FUND_CODE/PROJECT_ID Error:

- Certain Fund IDs will require a Project ID to proceed. The above error message for the Budget Reference will change from ACCOUNT/BUDGET_REF to FUND_CODE/PROJECT_ID, like below:

![Message](image)

- Navigate to the Accounting Lines and click on Chartfields3 to bring up the Project ID field

![Accounting Lines](image)

- Click the magnifying glass next to the Project ID field and select the appropriate Project ID

Adding Attachments to the Requisition:

- When adding attachments to the Requisition, the attachments should only be added using the Comments link, shown below:

![Requisition Lines](image)

  - This will ensure that the attachment is added to the correct location
  - Do not add attachments under the Requisition Comments and Attachments section, as seen below:

![Requisition Comments and Attachments](image)

  - Adding the attachments in the Requisition Comments and Attachments section will not properly add the attachments, causing them to be excluded from the Requisition

Revised May 17, 2017