

Paying Vendors: Correcting Voucher Budget Errors

OVERVIEW

Troubleshoot vouchers that fail budget check by clicking the "Exception" link on the Summary tab page to determine the problem.

Some examples of budget errors:

- Exceeds Budget Tolerance
- Budget Date Out of Bounds
- No Budget Exists
- Referenced Doc Balance is Zero

STEPS

1. To troubleshoot a voucher's budget error, begin by clicking the **Summary** tab.
2. Click the **Exceptions** link next to **Budget Status**.

The screenshot shows a web interface with several tabs: Summary, Related Documents, Invoice Information, Payments, Voucher Attributes, and Error Summary. The 'Summary' tab is active. A 'Main Content' button is visible. The page displays various fields for a voucher, including Business Unit (UFOR), Voucher ID (03036655), Voucher Style (Regular), Contract ID, Vendor Name (Behavioral Learning Systems Inc), Invoice Date (01/07/2011), Invoice No (254698), Invoice Total (267.00 USD), Pay Terms (Net 10), Voucher Source (Online), Entry Status (Postable), Match Status (No Match), Approval Status (Approved), Post Status (Unposted), Origin (ONL), Created (01/07/2011), Created By (TOO_AP_Originator), Modified (01/07/2011), Modified By (TOO_AP_Originator), ERS Type (Not Applicable), and Close Status (Open). A red box highlights the 'Budget Status' field, which is 'Valid', and a blue link labeled 'Exceptions' next to it. At the bottom, there is a '*View Related' section with a dropdown menu set to 'Payment Inquiry' and a 'Go' button.

3. The reason for the budget error will appear in the **Exception** column. For example, this voucher contains a **"No Budget Exists"** error.

Instruction Guide

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Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	UFLOR	APPROP	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...
2	UFLOR	APPROP	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...

No Budget Exists Error - This occurs in two categories, Grants and Non Grants:

Grants – The No Budget Exists error on a grant transaction occurs most often when the department charged on a distribution does not match the department in which the grant budget was entered.

Corrective Action:

1. Run the **UF_GM_GRANT_DATES_CF_BY_PROJ** query to identify the department, grant dates and correct ChartFields to be specified.
2. Change the voucher distribution department and re-budget check the transaction

Non-Grant – The No Budget Exists error on a non-grant transaction typically occurs when no budget has been established for the ChartField combination you have entered on the voucher.

Corrective Action:

1. Validate the Fund/Dept/Source of Funds/Flexfield ChartFields, then check to make sure a cash deposit has been posted or an auxiliary budget established for the ChartField combination

Exceeds Budget Tolerance Error – This error occurs when the voucher exceeds the spending authority of the cost center identified in the distribution.

Corrective action:

1. Locate alternate funding source
2. Complete a Budget Transfer

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3. Go to the **myUFL Financial Systems Upgrade: Budget & KK** toolkit at <http://www.hr.ufl.edu/training/myUFL/toolkits> for instruction guides on budget transfers.

Budget Date Out of Bounds Error – This error is most often associated with a closed grant. Commitment Control checks the start and end date of the grant. If the accounting date of the transaction is outside the start and end date of the grant, the transaction will fail budget check.

Corrective Action:

1. Look up the end date of the grant by running the **UF_GM_GRANT_DATES_CF_BY_PROJ** query. You will need the project number.
2. Contact the appropriate Contracts and Grants office to have them change the start and end date of the grant. If you are not sure which office is appropriate, please call the C&G Central Office at (352) 392-1235 or go to <http://www.cg.cfo.ufl.edu>
3. Identify an alternate funding source
4. Go to the **myUFL Financial Systems Upgrade: Budget & KK** toolkit at <http://www.hr.ufl.edu/training/myUFL/toolkits> for instruction guides on budget inquiry.

Referenced Doc Balance is Zero Error – This error occurs when a voucher is referring to a finalized or closed purchase order.

Corrective Action:

1. Unfinalize the previous voucher against the PO, or
2. Associate the transaction with a different purchase order, or
3. Create a new requisition to pay the invoice against a new PO

For further assistance, please contact University Disbursements at 392-1241 or email Disbursements@ufl.edu