Susan McDonough

ConnectCarolina Trainer
Presentation topics

• This presentation covers the following topics:
  – What are all the transactions made against a grant?
  – How do I recognize one transaction from another?
  – What steps do transactions go through?
  – What can hold up a transaction from being processed?
  – How can I tell what step a transaction is in?
  – When do transactions hit the books?
  – How do I know when a voucher has been paid?
  – What if I need to make a change to a transaction?
Transactions made on grants
Transactions made on grants

• The types of transactions made against grants are the same as those for any other fund type. For example:
  – Purchase requisitions
  – Campus vouchers
  – Campus journals

• Transactions made against grants include a Project ID in the chartfield string
<table>
<thead>
<tr>
<th>Transaction</th>
<th>Example Transaction ID</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong> Purchase requisitions</td>
<td>1000070944</td>
</tr>
<tr>
<td><strong>2.</strong> Vendor catalog orders</td>
<td></td>
</tr>
<tr>
<td><strong>3.</strong> Purchase orders:</td>
<td></td>
</tr>
<tr>
<td>– Vendor catalog order in ConnectCarolina from 10/20/2014.</td>
<td>2000058899</td>
</tr>
<tr>
<td>– Non-vendor catalog orders entered in ConnectCarolina will begin with fiscal year, buyer’s initials, and sequential number.</td>
<td>Y15MTS001</td>
</tr>
<tr>
<td>– Vendor catalog order converted from legacy.</td>
<td>EPO0403099</td>
</tr>
<tr>
<td>– Converted order from legacy. Multiple invoicing; no receiving.</td>
<td>P900954</td>
</tr>
<tr>
<td>– Converted order from legacy. Requires receiving.</td>
<td>W905784</td>
</tr>
<tr>
<td><strong>4.</strong> Vouchers</td>
<td></td>
</tr>
<tr>
<td>• 50304071 (created before 10/1/2014)</td>
<td></td>
</tr>
<tr>
<td>• 51304071 (created after 10/1/2014)</td>
<td></td>
</tr>
<tr>
<td><strong>5.</strong> GL Journals:</td>
<td></td>
</tr>
<tr>
<td>– Campus journals</td>
<td>0000000375</td>
</tr>
<tr>
<td>– Journals from data collect batches</td>
<td>280:PRK</td>
</tr>
<tr>
<td><strong>6.</strong> Deposits</td>
<td>1023738</td>
</tr>
<tr>
<td><strong>7.</strong> Budget journals or budget transfers</td>
<td>0000087394</td>
</tr>
</tbody>
</table>
Steps Transactions Go Through
The Steps a Transaction Goes Through

- All finance transactions go through the same basic steps
  - Exception: budget journals and budget transfers, which use budget pre-check, so actual budget checking occurs after approval
The Steps a Transaction Goes Through

1. Create
   - This is where you enter all the required fields and save the transaction in the system
   - The system generates a transaction ID – requisition ID, voucher ID, journal ID, deposit ID, budget journal ID
   - It’s the generating of an ID that makes a transaction exist in the system
The Steps a Transaction Goes Through

- **Edit**
  - The “Edit” process is a formal process in ConnectCarolina where the system validates the transaction
  - The Edit process validates transactions for:
    - Valid chartfield combinations on each line
    - Valid chartfield values. That is, the number has to exist in the system.
    - Balanced lines (journals)
    - Open accounting period. You can’t enter a transaction against a closed accounting period.
  - The principal validation is the chartfield combination on each line
  - There are five main “rules” in the system for chartfield combinations. They can be found here:
## Combo Edit Rules

<table>
<thead>
<tr>
<th>Combo Edit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFSD_IV</td>
<td>Account, Fund, Source, and Department are required on every line.</td>
</tr>
</tbody>
</table>
| AF_VI      | **Rule 1**  
Revenue on State Funds and all Expense lines must have a Fund with a Purpose code. The Fund code cannot end in “00”, such as 20100 and 21100.  
**Rule 2**  
Fund codes 29900, 29910, 29920, or 29930 cannot be used with Business Unit UNCCH. A foundation Business Unit must be used with these funds. |
| FAJ_VV     | Lines with OSR and Capital Funds 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. |

<table>
<thead>
<tr>
<th>Fund</th>
<th>Source</th>
<th>Account</th>
<th>Dept</th>
<th>Cost Code 1</th>
<th>Amount</th>
<th>PC Bus Unit</th>
<th>Project ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>25210</td>
<td>49300</td>
<td>582530</td>
<td>429001</td>
<td></td>
<td>5,827.33</td>
<td>CHOSR</td>
<td>4028180</td>
</tr>
</tbody>
</table>
• The text related to the error message appears on the transaction
• The text is the same on every transaction type – vouchers, journals, etc.
Queries to find Edit errors

- These queries identify transactions with edit errors:

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Query</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Orders</td>
<td>NC_PO_EDIT_ERRORS</td>
</tr>
<tr>
<td>Vouchers</td>
<td>NC_AP_EDIT_ERRORS_VOUCHERS_DPT</td>
</tr>
<tr>
<td>Deposits</td>
<td>NC_AR_EDIT_ERROR</td>
</tr>
<tr>
<td>Campus Journals (GL)</td>
<td>NC_GL_JOURNAL_EDIT_ERRORS_DEPT</td>
</tr>
</tbody>
</table>

- This document contains a description of the query fields:
  https://ccinfo.unc.edu/files/2015/06/Preparing-for-Year-End-Close-Reviewing-Open-Transactions.pdf
The Steps a Transaction Goes Through

3. Budget Check

- The budget check process checks the chartfield strings on a transaction for valid and sufficient budget.
- Depending on the fund type and project, the possible outcomes of budget checking are:
  - Pass
  - Fail
  - Pass with warning
Project Budgets

• OSR expense budgets have a “parent and child” setup
  – The parent is the budget at the award level
  – The child is the budget at the budget account level

• For each project, the parent budget resides in one chartfield string:
  – Fund – at the detail level, such as 25210 rather than 25200
  – Source – at the detail level, such as 49000 or 49100
  – Account – at the rollup level, 500100 for all expenses
  – Project ID
Example - Project 5032276

• The total budget for the project is $100,000.

• The parent budget contains the entire $100,000 budget in this chartfield string:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Source</th>
<th>Account</th>
<th>Project ID</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>25210</td>
<td>49000</td>
<td>500100</td>
<td>5032276</td>
<td>$100,000</td>
</tr>
</tbody>
</table>

• If a transaction exceeds the available balance, the transaction will fail budget checking. Your budget status field will be “Error”.
Project Budgets

• The child expense budget identifies:
  – The department the project belongs to
  – The specific accounts the project money can be spent on. For example: personnel, domestic travel, and supplies and materials.

• Child budgets for Project 5032276:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Source</th>
<th>Account</th>
<th>Project ID</th>
<th>Department</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>25210</td>
<td>49000</td>
<td>510000 personnel</td>
<td>5032276</td>
<td>411420</td>
<td>$70,000</td>
</tr>
<tr>
<td>25210</td>
<td>49000</td>
<td>526100 domestic travel</td>
<td>5032276</td>
<td>411420</td>
<td>$20,000</td>
</tr>
<tr>
<td>25210</td>
<td>49000</td>
<td>530000 supplies and materials</td>
<td>5032276</td>
<td>411420</td>
<td>$10,000</td>
</tr>
</tbody>
</table>
• For projects created **before** 10/1/2014
  – Project ID begins with 40 and 50
  – A child budget does not need to exist
  – As long as the transaction does not exceed the available budget on the parent, the transaction will pass with no warning. The Budget Status will be “Valid”.

• For projects created **after** 10/1/2014
  – Project ID begins with 31, 41, or 51
  – A child budget must exist (even if it’s $0)
  – If a transaction exceeds the budget amount on the child, the system generates a warning message but the transaction will still pass.
  – If a transaction exceeds the available budget for the parent, the transaction will fail.
Step 3 – Budget Check

- Each transaction type (vouchers, journals, etc.) with a budget error contains a link to the **Budget Check Exceptions** page.
- The **Budget Check Exceptions** page shows the budget error message.
- It is possible to have multiple budget check errors for the same journal.
Step 3 – Budget Check

• Common budget errors for OSR:
  – Exceeds budget tolerance
  – Budget date out of bounds

• More budget exceptions are listed here:
  https://ccinfo.unc.edu/files/2015/03/Budget-Errors-QRC.pdf
Queries to find budget errors

• These queries identify budget errors:

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Query</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisitions</td>
<td>NC_KK_ERRORS_REQ_DEPT</td>
</tr>
<tr>
<td>Purchase Orders</td>
<td>NC_KK_ERRORS_PO_DEPT</td>
</tr>
<tr>
<td>Vouchers</td>
<td>NC_KK_ERRORS_VOUCHERS_DEPT</td>
</tr>
<tr>
<td>Deposits</td>
<td>NC_KK_ERRORS_AR_MISCPAY</td>
</tr>
<tr>
<td>Campus Journals (GL)</td>
<td>NC_KK_ERRORS_JOURNALS_DEPT</td>
</tr>
<tr>
<td>Budget Journals</td>
<td>NC_KK_ERRORS_BUD_JRNLS</td>
</tr>
<tr>
<td>Payroll</td>
<td>NC_KK_ERRORS_PAYROLL</td>
</tr>
</tbody>
</table>

• This document contains a description of the query fields: https://ccinfo.unc.edu/files/2015/06/Preparing-for-Year-End-Close-Reviewing-Open-Transactions.pdf
The Steps a Transaction Goes Through

- Approve
  - Transactions with a Project ID route to OSR for approval
The Steps a Transaction Goes Through

5 Post

- Posting means:
  - The journal is now part of the Actuals ledger in the General Ledger, the official book of record
  - Posting runs once/day at 9:30 p.m. for most transactions
  - OSR transactions are posted one day LATER. So a transaction that is final-approved on Monday won’t be posted until Tuesday when the posting process runs.
What can hold up transactions?
What can hold up transactions?

• Errors
  – edit errors
  – budget check errors

Note: The creator of the transaction is responsible for resolving errors and re-processing the transaction

• The approval process
How can I tell what step a transaction is in?
Transaction Statuses

- Each transaction has one or more status fields
- Generally speaking, the status fields mirror the steps transactions go through
## Transaction Statuses

<table>
<thead>
<tr>
<th>Navigation</th>
<th>Request Status Indicates: Approval status and state of requisition completion</th>
<th>Budget Status</th>
</tr>
</thead>
</table>
| **Requisitions:** Main Menu > Finance Menu > eProcurement > Manage Requisitions | • Open – saved with valid chartfields but not submitted  
• Pending Approval  
• Approved  
• Denied  
• Canceled  
• Complete | • Not Budget Checked  
• Valid  
• Error in Budget Check  
• Provisionally valid |

**Notes:**
- You can’t save a requisition if it has an edit error, so there isn’t a status field for edit errors.
- When the PO has been created, you can’t edit the requisition anymore. At that point, it is in the control of the buyers and you need to work with them if edits are needed.
## Transaction Statuses

<table>
<thead>
<tr>
<th>Navigation</th>
<th>PO Status</th>
<th>Budget Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purchase Orders:</strong></td>
<td><strong>Indicates:</strong> Approval status and state of PO completion</td>
<td><strong>Notes:</strong></td>
</tr>
</tbody>
</table>
| Main Menu > Finance Menu > Purchasing > Purchase Orders > Review PO Information > Purchase Orders | • Pending Approval  
• Approved  
• Canceled  
• Complete  
• Dispatched | • Not Budget Checked  
• Valid  
• Error in Budget Check |

**Notes:**
- Edit and budget errors are not common but can occur.
- For non-vendor catalog orders, errors occur if there was a change in either the chartfields or budgets between when the requisition was entered and when the buyer created the PO.
- Dispatched is what indicates the PO has been sent to the vendor.
- PO's under $100,000 default to Approved status. If over $100,000 they are approved by Disbursement Services.
- Complete status mean all lines have been closed or canceled.
## Transaction Statuses

<table>
<thead>
<tr>
<th>Navigation</th>
<th>Entry Status Indicates: State of voucher completion</th>
<th>Approval Status</th>
<th>Budget Status</th>
<th>Post Status</th>
<th>Closed Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vouchers:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main Menu &gt; Finance Menu &gt; Accounts Payable &gt; Review Accounts Payable Info &gt; Vouchers &gt; Voucher</td>
<td>• Open</td>
<td>• Approved</td>
<td>• Not Budget Checked</td>
<td>• Posted</td>
<td>• Open</td>
</tr>
<tr>
<td></td>
<td>• Postable – voucher has passed edit and budget checking</td>
<td>• Denied</td>
<td>• Valid</td>
<td>• Unposted</td>
<td>• Closed</td>
</tr>
<tr>
<td></td>
<td>• Recycle – voucher has an error</td>
<td>• Pending</td>
<td>• Error</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Complete</td>
<td>• Unapproved</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Deleted</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Closed means the voucher was not needed (like a duplicate) so was closed out.

### Transaction Statuses

<table>
<thead>
<tr>
<th>Navigation</th>
<th>Approval Header Status</th>
<th>Budget Header Status</th>
</tr>
</thead>
</table>
| **Budget transfers/journals:** Main Menu > Finance Menu > Commitment Control > Budget Journals > Enter Budget Journals/Enter Budget Transfers | • Not Submitted  
• Approved  
• Denied  
• Pending | • Checked Only  
• Errors  
• Incomplete  
• None  
• Not Balanced  
• Posted  
• Security Error  
• Unposted |

**Note:** The system does not identify edit errors separately from budget errors on budget journals and budget transfers. Errors are caught as budget errors.
## Transaction Statuses

<table>
<thead>
<tr>
<th>Navigation</th>
<th>Journal Header Status</th>
<th>Budget Status</th>
</tr>
</thead>
</table>
| **Campus Journals:** Main Menu > Finance Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries | Indicates: Edit error status and post status | • Needs to be checked  
• Valid  
• Errors  
• Posted |
| | | • Needs to be checked  
• Valid  
• Errors |

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When do Transactions hit the books?
ConnectCarolina is based on an accrual-based accounting system, rather than cash-based:
- An accrual-based accounting system means you recognize transactions at each level of “commitment”
- A cash based system means you recognize transactions when cash is affected.

There are two sets of books to manage an accrual based accounting system:
- Budget ledgers
- GL Actuals ledger
• Budget ledgers
  – Give you a daily picture of your budget balance based on all transactions entered
  – Represent all transactions once they have passed budget checking
  – While the current month is open, budget Expense ledgers include transactions that have NOT been approved or posted
• InfoPorte
  – The InfoPorte OSR Ledger page is based on budget ledgers
  – Once a transaction is budget checked, it is reflected in the available balance and one of the ledger columns in InfoPorte
GL Actuals Ledger

- GL Actuals ledger
  - Once a transaction is approved, the posting process posts it to the GL Actuals ledger
  - The GL Actuals ledger is the official book of record
  - Two ways to see GL Actuals balance:

1. InfoPorte Comprehensive Financial Summary Report

<table>
<thead>
<tr>
<th>NPcr &amp; Not Tfr Expense</th>
<th>Tfr Expense - 58xxxx</th>
<th>Total Expense</th>
<th>Ending Fund Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>$30,381.13</td>
<td>$43,332.59</td>
<td>$96,807.05</td>
<td>($52,211.27)</td>
</tr>
<tr>
<td>$30,381.13</td>
<td>$43,332.59</td>
<td>$96,807.05</td>
<td>($65,320.47)</td>
</tr>
<tr>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$13,109.20</td>
</tr>
</tbody>
</table>

2. RPT Query: NC_CPS_LEDGER_KK_AMOUNTS

[Table image]
Budget Ledger and GL Actuals Ledger in InfoPorte

- Budget ledger and GL Actuals ledger
  - Throughout an open month, the budget ledgers and the GL Actuals ledgers most likely do NOT match
  - At the point a month is closed, the Actuals LTD column in InfoPorte will equal the GL Actuals ledger

<table>
<thead>
<tr>
<th>Budget</th>
<th>Pre-Encumbered</th>
<th>Encumbered</th>
<th>Actuals LTD</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>139,848.00</td>
<td>0.00</td>
<td>0.00</td>
<td>140,750.63</td>
<td>-902.63</td>
</tr>
</tbody>
</table>

Once the month is closed, the budget Actuals LTD balance will equal the LTD balance in the GL Actuals ledger.
How do I know a voucher is paid?
In ConnectCarolina, payment is a separate, subsequent step from posting.

1. **Create the purchase req (check chartfields)**
2. **Budget check the req**
3. **Approve the req**
4. **Create a purchase order**
5. **Budget check the PO**
6. **Dispatch the PO to the vendor**
7. **Enter a receipt**
8. **Enter the vendor’s invoice as a voucher**
9. **Budget check the voucher**
10. **Match up the voucher, PO, and receipt**
11. **Post the voucher**
12. **Pay the voucher**
13. **Post the payment**
Three ways to determine if vouchers have paid

1 Queries:

- **NC_CPS_VCHR_PMNT_INFO_UNCCH1**
  
  Shows all vouchers that have been paid or partially paid. If no lines on a voucher have been paid, the voucher will not show in this query.

- **NC_CPS_VCHR_NOT_PAID_UNCCH1**
  
  Shows vouchers that either have no lines paid, or only partial lines paid.

- For definitions of all the query fields, go here:
  
  [https://ccinfo.unc.edu/files/2015/06/Preparing-for-Year-End-Close-Reviewing-Open-Transactions.pdf](https://ccinfo.unc.edu/files/2015/06/Preparing-for-Year-End-Close-Reviewing-Open-Transactions.pdf)
Three ways to determine if vouchers have paid

2 Voucher Inquiry

- Main Menu > Finance Menu > Accounts Payable > Review Accounts Payable Info > Vouchers
Three ways to determine if vouchers have paid

3 InfoPorte Transactions tab

• If the voucher has been paid, the Reference 1 field contains the payment ref# and the payment date if the voucher has been paid

• If the voucher has not been paid, the Reference 1 field will be blank

Reference 1 field: payment ref#_payment date
What if I need to make a change to a transaction?
## Rules for making changes

You can edit the original document if:

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Rule</th>
<th>How do I see that?</th>
</tr>
</thead>
</table>
| Requisitions | You can edit a req up to the point a PO has been generated | • Main Menu > Finance Menu> eProcurement > Manage Requisitions  
• In the lifespan for the req, if a PO has been created, the Purchase Order link is enabled |
| Vouchers | You can edit a voucher up until the voucher is final approved | • Main Menu > Finance Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry  
• From the Summary tab, the Approval Status field will say Approved |
| Journals | You can edit a journal up until the journal is posted | • Main Menu > Finance Menu > General Ledger > Journals > Add/Update > Regular Entry  
• The Journal Header Status will say Posted to Ledger |
Correcting journals are used to edit the accounting entries on the journals originating from an original transaction.

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

- The search fields for a Correcting Voucher JE are the voucher fields.
- You are correcting the journal lines in the General Ledger generated from the voucher, not the voucher itself.
Correcting JE

• The search fields for a Correcting JE are the journal fields. It can be tricky to find the journal line on a Correcting JE because there are many lines.
• You should enter as many of the search fields as possible. It is highly recommended you enter all the search fields.

Indicates where the transaction originated:
• Deposits – ARD
• PCard – PCD
• CABS – CAB
• Campus journals – see: https://ccinfo.unc.edu/files/2015/05/Campus-GL-Journals-Cheatsheet.pdf
• Data Collect Batch files – see: https://ccinfo.unc.edu/files/2015/07/Journal-Sources.pdf
<table>
<thead>
<tr>
<th>To find info on this:</th>
<th>Enter this link:</th>
</tr>
</thead>
<tbody>
<tr>
<td>List of queries to find:</td>
<td></td>
</tr>
<tr>
<td>• edit errors</td>
<td><a href="https://ccinfo.unc.edu/files/2015/06/Preparing-for-Year-End-Close-Reviewing-Open-Transactions.pdf">https://ccinfo.unc.edu/files/2015/06/Preparing-for-Year-End-Close-Reviewing-Open-Transactions.pdf</a></td>
</tr>
<tr>
<td>• budget checking errors</td>
<td></td>
</tr>
<tr>
<td>• Voucher payments</td>
<td></td>
</tr>
<tr>
<td>Budget errors</td>
<td></td>
</tr>
<tr>
<td>Journal source codes for data collect batches</td>
<td></td>
</tr>
<tr>
<td>Journal source codes for campus journals</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="https://ccinfo.unc.edu/files/2015/05/Campus-GL-Journals-Cheatsheet.pdf">https://ccinfo.unc.edu/files/2015/05/Campus-GL-Journals-Cheatsheet.pdf</a></td>
</tr>
</tbody>
</table>
Questions?