

Budget Checking Errors - Non-PO Vouchers

1. From Invoice Information tab select **Budget Checking** from drop down menu and click **Run**.
2. A message box will appear. Click **Yes**.
3. During the budget checking process, If a budget error exists a message box will appear. Click **Ok**.
4. Click the **Summary** tab to navigate to the budget checking errors.
5. Click the **Exceptions** hyperlink to view budget error details in step 6.

Step 1: Invoice Information tab, Budget Checking dropdown, Run button.

Step 2: Message: Do you want to wait for the process to be completed? Voucher will be displayed after process ends. (7050,54)

Step 3: Message: Budget Checking Errors Exist (18021,91). Budget checking errors were logged for this document. Please check the budget exception page to view them.

Step 4: Summary tab selected.

Step 5: Exceptions link highlighted.

Step 6: Voucher Exceptions table:

Budget Override	Details	Business Unit	Ledger Group	Exception	More Detail
1		UTEP1	OPE	Exceeds Budget Tolerance	More Detail



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- If an error exists after budget checking, please refer to the Budget Error Table on the next page.

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Common Non-PO Voucher 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 CF is blank (CF= Chartfield)	A required chartfield is missing.	<ol style="list-style-type: none"> 1) Use conversion tool to find missing chartfields for speedchart and additional lines, & re-budget check. <ol style="list-style-type: none"> a) Cost Center field + Fund, Function, Dept b) Project field + Fund, Function, Dept, PC Busn Unit, Activity 2) Verify 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 search Account field using 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 contain an invalid value.	<ol style="list-style-type: none"> 1) Use conversion tool to verify chartfields for speedchart and additional lines, & re-budget check. 2) Verify speedchart funds in Budget Overview 3) Use another speedchart & re-budget check