Running the Funding End Date Notification Report

VERSION: September 2016

Funding End Date Notification Report

Overview

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 the following criteria:

- the combination code/chartfield string is inactive
- the combination code/chartfield string contains a funding end date that is set to expire by the forecast date entered in the report
- the combination code/chartfield string is being charged to suspense.

The purpose of the Funding End Date Notification Report is to help you: 1) prevent payroll charges from going to suspense based on an inactive combo code or funding end date, and 2) show employees who will continue going to suspense based on current funding.

The Funding End Date and Payroll Suspense

Typically the funding end date is one of the factors used in the formula that distributes payroll cost to the correct chartfield strings. When the funding end date is used, rows with an expired funding end date are charged to suspense.

As of the last payroll in May 2015, we have not used the funding end date to distribute payroll. This means that payroll that would have ordinarily gone to suspense due to an expired funding end date has not.

Beginning with the November 2016 payrolls, the funding end date will resume being used to distribute payroll to the correct chartfield strings. This means that applicable rows will resume going to suspense.

Your Responsibility in Managing Suspense

You should run the Funding End Date Notification Report at least once per month so you have time to take preventive action to avoid payroll from going to suspense, or more frequently if you have multiple rows in suspense.

Rows on the Funding End Date Notification Report have one of three possible error codes:

- PROJECT ENDING - the funding is set to expire by the forecast date entered on the report
- SUSPENSE COMBO - the combination code/chartfield string is being charged to suspense
- INACTIVE COMBO - combination code/chartfield string is inactive

To fix rows on the report, take one of the following actions:

1. Enter a Fund Swap ePAR form to move the combo code in error to an allowable combo code. This prevents future payroll charges from going to suspense.

    - **Note:** Refer to the calendars for fund swap deadlines https://hr.unc.edu/files/2012/11/2016-calendars.pdf.

2. Use the Payroll Accounting Adjustment Tool (PAAT) to move charges from past payrolls to an allowable combo code.

    - **Note:** There are other reports that show past payrolls charged to suspense, the Current Suspense Charges Report, and the Suspense Analysis Report. The Current Suspense Charges Report shows all charges in suspense, while the Suspense Analysis Report covers charges that break the principle suspense rules, such as inactive combo code and expired funding end date. However, the Suspense Analysis Report shows more details, such as aging.

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.

Steps - Running the Funding End Date Notification Report

Follow these steps to run the Funding End Date Notification Report:

1. Choose this menu option:

    Main Menu > HR/Payroll Menu > Payroll Accounting Reports > Funding End Date Notification Report

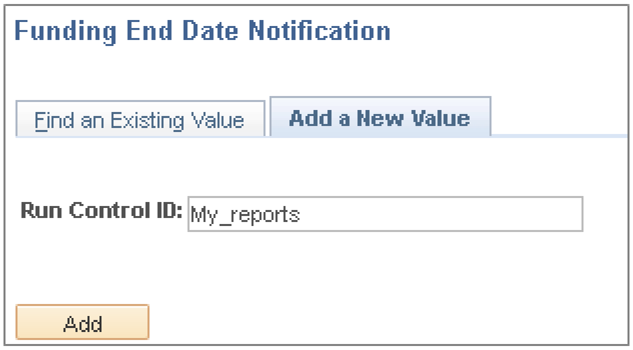
2. Do one of the following:

    - 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**. Note the following about Run Control ID's:

        - Run Control ID's are only visible and used by you. They are not shared by other users.

        - Run Control ID's cannot have spaces.

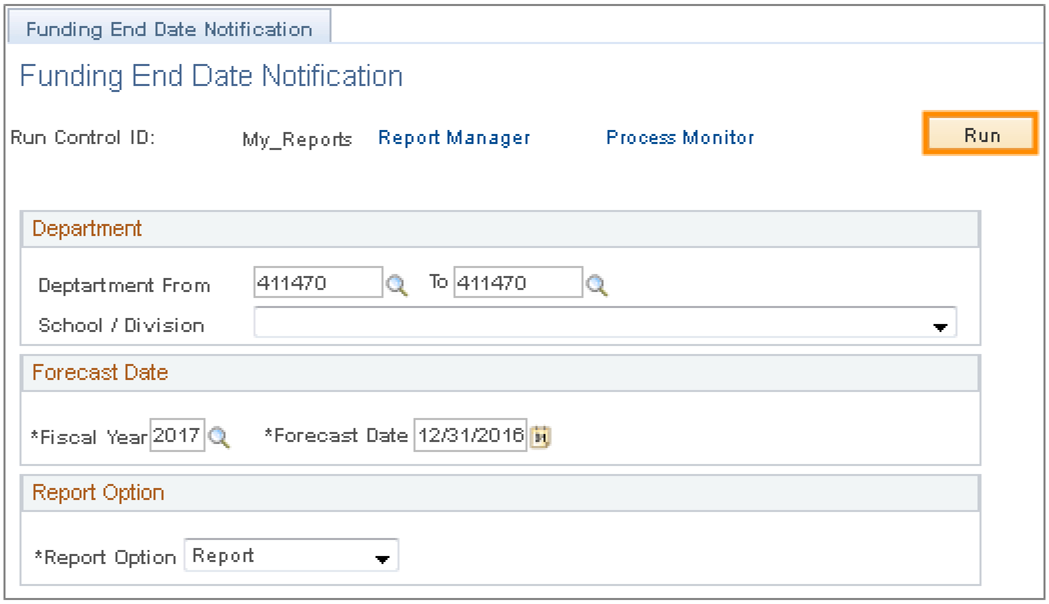
- If you have already set up a Run Control ID, click the **Find an Existing Value** tab, select the Run Control ID, and click **Search**.



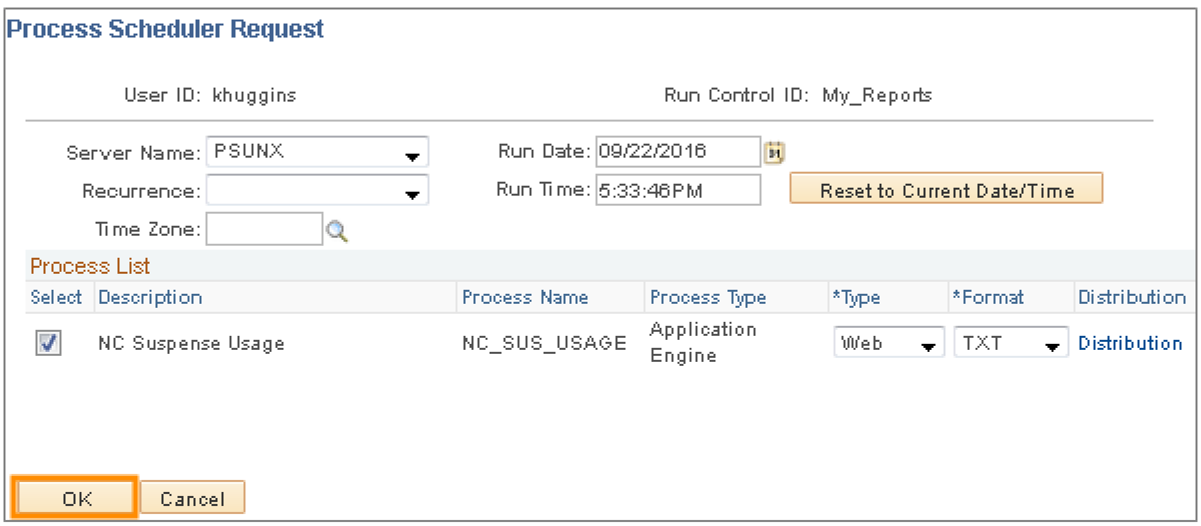
3. Complete the fields on the Funding End Date Notification Run Control page:

In this field:	Do the following:
Department or School/Division	Enter either a department range or school/division (MOU) but not both. **Note:** The report filter uses the HR department, not the funding department. The report results show both the HR department and the funding department.
Fiscal Year	Enter the current fiscal year. **Note:** For each fiscal year, you can only run the report by the current year, until around May. Around May of each fiscal year, the future year also becomes available, at which time you can run the report for either the current or future year.
Forecast Date	Enter a forecast date. Using 12/31/16 as an example, a forecast date provides one or more of the following: • rows on active Department Budget Tables (DBT) with inactive combo codes effective 12/31/16 or earlier • rows in the DBT that have a funding end date of 12/31/16 or earlier • rows with employees who are being funded by a suspense combo code as of 12/31/16 or earlier. Keep in mind the forecast date can only be the current day or later.
Report	The Report option is the only option for this field.

4. Click the **Run** button.

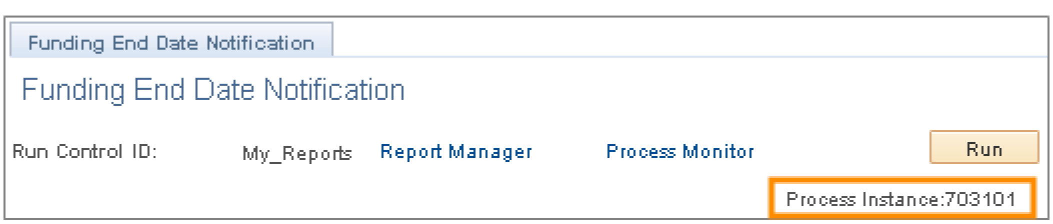


5. Click **OK**.



Result: The system runs the process to generate the report output. Wait a few minutes for the report to run. To see the report results, you need to navigate to the Report Manager. These steps are below.

6. Write down the process instance number. This will be the easiest way to look up and access your report in the Report Manager.

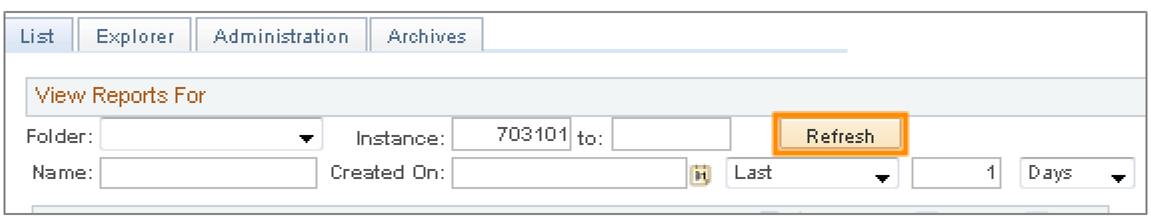


7. Navigate to the Report Manager: HR/Payroll Menu > Reporting Tools > Report Manager.

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

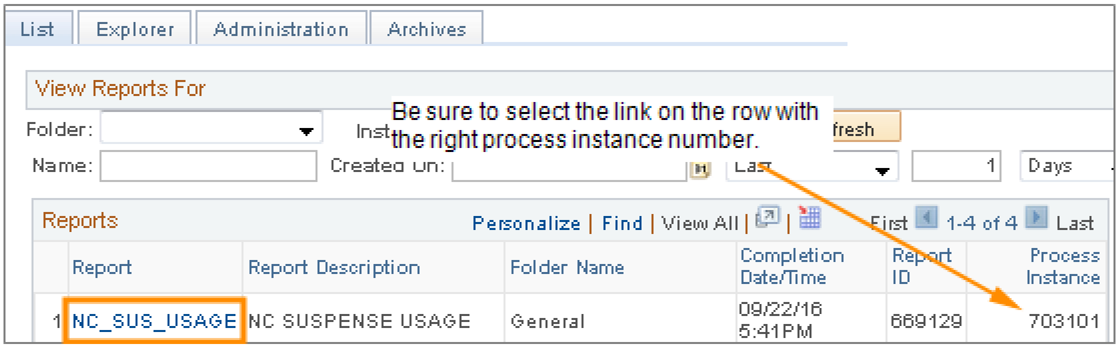
In this field:	**Do the following:**
Folder	This field is not used.
Instance	Enter the process instance number if you have it. This is the quickest way to look for a single report.
Name	If you want to search for all the reports you have run, enter your onyen. You can only see your reports, not those run by other people.
Created on	If you want to search by date the report was run, enter a date.
Last or Date Range	If you want to search by a past time period, you have two options in the last field: • Last - If you choose the last option, you can then select how far back in the past you want to see data by select a quantity and one of the following values: days, hours, minutes, and years. • Date Range - Allows you to search by a past date range.

9. Click the **Refresh** button.

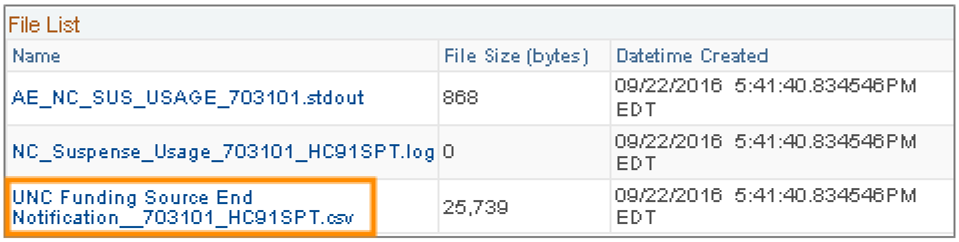


Result: The system displays the Process Monitor page, which indicates whether the process has run successfully. The final statuses need to be Run Status of **Success**, and Distribution Status of **Posted**. Click the **Refresh** button every few minutes until these two fields show their final status.

10. Click the **NC_SUS_USAGE** link in the row that contains the process instance number of your report.



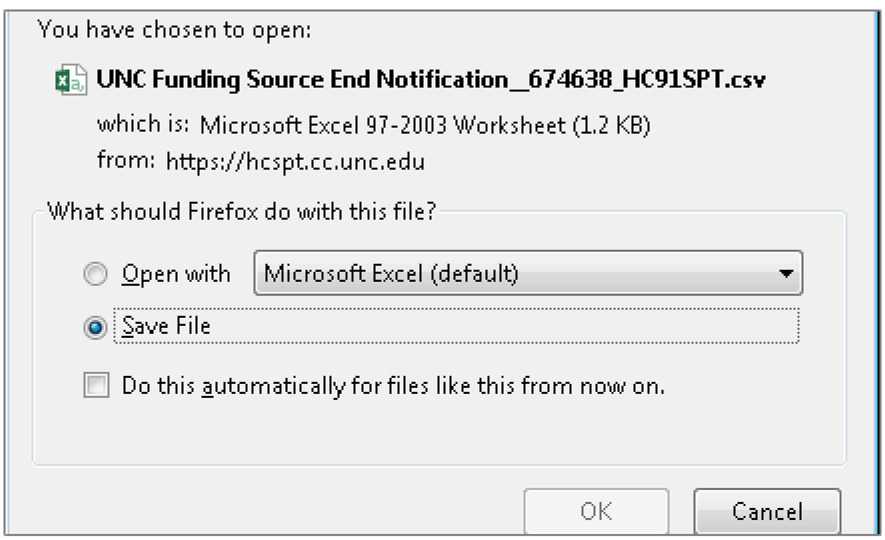
11. Click the link for the **csv** file.



File List

Name	File Size (bytes)	Datetime Created
AE_NC_SUS_USAGE_703101.stdout	868	09/22/2016 5:41:40.834546PM EDT
NC_Suspense_Usage_703101_HC91SPT.log	0	09/22/2016 5:41:40.834546PM EDT
UNC Funding Source End Notification__703101_HC91SPT.csv	25,739	09/22/2016 5:41:40.834546PM EDT

12. Open or save the file and review the results.



Report Results

Below are the fields in the csv file report output. Key points to note on the report results are:

- The report results show both the HR department (DeptID column) and the funding department (Department column). The report is based on the HR department, which is the Department filter you entered to run the report.

- The **Error Type** field shows one of three possible errors: Project Ending, Suspense Combo, or Inactive Combo.
- If the employee PID and name fields are blank, it means the department budget table (DBT) is active but the position or appointment is not filled. These rows will not be sent to suspense because no payroll is being distributed, but you might need to take the following actions:
    - If a position should be inactivated, work with HR to abolish the position.
    - If an appointment level should be inactivated, enter a remedy ticket so that a business analyst can inactivate the appointment DBT.

The report is based on the HR department. This is the department you enter when you run the report.

Reason types are: Project Ending, Suspense Combo, or Inactive Combo.

Deptid	Description	Emplid	Empl_Rcd	Last Name	First Name	Position_Nbr	Error Type	Effdt	Effseq
411470	Med-Nephrology		0				Project Ending	7/1/2016	0

This is the funding department. Sometimes this is different from the HR department.

Combo Code	CC Inactive Date	Fund_End_Dt	Distribution Percent	Budget Amount	Fund Code	Source	Account	Department	Program Code
		2/29/2016	26.779	11456.93	25210	49000	512120	411470	

PC Bus Unit	Project	Project End Date	Activity ID	CostCode1	CostCode2	CostCode3
CHOSR	5057611	2/29/2016	1			