

OSR Symposium

Grant Transactions

July 29, 2015





Susan McDonough

ConnectCarolina Trainer

- 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





Transactions and their ID scheme

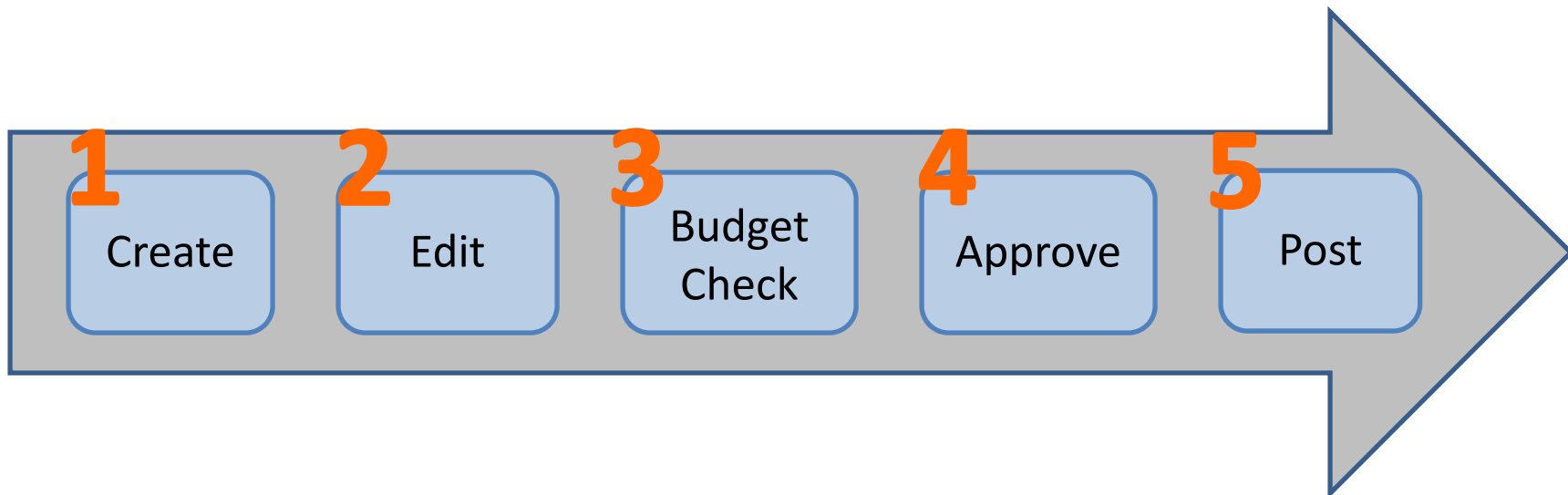
Transaction	Example Transaction ID
1. Purchase requisitions	1000070944
2. Vendor catalog orders	
3. Purchase orders:	
– Vendor catalog order in ConnectCarolina from 10/20/2014.	2000058899
– Non-vendor catalog orders entered in ConnectCarolina will begin with fiscal year, buyer’s initials, and sequential number.	Y15MTS001
– Vendor catalog order converted from legacy.	EPO0403099
– Converted order from legacy. Multiple invoicing; no receiving.	P900954
– Converted order from legacy. Requires receiving.	W905784
4. Vouchers	<ul style="list-style-type: none"> • 50304071 (created <u>before</u> 10/1/2014) • 51304071 (created <u>after</u> 10/1/2014)
5. GL Journals:	
– Campus journals	0000000375
– Journals from data collect batches	280:PRK
6. Deposits	1023738
7. Budget journals or budget transfers	0000087394



Steps Transactions Go Through

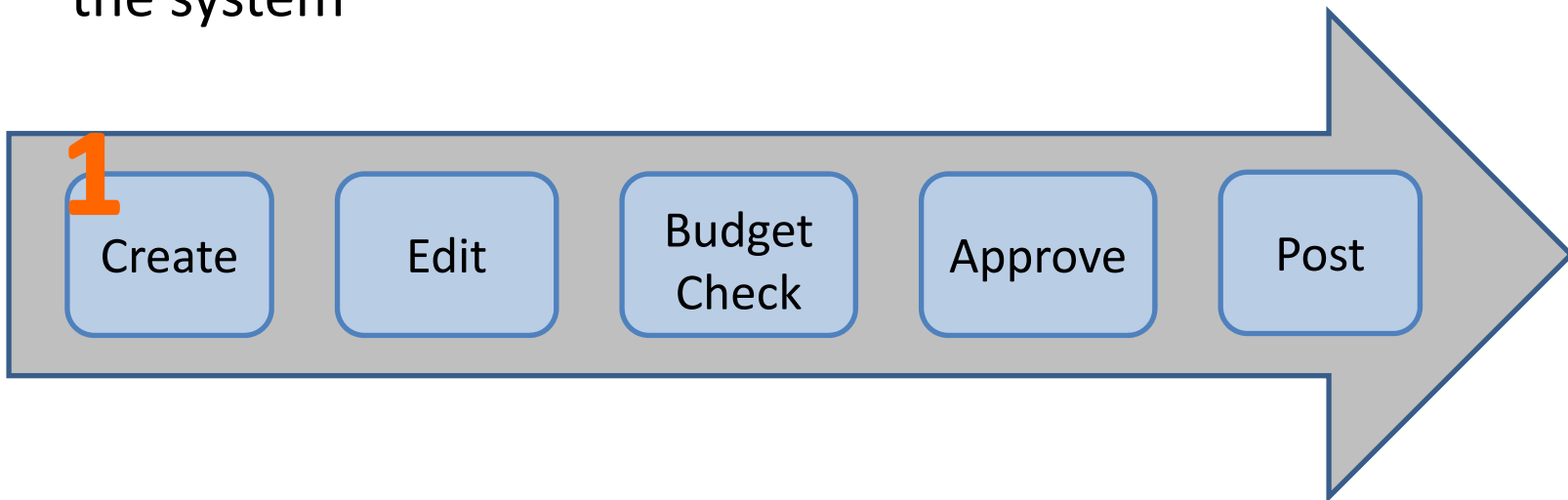
The Steps a Transaction Goes Through

- 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

- Create **1**
 - 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

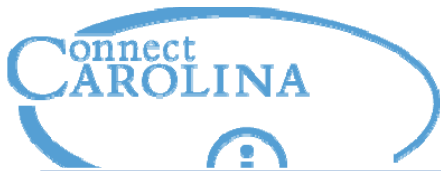




The Steps a Transaction Goes Through

- Edit **2**
 - 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:

<https://ccinfo.unc.edu/files/2014/12/Combo-Edits-update-20141211.pdf>



Combo Edit Rules

Combo Edit	Description
AFSD_IV	Account, Fund, Source, and Department are required on every line.
AF_VI	<u>Rule 1</u> 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.
	<u>Rule 2</u> 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	<u>Rule 1</u> The Source/Account combination requires a specific Program code.
	<u>Rule 2</u> The Source/Account combination requires the Program field to be entered (not be left blank).
	<u>Rule 3</u> The Source/Account combination requires the Program field be blank.

Fund	Source	Account▼	Dept	Cost Code 1	Amount▲	PC Bus Unit	Project ID
25210	48300	582530	429001		5,827.33	GHOSR	4028180

- The text related to the error message appears on the transaction
- The text is the same on every transaction type – vouchers, journals, etc.

Header	Lines	Totals	Errors	Approval													
Unit:	UNCCH	Journal ID:	0000086514	Date:	07/02/2015												
<div style="display: flex; justify-content: space-between;"> ▼ Header Errors Personalize Find [?] [grid] First 1 of 1 </div> <table border="1"> <thead> <tr> <th>Unit</th> <th>Field Name</th> <th>Field Long Name</th> <th>Set</th> <th>Msg</th> <th>Message Text</th> </tr> </thead> <tbody> <tr> <td>UNCCH</td> <td>JRNL_HDR_STATUS</td> <td>Journal Header Status</td> <td>5880</td> <td>53</td> <td>Journal line errors exist for this header.</td> </tr> </tbody> </table>						Unit	Field Name	Field Long Name	Set	Msg	Message Text	UNCCH	JRNL_HDR_STATUS	Journal Header Status	5880	53	Journal line errors exist for this header.
Unit	Field Name	Field Long Name	Set	Msg	Message Text												
UNCCH	JRNL_HDR_STATUS	Journal Header Status	5880	53	Journal line errors exist for this header.												
<div style="display: flex; justify-content: space-between;"> ▼ Line Errors Personalize Find [?] [grid] First 1 of 1 Last </div> <table border="1"> <thead> <tr> <th>Line #</th> <th>Field Name</th> <th>Field Long Name</th> <th>Set</th> <th>Msg</th> <th>Message Text</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>FUND_CODE</td> <td>Fund</td> <td>9600</td> <td>31</td> <td>Combo error for fields Fund/Account/Project ID in group FAJ_VV.</td> </tr> </tbody> </table>						Line #	Field Name	Field Long Name	Set	Msg	Message Text	2	FUND_CODE	Fund	9600	31	Combo error for fields Fund/Account/Project ID in group FAJ_VV.
Line #	Field Name	Field Long Name	Set	Msg	Message Text												
2	FUND_CODE	Fund	9600	31	Combo error for fields Fund/Account/Project ID in group FAJ_VV.												

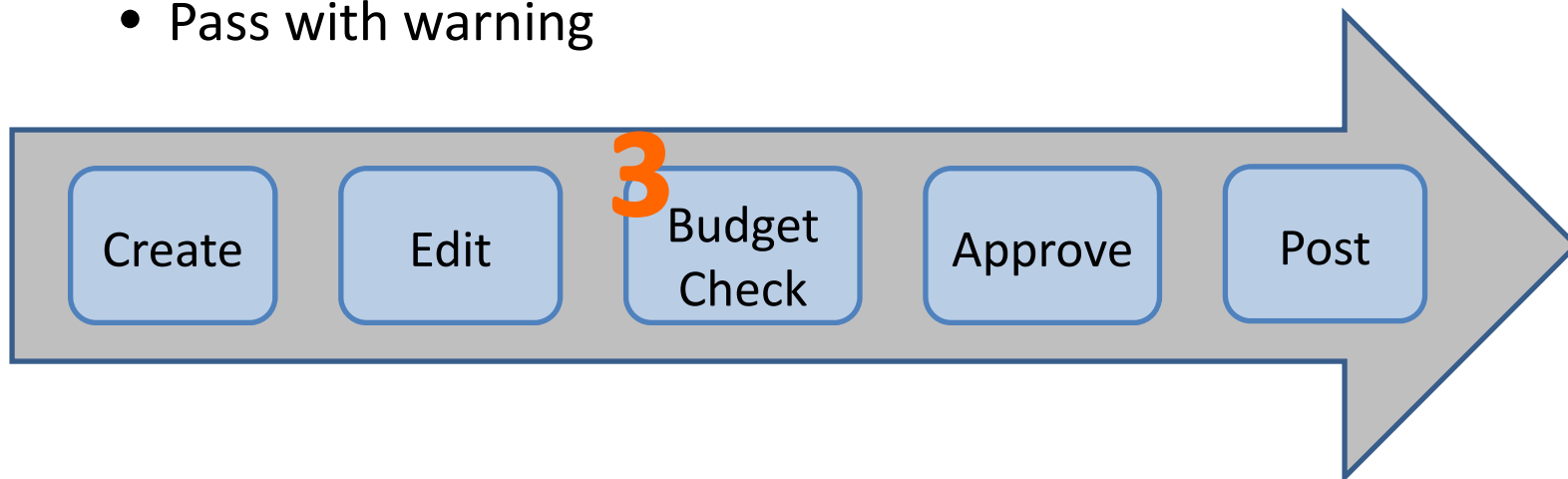
- These queries identify transactions with edit errors:

Transaction	Query
Purchase Orders	NC_PO_EDIT_ERRORS
Vouchers	NC_AP_EDIT_ERRORS_VOUCHERS_DPT
Deposits	NC_AR_EDIT_ERROR
Campus Journals (GL)	NC_GL_JOURNAL_EDIT_ERRORS_DEPT

- 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

- Budget Check **3**
 - 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



- 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:

Fund	Source	Account	Project ID	Amount
25210	49000	500100	5032276	\$100,000

- If a transaction exceeds the available balance, the transaction will fail budget checking. Your budget status field will be "Error".

- 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:

Fund	Source	Account	Project ID	Department	Amount
25210	49000	510000 <i>personnel</i>	5032276	411420	\$70,000
25210	49000	526100 <i>domestic travel</i>	5032276	411420	\$20,000
25210	49000	530000 <i>supplies and materials</i>	5032276	411420	\$10,000

- 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.

Business Unit: UNCCH Voucher ID: 50306826

*Exception Type: Error Override Transaction

Maximum Rows: 100 More Budgets Exist

Search Advanced Budget Criteria

Budgets with Exceptions Personalize | Find | View All | First 1-3 of 3

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		UNCCH	OSR	Budget Date out of Bounds	More Detail	<input type="checkbox"/>	Go To ...
2		UNCCH	OSR_PAR	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...
3		UNCCH	OSR_PAR	Budget Date out of Bounds	More Detail	<input type="checkbox"/>	Go To ...

link to Budgets Inquiry page

Transaction Line Details

Fund	Source	Account	Department	PC Business Unit	Project ID	Activity
25210	49300	558928	319000	CHOSR	5100845	1



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

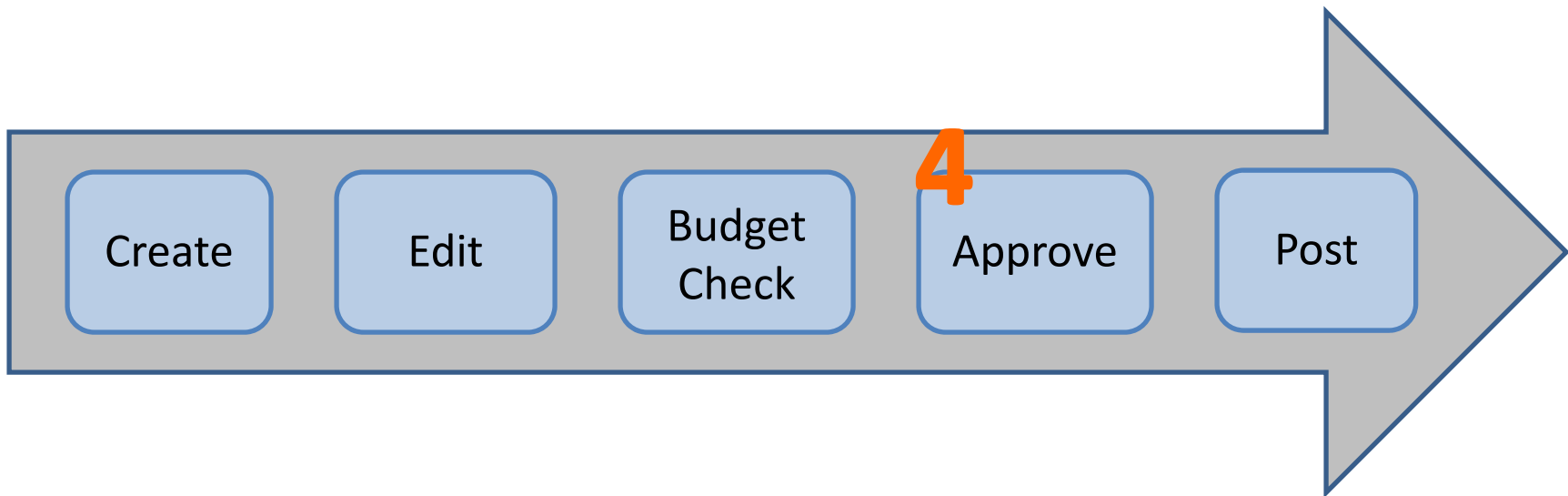
- These queries identify budget errors:

Transaction	Query
Requisitions	NC_KK_ERRORS_REQ_DEPT
Purchase Orders	NC_KK_ERRORS_PO_DEPT
Vouchers	NC_KK_ERRORS_VOUCHERS_DEPT
Deposits	NC_KK_ERRORS_AR_MISCPAY
Campus Journals (GL)	NC_KK_ERRORS_JOURNALS_DEPT
Budget Journals	NC_KK_ERRORS_BUD_JRNLS
Payroll	NC_KK_ERRORS_PAYROLL

- 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>

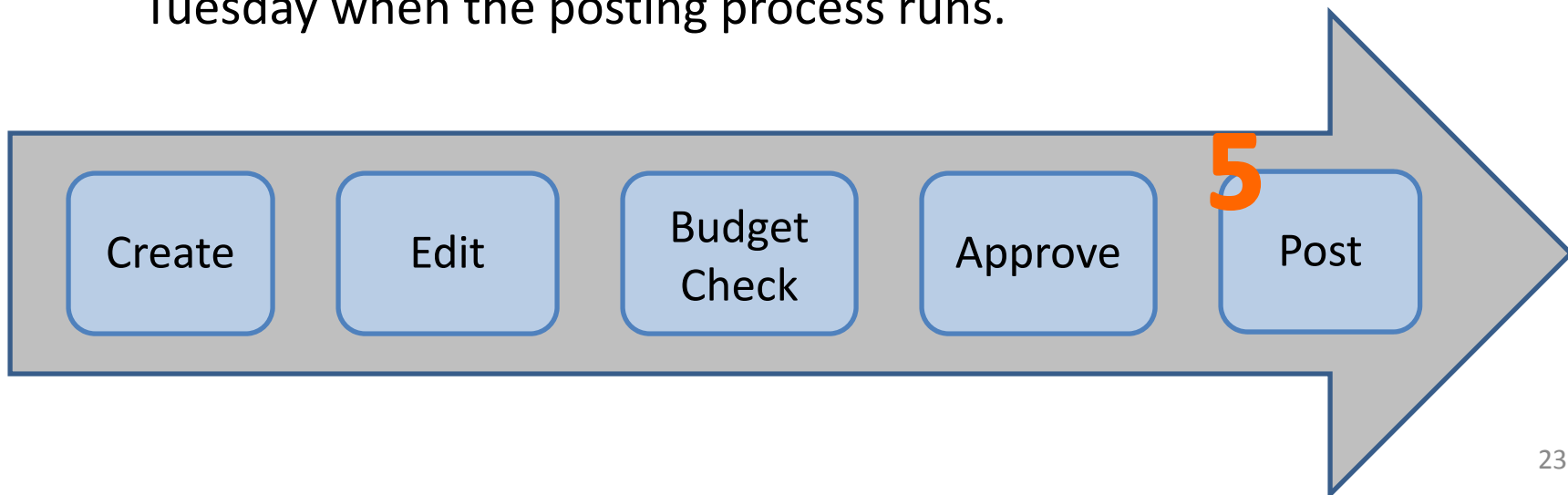
The Steps a Transaction Goes Through

- Approve **4**
 - Transactions with a Project ID route to OSR for approval



The Steps a Transaction Goes Through

- Post **5**
 - 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?

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

STATUS



Navigation	Request Status Indicates: Approval status and state of requisition completion	Budget Status
<p>Requisitions: Main Menu > Finance Menu > eProcurement > Manage Requisitions</p> <p>Notes:</p> <ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Open – saved with valid chartfields but not submitted Pending Approval Approved Denied Canceled Complete 	<ul style="list-style-type: none"> Not Budget Checked Valid Error in Budget Check Provisionally valid



Transaction Statuses

Navigation	PO Status <u>Indicates:</u> Approval status and state of PO completion	Budget Status
<p>Purchase Orders:</p> <p>Main Menu > Finance Menu > Purchasing > Purchase Orders > Review PO Information > Purchase Orders</p> <p>Notes:</p> <ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Pending Approval • Approved • Canceled • Complete • Dispatched <p>Notes:</p> <ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Not Budget Checked • Valid • Error in Budget Check

Transaction Statuses

Navigation	Entry Status <u>Indicates: State of voucher completion</u>	Approval Status	Budget Status	Post Status	Closed Status
<p>Vouchers:</p> <p>Main Menu > Finance Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher</p>	<ul style="list-style-type: none"> • Open • Postable – voucher has passed edit and budget checking • Recycle – voucher has an error • Complete • Deleted 	<ul style="list-style-type: none"> • Approved • Denied • Pending Approval • Unapproved 	<ul style="list-style-type: none"> • Not Budget Checked • Valid • Error 	<ul style="list-style-type: none"> • Posted • Unposted 	<ul style="list-style-type: none"> • Open • Closed <p>Note: Closed means the voucher was not needed (like a duplicate) so was closed out.</p>

<http://connectcarolina-app.sites.unc.edu/files/2014/09/Voucher-Statuses-QRC.pdf>

Navigation	Approval Header Status	Budget Header Status
<p>Budget transfers/journals:</p> <p>Main Menu > Finance Menu > Commitment Control > Budget Journals > Enter Budget Journals/Enter Budget Transfers</p> <p>Note: The system does not identify edit errors separately from budget errors on budget journals and budget transfers. Errors are caught as budget errors.</p>	<ul style="list-style-type: none"> • Not Submitted • Approved • Denied • Pending 	<ul style="list-style-type: none"> • Checked Only • Errors • Incomplete • None • Not Balanced • Posted • Security Error • Unposted

Navigation	Journal Header Status <u>Indicates: Edit error status and post status</u>	Budget Status
<p>Campus Journals:</p> <p>Main Menu > Finance Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries</p>	<ul style="list-style-type: none"> • Needs to be checked • Valid • Errors • Posted 	<ul style="list-style-type: none"> • Needs to be checked • Valid • Errors



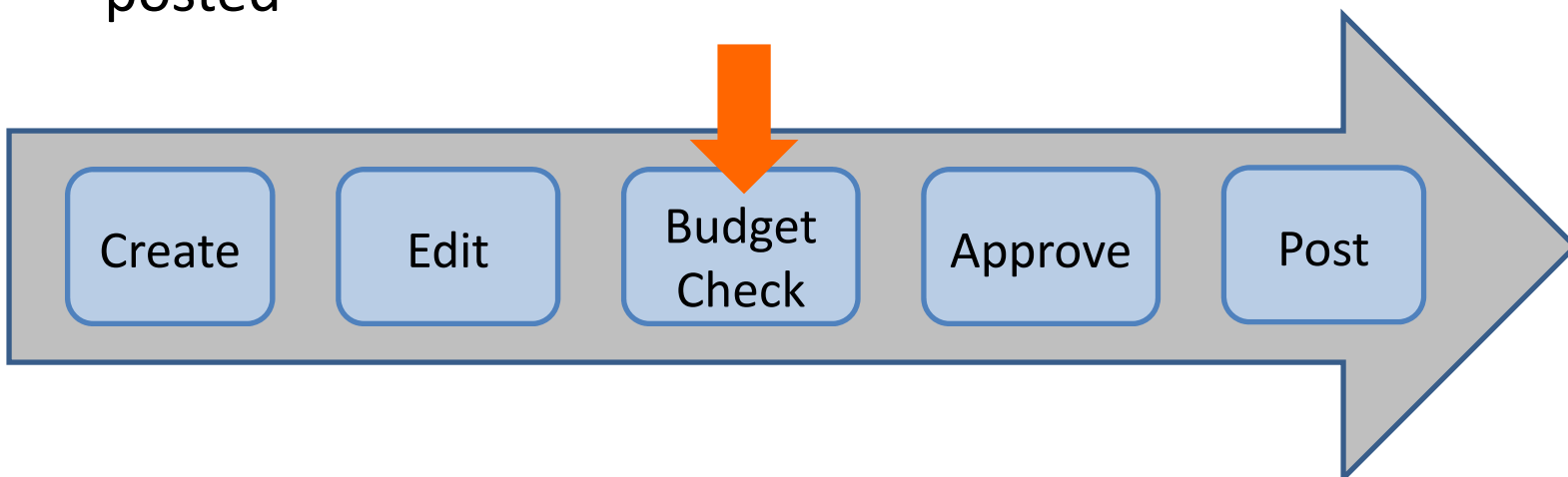
When do Transactions hit the books?

Budget ledgers and GL Actuals ledger

- 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





Budget Ledgers and InfoPorte

- 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

Budget	Pre-Encumbered	Encumbered	Actuals LTD	Available Balance
139,848.00	0.00	0.00	140,750.63	-902.63

Actuals YTD	Actuals MTD
0.00	0.00


- 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

NPer & Not Tfr Expense	Tfr Expense - 58XXXX	Total Expense	Ending Fund Balance
\$30,381.13	\$43,332.59	\$96,807.05	(\$52,211.27)
\$30,381.13	\$43,332.59	\$96,807.05	(\$65,320.47)
\$0.00	\$0.00	\$0.00	\$13,109.20

2 RPT Query: NC_CPS_LEDGER_KK_AMOUNTS

NC_CPS_LEDGER_KK_AMOUNTS - Rev/Exp KK Amounts

Unit: 

Year:

Period:

Dept%:

Fund%:

Source%:



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

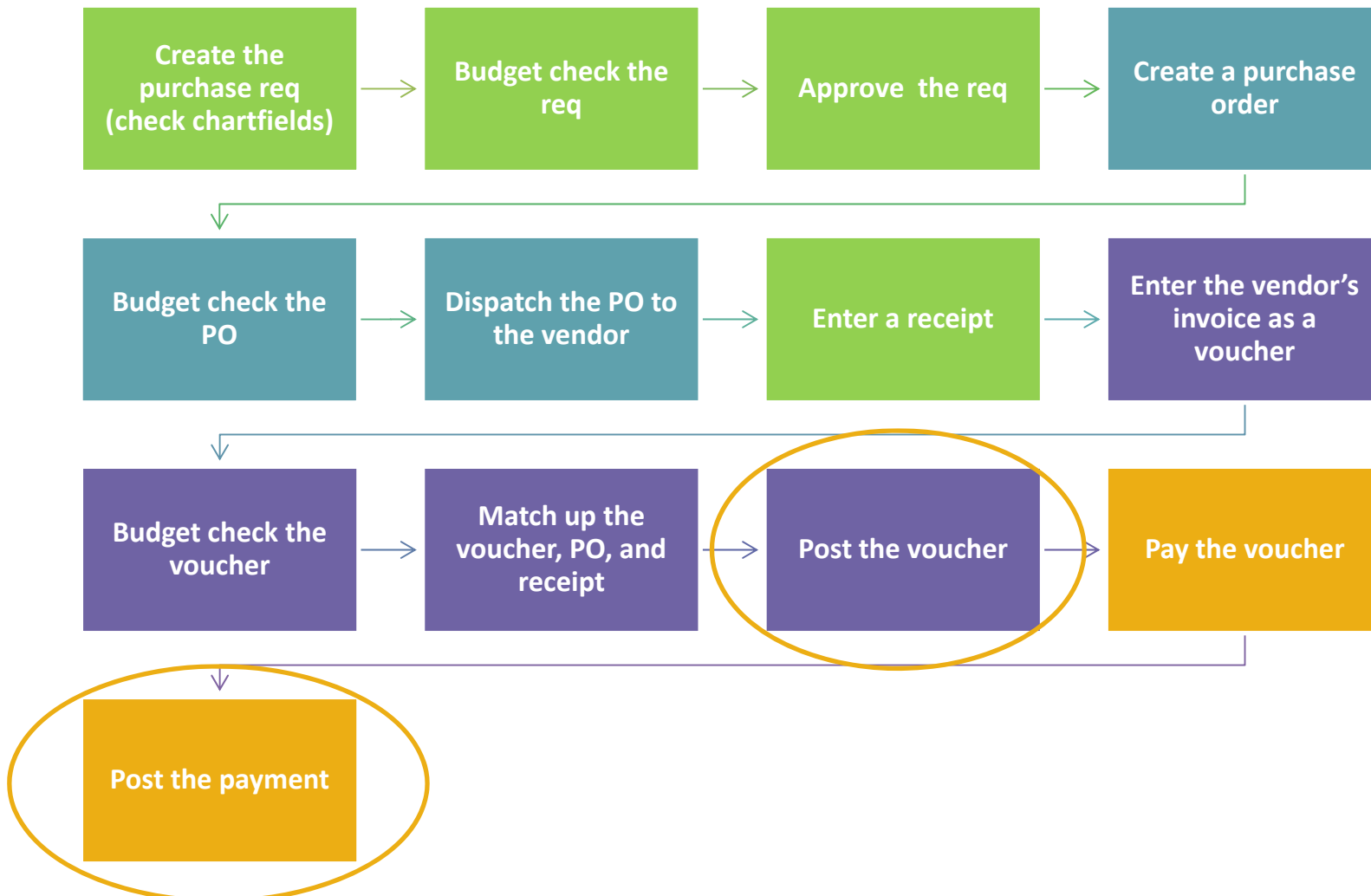
Once the month is closed, the budget Actuals LTD balance will equal the LTD balance in the GL Actuals ledger

Budget	Pre-Encumbered	Encumbered	Actuals LTD	Available Balance
139,848.00	0.00	0.00	140,750.63	-902.63



How do I know a voucher is paid?

- In ConnectCarolina, payment is a separate, subsequent step from posting





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>

Three ways to determine if vouchers have paid

2 Voucher Inquiry

- Main Menu > Finance Menu > Accounts Payable > Review Accounts Payable Info > Vouchers

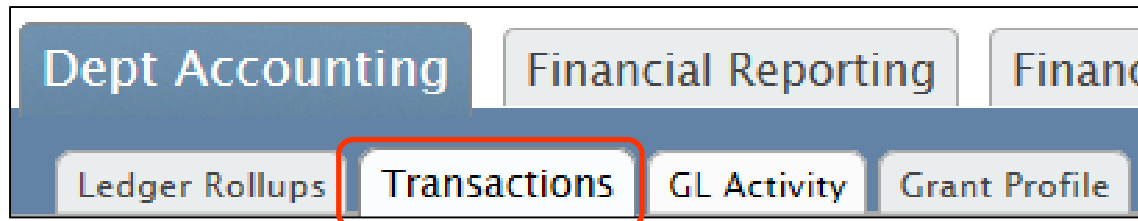
Match WorkBench	Payment Information	Scheduled Payments	Short Vendor Name
			GLOBAL KNO-001

Personalize Find View All  							
Payment Reference ID	Applied Business Unit	Applied Voucher ID	Payment Date	Payment Amount	Payment Currency	Voucher Paid Amount	Payme
810887			08/04/2015	2,883.75	USD	2,883.75	Paid

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



0000035535_AIRGAS INC	AP_VOUCHER	50247510_9039036081	806409_22- MAY-2015
-----------------------	------------	---------------------	------------------------



**What if I need to make a change
to a transaction?**



Rules for making changes

You can edit the original document if:

Transaction	Rule	How do I see that?
Requisitions	You can edit a req up to the point a PO has been generated	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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

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

- 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.

Voucher Adjustment

Enter any information you have and click search.

*Voucher line that reference a PO with a State Contract Waiver will not be displayed.

*Previously adjusted Voucher Distribution Lines will not be displayed.

Business Unit:	Begin with	▼	UNCCH	🔍
Voucher ID:	Begin with	▼		🔍
Related Voucher ID:	Begin with	▼		🔍
Invoice Number:	Begin with	▼		
Invoice Date:	=	▼		📅
Short Vendor Name:	Begin with	▼		
Vendor ID:	Begin with	▼		🔍
Name 1:	Begin with	▼		
Voucher Line Number:	Begin with	▼		

[Basic Search](#)

- 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.

Correcting Entry Creation

Search for Journals using the criteria below.
Leaving a field empty will return all results for which you are

Refine the search Criteria

Business Unit:	Begin with ▼	UNCCH	
Department ID:	Begin with ▼	505000	
Fund Code:	Begin with ▼	20170	
Fund Source:	Begin with ▼	12001	
Journal ID:	Begin with ▼	518:ECD	
From Date:	= ▼	05/01/2015	
To Date:	= ▼	05/31/2015	
Source:	Begin with ▼	ECD	

Search
Clear

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>

To find info on this:	Enter this link:
List of queries to find: <ul style="list-style-type: none"> • edit errors • budget checking errors • Voucher payments 	https://ccinfo.unc.edu/files/2015/06/Preparing-for-Year-End-Close-Reviewing-Open-Transactions.pdf
Combo edit rules	https://ccinfo.unc.edu/files/2014/12/Combo-Edits-update-20141211.pdf
Budget errors	https://ccinfo.unc.edu/files/2015/03/Budget-Errors-QRC.pdf
Journal source codes for data collect batches	https://ccinfo.unc.edu/files/2015/07/Journal-Sources.pdf
Journal source codes for campus journals	https://ccinfo.unc.edu/files/2015/05/Campus-GL-Journals-Cheatsheet.pdf



Questions?