

Budget Failure Manual

General Overview

An error on the General Ledger Post Report (R09801) is the first indicator that a batch may have failed budget checking. Please refer to [Appendix A](#) for an example of a General Ledger Post Report with an error. The error on the report reads: Batch Not Approved for Posting.

Before concluding the batch failed due to budget, you first need to determine whether the batch has a status description of “Pending” or “Error.” If the batch has a status description of “Pending”, it did not fail budget checking. A batch must be in approved status before it will post; approve the batch and try to post it again. If the batch has a status description of “Error,” follow the instructions in this manual to determine why a batch failed budget checking and how to correct budget failure issues.

The Budget Failure Manual provides detailed instructions on:

1. [Utilizing your Work Center to determine why a batch failed budget checking](#)
2. [Running the G/L Post Budget Failure Report \(R5514001\) to obtain details about the failed transaction](#)
3. [Correcting batches having failed budget checking](#)

NIS Policies

The tasks in this documentation provide end users with tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

Steps

Utilizing your Work Center

After receiving a General Ledger Post Report (R09801) with a “Batch Not Approved for Posting” error for a batch that was properly approved for posting, the next step is to identify the reason for budget failure. The employee Work Center will provide basic information about the batch(es) in error, including: 1) batch number, 2) batch type, 3) batch error code, and 4) a brief description of batch error code.

Navigation: Work with Item Manager

Start this instruction from the Work Center – Work Item Manager window.

1. Enter the **date you tried to post the batch** in the Received field in the QBE line.
2. Click **Find**.

Received	Sender	Subject
12/13/2005	BATCH PROCESS	Job has completed
12/13/2005	BATCH PROCESS	Job has completed
12/13/2005	BATCH PROCESS	
12/13/2005	BATCH PROCESS	
12/13/2005	MUNDT, STACEY	Insufficient Allotment
12/13/2005	MUNDT, STACEY	Insufficient PSL Authority
12/13/2005	MUNDT, STACEY	Insufficient Cash Avail.
12/13/2005	MUNDT, STACEY	Insufficient Cash Avail.
12/13/2005	MUNDT, STACEY	Insufficient Grant Auth.
12/13/2005	MUNDT, STACEY	Insufficient Grant Auth.
12/13/2005	MUNDT, STACEY	Insufficient PSL Authority

Message Text
 To: 306136@EnterpriseOneInternalMailbox,
 CC:
 Batch No. 601283 7 Failed Budget at 130013. Code: E

3. Choose the row containing your name in the Sender field and has **something other than "Job has completed"** in the Subject field.

 The Subject field gives a brief description of the batch error code.

4. A text box is found at the bottom of the screen with the batch number, batch type, and error code.

 In this example, the batch number is 601283, the batch type is 7 (for payroll), and the error code is E.

-  The following is a list of the budget error codes and a corresponding description that you may see in your work center:

Error Code	Description of Error
A	Insufficient Appropriations
B	Insufficient Allotments
C	Insufficient PSL
D	Insufficient Grant Authority
E	Insufficient Cash
F	No Appropriation Found
G	No Allotment Found
H	No PSL Found
I	No Grant Authority Found
J	No Cash Account Found
K	Net Prog/Fund Expenses < 0
L	Net Prog PSL < 0
M	Net Grant Expenses < 0
Z	Budget Check Function Error (Systems Dept investigates / Can be an authority or data integrity issue)

5. Verify that the batch listed in the text box is the batch you attempted to post.
6. After reviewing the necessary information, click Close. You will return to the menu.

Run the G/L Post Budget Failure Report

The G/L Post Budget Failure Report (R5514001) should be run after checking the Work Center for error messages. In addition to the basic Work Center information, this report also provides specific details about the failed batch, including: Document Numbers, Account Numbers, Authorized Amount (Budget Amount), Current Expense Totals, and Amount over Authorization. The G/L Post Budget Failure Report can be accessed via the following menu navigations.

Navigations:

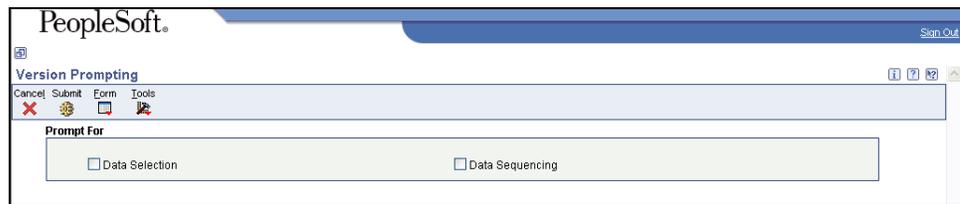
1. Budget - Agencies > Inquiries & Reports > Budget Reports > G/L Post Budget Failure ReportInventory > Inventory – Statewide > Batch Processing > G/L Post Budget Failure Report
2. Purchasing - Agencies > Batch Processing > G/L Post Budget Failure Report

3. Accounting - Agencies > Manage Journal Entry > JE Review/Approve/Post > G/L Post Budget Failure Report Payables > Voucher Processing > G/L Post Budget Failure Report

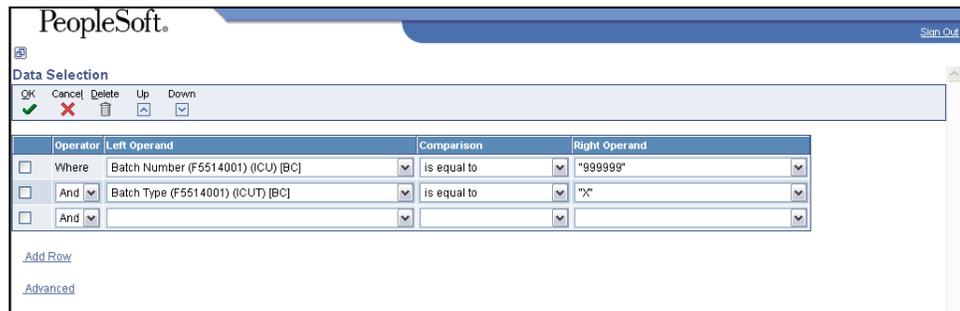
Start this instruction from the Work with Batch Versions – Available Versions window.



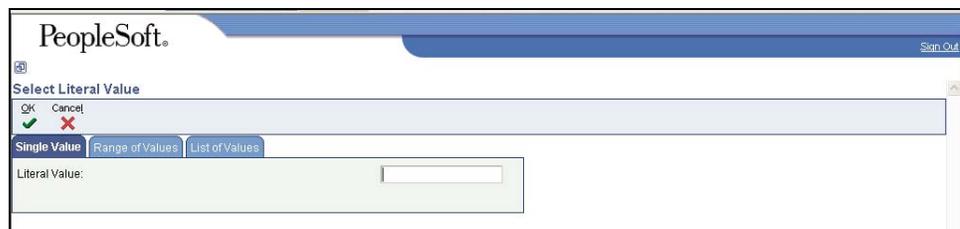
1. Click in the box to the left of Version NIS0001, click **Select**. The Version Prompting window appears.



2. Choose **Data Selection**.
3. Click **Submit**. The Data Selection window appears.



4. Click into the Right Operand field for the batch number row (first row), select **Literal**. The Select Literal Value window appears.



5. Enter the batch number that failed to post in the Literal Value field, and click **OK**. You will return to the Data Selection window.

6. Click into the Right Operand field for the Batch Type row (second row), select **Literal**. The Select Literal Value window appears.
7. Enter the batch type in the Literal Value field, click **OK**. You will return to the Data Selection window.
 - Enter G for journal entry, V for voucher, O for receipt, etc.
8. Click **OK**. The Printer Selection window appears.
9. Click **OK**. You will return to the menu.
10. Please refer to [Appendix B](#) for a sample of the G/L Post Budget Failure Report (R5514001) report.

Correct the Batch(es)

There are a number of reasons a batch can fail budget checking. After you have determined why your batch is in error, you will need to correct the problem. [Allotment and Appropriation](#), [PSL](#), [Grant Authority](#), and [Cash](#), and [Other](#) errors are discussed below.

Allotment and Appropriation Errors

Insufficient Allotments (B) or No Allotment Found (G) -- You may need contact the Department of Administrative Services - Budget Division to request that a special Allotment Status Report be run. Or you may need to request that the Budget Division temporarily increase your available allotment.

If the Budget Division cannot increase the available allotment and necessary appropriation for the requested agency, program number, fund type combination, you will need to use a different business unit from a different agency, program number, fund type combination. The next section provides guidance on how to proceed if the Budget Division cannot increase available allotment.

Journal Entry batch

1. Change the business unit on the original batch (or document) to reflect a business unit from an agency, program, fund type combination with sufficient appropriation and allotment. Follow the work instructions for [Changing an Unposted Journal Entry](#). Then post the corrected batch, following the work instructions for [Posting Journal Entries by Batch](#).

Voucher batch (will typically be a Voucher without PO)

2. Delete the unposted voucher and enter a new voucher using a business unit with sufficient appropriation and allotment. Follow the work instructions for [Deleting an Unposted Voucher without PO](#). Proceed on by following the work instructions for [Entering a Voucher without Purchase Order/IBT](#).

Unposted Receipt batch

3. Contact State Accounting via [mail-in data base links](#).

The next step involves updating or canceling the purchase order. However, this step depends on whether the new business unit belongs to the same fund as the business unit causing the receipt batch to fail budget.

- a. If the new business unit belongs to the same fund as original business unit, revise the Business Unit field on the order header and the Account Number and Business Unit fields on the detail lines of the purchase order to reflect new business unit
- b. If the new business unit does not belong to the same fund as the original business unit, cancel the line(s) on the purchase order and generate a new purchase order with the new business unit that has appropriate appropriation and allotment.

After the purchase order has been corrected or a new purchase order has been generated, continue the three-way match process by receiving and subsequently vouchering.

Insufficient Appropriation (A) or No Appropriation Found F – Increasing appropriations is not an option. You will need to use a different business unit

Journal Entry batch – Follow the instructions listed for [Journal Entry batch](#) under Insufficient Allotments (B) or No Allotment Found (G).

Voucher batch (will typically be a Voucher without PO) – Follow the instructions listed for [Voucher batch](#) under Insufficient Allotments (B) or No Allotment Found (G).

Unposted Receipt batch – Follow the instructions listed for [Receipt batch](#) under Insufficient Allotments (B) or No Allotment Found (G).

Net Prog/Fund Expenses < 0 (K) – When you receive this error, you are attempting to post a credit expense transaction to a business unit that does not have expenditures to absorb the transaction. You will need to use a different business unit.

Journal Entry batch – Follow the instructions listed for [Journal Entry batch](#) under Insufficient Allotments (B) or No Allotment Found (G).

Voucher batch (will typically be a Voucher without PO) – Follow the instructions listed for [Voucher batch](#) under Insufficient Allotments (B) or No Allotment Found (G).

Unposted Receipt batch – Follow the instructions listed for [Receipt batch](#) under Insufficient Allotments (B) or No Allotment Found (G).

PSL Errors

Insufficient PSL (C), No PSL Found (H), and Net Prog PSL < 0 (L) – Verify you are utilizing the correct business unit/object account. The next step is to compare the G/L Post Budget Failure Report (R5514001) for the batch in error to the PSL Report (R5509700) to make sure the PSL amounts are consistent among the two reports. Based on the PSL Report, verify you have the PSL you were expecting. Finally, look to see if you have any open manual payroll encumbrances. If you do, work to determine whether those manual payroll encumbrances need to be liquidated. If you have questions about manual payroll encumbrances or possible liquidation, contact State Accounting. If after reviewing the PSL report and checking for manual payroll encumbrances, you think your PSL allocation needs adjustment, contact the Budget Division.

Grant Authority Errors

Insufficient Grant Authority (D) – Change the business unit to a different grant business unit with sufficient grant authority or to a non-grant business unit.

Journal Entry batch

4. Change the business unit on the original batch (or document) to reflect a business unit from an agency, program, fund type combination with sufficient appropriation and allotment. Follow the work instructions for Changing an Unposted Journal Entry. Then post the corrected batch, following the work instructions for Posting Journal Entries by Batch.

Voucher batch (will typically be a Voucher without PO)

5. Delete the unposted voucher and enter a new voucher using a business unit with sufficient appropriation and allotment. Follow the work instructions for Deleting an Unposted Voucher without PO. Proceed on by following the work instructions for Entering a Voucher without Purchase Order/IBT.

Unposted Receipt batch

6. Contact State Accounting via [mail-in data base links](#).

The next step involves updating or canceling the purchase order. However, this step depends on whether the new business unit belongs to the same fund as the business unit causing the receipt batch to fail budget.

- a. If the new business unit belongs to the same fund as original business unit, revise the Business Unit field on the order header and the Account Number and Business Unit fields on the detail lines of the purchase order to reflect new business unit
- b. If the new business unit does not belong to the same fund as the original business unit, cancel the line(s) on the purchase order and generate a new purchase order with the new business unit that has appropriate appropriation and allotment.

After the purchase order has been corrected or a new purchase order has been generated, continue the three-way match process by receiving and subsequently vouchering.

No Grant Authority Found (I) – After receiving this error, first ensure you are utilizing the correct grant business unit. If you are using the correct grant business unit, next check to see if the business unit causing the batch to fail

budget belongs to fund 40000 or to a non 40000 fund (drawn by State Accounting).

Non 40000 Fund Grant Business Unit

1. Add grant authority by following the work instructions for Adding Budgets to a Grant.



Grant authority budget is added to object account 961000

2. Change the BU type for the grant business unit from GX to GY. A GY BU type triggers the system to bypass budget checking for grant authority.

Fund 40000 Grant Business Unit – Contact State Accounting to discuss adding grant authority.

Net Grant Expenses < 0 (M) – You are attempting to post a transaction to a grant business unit lacking expenditures to date to absorb the transaction. You will need to use a different business unit.

Journal Entry batch – Follow the instructions listed for Journal Entry batch under Insufficient Grant Authority (D).

Voucher batch (will typically be a Voucher without PO) – Follow the instructions listed for Voucher batch under Insufficient Grant Authority (D).

Unposted Receipt batch – Follow the instructions listed for Receipt batch under Insufficient Grant Authority (D).

Cash Errors

Insufficient Cash (E) – Create a correcting journal entry. The following example will illustrate the correcting journal entry.

 You receive a batch error for insufficient cash relating to fund 56650. The correcting journal entry is:

Debit	8-digit business unit. expense object account used in original transaction (Business unit must for a fund with sufficient cash)
Credit	Original 8-digit business unit. expense object account used in original transaction (Business unit for fund with insufficient cash – 56650 in this example)

No Cash Account Found (J) – Contact State Accounting

Other Errors

Budget Check Function Error (Z) – Call or email the IMServices help desk (471-4636) and place a TSR regarding the budget error.

Appendix A

Example of a General Ledger Post Report with Error Message

R09801						STATE OF NEBRASKA	07/03/06	15:27:27
						General Ledger Post	Page -	1
Batch Ty/Number	V	945072	Post Out of Balance	N	Offset Method	Y		
Batch Date		07/03/06	InterCo Settlement Mthd	2				

No F0911 records exist in this Batch.

One or more batches had errors.

Appendix B

Example of G/L Post Budget Exception Report

R5514001		STATE OF NEBRASKA										9/9/2004 12:17:24						
PY7333		G/L Post Budget Exception Report										Page - 1						
Batch Number 163760		Batch Type: G		Batch Date: 8/11/2004		KeyCo: 40000		User: NISSMERRIT		Work Station: NISDEV		Program Id: N5514001V5		Date Updated: 8/11/2004		Time Updated: 60116		
Doc	Doc	Doc	Account Number	Grant	F	P	L	E	Budget Failure Explanation	Address	Amount	Current Batch	Amount Over	Authorized	Current	Agy	Pgm	Fn
Fund	No	Typ		Number	Y	N	T	C		Number		Expense	Authorization	Amount	Expenses			
40000	751790	JE	18027046.632100	2002Y830330	4	1	AA	D	Insufficient Grant Authority		15.00	15.00	2,615.00-	179,090.00	181,690.00	018	027	4