

## **JOB AID: Troubleshooting Sponsored Transactions**

When processing transactions on sponsored projects or cost share transactions there are three main reasons why the transactions may error;

1. Commitment Control (KK) Dates exceeded – the dates in KK for the project are set to 90 days beyond the end date of the award. Transactions processed after the 90 days will fail.
2. The budget account is not setup on the individual sponsored project
3. During pre-award an incorrect Fund or DeptID was used when establishing the requisition or purchase order, the award is now set up and we are trying to receive or pay a voucher on the pre-award requisition or purchase order or we are trying to move the incorrect expense transaction to the correct fund or Dept ID.

### **COMMITMENT CONTROL (KK) DATES EXCEEDED**

When processing a transaction on a sponsored project and you receive an error that says “date range out of bounds”, you have a KK error. The KK dates for the specific project need to be extended. Contact your GA (GA for continuations, NCE ) or SFR accountant (terminated awards). WE ARE NOT extending the dates of the award, just the dates for transactions to process. Once the KK dates have been extended, proceed with normal transaction processing.

### **BUDGET ACCOUNT IS NOT SETUP ON THE PROJECT**

When processing a transaction on a sponsored project and you receive an error that says “No Budget Exists” for the KK\_Parent ledger group, you have a budget account missing error. Navigate to Grants → Awards → Project Budget and review the existing budget. If the budget account is setup, proceed to the next issue called During Pre-Award an Incorrect Fund or DeptID was used. IF the budget account is not setup up, complete the SPA New Account, Project and Rebudgeting Request Form (under the Forms and Tools section [http://www.ospa.umn.edu/efs\\_sp/index.htm](http://www.ospa.umn.edu/efs_sp/index.htm)) and submit the request to your GA. When the account is setup, proceed with normal transaction processing.

### **DURING PRE-AWARD AN INCORRECT FUND OR DEPTID WAS USED**

When processing a transaction on a sponsored project and you receive an error that says “No Budget Exists” for the KK\_Child ledger group, you have the situation where the requisition or purchase order were created using an incorrect Fund or DeptID, the award is now setup and the subsequent transactions related to the requisition or purchase order are trying to hit against the correct Fund or DeptID. Follow the instructions distributed by Disbursement Services called AP Project Budget Issues. If you are processing a journal entry to correct an incorrect expense charged while the project was in preaward and the JE fails budget check (The Journal Status is E instead of V), please contact SFR (Kamala Upadhyaya). She will set the Commitment Control to Track and get your JE to pass the Budget Check and set the Commitment Control back to Track W/Budget. You can then submit the Journal for approval routing.