

Q4. What is the budget error I am receiving, and how do I clear a budget error?

This tutorial will demonstrate how to determine what is the budget error in PeopleSoft, and how to clear it.

From the **Tools** page on the UTSW intranet, click **PeopleSoft**.

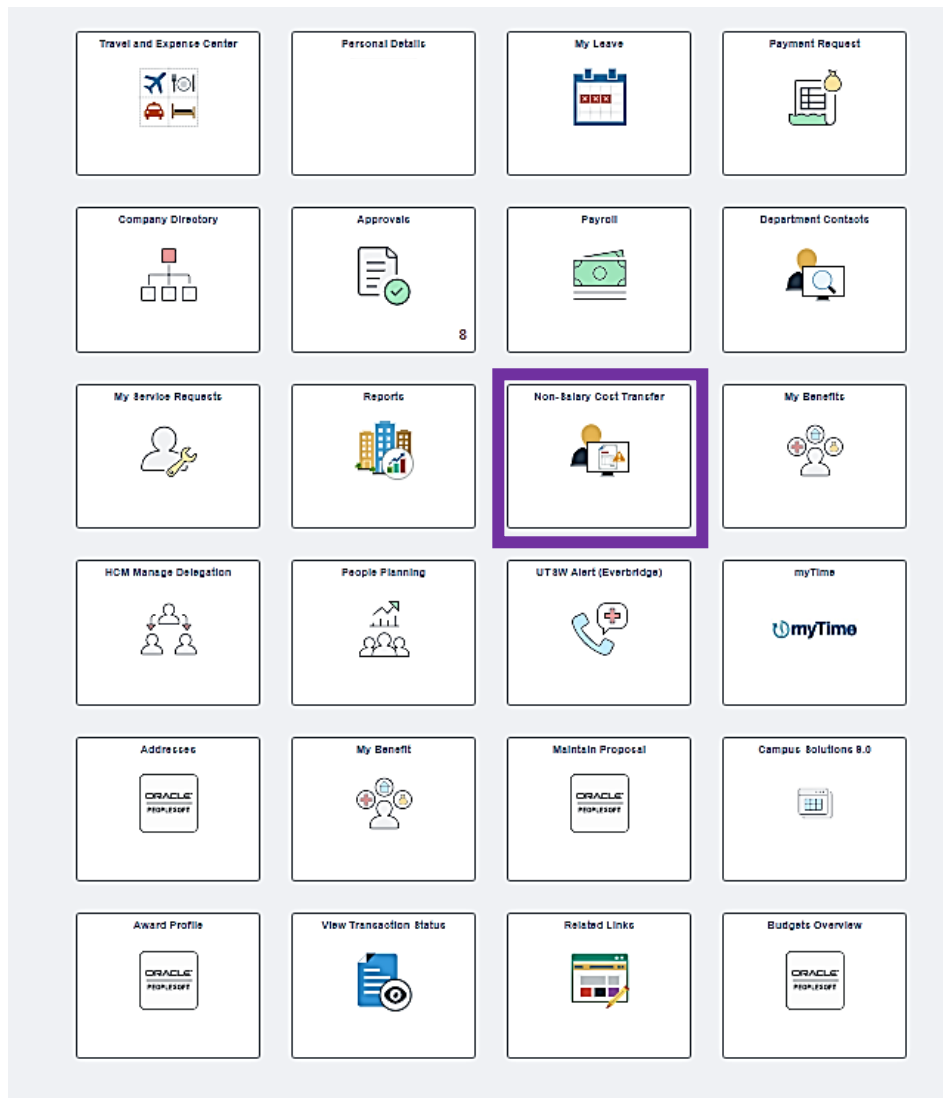
The screenshot shows the UTSW Medical Center intranet. The top navigation bar includes 'About Us', 'Administration', 'Departments & Centers', 'Education', 'Hospital & Clinics', 'Human Resources', 'Research', 'Services', and 'Tools'. The 'Tools' menu item is highlighted with a purple box. A purple arrow points from this box to the 'PeopleSoft' link in the main content area, which is also highlighted with a purple box. The main content area is titled 'Tools' and contains a list of various links and resources, including 'A-Z Index', 'ADAPT', 'Archibus', 'Clinical Trials', 'Compliance Report', 'CORE LIMS', 'Doctor & Faculty Profiles', 'eAgreements', 'eGrants', 'eIRB', 'Entrada', 'Find A Doctor', 'Focus On Faculty', 'Health System Portal', 'i2b2 Clinical Research Data Warehouse Study Feasibility Application', 'Kronos', 'Library', 'MyChart', 'myTime Login', 'Net Guide', 'ORBIT - UTSW Reporting Portal', 'Outlook Web App (Children's)', 'Outlook Web App (Parkland)', 'Outlook Web App (UT Southwestern)', 'Pathfinder', 'PeopleSoft', 'Phone Directory', 'Policy Library', 'Procurement Portal', 'Profile+ (Updated to faculty profiles)', 'ReadySet', 'REDCap', 'Research Portal', 'Talent Acquisition Management', 'Taleo Learn', 'TOPAZ', 'Total Professional Effort', 'TracDat', 'UTSW ServiceNow', 'Velos', 'Web Resources', and a list of 'Web Resources' including 'Faculty (Faculty Corner)', 'Postdocs (Graduate School of Biomedical Sciences)', and 'Students'.

Login with your UTSW **User ID** and **Password**, then click **Sign In**.

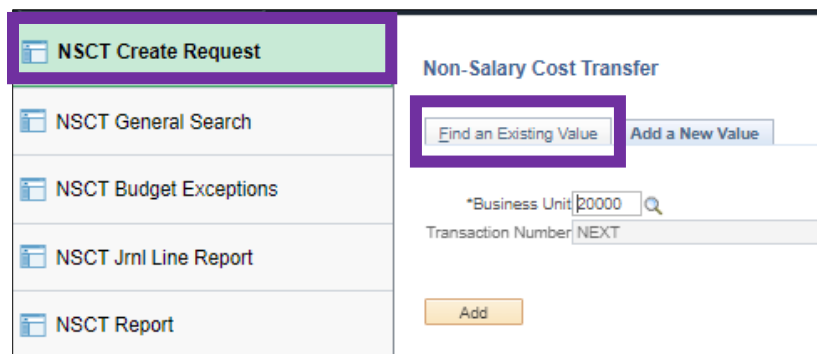
UTSouthwestern | PeopleSoft
Medical Center | Portal 9.2

The screenshot shows the login form for the PeopleSoft Portal 9.2. The form includes a 'User ID' input field, a 'Password' input field, a 'Select a Language' dropdown menu with 'English' selected, and a 'Sign In' button. The 'User ID' and 'Password' input fields, the 'Select a Language' dropdown menu, and the 'Sign In' button are all highlighted with a purple box.

Click the option for **Non-Salary Cost Transfer**.



From the **NSCT Create Request** tab, select **Find an Existing Value**.



Enter the Transaction Number.

NSCT Create Request

Non-Salary Cost Transfer

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Business Unit begins with []

Transaction Number begins with []

Date Submitted = []

Originator OperID begins with []

Search | Clear | Basic Search | Save Search Criteria

This takes you to the NSCT Journal Lines homepage. Click **Exceptions**.

Employee Self Service | Non-Salary Cost Transfer

NSCT Journal Lines | Certification Questionnaire

Business Unit: 20000 | Date of Discovery: 11/04/2022

NSCT Date Entered: 11/07/2022

NSCT # [] | NSCT Transfer Type: Expense Transfer

NSCT Status: Draft | Entered by []

Budget Checking Header Status: Error | **Exceptions**

Reason for Transfer: Allocate Charges Correctly | Supporting Document []

Snapshot of Selected Lines

Journal ID	Line #	Journal Date	Date Posted	Business Unit	Account	Department	Operating Unit	Fund Type	Source	Function	Program	Purpose	Person Number	SA	PC Business Unit	Project ID	Activity ID	Activity End Date	Journal Line Reference	Available Amount	Original Amount	Journal Line Description	
Total Amounts																							
Total Debits				290.00	Total Credits				-290.00														

Journal Lines

Reference ID	Transfer From/To	Business Unit	Account	Department	Operating Unit	Fund Type	Source	Function	Program	Purpose	Person Number	SA	PC Business Unit	Project	Activity	Activity End Date	Journal Line Reference	Amount	Journal Line Description			
1.																						
2.																						

Comments: Personalize | Find | View All | First: 1 of 1 | Last

Long Description: Charges placed on expired portion of the 11/04/22 award; moving to current budget period. 12/42/21

Clicking **Exceptions** above will give an overall view of exceptions. Click the **Show All Columns** icon, which will show the **Chart of Account (COA)** along with **Budgets with Exceptions**. Next, copy the **Project** number.

NSCT

Generic Exceptions | Line Exceptions

Business Unit: 20000 | Transaction Number [] | Date []

*Exception Type: Error | Override Transaction [] | More Budgets Exist []

Maximum Rows: 100

Search | Advanced Budget Criteria

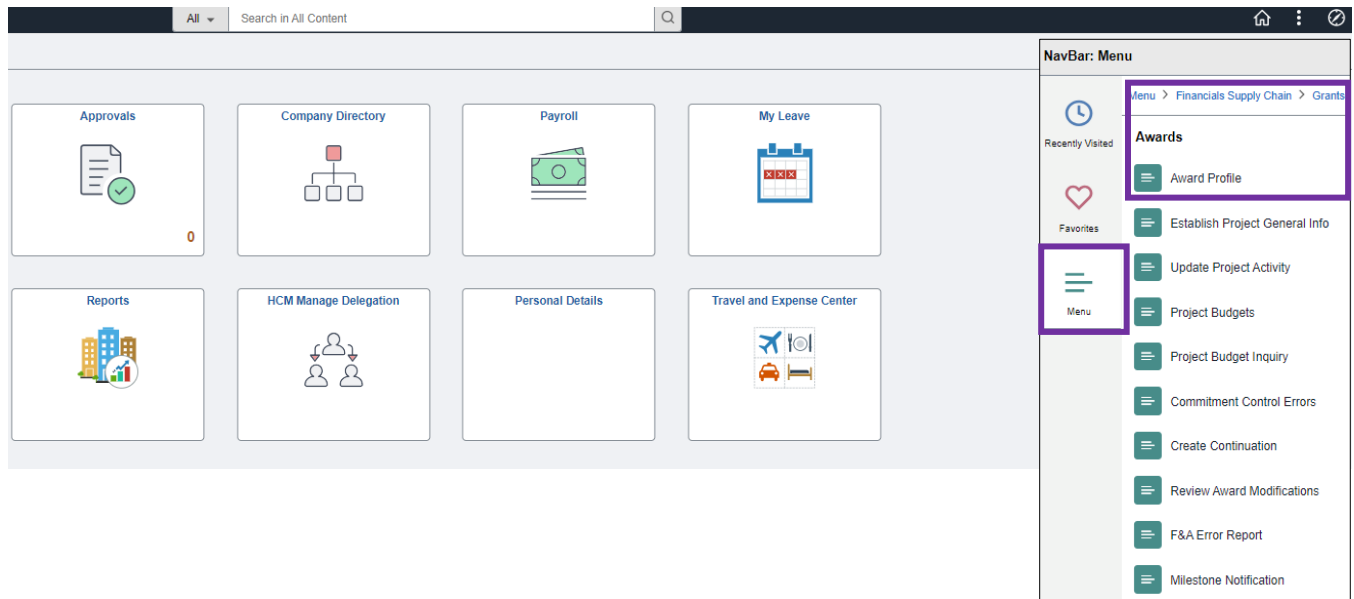
Budgets with Exceptions

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer	Account	Dept	Fund Type	Source	PC Bus Unit	Project	Activity
1	20000		Budget Date out of Bounds	More Detail	<input type="checkbox"/>	Go To ...							
2	20000		Budget Date out of Bounds	More Detail	<input type="checkbox"/>	Go To ...							

Save | Return to Search | Notify

Generic Exceptions | Line Exceptions

Next, return to the home page. Click the **navigation icon** in the top right corner of your screen, then click the **menu icon**. Click through the following menu options: **Financial Supply Chain--> Grants --> Awards --> Award Profile**.



From the Award Profile page, the **Business Unit** should auto-fill to 20100. Type or paste your **Project** number into the blank field, then click **Search**.

Award Profile

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Use Saved Search:

Business Unit:

Award ID:

Project:

Description:

PI ID:

Proposal ID:

Reference Award Number:

Case Sensitive

From the Award Profile page, review the end date. When reviewing the budget date, if the date is in the past, contact the SPA Maintenance Team for override review. If SPA Maintenance determines the expense is not allowable, then the expense will need to be moved to another Chart of Accounts (COA). Please update the COA in the Non-Salary Cost Transfer (NSCT). If the date is incorrect, please work with the SPA Maintenance Team to update the end dates, allowing the form to pass budget check.

Award ID SPA

Reference Award Number Federal Award Identification Number [OnBase Image](#)

Title

Long Description

171 characters remaining

*Contact PI Reporting Role

Sponsor

Post Award Administrator

Purpose

Status

Award Type

CFDA

Proposal ID View Proposal

Version ID

Start Date

End Date

Hold Billing on Unpaid Cost

Hold Revenue on Unpaid Cost

View Contract Contract Rates Additional Information Grant Administrator Sponsor Website Maintain Attachments Date Change

Associated Project		Personalize Find <input type="text"/> First 1 of 1 Last				
PC Business Unit	Project	Description	Project Start Date	Project End Date	Commitment Control Begin Date	Commitment Control End Date
2D100			06/01/2021	08/31/2021	06/01/2021	10/15/2021

Go To: Sponsor Protocols Attributes Department Credit Notepad Award Modifications Supplemental Data

Award | Funding | Resources | Certifications | Terms | Milestones | Key Words | Funding Inquiry

NOTE: If the date is in the past then the expense will need to be moved to another COA. Please update the COA in the NSCT.

Employee Self Service Non-Salary Cost Transfer

NSCT Journal Lines Certification Questionnaire

Business Unit 2000 Date of Discovery 11/04/2022

NSCT Date Entered 11/07/2022

NSCT # NSCT Transfer Type Expense Transfer

NSCT Status Draft Entered by

Budget Checking Header Status Error Exceptions OL Distribution Status None

Reason for Transfer Allocate Charges Correctly [Supporting Document](#)

Snapshot of Selected Lines																							
Journal ID	Line #	Journal Date	Date Posted	Business Unit	Account	Department	Operating Unit	Fund Type	Source	Function	Program	Purpose	Person Number	SA	PC Business Unit	Project	Activity	Activity End Date	Journal Line Reference	Available Amount	Original Amount	Journal Line Description	
1																							
Total Amounts																							
Total Debits				298.00																			
Total Credits					-298.00																		
Journal Lines																							
Reference ID	Transfer From/To	Business Unit	Account	Department	Operating Unit	Fund Type	Source	Function	Program	Purpose	Person Number	SA	PC Business Unit	Project	Activity	Activity End Date	Journal Line Reference	Amount	Journal Line Description				
2	To	20000	1		200	411	411130	210					20100		00001	05/31/2023	0146230	298.00					

Comments Personalize | Find | View All | First 1 of 1 Last

Long Description Date/Time Stamp User ID

1 Changes placed on expired portion of the 11/04/22 award, moving to current budget period 12:42PM

BUDGET CHECKING – EXCEPTION (ERRORS) Examples

E1 Exceeds Budget Tolerance

This means: No Budget or insufficient budget for this Chart string

- Use a cost center that has available funds
- Cancel the document (requisition, voucher, travel authorization, etc.)
- Modify the amount or quantity ordered
- Request a budget adjustment (if applicable)

E2 No budget exists

- Someone with authority does a budget transfer
- Use a cost center that has available funds
- Cancel the document (requisition, voucher, travel authorization, etc.)

E3 Budget is Closed

This means: This budget is no longer available. This most likely will occur on Grants. Not overridable

- Change the distribution for the document
- Cancel the document

E6 Budget Date out of Bounds

Applicable to Grants and Plant budgets

- Will need to change Project charged
- Extends the dates for the Project
- Cancel the document (requisition, voucher, travel authorization, etc.)

E7 Spending Authority Over Budget

- Credit transaction caused spending authority (available budget balance) to exceed original budgeted amount.
- Until there is a transaction that is positive, this item cannot be processed. In this case it was a journal entry related to a test script but the net result was that it would have created increase spending authority for a cost center and that is not allowed. If they had expenses they were correcting that would have been okay, since then the budget would not have exceeded the original budgeted amount.
- Fix the cost center
- Delete the transaction

E28 Referenced Doc has been Finalized

This means: The transaction (such as a voucher) has a referenced document (such as a purchase order) that has already been fully liquidated.

- A new purchase order or purchase order line is required since this one has previously been marked as final and no money remains. Once it has been created, the voucher must reference the new line to be budget checked and paid.