PEOPLESOFT FINANCIALS 8.4
BUDGET CHECKING PROCESS & ERRORS

BUDGET CHECKING PROCESS

The University of Houston System utilizes the budgetary control functionality of the PeopleSoft Financials System. This means that transactions must conform to campus rules for budget checking defined by the Univesity of Houston in the PeopleSoft system. UH budget checking occurs at the cost center and budget node level. The budget node is equivalent to a pool or category of spending. UH uses a standard set of pools for non-project cost centers:

B5005	Cost of Goods Sold
B5006	Salary and Wages
B5007	Fringe Benefits
B5008	Capital Outlay
B5009	Maintenance and Operations

PeopleSoft uses a translation tree as defined by UH to match the account chartfield on the transaction to the corresponding budget node to determine budget availability. Use the UHS_ACCT_BUDACCT_XREF query to see the translation tree information.

Sample Cost Center:

00730.2064.H0198.A0682.NA Operations Support

B5006	Salary & Wages	175,000
B5007	Fringe Benefits	23,000
B5008	Capital Outlay	15,000
B5009	Maint. & Oper.	34,000

If the voucher account is 58500, PeopleSoft will check budget node B5008 for budget availability. If the amount is 16,000, the voucher will fail budget check and the error will be Exceeds Budget since the amount exceeds the available budget by 1,000. It does not matter whether there is budget available in any of the other budget nodes in the cost center since budget checking occurs at the cost center and budget node level.

BUDGET ERRORS

The budget exceptions for a requisition, purchase order or voucher can be grouped into the following categories:

No Budget Exists

What this means: No budget exists in the cost center in the appropriate budget node. This type of error **is not overridable**.

What to do:

- Often times there may be budget in the cost center but not in the correct node. (i.e. B5009 M&O has budget; B5008 CAPITAL does not)
- Often times there may be fund equity in the cost center but it is not budgeted to spend.

In either case, a budget journal would be required to move budget to the correct node or budget fund equity. The last option would be to change the funding source.

Exceeds Budget

What this means: Not enough budget exists in the cost center in the appropriate budget node. This type of error **is overridable**.

What to do:

- In this case, there is budget in the correct node, just not enough to cover the transaction. A budget journal would be required to either move available budget from another node within the cost center, move budget from another cost center, or budget unbudgeted fund equity. The last option would be to change the funding source.

Project/Grant Errors

In addition to the errors listed above, Project/Grant cost centers can have other budget checking roadblocks such as budget status beginning and end dates.

What to do: Regardless of the type of error, the department will have to resolve the issue through the Research Office.