# Budget Exception Errors and Possible Solutions

## Error: Exceeds Budget Tolerance / Spending Authority Over Budget

**What it means:** Cost center has no budget or there are insufficient funds

**Possible Solutions:**
- Use a cost center that has available funds
- Cancel the document *(requisition, voucher, travel auth, etc.)*
- Modify the amount or quantity ordered
- Process a Budget Transfer form *(to transfer funds to increase avail. budget)*

## Error: No Budget Exists / Budget is Closed

**What it means:** Cost center has no budget or cost center is inactive

**Possible Solutions:**
- Use a cost center that has available funds
- Cancel the document *(requisition, voucher, travel auth, etc.)*
- Process a Budget Transfer form *(to transfer funds to increase avail. budget)*
- Chart field string error

## Error: Budget Date out of Bounds

**What it means:** You are trying to process a transaction past the dates for the project  
(Applicable to grants and constructions projects)

**Possible Solutions:**
- Cancel the document *(requisition, voucher, travel auth, etc.)*
- Use another funding source
- Extend the dates for the Project *(contact the Office of Sponsored Programs and submit relevant documents with new project dates)*

## Error: Required key CF is blank

**What it means:** Missing a ChartField value, such as Fund, Function, Dept, Cost Center, etc.

**Possible Solutions:**
- Go back to "Accounting Defaults" or ChartField section of the transaction you are trying to process and enter the missing ChartField value
- Review the Cost Center Crosswalk to double check ChartField values
- Use a valid budget period