

# Campus Journal Entries

*June 2017*

Connect  
CAROLINA

Unit
Overview
Creating Campus Journals
Creating Correcting Campus Journals
Editing a Journal Not Yet Posted
Deleting a Journal
Resolving Errors
Other journal types: Interunit, Residual Transfer, Cash Advance Settlements, Gift-to-Gift

# Overview

- Campus Journals are based on journal type
- There are currently 16 journal types
- The journal type controls the chartfields available to select
- The journal type controls the approval requirements for the journal
- Each journal type has a searchable three-letter code

	Campus Journal Transaction Type	Description
1	Billing	<p>Used for a department to bill another department for collection of receipts for goods or services.</p> <p><b>Note:</b> When the credit line of the journal is a State fund (the State is the one billing), use the Billing State Receipts JE type.</p>
2	Billing State Receipts	<p>Used for billing when the credit line of the journal is a State fund (the State is the one billing a campus department.)</p>
3	Cash Advance Settlement	<p>Used to settle cash advances. Original cash advance is entered used a campus voucher in AP.</p>
4	Correcting JE	<p>Used to make adjustments to journal entries already posted to the general ledger.</p>

	Campus Journal Transaction Type	Description
5	Departmental One Card Purchase	Used to purchase a One Card from the One Card office.
6	Departmental One Card Deposit	Used to put money on a One Card.
7	Print Plan Deposit	Used to put money on a One Card for Print Plans.

	Campus Journal Transaction Type	Description
8	FP (Faculty Practice) Charges & Write-offs	Used only by Faculty Practice.
9	Residual Transfer	Transfer remaining funds from an OSR account to a residual account per the terms and conditions of the agreement.
10	Other Campus JE - Intraunit	Used for journals that do not fit the description of any of the other Campus JE types. <i>The lines of the journal have the same business unit, typically UNCCH.</i>
11	Other Campus JE - Interunit	Used for journals that do not fit the description of any of the other Campus JE types. <i>The lines of the journal have different business units.</i>

	Campus Journal Transaction Type	Description
12	University Endowment Income to Principal Account	Transfers endowment income, not required for obligations for the current fiscal year, for investment in the long term investment pool.
13	University Endowment Income to University Endowment Income Account	Transfers University endowment income to an account classified as University endowment income.
14	Agency Endowment Income to Agency Endowment Principal Account	Transfers foundation endowment income, not required for obligations for the current fiscal year, for investment in the long term investment pool.
15	Foundation Allocation to University Restricted/Unrestricted Gift	Transfers funds from a University foundation to a University (uncch) gift account.
16	Gift to Gift	Transfers spending authority of a gift. Additional rules apply.



## Approval Requirements

JE Type	Dept	OSR	Accounting Services
Billing	Basic	Yes	If \$1,000 or greater
Billing State Receipts	Basic	Yes	Yes
Cash Advance Settlement	Basic	Yes	Yes
Correcting JE	Basic	Yes	No
Departmental One Card Deposit	Basic	Yes	If \$1,000 or greater
Departmental One Card Purchase	Basic	Yes	If \$1,000 or greater
Print Plan Deposit	Basic	Yes	If \$1,000 or greater
FP Charges & Write Offs (FP Administration)	Basic	No	No
Residual Transfer	Basic	Yes	No
Other Campus JE – Interunit	Complex	Yes	Yes
Other Campus JE – Intraunit	Complex	Yes	Yes
Univ Endowment Income to Principal Account	Complex	No	Yes
Univ Endowment to Univ Endowment Income Account	Complex	No	Yes
Agency Endowment Income to Agency Endowment Principal Account	Complex	No	Yes
Foundation Allocation to Univ Restricted/ Unrestricted Gift	Complex	No	Yes
Gift to Gift	Complex	No	Yes

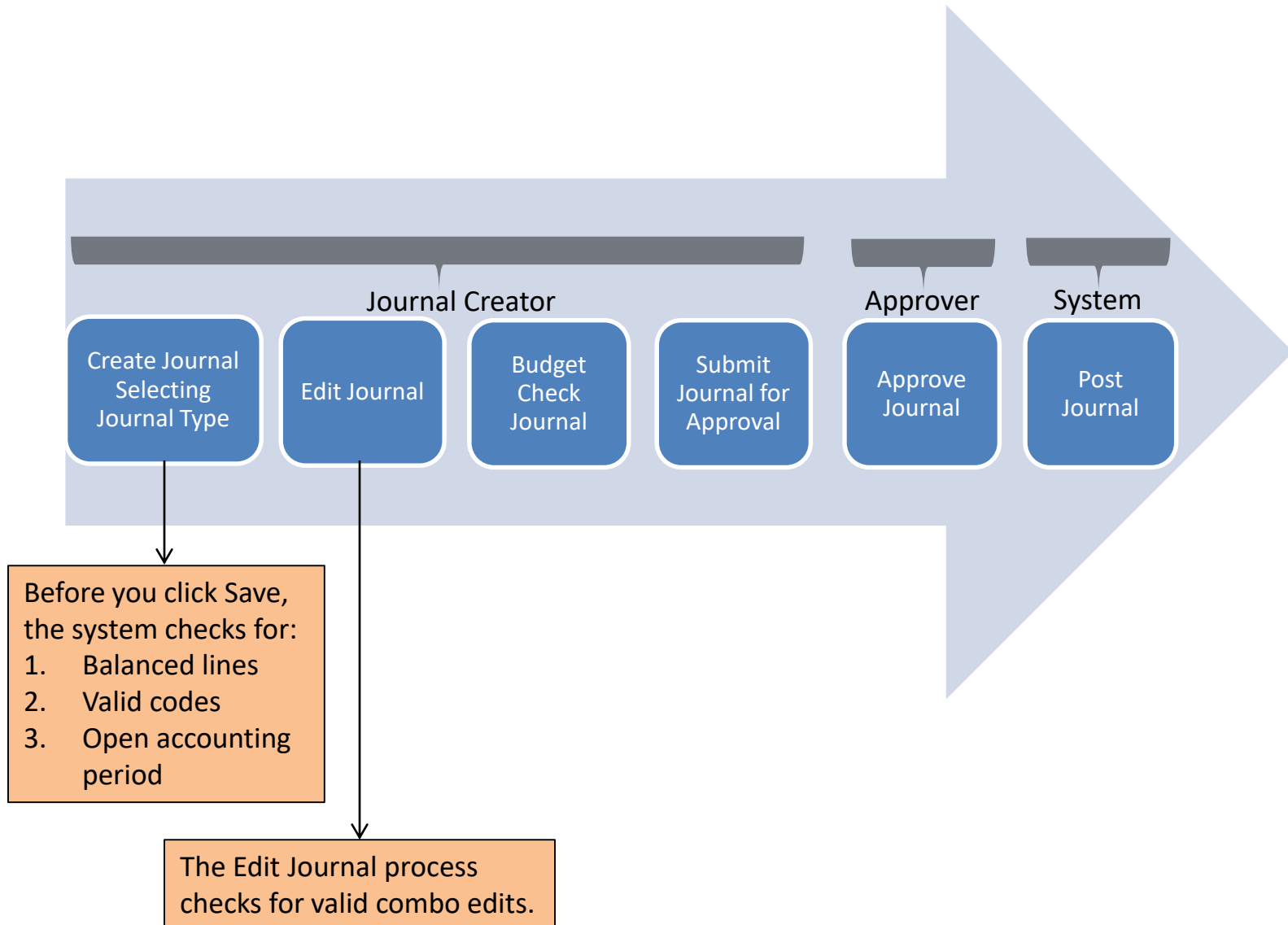
JE Type	Attachment Requirement
Billing	Memo stating what goods or services the billed dept is being charged for, beginning and ending billing date, Invoice # and if the Invoice was sent to Dept.
Billing State Receipts	Same as above.
Cash Advance Settlement	<ul style="list-style-type: none"> <li>• Cover Sheet – Cash Advance Settlement Form:</li> <li>• Screenshot of the original cash advance voucher</li> <li>• Screenshot of the settlement journal</li> <li>• Screenshot of the deposit, if applicable</li> <li>• Scanned receipts (OSR also requires hard copies)</li> <li>• Reconciliation of Cash Advance for Study Subjects form</li> </ul>
Correcting JE	Attach justification*
Departmental One Card Deposit	On a spreadsheet, specify the Card name and Number, and amount added to the card.
Departmental One Card Purchase	5 or more new cards in spreadsheet with chartfield for each card and name to be on face of card.
Print Plan Deposit	Spreadsheet listing individuals PID, first and last name, amount to add to the One Card.

\* The 30-character description field can be used for justification, if you can fit an acceptable justification in this amount of space.

JE Type	Attachment Requirement
FP Charges & Write Offs (FP Administration)	Attach justification*
Residual Transfer	Attach justification and any approvals required.
Other Campus JE - Intraunit	Attach justification*
Other Campus JE - Interunit	Attach justification*
Univ Endowment Income to Principal Account	Attach justification*
Univ Endowment to Univ Endowment Income Account	Attach justification*
Agency Endowm Income to Agency Endowm Principal Acct	Attach justification*
Foundation Allocation to Univ Restricted/ Unrestricted Gift	Attach justification*
Gift to Gift	Attach justification*

\* The 30-character description field can be used for justification, if you can fit an acceptable justification in this amount of space.

Journal Type	Source Code
Billing	JBL
Billing State Receipts	JBS
Cash Advance Settlement	JCA
Correcting JE	JCR
Departmental One Card Deposit	JDO
Departmental One Card Purchase	JDO
Print Plan Deposit	JDP
FP Charges & Write Offs (FP Administration)	JPA
Residual Transfer	JSR
Other Campus JE – Interunit	JOT
Other Campus JE – Intraunit	JOT
Univ Endowment Income to Principal Account	JUP
Univ Endowment to Univ Endowment Income Account	JUI
Agency Endowment Income to Agency Endowment Principal Account	JAP
Foundation Allocation to Univ Restricted/ Unrestricted Gift	JFA
Gift to Gift	JGG



- Demonstration: Creating a Campus Journal
- Exercise #1: Creating a Campus Journal
- Reference:
  - Creating a Campus Journal

- Journal Status

Journal Header Status	Description
N	No Status – Needs to be edited
E	Journal Has Errors
V	Valid Journal – Edit Complete
P	Posted to Ledger

- Budget Status

Budget Header Status	Description
N	Not Budget Checked
E	Error in Budget Check
V	Valid



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- Corrects an existing journal and creates a new journal ID
- The new journal must be:
  - go through journal edit
  - go through budget checking
  - be submitted for approval



- Journals must be in **Posted** status in order correct any of the lines
- If it is not in **Posted** status, it will not be available to select
- Can correct more than one line at a time
- Once a line is corrected and processed into a new journal ID, it cannot be edited again from the same journal ID

- The Account chartfield is not editable on a Correcting JE that is Voucher-related (Vouchers, PO's, those originating from Accounts Payable)
- If you need to edit the Account chartfield:
  1. Make sure it is the account on a voucher you want to change
  2. Complete the form and send it to [disbursementsteam@unc.edu](mailto:disbursementsteam@unc.edu)
  3. Wait to get a reply from Disbursement Services
  4. Once you get the reply, complete an Other – Intraunit journal to change the chartfield string. Attach the email of approval to the journal

- Demonstration: Creating a Correcting Campus Journal
- Exercise #2: Identifying Lines for a Correcting Campus Journal
- Reference:
  - Creating a Correcting Campus Journals



- Exercise #3: Creating a Correcting Campus Journal
- Reference:
  - Creating a Correcting Campus Journals



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- Journals can be edited or deleted up until the point they are posted
- Once you make a change to a journal that has been saved and processed and/or submitted:
  - The Journal Status and Budget Status are reset to N
  - You must send the journal back through the journal edit and budget checking processes
  - You must submit the journal for approval again
- Once you delete a journal, it is no longer searchable in the system

- Demonstration: Editing a Journal Not Yet Posted
- Exercise #5: Editing a Journal Not Yet Posted
  
- Reference:
  - Editing a Journal Not Yet Posted



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- Demonstration: Deleting a Journal
- Exercise #6: Deleting a Journal
  
- Reference:
  - Deleting a Journal



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<b>Resolving Errors</b>
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- Reason for Journal Edit errors
  - Combo edit
- Campus journals check the following at “Save”
  - Invalid value
  - Lines out of balance
  - Accounting period not open

Comb Edit Rule	Description	Message field in query
AFSD_IV	Account, Fund, Source, and Department are required on every line.	Account/Fund/Source/Dept ACCOUNT/ CLASS_FLD/ DEPTID/ FU
AF_VI	<u>Rule 1</u> Revenue on State funds and all Expense lines must have a fund with a Purpose code. The Fund cannot end in "00", such as 20100 and 21100.	Account/Fund ACCOUNT/ FUND_CODE
	<u>Rule 2</u> Fund codes 29900, 29910, 29920, or 29930 cannot be used with Business Unit UNCCH. A foundation Business Unit must be used with these funds.	
FAJ_VV	Lines with OSR or Capital Improvement fund codes must have a Project ID.	Fund/Account/Project ID FUND_CODE/ PROJECT_ID/ ACCOUNT
FS_IV	Fund and Source combination must be valid.	Fund/Source FUND_CODE/CLASS_FLD
SAP_RQ_VV	<u>Rule 1</u> The Source/Account combination requires a specific Program code.	Source/Program/Account CLASS_FLD/ PROGRAM_CODE/ ACCOU
	<u>Rule 2</u> The Source/Account combination requires the Program field to be entered (not be left blank).	
	<u>Rule 3</u> The Source/Account combination requires the Program field be blank.	

## Combo Edits when a foundation Business Unit is used

Comb Edit Rule	Description	Message field in query
AF_UNIT	Foundation business units can only use these funds: 29900, 29910, 29920 & 29930.	Account/Fund
FS_CHASF/FS_CHATH...	Foundation business units require a source code unique to the business unit. For example, CHASF can only use Sources that start with a 'C'.	Fund/Source

## Combo Edits for Data Collect Batches only

Comb Edit Rule	Description	Message field in query
SF_VI_BO	Budget Only Source/Fund combinations cannot be entered on Data Collect Batch files.	Source/Fund
DF_VI	Budget Only Dept/Fund combinations cannot be entered on Data Collect Batch files.	Dept/Fund
AF_VI* Falls under the same AF_VI rule above.	Occurs when a Budget Only account is entered on the file. Budget Only accounts are not allowed.	Account/Fund

## Combo Edits for Athletics only

Comb Edit Rule	Description	Message field in query
P1_ATH	Requires a valid Program/Cost Code 1 combination for Athletics	Program/Cost Code
SD_ATH_IV	Requires a valid Source/Department combination for Athletics.	Source/Department

- Demonstration: Resolving a Journal Edit Error
- Exercise #7: Resolving a Journal Edit Error
  
- Reference:
  - Understanding Campus Journal Edit Errors



- Reason for Budget Checking errors
  - Keying error
  - Insufficient budget
  - No budget exists
  - Budget period not open
  - Invalid dates

- Demonstration: Identifying a Budget Error
- Search for all Journal Entries with Budget Errors
- Reference:
  - Reviewing Campus Journal Budget Errors





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- Interunit journals move funds between business units
- Journal types that are or could be interunit:
  - Foundation Allocation to Univ Restricted/ Unrestricted Gift
  - Other Campus JE - Interunit
- Creating an interunit journal is exactly the same as any other journal, except:
  - On each line of the interunit entries, you fill in the Affiliate chartfield with the offsetting business unit
  - The opposite of what you've entered in the Unit field
- Example:

Line	Business Unit field	Affiliate field
Line 1	CHBUS	UNCCH
Line 2	UNCCH	CHBUS

- There is now a rule on the Affiliate field so when you enter interunit journal you will get an error message if you leave Affiliate field blank

**Cash Advance account to use when the cash advance is not OSR (113920)**

Scenario	Steps	Account Code	Amount	Debit or Credit
<b>Scenario 1:</b> Expenses equal Cash Advance	1. Enter a campus voucher to request the cash advance	113920	\$200.00	Debit
	2. Enter campus journal to settle the cash advance	514810	\$200.00	Debit
		113920	(\$200.00)	Credit
<b>Scenario 2:</b> Expenses less than the Cash Advance	1. Enter a campus voucher to request the cash advance	113920	\$200.00	Debit
	2. Enter a university deposit for the difference	113920	(\$50.00)	Credit
		514810	\$150.00	Debit
	3. Enter campus journal to settle the cash advance	113920	(\$150.00)	Credit
514810		\$250.00	Debit	
<b>Scenario 3:</b> Expenses greater than the Cash Advance	1. Enter a campus voucher to request the cash advance	113920	\$200.00	Debit
	2. Enter a campus voucher for the additional amount	113920	\$50.00	Debit
	3. Enter campus journal to settle the cash advance	514810	\$250.00	Debit
113920		(\$250.00)	Credit	

Use one of the allowable expense account codes

- Residual Transfer journal is entered to transfer unused funds from a grant once the end date has been reached
  - Funds are usually moved to default chartfield string or may roll onto a new project
  - Multiple OSR policies must be taken into consideration
- Typically, someone in your department can help
  - If not, your OSR contact can assist

- Misusing the Gift to Gift journal will impact the balance of your Source or Source/Department combination in ways you did not intend
- Transfers funds from one Source to another or one Source/Department combo to another
- When you do a Gift to Gift journal, you lose management control over the journal amount to a large degree

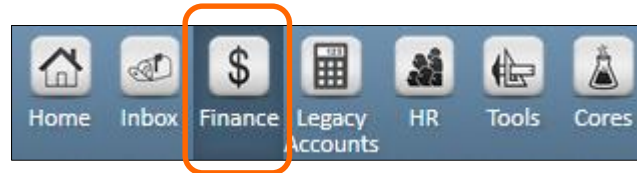
# InfoPorte

- InfoPorte is the principal reporting tool for finding financial balances and transactions, including:
  - Purchase requisitions
  - Campus vouchers
  - Campus journals
  - File uploads
  - deposits
- InfoPorte also includes:
  - grant details
  - The ability to look up chartfield values that you don't know
- For the full instruction on InfoPorte, you need to attend the Financial Reporting in InfoPorte class



- Access to InfoPorte is controlled by your InfoPorte Administrator
- To access the required request form and to see the list of InfoPorte Administrators, go to:  
[https://infoporte.unc.edu/tools/data\\_dictionary\\_documents.php](https://infoporte.unc.edu/tools/data_dictionary_documents.php)
- On the web page, look for:
  - Infoporte Admin/Access Request Coordinator list
  - Infoporte Access Request Form

- The Finance button contains the financial information in InfoPorte



- The Finance landing page is the Dept Accounting > Ledger Rollups tab
- The main tabs you will use are:
  - Main Ledgers and OSR Ledger to see balances
  - Transactions to see individual transactions

A screenshot of the 'Dept Accounting' interface. At the top, there are four main tabs: 'Dept Accounting' (selected), 'Financial Reporting', 'Financial Request', and 'Other Reports'. Below these are two rows of sub-tabs. The first row includes 'Ledger Rollups' (selected), 'Transactions' (highlighted with an orange box), 'GL Activity', 'Grant Profile', 'Soft Encumbrances', 'Program/Cost Code', and 'IPT Cost Code'. The second row includes 'Main Ledgers' (highlighted with an orange box), 'OSR Ledger' (highlighted with an orange box), 'Parent Ledgers', 'FAMODET', 'Capital Improvement', and 'UNCFP Ledger'. Below the tabs is a filter section with several dropdown menus: 'Ledger' (set to '(select)'), 'Fiscal Year' (set to '2016'), 'Budget Period' (set to '2016'), 'Acct Period' (set to '(show all)'), 'Dept ID' (set to '(show all)'), 'Source', 'Account', and 'Program' (with a blue button next to it).

- To find campus journals:
  1. Click the Transactions tab
  2. The Fiscal Year, Budget Year, and Acct Period fields default to the current period. Change these fields if your transaction is in a different accounting period.

The screenshot shows the 'Transactions' tab selected in the InfoPorte interface. Below the tabs, the 'Base Search' section contains the following fields:

- Ledger:** (show all) [dropdown arrow]
- Fiscal Year:** 2016 [dropdown arrow]
- Budget Prd:** 2016 [dropdown arrow]
- Acct Prd:** 8-February [dropdown arrow]
- Dept ID:** (show all) [dropdown arrow]
- Project:** [text input]
- Program:** [text input]
- Account:** [text input]

Multiple values separated with a comma.

3. To find a specific campus journal, enter the journal ID in the Trans ID field.
4. Click Search.

▼ Advanced 1

<p>Cost Code 1 <input style="width: 90%;" type="text"/> <small>Allows % as a trailing wildcard.</small></p> <p>Acct Date from <input style="width: 90%;" type="text"/></p> <p>Trans Type <input style="width: 90%;" type="text"/> ▼</p> <p>Description <input style="width: 90%;" type="text"/></p> <p>Payment Date From <input style="width: 90%;" type="text"/></p>	<p>Cost Code 2 <input style="width: 90%;" type="text"/> <small>Allows % as a trailing wildcard.</small></p> <p>Acct Date to <input style="width: 90%;" type="text"/></p> <p style="border: 2px solid orange; padding: 2px;">Trans ID <input style="width: 90%; background-color: #fff9c4;" type="text" value="0000146657"/></p> <p>Reference 1 <input style="width: 90%;" type="text"/></p> <p>Payment Date To <input style="width: 90%;" type="text"/></p>
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## Results:

Ledger	Fund	Source	Dept ID	Account	Project	Trans Type	Trans ID	Reference 1	Reference 2	Amount
OSR_EXP	<a href="#">25236</a>	<a href="#">49100</a>	<a href="#">319400</a>	<a href="#">558921</a>	<a href="#">5057760</a>	GL_JOURNAL	0000146657_05- JAN-2016			100.00

- What are the four general steps for creating a journal?
- What status does a journal need to have in order to edit or delete it?
- What status does a journal need to have in order to create a correcting journal from it?
- Why would a journal fail the journal edit process?
- After you fix either a journal edit or budget check error, what do you have to do?
- What step in creating a journal sends the journal to the approver?
- What happens if you do not submit a journal to the approver?