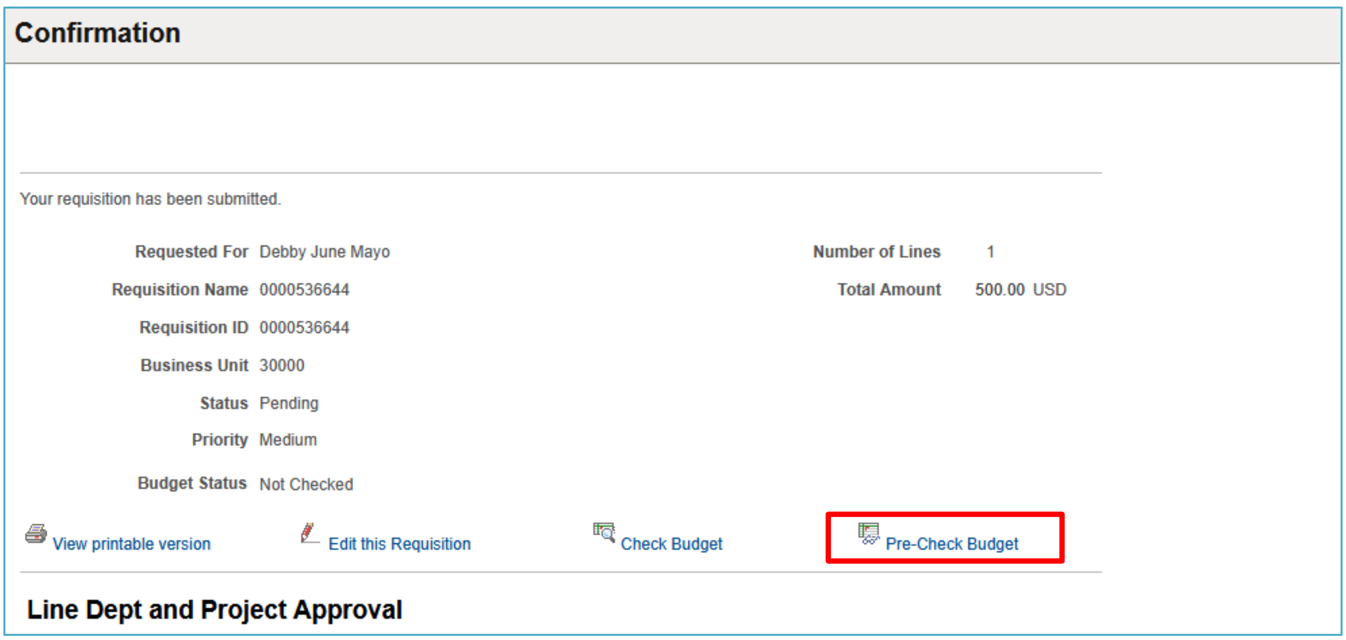
6. Budget status will update to either **Prov Valid** or **Error**.

   If the budget check is not valid, then the system sets the budget header status to Error with a link to the Exception page.

7. Either modify the requisition or click the **Save & Submit** button to submit the requisition for approval.

Budget Pre-Check from the Confirmation page

1. Navigate to **eProcurement > Create Requisition**
2. Click the **Special Requests** link.
3. Enter required information under Item Details and click **Add to Cart.**
4. On the **Checkout – Review and Submit** page, users can review the Requisition and modify it if needed, such as ChartField, Asset, and Budget information.
5. Once all the information has been entered and reviewed for the requisition, click the **Save & Submit** button to submit the requisition for approval.
6. From the Confirmation page, the user can perform the budget pre-check by clicking the **Pre-Check Budget** link.



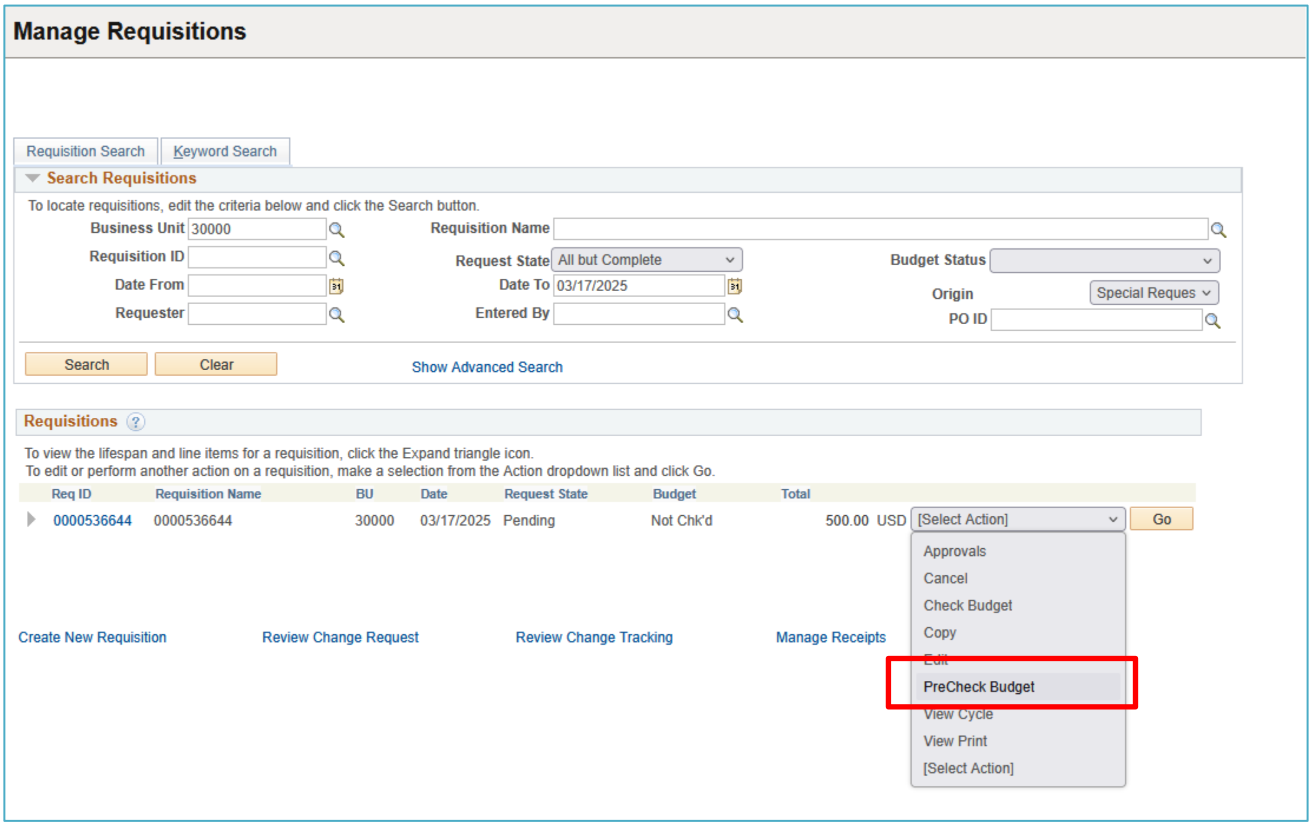
7. Budget status will update to either **Prov Valid** or **Error**.

   If the budget check is not valid, then the system sets the budget header status to Error with a link to the Exception page.

8. Click the **Edit the Requisition** link to modify the requisition, if needed.

Budget Pre-Check from the Manage Requisitions page

1. Navigate to **eProcurement > Manage Requisitions**
2. To search for requisitions, enter criteria into the **Search Requisitions** section. Enter as much criteria as possible to narrow the search results.
3. Click the **Search** button.
4. To perform a budget pre-check for a requisition, select the **PreCheck Budget** option from the Action dropdown list located to the right of the requisition line.



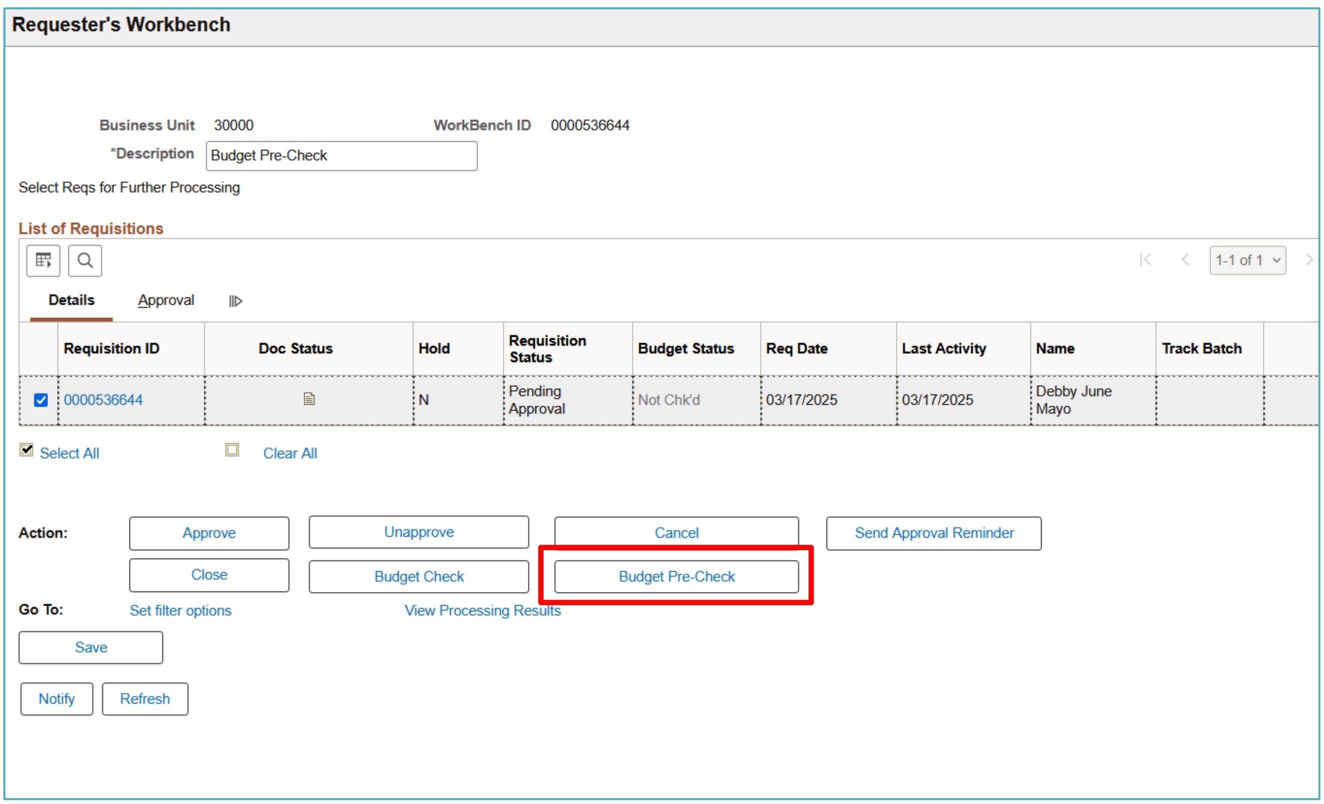
5. Once the action is selected, click the **GO** button.
6. Budget status will update to either **Prov Valid** or **Error**.

   If the budget check is not valid, then the system sets the budget header status to Error with a link to the Exception page.

7. Choose the **Edit** option from the Action dropdown to modify the requisition, if needed.

Budget Pre-Check from the Requester's Workbench

1. Navigate to **Purchasing > Requisitions > Requester's Workbench**
2. Select the **Add a New Value** tab.
3. Enter the Workbench ID and select the **Add** button.
4. The **Filter Options** search page is used to search for the Requisitions you want to perform certain actions against. It is recommended users always enter some selection criteria to reduce the number of records retrieved.
5. Select the **Search** button. The requisitions from the inputted filters are displayed in the List of Requisitions.
6. Select any or all of the requisitions to take action on by clicking the checkbox next to each.
7. Click on the **Budget Pre-Check** button.



8. Review the **Requester's Workbench – Processing Results** page.
9. Verify that the **Accounting Date for Action** field populates with the correct accounting date.
10. Select the **Yes** button to continue with the process or select the **No** button to cancel. Selecting Yes will prompt a secondary message box to appear. To Continue with the process, select Yes. To Cancel the action, select No.
11. Budget status will update to either **Prov Valid** or **Error**.

If the budget check is not valid, then the system sets the budget header status to Error with a link to the Exception page.