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.

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.

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