In order to identify all voucher transactions that have failed budget check run the UF_GL_KK_EXCPTN_VCHR query in HTML. Download the results and open in Excel. Department and Fund Code prompts are available to focus your search. Review the results and use the helpful hints listed below as a guideline to resolving the errors.

There are 4 common budget exceptions. Each is listed below with the corrective actions used to resolve the budget check exceptions:

- **Exceeds Budget Tolerance** – This error occurs when the document exceeds the spending authority of the cost center identified in the distribution. The corrective action is one of the following:
  
  - Locate alternate funding source
  - Perform a Budget Transfer

- **Budget Date Out of Bounds** – This error is most often associated with a closed grant. Commitment Control checks the start and end date of the grant. If the accounting date of the transaction is outside the start and end date of the grant, the transaction will fail budget check. The corrective action is one of the following:
  
  - Look up the end date of the grant by running the UF_GL_GRANT_DATES query. If the end date of the grant is within the current accounting period, change the accounting date to the end date of the grant.
  - Contact the appropriate Contracts and Grants office to have them change the start and end date of the grant. If you are not sure which office is appropriate, please call (352) 392-1235.
  - Identify an alternate funding source

- **No Budget Exists** – This error is one of the most common errors encountered in the system. No budget exists errors are in two categories, Grants and Non Grants:
  
  - **Grants** – The No Budget Exists error on a grant transaction occurs most often when the department charged on a distribution does not match the department in which the grant budget was entered. Run the UF_GL_GRANT_DEPT_LOOKUP query to identify the department to be specified. Change the voucher distribution department and re-budget check the transaction.

  - **Non-Grant** – The No Budget Exists error on a non-grant transaction typically occurs when no budget has been established for the chartfield combination you have entered on the voucher. Check the Fund/Dept/Source of Funds/Flexfield chartfields to make sure a cash deposit has been posted or an auxiliary budget established for the chartfield combination.

- **Referenced Doc Balance is Zero** – This error occurs when a voucher is referring to a finalized or closed purchase order. The corrective action is one of the following:
  
  - Enter the transaction unencumbered
  - Associated the transaction with a different purchase order