How To
Fix a Budget Reference Error

If you receive a BUDGET_REF error it means the wrong fiscal year is being referenced in the requisition. These steps will show you how to edit the requisition to the proper year. Please reach out to purchasing@kennesaw.edu with any questions.

1. Log in to PeopleSoft via https://www.usg.edu/gafirst-fin/ by clicking GeorgiaFIRST Financials under Core Users on the right of the page. You will be prompted to log in using Duo.
2. In the NavBar menu, click Navigator > eProcurement > Manage Requisitions.
3. On the new page, clear out Date To/From, Request State, and Origin.
4. Enter the Requisition ID and press Search. The requisition information will show up below.
5. At the right of the requisition listing, there is a dropdown menu. Click it and select Edit, then press Go. You will get a message about the requisition pending approval, press OK.
6. On the Edit Requisition page, click the grey triangle next to the line items. This will drop down shipping information – below that information are the words Accounting Lines with another grey triangle next to them, click that one too.
7. Click the Chartfields2 tab.
8. Budget Reference is the right-most data entry point. Edit the year to the current fiscal year – you will have to do this for each line.