Funds Checking in iProc

What is Transaction Control

Transaction controls can be set up to prevent spending against a particular resource heading.

These controls can be set at either project or task level, as appropriate. If an attempt is made to charge expenditure to a grant against a resource heading that is outside of the transaction controls set, an error message will appear on the screen.

Funds Checking

Purchase orders and invoices are checked against the budget to ascertain the funds available and if there are sufficient funds the expenditure will be posted.

The user can check whether funds are available before submitting the requisition for approval by selecting the Check Funds button at the top of the checkout screen.

- If it has failed, there will be details of why it has failed

If the requisition is submitted for approval when there is insufficient funds then its status will not be “Approved”, the requester will receive a notification and a change icon will appear next to the Requisition back on the Shop page.

My Requisitions

TIP Reminder: Do not copy Marketplace requisitions

<table>
<thead>
<tr>
<th>Requisition</th>
<th>Description</th>
<th>Total (GBP)</th>
<th>Status</th>
<th>Copy</th>
<th>Change</th>
<th>Receive</th>
</tr>
</thead>
<tbody>
<tr>
<td>208952B</td>
<td>Microscope</td>
<td>5,000.00</td>
<td>Pre-Approved</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### THE NOTIFICATIONS

From the **Requisitions tab > Notifications** you will see the following messages:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Sent</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition</td>
<td>Unable to reserve Purchase Requisition 2089528</td>
<td>27-Oct-2021</td>
</tr>
<tr>
<td>Requisition</td>
<td>Failed to reserve funds for Purchase Requisition 2089528</td>
<td>27-Oct-2021</td>
</tr>
</tbody>
</table>

**Option A:** If you click on the *failed to reserve...* message you will receive the following summary screen:

![Screen shot of failed to reserve funds notification](attachment:image)

To SMITH, Max  
Sent 27-Oct-2021 20:32:33  
ID 8710190  
Failed to reserve funds for Purchase Requisition 2089528.  
Reason(s) for Reserve failure:  
Line #1 Distribution #1 GMS: Budgetary control fails at the Resource Group level  

Please note that your Requisition would not be Approved unless funds have been reserved for it.  
You can take one of the following actions:  
1) Withdraw the requisition from the approval process and resubmit it after modifications.  
2) Try to have Budgetary Controls updated so that Reservation succeeds in the next attempt.  
3) Have your requisition forwarded to a person who has authority to override Reservations failure.

**Return to Worklist**  
Display read notification after my response
OPTION B: If instead they click on the “unable to reserve…” message then they get the following screen

<table>
<thead>
<tr>
<th>To</th>
<th>SMITH, Max</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sent</td>
<td>27-Oct-2021 20:32:34</td>
</tr>
<tr>
<td>ID</td>
<td>E710191</td>
</tr>
<tr>
<td>Reason</td>
<td>Unable To Reserve Purchase Requisition 2089528</td>
</tr>
<tr>
<td>Reason for Reserve failure:</td>
<td>Line #1 Distribution #1 (MIS: Budgetary control fails at the Resource Group level)</td>
</tr>
</tbody>
</table>

You can take one of the following actions:
1. You may try to override funds reservation failure from this notification (Please note that override will succeed if allowed by the Budgetary Control Setup).
2. Fix the problem with the requisition or the budgetary controls and try reserving again from this notification.
3. Forward this requisition to a person that has the authority to reserve.
4. Return the document to the preparer so that they can make the necessary adjustments and then submit for approval again.

References

Open Document

Response

Forward To: All Employees and Users

Wrong Forward To Error Message

Return to Wexlet

Display next notification after my response