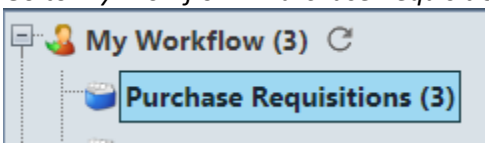
Budget Checking Report

This report will show you if any of the accounts you used on a requisition are over budget. If so, please code the expense to another account or contact the Accounting Department.

1. Go to *My Workflow > Purchase Requisitions*

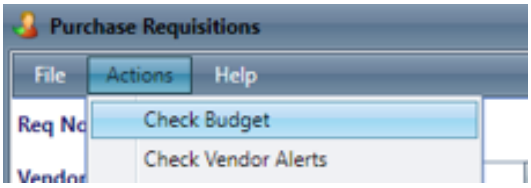


Note: If you have any requisitions that need to be approved, you will see a bolded number.

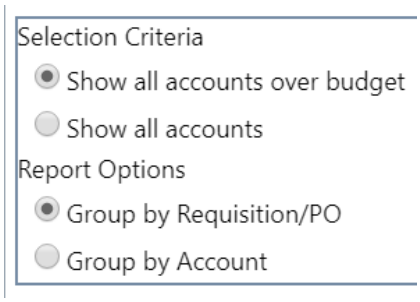
2. Click the checkbox for each requisition you would like to check the budget on.

	Process	Req. No.	Req. Date	Vendor Name	DAC	Requester
1	☑	800000003	07/01/2018	PEPSI COLA BOTTLING CO AZ	STUDENT ACTIVITIES	BOOKSTORE
2	☑	800000002	07/01/2018	UNIVERSAL ATHLETIC SERVICES I	STUDENT ACTIVITIES	BOOKSTORE
3	☑	14	07/01/2018	BEYOND TECHNOLOGY	BASHA HIGH	ADMIN ASSISTANT

3. Go to *Actions* and select *Check Budget* from the drop down menu.

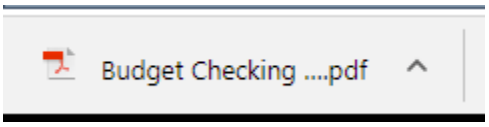


4. Select the bubble for *Show All Accounts Over Budget* and *Group by Requisition/PO*.



5. Click the *OK* button to run the report.

6. Your report will appear in the bottom left hand corner of the screen. Click on the arrow next to the report and select "Open" to view the report.



7. Any accounts that are over budget will appear on your report. You may need to recode the expense or contact the Accounting Department for help.

Budget Checking Report (Over expended accts. only)

Fiscal Year: 2018 - 2019

Req. No.	Vendor	Remote Location	Requester	Total Amount
2307	HOBBY LOBBY STORES INC P1	AZ COLLEGE PREP ERIE CAMPUS	BOOKSTORE MANAGER	1,000.00

Account	Description	Amount
525.100.1000.6611.243.6807.243	OPEN PO FOR SPIRIT ITEMS, CRAFT SUPPLIES AND DECORATIONS FOR HOMECOMING - NTE-FY18-19	1,000.00

Account	Budget	YTD Trans.	Unexpended	Encumbrance	Unencumb. Balance	Pending	Budget Balance
525.100.1000.6611.243.6807.243	0.00	(3,568.41)	3,568.41	0.00	3,568.41	6,647.52	(3,079.11)