

OFFICE OF BUDGET & FINANCIAL ANALYSIS

FREQUENTLY ASKED QUESTIONS

- *What is my budget balance?*
Find out if they have access to P.A.W.S. If so, walk them through how to read their budget. If no access to P.A.W.S. tell them how to get access and provide them with their budget information.
- *How much money is available in a certain line item?*
Find out if they have access to P.A.W.S. If so, walk them through how to read their budget. If no access to P.A.W.S. tell them how to get access and provide them with their budget information.
- *Why do we have a negative in our budget?*
View information with them on P.A.W.S. and show them how to view specific expenditures. They should know if any are charged in error.
- *Have you received and processed a specific PAF?*
Let them know when and if we received it and when and if it was processed out and direct them to HR.
- *Did a PAF make it in time for current payroll?*
Let them know when and if we received it and when and if it was processed out and direct them to HR.
- *Have you received and processed a specific Job Requisition?*
Let them know when it was received and when and if it was processed out.
- *Will we be able to hire someone on a specific date?*
Let them know when we received it in Budget and when it was submitted to HR. Direct the call to HR.
- *Have you received and processed a budget transfer?*
Let them know when it was received and the date it was processed.
- *Where do we have money available to transfer?*
Look it up for them and let them know that this information is online with the electronic budget transfer form, and also let them know where to find this information.

- *What is the account code for a specific line item?*
Let them know that this information is online with the electronic budget transfer form and also let them know where to find this information.
- *What do certain columns mean when looking at the budget in PAWS?*
We'll go through P.A.W.S. with them and explain each column and show them how to get detailed information from them.
- *How do I log on to PAWS to view my budget?*
First, find out if they have a password and pin#, if so, walk them through the process. If not, tell them how to obtain one and call back for instructions.
- *Has our Requisition for purchase form been processed?*
Tell them where they can see that information in P.A.W.S. Direct the call to the requisitions department.
- *Has a requisition been paid?*
Show them where they can find this information in P.A.W.S. and also have them contact the requisitions department to verify the information listed.
- *Do we have a P.O. number for a certain requisition yet?*
Direct the call to the purchasing department.