

Paying Vendors: Using a Query to Find Vouchers with Budget Errors

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 on Main Menu, then click on PeopleSoft. Click on Financials, then click on PeopleTools. Finally, click on Reporting Tools, then Query, then Query Viewer.**
2. In the Query Name field, enter the first part of the query name, such as **"UF_GL_KK_EXCPTN"**
 - Click the **Search** button.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name begins with UF_GL_KK_EXCPTN

Search Advanced Search

3. Click on the **"Excel"** link by the report ending in "BY_DEPT"

Perform Search

Search Results

*Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedu
UF_GL_KK_EXCPTN_JOURNALS	Listing of all KK Jml Errors	Public		HTML	Excel	XML	Schedu
UF_GL_KK_EXCPTN_LOA_EXPS	LOA budget errors by Run Dt	Public		HTML	Excel	XML	Schedu
UF_GL_KK_EXCPTN_PAYROLLD_DATE	Listing of all KK Pay Errors >	Public		HTML	Excel	XML	Schedu
UF_GL_KK_EXCPTN_VCHRS	Vouchers failing budget check	Public		HTML	Excel	XML	Schedu
UF_GL_KK_EXCPTN_VCHRS_BY_DEPT	Vouchers failing budget check	Public		HTML	Excel	XML	Schedu

Instruction Guide

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4. Enter the Department - for this example, enter **"16100100"**.
 - Enter the Fund Code. For this example, enter **"101"**.
 - Click the **View Results** button.

UF_GL_KK_EXCPTN_VCHRS_BY_DEPT - Vouchers failing budget check

Department:

Fund Code:

Tran ID	Tran Date	Tran Type	Voucher	Line	Excptn Type	Long Name	Ledger Grp	Fund	Dept	Source	Account	Program	Bud Ref	Flex	Project
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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.

Tran ID	Tran Date	Tran Type	Voucher	Line	Excptn 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