UF Training & Organizational Development
Human Resources
UNIVERSITY of FLORIDA

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
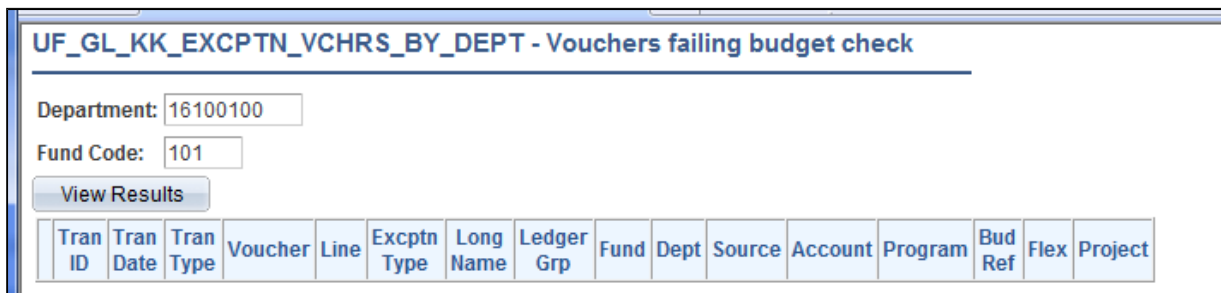
STEPS

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"**

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name begins with UF_GL_KK_EXCPTN

Search Advanced Search

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.

UF_GL_KK_EXCPTN_VCHRS_BY_DEPT - Vouchers failing budget check

Department: 16100100

Fund Code: 101

View Results

Tran ID	Tran Date	Tran Type	Voucher	Line	Excptn Type	Long Name	Ledger Grp	Fund	Dept	Source	Account	Program	Bud Ref	Flex	Project

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.

	A1		f_x	Vouchers failing budget check				
	A	B	C	D	E	F	G	
Vouchers fail	5							
Tran ID	Tran Date	Tran Type	Voucher	Line	Excptn Type	Long Name		Ledger Grp
0005526365	6/2/2008	AP_VOUCHER	01956382	2	E13	Budget is Closed - Ref Budg		APPROP
0005526365	6/2/2008	AP_VOUCHER	01956382	2	E3	Budget is Closed		APPROP
0005447863	5/15/2008	AP_VOUCHER	01927123	1	E3	Budget is Closed		APPROP
0005447863	5/15/2008	AP_VOUCHER	01927123	2	E3	Budget is Closed		APPROP
0009076117	1/7/2011	AP_VOUCHER	03036655	1	E2	No Budget Exists		APPROP

For further assistance, please contact University Disbursements at 392-1241 or our
contact form.