



# ConnectCarolina 2018 User Conference

## Understanding Campus Journals and Data Collect Batches

-Accounting Services



Making the connections

# Welcome





## Agenda:

- Sharing something
- Different Transaction Groups
- How to edit and delete campus journal
- Where to look for a denied message
- Where to look for journals that are not posted
- How to find a copy of source
- Data Collect Batches



# **Understanding Campus Journals and Data Collect Batches**

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# Sharing something

1. ALL journals should be processed in the campus module.
2. A detailed justification needs to be in the long description.
3. Journal header description (who, when, what, how)
4. Back-up is always required.
5. No third decimal point.
6. All campus journals and DCBs are approved in order they are received.
7. JCR and JSR are not routed to Accounting Services.
8. VOUCHER ACCOUNT change requests should be sent to Disbursement Services.
9. Once the journal is fully approved, it will post in overnight processing. P stands for “posted”.



# Different Transaction Groups

avorites ▾ Main Menu ▾ > Finance Menu ▾ > UNC Campus ▾ > Campus Journals ▾ > Campus Journal Entry

## Campus JE System

Transaction Group:

- Billing
- Cash Advance Settlement
- Correcting JE
- Deposits & Accounts Receivable
- FP Revenue Distribution
- Office of Sponsored Research
- Other Campus JE
- Trust & Special Funds Transfer

Search Transaction type

## Billings (regular and state)

### Campus JE System

Transaction Group


Billing

Search Transaction type

Transaction Type	Description
1 BILLING	Billing
2 BILLING STATE RECEIPTS	Billing for State Receipts



# How to edit and delete campus journal

Favorites ▾ Main Menu ▾ > Finance Menu ▾ > UNC Campus ▾ > Campus Journals ▾ > Campus Journal Validation 

[Lines](#) [Errors](#) [Approval](#)

## Campus Journal Validation

Unit: UNCCH Journal ID: 0000400100 Date: 04/02/2018 ☐ Errors Only

Attachments (1)



\*Process:

- Budget Check Journal
- Delete Journal
- Edit Journal**
- Submit Journal

[Process](#)

Line: 10

### Journal header Description

▼ **Lines** [Personalize](#) | [Find](#) |  | 

Select	Line	Unit	Ledger	Amount	SpeedType	Fund	Source	Account	Dept	PC E
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# Where to look for a denied message ? (and check the approval status)

Navigation: Favorites > Main Menu > Finance Menu > UNC Campus > Campus Journals > Campus Journal Validation

Unit: UNCCH      Journal ID: 0000      Date: 04/10/2018      Submit

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**Approval Status**

Unit: UNCCH  
Approval Check Active: Y  
Approval Status: Denied  
Approval Action: Approve  
Deny Comments:

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**Departmental Approval Stage**

Unit UNCCH, ID 0000436095, Date 2018-04-10, Line Unit UNCCH: **Denied** View/Hide Comments

Departmental Approval Path I

**Approved**

✓ AWE JE Dept I  
04/11/18 - 4:10 PM

Departmental Approval Path II

**Approved**

✓ AWE JE Dept II  
04/11/18 - 3:04 PM

▶ **Comments**

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**Central Office Stage**

Unit UNCCH, ID 0000436095, Date 2018-04-10, Line Unit UNCCH: **Denied** View/Hide Comments

UNCCH Acctg Services Path

**Denied**

✗ NC\_WF\_CH\_GL\_ACC\_SERV  
04/12/18 - 10:34 AM





# Where to look for journals that are not posted

**Favorites** ▾ **Main Menu** ▾ > **Finance Menu** ▾ > **UNC Campus** ▾ > **Campus Journals** ▾ > **Campus Journal Validation**

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## Campus Journal Validation

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

**Find an Existing Value**

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▼ **Search Criteria**

Business Unit:	= ▾	uncch	🔍
Journal ID:	begins with ▾		
Journal Date:	>= ▾	04/01/2018	📅
Transaction Type:	begins with ▾		🔍
Document Sequence Number:	begins with ▾		
Line Business Unit:	= ▾		🔍
Journal Header Status:	= ▾	Valid Journal - Edits Complete	▾
Budget Checking Header Status:	= ▾		▾
Source:	= ▾		🔍
Entered By:	begins with ▾		🔍

☐ Case Sensitive

**Search** **Clear** Basic Search 📄 Save Search Criteria



# How to find a copy of source

Navigation: Favorites > Main Menu > Finance Menu > UNC Campus > Source Create > Source Request > Add/Change Source

### Source Request

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

Source Request

FRS Fund Authority

Add/Change Source

Navigation: Favorites > Main Menu > Finance Menu > UNC Campus > Source Create > FRS Fund Authority


### FRS Fund Authority

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

▼ Search Criteria

FRS Account:	begins with ▼	<input type="text"/>
Source:	begins with ▼	<input type="text"/>
Account Name Text:	begins with ▼	<input type="text"/>
FRS Trust Request Number	begins with ▼	<input type="text"/>
Business Unit:	begins with ▼	UNCCH

☐ Case Sensitive

Basic Search  Save Search Criteria



## Data Collect Batches (DCBs)

- Data Collect Batches are managed by Accounting Services.
- DCB journal sources are specifically established for recurring interdepartmental billings with large transactional volume.
- The batches may post daily, weekly, monthly, quarterly, or annually.
- It is the department's responsibility to provide correct chart fields to that particular batch.
- DCBs are not appropriate for correcting entries.
- No third decimal point.

Campus JE (JBL)



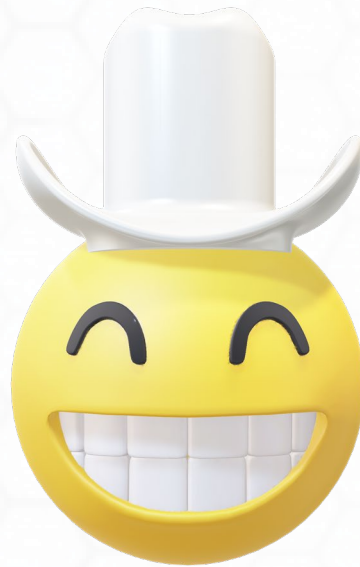


## Data Collect Batches Journal Header

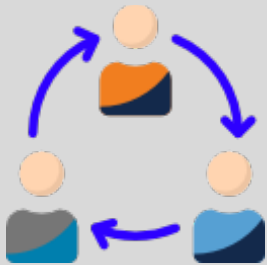
- What is the file for?
- What is the period for this file?
- Accounting contact information
- IT contact information (if applicable)
- Example: Laundry Services for Period 2, FY 2019. Accounting Contact: XXX, Technical Contact: XXX.



# Questions?



# Thanks!



**Thank You for Your Participation!**

