Webinar logistics and materials

• Today’s webinar is approximately 60 minutes

• The audio is one-way. Use the chat window to type your questions.
  – We will answer questions at the end

• The following resources will be posted on ccinfo.unc.edu:
  – Suspense Management Reports webinar
  – Funding End Date Notification Report procedure
  – Suspense Analysis Report procedure
In this webinar, we will cover:

• Payroll Suspense & Project Closeout
• Funding End Date Notification Report
• Suspense Analysis Report
• Open transactions for project closeout
Payroll Suspense & Project Closeout
• What is payroll suspense?
  ➢ Payroll suspense refers to the chartfield string used to charge all or part of an employee’s pay when the normal chartfield string is missing, or is in error, such as an inactive or expired chartfield string.

• Payroll suspense chartfield string:
  ➢ fund 27110; source 1410x; and account 511190

• Payroll suspense is a temporary expense option and needs to be corrected within 90 days.
Payroll Suspense & Project Closeout

• On Friday, September 23, 2016, a communication was sent from Andy Johns, Associate Vice Chancellor for Research, regarding Project Closeout.

• Supporting the Project Closeout effort and related to today’s webinar are.....
System Adjustments affecting Payroll Suspense/Project Closeout Beginning September 2016

• Beginning with the B05 payroll, payroll charges resumed going to suspense based on inactive combo codes

• ePAR actions require funding end dates to be populated for cost share sources

• Projected to begin with payrolls distributed after November 1, 2016, payroll charges with expired funding end dates will resume going to suspense

➢ **Note:** Since the May 29, 2015 payroll, we stopped sending things to suspense based on funding end date. We will resume using funding end date beginning November 2016 payroll.
Payroll Suspense and the Effort Certification Process

• Adjustments to move payroll suspense onto sponsored projects may not be permitted if the employee has already completed their effort certification for that affected period of performance.

• Effort that would have otherwise been charged to a project will be charged to the department.
Suspense Policy References

• See the Payroll Suspense policy for the comprehensive University policy for managing payroll suspense.
  http://financepolicy.unc.edu/policy-procedure/policy-1124-payroll-suspense/

• For the complete list of reference tools for managing suspense.
  http://financepolicy.unc.edu/policy-procedure/procedure-1124-1-managing-payroll-suspense/
Three Key Suspense Reports
Suspense Reports

- **Report to prevent future suspense charges**
  - Funding End Date Notification Report

- **Reports to correct charges already in suspense**
  - Current Suspense Charges Report in PAAT
  - Suspense Analysis Report
Funding End Date Notification Report
The **Funding End Date Notification Report** shows appointments and positions in which the current or future funding contains a combination code/chartfield string that meets one of these criteria:

- the combination code/chartfield string is inactive
- the combination code/chartfield string contains a funding end date that will expire by the future date entered on the report
- the combination code/chartfield string is being charged to suspense
What You Need to Do with the Report Results

• For all rows on the report, enter a Fund Swap ePAR form to move the funding to an allowable combo code.

• For rows that have already been charged to suspense, use the PAAT tool to correct the funding.
The report is in ConnectCarolina, not InfoPorte!

1. Navigate to: Main Menu > HR/Payroll Menu > Payroll Accounting Reports > Funding End Date Notification
2. Enter or select a run control name.
   - Run Control names are only visible to you.
   - Run Control names cannot have spaces.
   - If you have not already created a Run Control ID (name), click the **Add a New Value** tab, enter a name in the **Run Control ID** field, and click **Add**.
   - If you’ve already set up a Run Control ID, click **Find an Existing Value**, select the Run Control ID, and click **Search**.
3. Select a department or school.
4. Enter a fiscal year and forecast date.
   • **Note!** The forecast date is based on the pay period, not the pay date.
5. The only option available in the **Report Option** is Report.
6. Click the **Run** button.
7. Click **OK**.
8. Write down the process instance number. This will be the easiest way to look up and access your report in the Report Manager.

10. Enter filters to find your report. The easiest way to search is to enter the process instance number.

- Folder – not used
- Instance – easiest way to search
- Name – enter your onyen
- Created On – enter a date if you want to search by date
- Last or Date Range – allows you to select a past time period

11. Click the Refresh button.
12. Click the **NC_SUS_USAGE** link in the row that contains the process instance number of your report.

13. Click the link for the **csv** file.
14. Open or save the csv file.
### Error type:
- Project Ending
- Suspense Combo
- Inactive Combo

### Funding End Date:
The last day the pay is allowed on the normal funding source. After that, the charge goes to suspense.

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**Report Results**

Rows might not have employees; position or appointment is active but not filled.
- These rows won’t go to suspense
- If the position should be abolished, contact HR
- If the appointment DBT should be inactivated, enter a Remedy ticket

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<table>
<thead>
<tr>
<th>Deptid</th>
<th>Description</th>
<th>Emplid</th>
<th>Empl Rcd</th>
<th>Last Name</th>
<th>First Name</th>
<th>Position Nbr</th>
<th>Error Type</th>
<th>Effdt</th>
<th>Effseq</th>
<th>Combo Code</th>
<th>CC Inactive Date</th>
<th>Fund_End_Dt</th>
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<td>Project Ending</td>
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<td></td>
<td>Suspense Combo</td>
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<td>000216444</td>
<td></td>
<td></td>
</tr>
<tr>
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<td>Suspense Combo</td>
<td>8/22/2016</td>
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<td></td>
<td>Suspense Combo</td>
<td>7/1/2016</td>
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Percent of salary

<table>
<thead>
<tr>
<th>Distribution</th>
<th>Budget Amount</th>
<th>Fund Code</th>
<th>Source</th>
<th>Account</th>
<th>Department</th>
<th>Program Code</th>
<th>PC Bus Unit</th>
<th>Project</th>
<th>Project End Date</th>
<th>Activity ID</th>
<th>Cost Code 1</th>
<th>Cost Code 2</th>
<th>Cost Code 3</th>
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<tbody>
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<td>26.77%</td>
<td>11456.93</td>
<td>25210</td>
<td>49000</td>
<td>512120</td>
<td>411470</td>
<td>CHOSR</td>
<td>5057611</td>
<td>2/28/2017</td>
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<td>1</td>
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<td></td>
<td></td>
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<td>55471.78</td>
<td>25210</td>
<td>49000</td>
<td>512120</td>
<td>411470</td>
<td>CHOSR</td>
<td>5033863</td>
<td>5/31/2016</td>
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<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100%</td>
<td>3900</td>
<td>25236</td>
<td>49300</td>
<td>514120</td>
<td>411470</td>
<td>CHOSR</td>
<td>4028518</td>
<td>4/11/2016</td>
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<td></td>
</tr>
<tr>
<td>100%</td>
<td>59160.29</td>
<td>27110</td>
<td>14103</td>
<td>511190</td>
<td>411470</td>
<td>CHOSR</td>
<td>512120</td>
<td>2/28/2017</td>
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</tr>
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<td>29526.39</td>
<td>27110</td>
<td>14103</td>
<td>511190</td>
<td>411470</td>
<td>CHOSR</td>
<td>512120</td>
<td>2/28/2017</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Take action!

• For all rows on the report, move the funding to an allowable combo code by entering a Fund Swap ePAR form

• For rows that have already been charged to suspense, use the PAAT tool to correct the funding
Suspense Analysis Report
Suspense Reports

- **Current Suspense Charges Report.** This report is part of the Payroll Accounting Adjustment Tool (PAAT) and shows payroll already charged to suspense.

- **Suspense Analysis Report.** This report also shows payroll already charged to suspense.
  - complementary to the Current Suspense Charges Report
  - provides additional detail, such as:
    - chartfield string in error
    - the funding end date
    - number of days the charge has been in suspense
• Recommended approach:

1. Start with the Current Suspense Charges Report to see all charges currently in suspense.
2. Then, go to the Suspense Analysis Report to see additional details on the charges.

• It is possible for charges to appear on the Current Suspense Charges Report and not on the Suspense Analysis Report.

➤ The Current Suspense Charges Report shows all suspense charges

➤ Suspense Analysis report shows suspense that breaks the principle rules, such as inactive combo codes or expired funding end date

➤ Your goal is to correct charges on the Current Suspense Charges Report
Charges older than 90 days and from closed fiscal years

- The Current Suspense Charges Report shows all charges since ConnectCarolina Go Live on October 1, 2014.

- Our overall goal is no payroll suspense, but older charges should be moved only with great care.

- Depending on the age of the transaction, leaving it on payroll suspense may be the best option.
  - Example: a transaction from November 2014 is likely best left alone.

- Submissions for older payroll suspense charges typically require additional justification.
The report is in ConnectCarolina, not InfoPorte!

1. Navigate to: Main Menu > HR/Payroll Menu > Payroll Accounting Reports > UNC Suspense Analysis
2. Enter or select a run control name.
3. Select pay run or date range.
4. Enter a funding department range or school.
5. Click the Run button.
6. Click **OK**.
7. Write down the process instance number.

9. Enter filters to find your report. The easiest way to search is to enter the process instance number.

- Folder – not used
- Instance – easiest way to search
- Name – enter your onyen
- Created On – enter a date if you want to search by date
- Last or Date Range – allows you to select a past time period

10. Click the **Refresh** button.
11. Click the **NC_SUS_ANLYS** link in the row that contains the process instance number of your report.

12. Click the link for the **csv** file.
13. Open or save the csv file.
The combo code and chartfields show the funding that caused the row to go to suspense.

**Funding End Date:** the last day the pay is allowed on the normal funding source. After that, the charge goes to suspense.

**Distribution percentage:** percent of the suspense amount to total pay.

**Suspense Amount:** the amount posted to suspense. The total matches the Current Charges Suspense Report.

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### Table 1: Pay Run Details

<table>
<thead>
<tr>
<th>Pay Run ID</th>
<th>Pay Period Begin Date</th>
<th>Pay Period End Date</th>
<th>Dept</th>
<th>Department Description</th>
<th>Empid</th>
<th>Empl Rcd</th>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>B05-090416</td>
<td>8/22/2016</td>
<td>9/4/2016</td>
<td>411480</td>
<td>d-Pulmonary</td>
<td>705123456</td>
<td>0</td>
<td>Jane</td>
<td>Doe</td>
</tr>
<tr>
<td>B05-090416</td>
<td>8/22/2016</td>
<td>9/4/2016</td>
<td>411480</td>
<td>d-Pulmonary</td>
<td>705123456</td>
<td>0</td>
<td>Jane</td>
<td>Doe</td>
</tr>
<tr>
<td>B05-090416</td>
<td>8/22/2016</td>
<td>9/4/2016</td>
<td>411480</td>
<td>d-Pulmonary</td>
<td>705123456</td>
<td>0</td>
<td>Jane</td>
<td>Doe</td>
</tr>
</tbody>
</table>

---

### Table 2: Combo Code Details

<table>
<thead>
<tr>
<th>Position Number</th>
<th>Earnings End Date</th>
<th>Combo Code</th>
<th>Fund</th>
<th>Source</th>
<th>Account</th>
<th>Dept</th>
<th>Program</th>
<th>Project</th>
<th>CC1</th>
<th>CC2</th>
<th>CC3</th>
</tr>
</thead>
<tbody>
<tr>
<td>12345</td>
<td>9/4/2016</td>
<td>205302</td>
<td>25210</td>
<td>49300</td>
<td>512120</td>
<td>411480</td>
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<td>4028016</td>
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<td></td>
<td></td>
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<tr>
<td>12345</td>
<td>9/4/2016</td>
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<td>25210</td>
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<td>4028016</td>
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<tr>
<td>12345</td>
<td>9/4/2016</td>
<td>205302</td>
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<td>49300</td>
<td>512120</td>
<td>411480</td>
<td></td>
<td>4028016</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Current Suspense Charges Report vs. the Suspense Analysis Report

• Current Suspense Charges Report shows the employee and the amount

• The Suspense Analysis Report adds the combo code/chartfield strings, funding end date, aging, and also splits the rows for taxes, earnings, and deductions
Actions to take

- For rows on the Current Suspense Charges report, use PAAT to correct the suspense charges to an allowable combo code

- If the charge is for current funding, enter a Fund Swap ePAR form to prevent future charges from going to suspense
Let’s Review
<table>
<thead>
<tr>
<th>Run this report:</th>
<th>To see:</th>
<th>Perform this action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Suspense Charges Report</td>
<td>Charges already in suspense</td>
<td>• Correct rows using PAAT</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• For funding that will continue, enter a Fund Swap ePAR form</td>
</tr>
<tr>
<td>Suspense Analysis Report</td>
<td>Charges already in suspense: the reason and aging</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Same as above</td>
</tr>
<tr>
<td>Funding End Date Notification Report</td>
<td>Funding sources approaching the end date</td>
<td>• Enter a Fund Swap ePAR form to move the funding out of suspense</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Correct charges already in suspense using PAAT</td>
</tr>
</tbody>
</table>
Finding Open Transactions for Project Closeout
Open Transactions for Project Closeout

- A number of queries show incomplete transactions due to errors or incomplete approval, and also unpaid vouchers
- These queries are in the *Preparing for Year End Close* student guide on ccinfo.unc.edu
- The ones you should focus on for closeout are:

<table>
<thead>
<tr>
<th>Query</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NC_CPS_VCHR_NOT_PAID_UNCCH1</td>
<td>Vouchers not posted and/or not paid</td>
</tr>
<tr>
<td>NC_GL_JRNL_NOT_POSTED_DEPT1</td>
<td>Journals not yet posted</td>
</tr>
<tr>
<td>NC_EP_REQ_STATUS</td>
<td>Requisitions in any status</td>
</tr>
<tr>
<td>NC_PO_EDIT_ERRORS</td>
<td>POs in edit error status</td>
</tr>
<tr>
<td>NC_KK_ERRORS_PO_DEPT</td>
<td>POs in budget error status</td>
</tr>
</tbody>
</table>
Open Encumbrances

- Open encumbrances using Budgets Overview
Open Encumbrances

- Any amount in the Encumbrance column indicates there are open encumbrances.
Summary
Suspense is a temporary expense option used when a normal funding source is in error, such as an expired or inactive combo code.

Suspense charges need to be moved to an allowable funding source within 90 days.

In the B05 payroll, charges with inactive combo codes started going to suspense.

Projected to begin with payrolls distributed after November 1, 2016, expired funding end dates will cause payroll to go to suspense.
• The Funding End Date Notification Report shows current and future funding that will go to suspense

• Current Suspense Charges report shows past payroll charged to suspense

• The Suspense Analysis report provides additional detail for the cause of past payroll charged to suspense.
• Enter Fund Swap ePARS to prevent future payrolls from going to suspense
• Use PAAT to correct charges already in suspense
• PAAT never fixes future payrolls!
• Open transactions:
  ➢ There are several queries available to help with finding open transactions
  ➢ Budgets Overview shows open encumbrances
References

• References on ccinfo.unc.edu/Resources (or just use the header search field)
  – Funding End Date Notification Report procedure
  – Suspense Management Reports webinar
  – Suspense Analysis Report procedure

• OSR Policies and Procedures (including effort certification):  http://research.unc.edu/offices/sponsored-research/policies-procedures/

• More general information about Commitment Accounting and the payroll distribution process can be found at: http://finance.unc.edu/departments/strategic-sourcing-payment/payroll/commitment-labor-accounting/
What questions do you have?
Thank you!