

UNIVERSITY *of* FLORIDA



TRAVEL & PCARD SYSTEM

Correcting Budget Errors

September 25, 2024

AGENDA

- Budget Errors Overview
- Common Budget Errors
- Budget Errors in UF GO
- Budget Errors in myUFL
- Questions



HOUSEKEEPING

- Slides
- Recording
- Instruction Guides
- Questions



Budget Errors

Budget Errors

What is a Budget Error?

- An error that occurs when a Travel Request, Expense Report, Voucher, or Journal Entry fails budget check
- In relation to UF GO:
 - Indicates an issue with the ChartField string used on one or more lines of a Travel Request or Expense Report



Budget Errors

What is a Budget Error?

- Prevents:
 - A Travel Request from encumbering
 - An Expense Report or Voucher from processing/paying out
- Must be corrected for the:
 - Travel Request to encumber
 - Expense Report/Voucher to pay out and account for the charges

Budget Errors

Disclaimer

- UF GO Team is not familiar with or responsible for the ChartFields of specific units

Processors should consult with their unit's fiscal and/or grant staff to troubleshoot ChartField issues

Budget Errors

Disclaimer

Goal:

- Provide processors with the information they need to troubleshoot and correct Budget Errors

Presentation will provide:

- High level overview of common errors on:
 - UF GO Reports
 - UF GO Vouchers
- Resources to fix errors



Budget Errors

When do Budget Errors Occur?

- Budget Errors can occur anytime a Travel Request, Expense Report, or Voucher is Budget Checked
- Budget Check occurs:
 - In UF GO
 - Upon Submit
 - Upon Approve
 - In myUFL
 - Prior to Voucher finalizing/paying out

Budget Errors

Where do Budget Errors Occur?

- UF GO
 - Hard stop on [Travel Requests](#) and [Expense Reports](#)
 - Prevents a request/report from being submitted/approved
 - Request/Report is sent back to the user by the system

Once an Expense Report has been fully approved in UF GO, a nightly process creates (a) voucher(s) in myUFL.

- myUFL
 - Prevents a [UF GO Voucher](#) from paying out/posting to the General Ledger

Common Budget Errors



Common Budget Errors

No Budget Exists

- Occurs when there is no budget associated with the ChartField combination entered for a transaction
- Corrective Actions:
 - Verify the correct ChartField values were used (Dept/Fund/SOF/Flex)
 - If the ChartField is correct, verify a budget has been established for that ChartField combination
- Resources:
 - General Accounting & Financial Reporting: [ChartField Overview](#)
 - Financial Toolkits: [Budget & Commitment Control](#)

Common Budget Errors

Exceeds Budget Tolerance

- Occurs when the transaction amount exceeds the available funds
- Corrective Actions:
 - Use a different funding source
 - or*
 - Complete a Budget Transfer
- Resources:
 - Financial Toolkits: [Budget & Commitment Control](#)

Common Budget Errors

Budget Date Out of Bounds

- Occurs when the budget period of the grant has ended.
- Corrective Actions:
 - Check the budget end date for the project
 - If the expenses were incurred during the project budget period, reach out to your C&G contact to extend the budget end date to allow the transaction(s) to post
 - If the expenses were incurred before or after the project budget period, allocate to a different funding source

Common Budget Errors

Budget Date Out of Bounds

➤ Resources:

- Check Budget End Dates
 - Financial Toolkits: [Grants](#)
 - UFIRST
 - myInvestiGator
 - myUFL Award Summary Page
 - myUFL Project Summary Page
 - myUFL query: UF_GM_GRANT_DATES_CF_BY_PROJ
- Post award support by department: [Contracts & Grants Teams](#)

Common Budget Errors

CAS NO PAY

- Occurs when either:
 - No CAS exemption on file
 - Corrective Action:
 - Submit a [Cost Accounting Standard \(CAS\)](#) exemption request through UFIRST.
 - Wrong Expense Type is used
 - Corrective Actions:
 - Check the CAS exemption to determine the account code that was approved
 - Use the [Expense Type to myUFL Account Code Crosswalk](#) to determine the expense type that corresponds to the approved account code

Common Budget Errors

Invalid Account Code/Fund Combination

- Occurs when the expense type (account code) cannot be used with the provided fund code.
- Corrective Actions:
 - Use a different fund code or Expense Type (if appropriate)
- Resources:
 - Looking Up ChartFields in the System: [ChartFields Toolkit](#)
 - F&A [Fund](#) code guide
 - [Account Use by Fund](#): allowable expenses by fund
 - [Expense Type to myUFL Account Code Crosswalk](#): determine the expense type that corresponds to the appropriate account code

Common Budget Errors

Additional Budget Errors

- Invalid Chartfield Combinations

For example:

- FUND_CODE/ CHARTFIELD1/ ACCOUNT in combo group FDACCTFLEX
 - FUND_CODE/ PROJECT_ID in combo group FUNDPROJ
 - FUND_CODE/ OPERATING_UNIT in combo group FUNDSOURCE
 - PROJECT_ID/ FUND_CODE/ PROGRAM_CODE in combo group PROJECTS1
 - PROGRAM_CODE/ FUND_CODE in combo group PROGRFUND
 - FUND_CODE/ OPERATING_UNIT in combo group FUNDSOFEG
 - BUDGET_REF/ FUND_CODE in combo group BREFFUND
-
- Usually result from an incorrect ChartField combination

Common Budget Errors

Additional Budget Errors

- Corrective Action:

- Check the ChartField string to ensure it was entered correctly

- Resources:

- General Accounting & Financial Reporting: [ChartField Overview](#)

- General Accounting & Financial Reporting: [FAQs on ChartFields](#)

- Financial Toolkits: [ChartFields](#)

Budget Errors in UF GO

Budget Errors in UF GO

Budget Errors on Expense Reports

- The External Validation process in UF GO Budget Checks an Expense Report upon:
 - Submit
 - Approve
- If a Budget Error is detected, the report is sent back to the user

Home / Expense / Manage Expenses

Manage Expenses

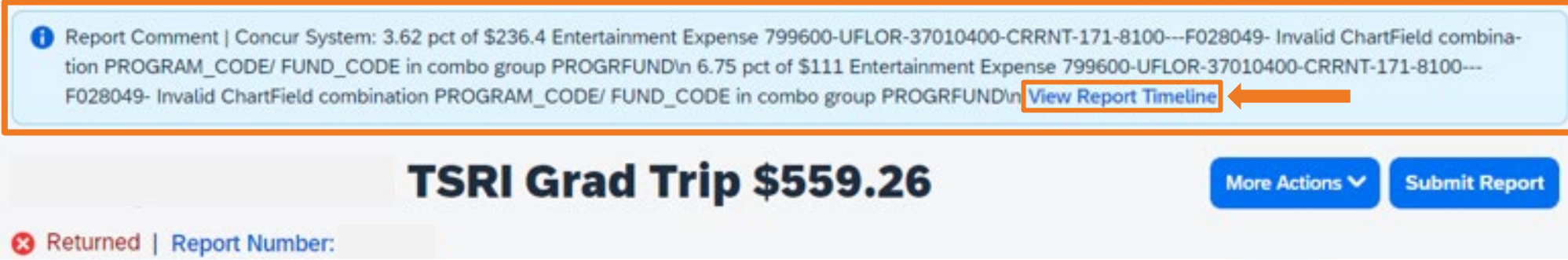
Report Library

09/18/2024 \$559.26 Returned	TSRI Grad...	06/04/2024 \$19.00 Not Submitted
Sent Back to User Concur System		

Budget Errors in UF GO

Budget Errors on Expense Reports

- To determine which expense line is causing the error:
 - Open the returned report
 - Check the Report Comment or click View Report Timeline
 - Comment provides the:
 - Percentage of total amount impacted
 - Total amount(s) and Expense Type(s) of the affected expense line(s)
 - ChartFields in error
 - Type of Budget Error(s)



i Report Comment | Concur System: 3.62 pct of \$236.4 Entertainment Expense 799600-UFLOR-37010400-CRRNT-171-8100---F028049- Invalid ChartField combination PROGRAM_CODE/ FUND_CODE in combo group PROGRFUND\n 6.75 pct of \$111 Entertainment Expense 799600-UFLOR-37010400-CRRNT-171-8100---F028049- Invalid ChartField combination PROGRAM_CODE/ FUND_CODE in combo group PROGRFUND\n [View Report Timeline](#)

TSRI Grad Trip \$559.26

More Actions ▾

Submit Report

✖ Returned | Report Number:

Common Budget Errors

Budget Errors on Expense Reports

- Corrective Action:
 - Identify what is causing the Budget Error
 - Invalid ChartField combination PROGRAM_CODE/ FUND_CODE in combo group PROGRFUND
 - 171-8100
 - [ChartField Overview: Program Code: Program Codes by Fund](#)

PROGRAM	DESCRIPTION	TFRS FR COMPONENTS
8100	HEALTH / MEDICAL CENTER SERVIC	
6100	GENERAL ADMINISTRATION	Y

Common Budget Errors

Budget Errors on Expense Reports

- ❑ Fix the error as appropriate in UF GO
 - Change either the Fund Code or the Program Code
 - Resources:
 - Look up the ChartField in myUFL if needed: [ChartFields Toolkit](#)

Looking Up ChartFields in the System

Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

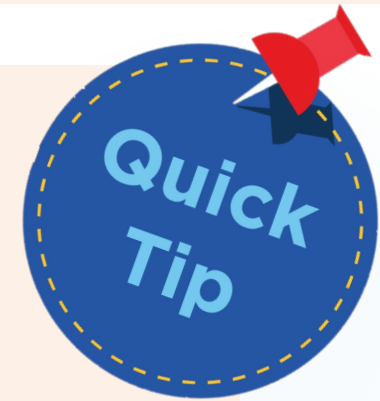
- Consult unit fiscal staff
- ❑ Resubmit the Expense Report to:
 - Clear the existing error(s)
 - Budget Check the updated ChartFields

Common Budget Errors

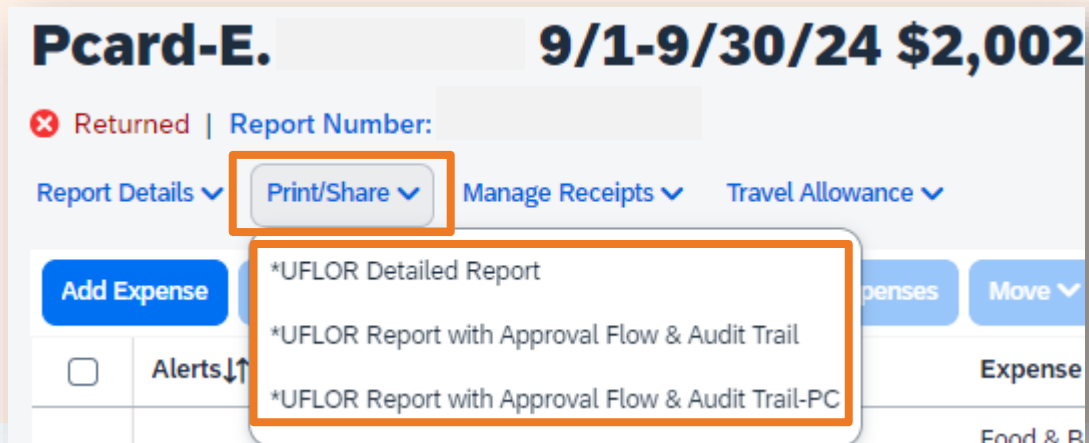
Budget Errors on Expense Reports

➤ Tip:

- The UFLOR Detailed Report can be used to review all the ChartFields on a given report at one time
- This can help identify ChartField discrepancies and entry errors



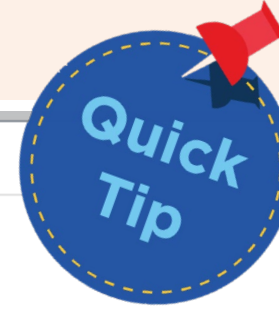
- Under Print/Share, select any of the reports



Common Budget Errors

Budget Errors on Expense Reports

- The report will open in a pop-up window
- Scroll to the **Summary by Allocation** section toward the end of the report
- Review the ChartFields to see if anything stands out about the ChartField causing the error



*UFLOR Detailed Report

Summary by Payment Type		
Payment Type	Amount	Approved Amount
UFLOR PCard	\$2,002.05	\$2,002.05

Summary by Allocation										
*Business Unit	*Department	*Budget Reference	*Fund	*Program	*FLEX	*UFID	*Source of Funds	*CRIS Code	*Project ID-Activity ID-PCBU	Approved Amount
UFLOR	60760000	CRRNT	101	1100		35439280				\$134.53
UFLOR	60760000	CRRNT	103	3300		35439280				\$37.32
UFLOR	60760000	CRRNT	103	6100		35439280				\$232.93
UFLOR	60760000	CRRNT	171	2100		08189108	F001183			\$132.68
UFLOR	60760000	CRRNT	171	2100		15126163	F001183			\$83.95
UFLOR	60760000	CRRNT	171	2100		35439280	F001183			\$1,218.51
UFLOR	60760000	CRRNT	181	2100		35439280				\$162.13

University Disbursements
Total Paid By University : \$2,002.05

User Disbursements
Amount Due University Card From User : \$0.00
Total Paid By User : \$0.00

Close Print Save as PDF Email

Budget Errors in myUFL

Budget Errors in myUFL

Budget Errors on UF GO Vouchers

- Once an Expense Report has been fully approved in UF GO, a nightly process creates (an) associated voucher(s) in myUFL
- Vouchers are Budget Checked in myUFL before they finalize
 - Vouchers with a “valid” budget pay out and post to the General Ledger
 - Vouchers with an error will not pay out or post and need to be fixed
- Budget Errors on Vouchers in myUFL occur when the Expense Report passes Budget Check in UF GO, but the ChartField is no longer valid when the Voucher is Budget Checked in myUFL

Budget Errors in myUFL

UF GO Vouchers

- Expense Reports can generate 4 different types of vouchers in myUFL

UF GO Payment Type	myUFL Business Unit	Voucher Number
Air Card Transactions	UFLOR	Starts with L
PCard Transactions	UFLOR	Starts with C
Personal Funds (Travel & General Reimbursements)	TRAV	Starts with 0 (zero)
UF Foundation*	UFFND	Starts with F

*DSO only; does not include Foundation Funds housed in myUFL.

- All voucher numbers are 8 (eight) characters long
- If an Expense Report has multiple Payment Types in UF GO, it will create multiple vouchers in myUFL

Identifying Budget Errors in myUFL

Budget Errors in myUFL

Identifying UF GO Vouchers in Budget Error

- Indicators in UF GO that a UF GO Voucher may be in error:
 - UF GO Expense Report is in “Approved” status, but the report has not posted to the General Ledger
 - E.g., transactions cannot be found in Monthly Financial Reports, budget overview, myInvestigator, etc.
 - A user’s UF GO Expense Report has been in “Approved” status for several weeks, but they have not received their reimbursement

Budget Errors in myUFL

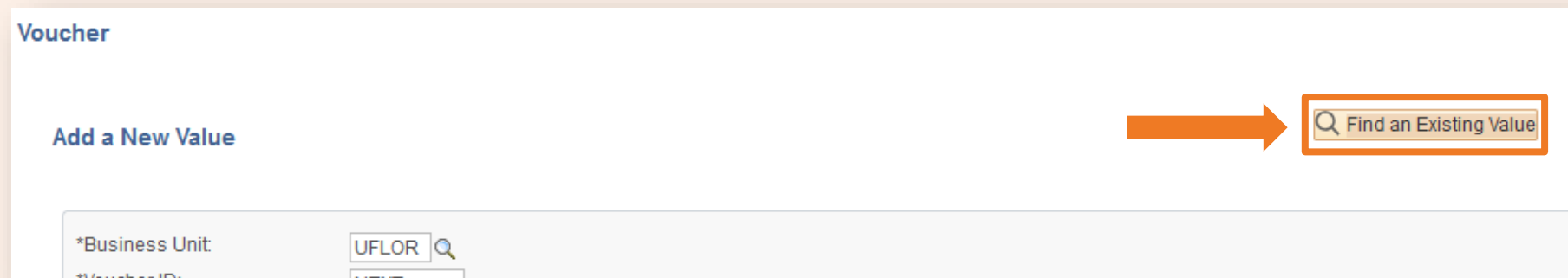
Identifying UF GO Vouchers in Budget Error

- Method 1: Review the voucher(s) in myUFL
 - For identifying the issue with a single UF GO Expense Report payment
- Method 2: Run a report to identify all vouchers in error by unit
 - Best practice to ensure timely payments and clean accounting

Budget Errors in myUFL

Identifying UF GO Vouchers in Budget Error – Method 1

- Method 1: Review the voucher(s) in [myUFL](#)
 - Main Menu > Financials > Accounts Payable > Vouchers > Add/Update > Regular Entry
 - Click Find an Existing Value



The screenshot shows the 'Voucher' interface in myUFL. At the top left, the word 'Voucher' is displayed in blue. Below it, the text 'Add a New Value' is visible. On the right side of the interface, there is a button labeled 'Find an Existing Value' with a magnifying glass icon. An orange arrow points from the left towards this button. Below the main interface, there are input fields for '*Business Unit' (containing 'UFLOR') and '*Voucher ID:' (containing 'NEXT').

Budget Errors in myUFL

Identifying UF GO Vouchers in Budget Error – Method 1

- Search for the voucher
 - Enter the **Business Unit** if it differs from UFLOR (e.g., TRAV)
 - Enter either the:
 - Voucher Number in the **Voucher ID** field
 - or
 - UF GO Report Number in the **Invoice Number** field

Find an Existing Value

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values

Recent Searches Choose from recent searches

Business Unit: = UFLOR

Voucher ID: begins with

Invoice Number: begins with



To obtain the voucher number(s), use the [UF GO Voucher Report](#) in Enterprise Analytics

Budget Errors in myUFL

Identifying UF GO Vouchers in Budget Error – Method 1

o Click **Search**

- If searching by **Voucher ID**, the voucher will open automatically
- If searching by **Invoice Number**, there may be multiple vouchers. Select one.

Voucher

Find an Existing Value

▼ **Search Criteria**
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches: Choose from recent searches [dropdown] [edit]
Saved Searches: Choose from saved searches [dropdown] [edit]

Business Unit: [=] UFLOR [search]
Voucher ID: [begins with] [input]
Invoice Number: [begins with] BQJFSG [search]
Invoice Date: [=] [input] [calendar]
Short Supplier Name: [begins with] [input]
Supplier ID: [begins with] [input] [search]
Supplier Name: [begins with] [input]
Voucher Style: [=] [dropdown]
Related Voucher: [begins with] [input]
Entry Status: [=] [dropdown]
Voucher Source: [=] [dropdown]
Incomplete Voucher: [=] [dropdown]

[Show fewer options](#)

Case Sensitive

Search Clear Save Search

▼ **Search Results**
2 results Business Unit "UFLOR", Invoice Number "BQJFSG"

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name	Voucher Style	Related Voucher
UFLOR	L0010602	BQJFSG-A	1221.37	1221.37	09/17/2024	BOAIRCARD-001	0000248853	Bank of America	Regular	(blank)
UFLOR	C0131916	BQJFSG-P	1576.5	1576.5	09/17/2024	MBNA-001	0000002301	MBNA America (Delaware) NA	Regular	(blank)

Budget Errors in myUFL

Identifying UF GO Vouchers in Budget Error

- When the voucher opens, a message box will indicate Budget Checking Errors Exist
 - Click **OK**
- Review the below fields on the Summary Tab for more information on the Budget Error:
 - Post Status
 - Budget Status

The screenshot displays the 'Voucher' page in the myUFL system. The page has a dark blue header with a 'Home' button and the title 'Voucher'. Below the header is a navigation bar with tabs: 'Summary', 'Related Documents', 'Invoice Information', 'Payments', 'Voucher Attributes', and 'Error Summary'. The 'Summary' tab is active. The main content area shows voucher details:

Business Unit	UFLOR	Invoice Date	09/17/2024
Voucher ID	C0131916	Invoice No	BQJFSG-P
Voucher Style	Regular	Invoice Total	1,576.50 USD
Supplier Name	MBNA America (Delaware) NA dba FIA Card Services Acct number 4715697000001140 1100 N King St Wilmington		
Entry Status	Postable		
Match Status	No Match		
Approval Status	Approved		
Post Status	Unposted		
Budget Status	Exceptions		
Budget Misc Status	Valid		
		Close Status	Open

A 'Message' dialog box is overlaid on the page, containing the following text:

Message

Budget Checking Errors Exist (18021,91)

Budget checking errors were logged for this document. Please check the budget exception page to view them.

OK

Budget Errors in myUFL

Identifying UF GO Vouchers in Budget Error – Method 1

- If a voucher is in Budget Error:
 - Post Status = Unposted
 - Budget Status = [Exceptions](#)
 - Click on [Exceptions](#) to identify the Exceptions and the lines in error
 - See the Instruction Guide on [Correcting UF GO Vouchers in Error](#) for more details
- If a voucher is valid (not in error):
 - Post Status = Unposted or Posted
 - Budget Status = Valid

The screenshot shows the 'Voucher' page in myUFL. The page has a navigation bar with 'Home' and 'Voucher' tabs. Below the navigation bar are tabs for 'Summary', 'Related Documents', 'Invoice Information', 'Payments', 'Voucher Attributes', and 'Error Summary'. The 'Summary' tab is active. The page displays the following information:

Business Unit	UFLOR	Invoice Date	09/17/2024
Voucher ID	C0131916	Invoice No	BQJFSG-P
Voucher Style	Regular	Invoice Total	1,576.50 USD
Supplier Name	MBNA America (Delaware) NA dba FIA Card Services Acct number 4715697000001140 1100 N King St Wilmington, DE 19850		
Entry Status	Postable	Pay Terms	Net Zero
Match Status	No Match	Voucher Source	Travel Management
Approval Status	Approved	Origin	TMS
Post Status	Unposted	Created On	09/18/2024 6:39AM
Budget Status	Exceptions	Created By	UF_PROCSCHED
		Last Update	09/18/2024 6:40AM
		Modified By	UF_PROCSCHED
		ERS Type	Not Applicable
		Close Status	Open

At the bottom of the page, there is a 'Budget Misc Status' dropdown set to 'Valid' and a '*View Related' dropdown set to 'Payment Inquiry'. There are also buttons for 'Return to Search', 'Previous in List', 'Next in List', 'Notify', and 'Refresh'.

Budget Errors in myUFL

Identifying UF GO Vouchers in Budget Error – Method 2

- Method 2: Run a report to identify all vouchers in error by unit
 - Option 1: [UF GO Vouchers Report](#) in Enterprise Analytics
 - Option 2: UF_CFO_VOUCHER_BUDGET_ERRORS Query in [myUFL](#)



Budget Errors in myUFL

Identifying UF GO Vouchers in Budget Error – Method 2

- Option 1: [UF GO Vouchers Report](#) in Enterprise Analytics
 - [myUFL](#): Main Menu > Enterprise Analytics > Access Enterprise Analytics
 - Content: Team content: Financial Information > UF GO Reports > UF GO Vouchers
- **Date Range**: use defaults to capture widest range of vouchers or adjust as needed
- **College**: select your college from the drop-down list

The screenshot displays the 'myUFL Enterprise Reporting' interface for the 'UF Go Vouchers' report. The interface is divided into several sections:

- Date Range, Report Number and Payment Type**: This section contains two main options, separated by 'OR'. The first option is 'Select Transaction Date Range', which includes 'From:' and 'To:' fields. Each field has a radio button for 'Earliest date' (selected) and 'Latest date', and a date input field with a calendar icon. The second option is 'Select Report Number', which has a text input field.
- Chartfield and Misc Prompt Options**: This section contains two main options, separated by 'OR'. The first option is 'Select College', which has a dropdown menu labeled 'College Code Mask and Desc'. The second option is 'Select Expense Type', which has a text input field labeled 'Keywords:' and a search icon.
- DeptID Type: (Job DeptID or Chartfield DeptID)**: This section has a dropdown menu labeled 'Job DeptID'.

At the top of the interface, there are navigation icons for 'Edit', 'Share', 'Play', 'Refresh', and 'Excel'. The title bar shows 'myUFL Enterprise Reporting' and 'UF Go Vouchers'.

Budget Errors in myUFL

Identifying UF GO Vouchers in Budget Error – Method 2

- Alternative to College: **Dept ID**
 - Offers more granularity than College
 - Can either use
 - » Job DeptID: Dept ID associated with users' employee record in myUFL
 - » Chartfield DeptID: Dept IDs associated with the expense lines
 - **Keywords:** search by first 4 digits of Department ID or entire Department ID
 - “Select all” or select individually, then move them to the Choices column
- Click **Run Report**

myUFL Enterprise Reporting | UF Go Vouchers

Edit | Excel

Select College

College Code Mask and Desc

OR

DeptID Type: (Job DeptID or Chartfield DeptID)

Job DeptID

Select DeptID(s)

Keywords:

Input keywords here

Choices:

Select all

No Results

Budget Errors in myUFL

Identifying UF GO Vouchers in Budget Error – Method 2

- Filter the report on “Budget Status” (Column B) to only show vouchers in **Error**

UF Go Vouchers			Supplier Name	AP Business Unit	Voucher ID
2	Invoice ID	Budget Status			
3	FKAN0Z-T	Valid	Yury Zasimovich	TRAVL	00062618
4	35BRG5-P	Valid		UFLOR	C0106501
5	DXA3P7-P	Valid		UFLOR	C0036179
6	00W7FT-T	Valid	Jake Gifford	TRAVL	00032804
7	U2CK84-T	Valid	Rachel Kaplan	TRAVL	00055395
8	NLDGYM-P	Valid		UFLOR	C0112143
9	1404JG-T	Valid	John Malaty	TRAVL	00078123
10	OTA4AQ-P	Valid		UFLOR	C0051288
11	FQ68QK-T	Valid	Heather Harrell	TRAVL	00030859
12	L7RP90-T	Valid	Elizabeth Hosaka	TRAVL	00072405
13	I3KR7E-P	Valid		UFLOR	C0057699
14	MXSKAL-P	Valid		UFLOR	C0006915
15	5CK5H9-T	Valid	William Hogan	TRAVL	00008352

Sort A to Z
Sort Z to A
Sort by Color
Sheet View
Clear Filter From "Budget Status"
Filter by Color
Text Filters

Search

- (Select All)
- Error
- Not Checked
- Valid
- (Blanks)

Budget Errors in myUFL

Identifying UF GO Vouchers in Budget Error – Method 2



- Option 2: UF_CFO_VOUCHER_BUDGET_ERRORS Query in [myUFL](#)
 - Main Menu > Financials > Reporting Tools > Query > Query Viewer
- Enter the Query Name into the “begins with” field

← Home Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

- Click Search

Budget Errors in myUFL

Identifying UF GO Vouchers in Budget Error – Method 2

- Run the query to Excel (recommended) or HTML
– Hint: Favorite this query to quickly return to it later

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
UF_CFO_VOUCHER_BUDGET_ERRORS	All vchrs in error w/ exc code	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

- Enter a Department ID (either in full or partial followed by the % symbol) in the DeptID field

UF_CFO_VOUCHER_BUDGET_ERRORS - All vchrs in error w/ exc code

DeptID(like 1902%):

[View Results](#)

Budget Errors in myUFL

Identifying UF GO Vouchers in Budget Error – Method 2

- The resulting report will include:
 - All vouchers in error for the search parameter (not just UF GO vouchers)
 - A row for each voucher line in error (includes ChartFields)
 - Exception Type (Column R): what is causing the Budget Error

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	All vch	138																
2	Unit	Voucher	Supplier	Invoice	Budg Dt	Acctg Date	Total Voucher Amt	Line	Merchandise Amt	Dept	Fund	Program	Account	Source	Bud Ref	Flex	Project	Excpn Type
3	TRAVL	00066755	0000245522	WKEZ3E-T	6/27/2024	9/1/2024	928.810	0	0.440	29130700	171	1100	772000	HSCFCPA	CRRNT	2913DISC		Exceeds Budget Tolerance
4	TRAVL	00066755	0000245522	WKEZ3E-T	6/27/2024	9/1/2024	928.810	0	0.450	29130700	211	2200	772000		CRRNT		00130030	Exceeds Budget Tolerance
5	TRAVL	00066755	0000245522	WKEZ3E-T	6/27/2024	9/1/2024	928.810	0	0.560	29130700	212	2200	772000		CRRNT		00129754	Exceeds Budget Tolerance
6	TRAVL	00066755	0000245522	WKEZ3E-T	6/27/2024	9/1/2024	928.810	0	2.350	29130700	171	1100	772000	HSCFCPA	CRRNT	2913DISC		Exceeds Budget Tolerance

Best Practice is to run this query on a regular basis to identify vouchers in error for your unit and correct them timely

Budget Errors in myUFL

Identifying UF GO Travel Requests in Budget Error

- Run the query **UFGO_TR_ERRORS** to Excel
 - Filter the report by **TA Status** choose **APR** for approved Requests
 - Filter by **Dept** to review only your unit's Requests in Error

Travel Aut	Reques	Date	Date Submit	Tot Apprv Amt	Report Policy	Guest Er	Date	Traveler Typ	TA Sta	Budget S
0000084759	DYC9	9/30/2024	9/25/2024	244.77	UFLOR DOMESTIC TRAVEL REQUEST		9/30/2024	EMPLOYEE	APR	E
0000084759	DYC9	9/30/2024	9/25/2024	244.77	UFLOR DOMESTIC TRAVEL REQUEST		9/30/2024	EMPLOYEE	APR	E
0000084084	DWXV	9/20/2024	9/19/2024	1010.00	UFLOR DOMESTIC TRAVEL REQUEST		9/20/2024	EMPLOYEE	APR	E
0000084084	DWXV	9/20/2024	9/19/2024	1010.00	UFLOR DOMESTIC TRAVEL REQUEST		9/20/2024	EMPLOYEE	APR	E
0000084084	DWXV	9/20/2024	9/19/2024	1010.00	UFLOR DOMESTIC TRAVEL REQUEST		9/20/2024	EMPLOYEE	APR	E
0000084084	DWXV	9/20/2024	9/19/2024	1010.00	UFLOR DOMESTIC TRAVEL REQUEST		9/20/2024	EMPLOYEE	APR	E
0000077734	DGXR	9/5/2024	9/4/2024	3236.59	UFLOR DOMESTIC TRAVEL REQUEST		9/5/2024	EMPLOYEE	APR	E
0000077734	DGXR	9/5/2024	9/4/2024	3236.59	UFLOR DOMESTIC TRAVEL REQUEST		9/5/2024	EMPLOYEE	APR	E
0000077734	DGXR	9/5/2024	9/4/2024	3236.59	UFLOR DOMESTIC TRAVEL REQUEST		9/5/2024	EMPLOYEE	APR	E
0000040875	7GD9	12/23/2023	12/20/2023	315.00	UFLOR DOMESTIC TRAVEL REQUEST		12/22/2023	EMPLOYEE	DEN	N
0000040875	7GD9	12/23/2023	12/20/2023	315.00	UFLOR DOMESTIC TRAVEL REQUEST		12/22/2023	EMPLOYEE	DEN	N
0000031992	6N1Y	10/17/2023	10/17/2023	1744.00	UFLOR DOMESTIC TRAVEL REQUEST		10/17/2023	EMPLOYEE	DEN	N

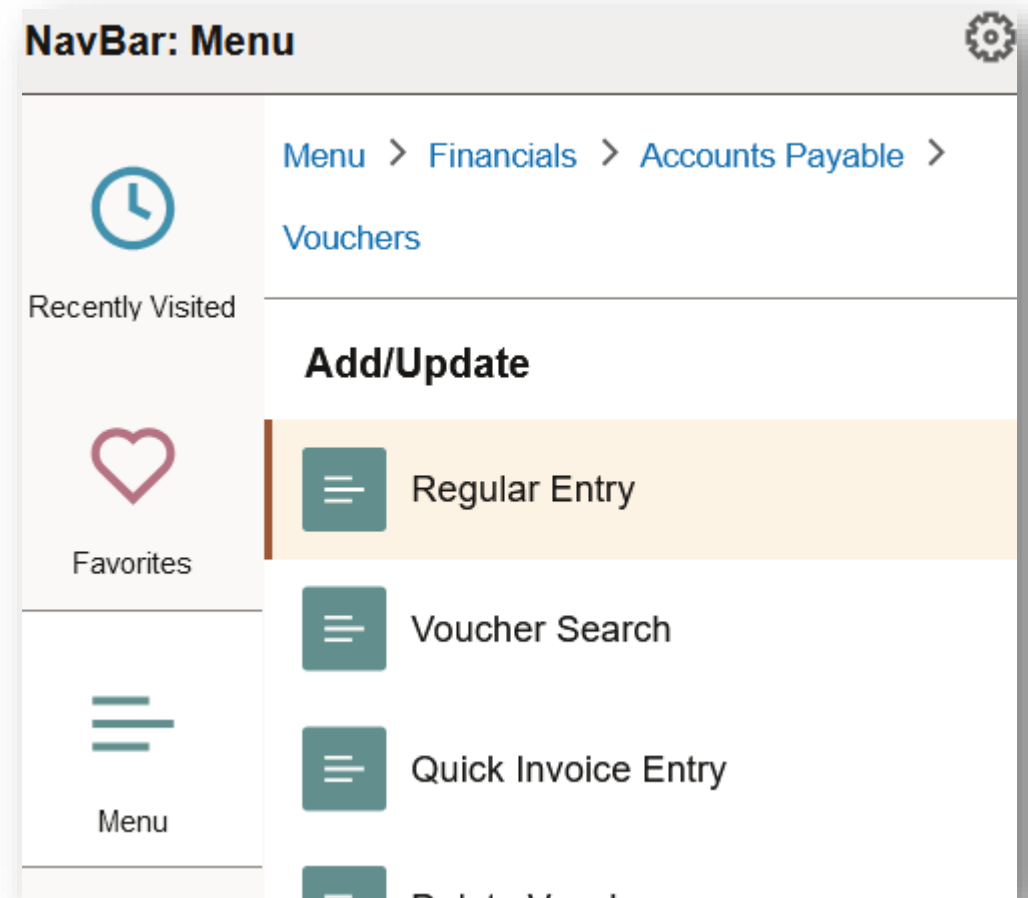
- To check the status of the Request, navigate to: **Main Menu>Financials>UF Custom Apps>Concur> Travel Requests**
- **IF** your unit wants the funding encumbered, a new Request will need to be created. If encumbrance is not important, then no further action is needed

Correcting Budget Errors in myUFL

Budget Errors in myUFL

Correcting UF GO Vouchers in Budget Error

- Vouchers in Budget Error need to be corrected in the Accounts Payable module in myUFL
 - Main Menu > Financials > Accounts Payable > Vouchers > Add/Update > Regular Entry
 - Click **Find an Existing Value**
 - Search for the voucher you need to fix



Budget Errors in myUFL

Correcting UF GO Vouchers in Budget Error

- If the error was identified by reviewing the voucher or running the UF GO Vouchers Report:
 - Click [Exceptions](#) to determine what needs to be fixed
 - See the Instruction Guide on [Correcting UF GO Vouchers in Error](#)
 - See the Instruction Guide on [Common UF GO Budget Errors](#) for help determining corrective actions

The screenshot displays the 'Voucher' page in the myUFL system. The page is titled 'Voucher' and has a navigation bar with 'Home' and 'New Wir'. Below the navigation bar are tabs for 'Summary', 'Related Documents', 'Invoice Information', 'Payments', 'Voucher Attributes', and 'Error Summary'. The 'Summary' tab is active, showing the following details:

Business Unit	UFLOR	Invoice Date	09/17/2024
Voucher ID	C0131916	Invoice No	BQJFSG-P
Voucher Style	Regular	Invoice Total	1,576.50 USD
Supplier Name	MBNA America (Delaware) NA dba FIA Card Services Acct number 4715697000001140 1100 N King St Wilmington, DE 19850		
Entry Status	Postable	Pay Terms	Net Zero
Match Status	No Match	Voucher Source	Travel Management
Approval Status	Approved	Origin	TMS
Post Status	Unposted	Created On	09/18/2024 6:39AM
		Created By	UF_PROCSCHED
		Last Update	09/18/2024 6:40AM
		Modified By	UF_PROCSCHED
		ERS Type	Not Applicable
		Close Status	Open

Below the details, there is a section for 'Budget Status' with a dropdown menu set to 'Exceptions'. Below that, there is a 'Budget Misc Status' dropdown set to 'Valid' and a '*View Related' dropdown set to 'Payment Inquiry'. At the bottom of the page, there are navigation buttons: 'Return to Search', 'Previous in List', 'Next in List', 'Notify', and 'Refresh'.

Budget Errors in myUFL

Correcting UF GO Vouchers in Budget Error

- To correct the voucher:
 - Click the **Invoice Information** tab

Voucher

Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary

Business Unit UFLOR	Invoice Date 09/17/2024
Voucher ID C0131916	Invoice No BQJFSG-P
Voucher Style Regular	Invoice Total 1,576.50 USD
Supplier Name MBNA America (Delaware) NA dba FIA Card Services Acct number 4715697000001140 1100 N King St Wilmington, DE 19850	
Entry Status Postable	Pay Terms Net Zero
Match Status No Match	Voucher Source Travel Management
Approval Status Approved	Origin TMS
Post Status Unposted	Created On 09/18/2024 6:39AM
	Created By UF_PROCSCHED
	Last Update 09/23/2024 1:22PM
	Modified By 32585500
	ERS Type Not Applicable
	Close Status Open

Budget Status Exceptions

Budget Misc Status Valid

*View Related Go

[Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Budget Errors in myUFL

Correcting UF GO Vouchers in Budget Error

- To correct the voucher:
 - Locate the **Invoice Lines** in error
 - Click **View All** or use the arrow buttons
 - Locate the **Distribution Lines** in error
 - Click **View All** or use the arrow buttons
 - Correct the ChartFields in error
 - Click **Save**

The screenshot displays the myUFL system interface for a voucher. The top navigation bar includes tabs for Summary, Related Documents, Invoice Information, Payments, Voucher Attributes, and Error Summary. The main content area is divided into several sections:

- Business Unit:** UFLOR
- Invoice No:** BQJFSG-P
- Accounting Date:** 10/01/2024
- *Pay Terms:** ZERO
- Net Zero:** Yes
- Invoice Date:** 09/17/2024
- Basis Date Type:** Inv Date
- Supplier:** MBNA America (Delaware) NA
- Supplier ID:** 0000002301
- ShortName:** MBNA-001
- Location:** 1
- *Address:** 1

The **Invoice Total** section shows:

Line Total	1,576.50
*Currency	USD
Miscellaneous	
Freight	
Total	1,576.50
Difference	0.00

The **Copy From Source Document** section includes fields for PO Unit, PO Number, Copy PO, Copy From (None), and Go. Below this, the **Invoice Lines** section is highlighted with an orange box. It shows Line 1 with a quantity of 1.0000 and a unit price of 270.00000, resulting in a line amount of 270.00. The **Distribution Lines** section is also highlighted with an orange box, showing a table with columns for GL Unit, Dept, Fund, Program, Account, Source, Bud Ref, and CRIS. The table contains one row with the following values:

GL Unit	Dept	Fund	Program	Account	Source	Bud Ref	CRIS
UFLOR	19050100	171	2200	771200	F024044	CRRNT	

At the bottom of the interface, there is a **Save** button highlighted with an orange box.

Budget Errors in myUFL

Correcting UF GO Vouchers in Budget Error

- Select **Budget Checking** from the **Action** drop-down menu
- Click **Run**
- Verify the **Budget Status** on the Summary tab is Valid
 - If it still shows **Exceptions**, review what lines are still in error and correct

The screenshot shows the 'Invoice Information' tab in the myUFL system. The 'Action' dropdown menu is open, showing 'Budget Checking' as the selected option. The 'Run' button is highlighted in orange. The interface displays various fields for invoice details, including Business Unit (UFLOR), Invoice No (BQJFSG-P), Accounting Date (10/01/2024), and Supplier ID (0000002301). The 'Invoice Total' section shows fields for Line Total, *Currency, Miscellaneous, Freight, Total, and Difference. The 'Invoice Lines' section shows a table with columns for Line, *Distribute by, Item, and Quantity. The 'Run' button is highlighted in orange.

Questions?

CONTACT US!

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We are happy to help!

