



Grants Toolkit

This page provides troubleshooting advice for common issues, information on new budgeting guidelines for sponsored projects, and helpful queries for finding project balances and budget error resolution.

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Budget Checking Error Troubleshooting

I. Out of Bounds: This error indicates that the transaction date is either *before* the start date of a project or *after* the end date.

To troubleshoot → Review the award documentation that corresponds to the sponsored project to determine if the dates are correct. If this charge is allowable and should be included on the project (it was incurred within the project's active dates), the project may be reopened to accept the charge.

Still need help?

- If the project is ready to close and this charge should be included, contact the appropriate SPA Billing/ Invoicing Team Member.
- If the project has a no cost extension or another increment of funding pending, please contact the appropriate SPA awarding team member.
- If it is determined that the project dates are in error, please contact the appropriate SPA awarding team member.

II. No Child Budget: This error indicates that either the **account** does not exist on the project chart string or one or more of the other chart fields does not match the budgeted chart string for the project.

To troubleshoot → The first step is to check the budgeted chart string on the project and compare with the chart string on the transaction in error.

- Run the query UGA_GM_BUDGET_BY_CFS (This query may be found on the Grants WorkCenter called, "Grant Budget Chartfields")
- Carefully compare the transaction chart string with the budgeted chart string.
 - Ensure the budget account that supports the expense is open (Please refer to the document *Budget Trees for Sponsored Projects*).
 - Check other chart fields for any that do not match

Still need help?

- **Note: It is important to understand the information provided in the document, *Budget Trees for Sponsored Projects*.**



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- If a chart string for an account needs to be added to the project, please contact the appropriate SPA awarding team member.
- Please note that a budget line entered with “0” will allow charges if there is enough available funding overall within the project.
- Please note that there will be times when a determination of the allowability of the charge must be made. This may require more time and does not guarantee that the account will be opened.

III. Exceeds Budget Tolerance: This error indicates that the project budget will be exceeded by the charge (or has already been exceeded).

To troubleshoot → Run the query UGA_KK_PROJECT_BUDGET_BALANCE and compare the results with the project budget to determine the available balance.

Still need help?

- If it is believed that there is an error in the funding amount of a project, please contact the appropriate SPA awarding team member.
- If the project has another increment of funding pending, please contact the appropriate SPA awarding team member.
- If neither above apply, please review the transactions posted to this project to ensure no error was made.

IV. Other errors: Ensure proper business unit has been entered and all required fields have been completed.

Budget Trees

What are budget trees?

Trees are a hierarchical structure that represent a group of summarization rules for a particular set of data. PeopleSoft uses trees for budgets as well as other data sets. For Sponsored Projects, we use two trees for expense budgets: KK_ACCT_PROJ_CNV and KK_ACCT_TREE_PROJ. A simple way to understand a budget tree is to refer back to Summary and Detail Object Codes in IMS:

71000 was essentially a “parent node” with detail object codes that “rolled up”

These are some of the Detail Object Codes that rolled up to 71000:

- 71410
- 71430
- 72760
- 74306
- 72702
- 72732
- 74300
- 74328

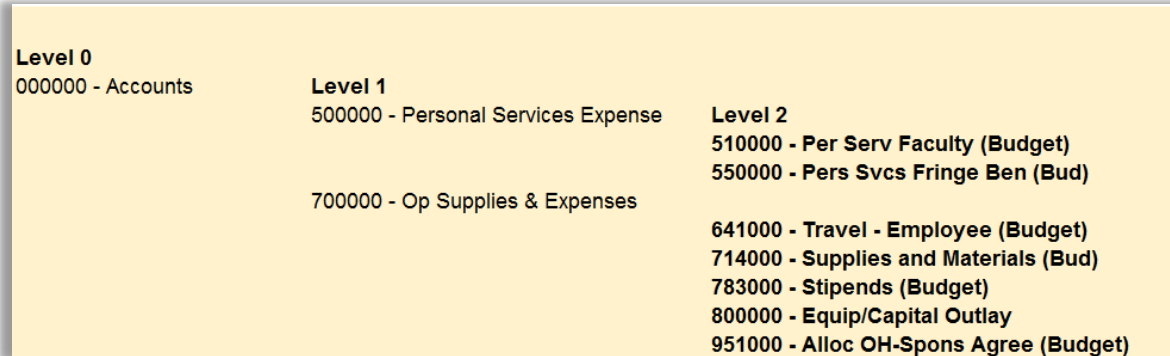
PeopleSoft uses *budget only* and *expense* “Accounts” rather than Summary and Detail “Object Codes.”



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Converted Sponsored Project Budget Tree- Projects Ending in CV

Converted Sponsored Projects uses KK_ACCT_PROJ_CNV. This tree is very similar to the structure used for sponsored project accounts in IMS for expenses. **Sponsored Projects are budgeted on Level 2.**



Items to note:

- Employee payroll rolls up to 510000
- All benefits roll up to 550000
- All travel rolls up to 641000 for converted sponsored projects.
- All regular operating rolls up to 714000
- Refer to Stipends rollup →
- All equipment rolls up to 800000
- 951000 is F&A

510000 - Per Serv Faculty (Budget)
550000 - Pers Svcs Fringe Ben (Bud)
641000 - Travel - Employee (Budget)
714000 - Supplies and Materials (Bud)
783000 - Stipends (Budget)
800000 - Equip/Capital Outlay
951000 - Alloc OH-Spons Agree (Budget)

Level 2 for Converted Sponsored Projects (Projects Ending in CV)



New Sponsored Project Budget Tree

New Sponsored Projects will use KK_ACCT_TREE_PROJ. This tree has more budget categories but follows the same level structure as the converted project tree. It is important to note that the high-risk categories for sponsored projects have their own budget node. These budget lines must be open on a project in order to charge these types of transactions. Opening with even a “0” amount will allow charges as long as there are funds available on the project as a whole.



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Level 0

000000 - Accounts

Level 1

500000 - Personal Services Expense

700000 - Op Supplies & Expenses

Level 2

510000 - Per Serv Faculty (Budget)

522000 - Salaries-Staff (Budget)

550000 - Pers Svcs Fringe Ben (Bud)

641000 - Travel - Employee (Budget)

641200 - International Travel-Employee

641290 - Intl Travel-Emp-VISAPAS

714000 - Supplies and Materials (Bud)

714101 - S&M-Office Supplies

714110 - S&M-Postage

714112 - S&M-Licenses (Non-Software)

714113 - S&M-Books/E-Books

714116 - S&M-Entertainment/Unallowable

717000 - Utilities (Budget)

727111 - Oth Exp-Conferences&Workshops

727130 - Oth Operating Exp-Memberships

727200 - Advertising

727700 - Employee Group Meals (Budget)

733000 - Software (Budget)

748000 - Rents-Real Estate (Budget)

751000 - Per Diem & Fees (Budget)

751111 - Grant Participant-Subsistence

751112 - Grant Participant Supp-Other

753120 - Contracts-Grant Sub Recipient

753121 - Contracts-Grant Sub >\$25K

771000 - Telecommunications (Budget)

782000 - Fellowships (Budget)

783000 - Stipends (Budget)

784000 - Tuition (Budget)

800000 - Equip/Capital Outlay

951100 - Allocated OH-Spons Agreements

Tree for New Sponsored Projects (Levels 2 & 3)

Use [this guide](#) to view additional detail on Level 2 & 3 trees.

Budget Account Identifier

Use [this tool](#) to enter the Account Code and view the corresponding description.

Reporting Tools for Budget Errors & Project Balances

Project Status Cube

The Project Status Cube is an enhanced pivot table, with data refreshed nightly. The default view includes project summary information (budget, encumbrances, actuals, balance) by PI, with the option to drill down to detailed transactions if desired. Additional information can be found in the [OneSource Training Library](#).

Summary Queries

UGA_GM_BUDGET_BY_CFS- This query provides the chart fields that are budgeted to the project.



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- UGA_KK_PROJECT_BUDGET_BALANCE- This query will pull all transactions that have passed budget checking. The results will include both items that have been cost collected and can be seen on the project ledger and items that have not yet been cost collected and are not visible on the ledger project. The results will be in summary form for each budget line on the project.
- UGA_GM_OP_SUM_BUD_ACTUALS- This will provide a summary of budget to actuals for any expenses that have been cost collected.

Detail Queries

- UGA_GM_OP_EXP_DETAIL- This query will provide detail expenses for items that have been cost collected and are visible on the project ledger.
- UGA_KK_PROJECT_TRANS_DETAIL- This provides detail expenses that have passed budget checking for projects. These may or may not be cost collected (Found on the project ledger.)
- UGA_KK_DEPT_BUDGET_BALANCE- This query shows Departmental Budget, Encumbrances, Expenditures and Balances by all ChartFields.
- UGA_GM_OP_EXP_BYDEPT- This query shows fully processed detail level expenditures by department.
- UGA_GM_OP_EXP_AWD_DETAIL- This query lists fully processed detail level expenditures by award.
- UGA_GM_APV_KK_NPC- This query will pull AP Vouchers budget checked but not cost collected.
- UGA_GM_JRNL_KK_NPC- This query will pull GL Journals budget checked but not cost collected.
- UGA_GM_TE_EX_KK_NPC- This query will pull Expense Sheets budget checked but not cost collected.
- UGA_GL_TRANSACTIONS- Search for a GL journal
- UGA_GL_PCARD_TRANS- P- card accounting lines table. Use with the understanding that items on the accounting lines table may or may NOT have posted. ***This info may change before posting to GL!***

Additional Notes:

- Use UGA_GM_OP_EXP_DETAIL for the expense detail of items that have been cost collected.
- Use Summary Queries: UGA_KK_PROJECT_BUDGET_BALANCE and UGA_GM_OP_SUM_BUD_ACTUALS to compare expenses *posted* and *pending collection* with the total budget. Also use these for finding the total amount of direct costs that have not yet been cost collected
- Use Detail queries: UGA_GM_APV_KK_NPC, UGA_GM_JRNL_KK_NPC, and UGA_GM_TE_EX_KK_NPC to identify specific items not cost collected.