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.

![Table of vouchers with budget errors](image)

For further assistance, please contact University Disbursements at 392-1241 or our [contact form](#).