

Funds Distribution Error Correction Procedures:

A. Budget exceptions on the FDS row.

Option A1. The relevant budgets may need to be increased (assuming that the Funds Distribution rule is accurate and does not need to be changed/ updated.)

1.	DOL	Reviews the Funds Distribution Budget Exceptions page- (Project Costing> Funds Distribution> Funds Budget Exceptions). <u>OR</u> a query is run on a regular basis to capture KK exceptions. This query will be scheduled as part of the nightly batch and the query output will be available in the Report Manager where users with appropriate access will be able to view the results.
2.	DOL/OSC	Budgets are updated as needed.
3.	DOL <u>OR</u> SFS Batch	DOL can select to run the budget check process adhoc through the Funds Distribution Budget Exceptions page – (Project Costing> Funds Distribution> Funds Budget Exceptions). The Pricing process can be selected to run Pricing after the budget check. <u>OR</u> the FD process will need to be rerun in batch with the “ <u>Reprocess Distributed Transactions</u> ” option selected. The Budget Checking process (PC_TO_KK) will be automatically called by the Funds Distribution process if the <u>Budget Check option</u> is selected on the Funds Distribution - <u>Target page</u> .
4.	DOL	Reviews the Funds Budget Exceptions page- (Project Costing> Funds Distribution> Funds Budget Exceptions) to ensure that there are no budget errors. <u>OR</u> a query is run on a regular basis to capture the KK exceptions. If the exception is resolved the query should not return any rows related to that exception.
5.	DOL	Reviews the PC transaction – list- Project Costing> Transaction Definitions> Transaction List to ensure proper accounting has been created with proper analysis types, amounts etc.
6.	SFS Batch	Relevant Batch processes are run.
7.	DOL/OSC	Reviews the accounting entries and ledger balances in Mod Accrual, Ledger KK and Cash to ensure proper accounting has been created.

Option A2. Depending on the error the Funds Distribution rules may need to be updated for the FDS row to refer to a CF combination that has appropriate budgets. Another effective dated sequence may be added with the new ChartField combination on the target FDS row. Funds Distribution process may need to be rerun with “Re-process Distributed Transactions” option selected. This will affect the transaction in error and generate the appropriate accounting.

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1.	DOL	Reviews the Funds Distribution Budget Exceptions page- Project Costing> Funds Distribution> Funds Budget Exceptions) <u>OR</u> a query is run on a regular basis to capture KK exceptions. This query will be scheduled as part of the nightly batch and the query output will be available in the Report Manager where users with appropriate access will be able to view the results.
2.	DOL	Sends in a request to SFS to update the FD rules. This can be a Helpdesk incident.
3.	SFS	SFS to update the Funds Distribution rules. Another effective dated sequence may be added with the new ChartField combination on the target FDS row.
4.	SFS Batch	The FD process will need to be rerun in batch with the “ <u>Reprocess Distributed Transactions</u> ” option selected. The Budget Checking process (PC_TO_KK) will be automatically called by the Funds Distribution process if the <u>Budget Check option</u> is selected on the Funds Distribution - <u>Target page</u> .
5.	DOL	Reviews the Funds Distribution Budget Exceptions page- Project Costing> Funds Distribution> Funds Budget Exceptions to ensure that there are no budget errors. <u>OR</u> a query is run on a regular basis to capture KK exceptions. If the exception is resolved the query should not return any rows related to that exception.
6.	DOL	Reviews the PC transaction list- Project Costing> Transaction Definitions> Transaction List to ensure proper accounting has been created with proper analysis types, amounts etc.
7.	SFS Batch	Relevant Batch processes are run.
8.	DOL/OSC	Reviews the accounting entries and ledger balances in Mod Accrual, Ledger KK and cash to ensure proper accounting has been created.
<p><u>Option A3.</u> Funds Distribution rules will need to be updated for the FDS row to refer to a CF combination that has appropriate budgets. Another effective dated sequence may be added with the new ChartField combination on the target FDS row.</p> <p>However if the accounting date on the transaction in error is prior to the effective date of the new sequence on the FD rule then the new rule will not affect the transaction in error. If so the CF/accounting can be updated on the FDS row that is in error to refer to a correct CF combination with appropriate budgets. This can be done through the Project Costing > Budgeting> Review Commitment Control page. Once updated this row can be sent to Commitment Control which will then update the exception amounts on the Funds Distribution rule and generate the appropriate accounting.</p>		
1.	DOL	Reviews the Funds Distribution Budget Exceptions page. (Project Costing> Funds Distribution> Funds Budget Exceptions).

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		<u>OR</u> a query is run on a regular basis to capture KK exceptions. This query will be scheduled as part of the nightly batch and the query output will be available in the Report Manager where users with appropriate access will be able to view the results.
2.	DOL	Updates the accounting on the FDS row on the Project Costing > Budgeting> Review Commitment Control page. Once updated sends the transaction to Commitment Control.
3.	DOL	Reviews the Funds Budget Exceptions page to ensure that there are no budget errors. Project Costing> Funds Distribution> Funds Budget Exceptions OR a query is run on a regular basis to capture the KK exceptions. If the exception is resolved the query should not return any rows related to that exception.
4.	DOL	Reviews the PC transaction list (Project Costing> Transaction Definitions> Transaction List) to ensure proper accounting has been created with proper analysis types, amounts etc.
5.	SFS Batch	Relevant Batch processes are run.
6.	DOL/OSC	Reviews the accounting entries and ledger balances in Mod Accrual, Ledger KK and cash to ensure proper accounting has been created.
<p>Option A4. The Funds Distribution rules will need to be updated for the FDS row to refer to a CF combination that has appropriate budgets. Another effective dated sequence may be added with the new ChartField combination on the target FDS row.</p> <p>However if the accounting date on the transaction in error is prior to the effective date of the new sequence on the FD rule the new rule will not affect the transaction in error. If so a GL re-class entry may be created to offset the original transaction that is in error. Some options to create the re-class entry include the following:</p> <ul style="list-style-type: none"> • If the original transaction was a GL journal then the offsetting entry can be the same GL journal with the signs reversed. • If the original transaction was a voucher or an expense report then the offsetting entry can be a GL journal where the first line could have the same CF/accounting as the original voucher/expense report with the signs reversed. The offset could be to another project or it could be 100% Federal or 100% State. If so proper Resource types of FEDRL or STATE can be used. <p>This re-class entry will be collected into PC and will offset the original transaction. The offset entry will also update the Distributed and Exception amounts on the Funds Distribution rule.</p> <p>If needed the original transaction may be recreated with an updated accounting date and cost collected again so that it hits the updated Funds Distribution rule.</p>		

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1.	DOL	Reviews the Funds Distribution Budget Exceptions page. (Project Costing> Funds Distribution> Funds Budget Exceptions) <u>OR</u> a query is run on a regular basis to capture KK exceptions. This query will be scheduled as part of the nightly batch and the query output will be available in the Report Manager where users with appropriate access will be able to view the results.
2.	DOL	Creates a GL re-class entry to offset the original transaction.
3.	SFS-Batch	Cost Collection will bring the re-class entry into PC which will offset the original transaction.
4.	DOL /SFS Batch	To process the previous transaction in error DOL can select to run the budget check process adhoc through the Funds Distribution Budget Exceptions page – (Project Costing> Funds Distribution> Funds Budget Exceptions). The Pricing process can be selected to run Pricing after the budget check. <u>OR</u> the FD process will need to be rerun in batch with the “ <u>Reprocess Distributed Transactions</u> ” option selected. The Budget Checking process (PC_TO_KK) will be automatically called by the Funds Distribution process if the Budget Check option is selected on the Funds Distribution - Target page.
5.	DOL	Sends in a request to SFS to update the FD rules. This can be a Helpdesk incident.
6.	SFS	SFS to update the Funds Distribution rules. Another effective dated sequence may be added with the new ChartField combination on the target FDS row.
7.	SFS Batch	Relevant Batch processes are run.
8.	DOL/OSC	Reviews the accounting entries and ledger balances in Mod Accrual, Ledger KK and Cash to ensure proper accounting has been created.

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B. <u>ODL rows created as the FD rows exceed threshold amounts.</u>		
<p>Option B1. A GL re-class entry may be created to offset the transactions that have created the ODL rows. This GL re-class entry will be Cost Collected into PC. The ODL rows should no longer be present. Some options to create the GL re-class entry would include the following:</p> <ul style="list-style-type: none"> • If the original transaction was a GL journal then the offsetting entry can be the same GL journal with the signs reversed. • If the original transaction was a voucher or an expense report then the offsetting entry can be a GL journal where the first line will have the same CF/accounting as the original voucher/expense report with the signs reversed. The offset could be to the same project for 100% State. If so proper Resource type of STATE will be used. Or it could be to a different project. 		
1.	DOL	Reviews the ODL rows in Over Distribution Limits List page- Project Costing> Funds Distribution> Over Distribution Limits List.
2.	DOL	Creates a GL Re-Class entry to offset the transaction that has created the ODL rows in PC.
3.	SFS-Batch	Batch process (Collect Costs) will run and bring these offset entries into PC.
4.	DOL	Reviews entries in Project Costing over Distribution Limits List page. The ODL rows should no longer be present. Reviews the PC transaction list Project Costing> Transaction Definitions> Transaction List. The ODL rows should no longer be present.
<p>Option B2. The threshold amount on the associated Funds Distribution rule- existing sequence may be increased.</p>		
1.	DOL	Reviews the ODL rows in Over Distribution Limits List page- Project Costing> Funds Distribution> Over Distribution Limits List.
2.	DOL	Sends in a request to update the FD Rules with the new threshold amount on the existing sequence. This can be a Helpdesk incident.
3.	SFS	Increases the threshold amount on the associated Funds Distribution rule.
4.	SFS- Batch	Reruns the Funds Distribution process. To process the ODL rows without affecting existing distributions the Process <u>Undistributed (New)</u> Transactions option on the Funds Distribution run control page should be selected.
5.	DOL	OR Cost collection is run which will process the ODL rows. Reviews entries in Project Costing and Over Distribution Limits List page. The ODL rows should no longer

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		be present. These should be distributed to the target rows. Reviews the PC transaction list. The ODL rows should no longer be present.
	<u>Option B3.</u> A new target sequence with a new threshold amount may be created.	
1.	DOL	Reviews the ODL rows in Over Distribution Limits List page. Project Costing> Funds Distribution, Over Distribution Limits List.
2.	DOL	Sends in a request to update the FD Rules with a new sequence and the new threshold amount. This can be a Helpdesk incident.
3.	SFS	Creates a new target sequence with additional funds for the associated Funds Distribution rule.
4.	SFS- Batch	Reruns the Funds Distribution process. To process the ODL rows without affecting existing distributions the Process <u>Undistributed (New)</u> Transactions option on the Funds Distribution run control page should be selected.
		OR Cost collection is run which will process the ODL rows.
5.	DOL	Reviews the accounting entries in Project Costing and Over Distribution Limits List page. The ODL rows should no longer be present. These should be distributed to the target rows.

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C. <u>Incorrect FD rules- for example incorrect CF, percentage splits etc. Accounting has not been generated.</u>		
<p>Option C1. The Funds Distribution Rule- existing sequence may be updated. (This may need to be used when the Distributed Amount field is equal to 0.00, and the existing sequence can be modified.)</p>		
1.	DOL	Sends in a request to SFS to update the FD rules. This can be a Helpdesk incident.
2.	SFS	Updates the Funds distribution rules- existing sequence.
3.	SFS- Batch	Funds Distribution Process will be run as part of Collect Cost.
4.	DOL	Reviews the entries in PC Transaction list to ensure that the correct accounting has been created.
<p>Option C2. The Funds Distribution rule may be updated by adding a new effective dated sequence with the correct CF combinations, percentage splits etc. (This may need to be used when the Distributed Amount field is not equal to 0.00, and the existing sequence cannot be modified.) Funds Distribution may be rerun with “Reprocess Distributed Transactions” option selected.</p>		
1.	DOL	Sends in a request to update the FD Rules to define a new effective dated sequence with the correct CF combinations, percentage splits etc. This can be a Helpdesk incident.
2.	SFS	Updates the Funds Distribution rule. Adds a new effective dated sequence with the correct CF combinations, percentage splits etc.
3.	SFS- Batch	Reruns the Funds Distribution process with the <u>Reprocess Distributed Transactions</u> option selected.
4.	DOL	Reviews the accounting entries in Project Costing to ensure that these have been distributed to the correct target rows.
<p>Option C3. A GL re-class entry may be created to offset the original transaction. This would update the Distributed amounts on the Funds Distribution rule. Some options to create the re-class entry include the following:</p> <ul style="list-style-type: none"> • If the original transaction was a GL journal then the re-class can be the same GL journal with the signs reversed. • If the original transaction is a voucher or expense report then the first line of the re-class entry can use the same CF/accounting as the voucher/expense report with the signs reversed. The offset may be charged to another HOLD project (temporarily) that does not go through Funds Distribution. • Once the rules are updated another GL re-class entry may be created to offset the above temporary HOLD project and charge the correct project with the rule setup. 		

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	The Funds Distribution rule may be updated by adding a new effective dated sequence with the correct CF combinations, percentage splits etc. (This may need to be used when the Distributed Amount field is NOT equal to 0.00, and the existing sequence cannot be modified.)	
1.	DOL	Creates a GL Re-class entry to offset the original transaction.
2.	SFS- Batch	Cost Collection will bring the re-class entry into PC which will offset the original transaction.
3.	DOL	Sends in a request to update the FD Rules to define a new effective dated sequence with the correct CF combinations, percentage splits etc. (This may need to be used when the Distributed Amount field is NOT equal to 0.00, and the existing sequence cannot be modified.) This can be a Helpdesk incident.
4.	SFS	Updates the Funds Distribution rule. Adds a new effective dated sequence with the correct CF combinations, percentage splits etc.
5.	DOL	If the GL re-class entry was to a temporary HOLD project then another re-class entry may be created to charge the correct project and offset the HOLD project.
6.	SFS- Batch	Cost Collection will bring the re-class entry into PC which will offset the HOLD project.
7.	DOL	Reviews the PC transaction list (Project Costing> Transaction Definitions> Transaction List) to ensure proper accounting has been created with proper analysis types, amounts etc.
	Option C4. If needed the existing sequence may be inactivated. Once inactivated the Funds Distribution process needs to be rerun with Reprocess Distributed Transactions option selected. A new sequence with a new effective date and with the correct distribution, percentage splits would need to be added. This will affect the new transactions. (This may need to be used when the Distributed Amount field is not equal to 0.00, and the existing sequence cannot be modified.)	
1.	DOL	Sends in a request to update the FD Rules to inactivate the sequence and define a new effective dated sequence with the correct CF combinations, percentage splits etc. (This may need to be used when the Distributed Amount field is NOT equal to 0.00, and the existing sequence cannot be modified.) This can be a Helpdesk incident.
2.	SFS	Updates Funds Distribution rule. Inactivates the existing sequence and adds a new effective dated sequence with the correct CF combinations, percentage splits etc.
3.	SFS Batch	Reruns the Funds Distribution process with the <u>Reprocess Distributed Transactions</u> option selected.

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4.	DOL	Reviews the accounting entries in Project Costing Project Costing> Transaction Definitions> Transaction List to ensure that these have been distributed to the correct target rows.
<u>D. Incorrect FD rules- for example incorrect CF, percentage splits etc. Accounting has been generated.</u>		
<p><u>Option D1.</u> A GL re-class entry may be created to offset the original transaction. This re-class entry would be cost collected and would update the Distributed amounts on the Funds Distribution rule. The Funds Distribution rule may need to be updated by adding a new effective dated sequence with the correct CF combinations, percentage splits etc.</p> <p>Some options to create the re-class entry include the following:</p> <ul style="list-style-type: none"> • If the original transaction was a GL journal then the re-class entry can be another GL journal as the original entry with the signs reversed. • If the original entry was a voucher or expense report then the GL re-class entry can have the first line with the same accounting/CF and amounts as the voucher with the signs reversed. The second line/(s) may split up front to match the split. If so Proper Resource types STATE and FEDRL can be used. 		
1.	DOL	Whenever a new rule is set up or a change is requested to an existing rule DOL reviews the Funds Distribution Rules and determines that these need to be updated. The review may involve for example, looking at the source and the target criteria to determine whether the percentage split or any of the CF combinations on the target FDS row are accurate or not.
2.	DOL	Creates a correction entry to offset the original transaction.
3.	SFS- Batch	Collect Cost will be run. This will bring the re-class entry into PC and offset the original transaction.
4.	DOL	Reviews the accounting entries in Project Costing Project Costing> Transaction Definitions> Transaction List to ensure that proper accounting has been generated.
5.	DOL	Sends in a request to update the FD Rules to define a new effective dated sequence with the correct distribution, percentage splits. This will affect the new transactions.

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<p>E. Combo errors on Process Project Accounting: (Combination edit will be enabled in PC which will allow transactions to be edited during the Process Project Accounting process so that the entries will not be written into CA_ACCTG_LN_PC if there are combo edit errors)</p>		
<p>Option E1. A business policy will be established to ensure that all relevant combo rules be examined whenever any of the target CF's are changed on the Funds distribution rules to be different than the originating transaction to ensure that these entries do not fail due to combo edit errors in Process Project Accounting process.</p>		
1.	DOL	Reviews the CF combinations on the target FDS row to ensure that these do not fail due to combo edit errors. This may involve looking at the CF combinations on the target FDS row against the combo rules. Or entering a GL journal with those combinations and editing the journal online to validate the combinations. Once edited and journal status is valid this journal can be deleted as needed.
2.	DOL	Requests FD rules to be setup (or updated) in SFS. This can be a Help Desk incident.
3.	SFS	Sets up relevant FD rules in the environment.
<p>Option E2. If the entries fail combo edit during the Process Project Accounting process then the entries will not be written to CA_ACCTG_LN_PC. The Funds Distribution rules may need to be updated to refer to a valid CF combination on the target FDS row. (It is assumed that this CF combination will be valid and have the required budgets set up so that the FDS row does not fail budget check.) A new sequence with a new effective dated row will need to be added. Once update the Funds Distribution Process may be re-run with "Re-Process Distributed Transactions" option selected. The transaction will hit the new sequence with the updated CF combination and will pass combo edit.</p>		
1.	DOL/OSC	A query may be run as part of the nightly batch after the PSA_ACCTGGL process has been run to capture the combo errors encountered for that particular Process Instance. This query output will be available in the Report Manager where users with appropriate access will be able to view the results. DOL/OSC reviews the query results on a regular basis to identify any combo errors.
2.	DOL	Sends in a request to update the FD Rules to define a new effective dated sequence with the correct CF combination on the FDS row. This can be a Helpdesk incident.
3.	SFS	Updates the Funds Distribution rule. Adds a new effective dated sequence with the correct CF combinations.
4.	SFS-Batch	Funds Distribution process will be rerun with "Reprocess distributed transactions" option selected. The transaction will hit the new sequence with the updated CF combination and will pass combo edit during the Process Project Accounting process.

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5.	DOL/OSC	Reviews the query results to ensure that there are no more combo errors related to that particular transaction.
6.	DOL/OSC	Reviews the accounting entries and ledger balances in Mod Accrual, Ledger KK and Cash to ensure proper accounting has been created.
		Option E3. The combo rules may need to be updated assuming that the CF combination on the target FDS row is accurate. Combo build process will need to be run.
1.	DOL/OSC	A query may be run as part of the nightly batch after the PSA_ACCTGGL process has been run to capture the combo errors encountered for that particular Process Instance. This query output will be available in the Report Manager where users with appropriate access will be able to view the results. DOL/OSC reviews the query results on a regular basis to identify any combo errors.
2.	DOL	Sends a request to update the combo rules. This can be a Helpdesk incident.
3.	SFS	Analyzes and updates the combo rules as needed.
4.	SFS- Batch	Combo build is run to success. Process Project accounting process is run and the accounting entries pass edit and the relevant accounting entries are created.