9.2 Perform Requisition Budget Pre-Check

Purpose: Use this document as a reference for performing a budget pre-check on a requisition in ctcLink.

Audience: Purchasing staff

Perform Requisition Budget Pre-Check

() Note: The requisition must be created and saved before the **Budget Pre-Check** icon can be seen. **Budget Pre-Check Status** will be "Not Chk'd" before Pre-Budget Check is run.

Navigation: NavBar > Navigator > Purchasing > Requisitions > Add/Update Requisitions

- 1. On the **Requisitions** search page, select the **Find an Existing Value** tab.
- 2. Enter Business Unit.
- 3. Enter Requisition ID.
- 4. Select Search. The Requisition page will display.

Requisitions	
Use the following search to look for an existing Requisition.	
Find an Existing Value Keyword Search Add a Ne	w Value
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Requisition ID begins with 🤍 00000039	989
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Requester Name begins with 🧹	Q
Hold From Further Processing	
Case Sensitive	
Search Clear Basic Search	Criteria

5. On the Requisition page, validate that the Budget Status is "Not Chk'd".

6. Select the **Budget Pre-Check** icon in **Budget Status**. System starts to perform Pre-Budget Check. This process can take 1-2 minutes.

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- 7. Verify that the Budget Status is now "Prov Valid".
- 8. If errors are found, Budget Status shows "Error". Fix the error(s) as needed and try again.
- 9. Select Save.

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- 10. Budget Pre-Check is done successfully. The Requisition is now ready to be submitted for Approval and Budget Check.
- 11. Process complete.