Campus Journals

VERSION: 02/22/2023

Table of Contents

Understanding Campus Journals 2

Creating a Campus Journal 5

Creating a Correcting JE Campus Journal 16

Creating an OSP Cost Share and Residual Transfer Journal 34

Understanding Cash Advances 40

Understanding Gift to Gift Journals 45

Creating an Interunit Campus Journal 61

Editing a Campus Journal Not Yet Posted 67

Deleting a Campus Journal 72

Journal Inquiry 76

Reviewing Campus Journal Budget Errors 84

Understanding Campus Journal Edit Errors 89

Understanding Campus Journal Approvals 95

Infoporte Finance Transactions 103

- Search fields for reconciling 108

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 originiate from a campus voucher.
- **Correcting JE** - Used to make adjustments to journal entries already posted to the general ledger.
- **OSP-Cost Share** - Used to only record third party (in-kind) cost share, grant to grant cost share, and unrecovered overhead.
- **Residual Transfer** - Transfer remaining funds from OSP 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.

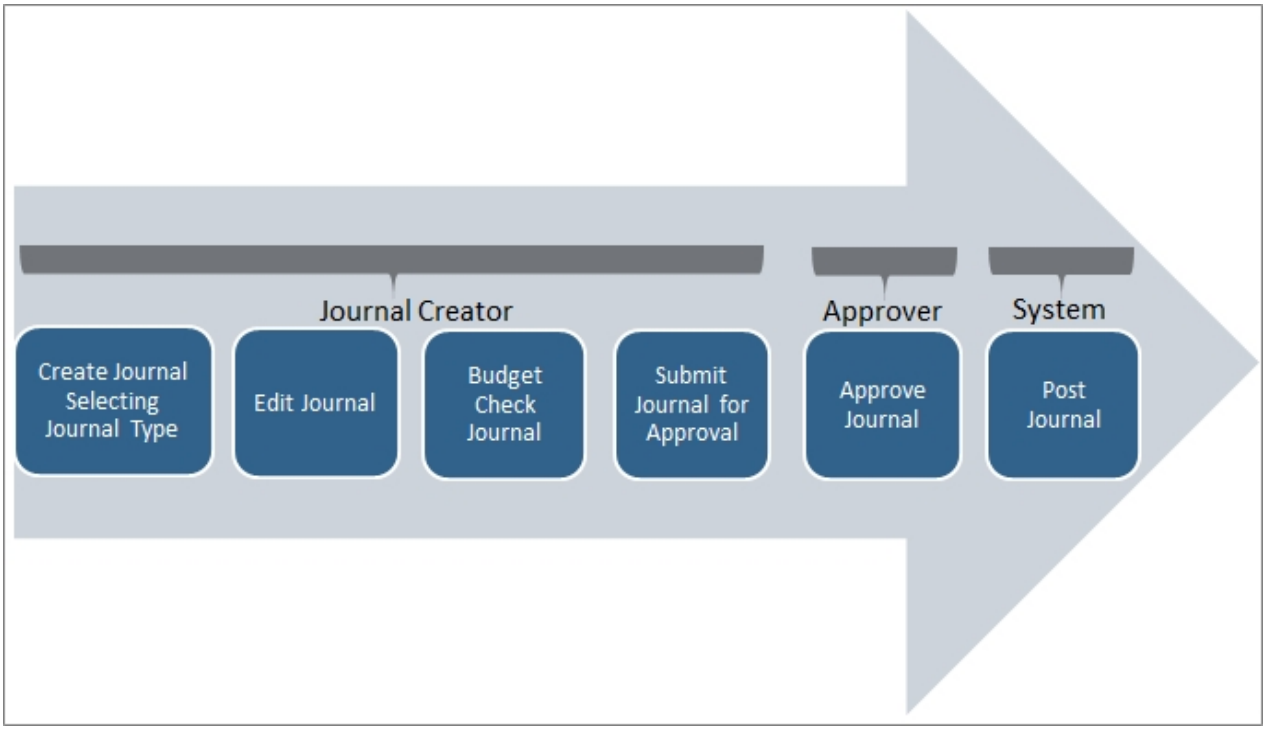
After you complete the journal's fields and save it in the system, you need to send it through the journal edit process, which checks that the journal's chartfield strings are valid.

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 Programs 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:

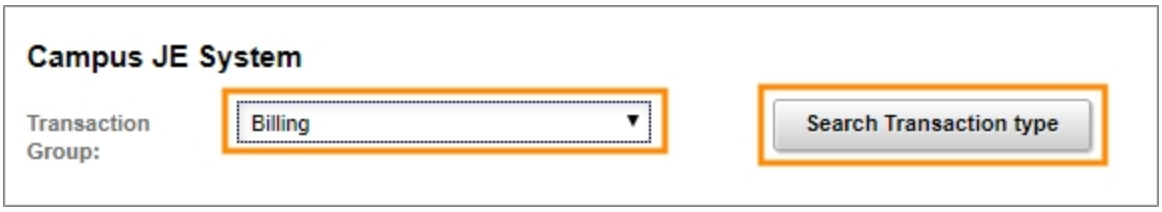
1. From the Admin WorkCenter home page, choose **Finance WorkCenter > General Ledger > Campus Journal Entry**

Campus JE System Page

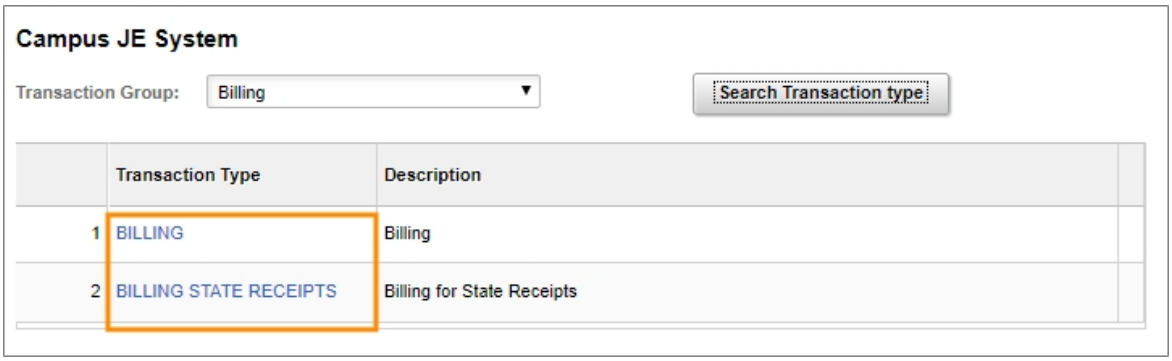
2. Complete the field:

In this field:	Do the following:
Transaction Group	Choose one of the following for the type of campus journal you're creating: • **Billing** • **Cash Advance Settlement** • **Correcting JE** • **Office of Sponsored Programs** • **Other Campus JE** • **Trust & Special Funds Transfer**

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



4. Click on the link for a transaction type.



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.

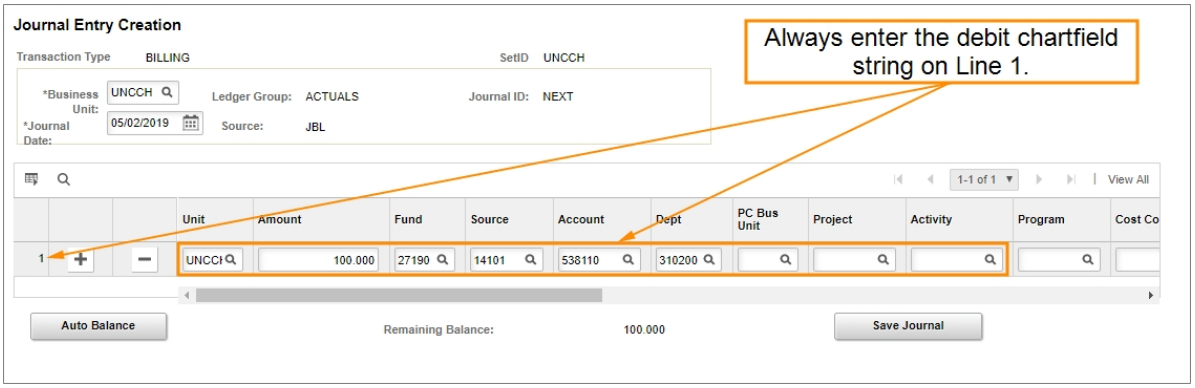
Journal Entry Creation Page

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.

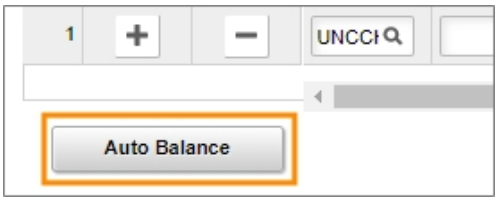
Caution! The debit line should always be entered on line 1.

In this field:	Do the following:
Header Business Unit	Enter **UNCCH** for the University, **UNCGA** for General Administration, or a Foundation business unit.
Header Journal Date	Leave the default value of today's date.
Unit	Leave the default value, which is based on your entry in the header business unit.
Amount	Enter the amount for the journal line.
Fund	Look up, or enter, the fund for the journal line.
Source	Look up, or enter, the source for the journal line.
Account	Look up, or enter, the account for the journal line.
Dept	Look up, or enter, the department for the journal line.
PC BU	If this journal line is for a contract or grant, enter **CHOSP** for the University or a foundation, or **GAOSP** for General Administration.
Project ID	If this journal line is for a contract or grant, enter the applicable project ID.
Activity ID	If this journal line is for a contract or grant, enter **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.



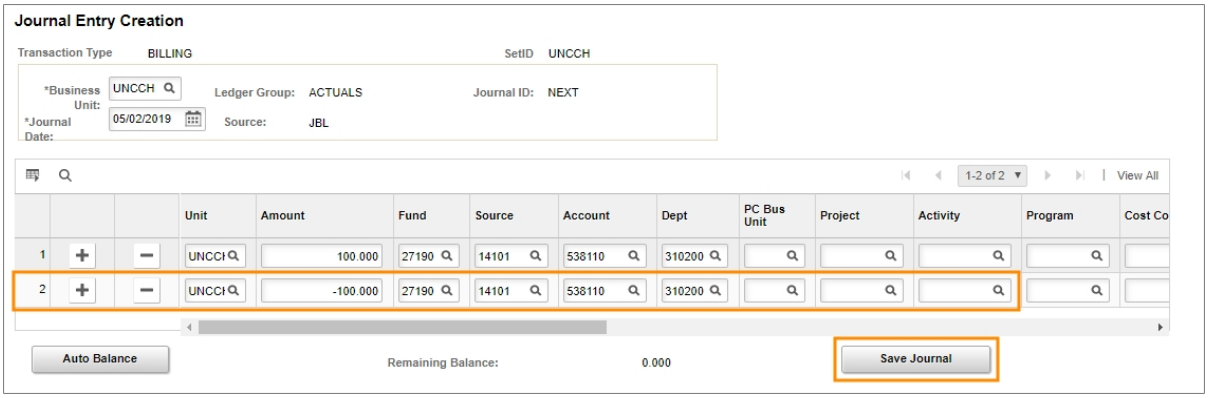
Result: The system displays a second line and copies the chartfields from the original line to the second line. It also copies the amount from the original line as either a positive or negative amount, depending on what you entered on the first line. If you entered a positive amount, the system copies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

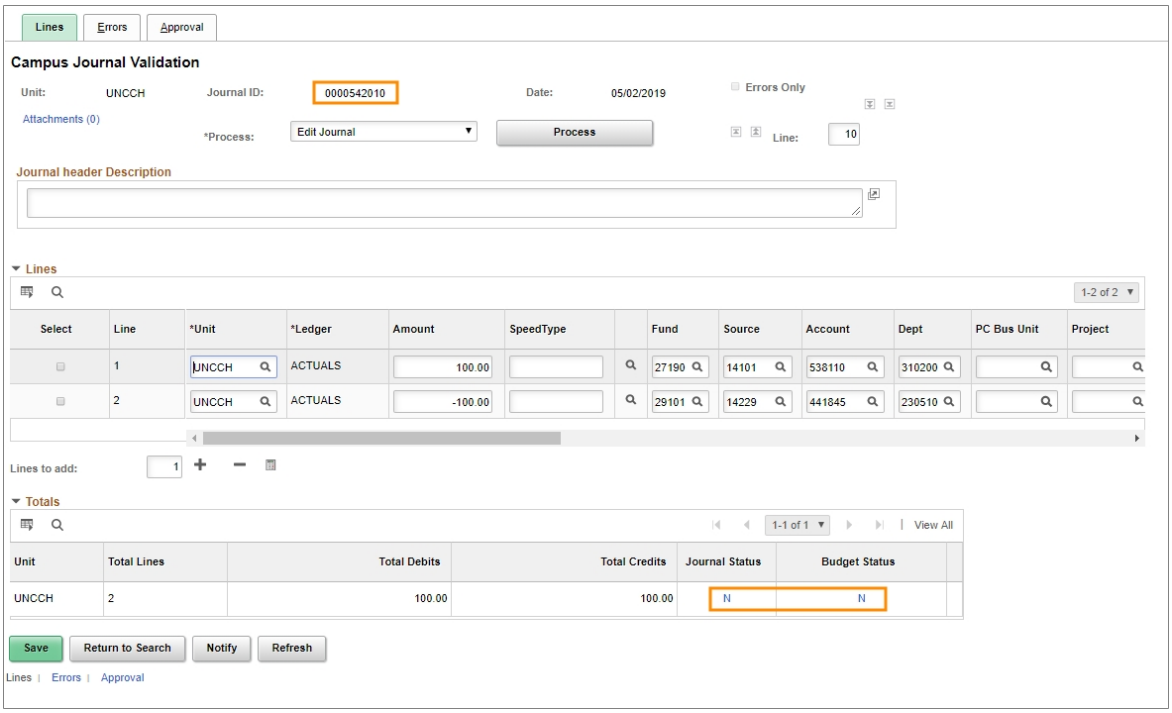
   Note: This example demonstrates a journal with two lines, one debit line and one credit line. However, a journal can have as many lines as needed, as long as the debit amounts equal the credit amounts. An example of a journal with multiple lines is shown at the end of this procedure.

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

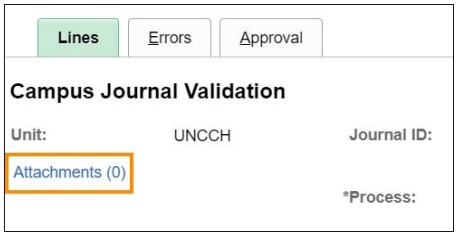


Results:

- 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.



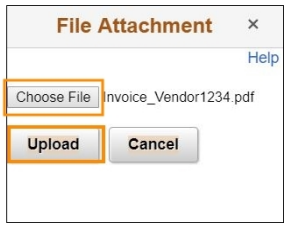
9. Click the **Attachments (0)** link.



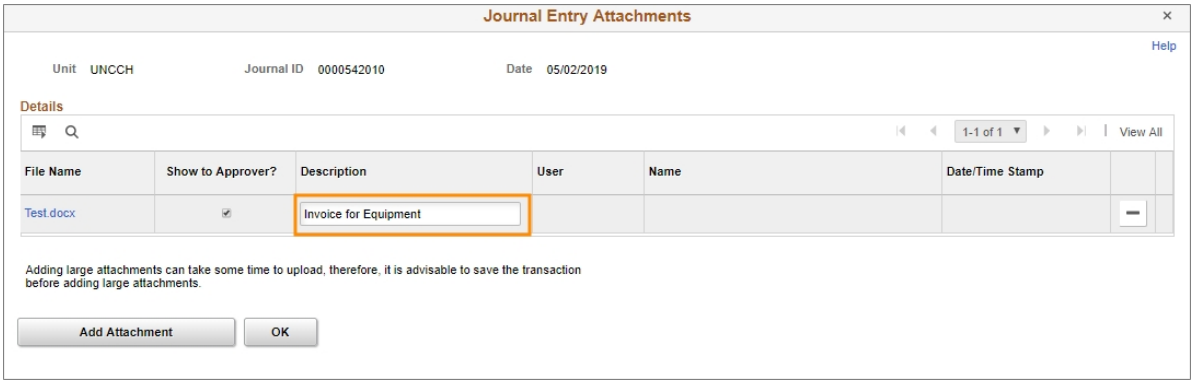
Important: An attachment is required for all Journal entries per audit requirements.

10. Click the **Add Attachments** button.

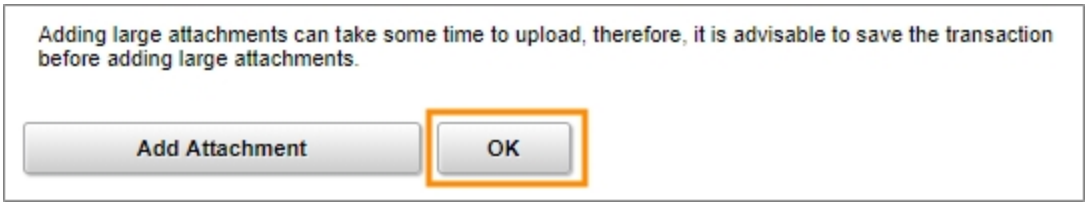
11. Click the **Choose File** button and search for your supporting document.
12. Click the **Upload** button.



13. Enter a description.

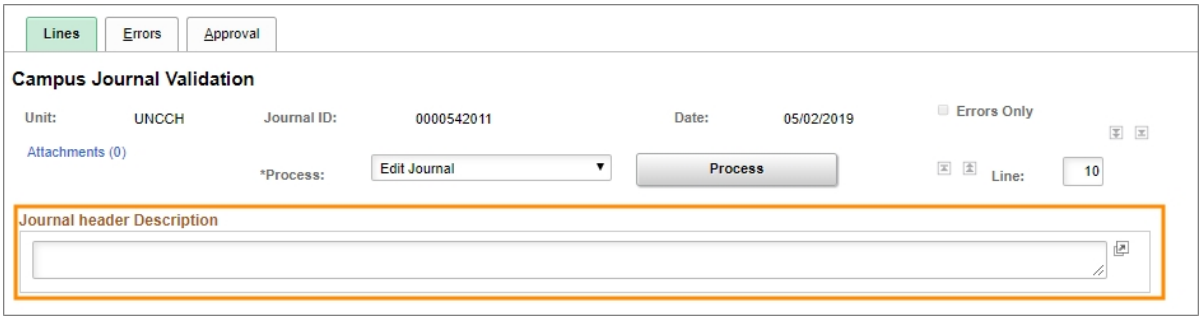


13. Click the **OK** button.



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.

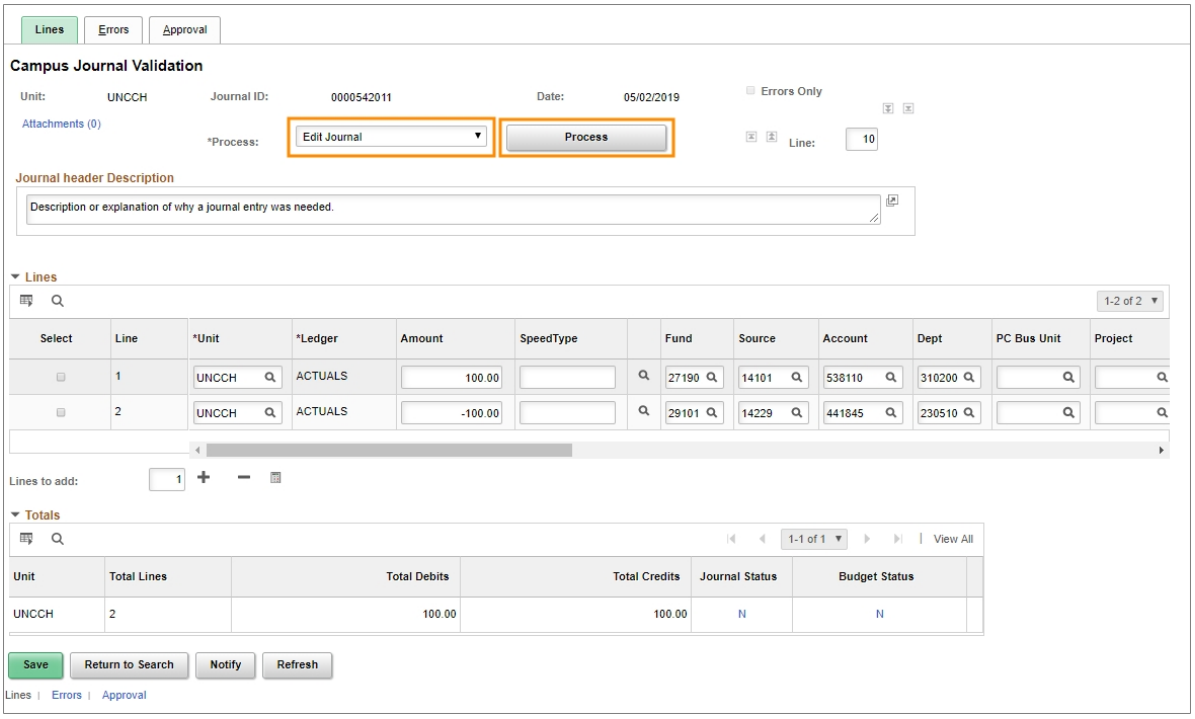
    Important: A description is required on all journal entries. You need to explain why a journal is needed and enter a description of each file that's attached to the journal.



15. Complete the field:

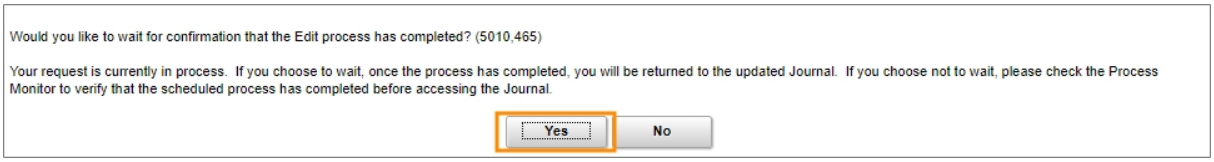
In this field:	Do the following:
Process	Leave the default value of **Edit Journal**.

16. Click the **Process** button.



Result: The system displays a popup message.

17. Click the **Yes** button.

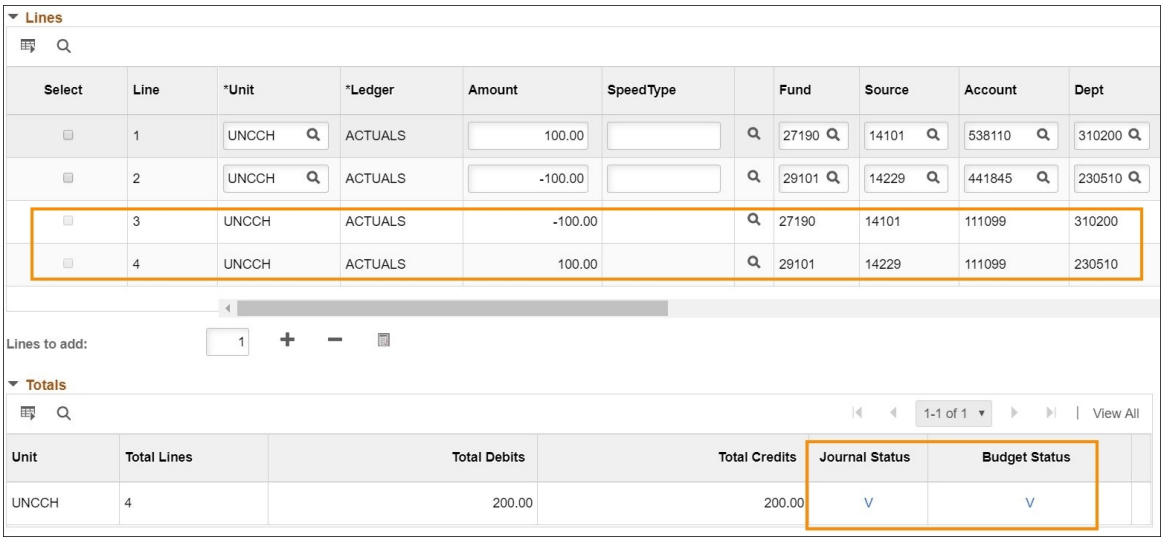


Result: The system initiates the journal edit process, which checks that the chartfield combination is valid. If the journal passes the edit process, the system automatically begins the budget checking process.

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.

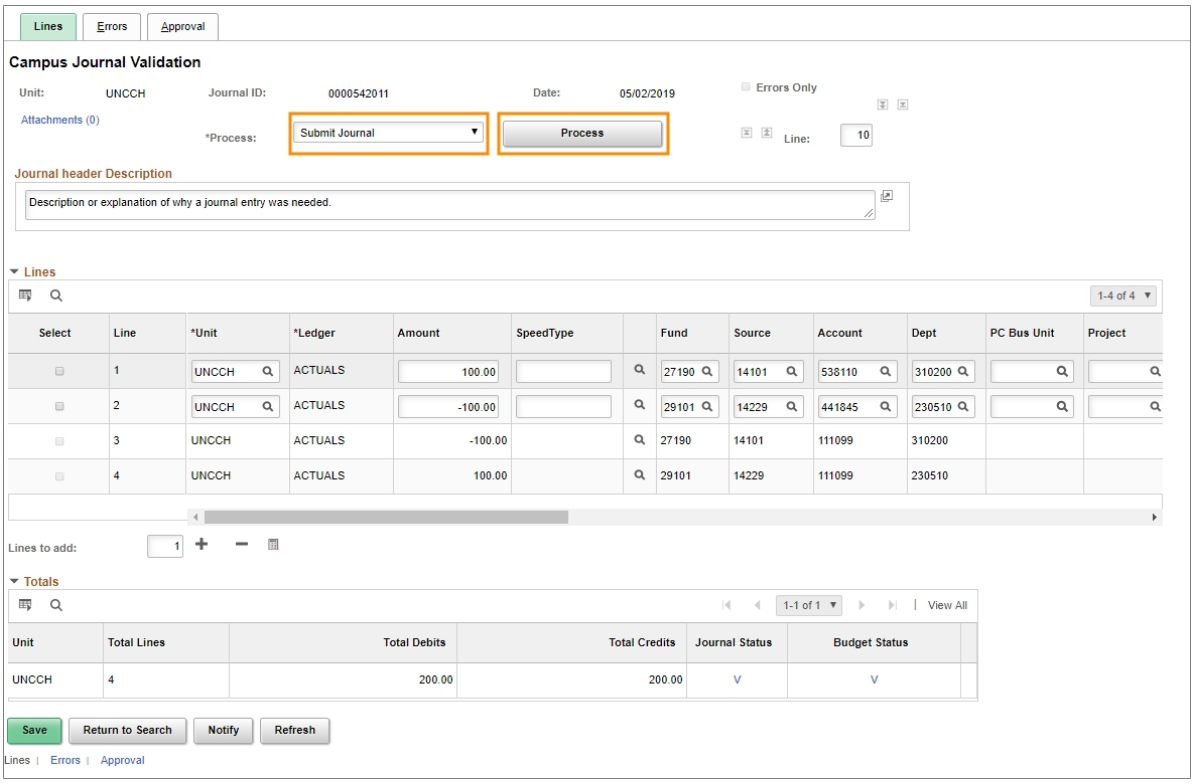
Note: If the journal fails either the journal edit or budget checking processes, you are responsible for fixing the error and running the applicable process again. Each process can be run separately by choosing the applicable option from the Process list box.



18. Complete the field:

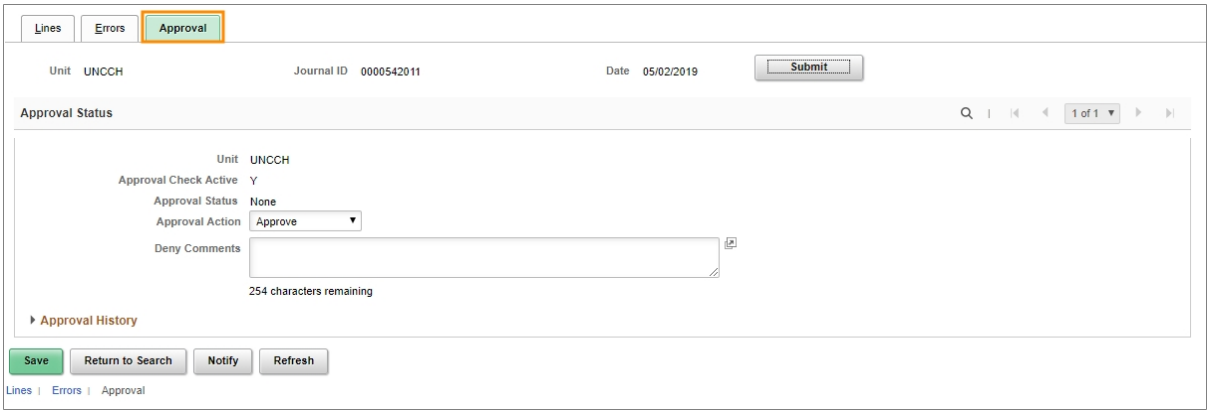
In this field:	Do the following:
Process	Choose **Submit Journal** to submit the journal for approval.

19. Click the **Process** button.



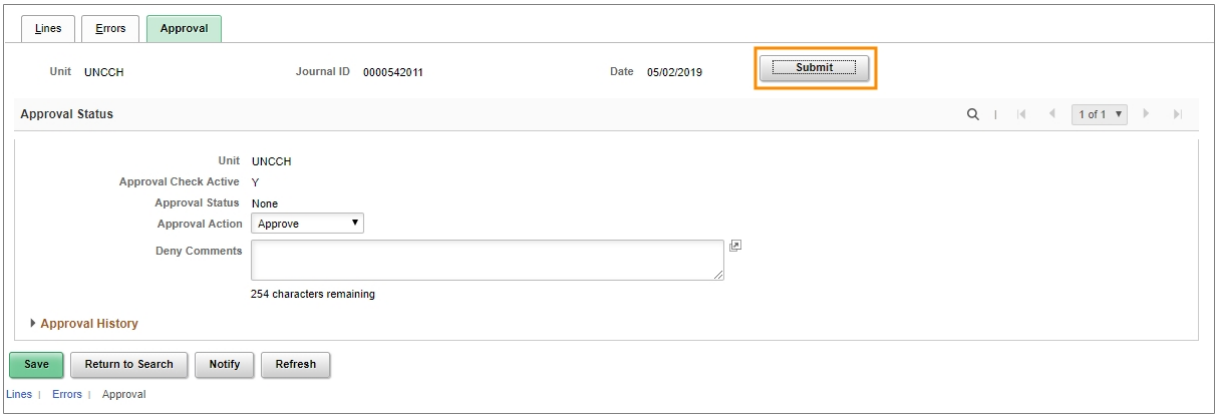
Result: The journal is submitted in the system for approval. Once it is fully approved, it will be picked up by the overnight batch post process and posted.

20. Click the **Approval** tab.

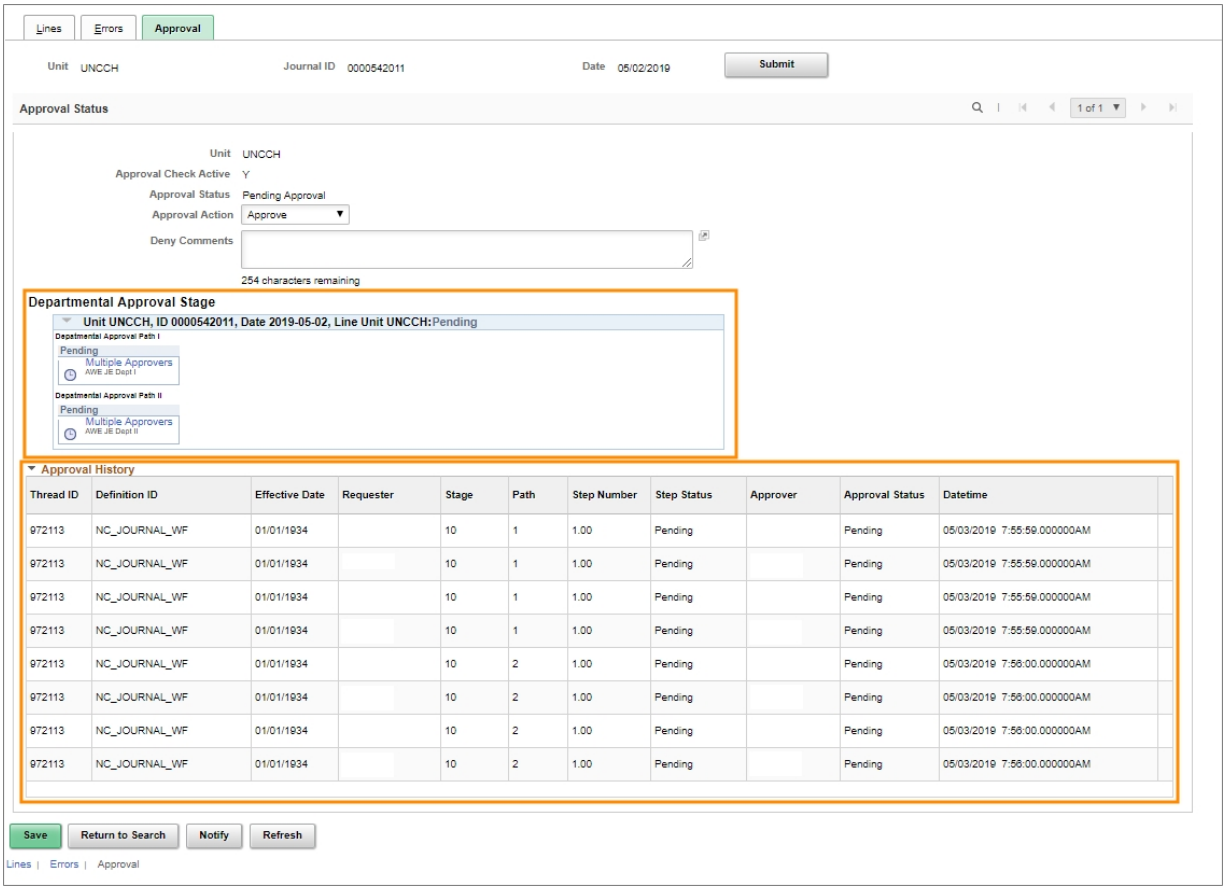


Result: The system displays the Approval page, which shows the approver for the journal as well as the approval status. The approval status is Pending when the journal is first submitted. The Approval History section maintains the history of approvals for the journal.

21. Click the **Submit** button.

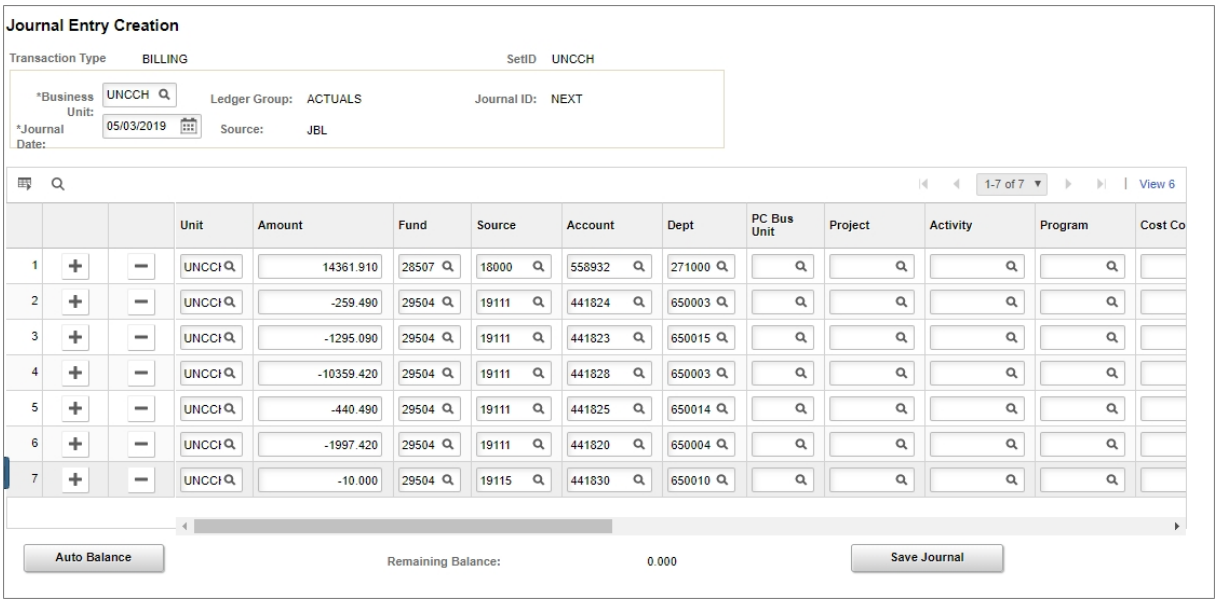


Result: The system displays the departmental approvals.



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.


Journal Entry Creation
Transaction Type BILLING
SetID UNCCH
*Business Unit: UNCCH
Ledger Group: ACTUALS
Journal ID: NEXT
*Journal Date: 05/03/2019
Source: JBL
1-7 of 7
View 6
Unit Amount Fund Source Account Dept PC Bus Unit Project Activity Program Cost Co
1 UNCCI 14361.910 28507 18000 558932 271000
2 UNCCI -259.490 29504 19111 441824 650003
3 UNCCI -1295.090 29504 19111 441823 650015
4 UNCCI -10359.420 29504 19111 441828 650003
5 UNCCI -440.490 29504 19111 441825 650014
6 UNCCI -1997.420 29504 19111 441820 650004
7 UNCCI -10.000 29504 19115 441830 650010
Auto Balance
Remaining Balance: 0.000
Save Journal

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:

Correcting JE	
Deposits	Campus Vouchers
Campus Journals	Travel Vouchers
Data Collect Batches from Customer Billing Management and Bill Presentation	Vendor catalog orders
Other Data Collect Batch files	Purchase requisitions
CABS	
PCard transactions	

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 fiscal year 2016 or later. 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 5*.
- For information on editing a journal that has not yet posted to the General Ledger, see *Editing a Campus Journal Not Yet Posted, page 67*.

Creating a Correcting JE Campus Journal

Follow these steps the create a correcting JE campus journal:

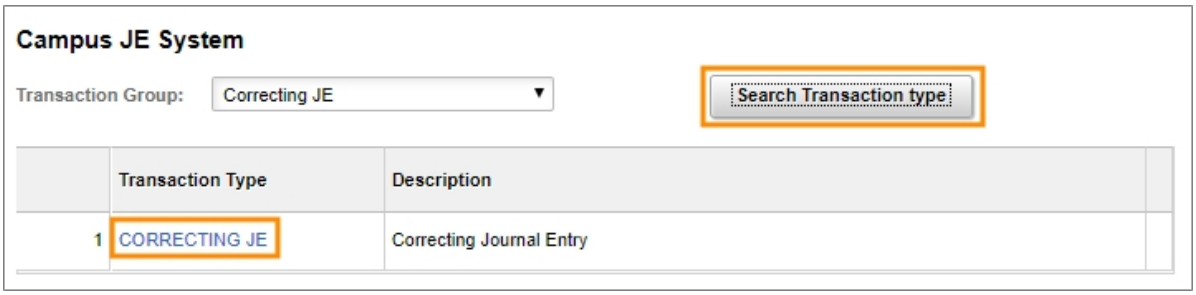
1. From the Admin WorkCenter home page, choose **Finance WorkCenter > General Ledger > Campus Journal Entry**

Campus JE System Page

2. Complete the field:

In this field:	Do the following:
Transaction Group	Choose **Correcting JE**.

3. Click the **Search Transaction type** button.
4. Click the **Correcting JE** transaction type link.



Correcting Entry Creation Page

5. Complete the fields:

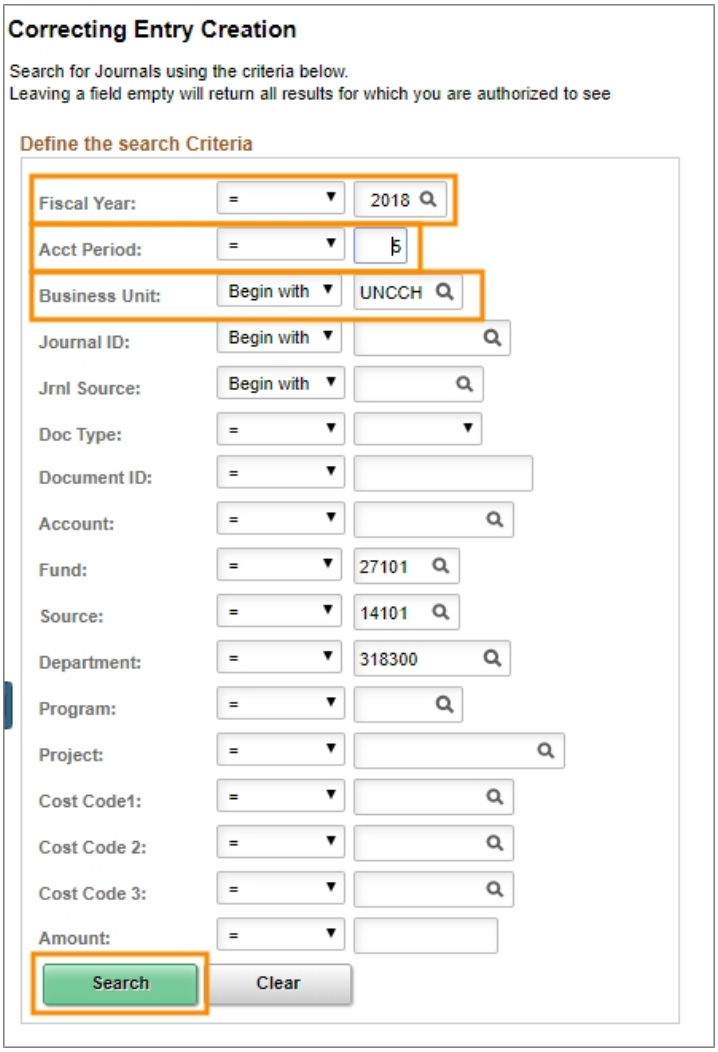
   Complete as many of the fields as possible. The system always requires Fiscal Year, Acct Period, and Bussiness Unit and at least one of the following:

   - Journal ID
   - Doc Type and Document ID

- Fund, Source, and Department
- Project

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

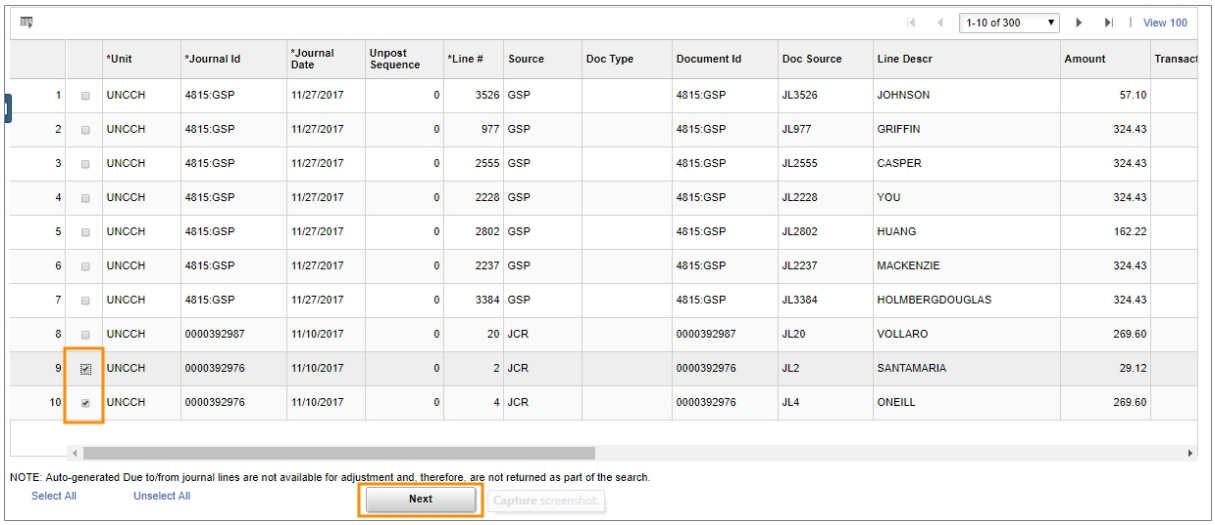
6. Click the **Search** button.



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.

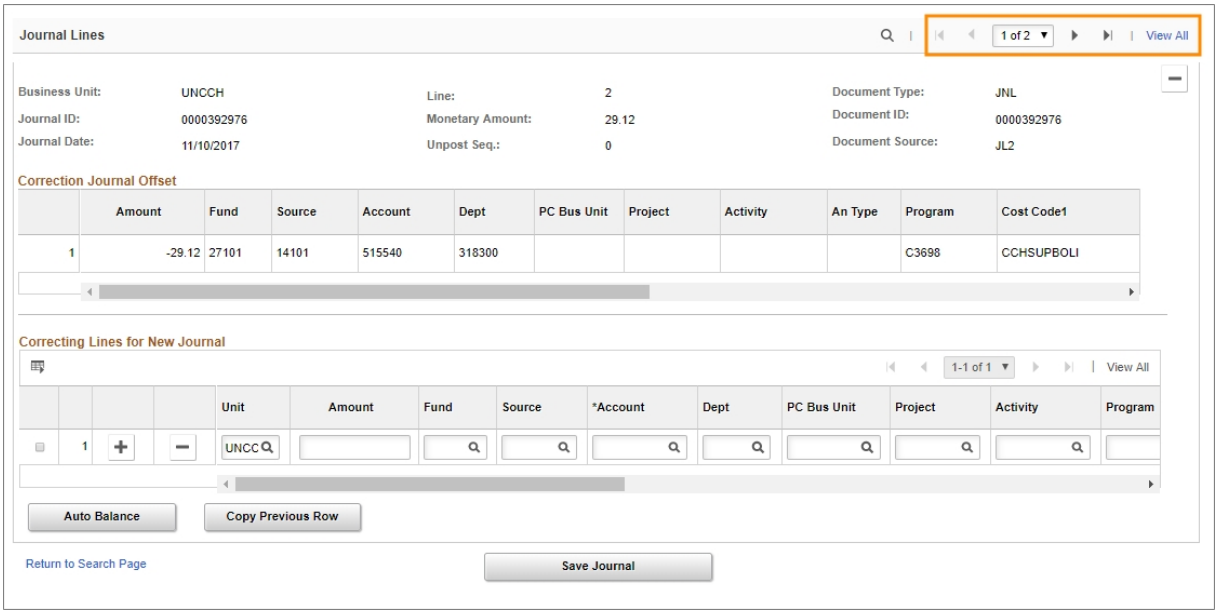


Result: The system displays the Correcting Lines for New Journal Screen.

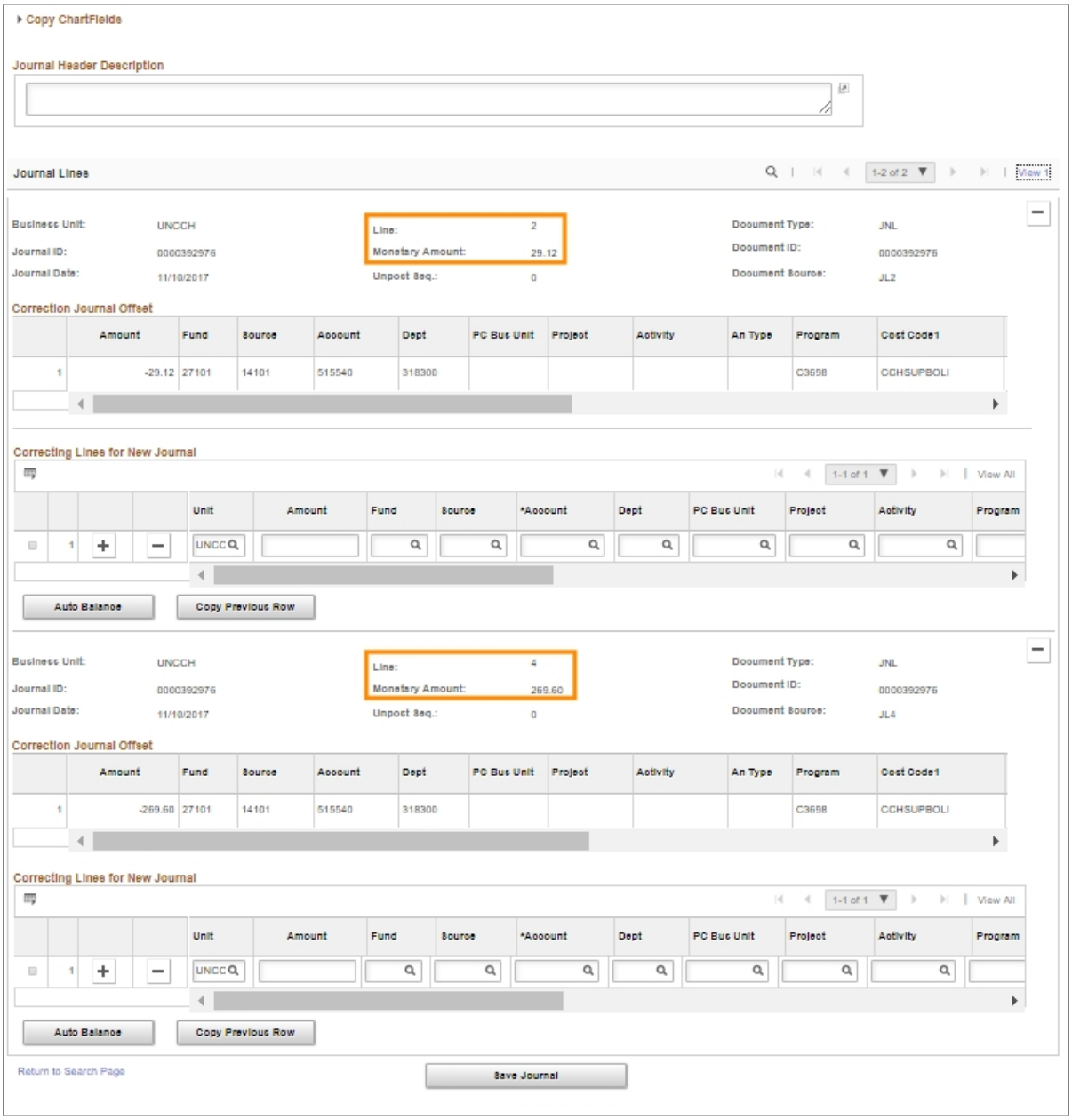
Correcting Lines for New Journal Screen

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**

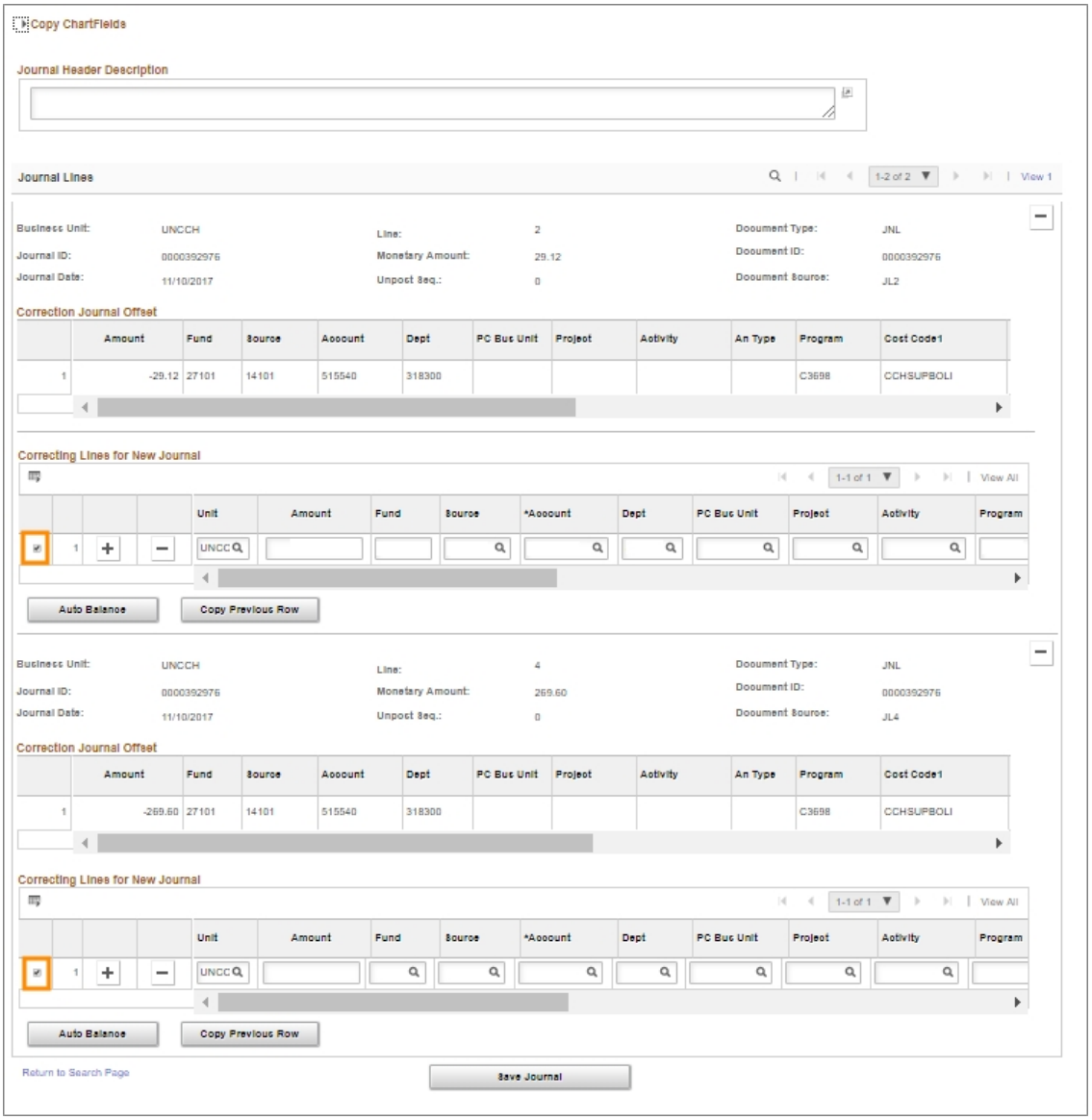
a. Click **Auto Balance** to automatically populate the chartfields with the values used in the original transaction.

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**

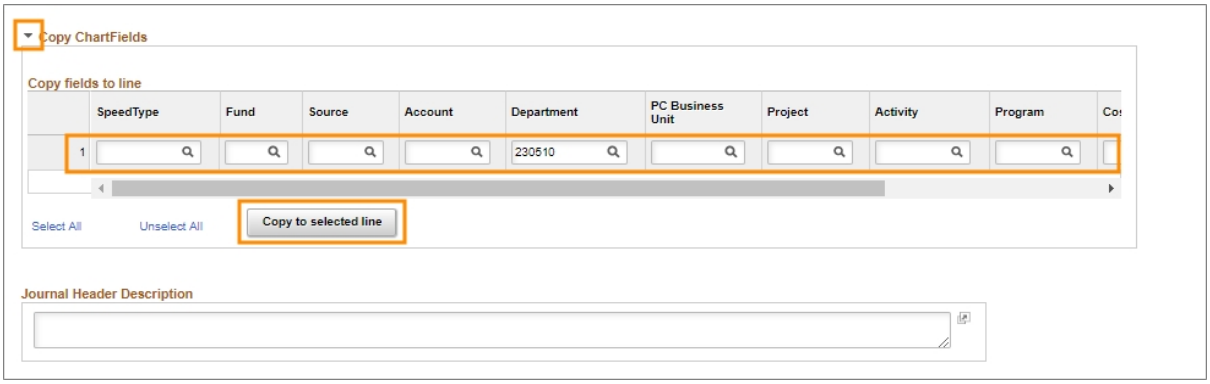
a. Check the box to the left of each line that you want the edits applied to.



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

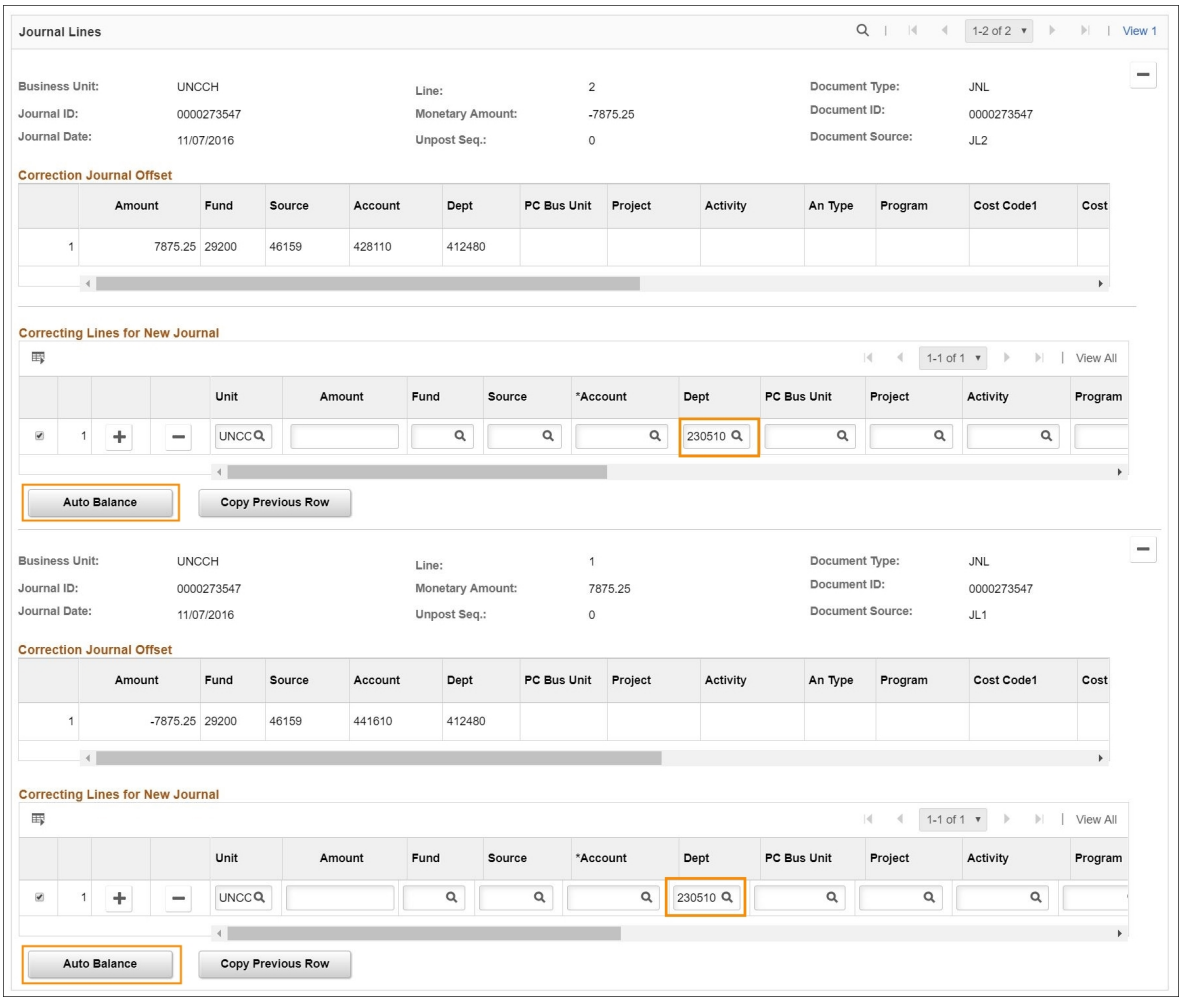
c. Enter any of the new chartfield values that you want applied to the lines.

d. Click **Copy to selected line**.



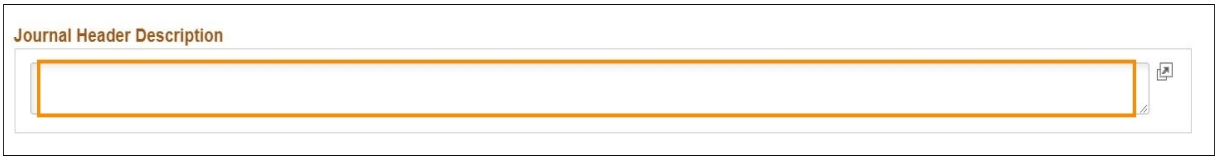
Result: The new values will be added to the chartfields under Correcting Lines for New Journal.

e. Click **Auto Balance** to populate the rest of the chartfields with the values used in the original transaction.

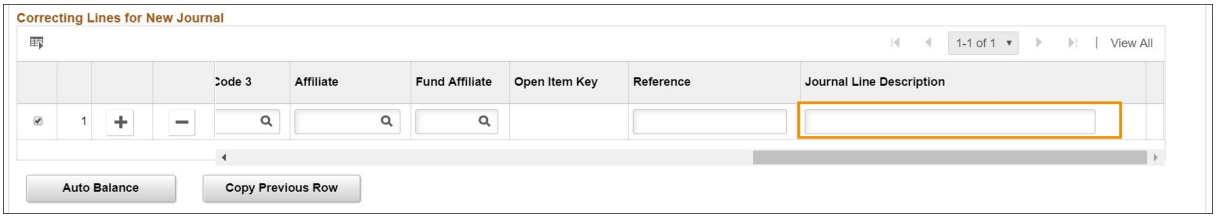


12. Use the 256 character Journal Header Description field to provide detailed header comments that apply to all of the lines being corrected.

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



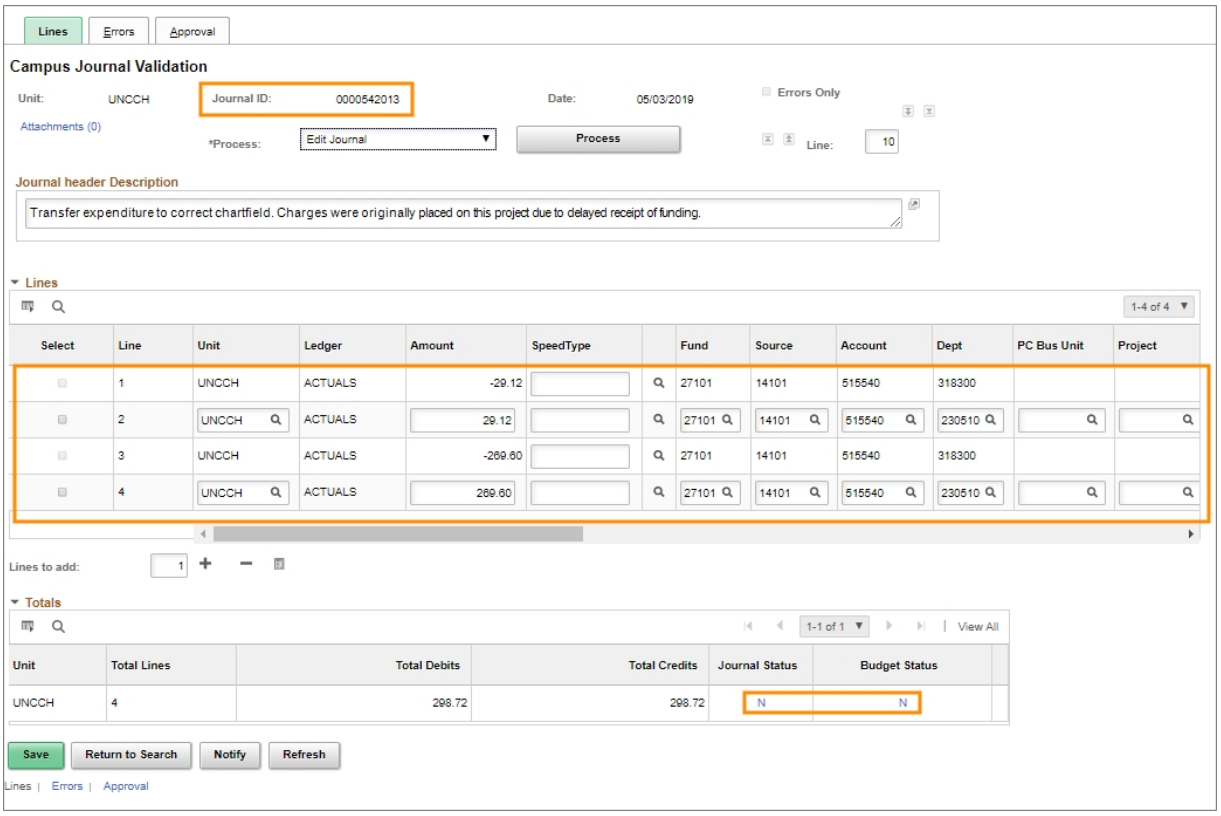
    You can then use the 30 character Journal Line Description field at the end of each line to add additional line specific details if necessary.



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

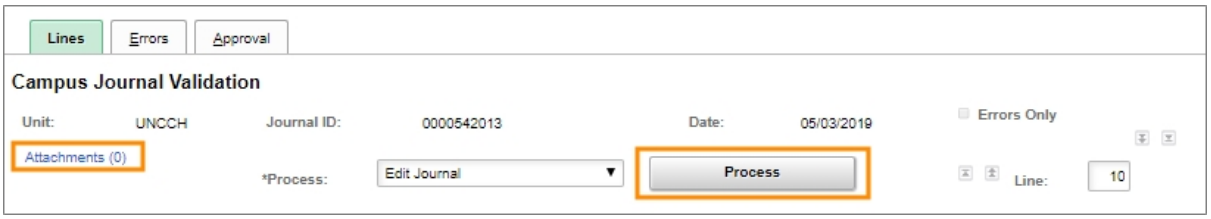
    Results:

- 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



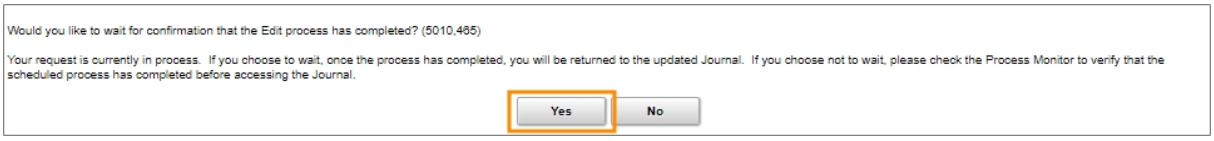
14. Attach the required documents by clicking the **Attachments (0)** link and following the steps to upload an attachment.

15. Click the **Process** button.



Result: The system displays a popup message.

16. Click the **Yes** button.

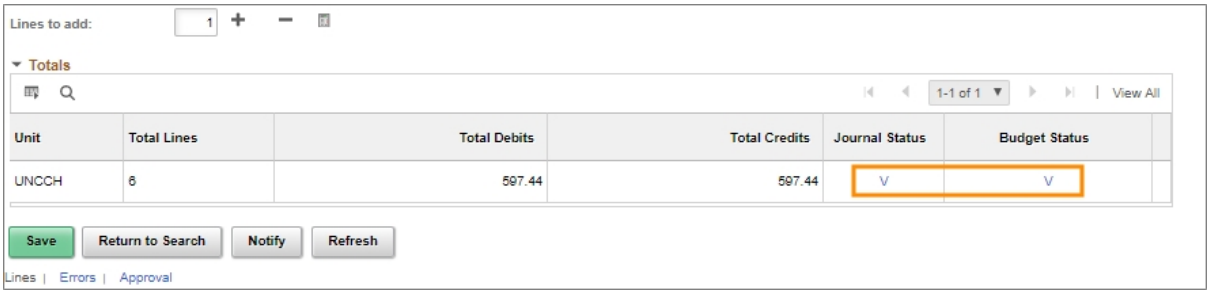


Result: The system initiates the journal edit process, which checks that the chartfield combination is valid. If the journal passes the edit process, the system automatically begins the budget checking process.

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

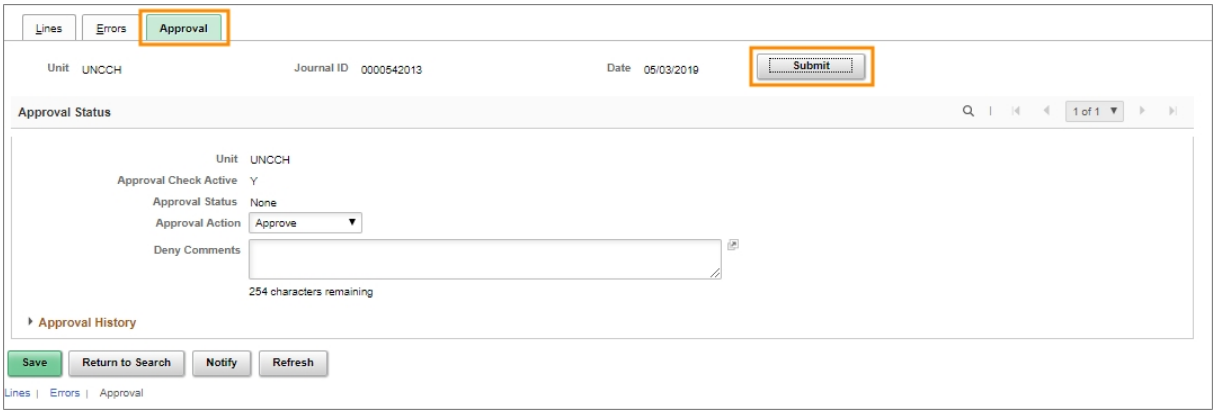
- Updates the Journal Status and Budget Status columns. If the processes passed, the status is V for Valid. If there is an error, the status is E.
- Generates balancing lines. These lines are for accounting purposes only and are not editable. The creator of the journal can ignore these lines.
- Updates 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.

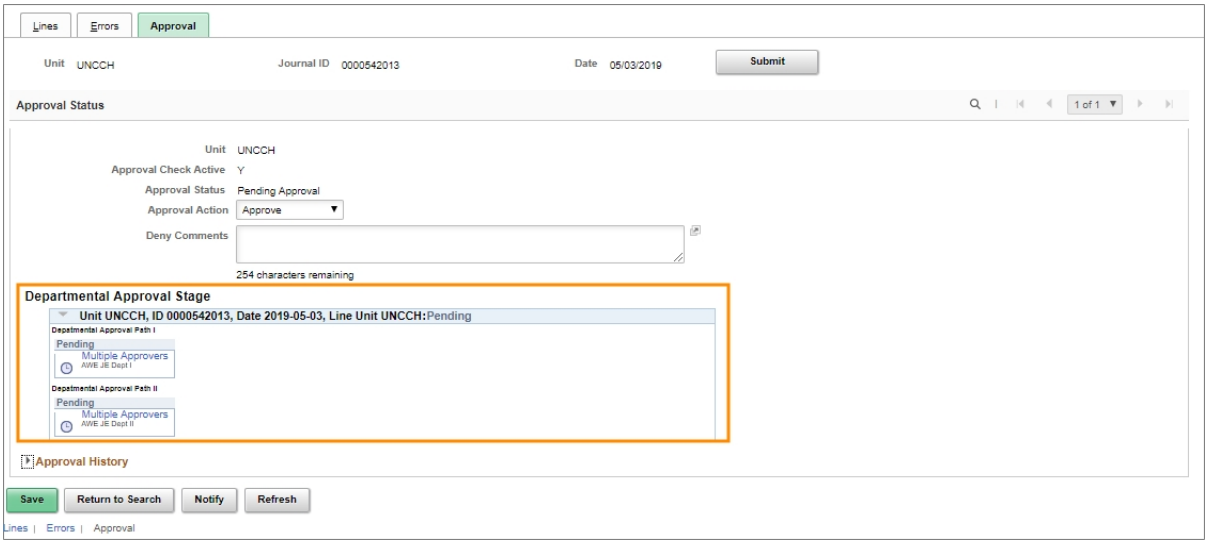


17. Click the **Approval** tab.

18. 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.

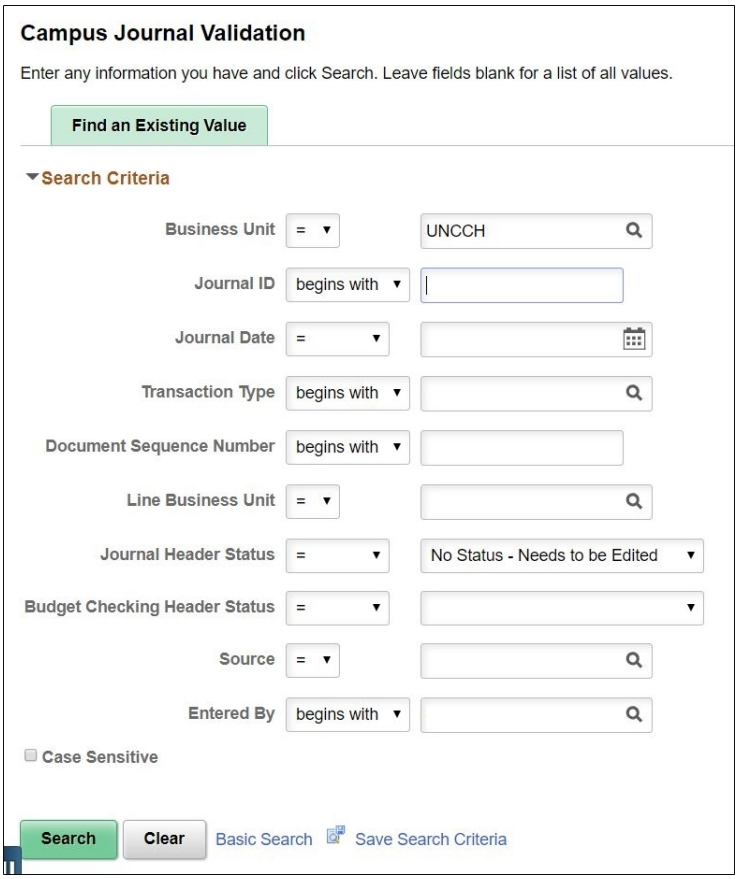


Note A: Follow these steps to find the journal ID by navigating to the Finance WorkCenter > General Ledger > Campus Journal Validation. On the Find an Existing Value tab. Please note the following:

- 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.

In this field:	Do the following:
Business Unit	This is the header business unit, which is UNCCH, UNCGA, or a Foundation business unit.
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.
Journal Date	This is a good field to use the > or = operand. For example, if you know the journal was entered sometime after April 1, you could select the > operand, then enter April 1 in the Journal Date field.
Doc Sequence Number	This field is not used.
Line Business Unit	This field is useful if you know the line business unit is different from the header business unit.

In this field:	Do the following:
Journal Header Status	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.
Budget Checking Header Status	A posted journal will have a Budget Status of Valid.
Source	This is the journal source, not the source chartfield. See Note B in this document for more details.
Entered By	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.
Attachments Exist?	Enter Yes or No to find journals with or without attachments.



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.

Transaction	Source
Deposits	ARD

Transaction	Source
PCard	PCD
CABS	CAB

Transaction	Source
Campus Journals	JBL - Billing JBS - Billing State Receipts JCA - Cash Advance Settlement JCR - Correcting JE JSR - Residual Transfer JSH - OSP Cost Share JOT - Other (intraunit and interunit) JUP - University Endowment Income to Principal Account JUI - University Endowment Inc to University Endowment Income Acct JAP - Agency Endowment Inc to Agency Endowment Principal Account JFA - Foundation Allocation to University JGG - Gift to Gift

Transaction	Source
Data Collect Batches from Customer Billing Management and Bill Presentation	AR3 - Gases Cylinder Rentals ARG - AirGas National Welders AUX - Carolina Dining Services BKP - Iron Mountain Renewal CAB - Central Airfare Billing CCC - Carolina Copy CEU - Friday Cntr Continuing Ed CIP - Facilities - Capitol Project Building CRC - ITS Computer Repair Center CWS - Carolina Works DIS - ITS CRC Dispatch DPS - Dept of Public Safety ECD B-eCommerce Dept Default EHS - Environment, Health andSafety ENT - Enterprise Rental Wehicles - Motor Pool FBA - Faculty Benefits FRI - Friday Center FSB - AIM Work Management System FUL - Wex (Fuel Cards) FWS - Federal Work Study GRD - GradStar GSP - Graduate Student Health Insurance HFP - APCF Charge From Hospital HRB - Human Resources Background Check INN - Carolina Inn INR - Carolina Inn - Room Charge LSV - Laundry Services OC1 - OneCard 1 PCD - Procurement Card

Transaction	Source
	PRK - Transportation and Parking PRT - Printing Services RFS - Remedy License Renewal SSC - Student Stores TEL - Telecom Charges TLE - Telecom Encumbrances - Create CGS UMS - University Mail Services USS - Student Stores Barnes and Noble College UTL - Campus Utilities VWC - Ecommerce VWR-CBM VWD - Ecommerce VWR - CBM

Transaction	Source
Other Data Collect Batches	ANI - Lineberger Animal Experiment ATH - Athletics Diners Club Card BNY - BNY Mellon Investment CAB - Central Airfare Billing DEV - University Development DIG - Lineberger Digital Imaging DNA - Lineberger DNA Sequencing Center DRC - Computer Services DSI - Debt Service Interest DSP - Debt Service Principal ECS - ECSI ELE - Lineberger Electron Microscopy FBA - Faculty Benefits FLW - Flow Cytometry FSE - Facilities Liquidations GAI - General Administration GEN - Lineberger Genomics GFT - Gift Assessment GRD - GradStar GSP - Grad Student Health Insurance HAI - Lineberger CHAI HC1 - UNC Hospital-Healthcare HC2 - UNC Hospital-Resident HLL - Leave Liability Interface HRB - OHR Background Check HST - Lineberger Histopathy ILB - Ilabs_replace FLW and BRI IRC - Treasury & Risk - Insurance Chargeback IRP - Treasury & Risk - Fire Protection Grant

Transaction	Source
	LAM - Lab Animal Medicine
	MCE - SOM external Contracts AR File
	MLR - Lineberger Cancer Center-Dept. Deposit
	NUC - Lineberger Nucleic Acids
	OC2 - OneCard 2
	OIS - SOM Information Systems
	ONC - Lineberger Protocol Oncology
	PNA - UNC Faculty Physicians
	REL - UNC Creative
	RFE - Lineberger FedEx & Xerox Charges
	RVY - Lineberger Retrovirology
	SMR - SOM Core Facility Recharge
	SOG - SOG Netsuite
	SOP - Lineberger Pharmocology
	SUR - Surplus Property Mgmt Sys
	TIS - Lineberger Tissue Culture
	TLL - Telecom Encumbrances
	TPL - Lineberger Anatomic Pathology
	TPR - Lineberger Tissue Procurement
	UAS - Unit Accounting System
	UTL - Campus Utilities
	VIR - Lineberger Vironomics

Creating an OSP Cost Share and Residual Transfer Journal

Overview: OSP Cost Share

A Cost Share is only used to record the following types of Cost Shares in ConnectCarolina.

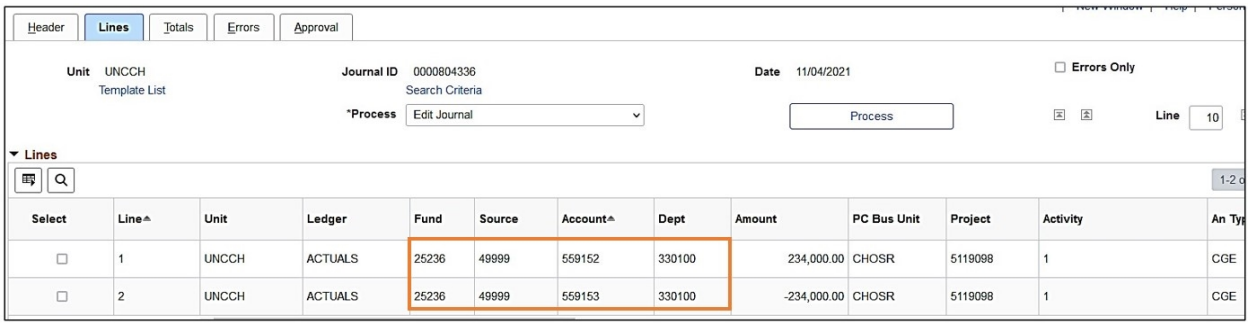
- Third Party (in-kind) Cost Share
- Grant to grant Cost Share
- Unrecovered overhead

All other Cost Share, such as salary caps, should still be recorded using the current process. This new journal is used only to record Cost Share not already in ConnectCarolina.

Creating an OSP Cost Share Journal

This journal is entered the same as any other journal with pre-populated fields to assist in the entry.

- Journal must net to zero ($0)
- Source Code 49999
- Debit (positive) 559152
- Credit (negative) 559153
- Use the same Chartfield string (fund/source/dept/project id) on both lines, except the account code.
- The journal is routed to pre-audit for approval to ensure all appropriate supporting documentation is attached.



Overview: Residual Transfer Journal

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 Programs (OSP) 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 OSP policies at:

- http://research.unc.edu/offices/sponsored-research/policies-procedures/section-700/policy-4/
- http://research.unc.edu/offices/sponsored-research/policies-procedures/section-700/policy-4/procedure-1/

Per OSP 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 OSP
- The sponsored agreement does not stipulate otherwise

Creating an OSP Residual Transfer Journal

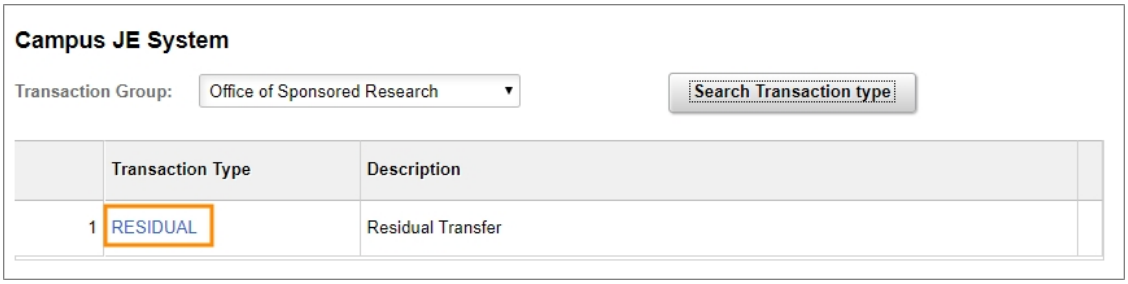
Follow these steps to create an OSP Residual Transfer journal:

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

Campus JE System Page

2. Choose **Office of Sponsored Programs** from the Transaction Group dropdown menu.
3. Click the **Search Transaction type** button.

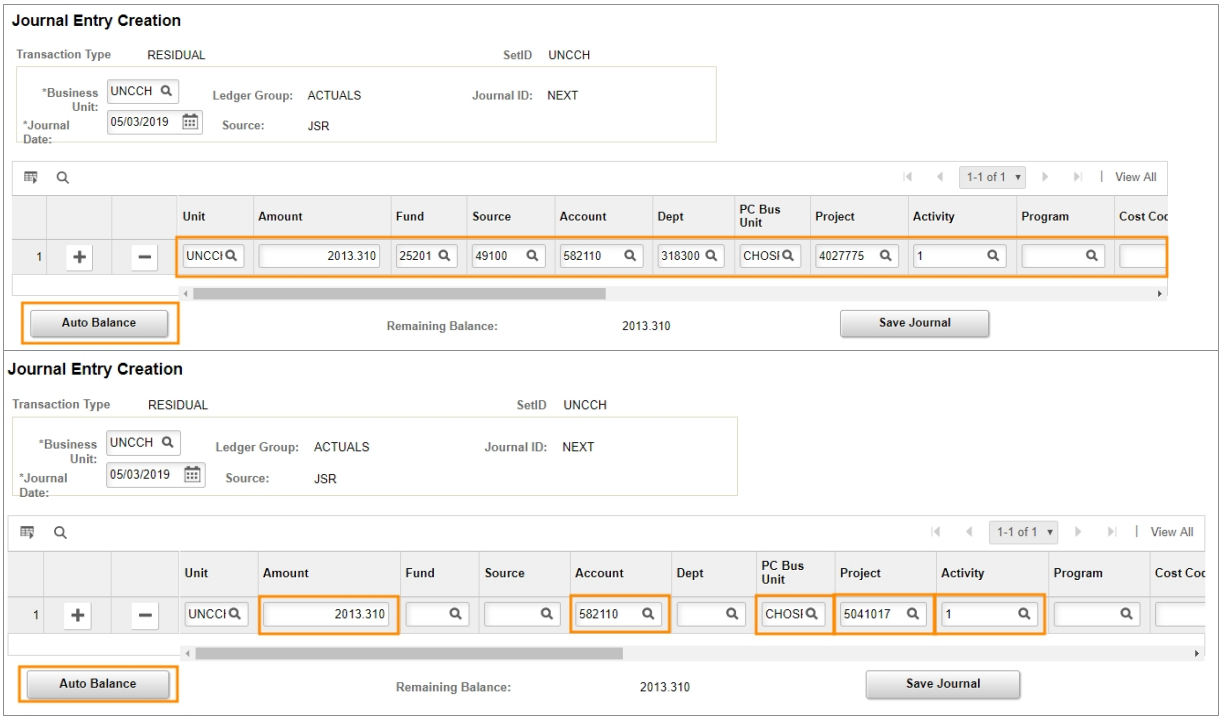
4. Click the **RESIDUAL** link.



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.

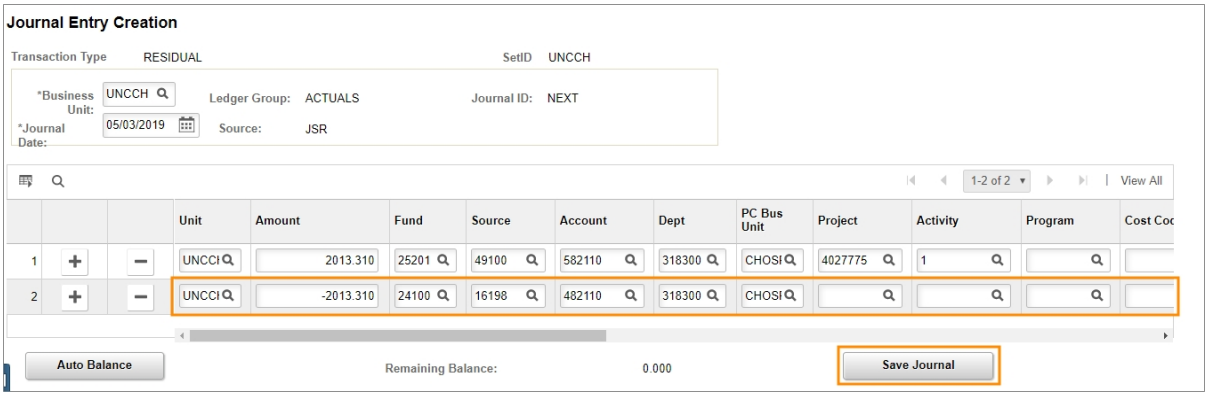


7. Complete the chartfields for line 2, the credit line. This is the chartfield string where you are transferring the residual funds to. These chartfields are:

   - Fund: 24100
   - Source range: 16000 - 16499

- Account: 482110
- Department: your department

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

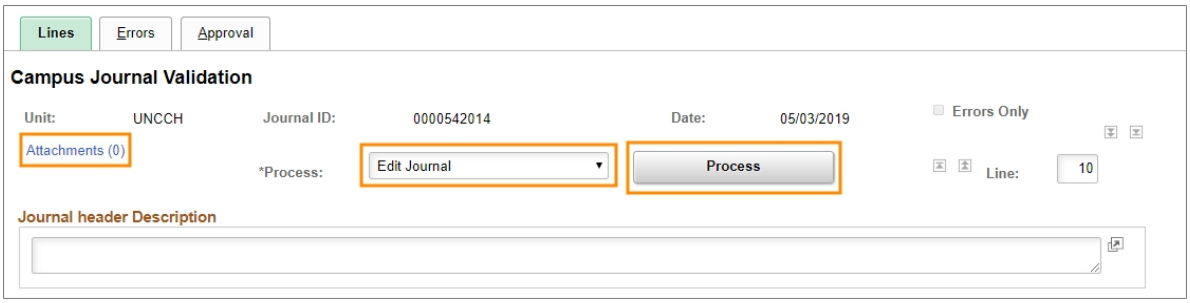


9. Attach the necessary documents by clicking the **Attachments (0)** link and taking the necessary steps.

   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.

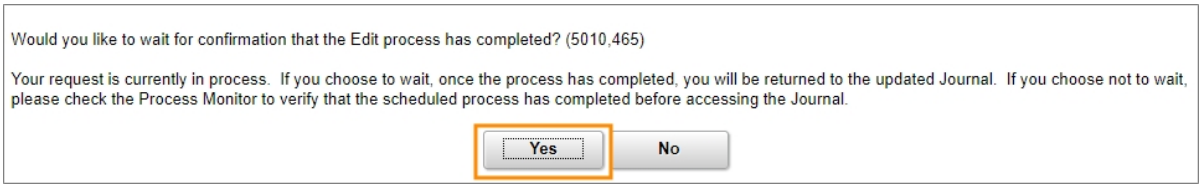
   Residual amounts greater than 10% of the grant typically require more justification.

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



   Result: The system displays a popup message.

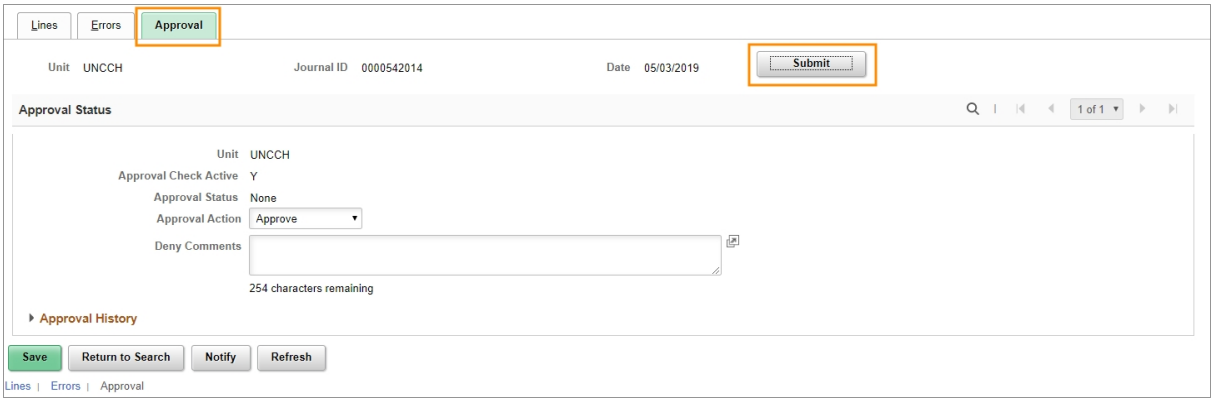
11. Click the **Yes** button.



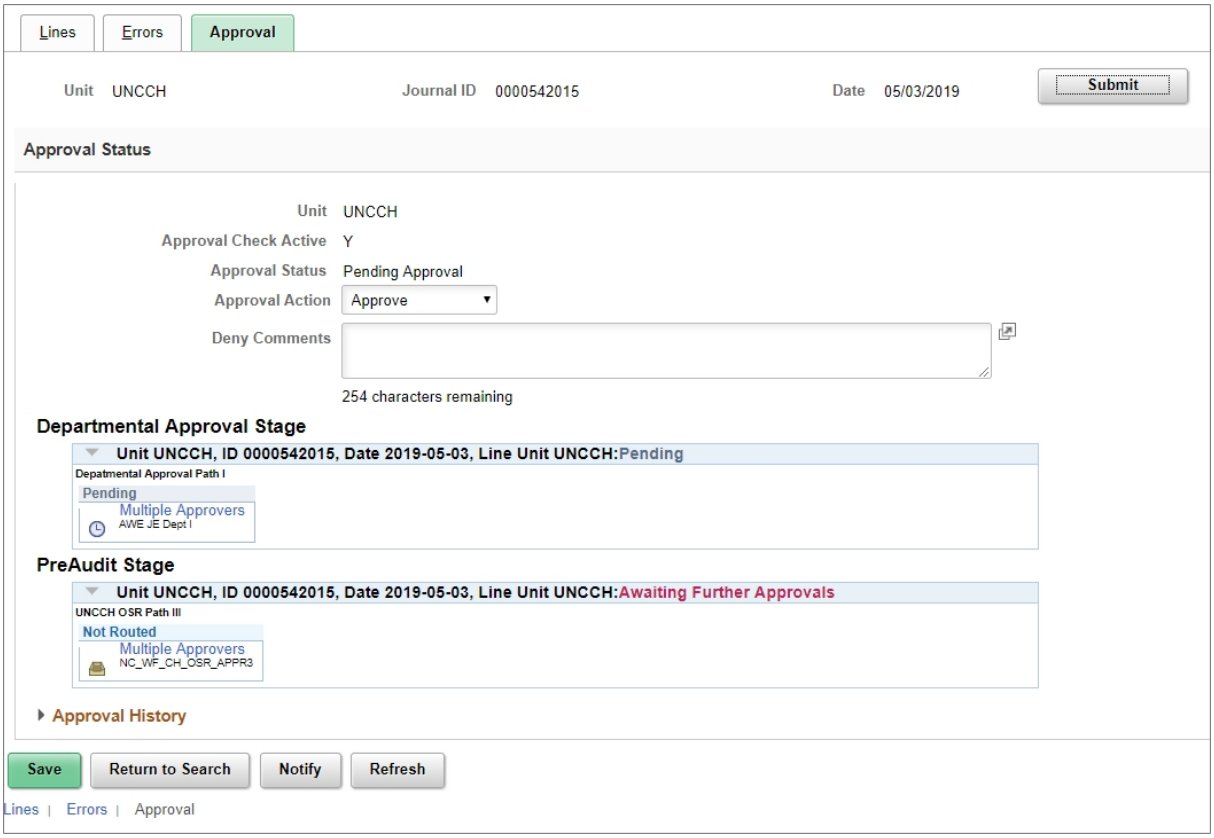
12. Once the edit and budget checking processes have run, ensure the **Journal Status** and **Budget Status** fields are V, for Valid. If either field shows an E for Error, you need to resolve the error and rerun either the Edit Journal or Budget Check Journal process.

13. Click the **Approval** tab.

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



Result: The system displays the approvers for the journal. Residual Transfer journals require approval from the department and OSP.


Lines
Errors
Approval
Unit UNCCH
Journal ID 0000542015
Date 05/03/2019
Submit
Approval Status
Unit UNCCH
Approval Check Active Y
Approval Status Pending Approval
Approval Action Approve
Deny Comments
254 characters remaining
Departmental Approval Stage
Unit UNCCH, ID 0000542015, Date 2019-05-03, Line Unit UNCCH:Pending
Depatmental Approval Path I
Pending
Multiple Approvers
AWE JE Dept I
PreAudit Stage
Unit UNCCH, ID 0000542015, Date 2019-05-03, Line Unit UNCCH:Awaiting Further Approvals
UNCCH OSR Path III
Not Routed
Multiple Approvers
NC_WF_CH_OSR_APPR3
Approval History
Save
Return to Search
Notify
Refresh
Lines | Errors | Approval

Understanding Cash Advances

Overview

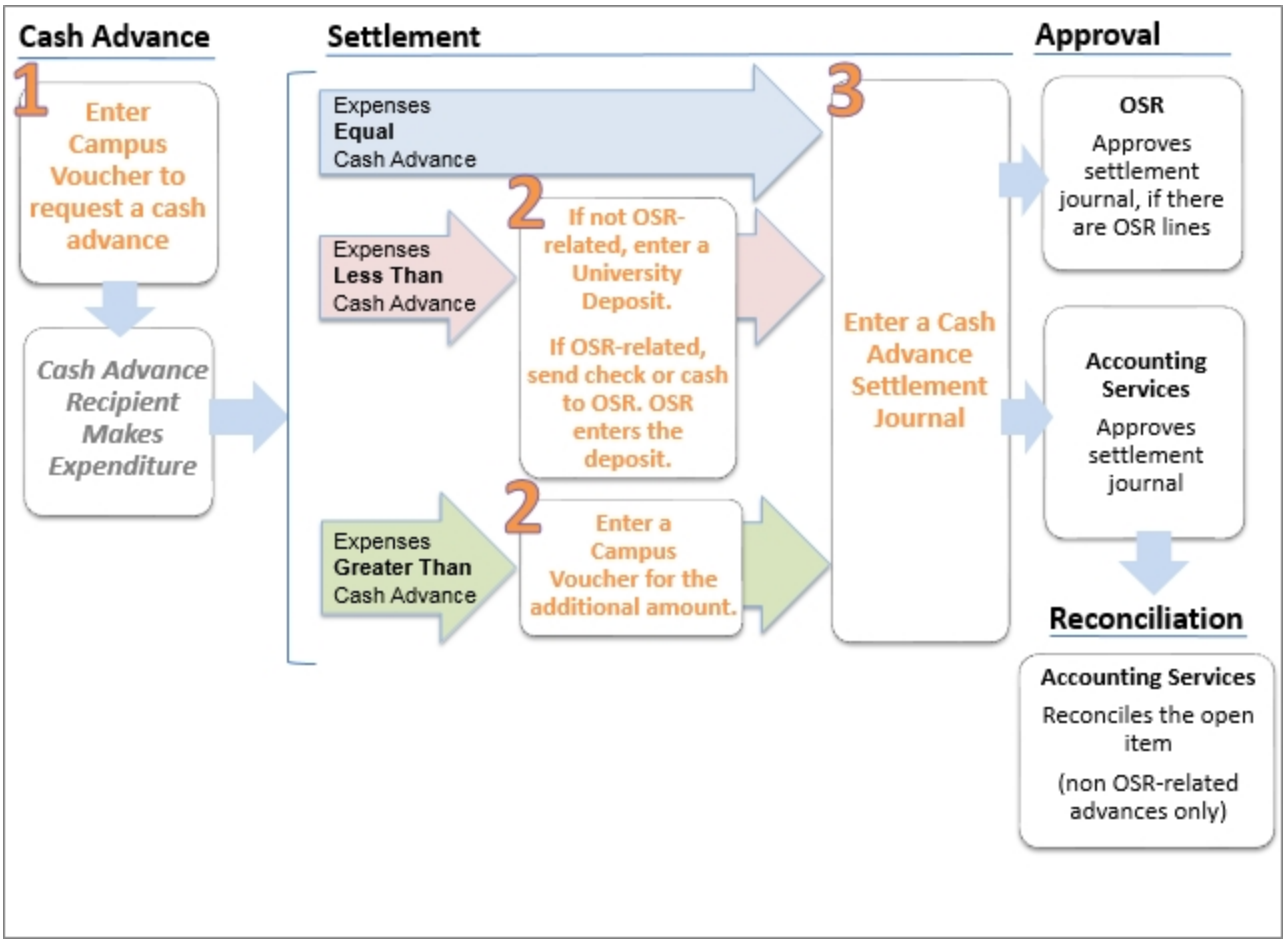
Cash advances are used for several purposes by campus departments, such as group travel, gift cards, and subject payments.

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-OSP Cash Advance; 2) OSP - Cash Advance; and 3) OSP-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.

Cash advance account to use when the cash advance is OSP **(113920)**

Scenario	Steps	Account Code	Amount	Debit or Credit
Scenario 1: Expenses equal Cash Advance	1. Enter a campus voucher to request the cash advance	113920	$200.00	Debit
	2. Enter campus journal to settle the cash advance	523150	$200.00	Debit
		113920	$200.00	Credit
Scenario 2: Expenses less than the Cash Advance	1. Enter a campus voucher to request the cash advance	113920	$200.00	Debit
	2. Enter a university deposit for the difference	113920	($50.00)	Credit
	3. Enter campus journal to settle the cash advance	523150	$150.00	Debit
		113920	($150.00)	Credit
Scenario 3: Expenses greater than the Cash Advance	1. Enter a campus voucher to request the cash advance	113920	$200.00	Debit
	2. Enter a campus voucher for the additional amount	113920	$50.00	Debit
	3. Enter campus journal to settle the cash advance	523150	$250.00	Debit
		113920	($250.00)	Credit

Use one of the allowable expense account codes

Cash advance account to use when the cash advance is OSP, not for travel		(526140)		
Scenario	**Steps**	**Account Code**	**Amount**	**Debit or Credit**
Scenario 1: Expenses equal Cash Advance	1. Enter a campus voucher to request the cash advance	526140	$200.00	Debit
	2. Enter campus journal to settle the cash advance	523150	$200.00	Debit
		526140	$200.00	Credit
Scenario 2: Expenses less than the Cash Advance	1. Enter a campus voucher to request the cash advance	526140	$200.00	Debit
	2. Enter a university deposit for the difference	526140	($50.00)	Credit
	3. Enter campus journal to settle the cash advance	523150	$150.00	Debit
		526140	($150.00)	Credit
Scenario 3: Expenses greater than the Cash Advance	1. Enter a campus voucher to request the cash advance	526140	$200.00	Debit
	2. Enter a campus voucher for the additional amount	526140	$50.00	Debit
	3. Enter campus journal to settle the cash advance	523150	$250.00	Debit
		526140	($250.00)	Credit
		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.

Allowable Account Codes	Description	OSP/non-OSP
523150	Study Subject Payments	OSP or non OSP
523160	Study Subject Expenses	OSP or non OSP
537210	Suppliers-Educational/Research	OSP or non OSP
558914	Miscellaneous Services	OSP or non OSP
522917	HCS Contract Serv Other Comp	non OSP only
558410	Employee Recognition Award	non OSP only
558921	Meetings and Amenities	non OSP only
558924	Employee Non Cash Awards	non OSP only
558933	Exchange Student Exchange	non OSP only
569190	Awards - Student	non OSP only

Naming Conventions

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.

Campus Voucher for initial cash advance	
Invoice No. Recipient's last name + cash advance amount + first three letters of month + two-digit year	Line Description: Recipient's last name + cash advance amount + first three letters of month + two-digit year
Example: DOE500.00MAR15	Example: DOE500.00MAR15
Campus Voucher for additional advance	
Invoice No. Recipient's last name + amount of the **addition**+ first three letters of month + two-digit year **Note:** The date could be different from the original advance.	Line Description: Same as Line Description of Invoice No.
Example: DOE100.00APR15	Example: DOE500.00MAR15
University Deposit for unused portion of the advance	
Payment Merchant ID Initials of receipt + "Cash Advance"	Line Description: Same as Line Description of Invoice No.
Example: JD Cash Advance	Example: DOE500.00MAR15
Campus Journal to settle the advance	
NA	Line Description: Same as Line Description of Invoice No. Example: DOE500.00MAR15

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*.

Understanding Gift to Gift Journals

Overview

For purposes of this document, a "gift" is a trust or endowment. In ConnectCarolina, each gift has its own source code.

All or part of a gift can be transferred to another source, or another department, if:

- there is sufficient cash and expense budget to accommodate the transfer.
- the policy of the gift does not prohibit the intended transfer.

When transferring money from a gift, you must accomplish two things:

- transfer cash
- transfer budget

Transferring cash is accomplished by entering a Gift to Gift journal. A Gift to Gift journal is required for every transfer of a gift.

How you transfer budget, on the other hand, varies depending on whether the chartfield strings involved in your transfer are set up for Automatic Budget Create.

Automatic Budget Create increases or decreases expense budget based on recognized revenue, that is, revenue coming in or going out. When there is an increase in recognized revenue, the expense budget is increased by the same amount. When there is a decrease in recognized revenue, the expense budget is decreased by the same amount.

When you enter a Gift to Gift journal, you decrease revenue on the gift you transfer **from**, and increase revenue on the gift you transfer **to**, and the cash balances are adjusted accordingly. However, the expense budgets are only increased and decreased if the respective chartfield strings are set up for Automatic Budget Create. If they are not, you need to maually increase or decrease the budget.

The table below outlines what you need to do to make sure the expense budgets involved in your gift transfer are increase or decreased as needed.

Scenario	Description	What to do to transfer budget
1	Both the debit and credit lines of the transfer have Automatic Budget Create	Nothing. You just need to enter the Gift to Gift journal to transfer cash. The respective expense budgets are automatically increased and decreased.
2	Only the debit line has Automatic Budget Create	Enter a budget journal for the credit chartfield string to increase that expense budget. The expense budget for the debit chartfield string is automatically decreased.

3	Only the credit line has Automatic Budget Create	Enter a budget journal for the debit chartfield string to decrease that expense budget. The expense budget for the credit line is automatically increased.
4	Neither the debit nor credit line has Automatic Budget Create	Enter a budget **transfer** to reduce the expense budget for the debit chartfield string, and increase expense budget for the credit chartfield string.

Below are the steps you need to take every time you transfer funds from a gift.

1. Determine the cash balance of the gift you are transferring from. You cannot transfer an amount greater than the available cash.
2. Determine the expense budget balance for the gift you are transferring from. You cannot transfer an amount greater than the available expense budget.
3. If there is sufficient cash and available expense budget, enter a Gift to Gift journal.
4. Determine whether each chartfield string in your Gift to Gift journal is set up for Automatic Budget Create.
5. Based on the outcome of step four, take the applicable action to increase or decrease expense budget.

Each of these steps is explained further in the following section.

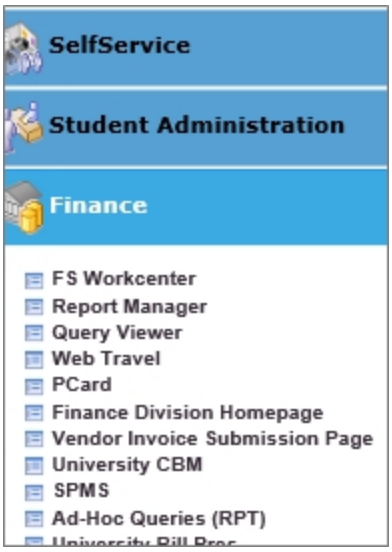
Step 1: Determine the cash balance of the gift you are transferring from

You can't transfer an amount greater than the available cash balance. To find your cash balance, you can run this query - NC_CPS_CASH_BAL_ALL. This query exists in the RPT environment, which requires special access.

If you don't have access to RPT, find someone in your department who does and ask them to find the cash balance.

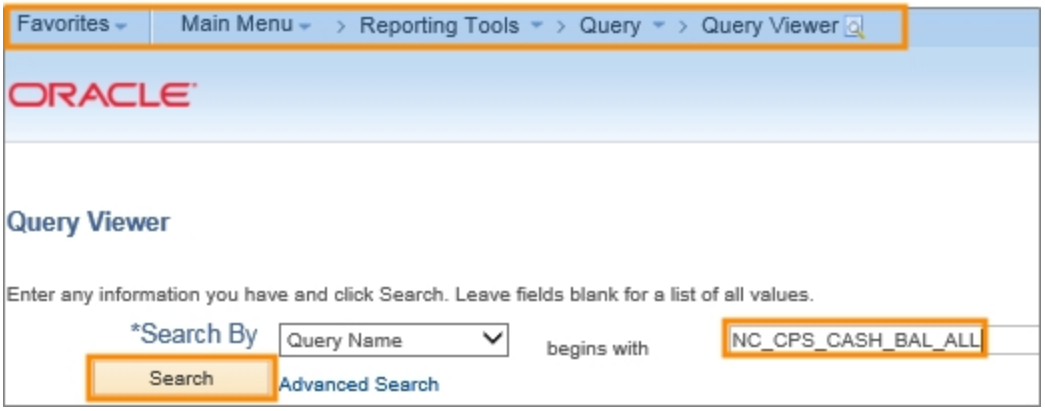
Follow these steps to run the query:

1. Navigate to Query Viewer in RPT by clicking the Finance Work Center, then the Ad Hoc Queries (RPT) link.



2. Once in RPT, navigate to Query Viewer through this navigation: Main Menu > Reporting Tools > Query > Query Viewer.

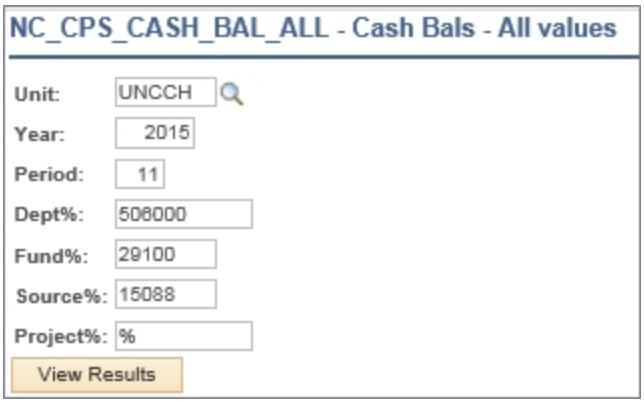
3. Enter the name of the query and click **Search**.



4. Click the **HTML** link.

5. Enter the full department, fund, source, and program (if applicable) from your chartfield string. Do not use a wildcard in these fields for this particular search. This will ensure you get the cash balance for the specific chartfield string.

6. Enter the current accounting period.
7. Click **View Results**.

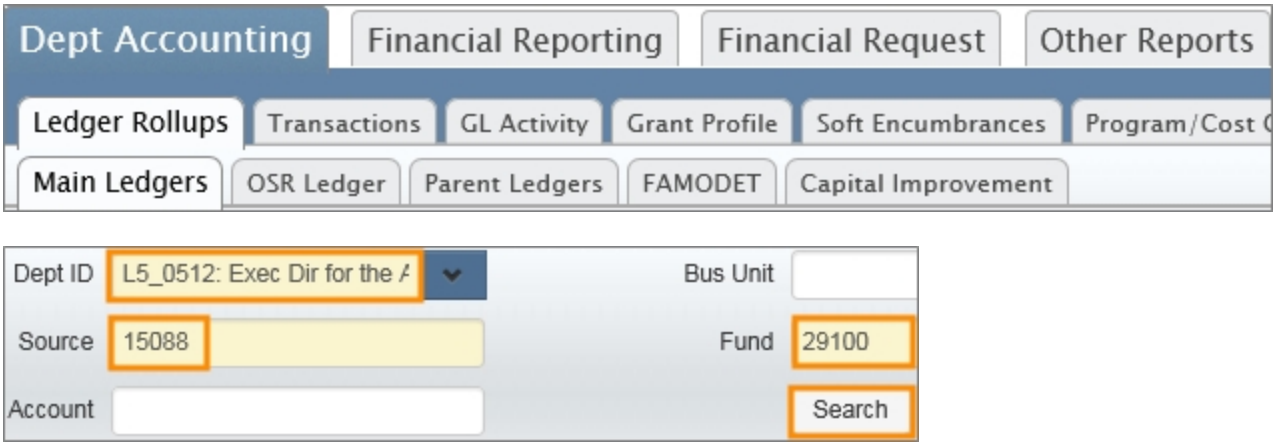


Result: The system displays the query results, where you can verify that there is sufficient cash for the amount you want to transfer.

Step Two: Determine the expense budget balance for the gift you are transferring from

You shouldn't transfer money from a gift if the expense budget amount is less than the amount you want to transfer.

You can use InfoPorte to find the expense budget balance for the gift. Enter the same chartfield string you used to run the query.



Result: InfoPorte displays the Grand Total Expense balance at the bottom of the page. Verify there is sufficient expense budget to cover the transfer. In this example, you can see there is a negative expense balance, so you shouldn't transfer money from this gift.

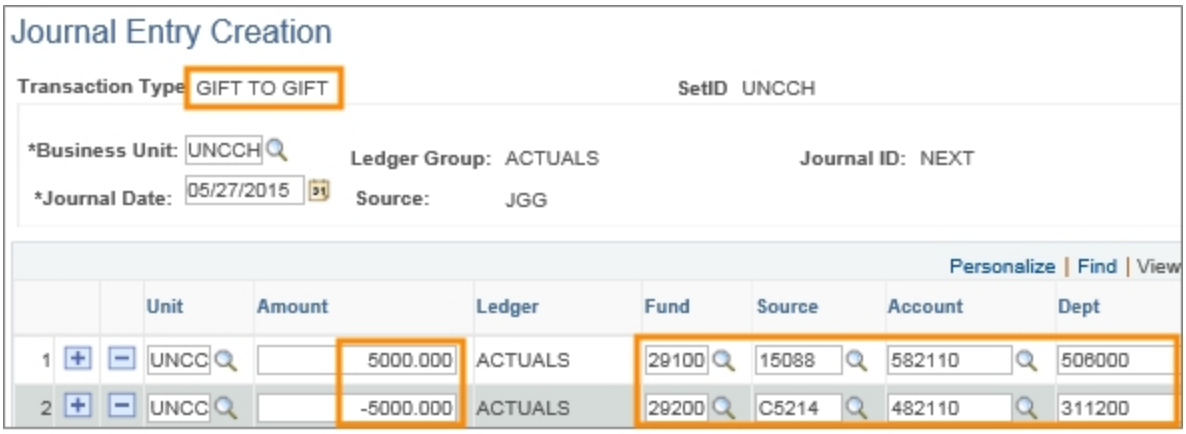
Budget	Pre-Encumbered	Encumbered	Actuals YTD	Available Balance
0.00	0.00	0.00	20,000.00	-20,000.00
0.00	0.00	0.00	11,659.50	-11,659.50

Step Three: Enter a Gift to Gift Journal

For the complete procedure on how to enter journals, see *Creating a Campus Journal, page 5*. For a Gift to Gift journal, you need to select the Gift to Gift transaction type.

The Gift to Gift journal has the effect of transferring cash between the applicable chartfield strings.

The debit line of the Gift to Gift journal is for the gift you are transferring money **from**. This amount has a positive sign. The credit line is for the gift you are transferring money **to**. This amount has a negative sign. The screen below is an example of how the lines of a Gift to Gift journal should look.



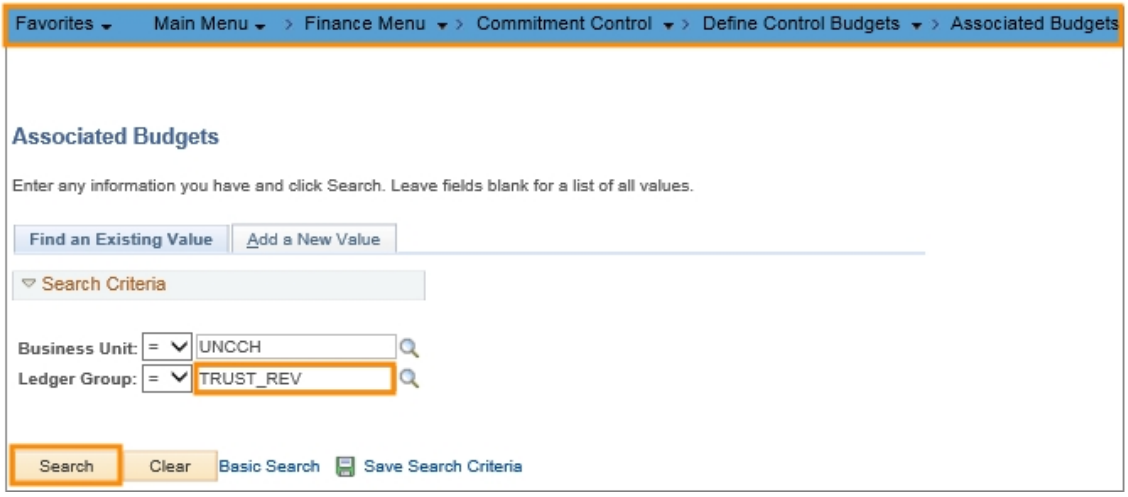
Step Four: Determine whether each chartfield string is set up for Automatic Budget Create

How you transfer budget from a gift depends on whether the chartfield strings are set up for Automatic Budget Create.

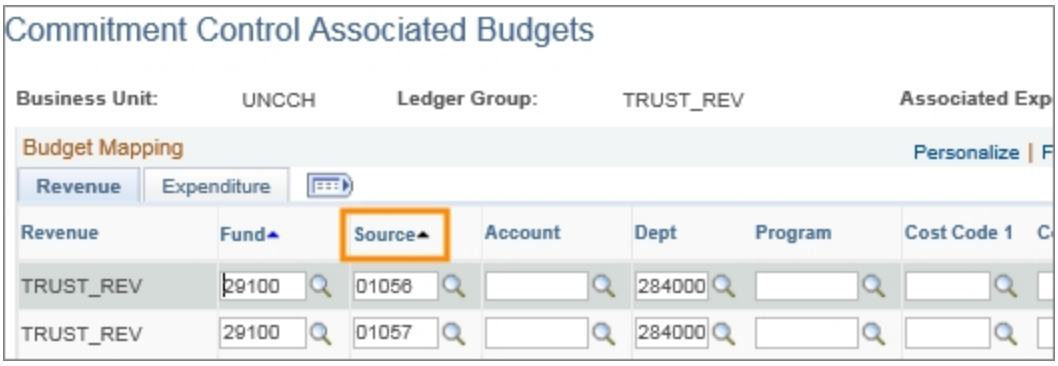
The Associated Budgets table in ConnectCarolina contains all the chartfield strings that are set up with Automatic Budget Create. You can use this table to identify whether the chartfield strings in your gift transfer are set up with Automatic Budget Create, then take the appropriate action to increase or decrease the expense budget. See the table on page one of this document for details on the possible actions to take.

Follow these steps to identify whether your chartfield string is set up for Automatic Budget Create.

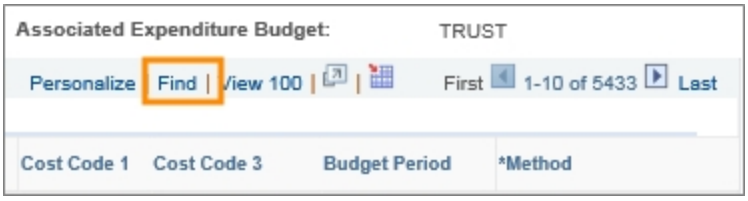
1. Navigate to Main Menu > Finance Menu > Commitment Control > Define Control Budgets > Associated Budgets
2. Select **TRUST_REV** from the Ledger Group field.
3. Click **Search**.



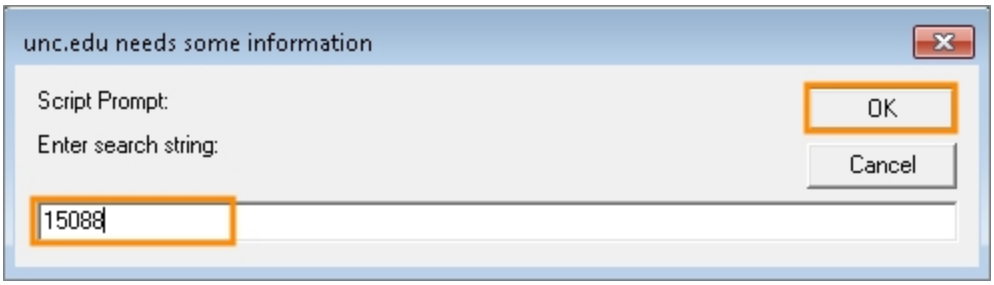
4. Click the **Source** header column so that the sources sort in alphabetical order.



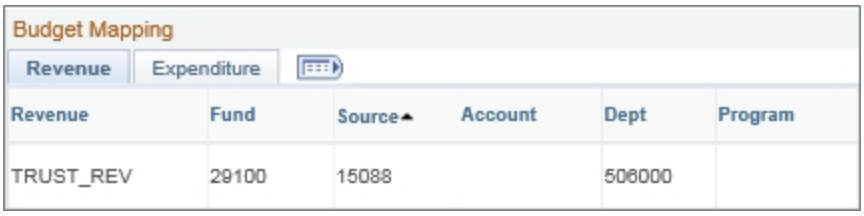
5. Click the **Find** link.



6. Enter the source that is in your chartfield string.
7. Click **OK**.



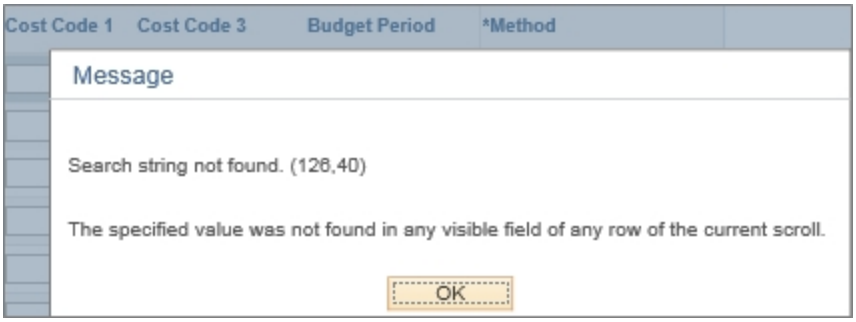
Results: If your source exists within a chartfield string that is set up for Automatic Budget Create, the system will bring that source to the top row, as in the screen below.



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) do not exist as one chartfield string on this table, then the chartfield string is not set up for Automatic Budget Create.

8. Repeat steps one through seven 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.



Step Five: Enter a budget transaction if necessary

For the complete procedure on how to enter a budget journal, see .

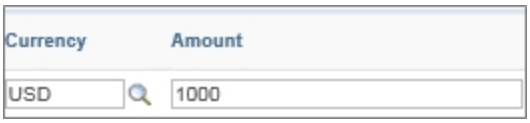
For the complete procedure on how to enter a budget transfer, see .

Whether you need to enter a budget transaction, and whether that transaction is a journal or transfer, depends on the outcome of step four.

When to enter a budget journal

- the debit line is set up for Automatic Budget Create and the credit line is not
    - action: enter a budget journal to increase expense budget on the credit line

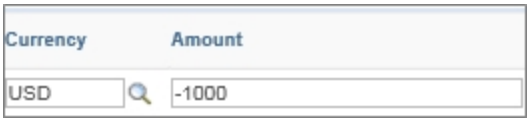
Budget Period	SpeedType	Fund	Source	Account	Dept	Program
2015		29200	C5070	482110	300100	



Currency	Amount
USD	1000

- the credit line is set up for Automatic Budget Create and the debit line is not
    - action: enter a budget journal to decrease expense budget on the debit line

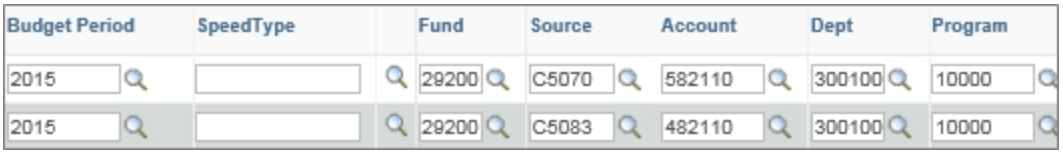
Budget Period	SpeedType	Fund	Source	Account	Dept	Program
2015		29200	C5083	582110	302200	10000



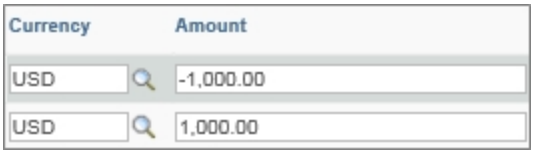
Currency	Amount
USD	-1000

When to enter a budget transfer

- neither the debit nor the credit line is set up for Automatic Budget Create
    - action: enter a budget transfer to decrease budget from the debit and increase budget on the credit line



Budget Period	SpeedType	Fund	Source	Account	Dept	Program
2015		29200	C5070	582110	300100	10000
2015		29200	C5083	482110	300100	10000



Currency	Amount
USD	-1,000.00
USD	1,000.00

When to enter no budget transaction

- When both the debit and credit line are set up with Automatic Budget Create

The following section contains examples of gift transfers. There is one example for each of the four possible scenarios of entering budget transactions.

Example 1: Both debit and credit lines are Automatic Budget Create

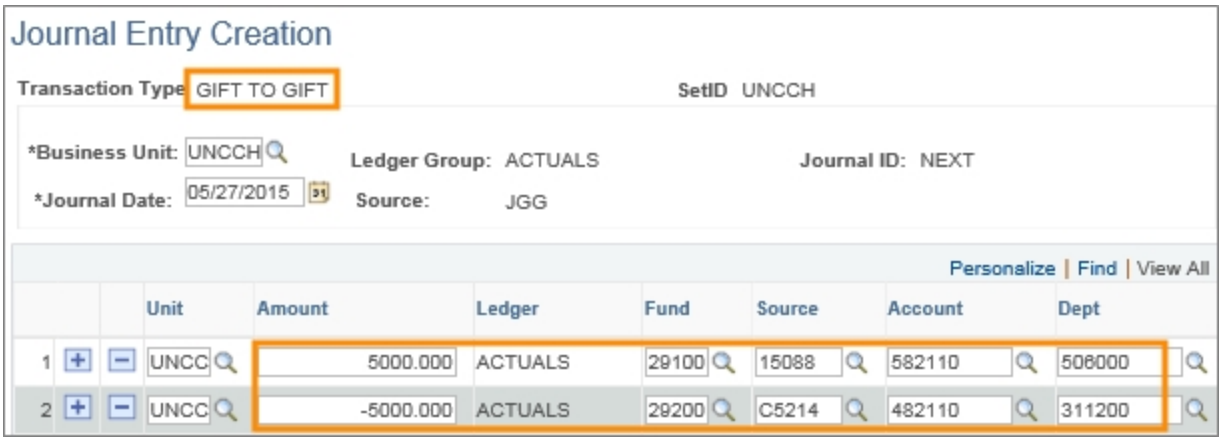
In this example, both the debit and credit lines are set up with Automatic Budget Create. This means that no budget journal or transfer is needed, because the expense budgets are automatically increased and decreased as an outcome of the Gift to Gift journal.

The data below contains the key information for this gift transfer, based on the five steps outlined in this document.

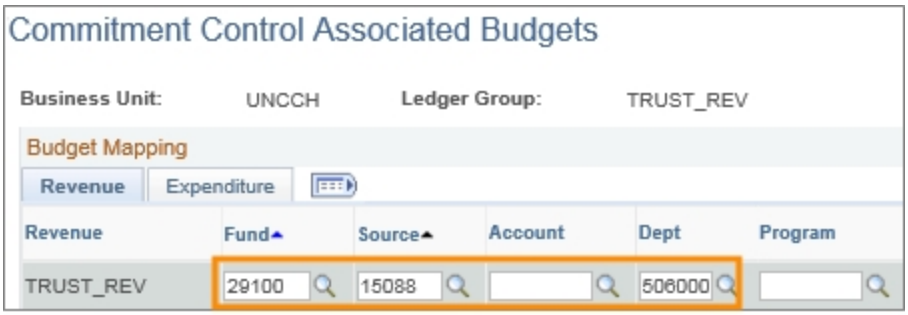
- Chartfield strings

	Fund	Source	Acount	Dept	Program
From chartfield string	29100	15088	582110	506000	
To chartfield string	29200	C5214	482110	311200	

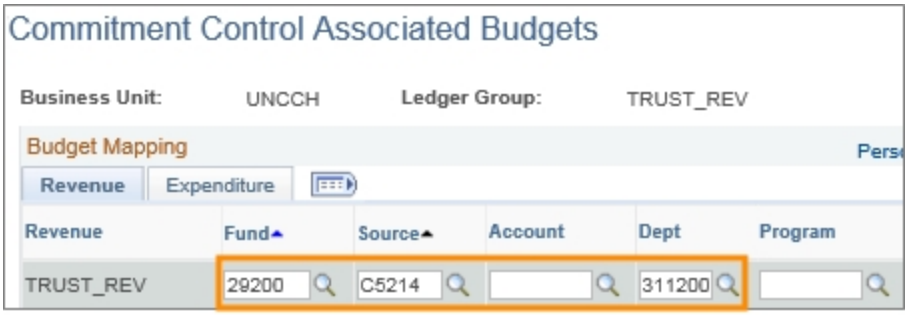
- Amount being transferred: $5,000.00
- Cash balance of the debit chartfield string: $18,881.00
- Budget balance of debit chartfield string: $20,000.00
- Is there sufficient cash and expense budget to transfer $5,000.00? Yes
- Gift to Gift journal lines:



- Associated Budgets table - debit line. The exact chartfield string with fund, source, department, and program appears on the Associated Budgets table.



- Associated Budgets table - credit line. The exact chartfield string with fund, source, department, and program appears on the Associated Budgets table.



- Is a budget transaction necessary? No. Since both the debit and credit line are set up for Automatic Budget Create, the respective expense budgets will be increased and decreased automatically once the Gift to Gift journal is posted.

Example 2: Debit line is Automatic Budget Create; credit line is not

In this scenario, the debit line is set up with Automatic Budget Create, but the credit line is not. That means that the expense budget for the credit line will not automatically be increased through the Gift to Gift journal, so you need to enter a budget journal to or increase expense budget on the credit chartfield string.

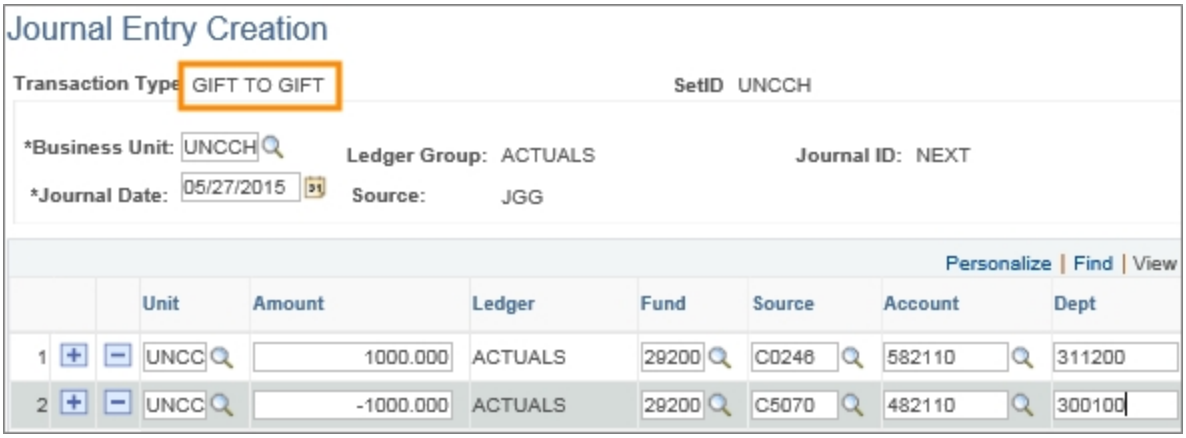
The data below contains the key information for this gift transfer, based on the five steps outlined in this document.

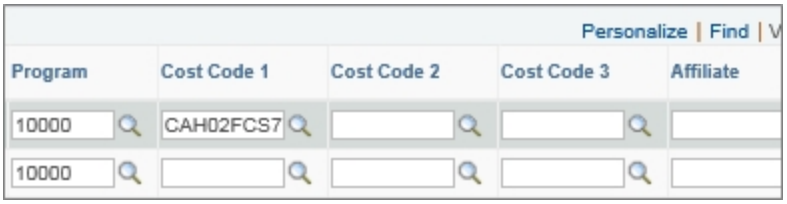
- Chartfield strings

	Fund	Source	Acount	Dept	Cost Code 1	Program
From chartfield string	29200	C0246	582110	311200	CAH02FCS71	10000
To chartfield string	29200	C5070	482110	300100		10000

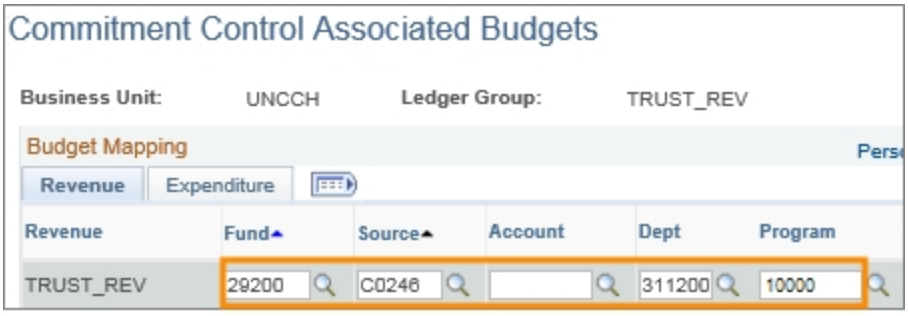
- Amount being transferred: $1,000.00
- Cash balance of the debit chartfield string: $6,558.00

- Budget balance of the debit chartfield string: $5,001.23
- Is there sufficient cash and expense budget to transfer $1,000.00? Yes
- Gift to Gift journal lines:

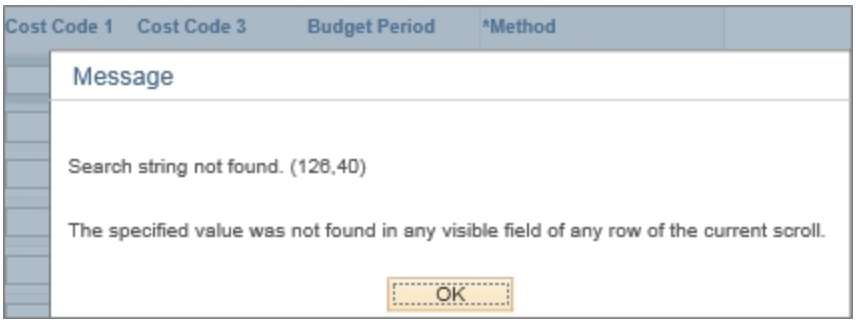




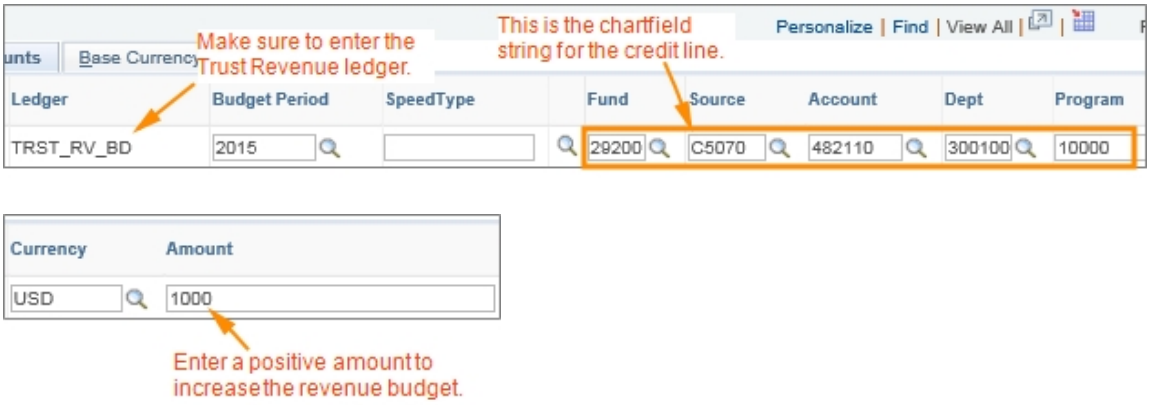
- Associated Budgets table - debit line. The exact chartfield string with fund, source, department, and program appears on the Associated Budgets table.



- Associated Budgets table - credit line. The chartfield string does not appear on the Associated Budgets table.



- Budget journal line: In this scenario, the credit line is not set up for Automatic Budget Create, so the revenue will not be automatically increased with the Gift to Gift journal. You need to enter a budget journal to increase the revenue budget.



Example 3: Credit line has automatic budget create; debit line does not

In this scenario, the credit line is set up with Automatic Budget Create, but the debit line is not. That means that the expense budget for the debit line will not automatically be decreased via the Gift to Gift journal, so you need to enter a budget journal to decrease the expense budget on the debit chartfield string.

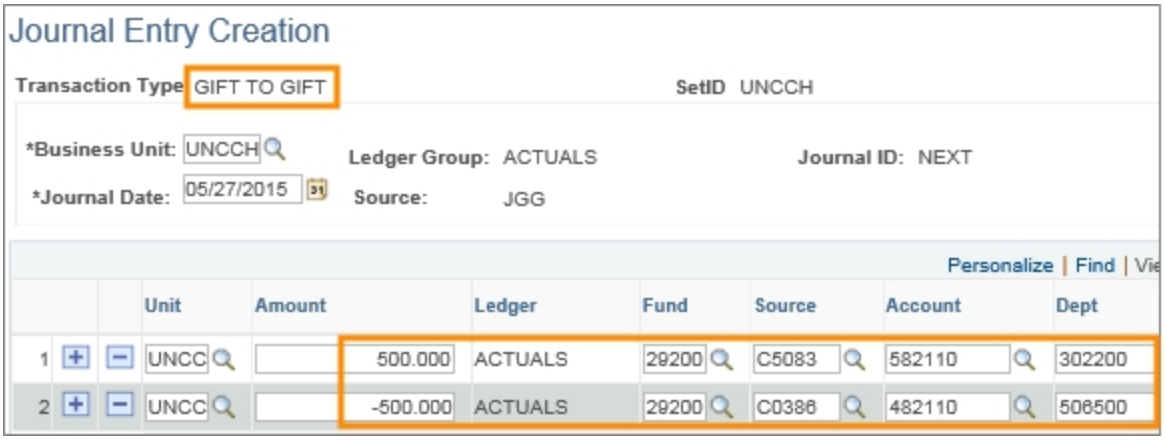
The data below contains the key information for this gift transfer, based on the five steps outlined in this document.

- Chartfield strings

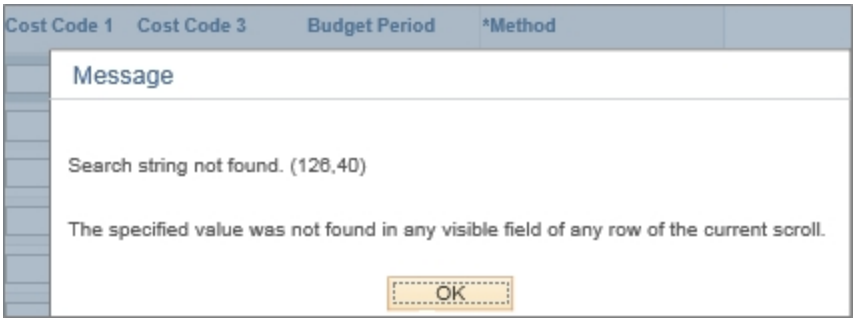
	Fund	Source	Acount	Dept	Cost Code 1	Program
From chartfield string	29200	C5083	582110	302200		10000
To chartfield string	29200	50386	482110	506500	PGBIRGR224	PGB05

- Amount being transferred: $500.00
- Cash balance of the debit chartfield string: $613,287.87
- Budget balance of the debit chartfield string: $510,386.23

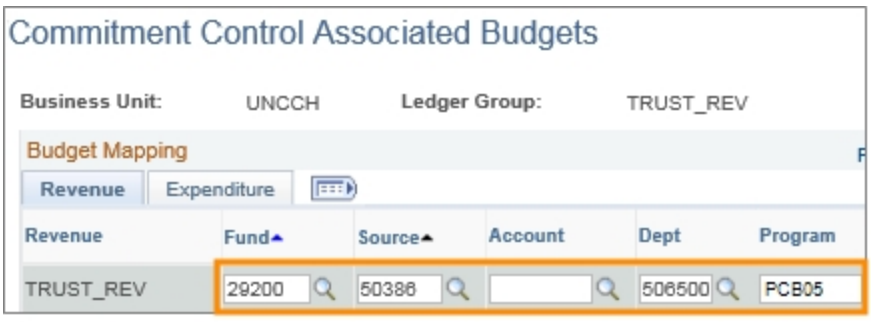
- Is there sufficient cash and expense budget to transfer $5,00.00? Yes
- Gift to Gift journal lines:



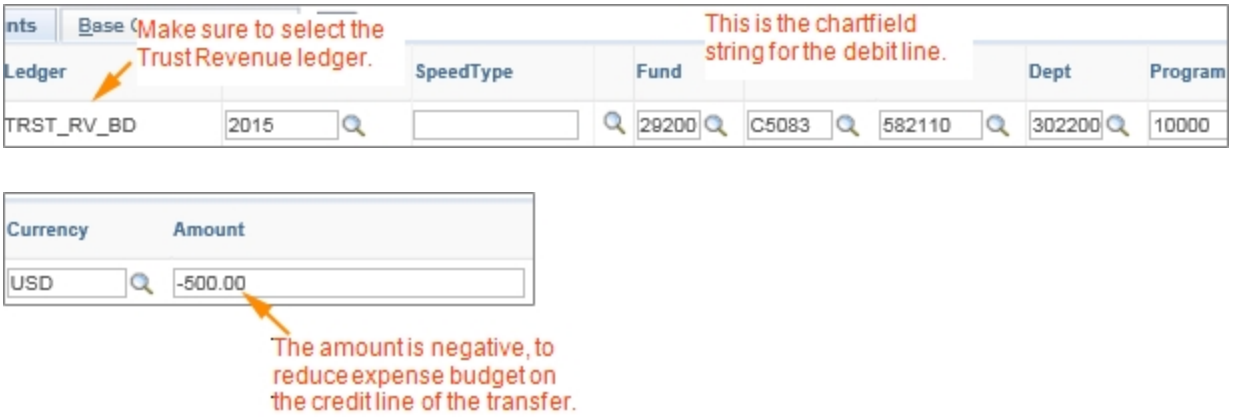
- Associated Budgets table - debit line. The chartfield string does not appear on the Associated Budgets table.



- Associated Budgets table - credit line. The exact chartfield string with fund, source, department, and program appears on the Associated Budgets table.



- Budget journal line: In this scenario, the debit line is not set up for Automatic Budget Create, so the expense budget will not be automatically decreased with the Gift to Gift journal. You need to enter a budget journal to decrease the expense budget of the debit line.



Example 4: Neither debit nor credit lines has Automatic Budget Create

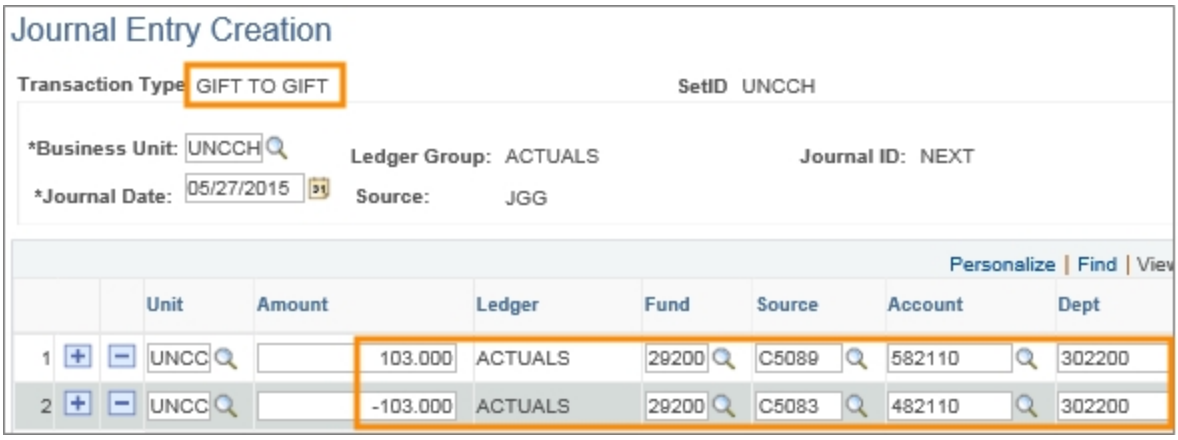
In this scenario, neither the debit nor the credit line is set up with Automatic Budget Create. This means the expense budget on the debit line will not automatically be decreased through the Gift to Gift journal, nor the expense budget on the credit line increased. You need to enter a budget transfer to increase and decrease the respective budgets.

The data below contains the key information for this gift transfer, based on the five steps outlined in this document.

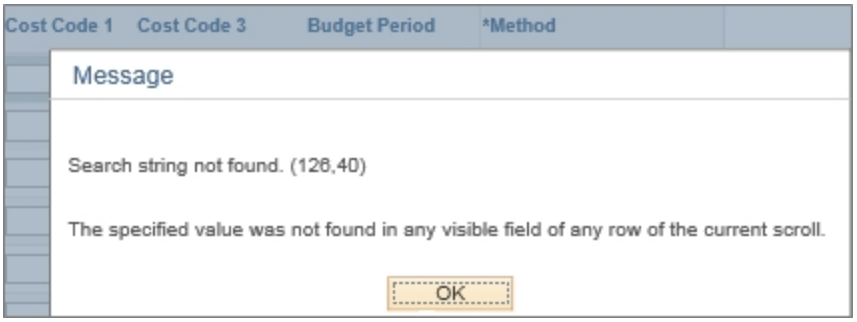
- Chartfield strings

	Fund	Source	Acount	Dept	Program
From chartfield string	29200	C5089	582110	302200	
To chartfield string	29200	C5083	482110	302200	

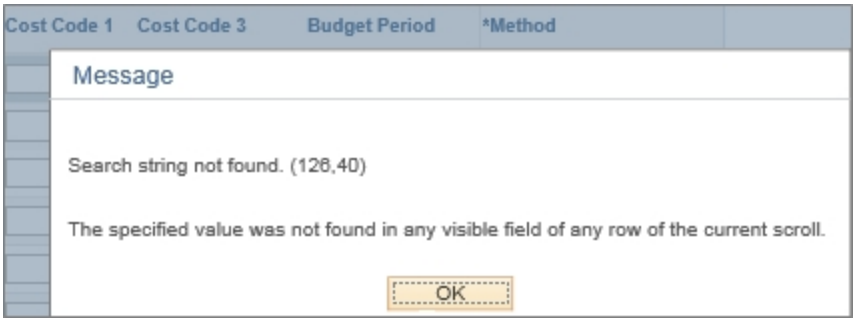
- Amount being transferred: $103.28
- Cash balance of the debit chartfield string: $503.00
- Budget balance of the debit chartfield string: $348.02
- Is there sufficient cash and expense budget to transfer $103.28? Yes
- Gift to Gift journal lines:



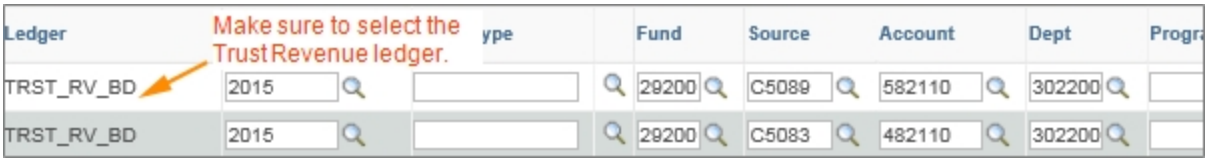
- Associated Budgets table - debit line. The chartfield string does not appear on the Associated Budgets table.

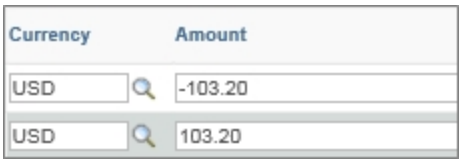


- Associated Budgets table - credit line. The chartfield string does not appear on the Associated Budgets table.



- Budget transfer lines: In this scenario, neither the debit nor credit line is set up for Automatic Budget Create. You need to enter a budget transfer to transfer budget from the debit line to the credit line.





Summary

When you transfer money from a gift, you must transfer both cash and budget. A Gift to Gift journal ensures the cash is transferred, and is required with every gift transfer.

How *budget* is transferred depends on whether the chartfield strings are set up with Automatic Budget Create.

When transferring money from a gift, make sure you answer these questions:

- Is there sufficient cash in the source to cover the transfer?
- Is there sufficient expense budget in the source to cover the transfer?
- Did I complete a Gift to Gift journal entry?
- Are the chartfield strings involved in my transfer set up with Automatic Budget Create?
- Did I execute the applicable budget transaction to ensure the budgets are increased and decreased correctly?

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:

Line	Business Unit field	Affiliate field
Line 1	CHBUS	CHLAW
Line 2	CHLAW	CHBUS

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:

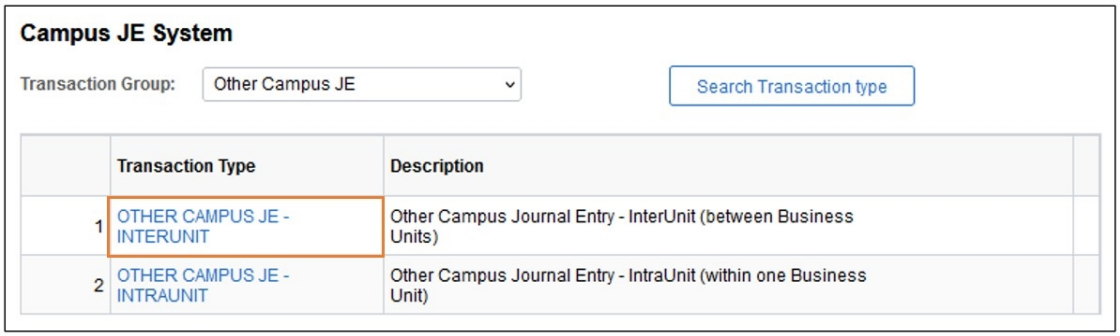
1. From the Admin WorkCenter home page, choose **Finance WorkCenter > General Ledger > Campus Journal Entry**

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.



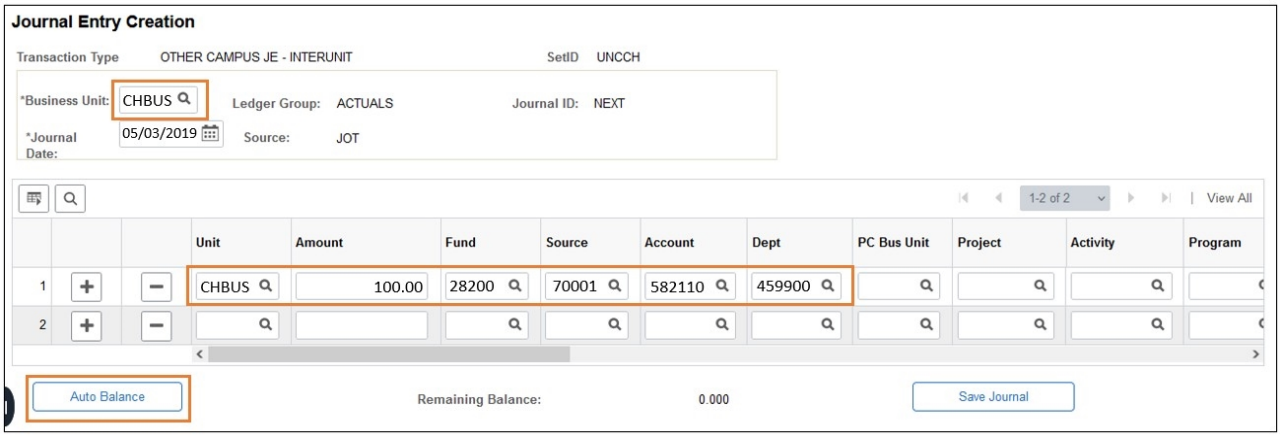
Result: The system displays the Journal Entry Creation page, which is where you enter the journal information.

Journal Entry Creation page

5. Complete the fields:

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

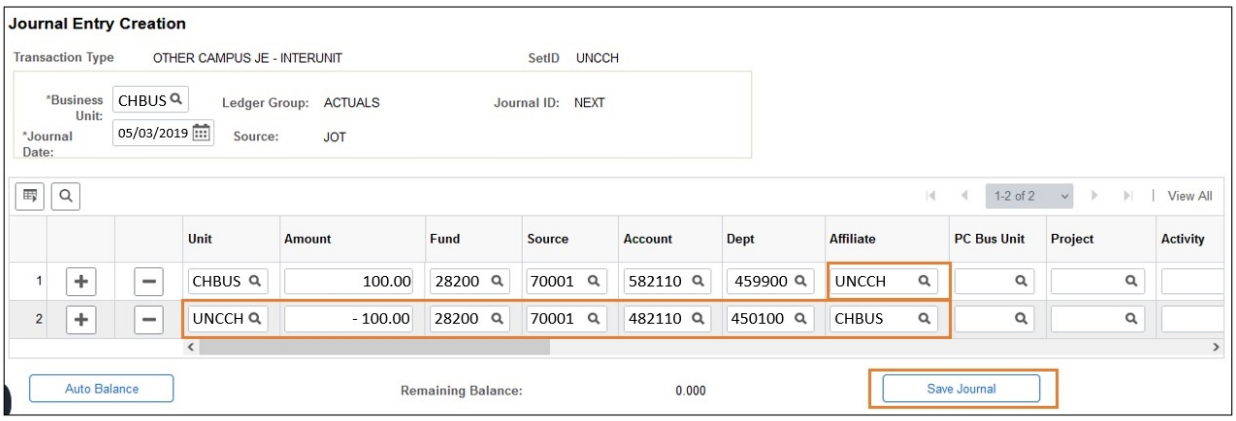
6. Click the **Auto Balance** button.



Note: The header Business Unit defaults to UNCCH, so you need to change it when applicable.

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.

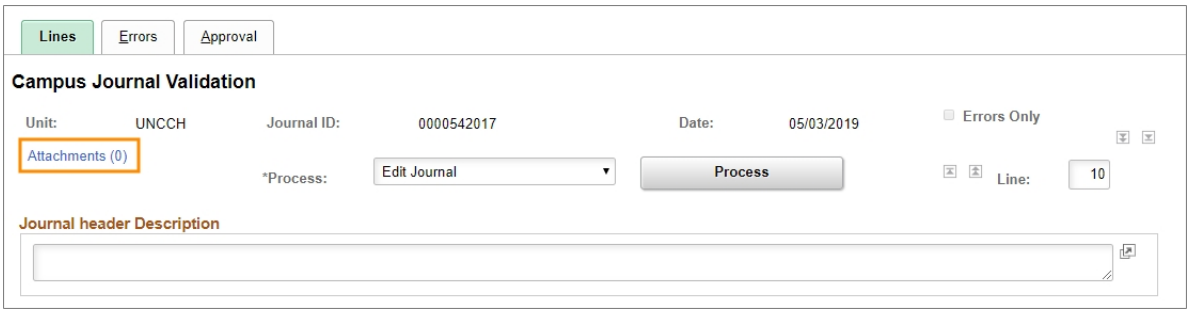


Results:

- 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.

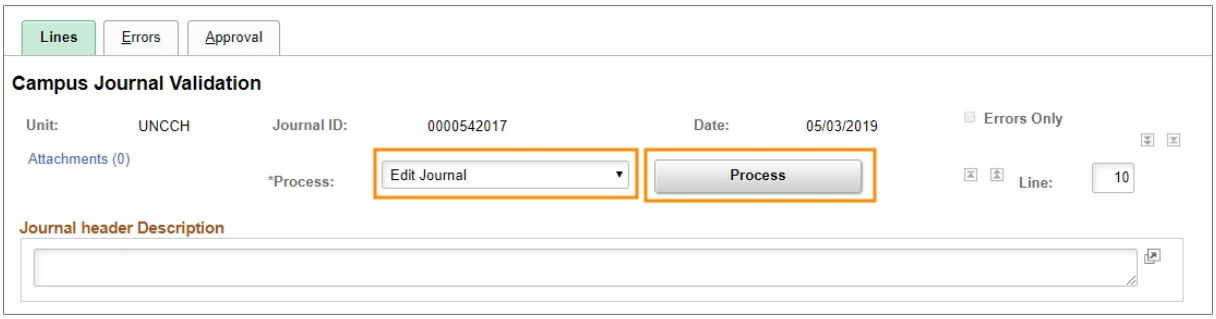


13. Complete the field:

In this field:	Do the following:
Process	Choose **Edit Journal**.

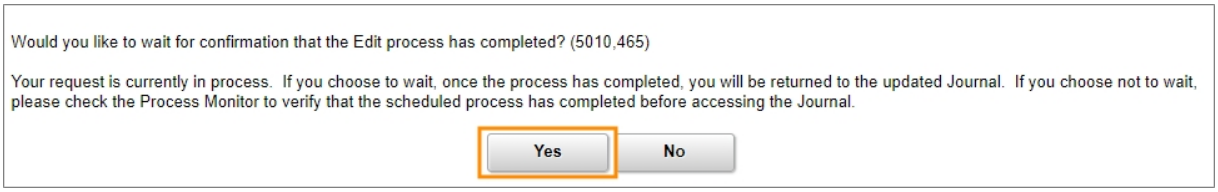
Note: If the journal edit process passes, the system automatically initiates the budget checking process. These processes can be run separately if necessary, such as when the journal passes the edit process but fails the budget checking process.

14. Click the **Process** button.



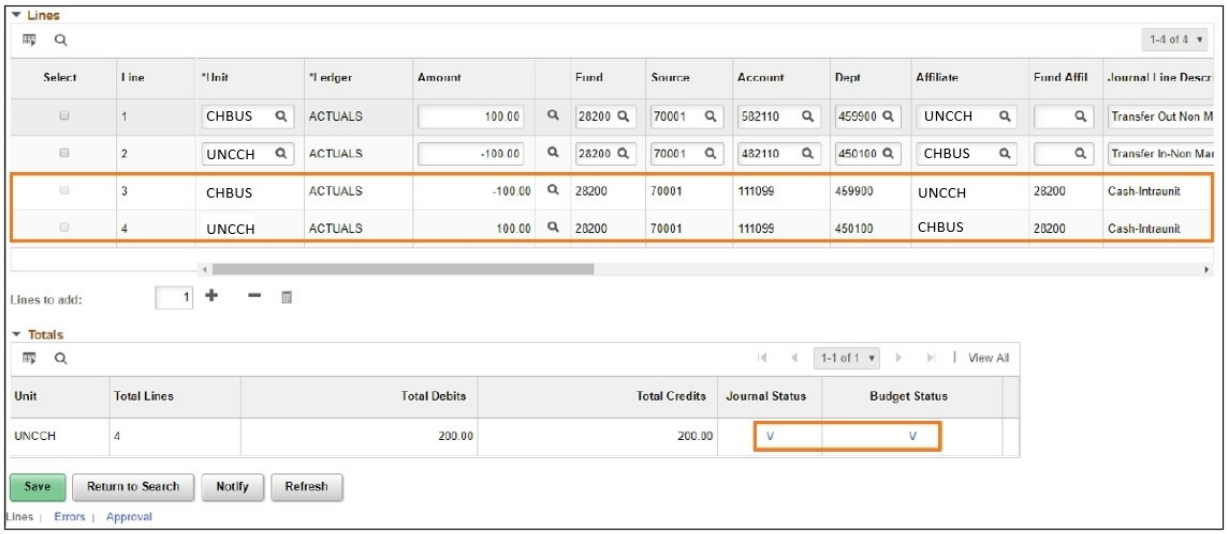
Result: The system displays a popup message.

15. Click the **Yes** button.



Results:

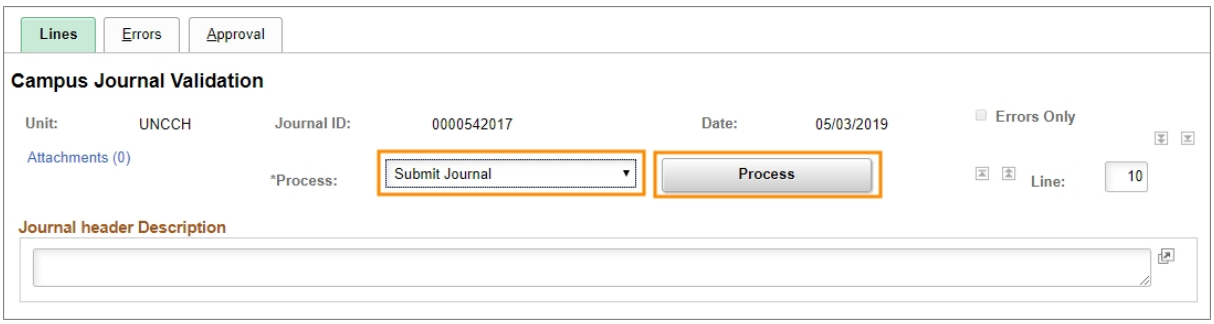
- The system has generated the balancing lines.
- The system has updated the Total Lines column.
- The Journal Status and Budget Status both display V for Valid. This means the journal has passed both the journal edit and budget checking processes and can be submitted for approval.



16. Complete the field:

In this field:	Do the following:
Process	Choose **Submit Journal**.

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**

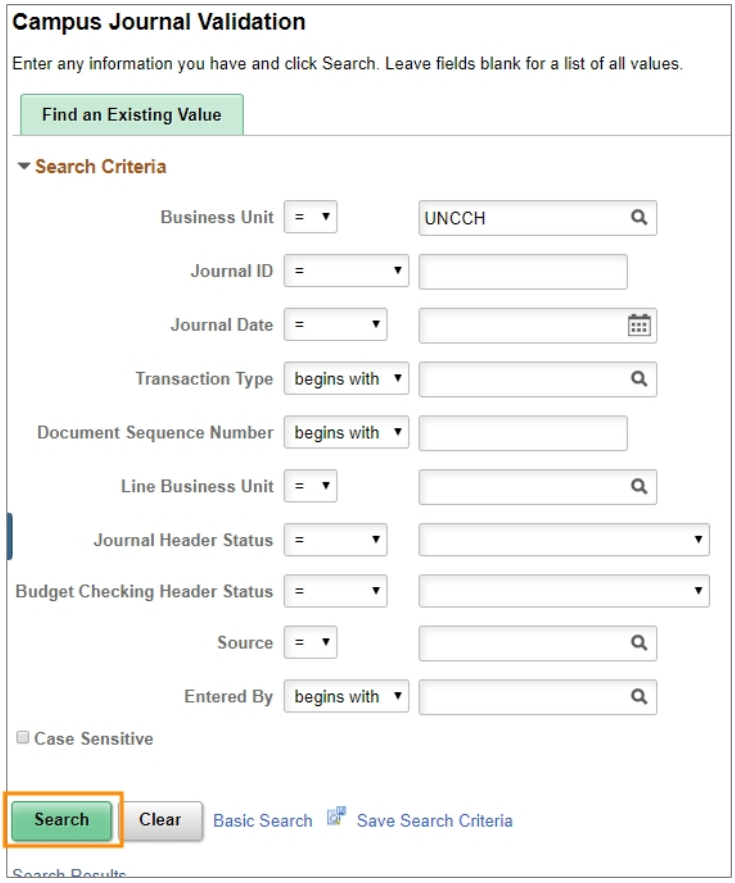
Find an Existing Value Tab

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

In this field:	Do the following:
Business Unit	Enter **UNCCH** for the University, **UNCGA** for General Administration, or a foundation business unit.
Journal ID	If you know it, enter the journal ID.
Journal Date	If you know it, enter the journal date.
Transaction Type	Look up, or enter, the transaction type of the journal.

In this field:	Do the following:
Document Sequence Number	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.
Line Business Unit	Look up, or enter, the business unit of a specific line of the journal.
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.

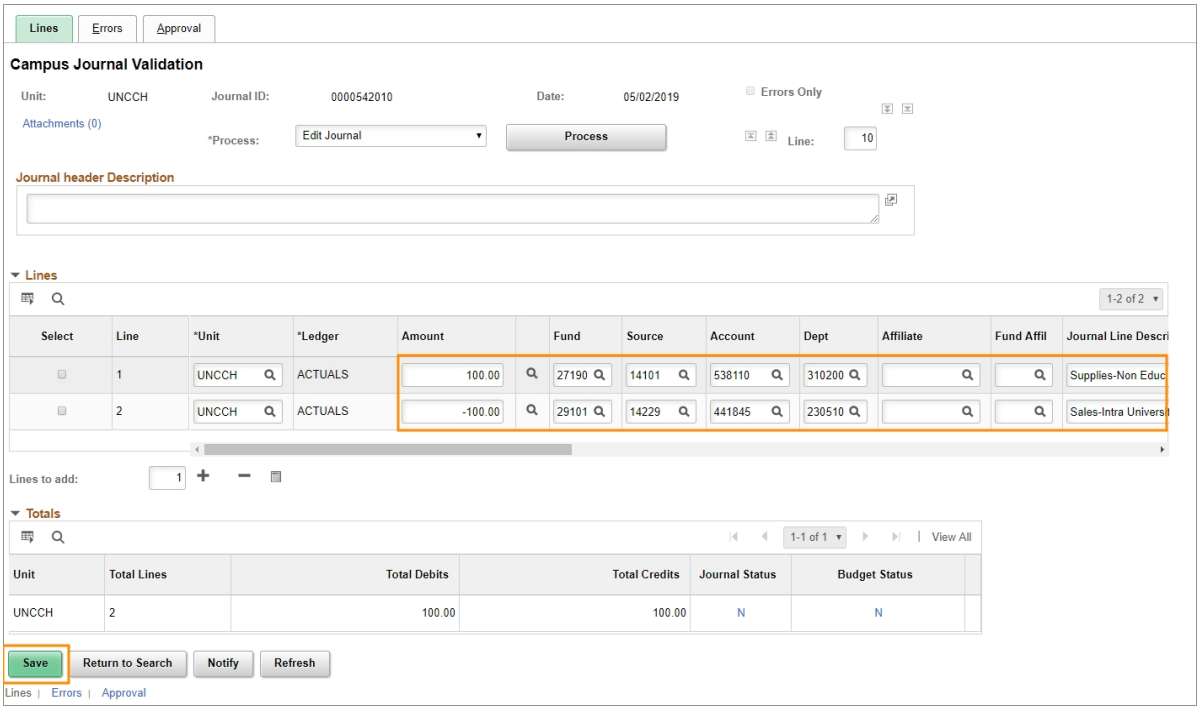


Result: The system displays the search results list, or goes directly to the Campus Journal Validation page if the search results yield just one journal.

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

Campus Journal Validation Page

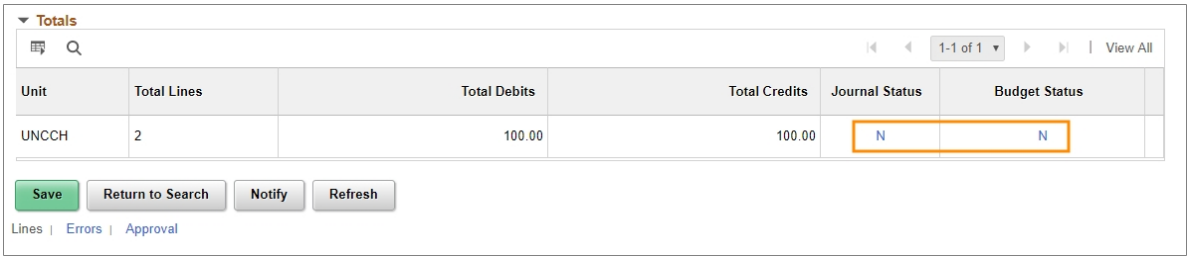
4. Edit the journal as needed.
5. Click the **Save** button.



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

6. Click the **OK** button.

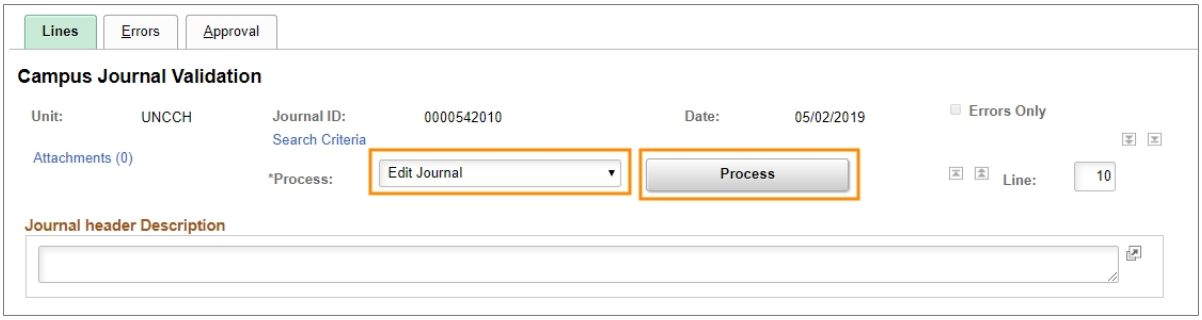
Result: The system resets the Journal Status and Budget Status columns to N for Needs Checked/Edit Required. You must send the journal back through journal edit and budget checking processes.



7. Complete the field:

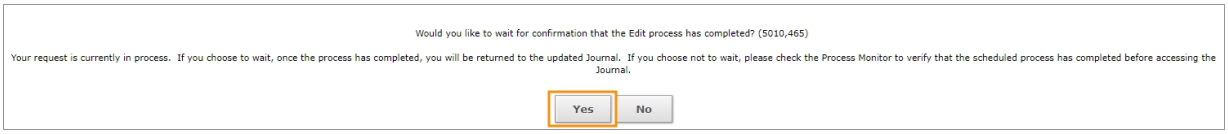
In this field:	Do the following:
Process	Choose **Edit Journal**.

8. Click the **Process** button.



Result: The system displays a popup message.

9. Click the **Yes** button.

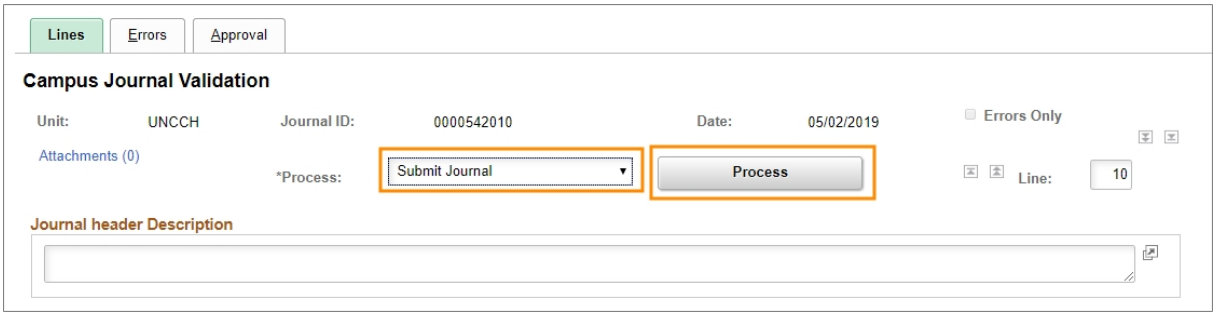


Result: The Journal Status and Budget Status columns both display V for Valid. This means the journal has passed both the journal edit and budget checking processes and can be submitted for approval.

10. Complete the field:

In this field:	Do the following:
Process	Choose **Submit Journal**.

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**

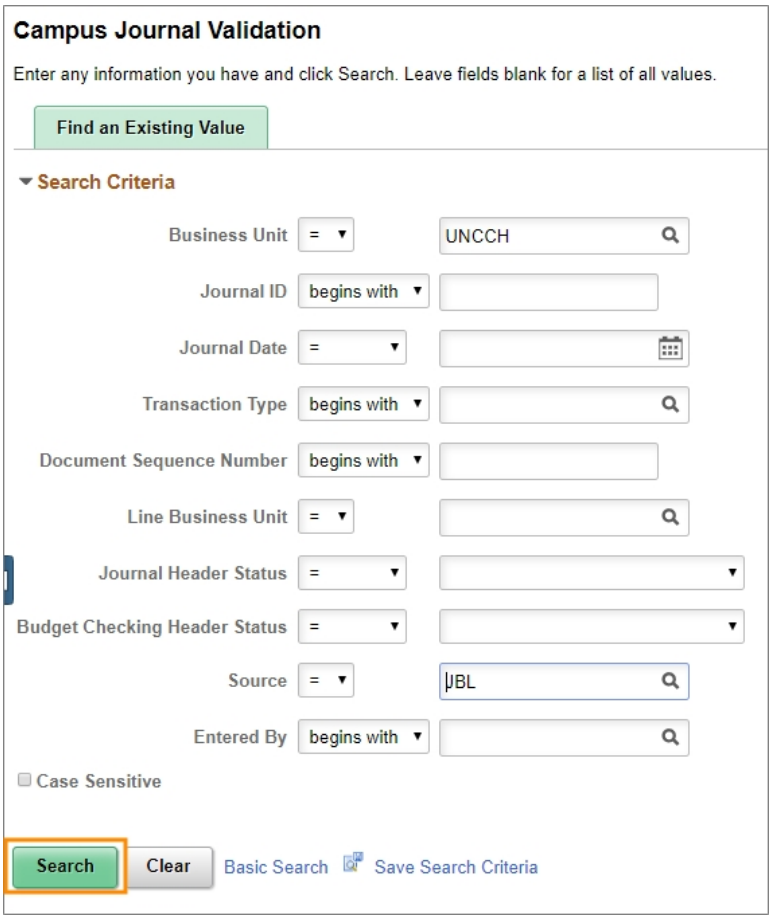
Find an Existing Value Tab

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

In this field:	Do the following:
Business Unit	Enter **UNCCH** for the University, **UNCGA** for General Administration, or a foundation business unit.
Journal ID	If you know it, enter the journal ID.
Journal Date	If you know it, enter the journal date.
Transaction Type	Look up, or enter, the transaction type of the journal.
Document Sequence Number	If you know it, enter the document sequence number.
Line Business Unit	Look up, or enter, the business unit of a specific line of the journal.

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.

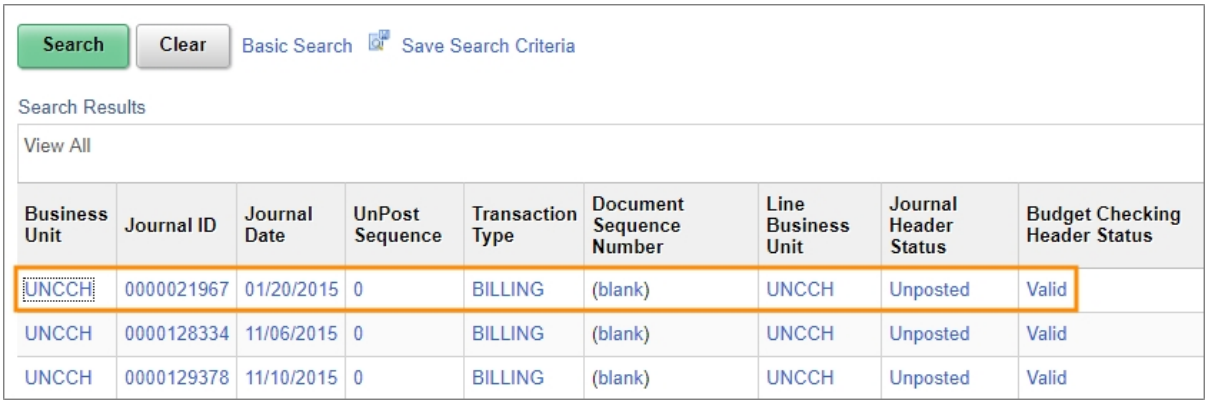
3. Click the **Search** button.



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.

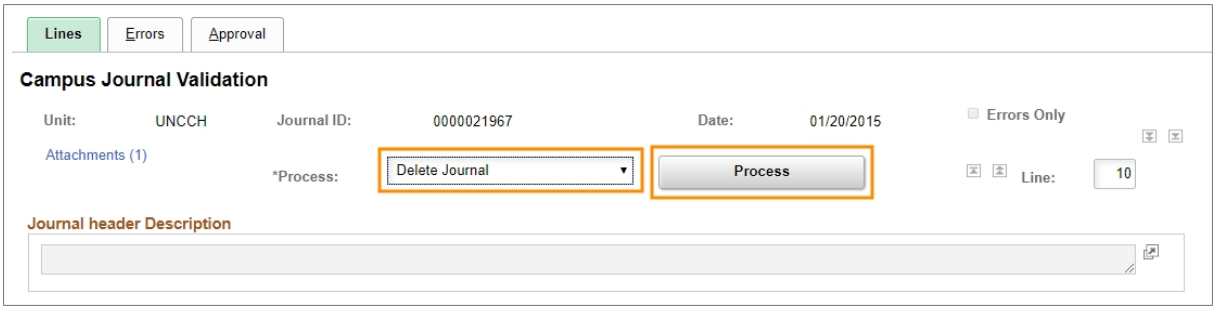


Campus Journal Validation Page

5. Complete the field:

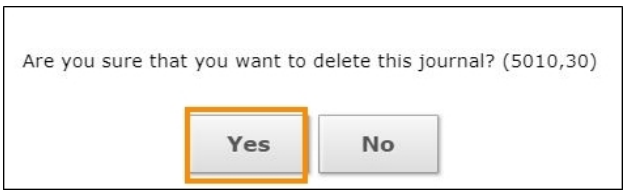
In this field:	Do the following:
Process	Choose **Delete Journal**.

6. Click the **Process** button.

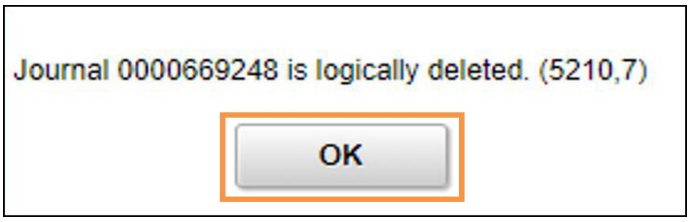


Result: The system displays a message to confirm you want to delete the journal.

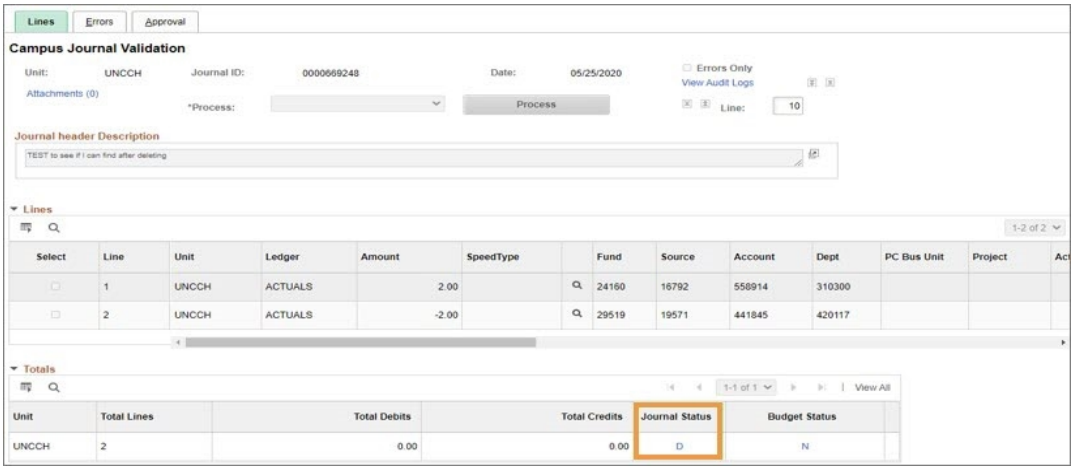
7. Click the **Yes** button.



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

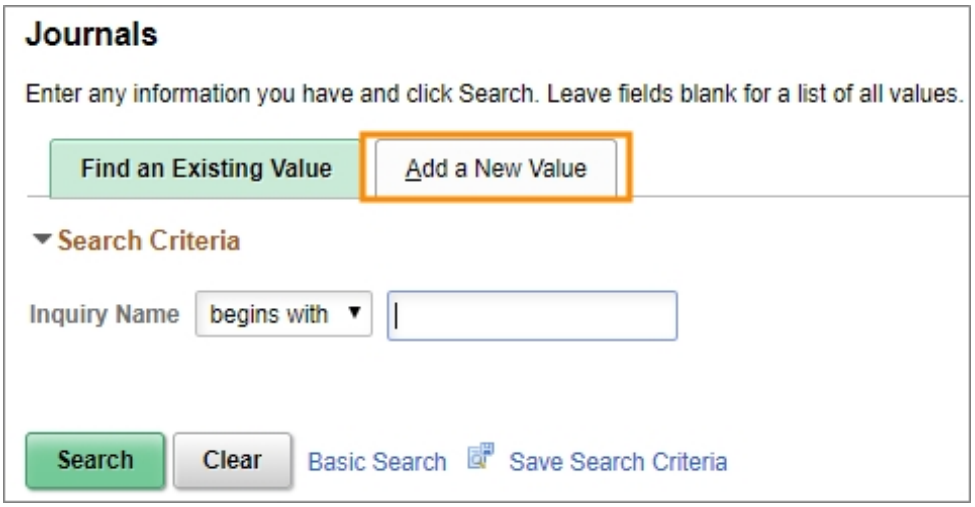
The Journal Inquiry page allows you find unposted, posted, and deleted journals you have access to in ConnectCarolina. You can see the attachments and you can download the journal lines to Excel. Journals on this page are view-only and cannot be edited. You can also save your inquiries in the system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

Journal Inquiry

Follow these steps to create a journal inquiry:

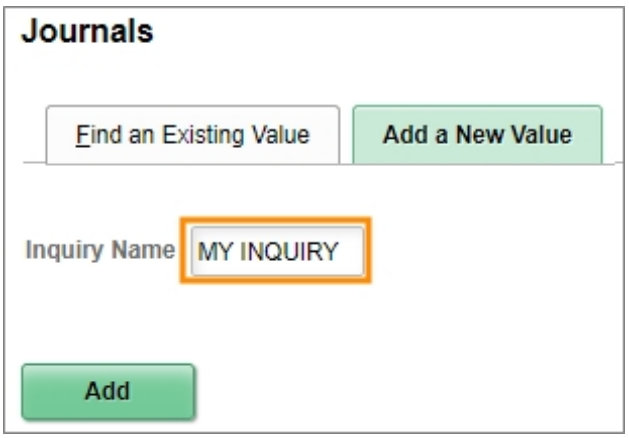
1. From the Admin WorkCenter home page, choose **Finance WorkCenter > General Ledger > Journal Inquiry**.

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.

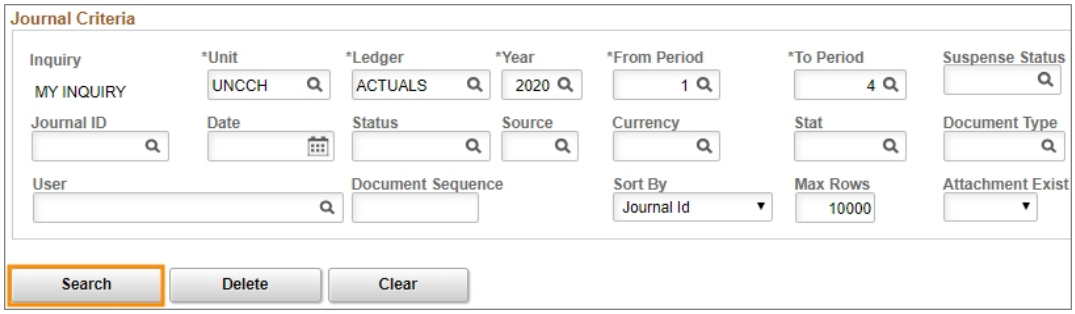
4. Complete the **Unit**, **Ledger**, **Year** (Fiscal),**From Period**, and **To Period** fields, and as many additional fields as necessary to refine your search results.

   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.

In this field:	Do the following:
Business Unit **(Required)**	Enter **UNCCH** for the University, **UNCGA** for General Administration, or a foundation business unit.
Ledger **(Required)**	Enter or choose ACTUALS from the lookup.
Year **(Required)**	Enter the **fiscal** year the journal was created.
From Period **(Required)**	Enter a period between 1 (July) and 12 (June).
To Period **(Required)**	Enter a period between 1 (July) and 12 (June).
Journal ID	If you know it, enter the Journal ID. This is the quickest way to find a specific journal.
Journal Date	Look up, or enter, a journal date **Note:** Most of the search fields contain search operands, such as "equals to" or "begins with", that refine the search results. For example, to search for journals with a date after May 1, select the ">" operand, and enter May 1, 2019.
Document Sequence Number	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. If you know it, enter the document sequence number.

In this field:	Do the following:
Journal Header Status	If you know it, choose a journal header status from the list box. The most common journal header statuses are: • N - No Status-Needs to be Edited • E - Journal Has Errors • V - Valid Journal-Edits Complete • P - Posted to Ledger • D - Deleted
Budget Checking Header Status	If you know it, choose a budget checking header status from the list box. The budget checking header statuses are: • N - Not Budget Checked • E - Error in Budget Check • V - Valid
Source	If you know it, choose the source of the journal from the lookup.
User	If you know who entered the journal, enter the person's Onyen.
Max Rows	Enter the maximum amount of journal lines to return for the inquiry. **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.
Attachment Exist	If you know that your journal has an attachment, choose **Y** to search for journals with attachments. **Note:** This field does not search for specific attachment attributes, only whether there is an attachment or not.

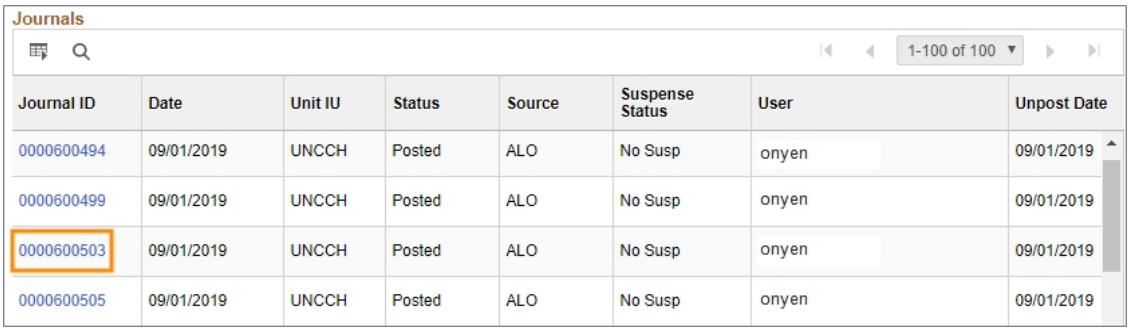
5. Click the **Search** button.



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.

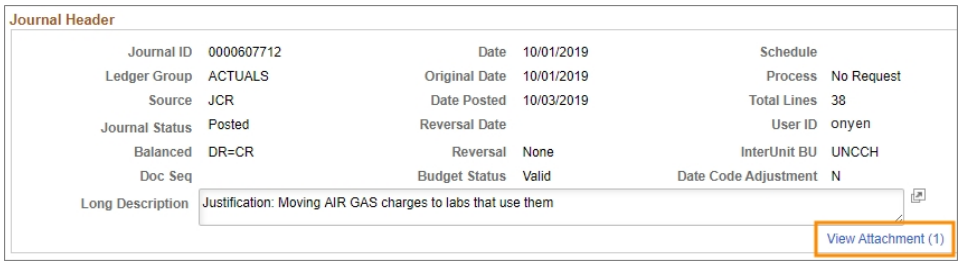


Journals

1-100 of 100

Journal ID	Date	Unit IU	Status	Source	Suspense Status	User	Unpost Date
0000600494	09/01/2019	UNCCH	Posted	ALO	No Susp	onyen	09/01/2019
0000600499	09/01/2019	UNCCH	Posted	ALO	No Susp	onyen	09/01/2019
0000600503	09/01/2019	UNCCH	Posted	ALO	No Susp	onyen	09/01/2019
0000600505	09/01/2019	UNCCH	Posted	ALO	No Susp	onyen	09/01/2019

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



Journal Header

Journal ID	0000607712	Date	10/01/2019	Schedule	
Ledger Group	ACTUALS	Original Date	10/01/2019	Process	No Request
Source	JCR	Date Posted	10/03/2019	Total Lines	38
Journal Status	Posted	Reversal Date		User ID	onyen
Balanced	DR=CR	Reversal	None	InterUnit BU	UNCCH
Doc Seq		Budget Status	Valid	Date Code Adjustment	N

Long Description: Justification: Moving AIR GAS charges to labs that use them

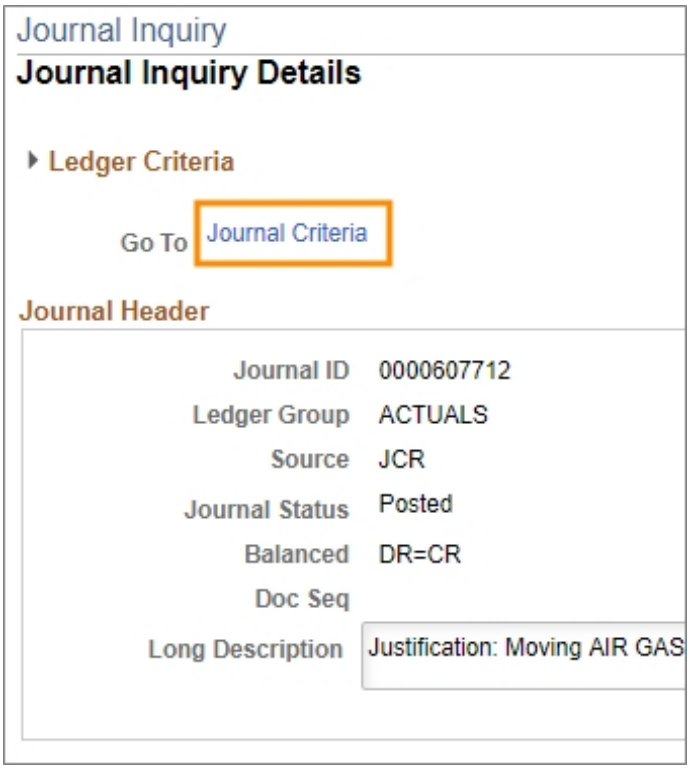
View Attachment (1)

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

Journal Line

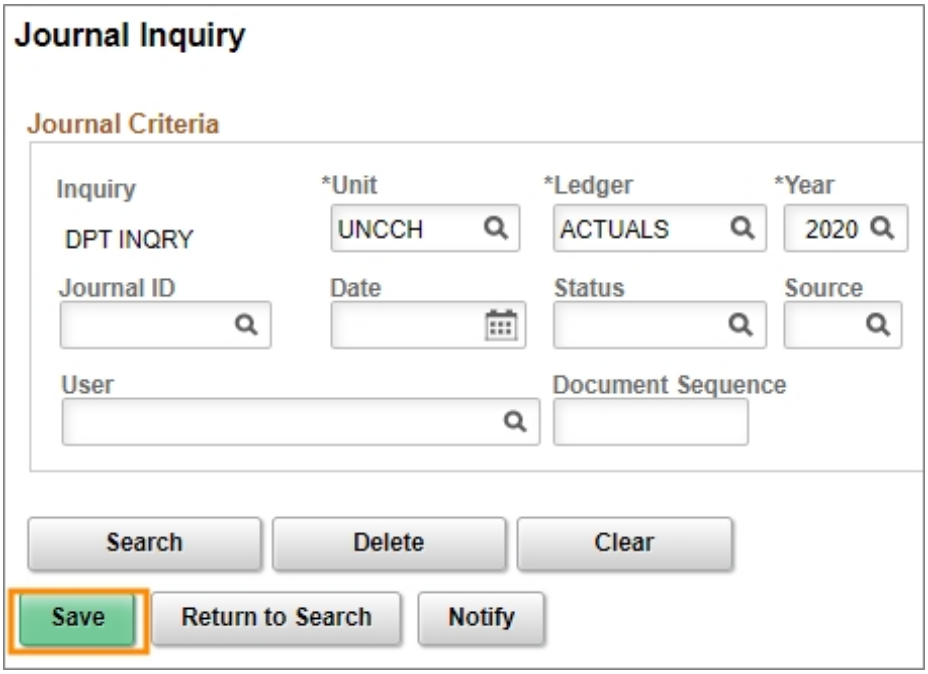
Line #	Line Descr	Amount (in Transaction Currency)	Currency	Fund	Source	Account	Dept
1	AIR GAS: DRY ICE PELLETS	-97.50	USD	27110	14101	537210	428601
2	AIR GAS: DRY ICE PELLETS	97.50	USD	25210	49600	537210	428601
3	AIR GAS: ANW000057563 CYL PS	-3.75	USD	27110	14101	537210	428601
4	AIR GAS: ANW000057563 CYL PS	1.07	USD	25210	49600	537210	428601

9. Click the **Journal Criteria** link to return to your search.



Result: The system displays the page where you entered your search criteria.

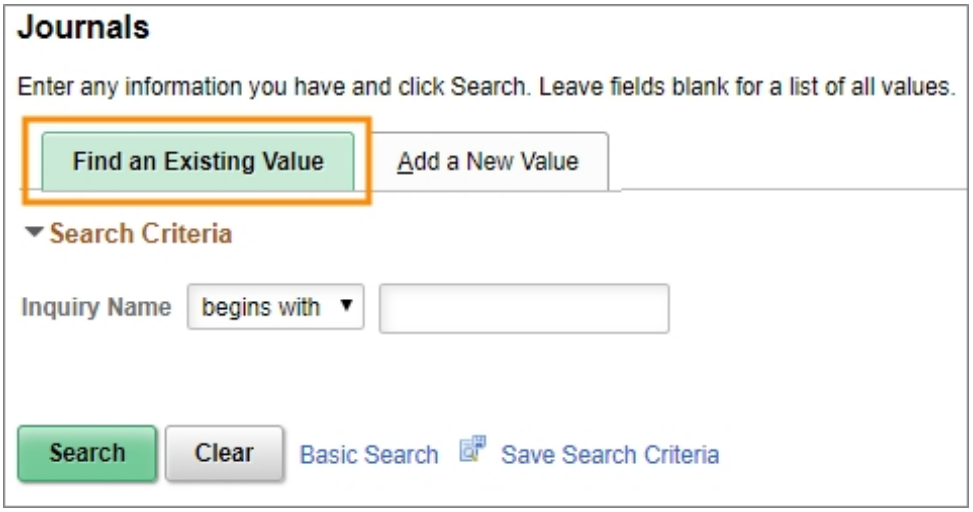
10. If you want to save your inquiry, click the **Save** button.



Running a Saved Journal Inquiry

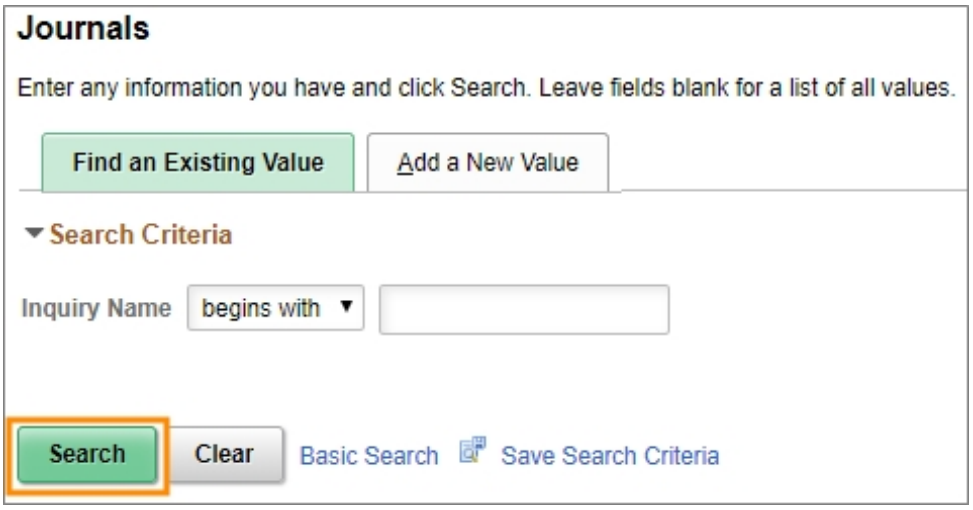
Follow these steps to run a saved journal inquiry:

1. From the Journal Inquiry search page, click the **Find an Existing Value** tab.



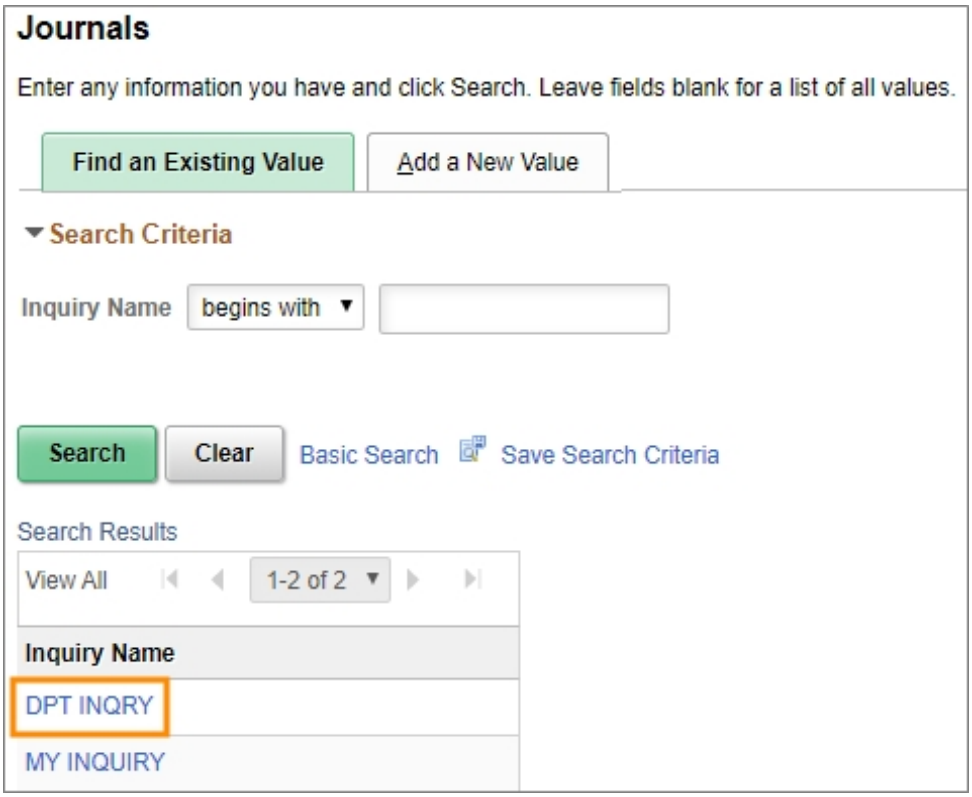
2. Click the **Search** button to see a list of your saved inquiries.

   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.

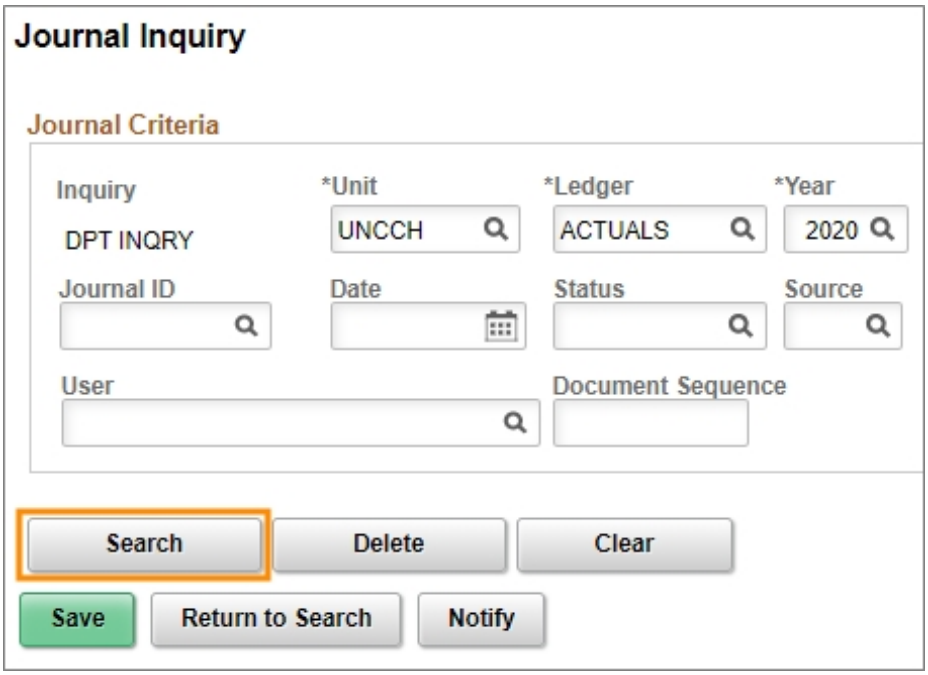
3. Click the inquiry you want to run.



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

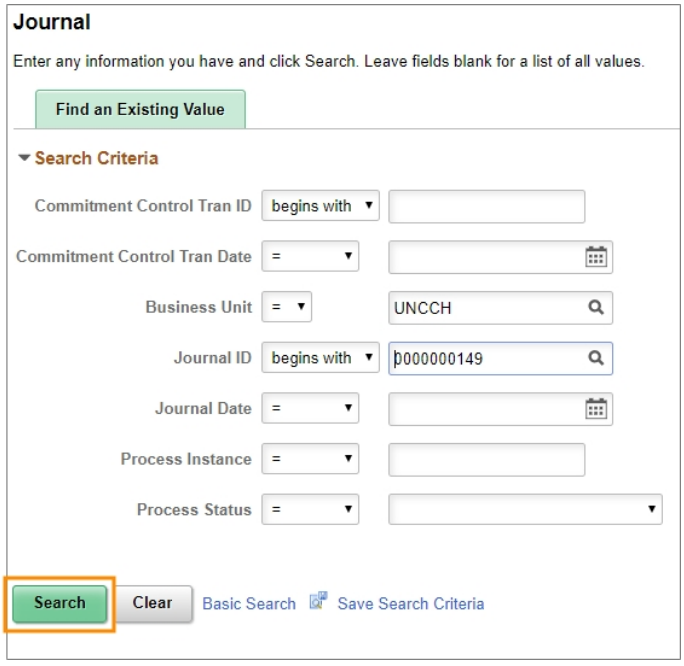
Find an Existing Value Tab

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 **UNCCH** 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.

5. 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

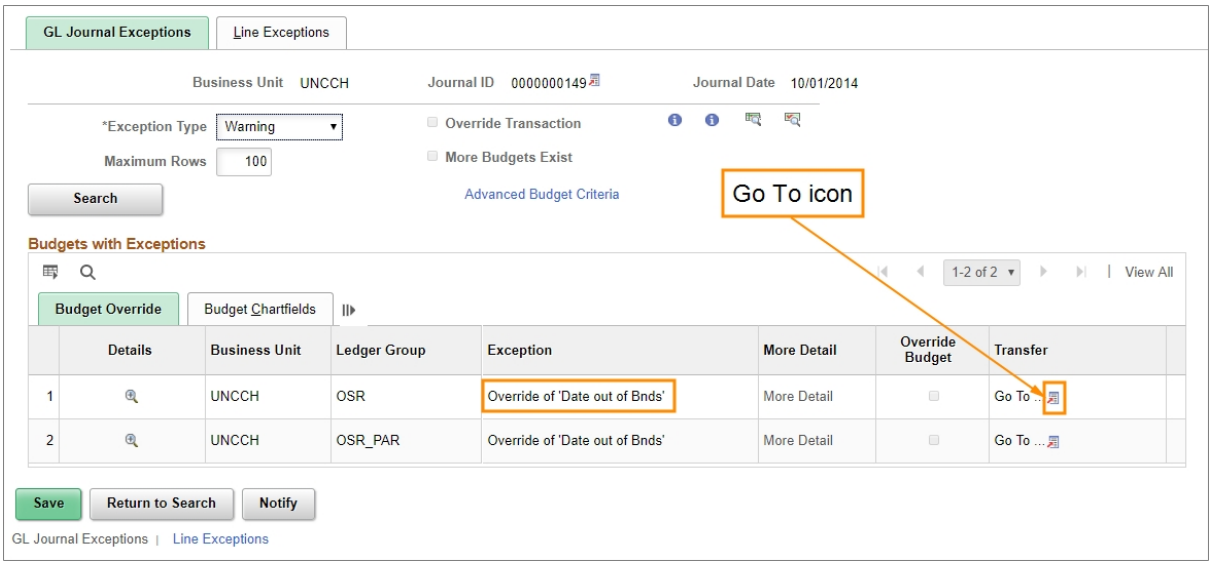
messages and their related action steps, see the following document: Common Budget Check Exceptions.

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.

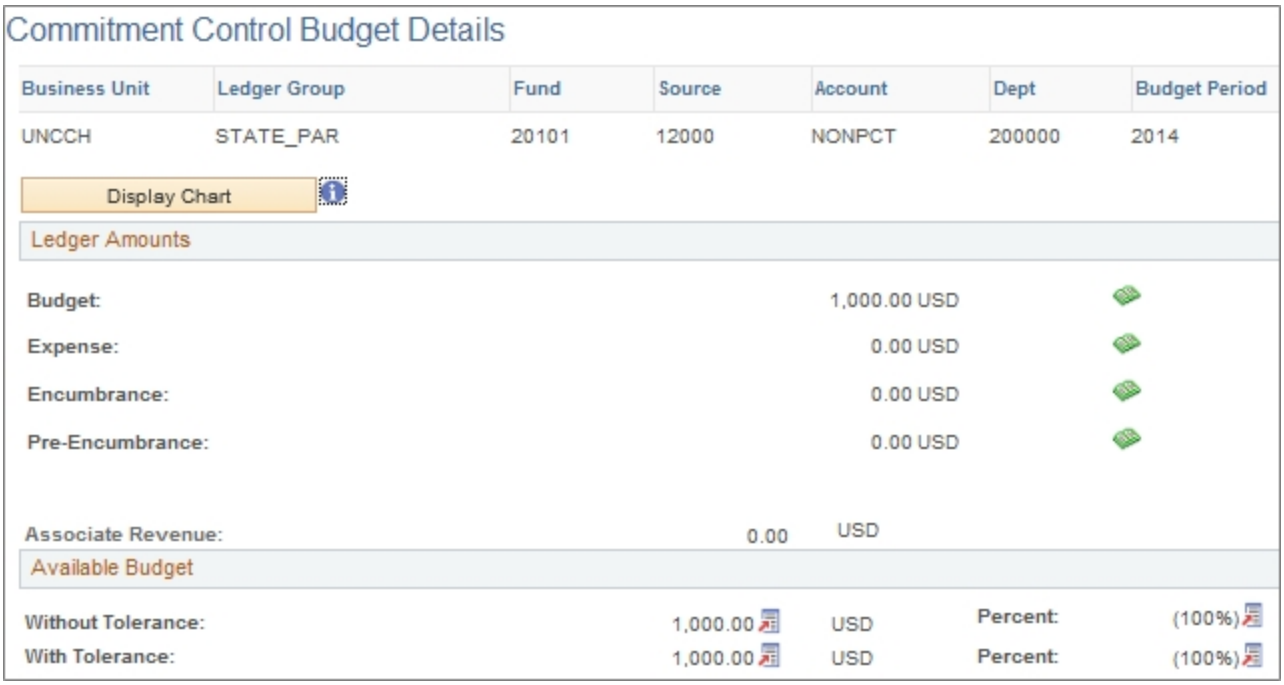
1. Click the **Go To** icon.



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.

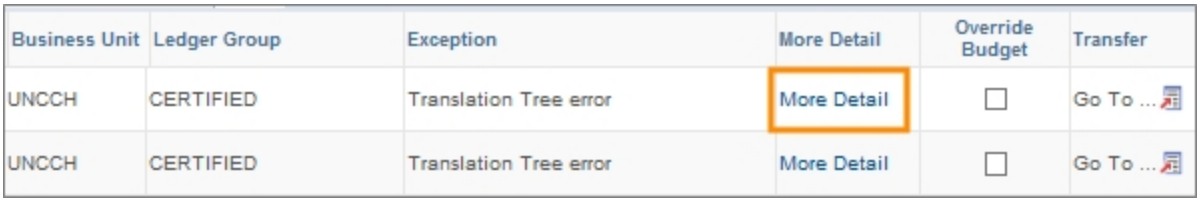
3. Review the budget, expense, encumbrance, and pre-encumbrance ledger information. The journal amount cannot exceed the Budget ledger.



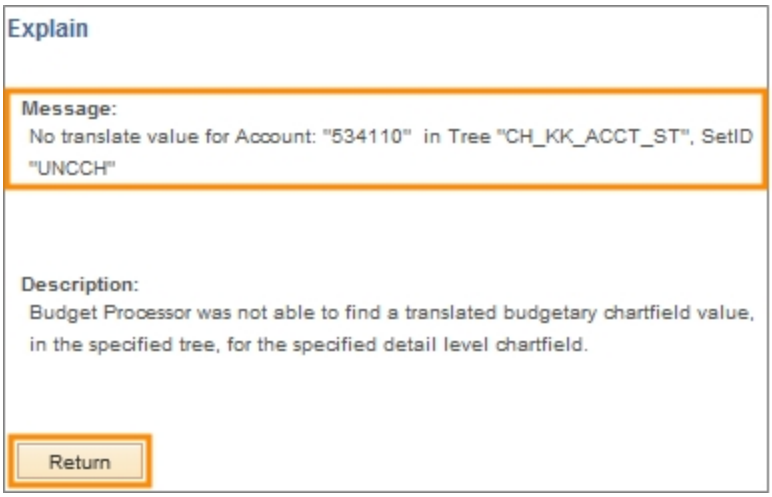
Viewing Budget Error Information Using the More Detail Link

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?

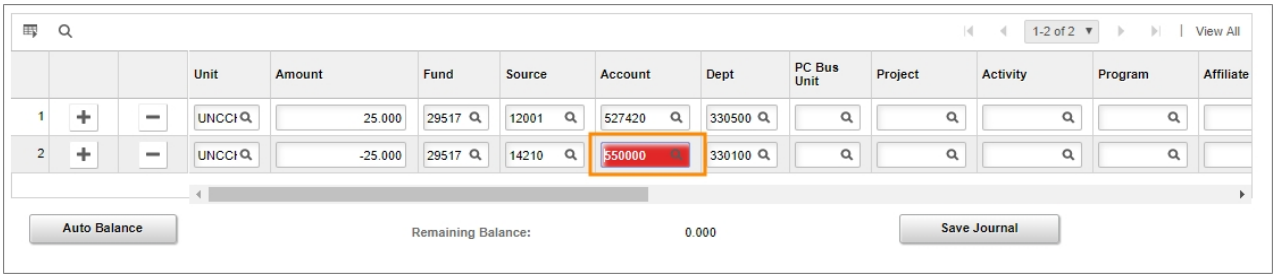
For campus journals, the system checks the first three items when you enter the fields on the journal page or click Save. If the system finds errors, it either displays an error message or shows the field in red.

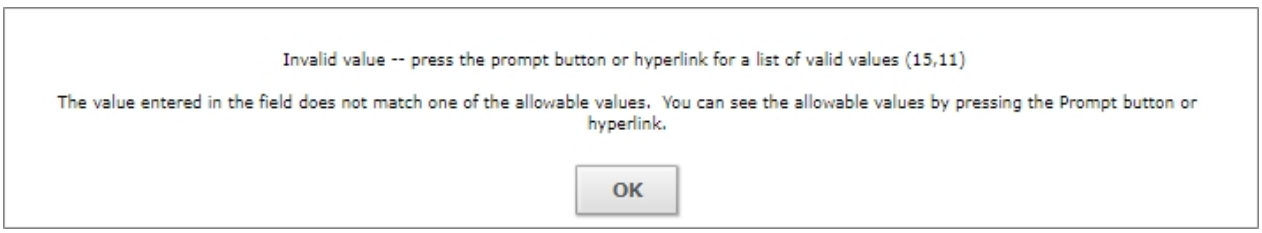
The fourth item is checked by the journal edit process after you click Save. If the journal passes the journal edit process, the system displays the Journal Status column as V for Valid. If there is an error, the status is E.

Examples of these error messages are shown below.

Valid Value Error Message

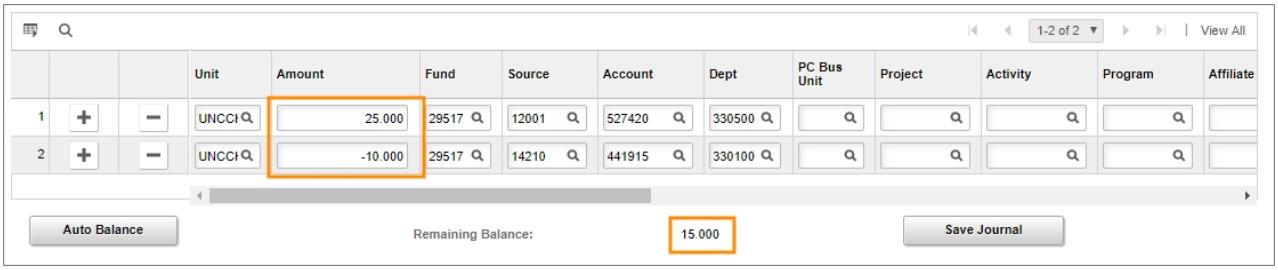
Each transaction type contains rules that only allow certain chartfield values. If you enter a chartfield that is not within the rules for the transaction type, the system displays the field in red. Below is an image of the error and the error message.

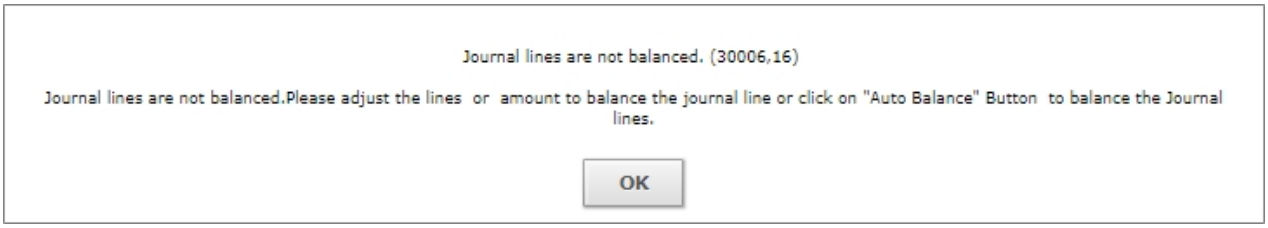




Line Balance Error Message

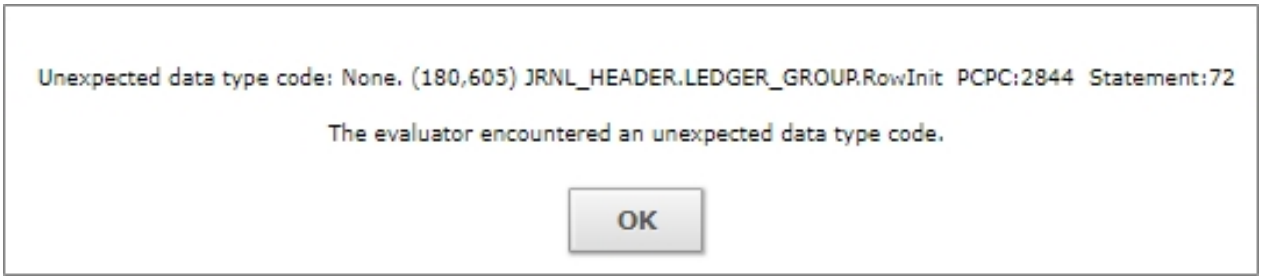
The debits and credits of the lines need to be in balance. If the lines are out of balance, the system displays an error message. An example of a journal not in balance and the corresponding error message are shown below.





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.



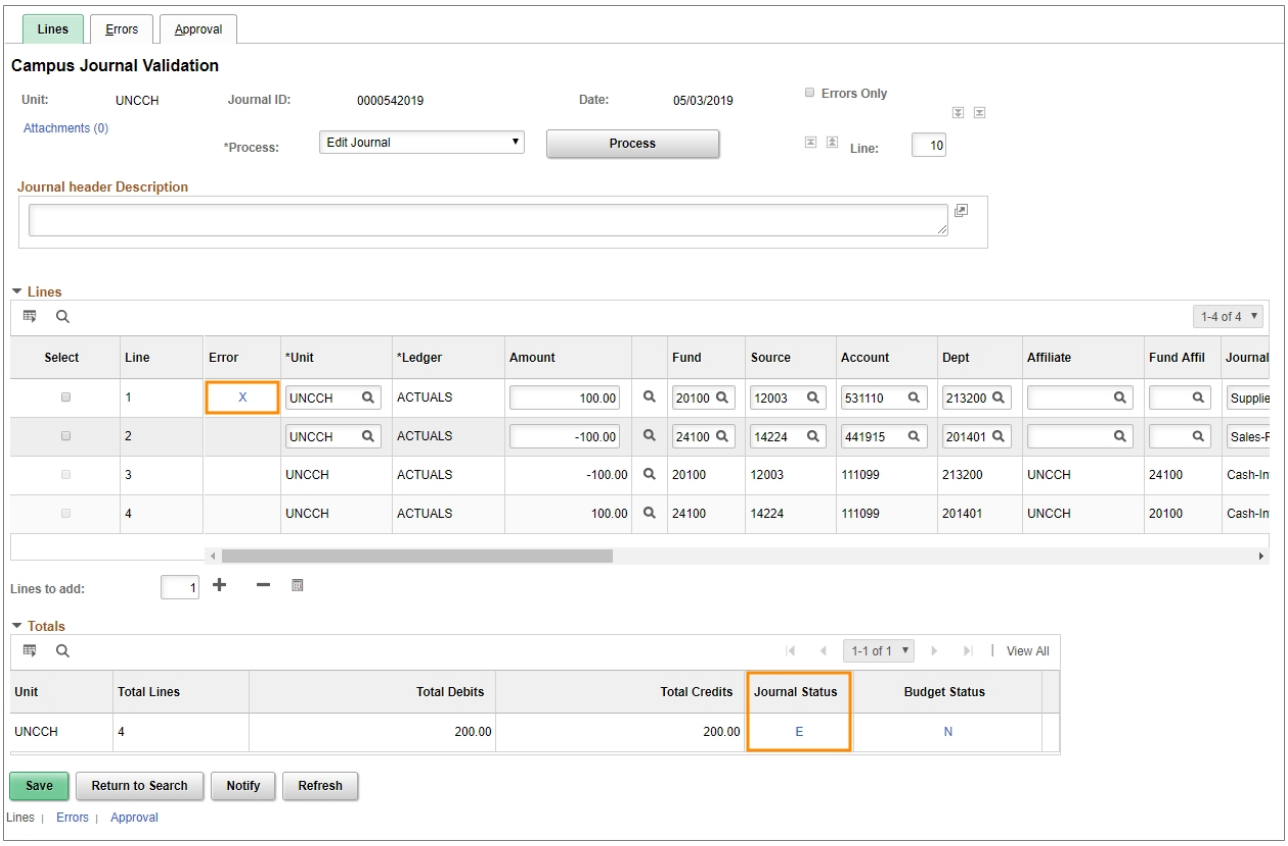
If the journal contains any of the errors described above, it will not be saved in the system. You need to fix the error and then click Save again.

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

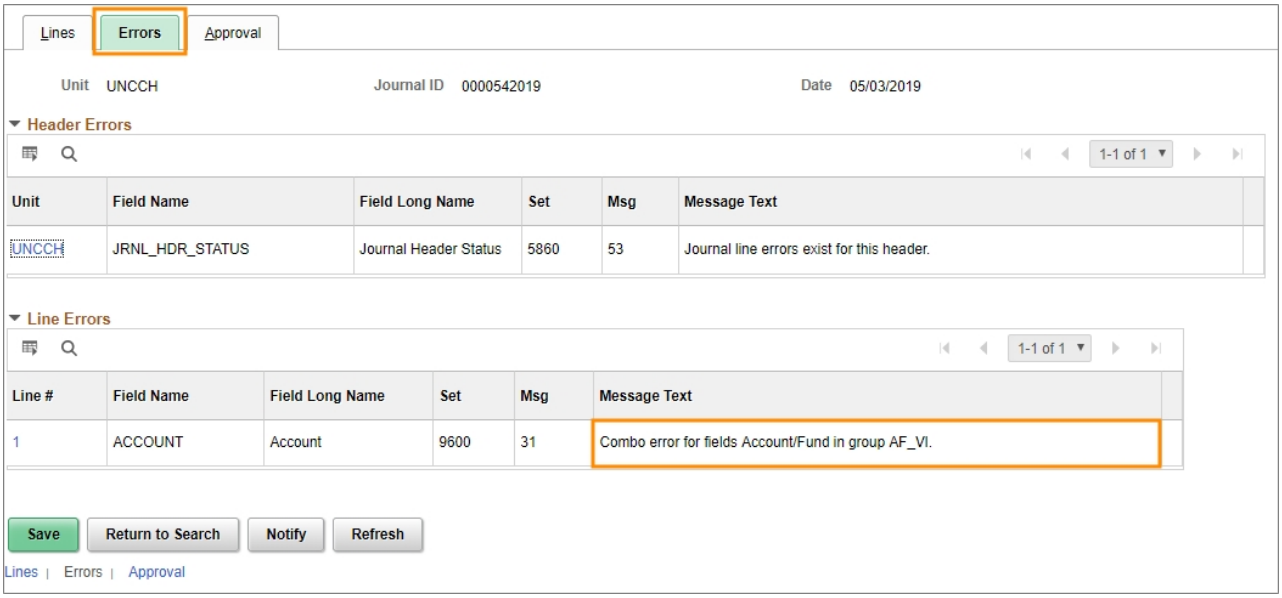
Combo Edit Errors

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.



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

Combo Edit Error Code	Explanation
AFSD_IV	Account, Fund, Source, and Department are required on every line.

Combo Edit Error Code	Explanation
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 OSP 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

Error Code	Explanation
AF_UNIT	Foundation business units can only use these funds: 29900, 29910, 29920 & 29930.
FS_CHASF/ FS_ CHATH...	Foundation business units require a source code unique to the business unit. For example, CHASF can only use Sources that start with a 'C‘.

Combo Edits for Data Collect Batches

Combo Edit Error Code	Explanation
SF_VI_ BO	Budget Only Source/Fund combinations cannot be entered on Data Collect Batch files.

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

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 72*.

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 Programs (OSP)
- 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.

Journal Transaction Type	Department	OSP	Accounting Services
Billing	Basic	Yes	Yes
Billing State Receipts	Basic	Yes	Yes
Cash Advance Settlement	Basic	Yes	Yes
Correcting JE	Basic	Yes	No
Residual Transfer	Basic	Yes	No
Gift to Gift	Complex	No	Yes
Other Campus JE - Intraunit	Complex	Yes	Yes
Other Campus JE - Interunit	Complex	Yes	Yes
University Endowment Income to Principal	Complex	No	Yes

Journal Transaction Type	Department	OSP	Accounting Services
University Endowment Principal to Income	Complex	No	Yes
Agency Endowment Income to Agency Endowment Principal	Complex	No	Yes
Foundation Allocation to University Restricted/Unrestricted Gift	Complex	No	Yes

Not all journals require all three levels of approval. However, the order of approvals is always the department first, followed by OSP if their approval is required, and Accounting Services' approval, if required, after that. OSP 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.

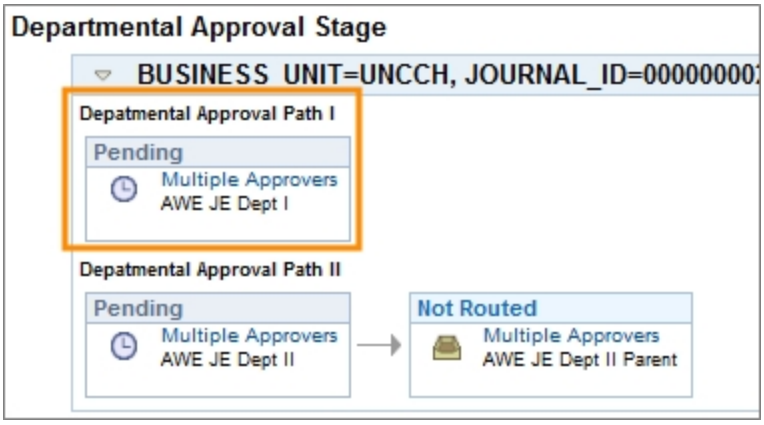
It's useful to understand the concept of basic and complex approval schemes because your journal might have different approvers and approval levels depending on the journal type you are creating.

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.

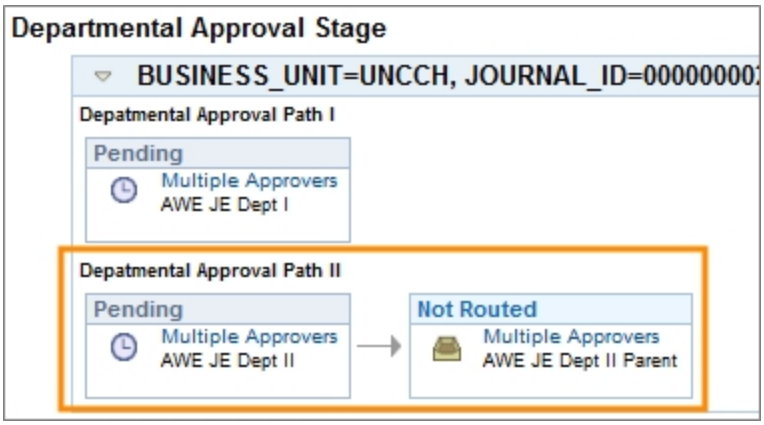
Department Approval Levels

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.

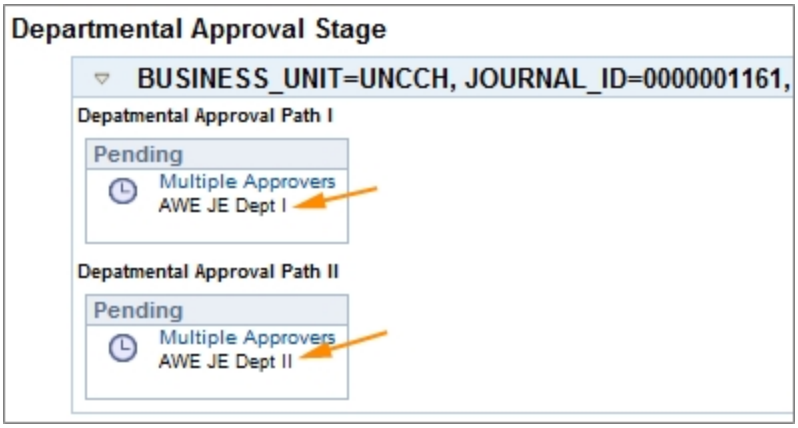


What if there is more than one Department on the journal? Who approves it?

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.

Amount		Fund	Source	Account	Dept
100.00		20101	12001	528420	200100
50.00		20101	12001	528420	213200
-75.00		24100	14201	441852	200100
-75.00		24100	14201	441852	213200

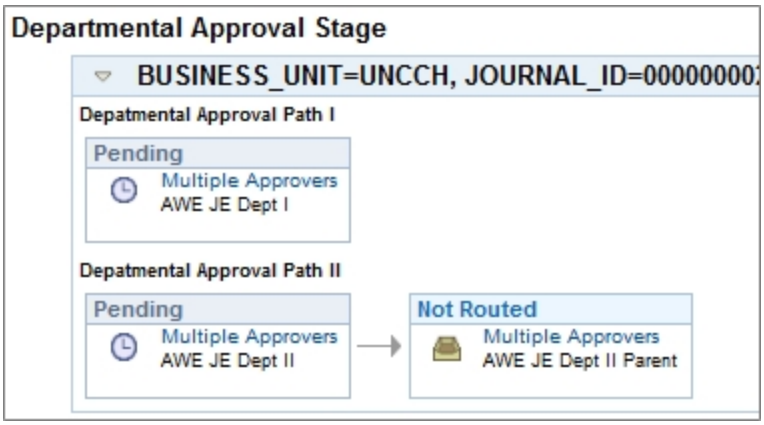


Concurrent and Sequential Approvals

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.

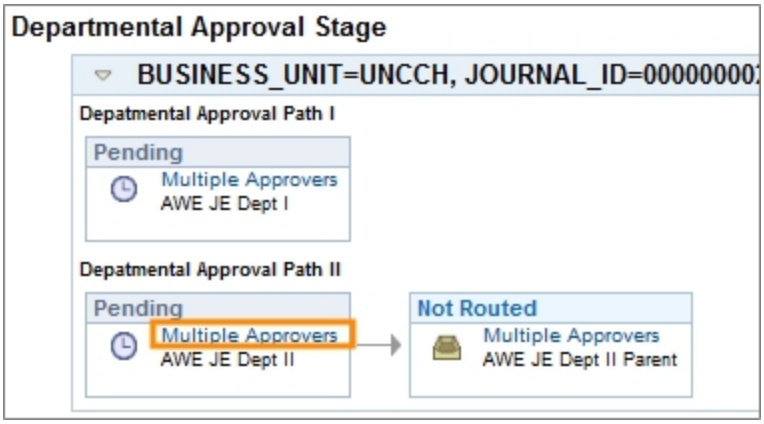
In the screen below, Department 1 has one approval level and Department 2 has two approval levels. The journal routes to Department 1 and the first level of Department 2 at the same time. Once a first level approver of Department 2 has approved the journal, the second level approvers of Department 2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



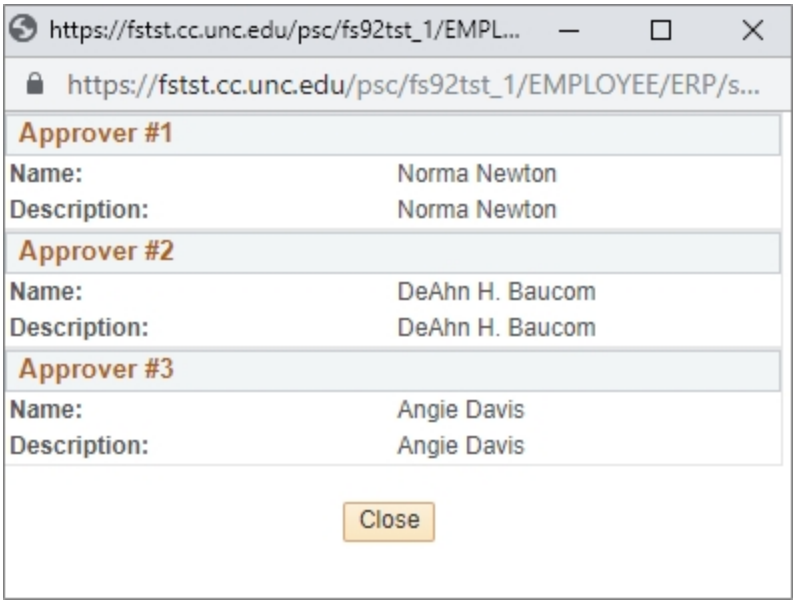
Who are the actual approvers? How do I know who they are?

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.



OSP and Accounting Services Approvals

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

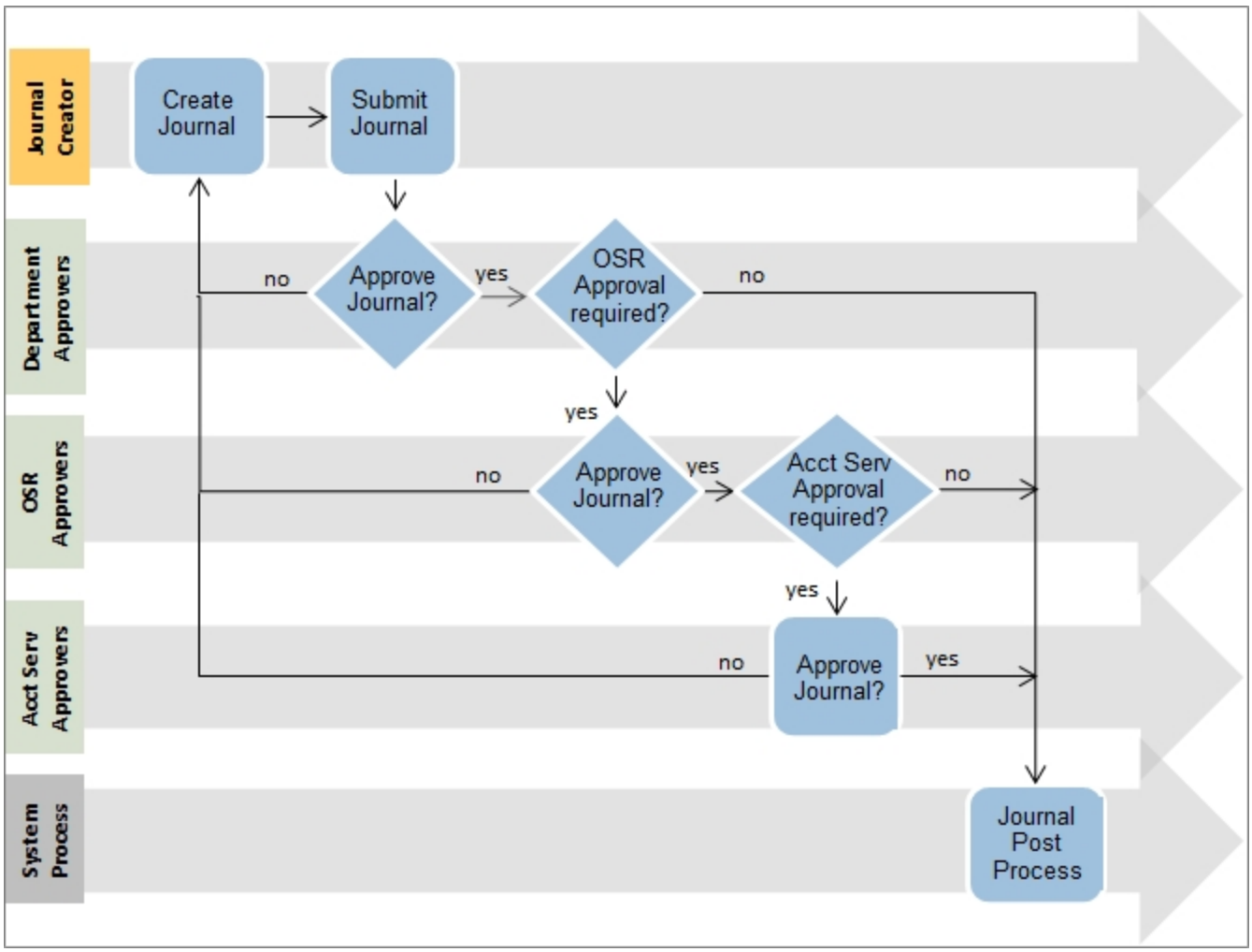
If the journal type requires Accounting Services approval, then the system routes the journal to Accounting Services.

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.

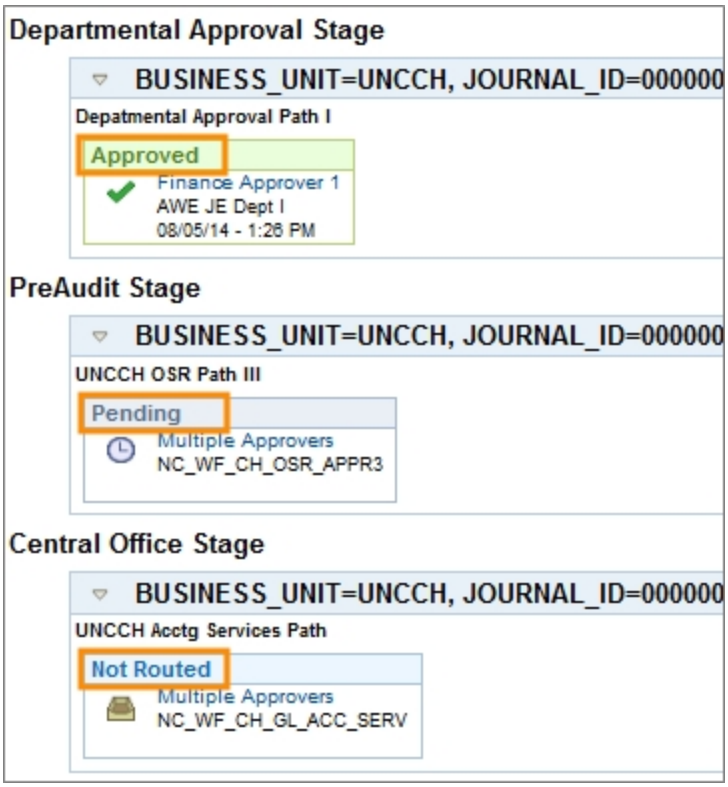
What happens when all the approvals are complete?

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



Approving an Inter-unit Journal (Journal with multiple "Line Business Units")

An approver will no longer be able to approve inter-unit journals using the “Manage GL Journal Approval Page" if the user does not have access to all "Line Business Units" on the journal. This page will not return any results.

These are the steps to approve a campus journal entry with multiple "Line Business Units":

1. From the **Admin WorkCenter** home page, choose **Finance Workcenter > General Ledger > GL Journal Entry**.
2. Click the **Find an Existing Values** Tab.
3. Enter the Business Unit and Journal ID.

4. Click the **Search** button.

   Result: Users will see multiple rows for the same Journal ID based on the number of "Line Business Units".

5. Click on the Journal on the search results to review the journal lines on the “Lines” Tab.

6. Click on the **Approval** Tab, when you are ready to approve.

7. Select **Approve** from the Approval action dropdown.

8. Click **Submit**.

   Result: System will stamp approval on all approval pages and route the journal to the next approver.

Notes:

- Users can pull up any journal if they have access to the Departments and Business Units on the journal lines, but they will not be able to approve journals that they are not approvers for.
- Users can pull up any journal if they have access to the Departments on the journal lines, but they will not be able to edit the journal lines if they do not have access to the Departments and Business Units.
- Each "Line Business Unit" has its own approval page in the "Approval" tab. Users can click the arrow at the upper righthand corner in the "Approval" tab to view multiple approval pages for a journal that crosses multiple "line Business Units".
- After a journal is approved, the approver's name will be stamped in the journal "Approval" tab.
- When you approve a journal that crosses multiple Business Units, your name will be stamped on all approval page(s), even though you only approve for your own Business Unit(s) in the system.
- After you approve a journal for your Business Unit(s), the system will route the journal to approvers of other Business Units. If you are the designated approver for multiple Business Units, you can approve the journal for these Business Units at the same time.

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.

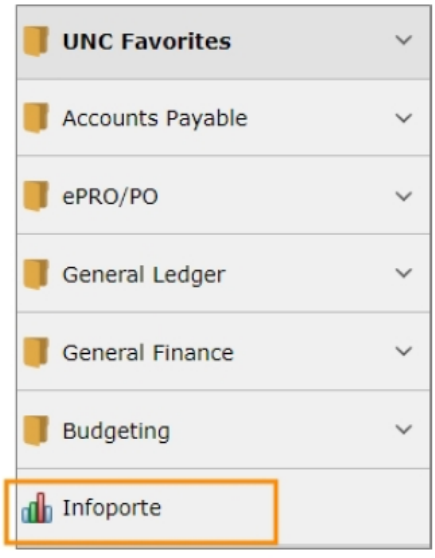
To access the request form and to see the list of InfoPorte Access Administrators, go to: https://infoporte.unc.edu/tools/data_dictionary_documents.php. In the first column, look for Infoporte Admin/Access Request Coordinator list. In the column to the far right, click Download to view the list in Excel.

Accessing InfoPorte and Finding Finance Transactions

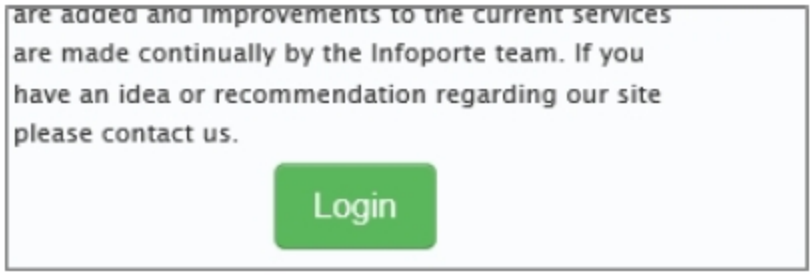
Follow these steps to access InfoPorte and find finance transactions:

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.



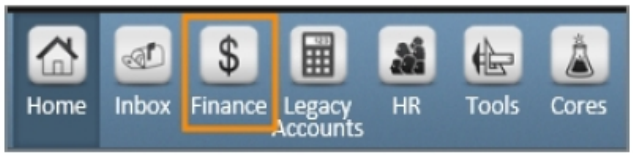
2. Click the **Login** button.



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:

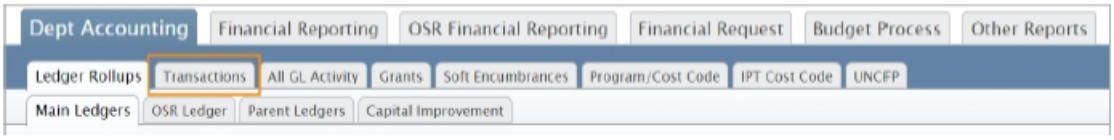
- Data Dictionary Data Dictionary > Account Mapping tab. This tab allows you to look up the translation from an FRS account to the equivalent chartfield string in ConnectCarolina.
- Data Dictionary > Chartfield Lookup tab. This tab allows you to search for ConnectCarolina chartfields by an alpha or numeric 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

3. Click the **Finance** button.



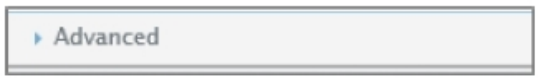
Result: The system displays the landing page for the Finance tab, which is the Dept Accounting tab.

4. 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.

5. Click the **Advanced** link to open the Advanced search section.



6. 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.

7. 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.

To find this transaction	From the Basic search section, enter:	From the Advanced section, enter:

purchase requisitions
 	
vendor catalog orders
 	
Note: These requirements will have an associated voucher if they have been invoiced to the vendor.
	• one or combination of pre-encumbrance ledgers:
	  • F&A_PRE
	  • OSR_PRE
	  • STAT_EX_PR
	  • TRST_EX_PR
	• your department
		REQ_PREENC in the Trans Type field - to see all reqs for your dept
		
		Requisition ID in the Trans ID field - to see one specific requisition
		
		Acct Date From and Acct Date To - to see requisitions within a date range

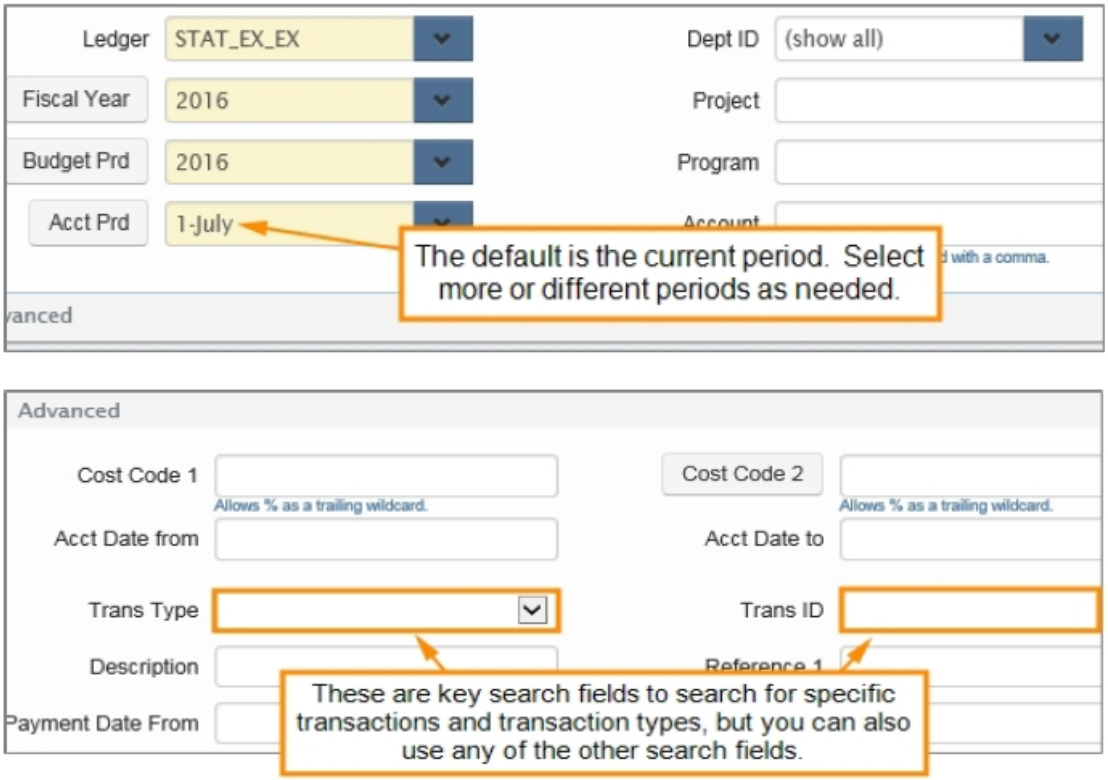
vouchers
 	
Note: This includes travel vouchers, and purchase requisitions and vendor catalog orders that have been invoiced to the vendor.
	• one or combination of pre-encumbrance ledgers:
	  • F&A_PRE
	  • OSR_ PRE
	  • STAT_ EX_PR
	  • TRST_ EX_PR
	• your department
		AP_VOUCHER in the Trans Type field - to see all vouchers for your department
		
		Voucher ID in the Trans ID field - to see one specific voucher

Campus journals	• leave blank	Journal ID in the Trans ID field - to search for a single journals

expense from data collect batches, such as FEDEX, medical insurance, and core data fees	• one or combination of pre-encumbrance ledgers:
	  • F&A_PRE
	  • OSR_ PRE
	  • STAT_ EX_PR
	  • TRST_ EX_PR
	• your department
		GL_JOURNAL in the Trans Type field

deposits	• your department	AR_MISCPAY in the Trans tpe field - to see all deposits Deposit ID in the Trans ID field - to see a specific deposit

budget journals or transfers	• one or combination of pre-encumbrance ledgers:
	  • F&A_PRE
	  • OSR_ PRE
	  • STAT_ EX_PR
	  • TRST_ EX_PR
	• your department	



8. 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.

Transaction type	Description	Trans Type	Trans ID	Reference 1	Refrence 2

Purcahse requisitions vendor catalog orders	VendorID_ Vendor name	AP_ VOUCHER	Voucher ID_ Invoice #	Payment Ref #_ Payment Date	Requisition ID
Campus vouchers	VendorID_ Vendor name	AP_ VOUCHER	Voucher ID_ Invoice #	Payment Ref #_ Payment Date	not used
Travel vouchers	VendorID_ Vendor name	AP_ VOUCHER	Travel ID_ Invoice #	Payment Ref #_ Payment Date	not used
Campus journals	Journal line description, if used	GL_ JOURNAL	Journal ID_ Journal Date	Journal line reference, if used	not used
CABS	Journal line description, if used	GL_ JOURNAL	Journal ID_ Journal Date	Journal line reference, if used	not used
PCard	Merchant name	GL_ JOURNAL	Journal ID_ Posted Date	Transaction date	not used
other data collect batch files, such as fedex or core data fees	file description	GL_ JOURNAL	Journal ID_ Journal Date		not used
depostis	not used	AR_ MISCPAY	AR Business Unit_ Depost ID	not used	not used
budget journals	not used	GL_BD_ JRNL	Journal ID_ Posted Date	not used	not used

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.

Fund type	Chartfield combination
State	Fund- Source - Department ID
F&A	Source - Department ID
OSR	Source - Project ID
Trust	Source only, with two exceptions: • Endowments: Enter fund and source to see principal and income • Trusts allocated across multiple departments: Enter source and department ID