Journal Budget Check Error Process

Journal Budget Check Error (Daily in Data Warehouse)

(PAYROLL ERRORS)
PRC, HRE, or HRP Journal

Is Budget Line OPEN?

Yes

Is The Chartfield String correct?

Yes

Run the "payroll detail" query to see if the person is in your department or not. Contact HR to find out if this was a keying error, then contact the Business Office with the proper corrections .

No

Submit a Budget Transaction Form to the Business Office.

(GENERAL ERRORS)
CRU, CHG, etc Journal

Is Budget Line OPEN?

Yes

Is The Chartfield String correct?

Yes

After reviewing the error and everything appears to be correct, contact the Business Office for assistance, but only after verification of the project.

No

Submit a Budget Transaction Form to the Business Office.

There will be instances/circumstances not listed above, if this occurs please contact the proper person below by the fund code.

Funds 10 - 20... Contact Shekinda Ward 656-3917 shekinm@clemson.edu

Funds 21 - 70... Contact Angie Harris 656-0826 harris2@clemson.edu