This job aid gives tips on identifying and correcting exceptions on voucher entries of the online forms such as the Direct Payment Request (DPR), Visitor’s Expense Report and Contracted Services form.

What happens after I submit my Direct Payment Request (DPR), Visitor’s Expense and Contracted Services forms to Accounts Payable?

The Process:
- Requester completes and submits online form.
- AP receives and enters online form as Voucher Entry.
- AP sends e-mail to Requester with link to Voucher Entry.
- Budget Check runs as batch process that night.
- Requester should review Voucher Entry. (NOTE: exceptions are listed on Summary tab, Budget Status; they are not listed on Error Summary tab.)

Terminology HOT TIP! NUFinancials refers to errors as “Exceptions.”

Process HOT TIP! Make things easier on yourself by making sure the chart string is correct, and make sure there are funds to cover the transaction. Review Voucher Entries every day by Voucher Entry number, by Invoice number, by Vendor ID. Be proactive in tracking online forms.

Note: Contracted Services Form is different because first the payee has to be checked against HRIS to make sure payee is not employee before entering into NUFinancials. When the contracted services form is entered as a voucher into NUFinancials the Request # on the form is used as the Invoice # in NUFinancials. To search for contracted services voucher entries use the Vendor ID or the Request # in the applicable search criteria fields.

Budget Status: Most Budget Status exceptions are either incorrect chart string or no budget exists; Fund 171 chart strings are the most common exceptions. Requesters can submit a different chart string to Guy Wilson (gwillson@northwestern.edu) or Jessica Clements (j-clements@northwestern.edu). Reference the Voucher Entry number.

Some possible exception messages:
- No Budget Exists-no budget exists on the chart string that has been entered
- Combo Error for Group XXX_XXX- specific chartfields are incorrect or missing
- Exceeds Budget and is Over Tolerance-exceeds available budget

For further information, see training guide Resolve Combination and Budget Check Errors at http://cafe.northwestern.edu/documents/training/Supply%20Chain/FMS%20803/09%20FMS803-26%20Resolve%20Combo%20Edit%20Budget%20Check%20Errors_F.pdf

Notes about AP: Given the volume of exceptions, AP is addressing exceptions as quickly as possible, but there are many, many exceptions per day. AP is the only one who can modify Vouchers.
Navigation to review exceptions:
Accounts Payable→Vouchers→Add/Update→Regular Entry→Find an Existing Value
Search for Voucher Entry and select Voucher Id from search results.

If there is an exception, you will get the Voucher Entry and a pop up error message:

![Error Message]

Click OK

In the Summary tab, click on Exceptions link to see exception detail.

![Summary Tab]

Click Exceptions to see detail
The **Exceptions** link will display exception reason and chart strings.

![Diagram showing the Exceptions link](image)

The **Error Summary** tab will **not** display exceptions:

![Diagram showing the Error Summary tab](image)

**NEED HELP?**
Contact the Help Desk at 847-491-HELP (4357) or email [consultant@northwestern.edu](mailto:consultant@northwestern.edu)