

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

No

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 .

Submit a Budget Transaction Form to the Business Office.

(GENERAL ERRORS)
CRU, CHG, etc Journal

Is Budget Line OPEN?

YES

No

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.

Submit a Budget Transaction Form to the Business Office.