

Campus Journals

Connect
CAROLINA

- **Overview of Journal Entries**
- **Create a Billing Journal Entry**
- **Find, Edit & Delete a JE**
- **Create a Correcting JE**
- **Discuss Errors**
- **Other Journal Types**

What is a
Campus Journal?

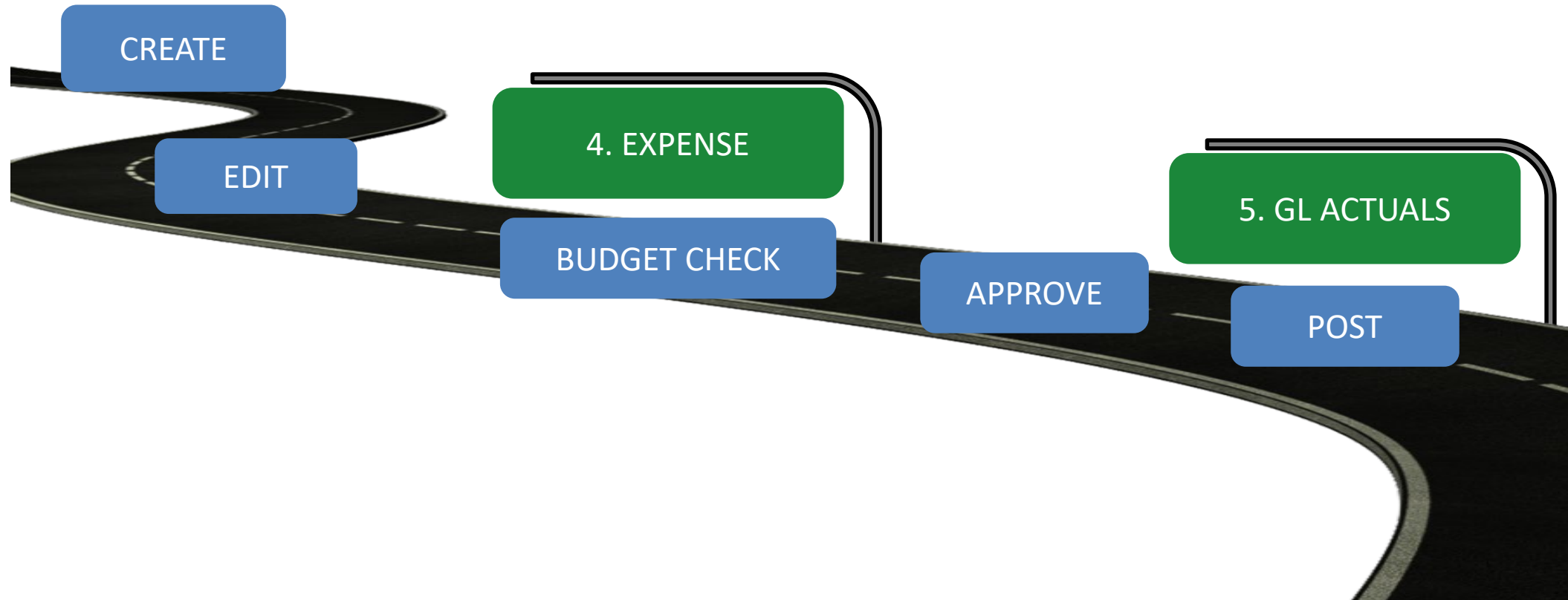


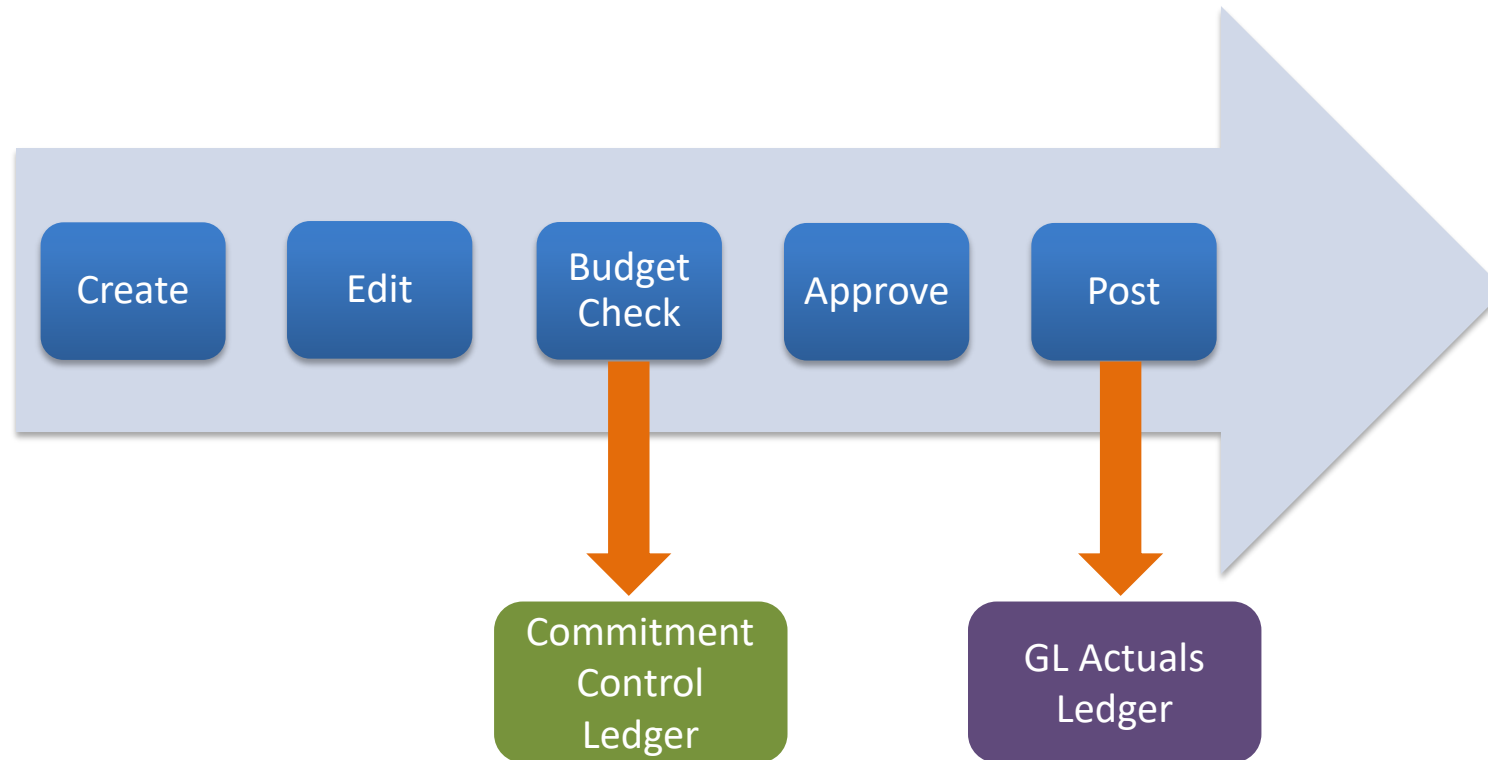
The Two Ledgers of UNC

Commitment Control (KK)

GL Actuals

Campus Journals





There are 12 Journal Types

Journal Types Control Two Things

1. Chartfields
2. Attachments

Journals Go Through an Approval Process

1. Department
2. OSR (Conditional)
3. Accounting Services (Conditional)

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

	Campus Journal Transaction Type	Description
5	Residual Transfer	Transfer remaining funds from an OSR account to a residual account per the terms and conditions of the agreement.
6	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>
7	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
8	University Endowment Income to Principal	Transfers endowment income, not required for obligations for the current fiscal year, for investment in the long term investment pool.
9	University Endowment Income to University Endowment Income	Transfers University endowment income to an account classified as University endowment income.
10	Agency Endowment Income to Agency Endowment Principal	Transfers foundation endowment income, not required for obligations for the current fiscal year, for investment in the long term investment pool.
11	Foundation Allocation to University Restricted/Unrestricted Gift	Transfers funds from a University foundation to a University (uncch) gift account.
12	Gift to Gift	Transfers spending authority of a gift. Additional rules apply.

For Campus Journals, remember:



- **On the Debit Line use a Positive Number**



- **On the Credit Line use a Negative Number**



Journal Source Code

Journal Type	Source Code
Billing	JBL
Billing State Receipts	JBS
Cash Advance Settlement	JCA
Correcting JE	JCR
Residual Transfer	JSR
Other Campus JE – Interunit	JOT
Other Campus JE – Intraunit	JOT
Univ Endowment Income to Principal	JUP
Univ Endowment to Univ Endowment Income	JUI
Agency Endowment Income to Agency Endowment Principal	JAP
Foundation Allocation to Univ Restricted/ Unrestricted Gift	JFA
Gift to Gift	JGG

Attachment Requirements

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"> • Cover Sheet – Cash Advance Settlement Form: • Screenshot of the original cash advance voucher • Screenshot of the settlement journal • Screenshot of the deposit, if applicable • Scanned receipts (OSR also requires hard copies) • Reconciliation of Cash Advance for Study Subjects form
Correcting JE	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	Attach justification*
Univ Endowment to Univ Endowment Income	Attach justification*
Agency Endowm Income to Agncy Endowm Principal	Attach justification*
Foundation Allocation to Univ Restricted/ Unrestricted Gift	Attach justification*
Gift to Gift	Attach justification*

Approval Process – QRC Handout

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
Residual Transfer	Basic	Yes	No
Other Campus JE – Interunit	Complex	Yes	Yes
Other Campus JE – Intraunit	Complex	Yes	Yes
Univ Endowment Income to Principal	Complex	No	Yes
Univ Endowment to Univ Endowment Income	Complex	No	Yes
Agency Endowment Income to Agency Endowment Principal	Complex	No	Yes
Foundation Allocation to Univ Restricted/ Unrestricted Gift	Complex	No	Yes
Gift to Gift	Complex	No	Yes

Deciphering Errors

Journal Edit Errors

- Typos
- Combo Edit Errors

Budget Errors

- 50 messages of Budgets Errors

CHECK YOUR STATUS

N – No Status – Needs to Be Edited

E – Journal or Budget Has Errors

V – Valid Journal

P – Posted to Ledger

Lines

Errors

Approval

Campus Journal Validation

Unit: UNCCH

Journal ID: 0000542032

Date: 05/15/2019

☐ Errors Only

Attachments (0)

*Process:

Edit Journal

Process

Line:

10

Journal header Description

Department A purchase and MRI Machine from Department B

FUND

SOURCE

27190

12110

Lines

1-4 of 4

Select	Line	Error	*Unit	*Ledger	Amount	SpeedType	Fund	Source	Account	Dept	PC Bus Unit	Pr
<input type="checkbox"/>	1	X	UNCCH	ACTUALS	1,200.00		27190	12110	538110	310200		
<input type="checkbox"/>	2		UNCCH	ACTUALS	-1,200.00		29101	14229	441845	230510		
<input type="checkbox"/>	3		UNCCH	ACTUALS	-1,200.00		27190	12110	111099	310200		
<input type="checkbox"/>	4		UNCCH	ACTUALS	1,200.00		29101	14229	111099	230510		

Lines to add:

1

+

-

Totals

1-1 of 1

View All

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UNCCH	4	2,400.00	2,400.00	E	N

Save

Return to Search

Notify

Refresh

Lines

Errors

Approval

Lines

Errors

Approval

Unit

UNCCH

Journal ID

0000542032

Date

05/15/2019

▼ Header Errors

Q

1-1 of 1

Unit	Field Name	Field Long Name	Set	Msg	Message Text
UNCCH	JRNL_HDR_STATUS	Journal Header Status	5860	53	Journal line errors exist for this header.

▼ Line Errors

Q

1-1 of 1

Line #	Field Name	Field Long Name	Set	Msg	Message Text
1	FUND_CODE	Fund	9600	31	Combo error for fields Fund/Source in group FS_IV.

Save

Return to Search

Notify

Refresh

Lines | Errors | Approval

FUND

SOURCE

27190

12110

Lines

Errors

Approval

Campus Journal Validation

Unit: UNCCCH

Journal ID: 0000538466

Date: 03/07/2019

☐ Errors Only

Attachments (1)

*Process:

Edit Journal

Process

Line:

10

Journal header Description

Partial reimbursement for Emerging Leaders registrations in CVENT system.

▼ Lines

1-4 of 4

Select	Line	Unit	Ledger	Amount	SpeedType	Fund	Source	Account	Dept	PC Bus Unit	Project
<input type="checkbox"/>	1	UNCCCH	ACTUALS	-210.00		27101	14101	522928	468520		
<input type="checkbox"/>	2	UNCCCH	ACTUALS	210.00		25236	49200	522928	468520	CHOSR	5106012
<input type="checkbox"/>	3	UNCCCH	ACTUALS	210.00		27101	14101	111099	468520		
<input type="checkbox"/>	4	UNCCCH	ACTUALS	-210.00		25236	49200	111099	468520	CHOSR	5106012

Lines to add:

1

+

-

▼ Totals

1-1 of 1

View All

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UNCCCH	4	420.00	420.00	V	E

Save

Return to Search

Notify

Refresh

Lines

Errors

Approval

GL Journal Exceptions

Line Exceptions

Business Unit

UNCCH

Journal ID

0000538466

Journal Date

03/07/2019

*Exception Type

Error

Maximum Rows

100

☐ Override Transaction
 ☐ More Budgets Exist

Search

Advanced Budget Criteria

Budgets with Exceptions

1-1 of 1

View All

Budget Override

Budget Chartfields

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		UNCCH	OSR_PAR	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...

Save

Return to Search

Notify

GL Journal Exceptions

Line Exceptions

Most Common:

1. Exceeds Budget Tolerance
2. No Budget Exists
3. Budget Date Out of Bounds

Correcting Journal Entries

- To do a Correcting JE the Journal must be POSTED.
- Once POSTED you can only change the CHARTFIELD STRINGS not the AMOUNT.
- Once you have created a Correcting JE you are unable to Correct that Journal again. You will Correct the Correcting Journal.

Edit, Find & Delete Your Journals

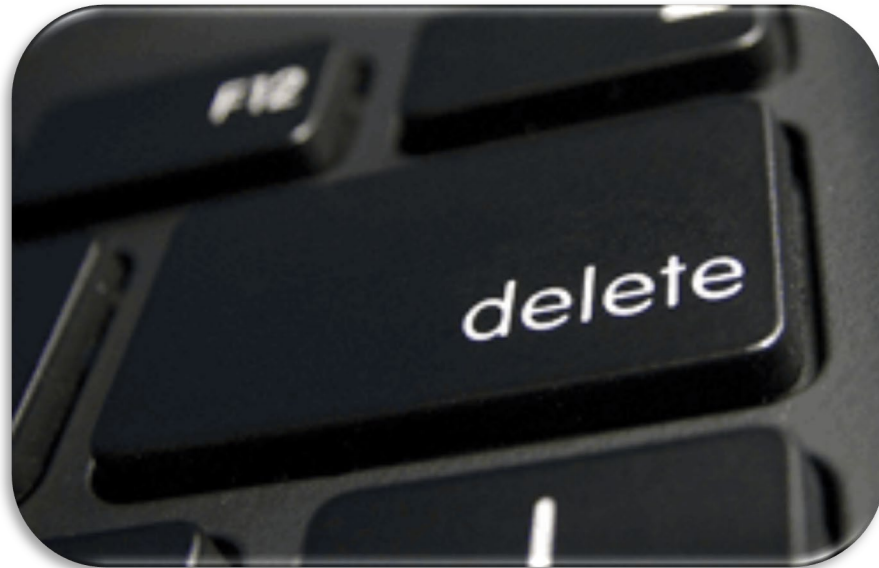


Journals can be edited until the point they are posted.

Posted means:

- All Approvers have certified it
- Is on the GL Actuals Ledger

Edit, Find & Delete Your Journals



Delete all your unused
Campus Journals at the end of
each month.

Journal Inquiry



What does the Journal Inquiry do?

- Allows you to see posted Journals
- Allows you to see Attachments
- Allows you to export all the lines of a Journal

Other Journal Types

- **Interunit Journals**
- **Cash Advance**
- **Residual Transfer**

Interunit Journals

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 the interunit journal you will get an error message if you leave the Affiliate field blank.

Cash Advance account to use when the cash advance is not OSR (113920)				
Scenario	Steps	Account Code	Amount	Debit or Credit
Scenario 1: 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
Scenario 2: 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
	3. Enter campus journal to settle the cash advance	514810	\$150.00	Debit
		113920	(\$150.00)	Credit
Scenario 3: 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 Transfers

This journal is used to transfer unused funds from a grant/award once the end date has been reached

CONTACT OSR

InfoPorte

- **Reporting Tool**
- **Helps you find Balances, Transactions and various other information.**
- **The InfoPorte Chapter will show you how to log in, and search for your journals transactions.**

To find this transaction:	From the Basic search section, enter:	From the Advanced section, enter:
<p>purchase requisitions</p> <p>vendor catalog orders</p> <p>Note: These requisitions will have an associated voucher if they have been invoiced to the vendor.</p>	<ul style="list-style-type: none"> • one or a combination of pre-encumbrance ledgers: <ul style="list-style-type: none"> ◦ F&A_PRE ◦ OSR_PRE ◦ STAT_EX_PR ◦ TRST_EX_PR • your department 	<p>REQ_PREENC in the Trans Type field - to see all reqs for your dept</p> <p>Requisition ID in the Trans ID field - to see one specific requisition</p> <p>Acct Date From and Acct Date To - to see requisitions within a date range</p>
<p>vouchers</p> <p>Note: This includes travel vouchers, and purchase requisitions and vendor catalog orders that have been invoiced to the vendor.</p>	<ul style="list-style-type: none"> • one or a combination of expense ledgers: <ul style="list-style-type: none"> ◦ F&A_EXP ◦ OSR_EXP ◦ STAT_EX_EX ◦ TRST_EX_EX • your department 	<p>AP_VOUCHER in the Trans Type field - to see all vouchers for your department</p> <p>Voucher ID in the Trans ID field - to see one specific voucher</p>
Campus journals	<ul style="list-style-type: none"> • leave blank 	<p>Journal ID in the Trans ID field - to search for a single journal</p>

Resources to Help You

- ccinfo.unc.edu
- Help Button in CC
- CC Newsletter
- 962-HELP
- InfoPorte