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Understanding Campus Journals

Overview

The campus journal page is designed for entry of the journal types used by campus on a regular basis, such as a correcting journal, a billing journal, and certain deposits.

The journal types are described below:

- **Billing** - Used for a department to bill another department for collection of receipts for goods or services.

- **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.)

- **Cash Advance Reconciliation** - Used to reconcile cash advances. Cash advances originate from a campus voucher.

- **Correcting JE** - Used to make adjustments to journal entries already posted to the general ledger.

- **Residual Transfer** - Transfer remaining funds from OSR to a residual account per the terms and conditions of the agreement.

- **Other Campus JE - Intraunit** - Used for journals that do not fit the description of any of the other Campus JE types. The lines of the journal have the same business unit, typically UNCCH.

- **Other Campus JE - Interunit** - Used for journals that do not fit the description of any of the other Campus JE types. The lines of the journal have different business units.

- **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.

- **University Endowment Income to University Endowment Income** - Transfers University endowment income to an account classified as University endowment income.

- **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.

- **Foundation Allocation to University Restricted/Unrestricted Gift** - Transfers funds from a University foundation to a University (UNCCH) gift.

- **Gift to Gift** - Transfers spending authority of a gift. Additional rules apply.
Campus Journal Process

Campus journals go through several steps before they are ultimately posted to the ledger.

After you complete the journal's fields and save it in the system, you need to send it through the journal edit process, which checks that the journal's chartfield strings are valid.

Once the journal has passed the journal edit process, it must go through the budget checking process, which checks for available budget based on the chartfield strings on the journal lines.

If there are errors on the journal, the system indicates the error either through a pop-up error message or an error status of E. The system does not allow you to submit the journal for approval until all errors are resolved. As the journal's creator, you are responsible for correcting all errors and resubmitting the journal.

Once the journal passes both the journal edit and budget checking processes, it is sent through workflow for approval. The journal is approved by designated approvers within each department, and some journals require approval by the Office of Sponsored Research or Accounting Services.

Once the journal is completely approved, it is picked up by the system's posting process and posted to the ledger.
Journal Status

As you enter and process journals through the system, the journal status changes. The journal statuses are:

- **N** - No Status - Needs to be Edited
- **E** - Journal Has Errors
- **V** - Valid Journal - Edits Complete
- **P** - Posted to Ledger
- **D** - Deleted

Making Corrections to Journals

Journals can be edited up until the point they are in Posted status. Once a journal is in Posted status, it can no longer be edited. To edit a Posted journal, create a new journal using one of the correcting journal types.
Creating a Campus Journal

Overview

The campus journal entry pages are organized by transaction groups, which identify the various reasons for creating a campus journal. The transaction groups contain one or more transaction types. The transaction types available to you depend on your security in the system.

There are four steps required to create a journal. If you omit any of these steps, the journal will not be sent for approval or posted to the ledger.

- **Create** - create the journal by completing the required fields
- **Edit** - process the journal through the journal edit process in the system
- **Budget Check** - process the journal through the budget checking process in the system
- **Submit** - submit the journal for approval

You are responsible as the creator of the journal to resolve any journal edit or budget checking errors and re-submit the journal for approval.

The example used in this procedure is a journal with two lines, one debit and one credit line, which is the most common. However, a journal can have as many lines as needed, as long as the debits equal the credits. A screen at the end of this procedure shows a journal entry with multiple lines.

Related Reference

- For information on creating a correcting Campus journal, see [Creating a Correcting Campus Journal](#).
- For information on editing a journal not yet posted, see [Editing a Campus Journal Not Yet Posted](#).
- For information on journal errors, see [Understanding Campus Journal Edit Errors](#) or [Reviewing Campus Journal Budget Errors](#).

Creating a Campus Journal Entry

Follow these steps to create a campus journal entry:

1. From the Admin WorkCenter home page, choose **Finance WorkCenter > General Ledger > Campus Journal Entry**
Campus JE System Page

2. Complete the field:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Group</td>
<td>Choose one of the following for the type of campus journal you're creating:</td>
</tr>
<tr>
<td></td>
<td>• Billing</td>
</tr>
<tr>
<td></td>
<td>• Cash Advance Settlement</td>
</tr>
<tr>
<td></td>
<td>• Correcting JE</td>
</tr>
<tr>
<td></td>
<td>• Office of Sponsored Research</td>
</tr>
<tr>
<td></td>
<td>• Other Campus JE</td>
</tr>
<tr>
<td></td>
<td>• Trust &amp; Special Funds Transfer</td>
</tr>
</tbody>
</table>

3. Click the **Search Transaction type** button.

![Campus JE System](Image)

4. Click on the link for a transaction type.

![Campus JE System](Image)

**Note:** The available transaction types are based on your role. You will see the transaction types for the business transactions you do for your job.

**Result:** The system displays the Journal Entry Creation page, which is where you enter the journal information.
Journal Entry Creation Page

5. Complete the fields:

**Caution!** You must enter the fields in the order they appear on the page, from top to bottom and left to right. If you enter them out of order, the system can get "confused". If that occurs, it is best to refresh the screen and start over.

**Caution!** The debit line should always be entered on line 1.

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Header Business Unit</td>
<td>Enter UNCCH for the University, UNCGA for General Administration, or a Foundation business unit.</td>
</tr>
<tr>
<td>Header Journal Date</td>
<td>Leave the default value of today’s date.</td>
</tr>
<tr>
<td>Unit</td>
<td>Leave the default value, which is based on your entry in the header business unit.</td>
</tr>
<tr>
<td>Amount</td>
<td>Enter the amount for the journal line.</td>
</tr>
<tr>
<td>Fund</td>
<td>Look up, or enter, the fund for the journal line.</td>
</tr>
<tr>
<td>Source</td>
<td>Look up, or enter, the source for the journal line.</td>
</tr>
<tr>
<td>Account</td>
<td>Look up, or enter, the account for the journal line.</td>
</tr>
<tr>
<td>Dept</td>
<td>Look up, or enter, the department for the journal line.</td>
</tr>
<tr>
<td>PC BU</td>
<td>If this journal line is for a contract or grant, enter CHOSR for the University or a foundation, or GAOSR for General Administration.</td>
</tr>
<tr>
<td>Project ID</td>
<td>If this journal line is for a contract or grant, enter the applicable project ID.</td>
</tr>
<tr>
<td>Activity ID</td>
<td>If this journal line is for a contract or grant, enter 1.</td>
</tr>
</tbody>
</table>

Always enter the debit chartfield string on Line 1.
Note: As you enter and save the journal, the system checks for valid values, valid chartfields, and balanced lines. If there is an error in any of these areas, the system indicates the error and does not save the journal.

6. Click the **Auto Balance** button.

![Auto Balance button]

**Result:** The system displays a second line and copies the chartfields from the original line to the second line. It also copies the amount from the original line as either a positive or negative amount, depending on what you entered on the first line. If you entered a positive amount, the system copies the amount in the second line as a negative, and vice versa.

**Note:** The system attempts to keep the journal in balance as you add lines. When the lines are in balance, the Remaining Balance field is zero.

7. Edit the new journal line, as necessary.

**Note:** This example demonstrates a journal with two lines, one debit line and one credit line. However, a journal can have as many lines as needed, as long as the debit amounts equal the credit amounts. An example of a journal with multiple lines is shown at the end of this procedure.

8. Click the **Save Journal** button.

![Journal Entry Creation]

**Results:**

- The system generates a journal ID.
- The system displays N in the Journal Status and Budget Status columns for Not Checked / Edit Required. You must run the journal edit and budget checking processes for the journal.

![Image of Campus Journal Validation interface]

9. Click the **Attachments (0)** link.

   ![Image of Campus Journal Validation interface with Attachments link highlighted]

**Important**: An attachment is required for all Journal entries per audit requirements.

10. Click the **Add Attachments** button.
11. Click the **Choose File** button and search for your supporting document.

12. Click the **Upload** button.

13. Enter a description.

13. Click the **OK** button.
14. Use the 256 character Journal Header Description field to provide detailed header comments that apply to all of the lines of the journal entry.

**Important:** A description is required on all journal entries. You need to explain why a journal is needed and enter a description of each file that’s attached to the journal.

![Image of Campus Journal Validation form]

15. Complete the field:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process</td>
<td>Leave the default value of <em>Edit Journal.</em></td>
</tr>
</tbody>
</table>

16. Click the **Process** button.

![Image of Campus Journal Validation form with Process button highlighted]

**Result:** The system displays a popup message.

17. Click the **Yes** button.
Result: The system initiates the journal edit process, which checks that the chartfield combination is valid. If the journal passes the edit process, the system automatically begins the budget checking process.

Note: When the journal completes the journal edit and budget checking processes, the system does several things:

- Updates the Journal Status and Budget Status columns. If the processes pass, the status is V for Valid. If there is an error, the status is E.
- Generates balancing lines, as seen in journal Lines 3 and 4 in the image below. These lines are for accounting purposes only and are not editable. You can ignore these lines.
- Updates the Total Debits and Total Credits column in the Totals section. These amounts must be equal.

Note: If the journal fails either the journal edit or budget checking processes, you are responsible for fixing the error and running the applicable process again. Each process can be run separately by choosing the applicable option from the Process list box.

<table>
<thead>
<tr>
<th>Lines</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>Line</td>
<td>“Unit”</td>
<td>“Ledger”</td>
<td>Amount</td>
<td>SpeedType</td>
<td>Fund</td>
<td>Source</td>
<td>Account</td>
<td>Dept</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>UNOCH</td>
<td>ACTUALS</td>
<td>100.00</td>
<td></td>
<td>27109</td>
<td>14101</td>
<td>538110</td>
<td>310200</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>UNOCH</td>
<td>ACTUALS</td>
<td>100.00</td>
<td></td>
<td>29101</td>
<td>14229</td>
<td>441845</td>
<td>230510</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>UNOCH</td>
<td>ACTUALS</td>
<td>-100.00</td>
<td></td>
<td>27100</td>
<td>14101</td>
<td>111089</td>
<td>310200</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>UNOCH</td>
<td>ACTUALS</td>
<td>100.00</td>
<td></td>
<td>29101</td>
<td>14229</td>
<td>111089</td>
<td>230510</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Totals</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit</td>
<td>Total Lines</td>
<td>Total Debits</td>
<td>Total Credits</td>
<td>Journal Status</td>
<td>Budget Status</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNOCH</td>
<td>4</td>
<td>200.00</td>
<td>200.00</td>
<td>V</td>
<td>V</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

18. Complete the field:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process</td>
<td>Choose <strong>Submit Journal</strong> to submit the journal for approval.</td>
</tr>
</tbody>
</table>

19. Click the **Process** button.
Result: The journal is submitted in the system for approval. Once it is fully approved, it will be picked up by the overnight batch post process and posted.

20. Click the Approval tab.

Result: The system displays the Approval page, which shows the approver for the journal as well as the approval status. The approval status is Pending when the journal is first submitted. The Approval History section maintains the history of approvals for the journal.
21. Click the **Submit** button.

![Image of the Submit button](image)

**Result:** The system displays the departmental approvals

![Image of departmental approvals](image)

**Addendum:**
A journal can have as many lines as needed, as long as the debits equal credits. Below is an example of a journal with more than two lines. Notice that the debit amount is still on Line 1.
Creating a Correcting JE Campus Journal

Overview

Correcting JE campus journals are used to correct journals that are already posted to the general ledger.

The table below shows examples of the types of finance transactions that can be corrected:

<table>
<thead>
<tr>
<th>Correcting JE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposits</td>
<td>Campus Vouchers</td>
</tr>
<tr>
<td>Campus Journals</td>
<td>Travel Vouchers</td>
</tr>
<tr>
<td>Data Collect Batches from Customer Billing</td>
<td>Vendor catalog orders</td>
</tr>
<tr>
<td>Management and Bill Presentation</td>
<td></td>
</tr>
<tr>
<td>Other Data Collect Batch files</td>
<td>Purchase requisitions</td>
</tr>
<tr>
<td>CABS</td>
<td></td>
</tr>
<tr>
<td>PCard transactions</td>
<td></td>
</tr>
</tbody>
</table>

Correcting journals correct the accounting lines in the GL, not the original transaction

When you create a correcting journal, you are correcting the accounting lines on the journal in the general ledger, not the original transaction. For example, if you create a Correcting JE to change the fund and source on a batch file for telecom, the line on the file is not changed, only the accounting lines on the journal that was generated from that file.

The steps for creating a correcting journal are the same as any other journal type, except for the initial step of finding the journal lines that you want to correct.

This requires understanding how to search for the journal lines you need to correct.

Searching for your journal

Finding the journal lines you need to correct can be challenging for some journals because of the number of lines.

The most important rule in finding your journal is to enter as many of the search fields as possible. This document explains the search fields in detail.

You can correct multiple lines at a time. You can correct multiple lines from the same original journal entry or even correct multiple lines from different journal entries using just one Correcting JE.

Note: The original lines to be corrected are limited to entries that posted in either the current or prior fiscal year. Entries older than this will not appear in your search.
results. If you need to make a correction to a journal older than this, the Other Campus JE types can often be used.

**Related Reference**

- For information on how to create a regular campus journal (non-correcting), see *Creating a Campus Journal, page 7*
- For information on editing a journal that has not yet posted to the General Ledger, see *Editing a Campus Journal Not Yet Posted, page 69.*

**Creating a Correcting JE Campus Journal**

Follow these steps to create a correcting JE campus journal:

1. From the Admin WorkCenter home page, choose Finance WorkCenter > General Ledger > Campus Journal Entry

**Campus JE System Page**

2. Complete the field:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Group</td>
<td>Choose Correcting JE.</td>
</tr>
</tbody>
</table>

3. Click the Search Transaction type button.

4. Click the Correcting JE transaction type link.

**Correcting Entry Creation Page**

5. Complete the fields:

   Complete as many of the fields as possible. The system always requires Fiscal Year, Acct Period, and Business Unit and at least one of the following:
- Journal ID
- Doc Type and Document ID
- Fund, Source, and Department
- Project

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year</td>
<td>Look up, or enter, the fiscal year for the transaction.</td>
</tr>
<tr>
<td>(required)</td>
<td></td>
</tr>
<tr>
<td>Acct Period</td>
<td>Enter the accounting period for the transaction. Each month is numbered 1-12</td>
</tr>
<tr>
<td>(required)</td>
<td>with July being 1, August being 2, and so on.</td>
</tr>
<tr>
<td>Business Unit</td>
<td>Enter UNCCH for the University, UNCGA for General Administration, or a</td>
</tr>
<tr>
<td>(required)</td>
<td>Foundation business unit.</td>
</tr>
<tr>
<td>Journal ID</td>
<td>Look up, or enter, the journal ID.</td>
</tr>
<tr>
<td></td>
<td>See Note A at the end of this document for more information.</td>
</tr>
<tr>
<td>Jrnl Source</td>
<td>Look up, or enter, the three-letter journal source code. This is different from</td>
</tr>
<tr>
<td></td>
<td>the source chartfield. See Note B in this document for more details.</td>
</tr>
<tr>
<td></td>
<td>See Note B at the end of this document for more information.</td>
</tr>
<tr>
<td>Doc Type</td>
<td>Select a document type that you want to search for using the document ID below.</td>
</tr>
<tr>
<td></td>
<td>For example, you can select DJ Deposit if you want to search by deposit ID in the</td>
</tr>
<tr>
<td></td>
<td>document ID field.</td>
</tr>
<tr>
<td>Document ID</td>
<td>Enter the document ID that applies to the doc type selected in the field above.</td>
</tr>
<tr>
<td></td>
<td>For example, if you selected DJ Deposit in the doc type field you can enter the</td>
</tr>
<tr>
<td></td>
<td>deposit ID number in the document ID field.</td>
</tr>
<tr>
<td>Account</td>
<td>Look up, or enter, the account chartfield from the transaction.</td>
</tr>
<tr>
<td>Fund</td>
<td>Look up, or enter, the fund chartfield from the transaction.</td>
</tr>
<tr>
<td>Source</td>
<td>Look up, or enter, the source chartfield from the transaction.</td>
</tr>
<tr>
<td>Department</td>
<td>Look up, or enter, the department from the transaction.</td>
</tr>
<tr>
<td>Program</td>
<td>Look up, or enter, the program code for the transaction.</td>
</tr>
<tr>
<td>Project</td>
<td>Look up, or enter, the project ID for the transaction.</td>
</tr>
<tr>
<td>Cost Code 1</td>
<td>Look up, or enter, cost code 1 for the transaction.</td>
</tr>
</tbody>
</table>
In this field: | Do the following:
---|---
Cost Code 2 | Look up, or enter, cost code 2 for the transaction.
Cost Code 3 | Look up, or enter, cost code 3 for the transaction.
Amount | Enter the amount for the transaction.

6. Click the **Search** button.

![Correcting Entry Creation](image)

**Result:** The system displays the search results list. In this example, there are several lines. In some cases, your search might result in many lines, as many as 300. In such a case, scroll to the right and find the line(s) with the **amount** you need to correct.

7. Check the box on the left side of each line that needs to be corrected. In this example, we will select the first two. The system allows you to select up to 300 lines at a time.

8. Click the **Next** button.
Result: The system displays the Correcting Lines for New Journal Screen

Correcting Lines for New Journal Screen

9. The screen will display the first journal entry line selected, showing the chartfield values from the original journal entry above the correcting lines for the new journal.

The system defaults to only displaying one line at a time. If you selected multiple lines on the previous screen, you can use the left and right arrow to scroll through the selected lines or click View All to display them all on the same screen.

Result: If you click View All, the system displays all of the lines previously selected along with the Correcting Lines that allow you to edit each chartfield string.
10. **Scenario 1: You are only correcting one line**

a. Click **Auto Balance** to automatically populate the chartfields with the values used in the original transaction.

b. Edit the fields that you want to change.

**Note:** If you want to distribute the amount of the journal line across several lines, use the + sign to add a new row. The total of the amount fields must equal the amount of the line you selected to correct.
11. **Scenario 2: You want to make the same edits to multiple lines at time**

   a. Check the box to the left of each line that you want the edits applied to.

   ![Copy Chartfields Interface](image)

   b. Click the expand section arrow to the left of **Copy Chartfields** at the top of the screen.

   c. Enter any of the new chartfield values that you want applied to the lines.

   d. Click **Copy to selected line**.
Result: The new values will be added to the chartfields under Correcting Lines for New Journal.

e. Click **Auto Balance** to populate the rest of the chartfields with the values used in the original transaction.
12. Use the 256 character Journal Header Description field to provide detailed header comments that apply to all of the lines being corrected.

**Note:** You will receive an error message if you do not enter anything. Journal Header Description is a required field.

You can then use the 30 character Journal Line Description field at the end of each line to add additional line specific details if necessary.

13. Click the **Save Journal** button.

**Results:**

- The system generates a new journal ID for the correcting journal.
- The system displays the Campus Journal Validation page with the original line(s) and the corrected line(s).
- The Journal Status and Budget Status columns display N for No Status. The journal needs to pass the journal edit and budget checking processes.
14. Attach the required documents by clicking the **Attachments (0)** link and following the steps to upload an attachment.

15. Click the **Process** button.

**Result:** The system displays a popup message.

16. Click the **Yes** button.

**Result:** The system initiates the journal edit process, which checks that the chartfield combination is valid. If the journal passes the edit process, the system automatically begins the budget checking process.
**Note:** When the journal completes the journal edit and budget checking processes, the system does several things:

- Updates the Journal Status and Budget Status columns. If the processes passed, the status is V for Valid. If there is an error, the status is E.
- Generates balancing lines. These lines are for accounting purposes only and are not editable. The creator of the journal can ignore these lines.
- Updates the Total Debits and Total Credits column in the Totals section. These amounts must be equal.

**Note:** If the journal fails either the journal edit or budget checking processes, you are responsible for fixing the error and running the applicable process again. Each process can be run separately by choosing the applicable option from the Process list box.

15. Click the **Approval** tab.

16. Click the **Submit** button.

**Result:** The system shows the approvers for the journal as well as the approval status. The approval status is Pending when the journal is first submitted.
Note A: Follow these steps to find the journal ID by navigating to the Finance WorkCenter > General Ledger > Campus Journal Validation. On the Find an Existing Value tab. Please note the following:

- Most of the search fields contain a list of operands, such as greater than (>), less than (<), contains, and begins with. Use these operands to narrow your search.

- The Journal Header Status and Entered by fields default to a specific value. Most of the time you will want to clear these fields.

- You may or may not be able to easily find the journal ID, depending on the type of journal. Please see the Journal ID explanation below.

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>This is the header business unit, which is UNCCH, UNCGA, or a Foundation business unit.</td>
</tr>
</tbody>
</table>
| Journal ID           | - For campus journals, you can use the operands in the search fields, such as "begins with" or "contains", to find the journal ID, if you don't have a record of it already.  
                        - The journal ID for deposits begins with ARD; for PCard, PCD; for CABS, CAB.  
                        - For CBM charges, the Journal ID is the PS File ID in CBM, but Campus departments do not have visibility to it. |
<p>| Journal Date         | This is a good field to use the &gt; or = operand. For example, if you know the journal was entered sometime after April 1, you could select the &gt; operand, then enter April 1 in the Journal Date field. |
| Doc Sequence Number  | This field is not used.                                                           |</p>
<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Business Unit</td>
<td>This field is useful if you know the line business unit is different from the header business unit.</td>
</tr>
<tr>
<td>Journal Header Status</td>
<td>This field defaults to Valid status. You will want to change this, especially if you are looking for a journal to correct, which would be in Posted status.</td>
</tr>
<tr>
<td>Budget Checking Header Status</td>
<td>A posted journal will have a Budget Status of Valid.</td>
</tr>
<tr>
<td>Source</td>
<td>This is the journal source, not the source chartfield. See Note B in this document for more details.</td>
</tr>
<tr>
<td>Entered By</td>
<td>This field defaults to your user ID. You will want to make this blank or enter the onyen of the person who entered the journal, if you know it.</td>
</tr>
<tr>
<td>Attachments Exist?</td>
<td>Enter Yes or No to find journals with or without attachments.</td>
</tr>
</tbody>
</table>

**Campus Journal Validation**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

**Search Criteria**

- **Business Unit** = UNCCH
- **Journal ID** begins with
- **Journal Date** =
- **Transaction Type** begins with
- **Document Sequence Number** begins with
- **Line Business Unit** =
- **Journal Header Status** = No Status - Needs to be Edited
- **Budget Checking Header Status** =
- **Source** =
- **Entered By** begins with

**Case Sensitive**

[Search] [Clear] [Basic Search] [Save Search Criteria]

**Note B:** The Source indicates where the journal originated from, such as Accounts Receivable for deposits, the General Ledger for campus journal, a file from Customer Billing Management, or another data collect batch file. The tables below list all the source codes.
<table>
<thead>
<tr>
<th>Transaction</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposits</td>
<td>ARD</td>
</tr>
<tr>
<td>PCard</td>
<td>PCD</td>
</tr>
<tr>
<td>CABS</td>
<td>CAB</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Journals</td>
<td>JBL - Billing</td>
</tr>
<tr>
<td></td>
<td>JBS - Billing State Receipts</td>
</tr>
<tr>
<td></td>
<td>JCA - Cash Advance Settlement</td>
</tr>
<tr>
<td></td>
<td>JCR - Correcting JE</td>
</tr>
<tr>
<td></td>
<td>JSR - Residual Transfer</td>
</tr>
<tr>
<td></td>
<td>JOT - Other (intraunit and interunit)</td>
</tr>
<tr>
<td></td>
<td>JUP - University Endowment Income to Principal Account</td>
</tr>
<tr>
<td></td>
<td>JUI - University Endowment Inc to University Endowment Income Acct</td>
</tr>
<tr>
<td></td>
<td>JAP - Agency Endowment Inc to Agency Endowment Principal Account</td>
</tr>
<tr>
<td></td>
<td>JFA - Foundation Allocation to University</td>
</tr>
<tr>
<td></td>
<td>JGG - Gift to Gift</td>
</tr>
<tr>
<td>Transaction</td>
<td>Source</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Data Collect Batches from Customer Billing Management and Bill Presentation</td>
<td>AR3 - Gases Cylinder Rentals</td>
</tr>
<tr>
<td></td>
<td>ARG - AirGas National Welders</td>
</tr>
<tr>
<td></td>
<td>AUX - Carolina Dining Services</td>
</tr>
<tr>
<td></td>
<td>BKP - Iron Mountain Renewal</td>
</tr>
<tr>
<td></td>
<td>CAB - Central Airfare Billing</td>
</tr>
<tr>
<td></td>
<td>CCC - Carolina Copy</td>
</tr>
<tr>
<td></td>
<td>CEU - Friday Cntr Continuing Ed</td>
</tr>
<tr>
<td></td>
<td>CIP - Facilities - Capitol Project Building</td>
</tr>
<tr>
<td></td>
<td>CRC - ITS Computer Repair Center</td>
</tr>
<tr>
<td></td>
<td>CWS - Carolina Works</td>
</tr>
<tr>
<td></td>
<td>DIS - ITS CRC Dispatch</td>
</tr>
<tr>
<td></td>
<td>DPS - Dept of Public Safety</td>
</tr>
<tr>
<td></td>
<td>ECD B-eCommerce Dept Default</td>
</tr>
<tr>
<td></td>
<td>EHS - Environment, Health and Safety</td>
</tr>
<tr>
<td></td>
<td>ENT - Enterprise Rental Vehicles - Motor Pool</td>
</tr>
<tr>
<td></td>
<td>FBA - Faculty Benefits</td>
</tr>
<tr>
<td></td>
<td>FRI - Friday Center</td>
</tr>
<tr>
<td></td>
<td>FSB - AIM Work Management System</td>
</tr>
<tr>
<td></td>
<td>FUL - Wex (Fuel Cards)</td>
</tr>
<tr>
<td></td>
<td>FWS - Federal Work Study</td>
</tr>
<tr>
<td></td>
<td>GRD - GradStar</td>
</tr>
<tr>
<td></td>
<td>GSP - Graduate Student Health Insurance</td>
</tr>
<tr>
<td></td>
<td>HFP - APCF Charge From Hospital</td>
</tr>
<tr>
<td></td>
<td>HRB - Human Resources Background Check</td>
</tr>
<tr>
<td></td>
<td>INN - Carolina Inn</td>
</tr>
<tr>
<td></td>
<td>INR - Carolina Inn - Room Charge</td>
</tr>
<tr>
<td></td>
<td>LSV - Laundry Services</td>
</tr>
<tr>
<td></td>
<td>OC1 - OneCard 1</td>
</tr>
<tr>
<td></td>
<td>PCD - Procurement Card</td>
</tr>
<tr>
<td>Transaction</td>
<td>Source</td>
</tr>
<tr>
<td>-------------</td>
<td>--------</td>
</tr>
<tr>
<td>PRK - Transportation and Parking</td>
<td></td>
</tr>
<tr>
<td>PRT - Printing Services</td>
<td></td>
</tr>
<tr>
<td>RFS - Remedy License Renewal</td>
<td></td>
</tr>
<tr>
<td>SSC - Student Stores</td>
<td></td>
</tr>
<tr>
<td>TEL - Telecom Charges</td>
<td></td>
</tr>
<tr>
<td>TLE - Telecom Encumbrances - Create CGS</td>
<td></td>
</tr>
<tr>
<td>UMS - University Mail Services</td>
<td></td>
</tr>
<tr>
<td>USS - Student Stores Barnes and Noble College</td>
<td></td>
</tr>
<tr>
<td>UTL - Campus Utilities</td>
<td></td>
</tr>
<tr>
<td>VWC - Ecommerce VWR-CBM</td>
<td></td>
</tr>
<tr>
<td>VWD - Ecommerce VWR - CBM</td>
<td></td>
</tr>
<tr>
<td>Transaction</td>
<td>Source</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>-------------------------------------------------</td>
</tr>
<tr>
<td>Other Data Collect Batches</td>
<td>ANI - Lineberger Animal Experiment</td>
</tr>
<tr>
<td></td>
<td>ATH - Athletics Diners Club Card</td>
</tr>
<tr>
<td></td>
<td>BNY - BNY Mellon Investment</td>
</tr>
<tr>
<td></td>
<td>CAB - Central Airfare Billing</td>
</tr>
<tr>
<td></td>
<td>DEV - University Development</td>
</tr>
<tr>
<td></td>
<td>DIG - Lineberger Digital Imaging</td>
</tr>
<tr>
<td></td>
<td>DNA - Lineberger DNA Sequencing Center</td>
</tr>
<tr>
<td></td>
<td>DRC - Computer Services</td>
</tr>
<tr>
<td></td>
<td>DSI - Debt Service Interest</td>
</tr>
<tr>
<td></td>
<td>DSP - Debt Service Principal</td>
</tr>
<tr>
<td></td>
<td>ECS - ECSI</td>
</tr>
<tr>
<td></td>
<td>ELE - Lineberger Electron Microscopy</td>
</tr>
<tr>
<td></td>
<td>FBA - Faculty Benefits</td>
</tr>
<tr>
<td></td>
<td>FLW - Flow Cytometry</td>
</tr>
<tr>
<td></td>
<td>FSE - Facilities Liquidations</td>
</tr>
<tr>
<td></td>
<td>GAI - General Administration</td>
</tr>
<tr>
<td></td>
<td>GEN - Lineberger Genomics</td>
</tr>
<tr>
<td></td>
<td>GFT - Gift Assessment</td>
</tr>
<tr>
<td></td>
<td>GRD - GradStar</td>
</tr>
<tr>
<td></td>
<td>GSP - Grad Student Health Insurance</td>
</tr>
<tr>
<td></td>
<td>HAI - Lineberger CHAI</td>
</tr>
<tr>
<td></td>
<td>HC1 - UNC Hospital-Healthcare</td>
</tr>
<tr>
<td></td>
<td>HC2 - UNC Hospital-Resident</td>
</tr>
<tr>
<td></td>
<td>HLL - Leave Liability Interface</td>
</tr>
<tr>
<td></td>
<td>HRB - OHR Background Check</td>
</tr>
<tr>
<td></td>
<td>HST - Lineberger Histopath</td>
</tr>
<tr>
<td></td>
<td>ILB - Ilabs_replace FLW and BRI</td>
</tr>
<tr>
<td></td>
<td>IRC - Treasury &amp; Risk - Insurance Chargeback</td>
</tr>
<tr>
<td></td>
<td>IRP - Treasury &amp; Risk - Fire Protection Grant</td>
</tr>
<tr>
<td>Transaction</td>
<td>Source</td>
</tr>
<tr>
<td>-------------</td>
<td>--------</td>
</tr>
<tr>
<td>LAM</td>
<td>Lab Animal Medicine</td>
</tr>
<tr>
<td>MCE</td>
<td>SOM external Contracts AR File</td>
</tr>
<tr>
<td>MLR</td>
<td>Lineberger Cancer Center-Dept. Deposit</td>
</tr>
<tr>
<td>NUC</td>
<td>Lineberger Nucleic Acids</td>
</tr>
<tr>
<td>OC2</td>
<td>OneCard 2</td>
</tr>
<tr>
<td>OIS</td>
<td>SOM Information Systems</td>
</tr>
<tr>
<td>ONC</td>
<td>Lineberger Protocol Oncology</td>
</tr>
<tr>
<td>PNA</td>
<td>UNC Faculty Physicians</td>
</tr>
<tr>
<td>REL</td>
<td>UNC Creative</td>
</tr>
<tr>
<td>RFE</td>
<td>Lineberger FedEx &amp; Xerox Charges</td>
</tr>
<tr>
<td>RVY</td>
<td>Lineberger Retrovirology</td>
</tr>
<tr>
<td>SMR</td>
<td>SOM Core Facility Recharge</td>
</tr>
<tr>
<td>SOG</td>
<td>SOG Netsuite</td>
</tr>
<tr>
<td>SOP</td>
<td>Lineberger Pharmacology</td>
</tr>
<tr>
<td>SUR</td>
<td>Surplus Property Mgmt Sys</td>
</tr>
<tr>
<td>TIS</td>
<td>Lineberger Tissue Culture</td>
</tr>
<tr>
<td>TLL</td>
<td>Telecom Encumbrances</td>
</tr>
<tr>
<td>TPL</td>
<td>Lineberger Anatomic Pathology</td>
</tr>
<tr>
<td>TPR</td>
<td>Lineberger Tissue Procurement</td>
</tr>
<tr>
<td>UAS</td>
<td>Unit Accounting System</td>
</tr>
<tr>
<td>UTL</td>
<td>Campus Utilities</td>
</tr>
<tr>
<td>VIR</td>
<td>Lineberger Vironomics</td>
</tr>
</tbody>
</table>
Creating an OSR Residual Transfer Journal

Overview

A Residual Transfer journal is a journal entered for the purpose of transferring unused funds from a grant once the grant end date has been reached.

The Office of Sponsored Research (OSR) has two policies related to transferring unused grant funds. Unused funds can be transferred for fixed price contracts and industry funded clinical trials. Please see the full OSR policies at:

- http://research.unc.edu/offices/sponsored-research/policies-procedures/section-700/policy-4/

Per OSR policy 700.4, when entering a Residual Transfer journal, the following conditions must be met:

- All direct charges and project revenue are properly accounted for
- All indirect costs are recovered by the University at the standard published rates (i.e. on or off-campus federal negotiated or industry clinical trial)
- All project deliverables have been provided to the sponsor
- All project payments have been received from the sponsor
- All project closeout documents have been provided to the OSR
- The sponsored agreement does not stipulate otherwise

Creating an OSR Residual Transfer Journal

Follow these steps to create an OSR Residual Transfer journal:

1. From the Admin WorkCenter home page, choose Finance WorkCenter > General Ledger > Campus Journal Entry

Campus JE System Page

2. Choose Office of Sponsored Research from the Transaction Group dropdown menu.
3. Click the Search Transaction type button.
4. Click the **RESIDUAL** link.

5. Complete the amount and chartfields for line 1, the debit line. This is the chartfield string with the residual funds, which includes the PC BU, Project ID, and Activity.

   **Note:** The account for this chartfield string is always 582110.

6. Click the **Auto Balance** button.

7. Complete the chartfields for line 2, the credit line. This is the chartfield string where you are transferring the residual funds to. These chartfields are:
- Fund: 24100
- Source range: 16000 - 16499
- Account: 482110
- Department: your department

8. Click the **Save Journal** button.

![Journal Entry Creation](image)

9. Attach the necessary documents by clicking the **Attachments (0)** link and taking the necessary steps.

   **Note:** Attachments are required for all Residual Transfer journals. You need to attach documents explaining the unused funds, and any required signed documents authorizing the transfer.

   Residual amounts greater than 10% of the grant typically require more justification.

10. Ensure the **Edit Journal** option is defaulted in the Process field, and click the **Process** button.

![Campus Journal Validation](image)

   **Result:** The system displays a popup message.

11. Click the **Yes** button.
12. Once the edit and budget checking processes have run, ensure the **Journal Status** and **Budget Status** fields are V, for Valid. If either field shows an E for Error, you need to resolve the error and rerun either the Edit Journal or Budget Check Journal process.

![Image of journal status and budget status fields]

13. Click the **Approval** tab.

14. Click the **Submit** button to submit the journal for approval.

![Image of approval tab]

**Result:** The system displays the approvers for the journal. Residual Transfer journals require approval from the department and OSR.
### Approval Status

<table>
<thead>
<tr>
<th>Unit</th>
<th>Approval Check Active</th>
<th>Approval Status</th>
<th>Approval Action</th>
<th>Deby Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNCCH</td>
<td>Y</td>
<td>Pending Approval</td>
<td>Approve</td>
<td></td>
</tr>
</tbody>
</table>

254 characters remaining

### Departmental Approval Stage

**Unit UNCCH, ID 0000542015, Date 2019-05-03, Line Unit UNCCH: Pending**

**PreAudit Stage**

**Unit UNCCH, ID 0000542015, Date 2019-05-03, Line Unit UNCCH: Awaiting Further Approvals**

**Approval History**
Understanding Cash Advances

Overview

Cash advances are used for several purposes by campus departments, such as group travel, gift cards, and subject payments.

To request a cash advance, you enter a campus voucher. To settle the cash advance, you enter campus journal. If the final amount expended is greater than the original advance, you enter a second campus voucher for the additional amount, as well as a campus journal for the settlement.

If the amount expended is less than the original advance, you enter a university deposit for the unused funds, as well as a campus journal for the settlement.

The graphic below illustrates this process.

Cash Advance Process
There are a few specific account codes used for cash advances. It is important to enter the correct account code so that the accounting for the cash advance transactions and the settlement are correct. The tables below show the accounting for the three different categories of cash advances: 1) non-OSR Cash Advance; 2) OSR - Cash Advance; and 3) OSR-Travel Advance-non UNC Employee.

The scenarios and steps are the same for each of the categories, but the cash advance account codes change. Also, the expense account used varies depending on what you are using the cash advance for.

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

Use one of the allowable expense account codes

44
<table>
<thead>
<tr>
<th>Scenario</th>
<th>Steps</th>
<th>Account Code</th>
<th>Amount</th>
<th>Debit or Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scenario 1:</strong> Expenses equal Cash Advance</td>
<td>1. Enter a campus voucher to request the cash advance</td>
<td>559510</td>
<td>$200.00</td>
<td>Debit</td>
</tr>
<tr>
<td></td>
<td>2. Enter campus journal to settle the cash advance</td>
<td>514810</td>
<td>$200.00</td>
<td>Debit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>559510</td>
<td>($200.00)</td>
<td>Credit</td>
</tr>
<tr>
<td><strong>Scenario 2:</strong> Expenses less than the Cash Advance</td>
<td>1. Enter a campus voucher to request the cash advance</td>
<td>559510</td>
<td>$200.00</td>
<td>Debit</td>
</tr>
<tr>
<td></td>
<td>2. Enter a university deposit for the difference</td>
<td>559510</td>
<td>($50.00)</td>
<td>Credit</td>
</tr>
<tr>
<td></td>
<td>3. Enter campus journal to settle the cash advance</td>
<td>514810</td>
<td>$150.00</td>
<td>Debit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>559510</td>
<td>($150.00)</td>
<td>Credit</td>
</tr>
<tr>
<td><strong>Scenario 3:</strong> Expenses greater than the Cash Advance</td>
<td>1. Enter a campus voucher to request the cash advance</td>
<td>559510</td>
<td>$200.00</td>
<td>Debit</td>
</tr>
<tr>
<td></td>
<td>2. Enter a campus voucher for the additional amount</td>
<td>559510</td>
<td>$50.00</td>
<td>Debit</td>
</tr>
<tr>
<td></td>
<td>3. Enter campus journal to settle the cash advance</td>
<td>514810</td>
<td>$250.00</td>
<td>Debit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>559510</td>
<td>($250.00)</td>
<td>Credit</td>
</tr>
</tbody>
</table>

Use one of the allowable expense account codes
The debit line of the settlement journal books the expense, so you need to enter the applicable account code for that expense, such as travel or gift cards. There is a list of allowable expense accounts for cash advances. These are listed in the table below.

The credit line relieves the cash advance.

---

### Cash advance account to use when the cash advance is OSR – Travel Advance – non UNC Employee

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Steps</th>
<th>Account Code</th>
<th>Amount</th>
<th>Debit or Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scenario 1:</strong> Expenses equal Cash Advance</td>
<td>1. Enter a campus voucher to request the cash advance</td>
<td>559511</td>
<td>$200.00</td>
<td>Debit</td>
</tr>
<tr>
<td></td>
<td>2. Enter campus journal to settle the cash advance</td>
<td>514810</td>
<td>$200.00</td>
<td>Debit</td>
</tr>
<tr>
<td></td>
<td>[559511]</td>
<td>559511</td>
<td>($200.00)</td>
<td>Credit</td>
</tr>
<tr>
<td><strong>Scenario 2:</strong> Expenses less than the Cash Advance</td>
<td>1. Enter a campus voucher to request the cash advance</td>
<td>559511</td>
<td>$200.00</td>
<td>Debit</td>
</tr>
<tr>
<td></td>
<td>2. Enter a university deposit for the difference</td>
<td>559511</td>
<td>($50.00)</td>
<td>Credit</td>
</tr>
<tr>
<td></td>
<td>3. Enter campus journal to settle the cash advance</td>
<td>514810</td>
<td>$150.00</td>
<td>Debit</td>
</tr>
<tr>
<td></td>
<td>[559511]</td>
<td>559511</td>
<td>($150.00)</td>
<td>Credit</td>
</tr>
<tr>
<td><strong>Scenario 3:</strong> Expenses greater than the Cash Advance</td>
<td>1. Enter a campus voucher to request the cash advance</td>
<td>559511</td>
<td>$200.00</td>
<td>Debit</td>
</tr>
<tr>
<td></td>
<td>2. Enter a campus voucher for the additional amount</td>
<td>559511</td>
<td>$50.00</td>
<td>Debit</td>
</tr>
<tr>
<td></td>
<td>3. Enter campus journal to settle the cash advance</td>
<td>514810</td>
<td>$250.00</td>
<td>Debit</td>
</tr>
<tr>
<td></td>
<td>[559511]</td>
<td>559511</td>
<td>($250.00)</td>
<td>Credit</td>
</tr>
</tbody>
</table>

---

*Use one of the allowable expense account codes*
There are specific naming conventions for certain lines in the cash advance documents. These conventions need to be followed in order for the documents to be approved. The table below shows the required conventions. One key point is that the Line Description is the same for all documents related to a single cash advance.

<table>
<thead>
<tr>
<th>Allowable Account Codes</th>
<th>Description</th>
<th>OSR/non-OSR</th>
</tr>
</thead>
<tbody>
<tr>
<td>514810</td>
<td>Study Subject Payments</td>
<td>OSR or non-OSR</td>
</tr>
<tr>
<td>514820</td>
<td>Study Subject Expenses</td>
<td>OSR or non-OSR</td>
</tr>
<tr>
<td>537210</td>
<td>Supplies—Educational/ Research</td>
<td>OSR or non-OSR</td>
</tr>
<tr>
<td>558914</td>
<td>Miscellaneous Services</td>
<td>OSR or non-OSR</td>
</tr>
<tr>
<td>522917</td>
<td>HCS Contract Serv Other Comp</td>
<td>non-OSR only</td>
</tr>
<tr>
<td>558410</td>
<td>Employee Recognition Award</td>
<td>non-OSR only</td>
</tr>
<tr>
<td>558921</td>
<td>Meetings and Amenities</td>
<td>non-OSR only</td>
</tr>
<tr>
<td>558924</td>
<td>Employee Non Cash Awards</td>
<td>non-OSR only</td>
</tr>
<tr>
<td>558933</td>
<td>Exchange Student Expense</td>
<td>non-OSR only</td>
</tr>
<tr>
<td>569190</td>
<td>Awards - Student</td>
<td>non-OSR only</td>
</tr>
</tbody>
</table>
Monitoring Cash Advance Requests

The Open Item Status page in the General Ledger shows any cash advances that have been entered in the system. You can search for cash advances on this page by one or a combination of chartfields, or by Open Item number. The Open Item number is the Supplier ID of the employee that received the cash advance.

Additional Resources

- For how to create a campus voucher for a cash advance, see Creating a Campus Voucher for Cash Advances, page 1.

- For how to create a university deposit for unused funds of a cash advance, see Creating a Deposit for Cash Advances, page 1.

- For how to create a campus journal to settle a cash advance, see Creating a Cash Advance Settlement Journal, page 1.
For how to review the open items related to a cash advance, see *Reviewing Cash Advances, page 1.*
Creating a Gift to Gift Journal

Overview

This document explains the Gift to Gift journal. More than other Campus Journal types, it is important that you understand the impact of a Gift to Gift journal, and whether it is the right process for your business purpose. Misusing the Gift to Gift journal will impact the fund balance of your Source, or Source/Department combination, in ways you did not intend.

The basic purpose of a Gift to Gift journal is to transfer funds from one Source to another, or one Source/Department combination to another. However, there is more than one way to give spending authority from a Source. Depending on how you want to manage your Source, a Gift to Gift journal may or may not be the right process.

Ledgers and their relevance to Gift to Gift Journals

In Connect Carolina, there are two ledgers, Commitment Control and Actuals. The Actuals ledger is our official book of record, and for trust funds, shows the life-to-date net worth of a fund. Commitment Control ledgers, on the other hand, are used to manage to a budgeted amount for a specific time period.

When you enter a Gift to Gift journal, you impact the fund balance of the Source, or Source/Department combination, in the Actuals ledger. The fund balance of the Source is either increased or decreased. In addition, the activity of the funds that you transfer, such as purchase requisitions and vouchers, is no longer visible from your Source. In essence, when you do a Gift to Gift journal, you lose management control over that amount to a large degree.

However, if you want to maintain the fund balance of your Source and still give another Source, or Source/Department combination, a budgeted amount to spend, you can enter a budget transfer rather than a Gift to Gift journal. This leaves the fund balance for the Source in the Actuals ledger, yet establishes a budget in the Commitment Control ledgers for the other Source, or Source/Department combination.

How to transfer funds using a Gift to Gift Journal

This section explains how to transfer funds using a Gift to Gift journal. Please read the previous section to determine if this is the right process to meet your business objective. As mentioned in the previous section, misusing a Gift to Gift journal will impact the fund balance of your Source in ways you did not intend.

As explained in the previous section, a Gift to Gift journal increases or decreases the fund balance in the Actuals ledger. However, a Gift to Gift journal does not automatically transfer budget to the Commitment Control ledgers. In many cases, you will have to enter a budget journal or a budget transfer in Commitment Control to establish budget in the amount of your Gift to Gift journal.
The determining factor for how to establish budget in the amount of your Gift to Gift journal is whether the Sources on your journal are set up with Associated Revenue. Associated Revenue automatically creates expense budget when a Gift to Gift journal is entered. So, any line on your journal with a Source set up for Associated Revenue does not require a separate budget transaction in Commitment Control.

A typical Gift to Gift journal has two lines, a debit and credit line. The debit line goes on Line 1 and is the Source, or Source/Department combination, you are transferring from. The credit line goes on Line 2, and is the Source, or Source/Department combination you are transferring to.

Either one, both, or neither of your journal lines may be set up with Associated Revenue.

The table below explains what budget transaction is required to transfer budget related to your Gift to Gift journal. The criteria is whether the Sources on your Gift to Gift journal have Associated Revenue. For more on how to see if a Source is set up with Associated Revenue, see Associated Budgets.

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Scenario Description</th>
<th>To transfer funds from the Actuals ledger:</th>
<th>To establish budget:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Both the debit and credit lines have Associated Revenue</td>
<td>Enter a Gift to Gift Journal</td>
<td>Do nothing.</td>
</tr>
<tr>
<td>2</td>
<td>Only the debit line has Associated Revenue</td>
<td>Enter a Gift to Gift Journal</td>
<td>Enter a budget journal with the chartfield string from the credit line of the Gift to Gift journal. The amount of the budget journal is positive, so as to increase the expense budget.</td>
</tr>
<tr>
<td>3</td>
<td>Only the credit line has Associated Revenue</td>
<td>Enter a Gift to Gift Journal</td>
<td>Enter a budget journal with the chartfield string from the debit line of the Gift to Gift journal. The amount of the budget journal is negative, so as to decrease the expense budget.</td>
</tr>
<tr>
<td>4</td>
<td>Neither the debit nor credit line has Associated Revenue</td>
<td>Enter a Gift to Gift Journal</td>
<td>Enter a budget transfer with the same chartfield strings as the Gift to Gift journal. On the budget transfer, the amount from the debit line of the Gift to Gift journal should be negative, and the amount from the credit line should be positive. The signs on the budget transfer are opposite from the Gift to gift journal.</td>
</tr>
</tbody>
</table>

**Note:**

- For the complete procedure on how to enter a budget journal, see *Entering or Modifying Budget Journals, page 1*.
- For the complete procedure on how to enter a budget transfer, see *Entering or Modifying Budget Transfers, page 1*.

**Creating a Gift to Gift Journal**

Follow these steps to create a Gift to Gift journal:

1. From the Admin WorkCenter home page, choose Finance WorkCenter & General Ledger & Campus Journal Entry

**Campus JE System Page**

2. Choose Trust & Special Funds Transfer from the Transaction Group menu.

3. Click the Search Transaction type button.

**Campus JE System**

| Transaction Group: | Trust & Special Funds Transfer | Search Transaction type |

4. Click the Gift to Gift link.
Result: The system displays the Journal Entry Creation page, which is where you enter the journal information.

Journal Entry Creation Page

5. Complete the fields. Always enter the debit line on the first line. The debit line is the Source, or Source/Department combination, you are transferring the fund from.

<table>
<thead>
<tr>
<th>In this field</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Header Business Unit</td>
<td>Enter UNCCH for the University, UNCGA for General Administration, or a Foundation business unit.</td>
</tr>
<tr>
<td>Header Journal Date</td>
<td>Leave the default value of today's date.</td>
</tr>
<tr>
<td>Unit</td>
<td>Leave the default value, which is based on your entry in the header business unit.</td>
</tr>
<tr>
<td>Amount</td>
<td>Enter the amount for the journal line.</td>
</tr>
<tr>
<td>Fund</td>
<td>Look up, or enter, the fund for the journal line.</td>
</tr>
<tr>
<td>Source</td>
<td>Look up, or enter, the source for the journal line.</td>
</tr>
<tr>
<td>Account</td>
<td>Look up, or enter, the account for the journal line.</td>
</tr>
<tr>
<td>Dept</td>
<td>Look up, or enter, the department for the journal line.</td>
</tr>
<tr>
<td>PC BU</td>
<td>This chartfield is not used for Gift to Gift journals.</td>
</tr>
<tr>
<td>Project ID</td>
<td>This chartfield is not used for Gift to Gift journals.</td>
</tr>
<tr>
<td>Activity ID</td>
<td>This chartfield is not used for Gift to Gift journals.</td>
</tr>
</tbody>
</table>
6. Click the **Auto Balance** button.

7. Enter the second line of the journal. This is the credit line. This line should be the Source, or Source/Department combination, you are transferring money to.

8. Click the **Save Journal** button.

9. Click the **Attachments (0)** link.

10. Click the **Add Attachment** button.
11. Click the **Choose File** button and search for your supporting document.
12. Click the **Upload** button.

![File Attachment](image)

13. Enter a description.
14. Click the **OK** button.

![Journal Entry Attachments](image)

13. Leave the Process field with the default of Edit Journal, and click the **Process** button.
Result: The system displays a popup message.

14. Click the **Yes** button.

Result: The edit and budget checking processes have run. Ensure the Journal Status and Budget Status fields are **V**, for Valid. If either field shows an **E** for Error, you need to resolve the error and rerun either the Edit Journal or Budget Check Journal process.

15. Click the **Approval** tab.

16. From the Approval tab, click the **Submit** button.
**Result:** The system displays the approvers for the journal. Once the journal is fully approved, it will be posted in overnight processing to the Actuals journal.

Note: Per the explanation in this document, you may also need to enter a budget journal or budget transfer in addition to a Gift to Gift journal.

**How to Identify Whether a Source is set up for Associated Revenue**

The Associated Budgets table in ConnectCarolina contains the chartfield strings set up with Associated Revenue. You can use this table to identify whether the chartfield strings in your Gift to Gift journal are set up with Associated Revenue, then take the appropriate action to increase or decrease the expense budget.

Follow these steps to identify whether your chartfield string is set up with Associated Revenue:

1. Using the tool bar on the top right, click the **Navbar** icon (the one that looks like a compass).
2. On the Navbar, click the **Navigator** icon which opens the menu.
3. Choose this menu option:
Finance Menu > Commitment Control > Define Control Budgets > Associated Budgets

4. Click on the **Find an Existing Value** tab.

5. Select **UNCCH** for the Business Unit search icon.

6. Select **FAST_REV** from the Ledger Group search icon.

7. Click **Search**.

8. Select the **Budget Period** link.

**Result:** The system displays the results on the Commitment Control Associated Budgets page.

9. Click the **Source** header column so that the sources sort in alphabetical order.
10. Click the **Search** icon.

Result: The system displays a popup message.

11. Enter the source that is in your chartfield string.
12. Click the **OK** button.

**Results:** If your source exists within a chartfield string that is set up for Automatic Budget Create, the system will bring that source to the top row, as in the screen below.

Caution! The fund, source, department, and program of your chartfield string must match exactly to what is on this table. If your chartfield string with fund, source, department, and program (if applicable) does not exist as one chartfield string on this table, then the chartfield string is not set up for Automatic Budget Create.

13. Repeat steps one through nine for all the chartfield strings of your transfer. You need to know whether each string is set up for Automatic Budget Create in order to manage the expense budgets correctly.

**Note:** If the source you enter is not part of a chartfield string that is set up for Automatic Budget Create, the system displays the message below.
Creating an Interunit Campus Journal

Overview

Interunit journals move funds from one business unit to another. The business units in ConnectCarolina are: UNCCH for the University, UNCGA for General Administration, and a unique business unit for each foundation. An example of a Foundation business unit is CHBUS for the Chapel Hill Business Foundation.

Interunit journals are unique in that they require you to complete the Affiliate field on each line of the interunit transaction with the balancing business unit. For example, for an interunit transaction between business units CHBUS and CHLAW, you must enter the following in the Affiliate field on each line:

<table>
<thead>
<tr>
<th>Line</th>
<th>Business Unit field</th>
<th>Affiliate field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line 1</td>
<td>CHBUS</td>
<td>CHLAW</td>
</tr>
<tr>
<td>Line 2</td>
<td>CHLAW</td>
<td>CHBUS</td>
</tr>
</tbody>
</table>

**Caution!** For an interunit journal, the business unit the funds are being transferred **from** should be on line 1. The business unit the funds are being transferred **to** should be on line 2.

The header business unit needs to be on at least one of the journal lines. The header business unit defaults on the first line.

Creating an Interunit Campus Journal

Follow these steps to create an interunit campus journal:

1. From the Admin WorkCenter home page, choose **Finance WorkCenter > General Ledger > Campus Journal Entry**

Campus JE System Page

2. Choose a Transaction Group from the list box:

3. Click the **Search Transaction type** button.
4. Click the link for a transaction type.

![Campus JE System](image)

**Result:** The system displays the Journal Entry Creation page, which is where you enter the journal information.

**Journal Entry Creation page**

5. Complete the fields:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>Enter the business unit the funds are being transferred from.</td>
</tr>
<tr>
<td>Journal Date</td>
<td>Leave the default value of today's date.</td>
</tr>
<tr>
<td>Unit</td>
<td>This field's value defaults based on your entry in the business unit field. Leave the defaulted value.</td>
</tr>
<tr>
<td>Amount</td>
<td>Enter the amount for the journal line.</td>
</tr>
<tr>
<td>Fund</td>
<td>Look up, or enter, the fund for the journal line.</td>
</tr>
<tr>
<td>Source</td>
<td>Look up, or enter, the source for the journal line.</td>
</tr>
<tr>
<td>Account</td>
<td>Look up, or enter, the account for the journal line.</td>
</tr>
<tr>
<td>Dept</td>
<td>Look up, or enter, the department for the journal line.</td>
</tr>
</tbody>
</table>

6. Click the **Auto Balance** button.
Result: The system displays a second line and copies the chartfields from the original line to the second line. It also copies the amount from the original line and makes it a negative amount.

7. In line 2, enter the business unit the funds are being transferred to.

8. Edit the rest of the chartfields on line 2, as needed.

9. Scroll to the right to view the Affiliate field.

10. Enter the balancing business units in the Affiliate field in lines 1 and 2.

11. Click the Save Journal button.

Results:

- The system generates a journal ID.
- The system displays the Journal Status and Budget Status columns as N for Not Checked / Edit Required. You must run the journal edit and budget checking processes for the journal.

12. Attach the required documentation by clicking the Attachments (0) link and following the steps to upload an attachment.
13. Complete the field:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process</td>
<td>Choose <strong>Edit Journal</strong>.</td>
</tr>
</tbody>
</table>

**Note:** If the journal edit process passes, the system automatically initiates the budget checking process. These processes can be run separately if necessary, such as when the journal passes the edit process but fails the budget checking process.

14. Click the **Process** button.

![Campus Journal Validation form](image)

**Result:** The system displays a popup message.

15. Click the **Yes** button.

![Popup message](image)

**Results:**
- The system has generated the balancing lines.
- The system has updated the Total Lines column.
- The Journal Status and Budget Status both display V for Valid. This means the journal has passed both the journal edit and budget checking processes and can be submitted for approval.

16. Complete the field:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process</td>
<td>Choose Submit Journal.</td>
</tr>
</tbody>
</table>

17. Click the Process button.

Result: The system submits the journal for approval.
Editing a Campus Journal Not Yet Posted

Overview

You can edit a journal up until the point it is posted. Once a journal is in Posted status you cannot edit it. If you need to edit a posted journal, you would create another journal using one of the correcting journal types.

When any change is made to a journal before it is posted, the system resets the Journal Status and Budget Status to N for Needs Checked/Edit Required and re-initializes the workflow process. The journal must pass the journal edit and budget checking processes again. If any approvers have approved the journal, they will need to approve it again.

Once the edited journal contains a Journal Status and Budget Status of V for Valid, you can submit the journal for approval. Once the journal is fully approved, it is picked up by the batch post process and posted.

Related Reference

- For information on correcting a journal that has already posted, see Creating a Correcting JE Campus Journal.

Editing a Campus Journal Not Yet Posted

Follow these steps to edit a campus journal not yet posted:

1. From the Admin WorkCenter home page, choose Finance WorkCenter > General Ledger > Campus Journal Validation

Find an Existing Value Tab

2. Complete the Business Unit field, and as many other fields as necessary to refine your search results.

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>Enter UNCCCH for the University, UNCGA for General Administration, or a foundation business unit.</td>
</tr>
<tr>
<td>Journal ID</td>
<td>If you know it, enter the journal ID.</td>
</tr>
<tr>
<td>Journal Date</td>
<td>If you know it, enter the journal date.</td>
</tr>
<tr>
<td>Transaction Type</td>
<td>Look up, or enter, the transaction type of the journal.</td>
</tr>
</tbody>
</table>
### In this field: Do the following:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Sequence Number</td>
<td>For Correcting JE transactions, the document sequence number is the original transaction ID. For example, if Journal ID 0000000029 is corrected, then 0000000029 is populated in the Document Sequence Number field on the corrected journal. If you know it, enter the document sequence number.</td>
</tr>
<tr>
<td>Line Business Unit</td>
<td>Look up, or enter, the business unit of a specific line of the journal.</td>
</tr>
<tr>
<td>Journal Header Status</td>
<td>If you know it, choose the header status of the journal. Note: Journals in Posted status cannot be edited.</td>
</tr>
<tr>
<td>Budget Checking Header Status</td>
<td>If you know it, choose the budget checking header status of the journal.</td>
</tr>
<tr>
<td>Source</td>
<td>Look up, or enter, the journal source.</td>
</tr>
<tr>
<td>Entered By</td>
<td>Look up, or enter, the user ID of the person who entered the journal.</td>
</tr>
</tbody>
</table>

3. Click the **Search** button.
**Result:** The system displays the search results list, or goes directly to the Campus Journal Validation page if the search results yield just one journal.

If a search results list appears, click on the journal you want to edit.

**Campus Journal Validation Page**

4. Edit the journal as needed.

5. Click the **Save** button.

**Result:** The system displays a confirmation window indicating the edited journal is saved.

6. Click the **OK** button.

**Result:** The system resets the Journal Status and Budget Status columns to N for Needs Checked/Edit Required. You must send the journal back through journal edit and budget checking processes.
7. Complete the field:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process</td>
<td>Choose Edit Journal.</td>
</tr>
</tbody>
</table>

8. Click the **Process** button.

**Result:** The system displays a popup message.

9. Click the **Yes** button.

**Result:** The Journal Status and Budget Status columns both display V for Valid. This means the journal has passed both the journal edit and budget checking processes and can be submitted for approval.
10. Complete the field:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process</td>
<td>Choose <strong>Submit Journal</strong>.</td>
</tr>
</tbody>
</table>

11. Click on the **Process** button.

**Result:** The journal is submitted in the system for approval. Once it is fully approved, the batch posting process picks it up and posts it.
Deleting a Campus Journal

Overview

Journals can be deleted up until the point they are posted. The system does not allow posted journals to be deleted.

It is important to delete journals that are not needed so that no unposted journals are permanently outstanding and the journal does not tie up funds.

Deleted journals will be "logically deleted" and will be retained in the system for information purposes only.

Related Reference

- For information on editing a journal that has not been posted, see Editing a Campus Journal Not Yet Posted.

Deleting a Campus Journal

Follow these steps to delete a campus journal:

1. From the Admin WorkCenter home page, choose Finance WorkCenter > General Ledger > Campus Journal Validation

Find an Existing Value Tab

2. Complete the Business Unit field, and as many other fields as necessary to refine your search results.

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>Enter UNCCH for the University, UNCGA for General Administration, or a foundation business unit.</td>
</tr>
<tr>
<td>Journal ID</td>
<td>If you know it, enter the journal ID.</td>
</tr>
<tr>
<td>Journal Date</td>
<td>If you know it, enter the journal date.</td>
</tr>
<tr>
<td>Transaction Type</td>
<td>Look up, or enter, the transaction type of the journal.</td>
</tr>
<tr>
<td>Document Sequence Number</td>
<td>If you know it, enter the document sequence number.</td>
</tr>
<tr>
<td>Line Business Unit</td>
<td>Look up, or enter, the business unit of a specific line of the journal.</td>
</tr>
</tbody>
</table>
In this field: | Do the following:
---|---
Journal Header Status | If you know it, choose the header status of the journal. Note: Journals in Posted status cannot be edited.
Budget Checking Header Status | If you know it, choose the budget checking header status of the journal.
Source | Look up, or enter, the journal source.
Entered By | Look up, or enter, the user ID of the person who entered the journal.

3. Click the **Search** button.

**Result:** The system displays the search results list, or goes directly to the Campus Journal Validation page if the search results yield just one journal.

If a search results list appears, click on the journal you want to edit.

4. Click any link on the row for the journal you want to delete.
Campus Journal Validation Page

5. Complete the field:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process</td>
<td>Choose Delete Journal.</td>
</tr>
</tbody>
</table>

6. Click the Process button.

Result: The system displays a message to confirm you want to delete the journal.

7. Click the Yes button.

8. Click the OK button.
Result: The system deletes the journal and the journal status becomes D for Deleted.

Note: Journals with a deleted status can be retrieved in the system. For information on finding a deleted journal, see Journal Inquiry.
Journal Inquiry

The Journal Inquiry page allows you find unposted, posted, and deleted journals you have access to in ConnectCarolina. You can see the attachments and you can download the journal lines to Excel. Journals on this page are view-only and cannot be edited. You can also save your inquiries in the system so you can run them again.

Journal Inquiry

Follow these steps to create a journal inquiry:

1. From the Admin WorkCenter home page, choose Finance WorkCenter > General Ledger > Journal Inquiry.

2. Click the Add a New Value tab.

3. Enter a name for your inquiry in the Inquiry Name box and then click the Add button.

Note: Inquiry names must be 10 characters or less.
**Result:** The system displays the journal inquiry criteria page.

4. Complete the **Unit, Ledger, Year (Fiscal), From Period, and To Period** fields, and as many additional fields as necessary to refine your search results.

**Important:** The Max Rows field defaults to 100, which means you can only see up to 100 lines on a journal. For journals with more lines, you can increase the max rows, but be aware that as you increase this number, the search time increases, especially if you don't specify a Journal ID. In some case, the system will time-out and won't return any search results. It's best to enter the Journal ID if you know it.

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Unit (Required)</strong></td>
<td>Enter <strong>UNCCH</strong> for the University, <strong>UNCGA</strong> for General Administration, or a foundation business unit.</td>
</tr>
<tr>
<td><strong>Ledger (Required)</strong></td>
<td>Enter or choose <strong>ACTUALS</strong> from the lookup.</td>
</tr>
<tr>
<td><strong>Year (Required)</strong></td>
<td>Enter the <strong>fiscal</strong> year the journal was created.</td>
</tr>
<tr>
<td><strong>From Period (Required)</strong></td>
<td>Enter a period between 1 (July) and 12 (June).</td>
</tr>
<tr>
<td><strong>To Period (Required)</strong></td>
<td>Enter a period between 1 (July) and 12 (June).</td>
</tr>
<tr>
<td><strong>Journal ID</strong></td>
<td>If you know it, enter the Journal ID. This is the quickest way to find a specific journal.</td>
</tr>
<tr>
<td><strong>Journal Date</strong></td>
<td>Look up, or enter, a journal date</td>
</tr>
<tr>
<td><strong>Document Sequence Number</strong></td>
<td>This field is used with campus journals for correcting journals. When a campus user creates a Correcting journal, the journal ID of the original journal becomes the document sequence number on the new journal ID generated from the correcting journal.</td>
</tr>
<tr>
<td>Note:</td>
<td>Most of the search fields contain search operands, such as &quot;equals to&quot; or &quot;begins with&quot;, that refine the search results. For example, to search for journals with a date after May 1, select the &quot;&gt;&quot; operand, and enter May 1, 2019.</td>
</tr>
<tr>
<td></td>
<td>If you know it, enter the document sequence number.</td>
</tr>
<tr>
<td>In this field:</td>
<td>Do the following:</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Journal Header Status</td>
<td>If you know it, choose a journal header status from the list box. The most common journal header statuses are:</td>
</tr>
<tr>
<td></td>
<td>• N - No Status-Needs to be Edited</td>
</tr>
<tr>
<td></td>
<td>• E - Journal Has Errors</td>
</tr>
<tr>
<td></td>
<td>• V - Valid Journal-Edits Complete</td>
</tr>
<tr>
<td></td>
<td>• P - Posted to Ledger</td>
</tr>
<tr>
<td></td>
<td>• D - Deleted</td>
</tr>
<tr>
<td>Budget Checking Header Status</td>
<td>If you know it, choose a budget checking header status from the list box. The budget checking header statuses are:</td>
</tr>
<tr>
<td></td>
<td>• N - Not Budget Checked</td>
</tr>
<tr>
<td></td>
<td>• E - Error in Budget Check</td>
</tr>
<tr>
<td></td>
<td>• V - Valid</td>
</tr>
<tr>
<td>Source</td>
<td>If you know it, choose the source of the journal from the lookup.</td>
</tr>
<tr>
<td>User</td>
<td>If you know who entered the journal, enter the person's Onyen.</td>
</tr>
<tr>
<td>Max Rows</td>
<td>Enter the maximum amount of journal lines to return for the inquiry.</td>
</tr>
<tr>
<td></td>
<td><strong>Important:</strong> The Max Rows field defaults to 100, which means you can only see up to 100 lines on a journal. For journals with more lines, you can increase the max rows, but be aware that as you increase this number, the search time increases, especially if you don't specify a Journal ID. In some case, the system will time-out and won't return any search results. It's best to enter the Journal ID if you know it.</td>
</tr>
<tr>
<td>Attachment Exist</td>
<td>If you know that your journal has an attachment, choose Y to search for journals with attachments.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> This field does not search for specific attachment attributes, only whether there is an attachment or not.</td>
</tr>
</tbody>
</table>

5. Click the **Search** button.

**Result:** The system displays the journals based on your search criteria.
6. Click the **Journal ID** link to see the journal lines.

   **Note:** If your search only returns one journal, it will display automatically and you can skip this step.

   ![Journals](image)

7. Click the **View Attachment** link to see the attachments, if there are any.

   ![Journal Header](image)

8. Click the grid button to download the journal lines to Excel.

   ![Journal Line](image)

9. Click the **Journal Criteria** link to return to your search.
Result: The system displays the page where you entered your search criteria.

10. If you want to save your inquiry, click the Save button.

Running a Saved Journal Inquiry

Follow these steps to run a saved journal inquiry:
1. From the Journal Inquiry search page, click the **Find an Existing Value** tab.

2. Click the **Search** button to see a list of your saved inquiries.

   **Note:** You can also type the name of your inquiry in the search box before clicking search, but it's usually quicker to bring up a list and then click the inquiry you want.

   **Result:** The system displays a list of your inquiries.

3. Click the inquiry you want to run.
Result: The system display the search page for your inquiry.

4. Click the **Search** button to run your inquiry.

**Note:** You can change your criteria before you search to adjust your inquiry. You can also save these changes to your inquiry by clicking the **Save** button.
**Note:** You can also delete your inquiry if you don't need it any longer by clicking the Delete button.
Reviewing Campus Journal Budget Errors

Overview

All budget errors on a campus journal must be resolved before the journal can be submitted for approval. The person entering the journal is responsible for resolving the budget error.

This document demonstrates how to review budget error messages on campus journals and identify the general cause of the error. Identifying the general cause may be sufficient to resolve the error, or further investigation may be necessary.

Related Reference

- For an overview of budget checking errors and related solutions, see Common Budget Check Exceptions

The page that displays the budget error information on a specific journal is the GL Budget Exceptions page. This page can be accessed in two ways.

- From the journal with the error, the Budget Status column displays E for Error. This E is a hyperlink that goes directly to the GL Budget Exceptions page.

This second option is the navigation shown in this document.

Reviewing Campus Journal Budget Errors

Follow these steps to review campus journal budget errors:

1. Using the tool bar on the top right, click the NavBar icon (the one that looks like a compass).

2. On the NavBar, click the Navigator icon which opens the menu.

3. Choose the menu option:

   Finance Menu > Commitment Control > Review Budget Check Exceptions > General Ledger > Journal

Find an Existing Value Tab

4. Complete as many fields as necessary to refine your search results.

   Completing the Business Unit and Journal ID fields will take you directly to the journal you are looking for.
In this field: | Do the following:
---|---
Commitment Control Tran ID | Leave this field blank.
Commitment Control Tran Date | Leave this field blank.
Business Unit | Enter **UNCCCH** for the University, **UNCGA** for General Administration, or a foundation business unit.
Journal ID | Enter the journal ID that the system created when the budget journal was entered.
Journal Date | If you know it, enter the journal date. This is the date the budget journal was entered into the system.
Process Instance | Leave this field blank.
Process Status | Leave this field blank.

3. Click the **Search** button.

**Results:** If you search by journal ID, the system displays the GL Journals Exceptions tab for that journal. If your search returns multiple results, the Search Results page displays, which is where you select the journal you want.

**GL Journal Exceptions Tab**

The Exception column shows a description of the error. There are over 60 specific error messages in the system, which can be grouped into several broad categories. For an
overview of these error messages and their related action steps, see the following document: Common Budget Check Exceptions.

There are two links on the GL Journal Exceptions tab that provide additional information about the error, the Go To icon and the More Details link. These are described below.

Viewing Budget Error Information Using the Go To Icon

The Go To icon leads to the Budget Inquiry details page, which shows the ledger balances associated with the chartfield string on the journal. This page is most useful when you have an error indicating the budget has been exceeded.

1. Click the Go To icon.

2. Click the Go to Budget Inquiry link.

Result: The system displays the Commitment Control Budget Details page, which is the inquiry page that shows the budget information.

3. Review the budget, expense, encumbrance, and pre-encumbrance ledger information. The journal amount cannot exceed the Budget ledger.
Viewing Budget Error Information Using the More Detail Link

The More Details link provides additional information for certain types of errors, particularly errors related to the tree. If the More Detail link does not contain additional information, it will not be enabled.

1. Click the More Detail link.

2. Read the error message for more information about the error.
3. Click the **Return** button.
Understanding Campus Journal Edit Errors

Overview

There are four things that need to be correct on a journal in order for it to be saved in the system and pass the journal edit process.

1. Valid values. Are the chartfield codes you entered valid according to the rules of the transaction type?
2. Line balances. Are the total debits equal to the total credits on the journal lines?
3. Open accounting period. Is the journal date in an open accounting period?
4. Valid chartfield combination. Are the chartfield strings on the lines valid combinations?

For campus journals, the system checks the first three items when you enter the fields on the journal page or click Save. If the system finds errors, it either displays an error message or shows the field in red.

The fourth item is checked by the journal edit process after you click Save. If the journal passes the journal edit process, the system displays the Journal Status column as V for Valid. If there is an error, the status is E.

Examples of these error messages are shown below.

Valid Value Error Message

Each transaction type contains rules that only allow certain chartfield values. If you enter a chartfield that is not within the rules for the transaction type, the system displays the field in red. Below is an image of the error and the error message.

Line Balance Error Message
The debits and credits of the lines need to be in balance. If the lines are out of balance, the system displays an error message. An example of a journal not in balance and the corresponding error message are shown below.

Open Accounting Period Error Message
You can enter journals for any date in an open accounting period. If the journal date is not in an open accounting period, the system displays a message similar to the one below.

If the journal contains any of the errors described above, it will not be saved in the system. You need to fix the error and then click Save again.

If there are none of these error types, the system saves the journal and generates a Journal ID.
**Combo Edit Errors**

Once the journal is saved and you have a Journal ID, you run the journal edit process to check the journal for combo edit errors. Combo edit errors occur when a chartfield string is not a valid combination. Valid combinations are determined by rules set up in the system to ensure compliance with accounting and policy requirements.

If the journal has a combo edit error, the Journal Status field displays an "E" and lines in error display an "X" beside them, as displayed below.

![Journal Validation Screen](image)

When you click the E link, the system displays the Errors tab. The Message Text field on the Errors tab contains a description of the error, as displayed below.
Deciphering Combo Edit Error Messages

There are a number of possible combo edit errors that could occur on a journal. In addition, it is typical for additional error "rules" to be added to the system periodically to accommodate new policies or management decisions.

Rather than memorize a list of combo edit errors, the best way to identify the reason for a combo edit error is to understand how the error message text works. The message text always contains the code for combo edit "rule" associated with the error, such as "FS_IV" in the screen above.

The initial digits of the rule identify the chartfields associated with the error. For example, FS indicates there is an error in the fund/source combination; AF indicates there is an error in the account/fund combination; FAJ indicates there is an error in the fund/account/project combination; and so on.

The roman numerals following the initial digits are behind-the-scenes setup codes. You can ignore them.

The table below lists examples of common combo edits on campus journals. Read through them to get an idea of how the error message code identifies what the error is.

**Common Combo Edit Rules that Cause Errors on Campus Journals**

<table>
<thead>
<tr>
<th>Combo Edit Error Code</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFSD_IV</td>
<td>Account, Fund, Source, and Department are required on every line.</td>
</tr>
<tr>
<td>Combo Edit Error Code</td>
<td>Explanation</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-------------</td>
</tr>
</tbody>
</table>
| AF_VI                 | Rule 1 - 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.  
Rule 2 - Fund codes 29910, 29920, or 29930 cannot be used with Business Unit UNCCH. A foundation Business Unit must be used with these funds. |
| AS_VI                 | Account 558921, Meetings and Amenities, is not allowed on F&A and State fund and source codes. |
| FAJ_VV                | Lines with OSR or Capital Improvement fund codes must have a Project ID. |
| FS_IV                 | Fund and Source combination must be valid. |
| SAP_RQ_VV             | Rule 1 - The Source/Account combination requires a specific Program code.  
Rule 2 - The Source/Account combination requires the Program field to be entered (not be left blank).  
Rule 3 - The Source/Account combination requires the Program field be blank. |

**Combo Edits for foundations**

<table>
<thead>
<tr>
<th>Error Code</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>AF_UNIT</td>
<td>Foundation business units can only use these funds: 29900, 29910, 29920 &amp; 29930.</td>
</tr>
<tr>
<td>FS_CHASF/FS_CHATH...</td>
<td>Foundation business units require a source code unique to the business unit. For example, CHASF can only use Sources that start with a 'C'.</td>
</tr>
</tbody>
</table>

**Combo Edits for Data Collect Batches**

<table>
<thead>
<tr>
<th>Combo Edit Error Code</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF_VI_BO</td>
<td>Budget Only Source/Fund combinations cannot be entered on Data Collect Batch files.</td>
</tr>
<tr>
<td>Combo Edit Error Code</td>
<td>Explanation</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>DF_VI</td>
<td>Budget Only Dept/Fund combinations cannot be entered on Data Collect Batch files.</td>
</tr>
<tr>
<td>AF_VI</td>
<td>Occurs when a Budget Only account is entered on the file. Budget Only accounts are not allowed.</td>
</tr>
<tr>
<td>Falls under same as AF_VI rule in first table</td>
<td></td>
</tr>
</tbody>
</table>

**Resolving the Error**

Once you identify what the error is, you need to fix the error on the journal. After fixing the error, run the journal edit process again so that it passes with a status of V.

**Month-End Close:**

Before the month can close, any campus GL journal entries that are in error status (edit or budget), or have not been approved through workflow will have to be deleted by Accounting Services. It is your responsibility to make sure journals are edited, budget-checked and approved through workflow. If you know that your GL Journal entry will not be posted before the month-end closes, you have the ability to delete GL journal entries that are not posted. The date on journals can't be changed and month-end-close can't take place with un-posted journals.

For more information on deleting a journal, see *Deleting a Campus Journal, page 75*
Understanding Campus Journal Approvals

Overview

Approvals are a critical part of the campus journal process. Understanding how approvals work is useful in managing your journals. This document contains the following information:

- Approval requirements for campus journals
- Useful details about department level approvals
- How the approval process works

Campus Journal Approvals

A campus journal can have up to three levels of approval. These levels are:

- Department
- Office of Sponsored Research (OSR)
- Accounting Services

The journal type, and in some cases the journal amount, determine the approval requirements.

The table below indicates the approval requirements for each journal type.

<table>
<thead>
<tr>
<th>Journal Transaction Type</th>
<th>Department</th>
<th>OSR</th>
<th>Accounting Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billing</td>
<td>Basic</td>
<td>Yes</td>
<td>If $1,000 or greater</td>
</tr>
<tr>
<td>Billing State Receipts</td>
<td>Basic</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Cash Advance Settlement</td>
<td>Basic</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Correcting JE</td>
<td>Basic</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Residual Transfer</td>
<td>Basic</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Gift to Gift</td>
<td>Complex</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Other Campus JE - Intraunit</td>
<td>Complex</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Other Campus JE - Interunit</td>
<td>Complex</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Journal Transaction Type</td>
<td>Department</td>
<td>OSR</td>
<td>Accounting Services</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>------------</td>
<td>-----</td>
<td>---------------------</td>
</tr>
<tr>
<td>University Endowment Income to Principal</td>
<td>Complex</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>University Endowment Principal to Income</td>
<td>Complex</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Agency Endowment Income to Agency Endowment Principal</td>
<td>Complex</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Foundation Allocation to University Restricted/Unrestricted Gift</td>
<td>Complex</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Not all journals require all three levels of approval. However, the order of approvals is always the department first, followed by OSR if their approval is required, and Accounting Services' approval, if required, after that. OSR approval would never come before the department or after Accounting Services.

**Department Approvals**

Departments that choose to have departmental approvals have the option of establishing up to two approval schemes. These two approval schemes are called basic and complex.

**Basic and Complex**

The approval scheme simply determines how many approval levels are required and the specific approvers.

The name "complex" stems from the level of scrutiny Accounting Services recommends to departments for specific journal types, but ultimately the approval levels and approvers for basic and complex is up to each department to determine. "Complex" doesn't necessarily mean the approval scheme is more complicated than the basic scheme. Think of it as Plan A and Plan B.

The approval scheme is predetermined for each journal type as identified in the above table.

It's useful to understand the concept of basic and complex approval schemes because your journal might have different approvers and approval levels depending on the journal type you are creating.

If a department decides to have the same required approval levels and same approvers for all journal types, then they simply make the basic and complex schemes the same.

**Department Approval Levels**

For each approval scheme, departments can choose to have between one and three approval levels. One approval level is the most common.
The image below highlights the approval path for Department 1, which has just one approval level.

The next image highlights the approval path for Department 2, which has two approval levels. After an approver in the first level approves the journal, the journal goes to the next level for approval.

**What if there is more than one Department on the journal? Who approves it?**

Each department on the journal will be part of the approval path, up to a maximum of three departments. In the two screens below, there are two departments on the journal. The first screen shows the journal lines with the two departments. The second screen shows that both departments are part of the approval path.

If there are more than three departments on a journal, the three departments with the highest dollar amount will approve the journal. The other departments will be notified of the journal as reviewers, and so be able to review the journal.
Concurrent and Sequential Approvals

Department approvals can happen either concurrently or sequentially. Generally, when multiple departments need to approve the journal, they receive the journal at the same time and so approve it concurrently.

On the other hand, if a department has multiple approval levels, each level must approve the journal before the next level can receive it, so the approvals happen sequentially.

In the screen below, Department 1 has one approval level and Department 2 has two approval levels. The journal routes to Department 1 and the first level of Department 2 at the same time. Once a first level approver of Department 2 has approved the journal, the second level approvers of Department 2 receives it to review.

Who are the actual approvers? How do I know who they are?

Departments also assign specific approvers to each level. Typically, there are at least two approvers for each level so that one can act as a substitute for the other in the event of an absence.

To view the names of the actual approvers, click the Multiple Approvers link.
Result: The system displays a window opens with the actual names.

OSR and Accounting Services Approvals

If any of the journal lines contain OSR project-related chartfields and the journal type requires OSR approval, then the system routes the journal to OSR for approval. The OSR project-related chartfields are Project Costing Business Unit, Project, and Activity ID.

If the journal type requires Accounting Services approval, then the system routes the journal to Accounting Services. The Billing journal type only requires Accounting Services approval if the total journal amount is $1,000 or greater.

Journal Approval Process

When a journal creator enters a campus journal and clicks the Submit button, the system sends it electronically to the first approver. This happens in real time, meaning that as soon as the journal creator clicks the Submit button, the Approval status on the journal Approval tab changes from None to Pending Approval and the journal is available in the system for the approver to review.

The system routes the journal according to the approval sequence on the journal.
Below is an illustration of the campus journal process flow, including the approval process.

**Approval Decisions - Approve or Deny**

Approvers have two options when reviewing journals, approve or deny. If an approver approves the journal, it advances to the next approver. If any approver denies the journal, the system sends the journal back to the journal creator with comments.

Based on the comments, the journal creator must either edit and re-submit the journal, or delete it.

If your journal is denied, you will receive a system-generated email notification.

**What happens when all the approvals are complete?**

Once a journal is fully approved, it is picked up by the overnight system posting process and posted to the general ledger. There is no additional action required in order for the journal to be posted once it is fully approved.

**How do I know where my journal is in the approval flow?**

The easiest way to tell where your journal is in the approval flow is to look at the status by each approver. The statuses are:
- Pending indicates who currently has the journal
- Approved indicates this approver has approved the journal
- Denied indicates this approver has denied the journal
- Not Routed indicates this approver has not yet received the journal
Infoporte Finance Transactions

Overview

InfoPorte is the principal reporting tool for finding balances, individual transactions, and various other information. The purpose of this document is to show you how to sign on to InfoPorte and find finance transactions.

This document is not intended to be the complete training on InfoPorte. To attain the necessary understanding of InfoPorte, you need to attend the Financial Reporting with InfoPorte class.

Access to InfoPorte is controlled by your InfoPorte Administrator. Generally, you are granted access to the pages and departments within the purview of your job. New users need to request access through their InfoPorte Administrator.

To access the request form and to see the list of InfoPorte Access Administrators, go to: https://infoporte.unc.edu/tools/data_dictionary_documents.php. In the first column, look for Infoporte Admin/Access Request Coordinator list. In the column to the far right, click Download to view the list in Excel.

Accessing InfoPorte and Finding Finance Transactions

Follow these steps to access InfoPorte and find finance transactions:

There are two ways to access InfoPorte. Choose either Step 1 or 2.

1. From the Admin WorkCenter home page, choose Finance WorkCenter, click InfoPorte from the left menu.
2. Click the **Login** button.

Result: The buttons that you have access to appear in the top toolbar. A useful button is the Tools button. This button contains the following tabs:

- Data Dictionary Data Dictionary > Account Mapping tab. This tab allows you to look up the translation from an FRS account to the equivalent chartfield string in ConnectCarolina.

- Data Dictionary > Chartfield Lookup tab. This tab allows you to search for ConnectCarolina chartfields by an alpha or numeric search.

- Data Dictionary > General Info tab. This tab contains a list of forms and files, such as the Access Request Form for InfoPorte and a list of the InfoPorte Administrators

4. Click the **Finance** button.

Result: The system displays the landing page for the Finance tab, which is the Dept Accounting tab.

5. Click the **Transactions** tab.

Result: The system displays the basic search fields. There is also an Advanced search field section beneath the Basic search section, which allows you to search at an additional level of detail.
6. Click the **Advanced** link to open the Advanced search section.

[Advanced]

7. The Fiscal Year, Budget Year, and Acct Period fields default to the current period. Change these fields if you are looking for a transaction in a different accounting period.

**Note:** For each accounting period you select, you will see transactions for just those accounting periods, rather than transactions life-to-date up to the period selected.

8. Complete the search fields per the table below. Keep in mind the following:

- The list in the table below focuses on finding each transaction type, but it is not an exhaustive list of ways you can search. For example, you could search by a specific cost code, but that is not listed in this table.

- Your complete set of search fields impacts your overall search results. For example, if you select STAT_EX_EX ledger in the Basic search section, and then enter a journal ID in the Advanced section that does not have a State fund, you will get no results.

- There is an optimal set of chartfield combinations for reconciling. Those combinations are listed in the table at the end of this document.

<table>
<thead>
<tr>
<th>To find this transaction</th>
<th>From the Basic search section, enter:</th>
<th>From the Advanced section, enter:</th>
</tr>
</thead>
<tbody>
<tr>
<td>purchase requisitions</td>
<td>one or combination of pre-encumbrance ledgers:</td>
<td>REQ_PREENC in the Trans Type field - to see all reqs for your dept</td>
</tr>
<tr>
<td>vendor catalog orders</td>
<td></td>
<td>Rquisition ID in the Trans ID field - to see one specific requisition</td>
</tr>
<tr>
<td><strong>Note:</strong> These requirements will have an associated voucher if they have been invoiced to the vendor.</td>
<td></td>
<td>Acct Date From and Acct Date To - to see requisitions within a date range</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vouchers</td>
<td>One or combination of pre-encumbrance ledgers:</td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>-----------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Note: This includes travel vouchers, and purchase requisitions and vendor catalog orders that have been invoiced to the vendor.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• F&amp;A PRE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• OSR PRE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• STAT EX PR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• TRST EX PR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Your department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AP_VOUCHER in the Trans Type field - to see all vouchers for your department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Voucher ID in the Trans ID field - to see one specific voucher</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Campus journals</th>
<th>Leave blank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal ID in the Trans ID field - to search for a single journals</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expense from data collect batches, such as FEDEX, medical insurance, and core data fees</th>
<th>One or combination of pre-encumbrance ledgers:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• F&amp;A PRE</td>
<td></td>
</tr>
<tr>
<td>• OSR PRE</td>
<td></td>
</tr>
<tr>
<td>• STAT EX PR</td>
<td></td>
</tr>
<tr>
<td>• TRST EX PR</td>
<td></td>
</tr>
<tr>
<td>• Your department</td>
<td></td>
</tr>
<tr>
<td>GL_JOURNAL in the Trans Type field</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deposits</th>
<th>Your department</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR_MISCPAY in the Trans tpe field - to see all deposits</td>
<td></td>
</tr>
<tr>
<td>Deposit ID in the Trans ID field - to see a specific deposit</td>
<td></td>
</tr>
</tbody>
</table>
### Budget Journals or Transfers

- one or combination of pre-encumbrance ledgers:
  - F&A\_PRE
  - OSR\_PRE
  - STAT\_EX\_PR
  - TRST\_EX\_PR
- your department

### Search Button

- **Ledger**: STAT\_EX\_EX
- **Fiscal Year**: 2016
- **Budget Pd**: 2016
- **Acct Pd**: 1\_July

**The default is the current period. Select more or different periods as needed.**

### Advanced Search Fields

- **Cost Code 1**
  - Allows % as a trailing wildcard
- **Acct Date from**
- **Trans Type**
- **Description**
- **Payment Date From**

**These are key search fields to search for specific transactions and transaction types, but you can also use any of the other search fields.**

9. Click the **Search** button.

**Result:** The system displays the journals based on your search criteria. The table below shows the information in key fields by transaction type.
<table>
<thead>
<tr>
<th>Transaction type</th>
<th>Description</th>
<th>Trans Type</th>
<th>Trans ID</th>
<th>Reference 1</th>
<th>Reference 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase requisitions vendor catalog orders</td>
<td>VendorID_ Vendor name</td>
<td>AP_ VOUCHER</td>
<td>Voucher ID_ Invoice #</td>
<td>Payment Ref #_. Payment Date</td>
<td>Requisition ID</td>
</tr>
<tr>
<td>Campus vouchers</td>
<td>VendorID_ Vendor name</td>
<td>AP_ VOUCHER</td>
<td>Voucher ID_ Invoice #</td>
<td>Payment Ref #_. Payment Date</td>
<td>not used</td>
</tr>
<tr>
<td>Travel vouchers</td>
<td>VendorID_ Vendor name</td>
<td>AP_ VOUCHER</td>
<td>Travel ID_ Invoice #</td>
<td>Payment Ref #_. Payment Date</td>
<td>not used</td>
</tr>
<tr>
<td>Campus journals</td>
<td>Journal line description, if used</td>
<td>GL_ JOURNAL</td>
<td>Journal ID_ Journal Date</td>
<td>Journal line reference, if used</td>
<td>not used</td>
</tr>
<tr>
<td>CABS</td>
<td>Journal line description, if used</td>
<td>GL_ JOURNAL</td>
<td>Journal ID_ Journal Date</td>
<td>Journal line reference, if used</td>
<td>not used</td>
</tr>
<tr>
<td>PCard</td>
<td>Merchant name</td>
<td>GL_ JOURNAL</td>
<td>Journal ID_ Posted Date</td>
<td>Transaction date</td>
<td>not used</td>
</tr>
<tr>
<td>other data collect batch files, such as fedex or core data fees</td>
<td>file description</td>
<td>GL_ JOURNAL</td>
<td>Journal ID_ Journal Date</td>
<td></td>
<td>not used</td>
</tr>
<tr>
<td>deposits</td>
<td>not used</td>
<td>AR_ MISCPAY</td>
<td>AR Business Unit_ Deposit ID</td>
<td>not used</td>
<td>not used</td>
</tr>
<tr>
<td>budget journals</td>
<td>not used</td>
<td>GL_BD_ JRNAL</td>
<td>Journal ID_ Posted Date</td>
<td>not used</td>
<td>not used</td>
</tr>
</tbody>
</table>

**Search fields for reconciling**

When you reconcile, it is best to search for transactions by specific chartfield string. Below are recommended chartfield combinations for reconciliation purposes.

<table>
<thead>
<tr>
<th>Fund type</th>
<th>Chartfield combination</th>
</tr>
</thead>
<tbody>
<tr>
<td>State</td>
<td>Fund- Source - Department ID</td>
</tr>
<tr>
<td>F&amp;A</td>
<td>Source - Department ID</td>
</tr>
<tr>
<td>OSR</td>
<td>Source - Project ID</td>
</tr>
<tr>
<td>Trust</td>
<td>Source only, with two exceptions:</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>• Endowments: Enter fund and source to see principal and income</td>
</tr>
<tr>
<td></td>
<td>• Trusts allocated across multiple departments: Enter source and department ID</td>
</tr>
</tbody>
</table>