OVERVIEW

To obtain a list of vouchers that failed budget check and the reason for each error:

- Run the **UF_GL_KK_EXCPTN_VCHRS_BY_DEPT** query
- You will need the roles UF_FI_USER and UF_FI_QUERY_VIEWER

STEPS

1. **Navigation:**
   - Click the **Nav Bar**
   - Click **Main Menu**
   - Click **Financials**
   - Click **on PeopleSoft**
   - Click **on Financials**
   - Click **on PeopleTools**
   - Click **on Reporting Tools**
   - Click **Query** then **Query Viewer**

2. In the Query Name field, enter the first part of the query name, such as **“UF_GL_KK_EXCPTN”**

3. Click on the **“Excel”** link by the report ending in **“BY_DEPT”**

4. Enter the Department - for this example, enter **"16100100"**.
   - Enter the Fund Code. For this example, enter **"101"**.
   - Click the **View Results** button.
5. These results show vouchers with budget errors for this **Fund Code** entered in the search.

- The **Voucher ID** is listed under **Voucher** and the reason for the budget error is listed under **Long Name**.
- Use the Voucher ID number to find the voucher in the system and make corrections.

![Vouchers table]

For further assistance, please contact University Disbursements at 392-1241 or email [Disbursements@ufl.edu](mailto:Disbursements@ufl.edu).