Budget Checking Procedures

Budget checking is an automated process that ensures sufficient budgeted funds are available to cover an expense or transaction when it is submitted through PeopleSoft.

The budget check process generates exceptions when circumstances warrant user review:

- **Warnings** – allow the transaction or expense to be processed. Violating rules such as minimum balances can generate warning exceptions.
- **Errors** – issued when sufficient budget is unavailable, errors generate a user notification and do not allow a transaction or expense to be processed. Situations such as insufficient budget or out-of-date cost centers generate error exceptions and user notifications.

**NOTE:** Budget check error exceptions must be cleared within 3 days or before month-end.

Budget checking is used on all cost centers. Payroll, and Campus Solutions cost centers do not currently use budget control.

Refer to the *Budget Control Training Guide* for detailed instructions on resolving budget errors.

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### 1. Basic Process

#### Budget Checking

<table>
<thead>
<tr>
<th>Submitter</th>
<th>Automated PS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Submitted</td>
<td></td>
</tr>
<tr>
<td>Check Against Budget Control</td>
<td></td>
</tr>
<tr>
<td>Warning?</td>
<td>Yes</td>
</tr>
<tr>
<td>Warning Exception Issued</td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Error?</td>
<td>No</td>
</tr>
<tr>
<td>Submission Processed</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Transaction Stopped, Error Exception Issued to Budget Reviewer</td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>Posts to Clearing Cost Center, Budget Reviewer Notified</td>
</tr>
</tbody>
</table>

**Budget Checking Process Detail**

- The automated PeopleSoft budget checking process checks submitted transactions and expenses against Operating cost center budgets.

- Warning exceptions are visible within PeopleSoft and do not stop the transaction.

- Error exceptions stop the transaction and generate notifications to the cost center budget reviewer.

**NOTE:** After 3 days or at month-end, transactions with uncorrected budget check errors post to the school or division Clearing Cost Center, whose owner is notified.
2. Budget Journals

Budget Journals are used to transfer budget between accounts or cost centers, or to adjust budget balances. Budget journals specify funds available for spending.

To submit a budget journal, log into Gemini Financials and navigate to Main Menu»Commitment Control»Budget Journals. Refer to the Budget Adjustment Quick Guide and the Budgets Overview Quick Guide for detailed instructions.
Research the budget check error in PeopleSoft as described in Appendix A below, *Research the Budget Check Error in PeopleSoft FMS.*

3. **Address the Budget Journal Budget Check Error**

Perform one of the following corrective actions to address the budget check error:
- Update the journal with an alternative cost center
- Update the journal amount to the available budget in the source cost center
- Cancel the budget journal

When you have determined the best course of action, update and save your changes.

When the journal budget **Status** indicates V, click **Submit** to send the updated journal to workflow.
4. eProcurement Carts/SciQuest Requisitions

eProcurement/SciQuest is used to make department purchases and to submit check requests.

To access eProcurement/SciQuest, log into Galaxy and click the eProcurement link in the Toolbox section. Shop from the Shopping Home tab. Click the Forms tab to access forms. Refer to the eProcurement Requestor Quick Guide for detailed instructions.
Research the budget check error in PeopleSoft as described in Appendix A below, *Research the Budget Check Error in PeopleSoft FMS.*

5. **Address the eProcurement/SciQuest Budget Check Error**

Perform one of the following corrective actions to address the budget check error:

- Perform a budget transfer as described in section 2 above, *Budget Journals,* to make additional funds available in the source cost center(s)
- Reduce the transaction amount to the available budget in the source cost center(s)

When you have determined the best course of action, perform one of the following:

- Copy to a new cart with an updated cost center by clicking the *Available Actions* pulldown and selecting *Copy to New Cart,* or
- Cancel the cart or requisition by selecting it from the *Action Items* section of your home page and clicking *Withdraw Entire Requisition.* This ends the requisition process.

Submit your changes. The new cart or requisition undergoes the budget check process at submission.
6. Travel Expenses and Travel Card Charges

Travel expenses, including those on travel card or cash advances, are reconciled by the traveler's department using the travel voucher and card activity reports. Reconciled forms are submitted with receipts to the Procurement travel team.

The department budget reviewer is notified of budget check errors via email. Refer to the Email Notification Quick Guide for detailed instructions.
The email notification subject line includes the terms **Budget Exception**, and the email body contains a PeopleSoft link to budget exception details.

**NOTE:** Consider creating an email folder and rule in Outlook to isolate Budget Exception emails.

Log into Galaxy before you click the email link, or use your PeopleSoft worklist to review the details of each transaction budget check error:

Research the budget check error in PeopleSoft as described in Appendix A below, *Research the Budget Check Error in PeopleSoft FMS.*

7. **Address the Travel Expense Error**

Perform one of the following corrective actions to address the budget check error:

- Determine an appropriate alternate cost center for the expenses
- Perform a budget transfer as described in section 2 above, *Budget Journals*, to make additional funds available in the source cost center(s)
- Reduce the claimed expense amount to the available budget in the source cost center(s)

8. **Notify Procurement of Updates Via PeopleSoft:**

When you have determined the appropriate alternate cost center for the expenses, notify Procurement in PeopleSoft as detailed in Appendix B below, *Cost Center Update Notifications in PeopleSoft.*

The Procurement team updates the expense report cost centers as specified in your notification and re-submits the expense reports.
9. Vouchers and Reimbursements

Business expense vouchers and reimbursement requests are submitted to A/P by the department with receipts.

The department budget reviewer is notified of budget check errors via email. Refer to the Email Notification Quick Guide for detailed instructions.
The email notification subject line includes the terms Budget Exception, and the email body contains a PeopleSoft link to budget exception details.

**NOTE:** Consider creating an email folder and rule in Outlook to isolate budget exception emails.

Log into Galaxy before you click the email, or use your PeopleSoft worklist to review the details of each transaction budget check error.

Research the budget check error in PeopleSoft as described in Appendix A below, *Research the Budget Check Error in PeopleSoft FMS*. Determine the appropriate alternate cost center for the expenses.

10. **Address the Voucher or Reimbursement Budget Check Error**

Perform one of the following corrective actions to address the budget check error:

- Determine an appropriate alternate cost center for the expenses
- Perform a budget transfer as described in section 2 above, *Budget Journals*, to make additional funds available in the source cost center(s)
- Reduce the claimed expense amount to the available budget in the source cost center(s)
- Notify A/P to reduce transaction amount
- Notify A/P to cancel the voucher

11. **Notify A/P of Updates Via PeopleSoft:**

When you have addressed the budget check error or determined the appropriate alternate cost center for the expenses, notify A/P as detailed in Appendix B below, *Cost Center Update Notifications in PeopleSoft*.

The A/P team updates the voucher cost centers as specified in your notification and re-submits the expense voucher. Updated vouchers are budget checked upon submission.
12. Interdepartmental Transfers (IDTs)

An Intra/Inter Departmental Transfer (IDT) is a PeopleSoft journal to transfer revenue or expenses from one cost center to another.

To submit an IDT, log into Gemini Financials and navigate to **Main Menu»General Ledger Custom»IDT Journal Entry**. Refer to the **IDT Journals Quick Guide** for detailed instructions.
Research the budget check error in PeopleSoft as described in Appendix A below, *Research the Budget Check Error in PeopleSoft FMS.*

13. Address the IDT Journal Budget Check Error

Perform one of the following corrective actions to address the budget check error:

- Determine an appropriate alternate cost center for the expenses
- Perform a budget transfer as described in section 2 above, *Budget Journals*, to make additional funds available in the source cost center(s)
- Reduce the IDT amount to the available budget in the source cost center(s)
- Delete the IDT

When you have determined the best course of action, update and save your changes.

When the journal budget status indicates V, click Submit to send the updated journal to workflow.
14. Spreadsheet Journals

University service centers submit spreadsheet journals to Finance via Excel spreadsheets emailed to the Journal inbox at journals@utdallas.edu.

The department spreadsheet originator is notified of budget check errors via email. Refer to the Email Notification Quick Guide for detailed instructions.
The email notification subject line is **Erroneous transaction requiring your attention**. Attached is an Excel spreadsheet with details of billed expenses.

**NOTE:** Consider creating an email folder and rule in Outlook to isolate spreadsheet journal budget exception emails.

Research the budget check error in PeopleSoft as described in Appendix A below, *Research the Budget Check Error in PeopleSoft FMS*.

**15. Address Spreadsheet Journal Budget Check Error**

Perform one of the following corrective actions to address the budget check error:

- Determine an appropriate alternate cost center for the expenses
- Perform a budget transfer as described in section 2 above, *Budget Journals*, to make additional funds available in the source cost center(s)

**16. Notify Finance of Updates Via Email:**

When you have addressed the budget check error or determined the appropriate alternate cost center for the expenses, notify Finance via email to the Journals inbox at journals@utdallas.edu.

Copy the service center or billing department on the email. Finance updates the spreadsheet journal cost centers as appropriate and re-submits the expense journals.
17. Appendix A: Research the Budget Check Error in PeopleSoft FMS

Use the following steps to research budget check errors:

1. Click the **Errors** tab on the **Enter Budget Journals** screen. Note the cost center.
2. To view the cost center budget overview, navigate to **Main Menu»Commitment Control»Review Budget Activities»Budgets Overview**.
3. Select **Detail Budget Period** from the **Type of Calendar** pull-down.
4. Specify the **From Budget Period** and **To Budget Period** fields (OEA ledger only).

5. Click **Search** to view the **Budgets Overview** screen (Refer to the **Budgets Overview Quick Guide** for more information).
6. To view budget details, navigate to **Main Menu»Commitment Control»Review Budget Check Exceptions»Budget Exceptions**.
7. Specify the **Business Unit** – DAL01
8. Specify the **Ledger Group**:
   a. OEA – Operating
   b. PEA – Plant
   c. PED – Grant
9. Specify the **Cost Center**.
10. Click **Search** to view the **Budget Details** screen.
18. Appendix B: Update Notifications in PeopleSoft
When you have determined the appropriate corrective action for the transaction, notify the relevant department(s) in PeopleSoft as follows:

1. Click the Notify button to view the following screen:

   ![Send Notification Screen]

2. Click Lookup Recipient. Select name(s) from the address book.
3. Click Add Recipient.
4. Click Recipient Type (i.e., To, CC or BCC) for each Name.
5. Type a description in the Subject line.
6. Type details in the Message box.
7. Click OK to send the message.