


The logo for Connect CAROLINA, featuring the word "Connect" in a smaller font above "CAROLINA" in a larger, bold font. An orange swoosh arches over the text.

Connect
CAROLINA



Reporting

A large, light gray illustration of a classical building with four columns and a dome, positioned on the left side of the page.

RUNNING THE SUSPENSE ANALYSIS REPORT

VERSION: SEPTEMBER 2016

Suspense Analysis Report

Overview

What is Payroll Suspense?

The chartfield strings on which an employee is paid are referred to as employee funding. For example, an employee might be funded 20% from a grant, another 20% from a State fund, and so on.

Payroll suspense refers to the chartfield string used when any of the normal funding chartfield strings for an employee are in error. Possible errors include chartfield strings with an expired date, or an incomplete or inactive chartfield string.

The payroll suspense chartfield string is: fund 27110; source 1410x; and account 511190.

Problems Caused by Payroll Suspense

Charges that remain in payroll suspense cause significant problems for the University, particularly in the area of grants. Suspense charges related to expired projects cause significant delays in closing projects, which impacts the University's ability to collect sponsor payment in a timely manner.

Payroll suspense charges also impact department budgets. For example, charges that remain in suspense that would ordinarily be charged to a project are charged to the department budget.

System Adjustments Affecting Payroll Suspense Beginning September 2016

The University put several new payroll suspense procedures in place beginning September 2016. These new procedures are:

- Beginning with the B05 payroll, payroll charges with inactive combo codes will be sent to payroll suspense.
- ePAR actions will require funding end dates to be populated for cost share sources.
- Effective with payrolls distributed after November 1, 2016 (estimated), payroll charges will resume going to suspense based on expired funding end dates.
 - **Note:** Since the May 29, 2015 payroll, we stopped charging payroll to suspense based on an expired funding end date. This means that payroll that would have ordinarily gone to suspense due to an expired funding end date has not. Beginning with November 2016 payroll, an expired funding end date will cause payroll to go to suspense.

See the Payroll Suspense Policy here: <http://financepolicy.unc.edu/policy-procedure/policy-1124-payroll-suspense/>.

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 would be charged to the department.

This makes it all the more important for you to correct suspense charges prior to certifying project effort.

Reports for Managing Suspense

There are three key reports for managing suspense. Two are designed to manage charges already in suspense, and one to help you prevent future charges from going to suspense.

Reports for Charges Already in Suspense

- **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. It is a complementary report to the Current Suspense Charges Report. The Suspense Analysis Report provides additional detail, such as the chartfield string in error, the funding end date, and the number of days the charge has been in suspense.

Report for Charges that will go to Suspense Based on Current Funding

- **Funding End Date Notification Report.** This report shows payroll charges that will go to suspense on future payroll based on the current funding.

Actions to Take to Manage Payroll Suspense

Your goal is to correct any payroll suspense charges for the current fiscal year, and prevent future payroll suspense charges from occurring.

Note: The Current Suspense Charges Report currently displays all charges since ConnectCarolina Go Live on October 1, 2014. Though the current and future goal is no balance on payroll suspense, 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. Keep this in mind as you submit corrections through PAAT. Submissions for older payroll suspense charges typically require additional justification and are more carefully reviewed. For example, a transaction from November 2014 is likely best left alone.

To correct payroll suspense charges and prevent future ones, take one of the following actions:

1. Correcting current suspense charges. To correct charges already in suspense, use the Payroll Accounting Adjustment Tool (PAAT) to move charges from past payrolls to an

allowable combo code.

The recommended approach is to start with the Current Suspense Charges Report to see all charges currently in suspense. Then, go to the Suspense Analysis Report to see additional details on the charges.

Note: 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 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.

You need to clear all charges on the Current Suspense Charges Report for the current fiscal year. See the note above regarding older charges.

2. Preventing future suspense charges. To prevent future charges from going to suspense, enter a Fund Swap ePAR form to move the chartfield string (combo code) in error to an allowable combo code.
 - **Note:** Refer to the calendars for fund swap deadlines <https://hr.unc.edu/files/2012/11/2016-calendars.pdf>.

Steps - Running the Suspense Analysis Report

Follow these steps to run the Suspense Analysis Report:

1. Choose this menu option:

Main Menu > HR/Payroll Menu > Payroll Accounting Reports > UNC Suspense Analysis

2. Do one of the following:

- If you have not already created a Run Control ID, click the **Add a New Value** tab, enter a name in the Run Control ID field, and click **Add**.
 - **Note:** Run Control names are only visible and used by you. They are not shared by other users. Also, Run Control names 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**.

Funding End Date Notification

Find an Existing Value
Add a New Value

Run Control ID:

Add

3. Complete the fields on the Suspense Analysis Report Run Control page:

In this field:	Do the following:
Pay Run ID	If you want to run the report by a payroll run date, enter the Pay Run ID.
Date Range From and To	If you want to run the report by specific payroll run dates, enter the from and to dates.
Funding Dept From and To	If you want to run the report by the funding department, enter the from and to departments.
School	If you want to run the report by school, select the school.

4. Click the **Run** button.

Suspense Analysis Report

Run Control ID: My_Reports Report Manager Process Monitor Run

Please Select - Pay Run ID or Date Range

Pay Run ID: 🔍 Date Range: From 📅 To 📅

Department

Funding Dept From 🔍 To 🔍

School

5. Click **OK**.

Process Scheduler Request

User ID: khuggins Run Control ID: My_Reports

Server Name: PSUNX Run Date: 09/22/2016

Recurrence: Run Time: 6:33:23PM **Reset to Current Date/Time**

Time Zone: **OK** **Cancel**

Select	Description	Process Name	Process Type	*Type	*Format	Distribu
<input checked="" type="checkbox"/>	Suspense Analysis	NC_SUS_ANALYS	Application Engine	Web	TXT	Distribu

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.

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

UNC Suspense Analysis

Suspense Analysis Report

Run Control ID: My_Reports [Report Manager](#) [Process Monitor](#) **Run**

Process Instance: 703137

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

In this field:	Do the following:
Last or Date Range	<p>If you want to search by a past time period, you have two options in the last field:</p> <ul style="list-style-type: none"> • Last - If you choose the last option, you can then select how far back in the past you want to see data by selecting 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.

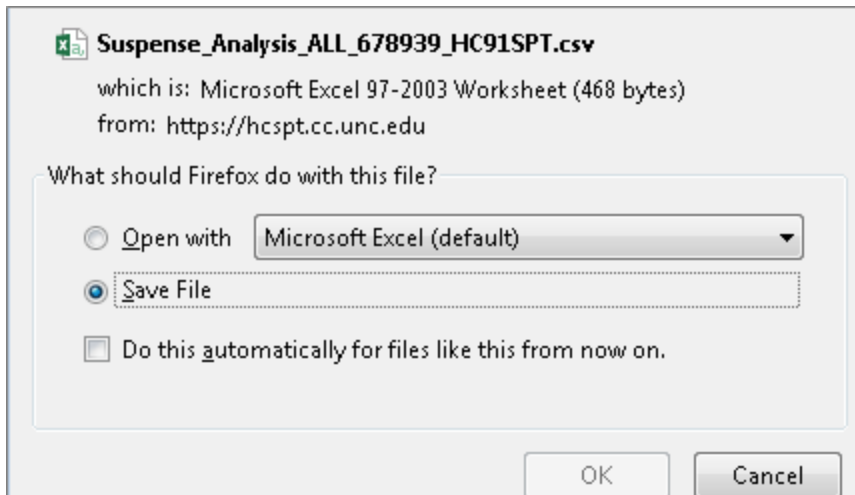
10. Click the **NC_SUS_ANALYS** link in the row that contains the process instance number of your report.

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
NC_SUS_ANALYS	SUSPENSE ANALYSIS	General	09/22/16 6:38PM	669165	703137

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

Name	File Size (bytes)	Datetime Created
AE_NC_SUS_ANALYS_703137.stdout	3,240	09/22/2016 6:38:29.041370PM EDT
NC_Suspense_Analysis_703137_HC91SPT.log	0	09/22/2016 6:38:29.041370PM EDT
Suspense Analysis_411480_703137_HC91SPT.csv	1,379	09/22/2016 6:38:29.041370PM EDT
Suspense_Analysis_ALL_703137_HC91SPT.csv	1,379	09/22/2016 6:38:29.041370PM 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 are:

- Combo code and chartfield strings - the funding that has caused the row to go to suspense
- Funding End Date - date the funding expired for that chartfield string
- Distribution percentage - the percent of the amount in suspense to the total salary amount
- Age - number of days the row has been in suspense. Suspense policy states that rows in suspense longer than 90 days are charged to the department.

Pay Run ID	Pay Period Begin Date	Pay End Date	Dept	Department Description	Emplid	Empl Rcd
B05-090416	8/22/2016	9/4/2016	411480	d-Pulmonary	705123456	0
B05-090416	8/22/2016	9/4/2016	411480	d-Pulmonary	705123456	0
B05-090416	8/22/2016	9/4/2016	411480	d-Pulmonary	705123456	0

The Combo Code and chartfield string show the funding that caused the charge to go to suspense.

First Name	Last Name	Position Number	Earnings End Dt	Combo Code	Fund	Source	Account	Dept	Program
Jane	Doe	12345	9/4/2016	205302	25210	49300	512120	411480	
Jane	Doe	12345	9/4/2016	205302	25210	49300	512120	411480	
Jane	Doe	12345	9/4/2016	205302	25210	49300	512120	411480	

Funding End Date column shows the last day the pay was allowed onto the normal funding source. After this date, it goes to suspense.

Dist Percentage column shows the percentage of the person's pay being charged to suspense.

Suspense Amount column is amount posted to suspense. Matches the Current Suspense Charges Report.

Number of days in suspense.

Project	CC1	CC2	CC3	Bus Unit PC	Activity ID	Funding End Dt	Dist Percentage	Expense Type	Default/Suspense	Suspense Combo Cd	Suspense Amount	Age
4028016				CHOSR	1	12/31/2015	11.59	Taxes	SUSPENSE	216447	18.54	11
4028016				CHOSR	1	12/31/2015	11.59	Earnings	SUSPENSE	216447	247.28	11
4028016				CHOSR	1	12/31/2015	11.59	Deductions	SUSPENSE	216447	66.73	11