

How to check a budget error

The budget status in the Summary page will indicate “Exceptions” if the voucher does not pass the budget checking process.

Step 1: Go to the Summary page and click on “Exceptions”.

Summary | Invoice Information | Payments | UHS Data Line | Voucher Attributes | Documents | Error Summary | Approval Log

Business Unit 00730 Invoice Date 09/03/2021
 Voucher ID 02008030 Invoice No Burrell, L Eugene 070121
 Voucher Style Regular Invoice Total 14,000,000.00 USD
 Supplier Name BURRELL, LEROY
 3918 INDIAN POINT
 MISSOURI CITY, TX 77459

Entry Status Postable Pay Terms Due Now
 Match Status No Match Voucher Source EDI
 Approval Status Pending Origin CNL
 Post Status Unposted Created On 09/07/2021 11:14AM
 Created By FSBATRUN
 Last Update 11/17/2021 8:44AM
 Modified By 0087981
 ERS Type Not Applicable
 Close Status Open

Doc Tol Status Valid
 Budget Status **Exceptions**

Budget Misc Status Valid
 *View Related Go

Return to Search Notify Refresh Add Update/Display

Summary | Invoice Information | Payments | UHS Data Line | Voucher Attributes | Documents | Error Summary | Approval Log

Step 2: The system displays the Voucher Exceptions page which indicates the budget check error.

Budgets with Exceptions

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	00730	ORG	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...
2	00730	ORG	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...

Step 3: Click on to see the voucher line corresponding to the budget error.

Payables Voucher Line Drill Down

Transaction Line Identifiers

Business Unit 00730 Voucher ID 02008030
 Voucher Line 2 Distribution Line 1

Additional Source Information

Invoice Number Burrell, L Eugene 070121
 Supplier ID 0000013933

Transaction Line Details

Account	Fund Code	Department	Program Code	PC Business Unit	Project	Budget Reference
58129	3056	H0668	10862	00730	NA	BP2022

Line Status Error
 Budget Date 09/07/2021
 Line Amount 100.00 USD