

Budget Check

Once a JE has passed Journal Edit, it will automatically be budget checked. If it passes Budget Check the Journal Status and Budget Status columns will read V – V.

If the JE doesn't pass Budget Check, the Budget Status column will display an E indicating a Budget Error has occurred. The error must be corrected before the JE can be processed further.

This instruction guide covers the steps to completing Budget Check and correcting a Budget Error.

If you are in process of a JE, go to **Lines** tab.

If you need to fix Budget Error for an existing JE, search for it. See instruction guide of Searching for a JE.

Lines Tab

1. Click the **Lines** tab.
2. Notice at the bottom of the screen, the Budget Status column = E.
E = JE contains budget errors that need to be corrected before the JE can be successfully processed.
3. Click the **E** link.
Note: The Budget Errors will display in a separate window. Maximizing the window will help you view the information more clearly.
4. Click the **Maximize** button.
5. Transaction lines that contain budget errors will display at the bottom of the screen. The Exception column indicates the error.

Budget Exception Errors

Exceeds Budget Tolerance = not enough funds available to make the journal entry.
Solution = transfer cash into ChartField that has budget error if appropriate.

Budget Date Out of Bounds = occurs when a grant has expired or does not continue through the journal date.
Solution = Contact Contracts & Grants office to extend KK Budget End date.

No Budget Exists = occurs when a new combination of budget-level ChartFields is used.
Solution = Confirm all ChartFields are correct. If so, contact General Accounting office for review of ChartField string.

6. To get more information about the budget error, click the **View Related Links** button.
7. Click the **Go to Budget Exceptions** link.
8. The **Transaction with Budget Exceptions** section will display each transaction line that has an error and the associated value.
Note: To see each transaction line in detail, click the **Drill Down** button, scroll down if needed. Click OK button to return to previous screen.
8. Clicking the **Close** button will close this window and return you to the JE page within myUFL.

Correcting Budget Exception Errors

9. **Scroll** the right to see other columns.
10. If the error can be corrected within the JE by editing data -
Correct the error and run the **Edit Journal** process again.

Note: If above mentioned solutions have been conducted, re-run a Budget Check by choosing Budget Check Journal from the Process drop down field on the Lines tab and clicking the Process button. Confirm the Budget Status column indicates 'V' (Valid).



11. Confirm **V - V** appears in the Journal and Budget Status column.

If you need help with...

- Technical issues, contact the UF Help Desk:
392-HELP
helpdesk@ufl.edu
- Any other issues, contact the General Accounting Department:
392-1326
gahelp@ad.ufl.edu
<http://www.fa.ufl.edu/departments/general-accounting/>

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University of Florida, Gainesville, FL 32611