Frequently Asked Questions

- **Can I transfer funds between subclasses?**
  This is usually not allowed. Typically, subclasses are set up to provide funding to specific programs or initiatives, and track the expenditure associated with those programs or initiatives.
- **Can I use my teacher sub funds for something else?**
  No. These lines were funded from central teacher sub accounts and are intended to be used for teacher subs only.
- **I have a vacancy in my department that I am not going to fill this year. Can I use those funds for something else?**
  No. Salaries are not available to be used for other operating activities. Those FTEs are centrally funded.
- **Can I transfer funds to another department that has provided a service to my department?**
  You can, but not recommended. Rather, you should work with your budget liaison to have an expense journal created that will transfer the expense for the activity to your department, or have the expenditure charged to your department in the first place.
- **What happens if I have a negative available balance on a detail budget line?**
  You can have negative available funds on a detail line – the system allows this to occur. However, you may want to “clean-up” negative available funds on a detail line by transferring between detail accounts. Your total budget is based on the full roll up balance. Negative lines must be cleaned up because they will have an adverse impact on the monthly reports we present to the board of education by function.
- **Will negative available funds on a detail budget line stop me from entering a requisition on that line?**
  You can enter a requisition for the detail budget line as long as you have available funds at the roll-up level.

- **How can I find out if I have enough money available in my roll-up account to enter a requisition?**
  You can run a Control Level Funds report, or you can use the Available Funds Inquiry Screen.
- **Can I enter a requisition for a budget code that is not set up in my department this year?**
  No. The budget code must exist in the current budget period. Contact your budget analyst to open the appropriate budget code for the expense before entering the requisition.
- **How can I find out to what budget code my people are charged?**
  Your budget analyst can help you obtain this information. They can run a Position Management template for your department, or provide you with this information through a query. As a manager you receive, and can run, a staffing template for your department.
- **I cannot log into PeopleSoft to run a report. Whom should I call?**
  If you cannot log into PeopleSoft, you should call the Help Desk to see if your password needs to be re-set. If you can log in, but are having trouble with a report, your budget analyst should be able to help you.
- **How will I know if I have enough funds available to pay for my P-card and other expenses that are not encumbered in PeopleSoft?**
  It is your responsibility to keep track of these kinds of non-encumbered expenses outside of PeopleSoft so that there is sufficient funds in your department’s budget when they are posted to PeopleSoft. These expenses can be tracked using Excel or another spreadsheet tool. Please note that there is about a 45 day delay in P-Card expenditures from the time the card is used to the time the charge hits your budget.