



## BUDGET OFFICE

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### Budget Exception Errors and Possible Solutions

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**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*)

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**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

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**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*)

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**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