



## How to run a Grants Exception report

This report provides a list of grants related transactions that have failed funds checking, and provides the associated project/reason. It is sent out to the named department grants contact on a daily basis by Central and Research Accounting, Finance Division. Other staff members can request to be added to the list (email [ufs\\_grants@admin.cam.ac.uk](mailto:ufs_grants@admin.cam.ac.uk)). It can also be run when required using the **GM Grants Administrator** responsibility.

Used for: Reviewing funds check failures. Potential issues can occur where transactions fail funds-checking as this means that the grants in question are not updated with the costs.

For suppliers' invoices and expense claims coded to grants, funds checking takes place at the point of entry in the AP module. If one line on an invoice fails, then all the lines show as **Fund Check Failure (FCF)** until this line is resolved.

Miscellaneous transactions (journals) and costs that are imported into the Grants module (e.g. payroll) are funds checked in the Grants module. If there are insufficient funds, the expenditure item will appear in the expenditure enquiry screen but will not be processed (cost distributed). Expenditures that have failed funds checking will not transfer to the GL. Funds check failures should be resolved **before** month end.

Refer [Funds Checking](#) detailed procedure for full information.

**Responsibility:** GM Grants Administrator  
**Navigate:** Requests > Run > Single Request

1. Navigate to the **Submit Request** window.
2. Select the **GMS: Exceptions and Funds Check Failures (UFS) – XML Publisher** report
3. Complete the **Project Organisation** field on the Parameters screen with your department CUFS code.

Leave the **Award Number** and **Project Number** fields blank.

Leave the **Exclude Departmental Exception** set to **No**.

Parameters

Project Organization from

Project Organization to

Award Number

Project Number

Exclude Departmental Exception **No**

OK Cancel Clear Help

#### 4. Submit

**Example report output**

GMS: Exceptions and Funds check failures (UFS) Report Run: 04/02/2019 11:09:09  
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Parameters: Department Award Project Exclude Departmental Exceptions N

Project Name	Award Number	Task Number	Expenditure Item Date	Project Organization	Transaction Creation Date	Expenditure Category	Expenditure Type	Supplier or Employee	Batch Name	Transaction Source	Transaction Ref	Amount	Exception Type	Reason Rejected
ZZAG/123	RG12345	8	16-Jan-19	ZZ_Ecology	22-Jan-19	TRAVEL AND SUBSISTENCE	Travel/Home	SMITH, DR MARY	ZZ/AB/18/01/19/02	In Payables	EXP/16/01/19	259.13	AP Funds Check failure	Insufficient funds exist for this invoice
ZZAG/555	RG85567	1	07-Jan-19	ZZ_Ecology	29-Jan-19	OTHER COSTS	Other Costs/Miscellaneous		ZZ/AB/29/01/19/01	Project Journal	14842634	17.6	Unprocessed item	Grants journal NOT released
ZZAG/321	RG54321	1	04-Dec-18	ZZ_Ecology	22-Jan-19	OTHER COSTS	Other Costs/Consumables	GOFORIT LTD	ZZ/AB/18/01/19/02	In Payables	28708	61.9	AP Funds Check failure	Insufficient funds exist for this invoice
ZZAG/321	RG54321	1	07-Dec-18	ZZ_Ecology	22-Jan-19	OTHER COSTS	Other Costs/Consumables	GOFORIT LTD	ZZ/AB/18/01/19/02	In Payables	28748	53.08	AP Funds Check failure	Insufficient funds exist for this invoice
ZZAG/456	RG98765	1	31-Aug-18	ZZ_Ecology	11-Sep-18	OTHER COSTS	Other Costs/Miscellaneous	BARCLAYCARD	AG/DP/AB/31/08/18/01	In Payables	AH0808808020/08/18	199	AP Funds Check failure	Insufficient funds exist for this invoice
ZZAG/457	RG76543	1	21-Dec-18	ZZ_Ecology	19-Dec-18	STAFF COSTS	Stipends	BLOGGS, Dr Joe	CPG0020000PJ111111	GMSA CHRIS Payroll Interface	14742726	3,866.32	Grants Funds Check failure	Transaction failed funds check at Task level
ZZAG/458	RG76554	1	26-Sep-18	ZZ_Ecology	09-Nov-18	STAFF COSTS	Stipends	BROWNE, Dr G	CPG0020000PJ222222	GMSA CHRIS Payroll Interface	14618801	10,409.92	Grants Funds Check failure	Transaction failed funds check at Resource group level