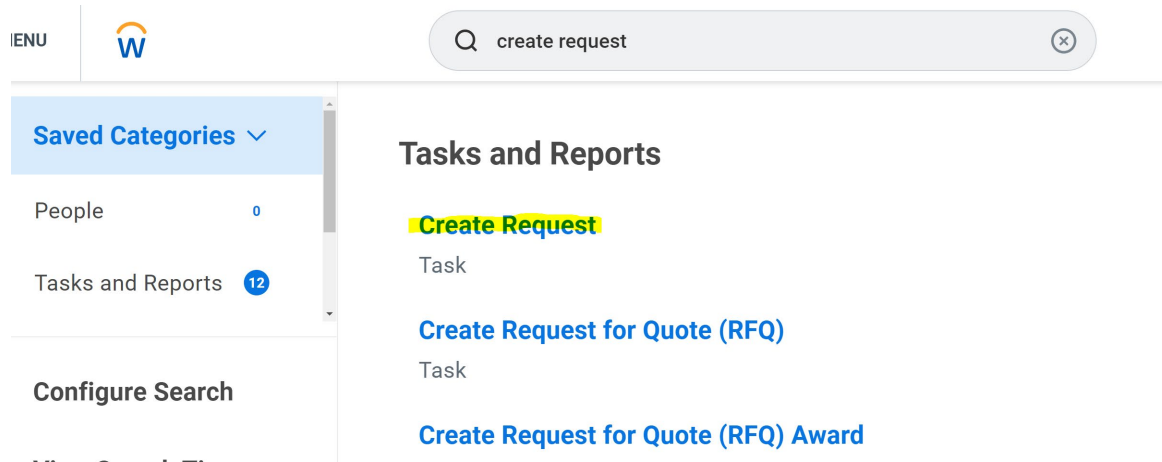
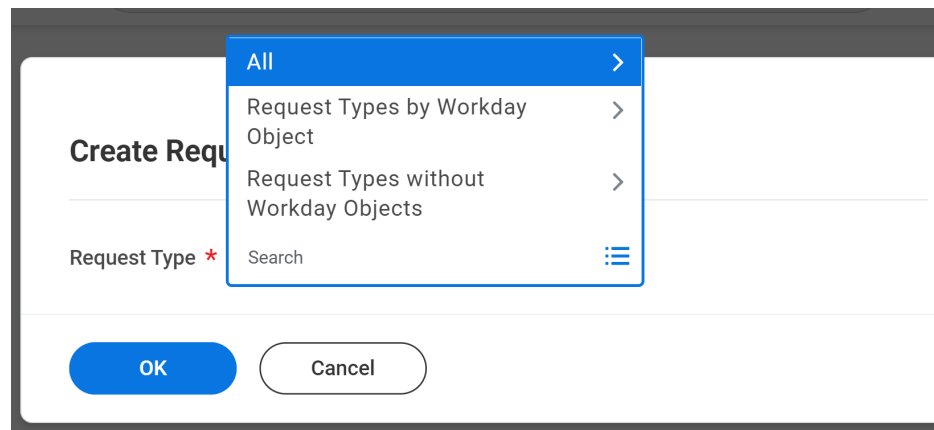


How to create a budget request without receiving a “Failed Budget Check” notification

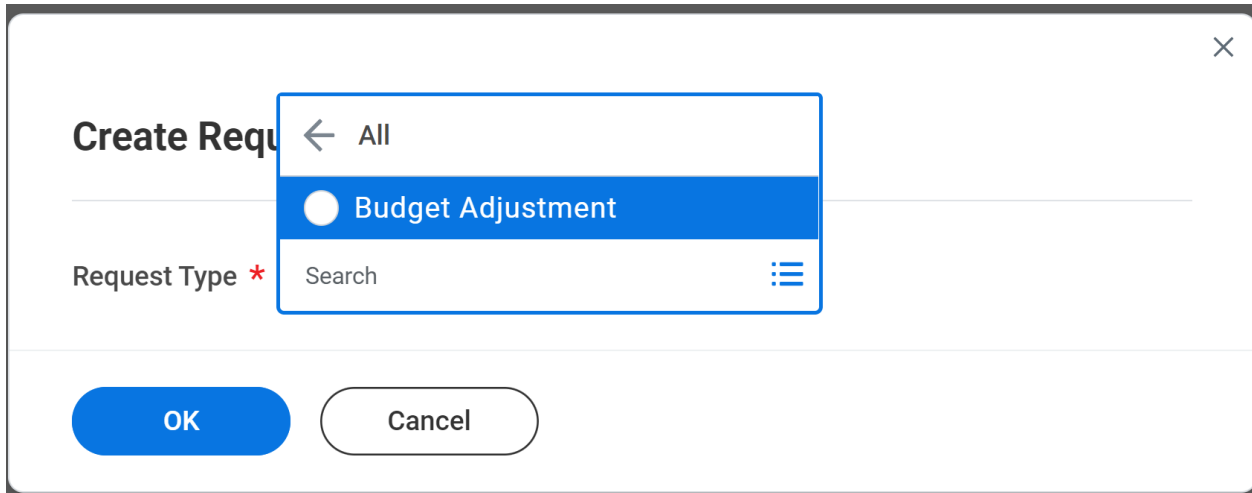
From the search bar, type “[Create Request](#)”.



Once you click on “[Create Request](#)”, Select “[All](#)”.



Next, select "[Budget Adjustment](#)"



The screenshot shows a 'Create Request' dialog box. At the top right is a close button (X). The main heading is 'Create Request'. Below it is a dropdown menu that is currently open, showing a back arrow and the text 'All'. The 'Budget Adjustment' option is selected and highlighted in blue. Below the dropdown is a 'Request Type' field with a red asterisk, a search bar, and a menu icon. At the bottom of the dialog are two buttons: 'OK' (blue) and 'Cancel' (white with a grey border).

Once selected, click "[OK](#)".

You will then be taken to the "[Budget Adjustment](#)" template.

Budget Adjustment

- This is to request that budgeted funds be moved from one ledger account to another.

Describe the Request *