**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*. 
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.**

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.
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)