

## COMMON BUDGET AND CHARTFIELD ERRORS ON UF GO REQUESTS AND REPORTS

This guide provides examples of common errors that cause a Request or Report to fail **budget validation**. The goal is to understand why budget errors occur and provide resources to assist with correcting these errors.

- For a more detailed look at some of these resources, see: [Budget Error Toolkits](#)
- This is not an all-inclusive list. Let us know if you have questions [UF GO Contact Form](#)

Error in UF GO	What does it mean?	How do I correct it?
<p><b>Budget Date Out of Bounds</b></p> <p>Example: Report Comment   Concur System: 100 pct of \$9.2 Parking/Tolls/Road Charges 771200-UFLOR-6410000-CRRNT-201-3300---G000030-P0186239-1-GRANT</p> <p><b>Budget Date out of Bounds\n</b></p>	<p><b>The budget period for the grant has ended.</b></p>	<ul style="list-style-type: none"> <li>• Check the budget end date for the project               <ul style="list-style-type: none"> <li>○ myUFL Project Summary page</li> <li>○ myInvestigator</li> <li>○ UFIRST</li> <li>○ Run the UF_GM_GRANT_DATES_CF_BY_PROJ query in myUFL</li> </ul> </li> <li>• If the expenses were incurred during the project window, reach out to your C&amp;G contact to ask them to extend the budget end date to allow the transaction(s) to post.               <ul style="list-style-type: none"> <li>○ Make sure you request enough time to submit the report, have it approved, and go through any additional core office review (approximately 2 weeks).</li> </ul> </li> <li>○ If the expenses were incurred before or after the project start and end dates, the expenses will need to be charged to a different ChartField</li> </ul>
<p><b>Invalid Account Code/Fund Combination</b></p> <p>Example: 100 pct of \$19.65 Event Tickets 799620-UFLOR-16010100-CRRNT-101-4600-1601WATT-54544530</p> <p><b>Invalid ChartField combination ACCOUNT/ FUND_CODE in combo group ACCTFUND\n</b></p>	<p><b>The expense type (account code) cannot be used with the fund code listed</b></p>	<ul style="list-style-type: none"> <li>• Use the <a href="#">Account Use by Fund</a> Excel file to determine allowable expense types by fund.</li> <li>• Use the Crosswalk to determine the corresponding expense type <a href="#">ExpenseTypeToAccountCodeCrosswalkforUFGO.xlsx</a>.</li> <li>• Use a different fund code or Expense Type (if appropriate).</li> <li>• If the most appropriate Expense Type is not allowed on a Fund, the chartfield should <u>be changed</u> to another account               <ul style="list-style-type: none"> <li>○ The Expense Type should not be changed to allow processing on the account you prefer to use</li> </ul> </li> </ul> <p>Additional Resource: <a href="#">Finance and Accounting Knowledge Base - Fund Codes</a></p>

<p><b>No Budget Exists</b></p>	<p><b>The ChartField combination is wrong, or there is no budget associated with the ChartField combination entered</b></p>	<ul style="list-style-type: none"> <li>• Verify that the ChartField values were used (Dept/Fund/SOF/Project/Flex)</li> <li>• If the ChartField is correct, verify that a budget has been established for that ChartField combination.             <ul style="list-style-type: none"> <li>○ For instance, an appropriations account that has not been established at the beginning of the fiscal year could cause this error. I.e. no Current or Carryforward account exists.</li> </ul> </li> <li>• Complete a Budget Inquiry: <a href="#">Financial Toolkits - Budget &amp; Commitment Control</a></li> </ul> <p><u>Resources:</u></p> <ul style="list-style-type: none"> <li>• <a href="#">Required ChartField by Fund</a></li> <li>• <a href="#">Finance and Accounting Knowledge Base - Chartfields</a></li> <li>• <a href="#">Financial Toolkits - Chartfields</a></li> </ul>
<p><b>Invalid Budget_REF/ FUND_CODE</b></p> <p>Example: 100 pct of \$682.68 Miscellaneous Supplies 738000- UFLO-60210000-CYFWD-209- 2200---G000450- P0216860-1- GRANT</p> <p><b>Invalid ChartField combination BUDGET_REF/ FUND_CODE in combo group BREFFUND\n</b></p>	<p><b>The Budget Reference cannot be used with the Fund code on the report</b></p>	<p>The Budget Reference ChartField identifies the components of the state appropriations budget. All financial transactions require a Budget Reference value. The funds that do not require the classification below will be automatically defaulted to CRRNT. There are two possible values:</p> <ul style="list-style-type: none"> <li>○ <u>CRRNT</u>: The default value on all transactions, this represents the current year state appropriation</li> <li>○ <u>CYFWD</u>: This stands for “carry forward” and identifies budget accumulated and not spent in prior years</li> </ul> <ul style="list-style-type: none"> <li>• Check which budget reference was used. If CYFWD was used, review the Fund Code. CYFWD can only be used on certain Funds, most commonly Funds 101, 102, 103, 107, etc.</li> </ul> <p><u>Resources:</u></p> <ul style="list-style-type: none"> <li>• <a href="#">Finance and Accounting Knowledge Base - Other Chartfields</a></li> <li>• <a href="#">Financial Toolkits - Budget &amp; Commitment Control</a></li> </ul>

<p><b>Exceeds Budget Tolerance</b></p>	<p><b>Transaction amount exceeds the available funds</b></p>	<ul style="list-style-type: none"> <li>• Review the available balance, encumbrances and account code allowability of the chartfield.</li> <li>• The steps may differ depending on the Fund used             <ul style="list-style-type: none"> <li>○ <b>State Appropriations and Cash Based Accounts</b> Check the balance for the current fiscal year, review the budget reference (CRRNT or CYFWD) and the Accounts that contain funding. Only the expense Account 700000 can be used for UF GO expenses.  If the budget is in Account 600000 or 650000, only payroll can be charged to this budget. Talk to your department about the possibility of a budget transfer.  Close any encumbrances that are no longer necessary  Completing a KK Budget Inquiry – APPROP <a href="#">Simulation</a>   <a href="#">PDF</a></li> <li>○ Grant Funding (Fund 201 and 209) Check the balance on the grant using one of these: myUFL Project Summary page, myInvestigator, or <a href="#">UFIRST</a> or Completing a KK Budget Overview <a href="#">Simulation</a>   <a href="#">PDF</a> Check that the Expense Type/Account code is allowable on the particular grant your using <a href="#">Budget Control (KK) Level 3 and 5 - UF Research (ufl.edu)</a> Request a budget transfer if allowed</li> </ul> </li> </ul> <p>If there are not enough funds in the account, choose a different chartfield that has available funding</p> <p>Resources: Where Are My Available Balances? <a href="#">PDF</a> ChartFields for a KK Budget Inquiry <a href="#">PDF</a></p>
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<p style="text-align: center;"><b>CAS NONPAY</b></p> <p>Example:</p> <p>100 pct of \$35.5 Specialty Printing 793300-UFLO-32040000-CRRNT-201-2200---G000010- P0285891-1-GRANT</p> <p><b>Invalid ChartField combination FUND_CODE/ ACCOUNT/ PROJECT_ID in combo group CAS_NONPAY\n</b></p>	<p><b>The expense type (account code) is not allowed on the project without a CAS exemption</b></p>	<ul style="list-style-type: none"> <li>• No CAS exemption on file             <ul style="list-style-type: none"> <li>○ Submit a Cost Accounting Standard (CAS) exemption request through <a href="#">UFIRST</a>.</li> <li>○ For more information on Cost Account Standards (CAS), see the below resources:                 <ul style="list-style-type: none"> <li>▪ <a href="#">Charging Costs Directly or Indirectly to Sponsored Projects – Finance &amp; Accounting (ufl.edu)</a></li> <li>▪ <a href="#">Cost Accounting Standards (CAS) - UF Research (ufl.edu)</a></li> </ul> </li> </ul> </li> <li>• Using the wrong expense type             <ul style="list-style-type: none"> <li>○ Check the CAS exemption to determine the account code that was approved</li> <li>○ Use the Crosswalk to determine the corresponding expense type in UF GO <a href="#">ExpenseTypeToAccountCodeCrosswalkforUFGO.xlsx</a></li> </ul> </li> </ul>
<p><b>Invalid Chartfield Combinations</b></p> <p>Examples:</p> <ul style="list-style-type: none"> <li>○ FUND_CODE/ CHARTFIELD1/ ACCOUNT in combo group FDACCTFLEX</li> <li>○ FUND_CODE/ PROJECT_ID in combo group FUNDPROJ</li> <li>○ FUND_CODE/ OPERATING_UNIT in combo group FUNDSOURCE</li> <li>○ PROJECT_ID/ FUND_CODE/ PROGRAM_CODE in combo group PROJECTS1</li> <li>○ PROGRAM_CODE/ FUND_CODE in combo group PROGRFUND</li> <li>○ FUND_CODE/ OPERATING_UNIT in combo group FUNDSOFEG</li> <li>○ BUDGET_REF/ FUND_CODE in combo group BREFFUND</li> </ul>	<p><b>One or more ChartField values cannot be used with one of the other ChartField values</b></p>	<ul style="list-style-type: none"> <li>• Review the entire chartfield string to determine what could be causing the error.</li> <li>• Refer to the Resources above as well as the Other Resources below.</li> <li>• Often Guest UFIDs added to the chartfield string can cause an error. Employee UFIDs are fine.</li> </ul> <p>Resources:</p> <p><a href="#">Program Use by Fund</a>– To find appropriate Program Codes for a fund code</p> <p><a href="#">Fund Groups and Definitions (PDF)</a> – Comprehensive list of current, loan, capital, and agency fund groups</p>

## I'VE REVIEWED ALL I CAN, BUT I STILL CAN'T CORRECT THE BUDGET ERROR, WHAT SHOULD I DO?

Contact the person in your department who oversees fiscal and accounting tasks. This could be a Finance Manager, Grants Accountant, Research Administrator or someone with similar responsibilities. Your unit's UF GO Ambassador is also a resource. If you are not familiar with the individuals in these positions, contact your direct supervisor for guidance.

It is best to contact someone within your unit/department for guidance since they are most familiar with the finances of the unit. The UF GO team can assist when necessary: [Contact Form](#).

### AVAILABLE TRAINING:

- PRO304 ChartFields: Navigating Financial Transactions at UF
- PST950 Budget and Commitment Control
- PRO302 Color of Money: A Guide to How Moneys May Be Spent at UF
- PST130 Departmental Reconciliation

### RESOURCES

- [Finance and Accounting Knowledge Base - Chartfields](#)
- [ChartField Descriptions](#) (PDF)
- [Financial Toolkits - Chartfields](#)
- [Financial Toolkits - Budget & Commitment Control](#)
- [Required ChartField by Fund](#) – To find which ChartFields are required by fund
- [Program Use by Fund](#)– To find appropriate Program Codes for a fund code
- [Fund Groups and Definitions \(PDF\)](#) – Comprehensive list of current, loan, capital, and agency fund groups.

### FOR ADDITIONAL ASSISTANCE

#### Technical Issues

The UF Computing Help Desk  
352-392-HELP  
[helpdesk.ufl.edu](http://helpdesk.ufl.edu)

#### Travel Policies and Directives

Travel Office  
352-294-1114  
[Contact Form](#)

#### PCard Policies & Questions

PCard Team  
352-392-1331  
[Contact Form](#)