Section F	March 2021

Fatal Fund and File Control Errors

When the FUND RELATED SEVERITY INDICATIORS on the ORGANIZATION CONTROL (OC) Table (TM.3.1) are set to F = Fatal, the Section F errors are used to identify problems resulting from a failure to satisfy the requirements.

The financial accounting transactions are edited. Those that fail to pass the edits are moved to the error file.

```
=== AFRS =(TM.3.1)==== ORGANIZATION CONTROL MAINTENANCE ========= C105P150 ===
 TR: _____               LAST UPDATE: ........                    9990

    FUNCTION: _  (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT)
    BIENNIUM: __

                                        ** SYSTEM MANAGEMENT RECORD **
    PRIOR FM OPEN:   _               *                              *
    PRIOR BIEN OPEN: _               *     CURRENT BIEN YR: 17      *
                                     *            CURRENT FM: 21    *
                                     *              PRIOR FM: 20    *
    DATA RELATED SEVERITY INDICATORS:*       PRIOR FM OPEN: NO      *
 1-10: _____ 11-20: _____  *            (FM 01-24)        *
21-30: _____                    *                              *
                                     *        PRIOR BIEN YR: 15     *
   FUND RELATED SEVERITY INDICATORS: *  PRIOR BIEN YR OPEN: NO      *
 1-10: _____ 11-20: _____  *            (FM 24-25)        *
21-30: _____ 31-40: _____  *                              *
41-50: _____ 51-60: _____  *           FM 99 OPEN: NO     *
61-70: _____ 71-80: _____  *                              *
                                     *****************************
 
              F3=RETURN,  F12=MESSAGE,  CLEAR=EXIT
```

F01 - ENCUMBRANCE NEGATIVE

Explanation:	The transaction will result in an OVER LIQUIDATION of an Encumbrance. The severity indicator has been set to fatal.
Suggestion:	Since this error could have been caused by a previous erroneous transaction or a fund control error, check these transactions. If a previous transaction has been entered in error, it must be corrected by an adjusting entry. Reported problem could be to Current Month, Prior Month or Prior Year.

F04 - DF DOCUMENT CLOSED

Explanation:	An attempt has been made to post to a closed document in the document file. The system will not allow posting to a closed document in the document file.
Suggestion:	To post the transaction:

1. Enter a correct new document number; or
2. A new document number suffix must be entered.

F08 - AI DF MATCH PROBLEM

Explanation:	Encumbrance process requires exact match to the AI used to initiate encumbrance.
Suggestion:	Determine that the Index used was correct. If so, it is probable that the definition of the Index Code has been changed since the transaction was encumbered. Even if coding has changed since you made the encumbrance you will still need to liquidate the encumbrance with the original coding and create an adjusting entry to correct the coding. The encumbrance must be liquidated exactly as it was originally encumbered. If you need further assistance, contact the OFM Helpdesk via email at HereToHelp@ofm.wa.gov.

F11 - APPROPRIATION NEGATIVE

Explanation:	The transaction being entered will over liquidate the appropriation (APPN FILE). This is not allowed.
Suggestion:	Since this error could have been caused by a previous erroneous transaction or a fund control error, check these transactions. If a previous transaction has been entered in error, it must be corrected by an adjusting entry. Reported problem could be to Current Month, Prior Month or Prior Year.

F14 - ALLOTMENT NEGATIVE

Explanation:	The transaction being entered will over liquidate the appropriation file allotment balance. This is not allowed. Reported problem could be to Current Month, Prior Month or Prior Year.
Suggestion:	See the correction process for error code F11.

F17 - APPROPRIATION OVEREXPEND

Explanation:	The transaction being entered will overspend the appropriation. This is not allowed.
Suggestion:	See the correction process for error code F11.

F30 - INVALID ALLOTMENT NEGATIVE

Explanation: The transaction being entered will overspend the allotment file allotment balance. This is not allowed.

Suggestion: It is most likely that a previous transaction was in error. Check previous transaction, and make the necessary error corrections. Reported problem could be to Current Month, Prior Month or Prior Year.

F33 - ALLOTMENT OVEREXPEND

Explanation: The transaction being entered will overspend the allotment. This is not allowed.

Suggestion: It is most likely that a previous transaction was in error. Check previous transaction, and make the necessary error corrections. Reported problem could be to Current Month, Prior Month or Prior Year.

F36 - ALLOTMENT CLOSED

Explanation: The allotment account used in this transaction is closed.

Suggestion: Determine if the transaction was incorrectly coded and was, therefore, trying to post to the wrong allotment. If this is the case, correct the transaction with the appropriate error correction transaction.

F40 - CASH NEGATIVE

Explanation: The transaction being entered will create negative cash. This is not allowed.

Suggestion: It is most likely that a previous transaction was in error. Check previous transactions, and make the necessary error corrections. Reported problem could be to Current Month, Prior Month or Prior Year.

F50 - PROJECT BUDGET NEGATIVE

Explanation: The transaction being entered would over-reverse the budget for the grant/project coded.

Suggestion: It is most likely that a previous transaction was in error. Check previous transactions, and make the necessary error corrections. Reported problem could be to Current Month, Prior Month or Prior Year.

F53 - PROJECT BUDGET OVEREXPEND

Explanation: The transaction being entered would overspend the budget for the project coded.

Suggestion: It is most likely that a previous transaction was in error. Check previous transactions, and make the necessary error corrections. Reported problem could be to Current Month, Prior Month or Prior Year.

F61 - AI NO MATCH

Explanation: An element of the Appropriation Index does not match the Appropriation Index information on the Document File from when the transaction was encumbered.

Suggestion: Determine that the Index used was correct. If so, it is probable that the definition of the Index Code has been changed since the transaction was encumbered. Even if coding has changed since you made the encumbrance you will still need to liquidate the encumbrance with the original coding and create an adjusting entry to correct the coding. The encumbrance must be liquidated exactly as it was originally encumbered. If you need further assistance, contact the OFM Helpdesk via email at HereToHelp@ofm.wa.gov.

F62 – IC (OC) NO MATCH

Explanation: An element of the Organization Index does not match the Organization Index information on the Document File from when the transaction was encumbered.

Suggestion: Determine that the Index used was correct. If so, it is probable that the definition of the Index Code has been changed since the transaction was encumbered. Even if coding has changed since you made the encumbrance you will still need to liquidate the encumbrance with the original coding and create an adjusting entry to correct the coding. The encumbrance must be liquidated exactly as it was originally encumbered. If you need further assistance, contact the OFM Helpdesk via email at HereToHelp@ofm.wa.gov.

F63 - PI NO MATCH

Explanation: An element of the Program Index does not match the Program Index Information on the Document File from when the transaction was encumbered.

Suggestion: Determine that the Index used was correct. If so, it is probable that the definition of the Index Code has been changed since the transaction was encumbered. Even if coding has changed since you made the encumbrance you will still need to liquidate the encumbrance with the original coding and create an adjusting entry to correct the coding. The encumbrance must be liquidated exactly as it was originally encumbered. If you need further assistance, contact the OFM Helpdesk via email at HereToHelp@ofm.wa.gov.

F64 - PC NO MATCH

Explanation: An element of the Project Coding does not match the Project Control Table information on the Document File from when the transaction was encumbered.

Suggestion: There are several items you can check:
- Determine if the Project coding input on the transaction was correct. If so, check to see if **any** of the fields on the project control record (TM.2.4) have been changed since the transaction was encumbered. For example, has the Project Type changed? Has the GL Proj Level changed?
- The MI.6 (DOCUMENT DETAIL) screen can be used to compare the data that was entered on the transaction, as well as the Project Control record and OI record.
- Check the Organization Index (OI) table to see if there is Project coding on it and that it is the same coding as on your transaction.
- Even if coding has changed since you made the encumbrance you will still need to liquidate the encumbrance with the original coding and create an adjusting entry to correct the coding. The encumbrance must be liquidated exactly as it was originally encumbered.
- If you need further assistance, contact the OFM Helpdesk via email at HereToHelp@ofm.wa.gov.

F65 - OBJECT NO MATCH

Explanation: Object, Sub-object or Sub-sub-object does not match the same information on the Document File from when the transaction was encumbered.

Suggestion: Enter the Object, Sub-Object and Sub-Sub-Object codes which match those on the document file for this transaction.

F66 - SOURCE NO MATCH

Explanation: The Source, Major Source or Sub-source does not match the same information on the Document File from when the transaction was encumbered.

Suggestion: Enter the Source, Major Source or Sub-Source codes that match those on the document file for this transaction.

F71 - DF FILE NO MATCH

Explanation: A transaction that should post to the document file was processed, and there was no matching record on the document file.

Suggestion: 1. Submit error correction transactions to correct the element(s) in error;
2. The original document was loaded incorrectly to the document file and must be reversed and reentered; or
3. The original has not been posted on the document file and must be posted prior to processing this transaction.
KEY ELEMENTS FOR MATCH ARE: Agency, Division, Biennium, Fund, GLA & DOCUMENT Number.

F72 - INITIAL DOCUMENT EXCEPTION

Explanation: When trying to establish a new record in the document file, the system found the same document already in the file.

Suggestion: 1. Determine which document is in error. If the transaction is in error, process the appropriate error corrections to make it unique; or
2. If the document already on the document file is in error, reverse it and make the appropriate adjustments, then release the transaction from the Error File.
KEY ELEMENTS FOR MATCH ARE: Agency, Division, Biennium, Fund, GLA & DOCUMENT Number.

F73 - AP FILE NO MATCH

Explanation: A transaction that should post to the appropriation (AP) file was processed, and there was no matching record on the appropriation file.

Suggestion: Examine the transaction for miscoded appropriation index, fund, object, etc. If appropriate, submit error correction transactions to correct the element(s) in error. If the transaction is correct, the original appropriation transaction may have been loaded incorrectly to the appropriation file and must be reversed. The proper appropriation index table maintenance and

accounting transaction entries must be made to establish the correct appropriation record, then release the transaction from the Error File.

F74 - INITIAL APPROPRIATION EXCEPTION

Explanation: When trying to establish a new record in the appropriation file, the system found the same appropriation account already in the file.

Suggestion: Determine which record is in error. If it is the transaction, process the appropriate error correction to make it unique. If it is the appropriation already on file, reverse it, make any necessary adjustments to table maintenance and reprocess the accounting entries correctly.

F75 - AL FILE NO MATCH

Explanation: A transaction that should post to the allotment (AL) file was processed, and there was no matching record on the allotment file.

Suggestion: 1. Examine the transaction for miscoded organization index, program index, fund, object, etc. If appropriate, submit error correction transactions to correct the element(s) in error.
2. If the transaction is correct, the original allotment may have been loaded incorrectly to the allotment file and must be reversed. The proper table maintenance and accounting transactions should be submitted to establish the correct allotment record, then release the transaction from the Error File.

F76 - INITIAL ALLOTMENT EXCEPTION

Explanation: When trying to establish a new record in the allotment file, the system found the same allotment account already in the file.

Suggestion: Determine which record is in error. If it is the transaction, process the appropriate error correction to make it unique. If it is the allotment already on file, reverse it, make any necessary adjustments to table maintenance and reprocess the accounting entries correctly.

F77 – CASH CONTROL FILE NO MATCH

Explanation: A transaction that should post to the cash control file was processed, and there was no matching record on the cash control file.

Suggestion: Examine the transaction for miscoded funding fiscal year, project, fund, object code, etc. If appropriate, submit error correction transactions to correct the element(s) in error.
If the transaction is either correct, the original transaction was loaded incorrectly to the cash control file and must be reversed and reentered, or

the original has not been posted on the cash control file and must be posted prior to processing this transaction.

F78 - INITIAL CASH EXCEPTION

Explanation: When trying to establish a new record in the cash control file, the system found the same record already in the file.

Suggestion: Determine which record is in error. If it is the transaction, process the appropriate error correction to make it unique. If it is the record already on file, reverse it and make the appropriate adjustments, then release the transaction from the Error File.

F79 - PROJECT FILE NO MATCH

Explanation: A transaction that should post to the project file was processed, and there was no matching record on the project file.

Suggestion: Examine the transaction for miscoded project, major source, organization index, program index, fund, object, etc. If appropriate, submit error correction transactions to correct the element(s) in error.

If the transaction is correct, either the original project was loaded incorrectly to the project file and must be reversed and reentered, or the original has not been posted on the project file and must be posted prior to processing this transaction.

F80 - INITIAL PROJECT EXCEPTION

Explanation: When trying to establish a new record in the project file, the system found the same project already in the file.

Suggestion: Determine which record is in error. If it is the transaction, process the appropriate error correction to make it unique. If it is project already on file, reverse it, make any necessary adjustments to table maintenance and reprocess the accounting entries correctly.