Suspense Management Reports

September 2016

Connect CAROLINA

iNFOPORTE

- 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 <u>inactive combo codes</u>

- ePAR actions require funding end dates to be populated for <u>cost share sources</u>

- Projected to begin with payrolls distributed after November 1, 2016, payroll charges with <u>expired funding end dates</u> 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.

- 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

- **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
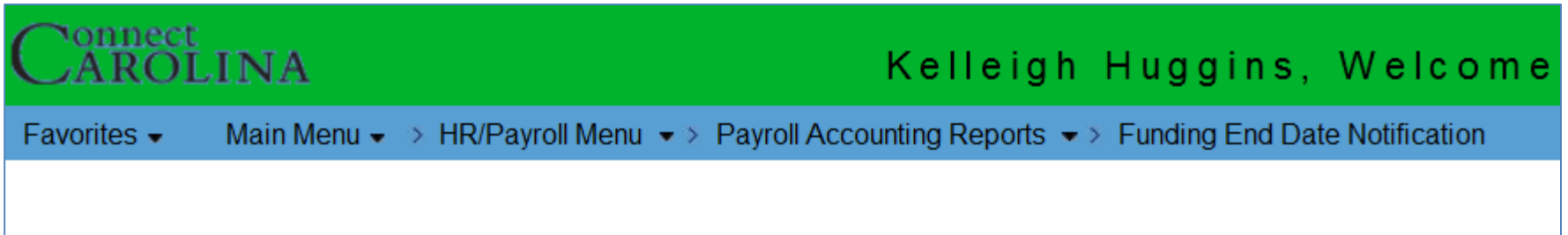
2. Enter or select a run control name.

    - 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.

Funding End Date Notification
Funding End Date Notification
Run Control ID: My_Reports Report Manager Process Monitor [Run]
Process Instance:703179

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

Favorites ▾ Main Menu ▾ > HR/Payroll Menu ▾ > Reporting Tools ▾ > Report Manager

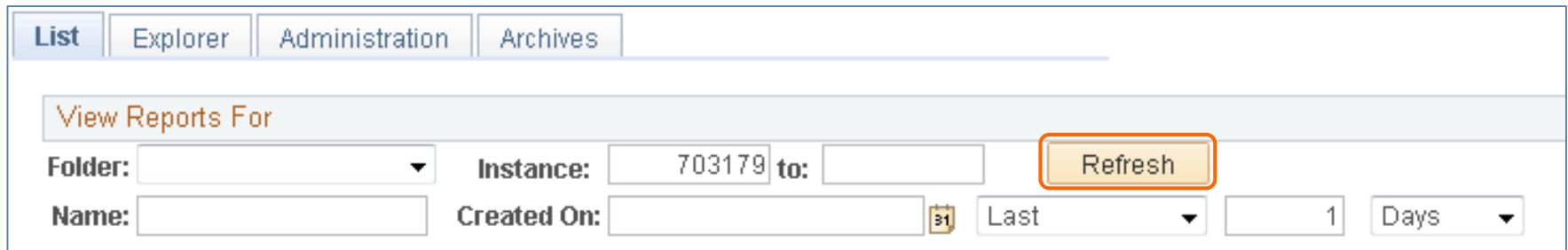| List	Explorer	Administration	Archives

View Reports For

Folder: ▼ Instance: ___ to: ___ [Refresh]

Name: ___ Created On: ___ 📅 Last ▼ 1 Days ▼

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.

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

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.

Deptid	Description	Emplid	Empl _Rcd	Last Name	First Name	Position_ Nbr	Error Type	Effdt	Effseq	Combo Code	CC Inactive Date	Fund_End_Dt
411470	Med-Nephr		0				Project Ending	7/1/2016	0	000250544		2/29/2016
411470	Med-Nephr		0				Project Ending	7/1/2016	0	000205257		8/31/2015
411470	Med-Nephr		0				Project Ending	7/1/2016	0	000213275		4/11/2016
411470	Med-Nephr		0				Suspense Combo	8/22/2016	0	000216444		
411470	Med-Nephr		0				Suspense Combo	8/22/2016	0	000216444		
411470	Med-Nephr		0				Suspense Combo	7/1/2016	0	000216444		

Percent of salary

Distribution Percent	Budget Amount	Fund Code	Source	Account	Department	Program Code	PC Bus Unit	Project	Project End Date	Activity ID	Cost Code 1	Cost Code 2	Cost Code 3
26.779	11456.93	25210	49000	512120	411470		CHOSR	5057611	2/28/2017	1			
100	55471.78	25210	49000	512120	411470		CHOSR	5033863	5/31/2016	1			
100	3900	25236	49300	514120	411470		CHOSR	4028518	4/11/2016	1			
100	59160.29	27110	14103	511190	411470								
100	51037.25	27110	14103	511190	411470								
79.999	29526.39	27110	14103	511190	411470								

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

- **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
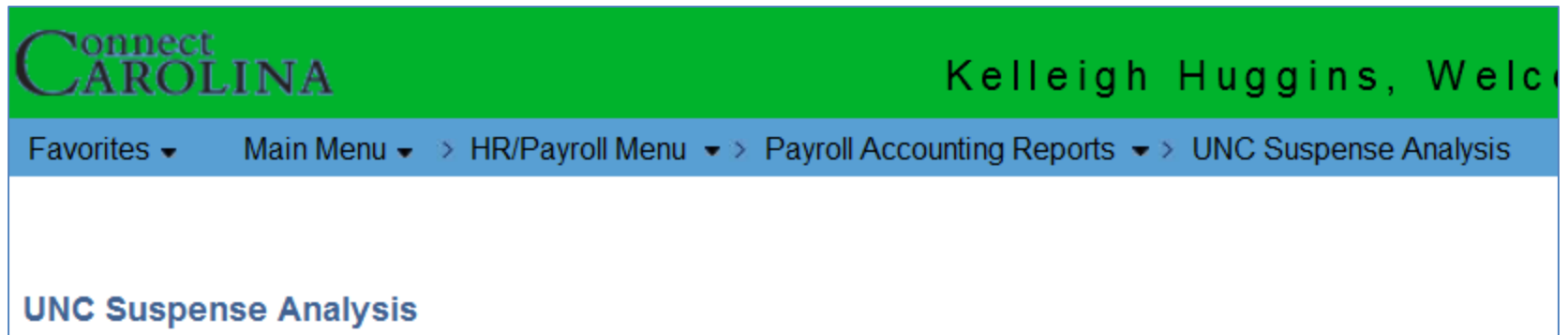
2. Enter or select a run control name.

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.

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

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 you 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.

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

The combo code and chartfields show the
funding that caused the row to go to suspense

Position Number	Earnings End Dt	Combo Code	Fund	Source	Account	Dept	Program	Project	CC1	CC2	CC3
12345	9/4/2016	205302	25210	49300	512120	411480		4028016			
12345	9/4/2016	205302	25210	49300	512120	411480		4028016			
12345	9/4/2016	205302	25210	49300	512120	411480		4028016			

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

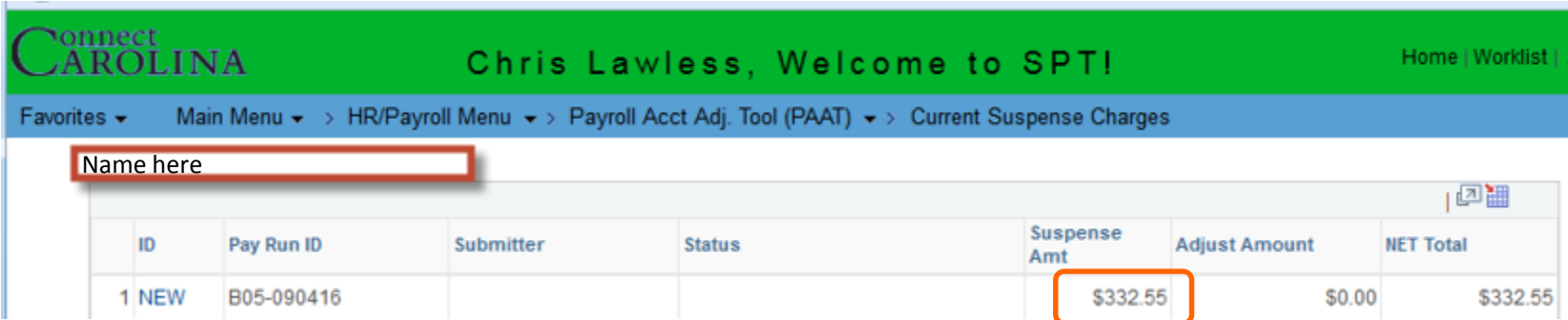**Distribution percentage:** percent of the suspense amount to total pay

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

Days in suspense

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

- 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

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

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

Run this report:	To see:	Perform this action
Current Suspense Charges Report	Charges already in suspense	• Correct rows using PAAT • For funding that will continue, enter a Fund Swap ePAR form
Suspense Analysis Report	Charges already in suspense: the reason and aging	• Same as above
Funding End Date Notification Report	Funding sources approaching the end date	• Enter a Fund Swap ePAR form to move the funding out of suspense • Correct charges already in suspense using PAAT

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:

Query	Description
NC_CPS_VCHR_NOT_PAID_UNCCH1	Vouchers not posted and/or not paid
NC_GL_JRNL_NOT_POSTED_DEPT1	Journals not yet posted
NC_EP_REQ_STATUS	Requisitions in any status
NC_PO_EDIT_ERRORS	POs in edit error status
NC_KK_ERRORS_PO_DEPT	POs in budget error status

- Open encumbrances using Budgets Overview

- 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 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/

Thank you!