

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

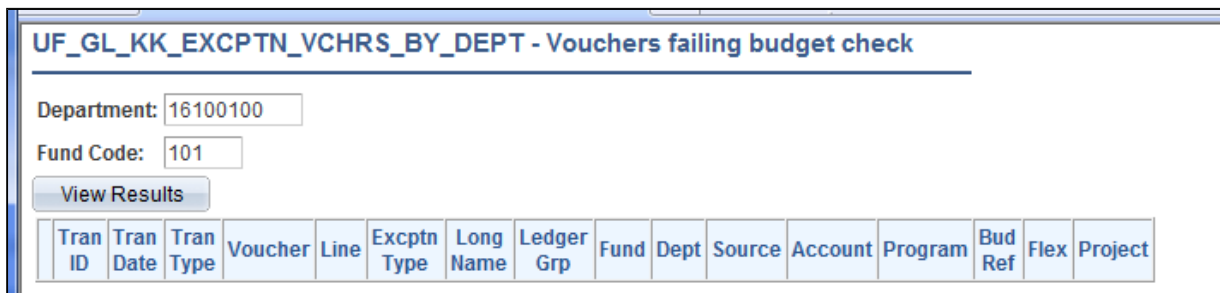
1. **Navigation:**
 - Click the **Nav Bar**
 - Click **Main Menu**
 - Click **Financials**
 - Click **on PeopleSoft**
 - Click **on Financials**
 - Click **on PeopleTools**
 - Click **on Reporting Tools**
 - Click **Query** then **Query Viewer**

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.

A1 Vouchers failing budget check							
A	B	C	D	E	F	G	
Vouchers fail	5						
Tran ID	Tran Date	Tran Type	Voucher	Line	Excpn 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 email Disbursements@ufl.edu.