

Common Budget Checking Errors

| Error Type | Document Message | Error | Error Description | Solutions/Actions |
|-------------|--|-----------------------------------|--|--|
| Budget | Budget Checking Errors Exist (18021,91) Budget checking errors were logged for this document. Please check budget exception page. | Exceeds Budget Tolerance | Transaction exceeds available budget | <ol style="list-style-type: none"> 1. Verify Speedchart & re-budget check 2. Verify Speedchart funds in Budget Overview 3. Use another Speedchart & re-budget check 4. If insufficient funds; request Budget Transfer from Budget Office or Contracts & Grants for grants. (use Budget Transfer Request Form) |
| Budget | Budget Checking Errors Exist (18021,91) Budget checking errors were logged for this document. Please check budget exception page. | No Budget Exists | Chartfield combination does not exist for budget row. One of the chart fields does not match the valid string. | <ol style="list-style-type: none"> 1. Verify Speedchart & re-budget check 2. Verify Speedchart funds in Budget Overview 3. Use another Speedchart & re-budget check 4. Submit Help Desk ticket. Cost Center & Project issues reviewed by Budget Office or Contracts & Grants (use Budget Transfer Request Form) |
| Budget | Budget Checking Errors Exist (18021,91) Budget checking errors were logged for this document. Please check budget exception page. | Budget Date out of Bounds | Budget date on transaction is not within project Effective date. (Error only impacts grant/project) | <ol style="list-style-type: none"> 1. Review effective dates for project. <ol style="list-style-type: none"> a) If Service dates are within effective dates; then re-budget check b) If Service dates outside effective dates; use another funding source. c) Notify Contracts & Grants of service date issues 2. Verify Speedchart & re-budget check 3. Use another Speedchart & re-budget check |
| Chart Field | Budget Checking Errors Exist (18021,91) Budget checking errors were logged for this document. Please check budget exception page. | Required key Chart Field is blank | A required Chartfield is missing. | <ol style="list-style-type: none"> 1. Verify Chartfields for funding source: <ol style="list-style-type: none"> a) Cost Center field - Fund, Function, Dept. b) Project field - Fund, Function, Dept., Busn Unit 2. Enter speedchart & re-budget check 3. Use another Speedchart & re-budget check |
| Chart Field | At least 1 Distribution is missing an Account Value. (7030,691). At least 1 distribution is missing an Account Value. This must be corrected before this voucher can be saved. | Missing Account Value | Missing Account number in the Distribution lines section. | <ol style="list-style-type: none"> 1. The Account portion of the Chart field was not entered. Go to the Distribution lines section and review the Account field using the magnifying glass. |
| Chart Field | Invalid value- press the prompt button or hyperlink for a list of valid values (15,11). The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink | Invalid Value | One of the Chartfields contains an invalid value. | <ol style="list-style-type: none"> 1. Verify Speedchart (Cost Center or Project) in Budget Overview 2. Use another Speedchart & re-budget check |