Budget Error Resolutions

This job aid outlines the steps to help with budget error issues.

Overview

When solving a budget error problem, perform the following steps:

1. Make sure that the Fund, Department, Project and Account Code numbers that were keyed are correct.
2. Determine that there is enough budget allocated to the department/ fund/ project indicated.
3. Determine if budget has been set up.
4. Determine if correct coding was entered on the Purchase Order.

Step 1 – Check for Correct DeptID / Fund/ Project

If you have a budget problem (normally you will receive an E-mail from Accounts Payable with the details), determine that the correct Department, Fund, Project, and Account Code numbers keyed are correct. If changes need to be made, indicate the corrections on a return E-mail.

Step 2 - Determine if Enough Budget Exists

If Step 1 has not resolved the budget issue, determine that there is enough budget in the applicable fund/ department/project combination used either with expense or OCO. If not, you may have to do a budget amendment to transfer money, release unused encumbrances, or have sponsored Research reopen a project if it has been closed.

Step 3 - Determine if Budget was Set Up

If budget has not been set up for this fund/ department/ project, you will need to contact the Budget Office. Determine if at least "zero" budget has to be set up.

Step 4 - Determine if Account Information is Correct on PO

If the incorrect accounting information was used on a Purchase Order, a change order will have to be done before the payment can be processed.