

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.



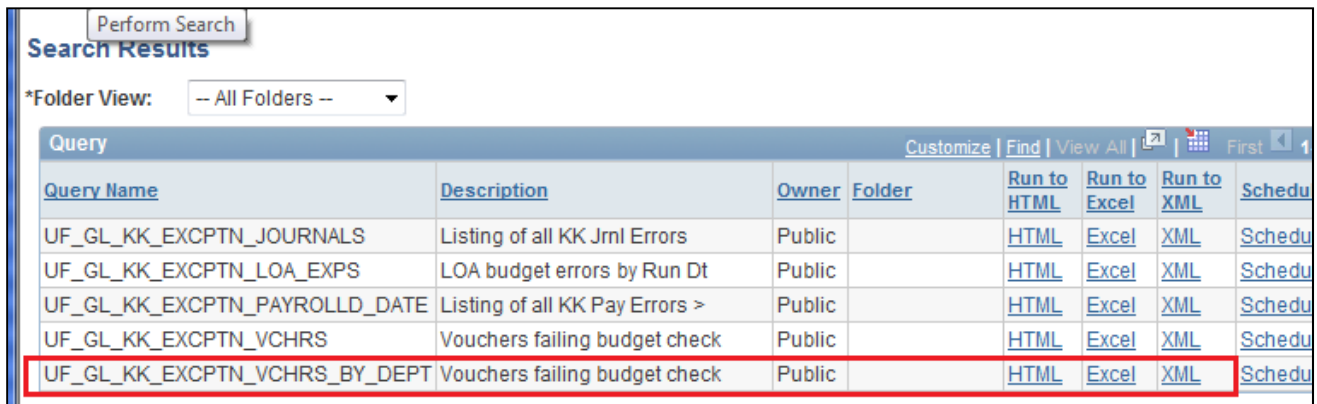
Query Viewer

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"



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

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

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

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

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