

The University of Rhode Island
STEPS TO TAKE WHEN A BUDGET CHECKING ERROR IS INDICATED

“Budget errors” must be corrected by the initiating department. The most common causes of “budget errors” are chartfield strings without a budget or insufficient funds in a chartfield. Please verify that budgets exist in the corresponding category before submitting college requisitions, LVPO-V’s, invoices, etc. If the budget line does not exist, then the transaction will be rejected and returned to the initiator/business manager for correction.

To correct these errors:

1. Verify the Chartfield String being used has a budget. If the chartfield does not have a budget then another chartfield needs to be identified that has available funds.

2. Ensure sufficient funds are available. If there are insufficient funds for the purchase, either a budget transfer needs to be done or an alternate chartfield string needs to be identified for the purchase. Budget transfers can be submitted to the Budget office for non-grants and the Grant and Contract Accounting office for grants.

The Org Ledger (exclude Grants)

Peoplesoft uses two different “ledgers” to track budgets, expenditures and encumbrances. The Org_Dtl level has this information at the individual account level (5250, 5432, etc) while the Org level has it at a summary level (multiple accounts summarized into one total – see the chart below for the accounts included in the summary level). The Org level (summary) is used by the system for budget checking. If funds are insufficient at the Org level the item will fail budget checking. Transfers between individual account codes at the detail level automatically update the Org level.

Org Level

(for budget checking)

ACCOUNT RANGE

CAPITAL	9649, 9652, 9654-9661,9669
DEBTSERV	5683, 5684, 5685
STUDENTAID	6580-6599
AUTOMOTIVE	5351
UTILITIES	5401-5413
PRINTING	5330-5331
OPER2	5300-5319, 5323-5324, 5328-5329, 5332-5350, 5352-5395, 5414-5599, 5682, 5686-5999, 8797
INSURANCE	5326
MAIL	5321, 5325
TELEPHONE	5320, 5322, 5327
FRING2	5216, 5217-5218, 5259, 5270, 5271, 5280-5299
LECTURERS	5201, 5243, 5247, 5272-5279
SPECSERV	5260-5269
INTPAYRLL	5237-5238, 5241-5242, 5244-5246, 5248, 5249
OTANDHOL	5205, 5215, 5225, 5256, 5258
CLASS	5210, 5220
NONCLS	5250, 5251, 5255, 5257
GRADS	5252-5253
STD HELP	5239-5240
INDC2	7731-7732, 7745, 7896

The Grant Ledger: To view a copy of the budget check table for Grants please refer to the E-Campus website. The navigation is: WWW.URI.EDU->E-CAMPUS->E-CAMPUS HELP->HOW DO I?->FINANCIAL ADMINISTRATION->GRANTS BUDGET CHECKING TABLE

If you have any questions regarding the budget checking process for the Org Ledger (non-grant) please contact the Budget Office, for grants please contact the Grant and Contract Accounting office.