**Requesting a Budget Override**

If a requisition that you have submitted does not pass budget validation because, for example, there is not enough money in the chartfield string to cover the amount of the requisition or because the grant fund you entered has expired, you may resubmit the requisition with a request for a budget override. You would request a budget override only when you have reason to believe that the speedtype you submitted will be able to cover the amount of the requisition when the invoice is received. When you request a budget override, either the Budget Office or the Office of Research and Sponsored Programs, depending on the speedtype, must approve the requisition.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | **Log in to BuyWays**  
  - Navigate to UMass BuyWays ([www.umb.edu/it > Getting Services > Campus Administrative Systems](http://www.umb.edu/it/getting-services-campus-administrative-systems))  
  - Click on BuyWays Production in the center of the page.  
  - Enter your campus email user ID (firstname.lastname only) and password.  
  - Select the Boston campus.  
  - Click Login. |

The BuyWays Home/Shop page will open.
### Requesting a Budget Override

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Click on the link to the returned requisition in the email notification from <a href="mailto:support@sciqvest.com">support@sciqvest.com</a> to go directly to the Shopping Cart – Drafts page. You can also find your returned requisitions by starting on the Home/Shop page. In the menu at the top right, click on <strong>Action Items</strong>. Click on <strong>My Returned Requisitions</strong>. The Shopping Cart – Drafts age will be displayed. Under <strong>My Returned Requisitions</strong> you will see a list of requisitions that have been returned to you. Locate the requisition and click on its <strong>active cart</strong> icon: The cart icon will turn a different color, indicating that this cart is now active.</td>
</tr>
<tr>
<td>3.</td>
<td>To open the cart, click on the <strong>Active Cart link</strong> in the menu at the top right. Click</td>
</tr>
</tbody>
</table>
# Requesting a Budget Override

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Click on <a href="#">Proceed to Checkout</a>. The Requisition Summary page will appear.</td>
</tr>
<tr>
<td>5.</td>
<td>In <strong>the Accounting Codes</strong> section of the requisition, click <a href="#">edit</a> at the far right.</td>
</tr>
<tr>
<td>6.</td>
<td>Look for the Request Budget Override option in the center of this section and click <strong>Select from all values</strong>. Click on the dropdown menu and select <strong>Request override</strong>. Click <a href="#">Save</a>.</td>
</tr>
</tbody>
</table>
### Requesting a Budget Override

**Step 7.**

Click on the gray **Comments** tab at the top of the page.

Click on **Add Comment**.

Enter a comment for the approver in ORSP or the Budget Office explaining why you are re-submitting this requisition for a budget override.

Click **Add Comment**.

**Add Comment**

This will add a comment to the document. If you select a user they will receive an email indicating that a comment has been added to the document.

- Anita Thompson (Prepared by) <Anita.Thompson@umb.edu>
- Catherine Hennessey (Approved) <Cathy.Hennessey@umb.edu>
- Ronald Bennett (Approved) <Ronald.Bennett@umb.edu>

**Please approve this budget override request as we expect the funds to be available in a few days.**

**Step 8.**

Click **Submit Requisition**.

Depending on your speedtype, an approver in either the Budget Office or ORSP will receive an email notification that your requisition is awaiting action.

When the approver acts on your requisition, you will receive a message.