



# Insufficient Funds Hold

When coding lines in AP to a grant, if the transaction is not being matched to a purchase order, it is possible for one or more lines to *fail funds checking* due to insufficient funds when the invoice is validated.

There are two ways of reviewing funds check fails;

1. Immediately upon the insufficient funds pop up message displaying within the invoice workbench as this will relate directly to the transaction OR;
2. From the navigator screen, Invoice Entry, Funds Check Results. This displays all iProc and AP transactions that have been funds checked.

## 1. Viewing Funds Check Fail within the invoice workbench

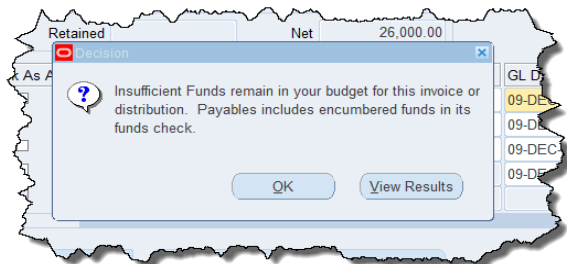
**Responsibility: AP Invoice Manager/ Invoice Entry / Shared Services**

**Pre-Requisite: AP Transaction entered, primary validated with insufficient fund hold**

- a. Ensure your cursor is in the line of the **Invoice Header** and navigate to **Actions** in the tool bar and click on **Check Funds**.

- b. A decision box displays advising of the insufficient funds fail.

Click **View Results**.



- c. The **Budgetary Control Results** screen displays with information relating to the fail.
  - a. **Line Reference:** This will be the line of the AP transaction
  - b. **Result Message:** why it has failed
  - c. **Base Amount:** Line amount

To view all lines that have failed funds check, amend the **Order By** to **Funds Result Status**.

Budgetary Control Results

Ledger: CAPSA Set of Books  
 Order By: Funds Result Status  
 Templates: Budgetary Control Results Template  
 Currency: GBP  
 Funds Result Status: All  
 Report Format: HTML

[View Report](#) [Export](#)

Expand All

Application	Payables	Batch Reference	Document Reference	09-DEC-2015						
Supplier	OFFICE TEAM LTD	Site	CROYDON	Document Status	Partially Passed					
Account Combination	Period	Line Reference	Result Status Type	Result Message	Previous Funds Available	Base Amount	Current Funds Available	Amount Type	Boundary	Budget Name
U.PD.PDAG.MAHB.EZZC.0000	DEC-15	1 - 1	Failed Check	GMS: Budgetary control fails at the Task level		-6,000.00				
U.PD.PDAG.MAJB.EZZC.0000	DEC-15	3 - 1	Passed Check	GMS: Transaction passed budgetary control in advisory mode		10,000.00				
U.PD.PDAG.MAWB.EZZC.0000	DEC-15	2 - 1	Passed Check	This account does not require budgetary control		10,000.00				

Accounting Errors

- d. Liaise with your department's Grant Administrator to ascertain where the expenditure can be coded to and then follow instructions on how to amend a matched or non-matched invoice.

**2. From the navigator screen**

**Responsibility: AP Invoice Manager/ Invoice Entry / Shared Services**

- a. From the Navigator screen, select **Invoice Entry > Funds Check Results.**

Find Funds Check Details

Project Number	<input type="text"/>	Project Name	<input type="text"/>
Task Number	<input type="text"/>	Task Name	<input type="text"/>
Award Number	<input type="text"/>	Award Name	<input type="text"/>
Funds Check Status	<input type="text"/>	Expenditure Type	<input type="text"/>

**Transactions**

Document Type	<input type="text"/>	Document Number	<input type="text"/>
		Request ID	<input type="text"/>

- b. Enter details of the relevant project and click **Find** and a results screen will display with all checks that have been completed across iProc and AP.

Document Number	Document type	Project	Task	Award	Expenditure Type	Expenditure Date
1122157	Requisitions	ZZAG/001	1	RG12345	Other Costs/Consumables	24-FEB-16
1122157	Requisitions	ZZAG/001	1	RG12345	Other Costs/Consumables	24-FEB-16
1122100	Requisitions	ZZAG/001	1	RG12345	Other Costs/Consumables	23-FEB-16
1122100	Requisitions	ZZAG/001	1	RG12345	Other Costs/Consumables	23-FEB-16
2251382	Supplier Invoice	ZZAG/001	1	RG12345	Other Costs/Miscellaneous	24-FEB-16
2251382	Supplier Invoice	ZZAG/001	1	RG12345	Other Costs/Miscellaneous	24-FEB-16

Budget	Actual	Encumbrance	Transaction Amount	Available Balance
			471,582.24	

Budgetary Control Setting	Funds Check Result
Advisory	Transaction failed funds check at Task level

[GL Details](#)

- c. By using the tabs, more detailed information can be reviewed, such as the Resource Groups where budgets have been attributed, the budgetary control settings and the funds budget and expenditure to date.

(NB the drilling down to GL details does not work)