
Budget Checking Procedures

Revised: 01.28.07

The procedures for funds with insufficient budgets are listed below. An example of an insufficient budget is when a fund has a remaining budget available of \$1000 and the transaction to be processed is for \$1100. There is an insufficient budget of \$100.

If a department continues to have insufficient budgets for transactions submitted to Accounting Services for processing, Accounting Services will notify the Department Head by email requesting that the budget be reviewed and steps taken to reduce future budget issues.

Voucher's & Journal Voucher's

- For **non-grant fund number's (10000-39999, & 50000-84999)**:
 - Accounting Services will contact the department by phone to request the completion of a budget journal.
 - The budget journal must be delivered to Accounting Services by **noon the following day** or the department will need to provide an alternate fund number for the charge.
 - If the department does not have an alternate fund, they will need to contact their respective Dean or Vice President for an alternate funding source.
 - If an alternate fund is not provided, Accounting Services will select another departmental fund for the charge.
- For **grant fund numbers (40000-49999)**:
 - Accounting Services will forward a copy of the voucher or journal voucher to the Grants & Contracts Office to resolve within one day of receipt.
 - Grants & Contracts Office will work with the department to resolve the budget error.
 - If unable to resolve within one day, the Grants & Contracts Office will notify Accounting Services.
 - Accounting Services will contact department for alternate fund number for the charge.
 - If an alternate fund number is not provided, Accounting Services will select another departmental fund for the charge.

Journal Entries

- Accounting Services will contact the department to resolve.
- If department has not resolved prior to the last day of the month, the journal entry will be deleted in PeopleSoft and returned to the initiating department (department submitting and/or charging other departments).

Journal Imports

- The originating department (department submitting and/or charging other departments) must edit the journal import through the Chartfield Access Database Program **prior** to sending the journal import to Accounting Services for processing.
- For **all fund numbers**:
 - Accounting Services or the Purchasing Office will contact the originating department by email and will include a spreadsheet attachment indicating the budget errors.
 - The originating department will work with those department(s) that have budget errors.
 - The budget errors should be resolved in a timely manner so that the journal import can be posted by the last day of the month.