



Step How to Run and Review the Funding Errors Query
Navigation: Main Menu > Reporting Tools > Query > Query Viewer

1 The Funding Errors Query is a key resource to be run before and during payroll processing week. It validates each employee’s position funding for current fiscal year position funding and valid funding components. If run during payroll processing, it also validates any funding that is added directly to payroll (such as funding on additional payments or manual entry provided to payroll).

Reviewing these variances prior to finalizing payroll provides departments with the ability to update and correct funding prior to payroll being finalized. If these funding errors are not corrected prior to finalizing payroll, the departments default funding will be used to fund the payment.

2 How to run the Funding Errors Query:
 Navigate to the Query View page and click Excel as shown below.

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

*Search By begins with

Search [Advanced Search](#)

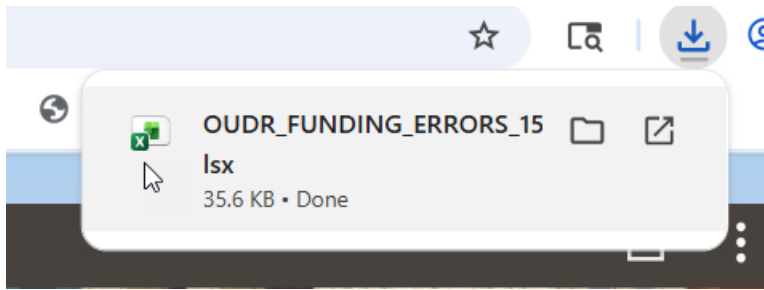
Search Results

*Folder View

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML
OUDR_FUNDING_ERRORS	Funding Errors Position & Pay	Public		HTML	Excel	XML

3 How to find the file:
 Depending on your browser, you should be notified of the file that is downloaded with the results. Open the file in Excel.





4 The Excel file will contain data only if there are employees in your access that have funding errors. If the query is blank, then your department has no errors. Note, you should run this query during payroll processing in order to see payroll specific errors. If you run prior to payroll, please rerun during payroll.

Set ID	Unit	Dept ID	Position	Open Eff Date	ID	Empl Record	Name	Combo Code	Fund	Account	Org	Function	Entity	Project	Source	Purpose	Long Descr	ID	Co
1	SOONR	OUHSC	CDMP12	20112045		0		5049712	SPNCR	511021	ME026300	00012	MB019	20009705			BAD SPREAD BEING PAID ON PAYROLL IN PROCESS PLEASE VALIDATE		HSC
2	SOONR	OUHSC	ADM504	50408235		0		5049712	SPNCR	511021	ME026300	00012	MB019	20009705			BAD SPREAD BEING PAID ON PAYROLL IN PROCESS PLEASE VALIDATE		HSC
3	SOONR	OUHSC	ACBIACT1	51329	6/28/2025	0		5053750	EDWCH	511021	BU501001	00111	80017		EC041888	BUYPAYR	Invalid Entity		NHM
4	SOONR	NORMN	ITE	52929		0											JOB POSITION NOT FUNDED.		NHM
5	SOONR	NORMN	ACBUSCT	50028513		0											PAYROLL POSITION NOT FUNDED.		NHM
6	SOONR	OUHSC	CPH001	50023049	6/29/2025	0		5014185	SPNCR	511011	PB461000	50013	50000	500003314			Project not found or has ended or begins in the future or charfield starts before project id. Start Date: 31-OCT-2021 End Date: 30-OCT-2025		HSC

5 Reviewing the messages provided by the results:

- ID = the location of the error.
 - Position Funding and Current Job – a Funding ePaf needs to be entered for the position.
 - Payline and Current Payroll – These are errors on the payroll that is currently being processed. If the error is an Add Pay or Paper Form request, email payroll services and provide an updated HR Combination Code for the payment.

Long Descr	ID
BAD SPREAD BEING PAID ON PAYROLL IN PROCESS PLEASE VALIDATE	POSITION FUNDING
BAD SPREAD BEING PAID ON PAYROLL IN PROCESS PLEASE VALIDATE	PAYLINE
Invalid Entity	POSITION FUNDING
JOB POSITION NOT FUNDED.	CURRENT JOB
PAYROLL POSITION NOT FUNDED.	CURRENT PAYROLL
Project not found or has ended or begins in the future or charfield starts before project id. Start Date: 31-OCT-2021 End Date: 30-OCT-2025	POSITION FUNDING