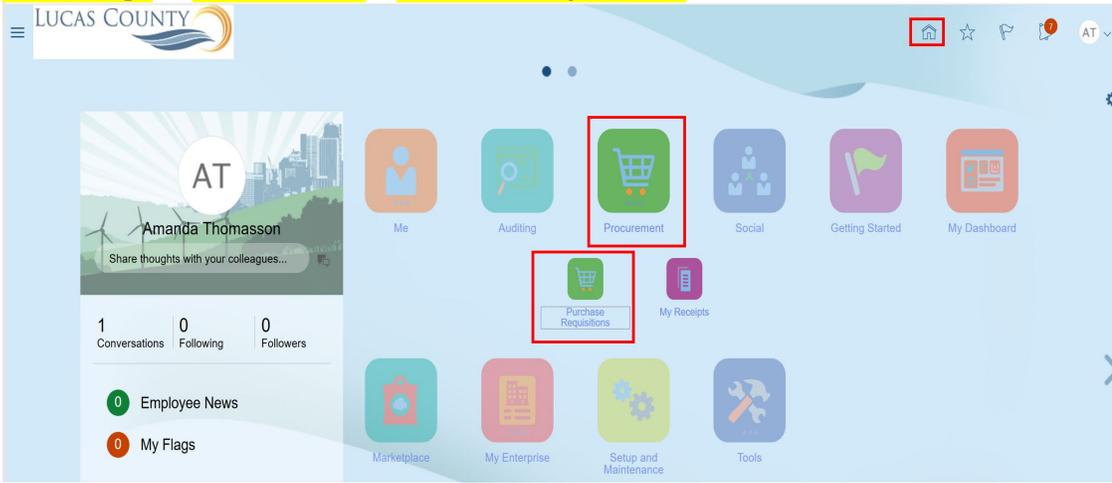
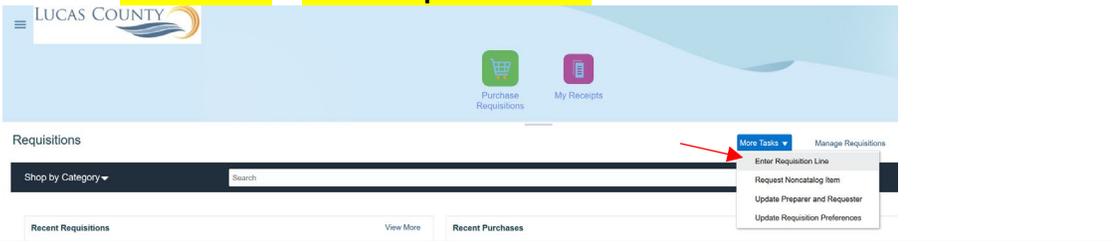


View Failed Funds Check Results

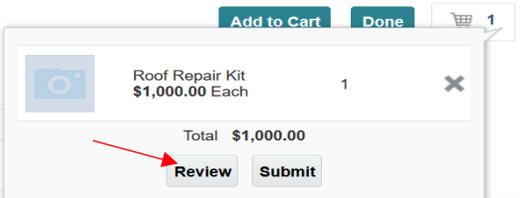
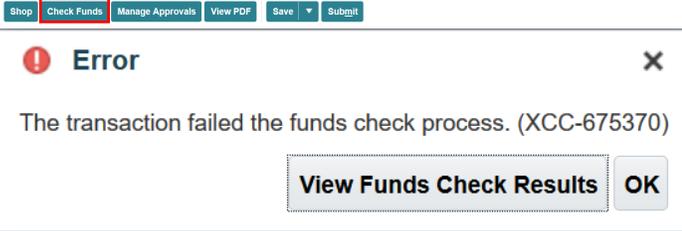
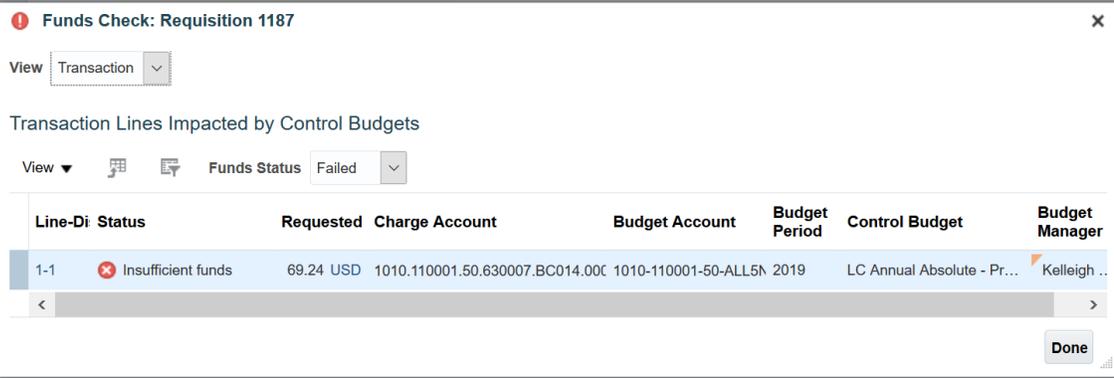
Audience: Requester

Purpose: Funds reservation is done automatically when you submit a requisition containing items that are subject to budgetary control. Funds are reserved when a requisition subject to budgetary control is submitted. Funds are checked upon saving a requisition, and again upon submission.

Note: The Requisition cannot be submitted when a Funds Check fails. This job aid will provide guidance to viewing results of a failed funds check.

Step	Action
1	<p>Log into Oracle. Home Page -> Procurement > Purchase Requisitions</p> 
2	<p>Click the More Tasks > Enter Requisition Line link.</p> 
3	<p>Click the Line Type list.</p>
4	<p>Select the Goods list item.</p> 
5	<p>Click in the Item Description field.</p>
6	<p>Enter information into the Item Description field.</p>
7	<p>Click in the Category Name field.</p>
8	<p>Click the Search: Category Name button.</p>

9	Click in the Category Name field.
10	Enter information into the Category Name field.
11	Click the Search button.
12	Click the Category Name cell to highlight category.
13	Click the OK button.
14	Click in the Quantity field.
15	Enter information into the Quantity field.
16	Click in the UOM field.
17	Make a selection from the UOM list.
18	Click in the Price field.
19	Enter information into the Price field.
20	Click in the Currency field.
21	Click the scrollbar to view the Billing region.
22	Click the Charge Account icon and add accounting combination that has insufficient funds.
23	Click the Add to Cart icon
24	Click Shopping Cart icon and select Review .

	
25	Select Y/N option for *State Contract - If yes, please insert Contract Number.
26	Enter if 'Y' is selected enter a number in the State Contract Number field.
27	Select Y/N *Sole Source ("If yes please attach proof of Sole Source").
28	Select Y/N *Resolution Attached.
29	Select Y/N *Will Services be performed on Lucas County property?
30	Click the Check Funds button. 
31	Click the View Funds Check Results button. Note the results of the funds check. 
32	Click the Done button.
33	Click the OK button.
34	Click the Save button.
35	Click the Submit button. Notice that Funds Check is performed again during the Submit process.
36	Click the OK button.
37	The Requisition cannot be submitted when Funds Check fails. Click the Save button and click Save and Close .

Edit Requisition: 1187

[Shop](#) [Check Funds](#) [Manage Approvals](#) [View PDF](#) [Save](#) [Submit](#)

Last Saved: 7/31/19 2:04 PM

Requisitioning BU: Lucas County

* Description: First Aid Kit - Hard Case - Level 1

Justification: [Empty Field]

Requisition Amount: 145.89 USD

Approval Amount: Calculate Amount with Tax

Funds Status: Failed ❌

Attachments: None +

* State Contract - If yes, please insert Contract Number: No ▼

State Contract Number: [Empty Field]

* Sole Source - If yes please attach proof of Sole Source: No ▼

* Resolution Attached: No ▼

* Will Services be performed on Lucas County property?: No ▼

Requisition Lines

Actions ▼ View ▼ Format ▼    Freeze  Detach  Wrap

Line	Description	Category Name	Quantity	UOM Name	Price	Amount (USD)	Funds Status	Delete
1	First Aid Kit - Hard Case - Level 1	345	1	Each	69.24 USD	69.24	Failed	
2	First Aid Kit - Soft Side Case - Level 1	345	1	Each	76.65 USD	76.65	Exceed	