Connect CAROLINA

Finance

Campus Journals

VERSION: July 2014

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Overview of 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 available to you depend on your security in the system.

Campus Journal Process

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

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

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

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

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

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

Connect CAROLINA   **Campus Journal Process**
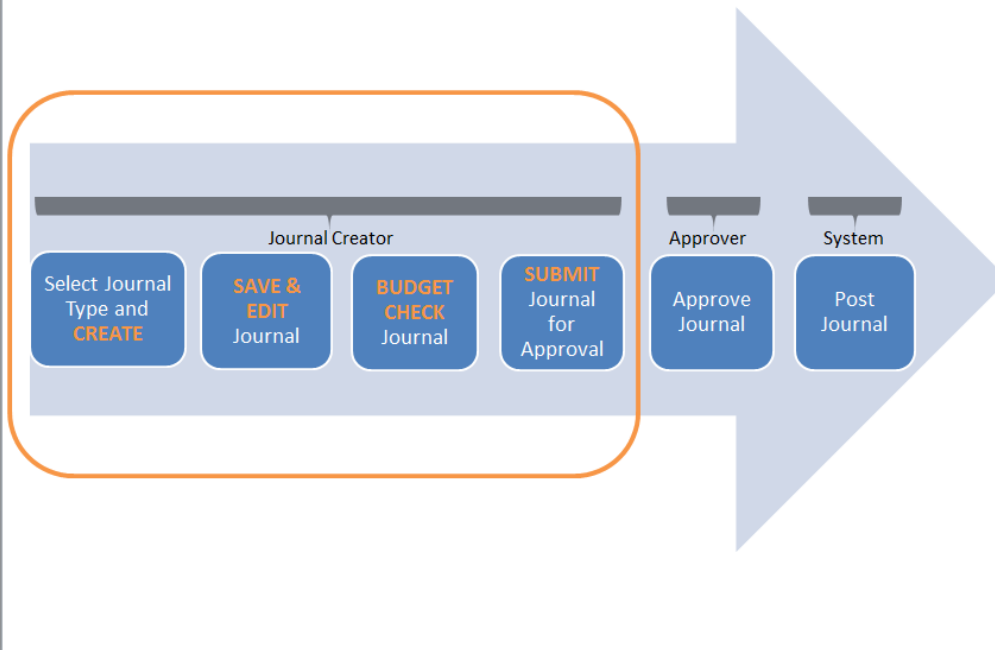
Journal Status

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

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.

Creating a campus journal requires the following general steps. 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.

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.

Menu Path

Main Menu > UNC Campus > Campus Journals > Campus Journal Entry

Steps – Creating a Campus Journal Entry

Follow these steps to create a campus journal entry:

1. Choose this menu option:

   Main Menu > UNC Campus > Campus Journals > 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** • **Correcting JE** • **Correcting Voucher JE** • **Deposits and Accounts Receivable** • **Office of Sponsored Research** • **Other Campus JE** • **Trust & Special Funds Transfer**

3. Click on 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:

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.

In this field:	Do the following:
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 **chosr** for the University or a foundation, or **gaosr** 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 on 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.

8. Click on 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. Complete the field:

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

10. Click on the **Process** 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.

Line	*Unit	*Ledger	Amount	Fund	Source	Account	Dept	PC Bus Unit
1	UNCCH	ACTUALS	100.00	21101	13001	558914	452400	
2	UNCCH	ACTUALS	-100.00	29519	19093	441845	230511	
3	UNCCH	ACTUALS	-100.00	21101	13001	111099	452400	
4	UNCCH	ACTUALS	100.00	29519	19093	111099	230511	

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Total Lines		Total Debits		Total Credits	Journal Status	Budget Stat
4		200.00		200.00	V	V

11. Complete the field:

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

12. Click on the **Process** button.

Campus Journal Validation

Unit:	UNCCH	Journal ID:	0000000004	Date:	06/25/2014

Attachments (0)

*Process: | Submit Journal ▼ | | Process |

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.

As a best practice, add attachments on all entries before submitting in order to create better records and inform reviewers. There is no notepad in Campus Journals and the only place to write descriptions is in the Attachment dialog box.

13. Click on 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.

Creating a Correcting
JE Campus Journal

Overview

The campus journal entry pages contain two journal entry (JE) transaction groups for correcting journal lines. These are:

- Correcting JE, for updates to an existing journal

- Correcting Voucher JE, for updates to an existing journal that originated in the Accounts Payable subsystem

When entering a correcting journal or correcting voucher journal, you first search for the existing journal and then select the line you want to correct.

Once you correct the applicable line and click Save, the system checks the values entered in the edited line against the rules for that transaction type. If the values are valid, the system saves the journal and assigns it a new journal ID. There are separate journal IDs for the original journal and the correcting journal.

Once the new journal is saved with a new journal ID, you must process the journal through the journal edit and budget checking processes. Both these processes must pass in order to submit the journal for approval.

As the creator of the correcting journal, you are responsible for resolving any journal edit or budget checking errors.

Once the journal successfully passes the journal edit and budget checking processes, you submit the journal for approval.

Journals that are fully approved are picked up by the overnight batch post process and posted to the ledger.

You can edit a submitted correcting journal as long as it has not yet posted. Once the correcting journal is posted, it cannot be edited. If you need to edit the corrected journal, you would create a second correcting journal.

Related Reference

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

- For information on creating a Correcting Voucher JE campus journal, see Creating a Correcting a Voucher JE Campus Journal.

Menu Path

Main Menu > UNC Campus > Campus Journals > Campus Journal Entry

Steps - Creating a Correcting Campus Journal

1. Choose this menu option:

   Main Menu > UNC Campus > Campus Journals > Campus Journal Entry

Campus JE System Page

2. Complete the field:

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

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

4. Click on the **Correcting JE** transaction type link.

Correcting Entry Creation Page

5. Complete the fields:

   The most direct search is by journal ID. If you do not know the journal ID, use
   any one or combination of the other search criteria.

In this field:	Do the following:
Business Unit	Enter **uncch** for the University, **uncga** for General Administration, or a foundation business unit.
Department ID	Look up, or enter, the department for the journal line.
Fund Code	Look up, or enter, the fund for the journal line.
Fund Source	Look up, or enter, the source for the journal line.
Journal ID	Look up, or enter, the journal ID.

In this field:	Do the following:
From Date	Look up, or enter, the starting date for a journal date range.
To Date	Look up, or enter, the ending date for a journal date range.
Source	Look up, or enter, a header source for the journal. Note: This is the header source, different from the source chartfield. The header source indicates the campus journal transaction type. Each transaction type has a unique three-letter code that begins with "J". For example, the header source for the Billing transaction type is JBL.

6. Click on the **Search** button.

Result: The system displays the search results list.

7. Choose the radio button on the line that needs to be corrected.

Note: Only one journal line can be selected and corrected at a time.

8. Click on the **Next** button.

Result: The system displays the Transaction Type page with the line you selected.

Transaction Type Page

9. Click on the **Auto Balance** button.

	Amount	Unit	Line #	Ledger	Fund	Source	Account	Dept	PC Bus Unit	Project ID
1	-250.000	UNCCH	2	ACTUALS	29519	19093	441845	230519		

Transaction Type CORRECTING JE **SetID** UNCCH

Journal Selected for Correction

Correction Journal Offset

Monetary Amount left to allocate -250.000 [Auto Balance]

Result:The system displays the Correcting Lines for New Journal section. This section contains the chartfield string with editable fields so that you can make the necessary edits.

10. Edit the chartfields as needed.

Note: If you want to distribute the amount of the journal line across several lines, use the Copy Previous Row button to add new lines. The total of the amount fields must equal the amount of the line you selected to correct.

11. Click on the **Save Journal** button.

Correcting Lines for New Journal View All

		Unit	Amount	Ledger	Fund	Source	*Account	Dept	PC Un
1	+ -	UNCCI	-250.000	ACTUALS	29519	19092	441845	230519	

[Copy Previous Row] [Save Journal]

Results:

- The system generates a new journal ID for the correcting journal.

- The system displays the Journal Validation page with the original line and the corrected line.

- The Journal Status and Budget Status columns display N for Not Checked/Edit Required. The journal needs to pass the journal edit and budget checking processes

12. Complete the field:

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

13. Click on the **Process** 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.

*Unit	*Ledger	Amount	Fund	Source	Account	Dept	PC Bus Unit	Proj
UNCCH	ACTUALS	250.00	29519	19093	441845	230519		
UNCCH	ACTUALS	-250.00	2951	19092	441845	230519		
UNCCH	ACTUALS	-250.00	29519	19093	111099	230519		
UNCCH	ACTUALS	250.00	29519	19092	111099	230519		

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es		Total Debits	Total Credits	Journal Status	Budget Status
		500.00	500.00	V	V

14.   Complete the field:

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

15.   Click on the **Process** button.

*Process:	Submit Journal ⌄	Process
Doc Sequence #:	0000001543	Doc Seq Date: 05/14/2014

Result: The journal is submitted in the system for approval. Once it is fully approved, the overnight batch post process picks it up and posts it.

16.   Click on the **Approvals** tab.

Lines	Errors	Approval
Unit:	UNCCH	Journal ID: 0000002194

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.

Departmental Approval Stage

▽   BUSINESS_UNIT=UNCCH, JOURNAL_ID=0000002194, JOURNAL_DATE=2014-05-26, BUSINESS_UN

Depatmental Approval Path I

Pending
🕐 Matthew Heinze AWE JE Dept I

▽ Approval History

Thread ID	Definition ID	Effective Date	Requester	Stage	Path	Step Number	Step Status	Approver
1232	NC_JOURNAL_WF	01/01/1904	slmcdono	10	1	1.00	Pending	mheinze

Creating a Correcting Voucher
JE Campus Journal

Overview

The Campus Journal pages contain two journal entry (JE) transaction groups for correcting journal lines. These are:

- Correcting JE, for updates to an existing journal

- Correcting Voucher JE, for updates to an existing journal that originated in the Accounts Payable subsystem

When entering a correcting journal or correcting voucher journal, you first search for the existing document and then correct the applicable lines.

Once you correct the applicable line and click Save, the system checks the values entered in the edited line against the rules for that transaction type. If the values are valid, the system saves the journal and assigns it a new journal ID. There are separate journal IDs for the original transaction and the correcting journal ID.

Once the new journal is saved with a new journal ID, you must process the journal through the journal edit and budget checking processes in the system. Both these processes must pass in order for the journal to be submitted for approval.

As the creator of the correcting journal, you are responsible for resolving any journal edit or budget checking errors.

Once the journal successfully passes the journal edit and budget checking processes, you submit the journal for approval.

Journals that are fully approved are picked up by the overnight batch post process and posted to the ledger.

You can edit a submitted correcting journal as long as it has not yet posted.

Related Reference

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

- For information on creating a Correcting JE campus journal, see Creating a Correcting JE Campus Journal.

Menu Path

Main Menu > UNC Campus > Campus Journals > Campus Journal Entry

Steps - Creating a Correcting Voucher JE Campus Journal

Follow these steps to create a Correcting Voucher JE campus journal:

1. Choose this menu option:

   Main Menu > UNC Campus > Campus Journals > Campus Journal Entry

Campus JE System Page

2. Complete the field:

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

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

4. Click on the **Correcting Voucher JE** transaction type link.

Correcting Entry Creation Page

5. Complete the fields:

   The most direct search is by voucher ID. If you do not know the voucher ID, use any one or combination of the other search criteria.

In this field:	Do the following:
Business Unit	Enter **uncch** for the University, **uncga** for General Administration, or a foundation business unit.
Voucher ID	Look up, or enter, the voucher ID.
Related Voucher ID	This field is not used at UNC-Chapel Hill.

In this field:	Do the following:
Invoice Number	Enter the invoice number.
Invoice Date	Enter the invoice date.
Short Vendor name	Enter the short vendor name.
Vendor ID	Look up, or enter, the vendor ID.
Name 1	Enter a name 1 field.
Voucher Line Number	Enter a specific line number of the voucher.

6. Click on the **Search** button.

Result: The system displays the search results list.

7. Mark the checkbox for the voucher you want to correct.

Note: Only one voucher can be selected and corrected at a time.

8. Click on the **Select** button.

Result: The system displays the chartfield string for the line you selected.

Transaction Type Page

9.   Click on the **Auto Balance** button.

	Amount	Unit	Line #	Ledger	Fund	Source	Account	Dept	PC Bus Unit	Project ID
Transaction Type CORRECTING VOUCHER JE						**SetID** UNCCH				
Journal Selected for Correction										
1	1500.000	UNCCH			29516	19474	558921	234402		

Correction Journal Offset

Monetary Amount left to allocate   1500.000   [Auto Balance]

> Result:The system displays the Correcting Lines for New Journal section. This section contains the chartfield string with editable fields so that you can make the necessary edits.

10.   Edit the chartfields as needed.

> Note: If you want to distribute the amount of the journal line across several lines, use the Copy Previous Row button to add new lines. The total in the amount fields must equal the amount of the line you selected to correct.

11.   Click on the **Save Journal** button.

Correcting Lines for New Journal   View All

		Unit	Amount	Ledger	Fund	Source	*Account	Dept	PC Uni
1	➕ ➖	UNCCI 🔍	1500.000	ACTUALS	29516 🔍	19472 🔍	558921	234402 🔍	

[Copy Previous Row]   [Save Journal]

> Results:

- The system generates a new journal ID for the correcting journal.

- The system displays the Journal Validation page with the original line and the corrected line.

- The Journal Status and Budget Status columns display N for Not Checked/Edit Required. The journal needs to pass the journal edit and budget checking processes

12.   Complete the field:

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

13. Click on the **Process** 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.

*Unit		*Ledger	Amount	Fund	Source	Account	Dept	PC Bus Unit
UNCCH		ACTUALS	-1,500.00	29516	19474	558921	234402	
UNCCH	🔍	ACTUALS	1,500.00	2951🔍	19472 🔍	558921 🔍	234402 🔍	🔍
UNCCH		ACTUALS	1,500.00	29516	19474	111099	234402	
UNCCH		ACTUALS	-1,500.00	29516	19472	111099	234402	

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nes		Total Debits	Total Credits	Journal Status	Budget Sta
		3,000.00	3,000.00	V	V

14. Complete the field:

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

15. Click on the **Process** button.

Journal ID:	0000002195	Date:	05/26/2014
*Process:	Submit Journal ▼	Process	
Doc Sequence #:	50002582	Doc Seq Date:	05/18/2014

Result: The journal is submitted for approval. Once it is fully approved, the
batch posting process picks it up and posts it.

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

For an interunit journal, the business unit the funds are being transferred from should be on the journal header. The header business unit defaults on the first line. The business unit the funds are being transferred to should be on the subsequent line.

If you want the first line to be a business unit other than the header business unit, you will need to change the default. The header business unit needs to be on at least one of the journal lines.

Menu Path

Main Menu > UNC Campus > Campus Journals > Campus Journal Entry

Steps - Creating an Interunit Campus Journal

Follow these steps to create an interunit campus journal:

1. Choose this menu option:

   Main Menu > UNC Campus > Campus Journals > Campus Journal Entry

Campus JE System Page

2. Choose one of the following from the Transaction Group list box:

   - Billing

   - Correcting JE

   - Correcting Voucher JE

   - Deposits and Accounts Receivable

- FP Revenue Distribution

- Office of Sponsored Research

- Other Campus JE

- Trust & Special Funds Transfer

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

Campus JE System

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

4. Click the link for a transaction type.

Campus JE System

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

	Transaction Type	Description
1	AGNCY END INCOME TO PRINCIPAL	Agency Endowment Income to Principal
2	FDN ALLOCATION TO UNIVERSITY	Foundation allocation to University Restricted and Unrestricted Trust Funds
3	UNIV ENDOW INCOME TO INCOME	University Endowment Income to University Endowment Income
4	UNIV ENDOW INCOME TO PRINCIPAL	University Endowment Income to University Endowment Principal

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.

In this field:	Do the following:
Account	Look up, or enter, the account for the journal line.
Dept	Look up, or enter, the department for the journal line.

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

Journal Entry Creation

Transaction Type FDN ALLOCATION TO UNIVERSITY   SetID UNCCH

*Business Unit: CHPRM   Ledger Group: ACTUALS   Journal ID: NEXT

*Journal Date: 06/25/2014   Source: JFA

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	Unit	Amount	Ledger	Fund	Source	Account	Dept	PC Bus Unit	Proje
1 ➕ ➖	CHPR	100.000	ACTUALS	29920	R0142	559139	459900		

Auto Balance   Remaining Balance: 100.000   Save Journal

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 on the **Save Journal** button.

Unit	Amount	Ledger	Fund	Source	Account	Dept	PC Bus Unit	Proje
CHPR	100.000	ACTUALS	29920	R0142	559139	459900		
UNCC	-100.000	ACTUALS	29200	R0142	462180	450100		

Program	Cost Code 1	Cost Code 2	Cost Code 3	Affiliate
				UNCCH
				CHPRM

0.000   Save Journal

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. 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.

13. Click on the **Process** button.

Journal Validation

CHPRM	Journal ID:	0000000005			Date:	06/25/2014		Errors Only

(D)

*Process: Edit Journal   Process   Line:

Doc Sequence #:   Doc Seq Date: 06/25/2014

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Line	*Unit	*Ledger	Amount	Fund	Source	Account	Dept	PC Bus Unit
1	CHPRM	ACTUALS	100.00	29920	R0142	559139	459900	
2	UNCCH	ACTUALS	-100.00	29200	R0142	462180	450100	

1 + −

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Total Lines		Total Debits		Total Credits	Journal Status	Budget St
1		100.00		0.00	N	N
1		0.00		100.00	N	N

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.

*Unit		*Ledger	Amount	Fund		Source		Account		Dept	
CHPRM	Q	ACTUALS	100.00	29920	Q	R0142	Q	559139	Q	459900	Q
UNCCH	Q	ACTUALS	-100.00	29200	Q	R0142	Q	462180	Q	450100	Q
CHPRM		ACTUALS	-100.00	29920		R0142		111099		459900	
UNCCH		ACTUALS	100.00	29200		R0142		111099		450100	

Affiliate		Fund Affil		Stat		Stat Amt	UOM		Reference	Journal Line Description
UNCCH	Q		Q		Q			Q		Foundation Grant UNCCH
CHPRM	Q		Q		Q			Q		Gifts-Univ Related Foundation
UNCCH		29200								Cash-Intraunit/Interunit
CHPRM		29920								Cash-Intraunit/Interunit

Total Debits	Total Credits	Journal Status	Budget Status
100.00	100.00	V	V
100.00	100.00	V	V

14. Complete the field:

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

15. Click on the **Process** button.

Campus Journal Validation

Unit:	CHPRM	Journal ID:	0000000005	Date:	06/25/2014

Attachments (0)

*Process: Submit Journal   [Process]

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. You cannot edit a journal once it is in Posted status. 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 or Creating a Correcting Voucher JE Journal.

Menu Path

Main Menu > UNC Campus > Campus Journals > Campus Journal Validation

Steps - Editing a Campus Journal Not Yet Posted

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

1. Choose this menu option:

    Main Menu > UNC Campus > Campus Journals > 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.

28

In this field:	Do the following:
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	For Correcting JE and Correcting Voucher 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 on 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 on the **Save** button.

Select	Line	*Unit	*Ledger	Amount	Fund	Source	Account	Dept
☐	1	UNCCH 🔍	ACTUALS	25.00	29200 🔍	51917 🔍	582170 🔍	450100 🔍
☐	2	UNCCH 🔍	ACTUALS	-25.00	29200 🔍	50005 🔍	482170 🔍	450100 🔍
☐	3	UNCCH	ACTUALS	-25.00	29200	51916	111099	450100
☐	4	UNCCH	ACTUALS	25.00	29200	50005	111099	450100

Lines to add: 1 ⊞ ⊟ ▦

▽ Totals   Personalize | Find | View All | 🗗 | ▦

Unit	Total Lines	Total Debits	Total Credits	Journal Status
UNCCH	4	50.00	50.00	V

💾 Save   🔍 Return to Search   📧 Notify   ⟳ Refresh

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

6. Click **OK**.

Message
Journal 0000001108 is saved. (5210,6)
OK

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.

Personalize | Find | View All | 🗗 | ▦   First ◀ 1 of 1 ▶

Total Debits	Total Credits	Journal Status	Budget Status
50.00	50.00	N	N

7. Complete the field:

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

8. Click on the **Process** button.

Campus Journal Validation

Unit: UNCCH   Journal ID: 0000001108   Date: 05/05

Search Criteria

Attachments (0)

*Process: Edit Journal ⌄   Process

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.

Personalize | Find | View All | 🗗 | ⊞   First ◄ 1 of 1 ► Last

Total Debits	Total Credits	Journal Status	Budget Status
50.00	50.00	V	V

9. Complete the field:

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

10. Click on the **Process** button.

Campus Journal Validation

Unit: UNCCH   Journal ID: 0000001108   Date: 05/05/2014

Attachments (0)

*Process: Submit Journal ⌄   Process

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.

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 Understanding Budget Checking Exceptions

Menu Path

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.

- From the following menu path: Main Menu > Finance Menu > Commitment Control > Review Budget Exceptions > General Ledger > Journal

This second option is the navigation shown in this document.

Steps - Reviewing Campus Journal Budget Errors

Follow these steps to review campus journal budget errors:

1. Choose this menu option:

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

Find an Existing Value Tab

2. 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.

3.   Click on 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: Understanding Budget Checking 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 on the **Go To** icon.

2. Click on 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.

Commitment Control Budget Details

Business Unit	Ledger Group	Fund	Source	Account	Dept	Budget Period
UNCCH	STATE_PAR	20101	12000	NONPCT	200000	2014

Display Chart

Ledger Amounts

Budget:	1,000.00 USD	
Expense:	0.00 USD	
Encumbrance:	0.00 USD	
Pre-Encumbrance:	0.00 USD	
Associate Revenue:	0.00 USD	

Available Budget

Without Tolerance:	1,000.00	USD	Percent:	(100%)
With Tolerance:	1,000.00	USD	Percent:	(100%)

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 on the **More Detail** link.

Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
UNCCH	CERTIFIED	Translation Tree error	More Detail	☐	Go To ...
UNCCH	CERTIFIED	Translation Tree error	More Detail	☐	Go To ...

2. Read the error message for more information about the error.

Explain

Message:
No translate value for Account: "534110" in Tree "CH_KK_ACCT_ST", SetID "UNCCH"

Description:
Budget Processor was not able to find a translated budgetary chartfield value, in the specified tree, for the specified detail level chartfield.

Return

3. Click on 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.

Invalid value -- press the prompt button or hyperlink for a list of valid values (15,11)

The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyp-

OK

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.

Amount	Ledger	Fund	Source	Account	Dept	PC Bus Unit	P
25.000	ACTUALS	29710	80007	581240	330500		
-100.000	ACTUALS	29720	83013	481110	330500		

Remaining Balance: -75.000   Save Journal

Message

Journal lines are not balanced. (30006,16)

Journal lines are not balanced. Please adjust the lines or amount to balance the journal line or click on "Auto Balance" Button to balance the Jour

OK

Open Accounting Period Error Message

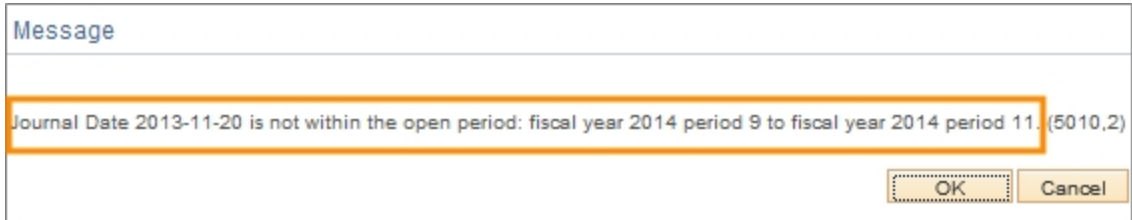You can enter journals for any date in an open accounting period. If the journal date is not in an open accounting period, the system displays a message similar to the one below.

Journal Entry Creation

Transaction Type DEBT SERVICE MANDATORY   SetID UNCCH

*Business Unit: UNCCH   Ledger Group: ACTUALS   Journal ID: NEXT
*Journal Date: 05/29/2014   Source: JDS

Message

Journal Date 2013-11-20 is not within the open period: fiscal year 2014 period 9 to fiscal year 2014 period 11. (5010,2)

| OK | Cancel |

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 save the journal again.

If the journal is error-free, the system saves the journal and generates a Journal ID.

Journal Edit Process

Once the journal is saved in the system, you need to send it through the journal edit process. For campus journals, the journal edit process only checks for combo edit errors. Chartfields are designed to work with specific chartfield values, and not with others. Combo edit errors occur when the chartfield string is not a valid combination.

After the system runs the journal edit process, the Journal Status column on the Lines tab of the journal displays one of the following statuses.

- V – Valid

- E – Fail

- W – Warning

An E status, as displayed below, indicates there is a combo edit error.

Journal Status	Budget Status
E	N

When you click on the E link, the system displays the Errors tab. The Message Text column on the Errors tab provides a description of the specific combo edit error, as displayed below.

| Header | Lines | Totals | Errors | Approval |

| Unit: | UNCCH | Journal ID: | 0000001396 | Date: | 05/12/2014 |

▽ Header Errors   Personalize | Fin

Unit	Field Name	Field Long Name	Set	Msg	Message Text
UNCCH	JRNL_HDR_STATUS	Journal Header Status	5860	53	Journal line errors exist for this header.

▽ Line Errors   Personalize | Find |

Line #	Field Name	Field Long Name	Set	Msg	Message Text
1	FUND_CODE	Fund	9600	31	Combo error for fields Fund/Source in group FS_IV.
2	FUND_CODE	Fund	9600	31	Combo error for fields Fund/Source in group FS_IV.

The table below lists the current possible combo edit errors. Additional combo edits may be added to the system after go-live, but you can always determine the nature of the error by the description of the error.

Combo Edit Error Code	Explanation
AFSD_IV	This combo edit error code indicates that one of the required fields is blank. The required fields are Account, Fund, Source, and Department fields.
AF_VI	This combo edit error indicates that transactions with a Revenue or Expense Account have been paired with a Fund that does not have a purpose. Examples of Funds without a purpose include 20100, 21100, and 21200
FAJ_VV	This combo edit error indicates that an OSR fund or Capital Improvement fund is entered on the line and there is no Project ID value. If a line has an OSR or Capital Improvement Fund, a Project ID is required.
FS_IV	This combo edit error identifies that the Fund and Source combinations are invalid.
AF_UNIT	This combo edit error indicates that a foundation has used an invalid fund on a transaction. If the line business unit is a foundation business unit, such as CHBUS, then the fund can only be 29900, 29910, 29920, or 29930.
FS_CHASF, FS_CHATH, and so on	This combo edit error indicates tha a foundation has used an invalid source. If the line business unit is a foundation business unit, such as CHBUS, then the source needs to be a source for that foundation. All foundation sources begin with a unique alpha prefix, such as B for business.

Resolving the Error

After fixing the error, you need to send the journal back through the journal edit process until it passes with a status of V.

If the journal passes the journal edit process, the system routes it directly to the budget checking process.

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.

Deleted journals are permanently removed from the system.

Related Reference

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

Menu Path

Main Menu > UNC Campus > Campus Journals > Campus Journal Validation

Steps - Deleting a Campus Journal

Follow these steps to delete a campus journal:

1. Choose this menu option:

   Main Menu > UNC Campus > Campus Journals > 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 on 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.

Search Results

View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Transaction Type	Document Sequence Number	Line Business Unit	Journal Header Status
UNCCH	0000001110	05/05/2014	0	BILLING	(blank)	UNCCH	Valid
UNCCH	0000001329	05/09/2014	0	BILLING	(blank)	UNCCH	Valid
UNCCH	0000001686	05/16/2014	0	BILLING	(blank)	UNCCH	Valid
UNCCH	0000001847	05/20/2014	0	BILLING	(blank)	UNCCH	Errors

Campus Journal Validation Page

5.   Complete the field:

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

6.   Click on the **Process** button.

Campus Journal Validation

Unit: UNCCH   Journal ID: 0000001110   Date: 05/05/2014

Attachments (0)

*Process: Delete Journal   Process

Doc Type: Doc Sequence #:   Doc Seq Date: 05/05/2014

▽ Lines

Select	Line	*Unit	*Ledger	Amount	Fund	Source	Account	Dept
☐	1	UNCCH	ACTUALS	25.00	21101	13001	527510	452300
☐	2	UNCCH	ACTUALS	-25.00	29519	19093	441829	230519
☐	3	UNCCH	ACTUALS	-25.00	21101	13001	111099	452300
☐	4	UNCCH	ACTUALS	25.00	29519	19093	111099	230519

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

7.   Click **Yes**.

Message

Are you sure that you want to delete this journal? (5010,30)

Yes   No

8.   Click **OK**.

Message

Journal 0000001110 is deleted. (5210,7)

OK

Result: The system deletes the journal. The journal can no longer be viewed in the system.

Campus Journal Validation

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

Find an Existing Value

▽ Search Criteria

Business Unit:	= ∨	UNCCH 🔍
Journal ID:	begins with ∨	0000001110
Journal Date:	= ∨	📅
Transaction Type:	begins with ∨	🔍
Document Sequence Number:	begins with ∨	
Line Business Unit:	= ∨	🔍
Journal Header Status:	= ∨	
Budget Checking Header Status:	= ∨	
Source:	= ∨	🔍
Entered By:	begins with ∨	🔍

☐ Case Sensitive

Search   Clear   Basic Search   💾 Save Search Criteria

No matching values were found.

Understanding Campus Journal Approvals

Overview

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

- Approval requirements for campus journals

- Useful details about department level approvals

- How the approval process works

Campus Journal Approvals

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

- Department

- Office of Sponsored Research (OSR)

- Accounting Services

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

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

Journal Transaction Type	Depart-ment	OSR	Accounting Services
Billing	Basic	Yes	If $1,000 or greater
Correcting JE	Basic	Yes	No
Correcting Voucher JE	Basic	Yes	No
Departmental One Card Deposit	Basic	Yes	If $1,000 or greater
Departmental One Card Purchase	Basic	Yes	If $1,000 or greater
Print Plan Deposit	Basic	Yes	Yes
Faculty Practice (FP) Charges & Write Offs	Basic	No	No
Residual Transfer	Basic	Yes	No

Journal Transaction Type	Depart-ment	OSR	Accounting Services
University Endowment Income to Principal	Complex	No	No
University Endowment Principal to Income	Complex	No	No
Agency Endowment Income to Agency Endowment Principal	Complex	No	No
Foundation Allocation to University Restricted/Unrestricted Gift	Complex	No	No
Other Campus JE	Complex	Yes	Yes

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

Department Approvals

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

Basic and Complex

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

The name "complex" stems from the level of scrutiny Accounting Services **recommends** to departments for specific journal types, but ultimately the aproval 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.
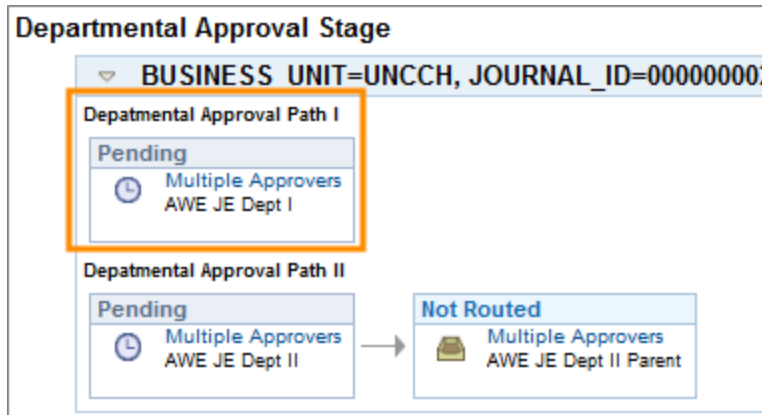

The next image highlights the approval path for Department 2, which has two approval levels. After an approver in the first level approves the journal, the journal goes to the next level for approval.
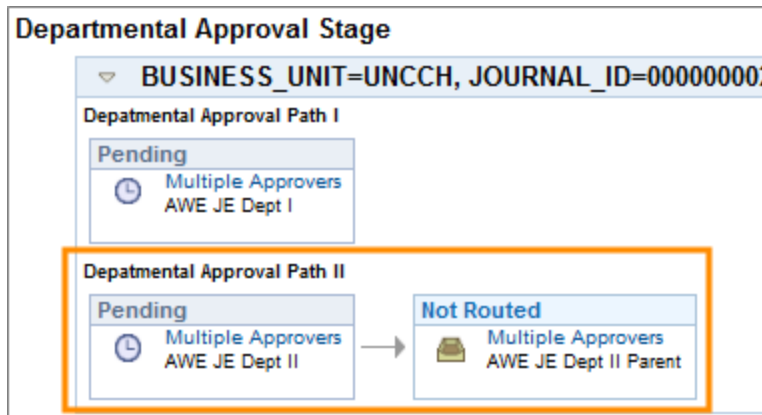
What if there is more than one Department on the journal? Who approves it?

Each department on the journal will be part of the approval path. For example, 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.
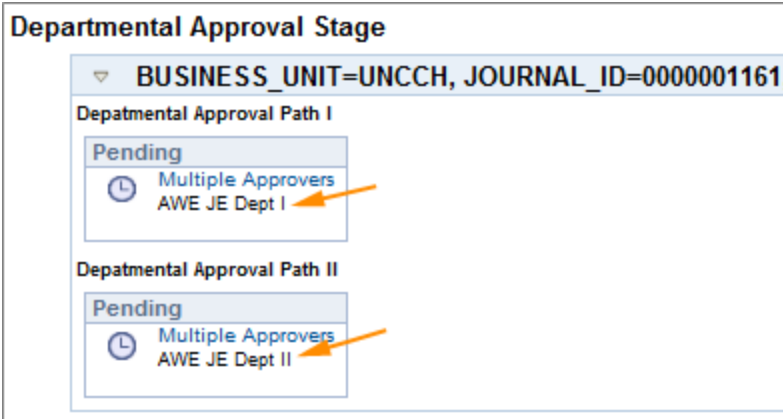
Concurrent and Sequential Approvals

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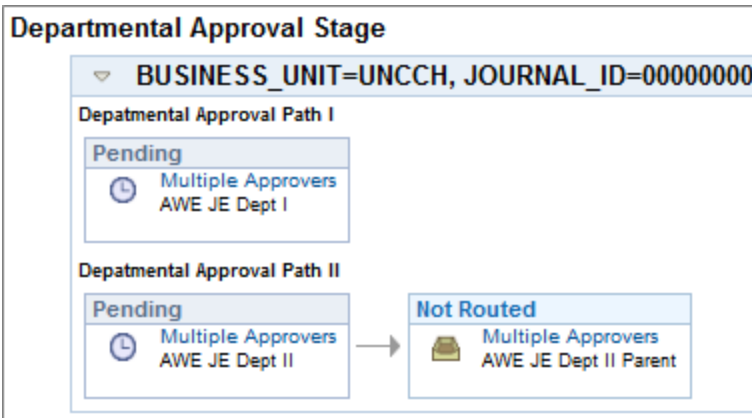
Who are the actual approvers? How do I know who they are?

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. A window opens with the actual names.

4
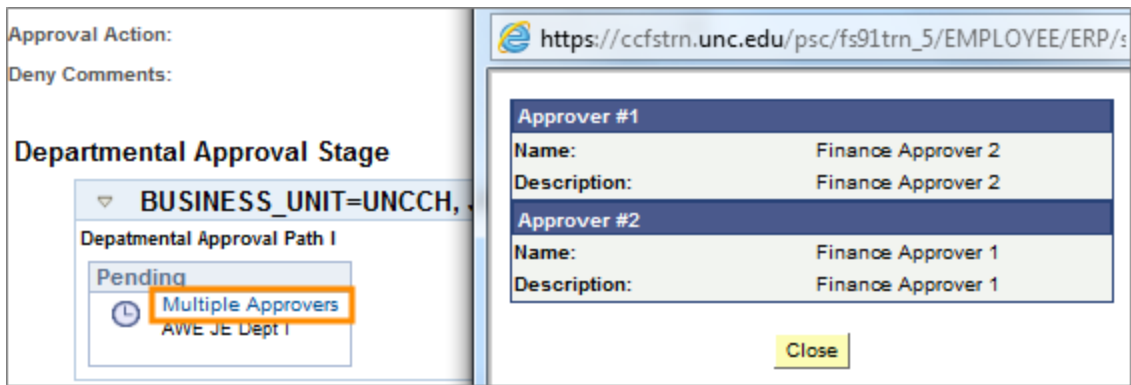
Journal Approval Process

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.
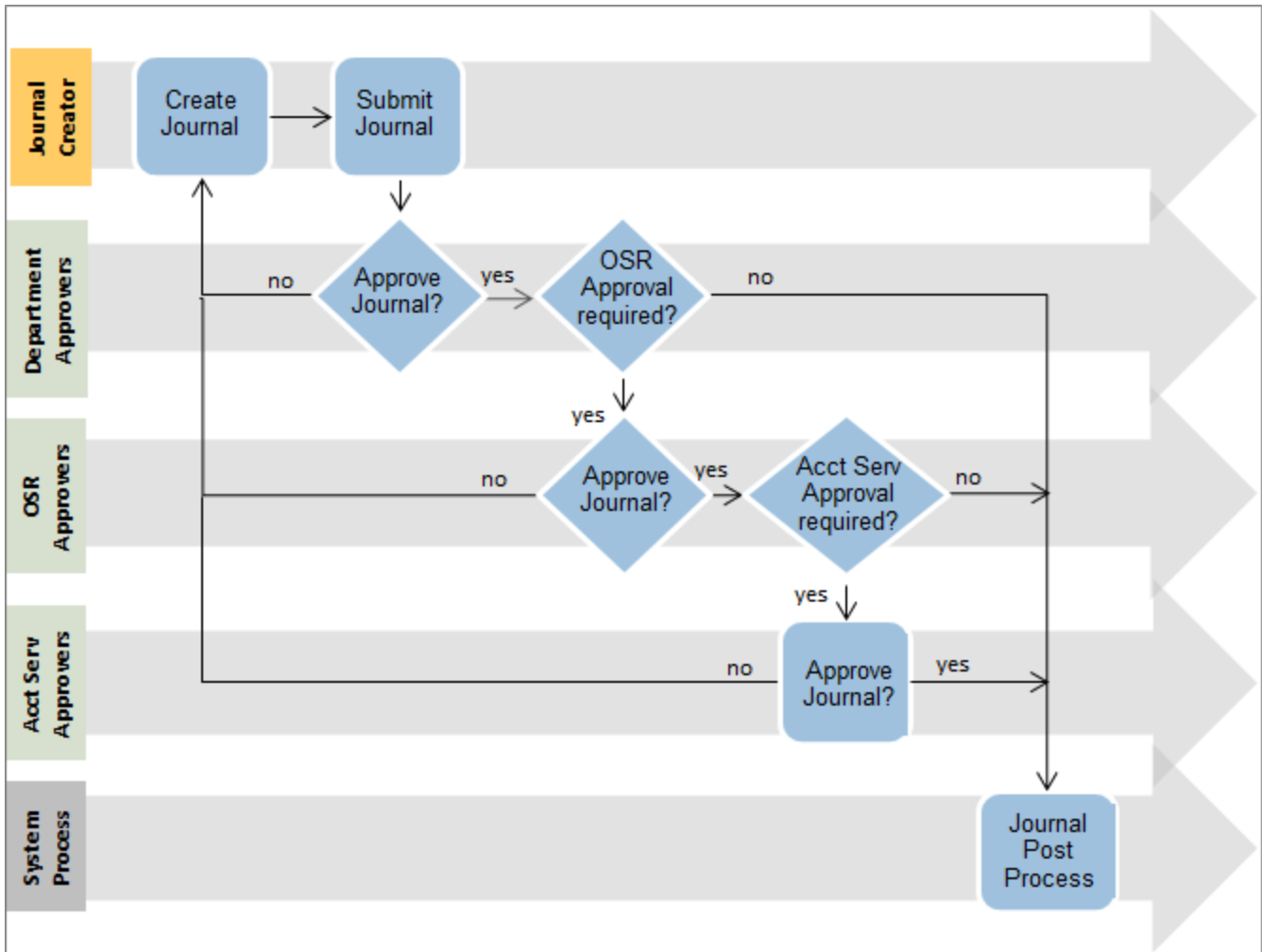
Approval Decisions - Approve or Deny

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

Departmental Approval Stage

BUSINESS_UNIT=UNCCH, JOURNAL_ID=000000

Depatmental Approval Path I

Approved

✔ Finance Approver 1
AWE JE Dept I
08/05/14 - 1:26 PM

PreAudit Stage

BUSINESS_UNIT=UNCCH, JOURNAL_ID=000000

UNCCH OSR Path III

Pending

🕐 Multiple Approvers
NC_WF_CH_OSR_APPR3

Central Office Stage

BUSINESS_UNIT=UNCCH, JOURNAL_ID=000000

UNCCH Acctg Services Path

Not Routed

📥 Multiple Approvers
NC_WF_CH_GL_ACC_SERV

**Creating Journal Entries**

Campus Journals

July 2014

Connect
CAROLINA

Connect
CAROLINA

Logistics

- Bathrooms
- Cell phones on vibrate. Step outside if you need to take a call.
- Food and beverages
- Emergency exits

2

Connect
CAROLINA

Intros and Ground Rules

Be Actively Present!

Ask Questions!

We're all in this together!

.

3

Post Go-Live Support

Connect CAROLINA

- Student manuals have step-by-step screenshots through the processes
- Email SPH-ConnectCarolina@unc.edu with questions
- SPH Business Office will regularly issue communications, updates, and answers to questions
- Rob Kathner's office (Rosenau 208) has a workstation for drop-in helpdesk. His phone # is 962-3150.
- **Refresher Demo: October 10 at 10:30-12:00 at HSL 307**

4

Agenda

Connect CAROLINA

Unit
★ Introduction/Overview
Creating Campus Journals
Creating Correcting Campus Journals
Creating Correcting Voucher Journals
Editing a Journal Not Yet Posted
Resolving Errors
Deleting a Journal

5

Intro – Comparison with Finance Central

Connect CAROLINA

Similarities

- Groups and types of journal entries are similar
- Journal type determines
  - business rules applied, such as chartfields available for charging
  - the approval route for the journal

Differences

- Some types of transactions now done outside of Campus Journals
- "Other JE" option now available to replace AJ-1
- Each journal type has a searchable three-letter code to facilitate searching
- *There is no notepad!*

6

Slide 1

Connect CAROLINA

Transactions Entered in Other Modules

Transactions NOT entered as Campus Journal	
Cash Advance Settlement	New business process
Developmental Office Gift Settlement	Journal Import
Morehead Planetarium	Spending authority automatically increased in KK
Due to Due From - FP Administration	Budget Transfer
Agency Due To Due From	Budget Transfer
Debt Service Mandatory	Journal Import
Gift to Gift	Budget Transfer*
University Due to Due from	Budget Transfer

* May alternatively use Other Campus JE for these transfers

7

Slide 2

Connect CAROLINA

Journal Types and Codes

Transaction Group	Transaction Type	JE Code ("Source")
Billing	Billing	JBL
Correcting JE	Correcting JE	JCR
Correcting Voucher JE	Correcting Voucher JE	JCV
Deposits & Accounts Receivable	Departmental One Card Deposit	JDO
	Departmental One Card Purchase	JDO
	Print Plan Deposit	JDP
FP Revenue Distribution	FP Charges & Write Offs (FP Administration)	JPA
Office of Sponsored Research	Residual Transfer	JSR
Other Campus JE	Other Campus JE	JOT
Trust & Special Funds Transfer	Univ Endowment Income to Principal Account	JUP
	Univ Endowment to Univ Endowment Income Account	JUI
	Agency Endowment Income to Agency Endowment Principal Account	JAP
	Foundation Allocation to Univ Restricted/ Unrestricted Gift	JFA

Slide 3

Connect CAROLINA

Journal Approval Requirements

	Dept*	OSR*	Acctg Srvc
Billing		Yes	> $1,000
Correcting JE		Yes	No
Correcting Voucher JE		Yes	No
Departmental One Card Deposit	Depends on the dept setup.	Yes	> $1,000
Departmental One Card Purchase		Yes	> $1,000
Print Plan Deposit		Yes	Yes
FP Charges & Write Offs (FP Administration)		No	No
Residual Transfer		Yes	No
Other Campus JE		Yes	Yes
Univ Endowment Income to Principal Account	Depends on dept setup.	No	No
Univ Endowment to Univ Endowment Income Account		No	No
Agency Endowment Income to Agency Endowment Principal	Complex transactions will route to SPH Finance for approval.	No	No
Foundation Allocation to Univ Restricted/ Unrestricted Gift		No	No

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Your student package has an 8-page discussion on approvals.

Slide 10

Attachment Requirements

	Attachment Requirement
Billing	Memo or otherwise details stating what goods or services the billed dept is being charged for, beginning and ending billing date, Invoice #, and whether Invoice was sent to Dept.
Departmental One Card Deposit	On a spreadsheet, specify the Card name and Number, and amount added to the card.
Departmental One Card Purchase	5 or more new cards in spreadsheet specifying chartfield for each card and name that should be on face of card.
Print Plan Deposit	Spreadsheet listing individuals PID, first and last name, amount to add to the One Card.
All Others	Attach relevant justification, including any required approvals (e.g. often Department Chairs need to approve explanations of large unexpended grant funds for residual transfer)

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Slide 11

Campus Journal Process

Journal Creator: Select Journal Type and **CREATE** | **SAVE & EDIT** Journal | **BUDGET CHECK** Journal | **SUBMIT** Journal for Approval

Approver: Approve Journal

System: Post Journal

11

Slide 12

Journal Header and Budget Header Status

- Journal Header Status

Journal Header Status	Description
N	No Status – Needs to be edited
E	Journal Has Errors
V	Valid Journal – Edit Complete
P	Posted to Ledger

- Budget Header Status

Budget Header Status	Description
N	Not Budget Checked
E	Error in Budget Check
V	Valid

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Agenda

Connect CAROLINA

	Unit
	Introduction/Overview
★	Creating Campus Journals
	Creating Correcting Campus Journals
	Creating Correcting Voucher Journals
	Editing a Journal Not Yet Posted
	Resolving Errors
	Deleting a Journal

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Demonstration & Exercise

Connect CAROLINA

- Demonstration: Creating a Campus Journal
- Exercise #1: Creating a Campus Journal

- Reference:
  - Creating a Campus Journal

Exercise

Exercise #2

Connect CAROLINA

- Complete Exercise #2: Exploring Residual Fund Transfers
  - The exercise begins by providing you with limited data for input.
  - The data input will automatically determine a subset of menu items available for selection.
  - Explore the fields as guided by the exercise questions.

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Connect CAROLINA — Agenda

	Unit
	Introduction/Overview
	Creating Campus Journals
★	Creating Correcting Campus Journals
	Creating Correcting Voucher Journals
	Editing a Journal Not Yet Posted
	Resolving Errors
	Deleting a Journal

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Connect CAROLINA — Correcting Journal Types

- Two correcting journal types
  - **Correcting JE** – for JEs initiated out of this module
  - **Correcting Voucher JE** – for an entry initiated from Procurement module
- Both types correct an existing journal and create a new journal ID following the same process as creating a new journal:
  - **Create → Save & Edit → Budget Check → Submit**

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Connect CAROLINA — Correcting Journal Types

- Journals must be in **Posted** status in order to correct any of the lines
  - If it is not in **Posted** status, it will not be available for selection
- The Correcting journal types allow **only one line** to be corrected at a time
- Once a line is corrected and processed into a new journal ID, it cannot be edited again from the same journal ID

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Demonstration & Exercise

Connect **C**AROLINA

- Demonstration: Creating a Correcting Campus Journal
- Exercise #3: Creating a Correcting Campus Journal

- Reference:
  – Creating a Correcting Campus Journal

Exercise

Agenda

Connect **C**AROLINA

	Unit
	Introduction/Overview
	Creating Campus Journals
	Creating Correcting Campus Journals
★	Creating Correcting Voucher Journals
	Editing a Journal Not Yet Posted
	Resolving Errors
	Deleting a Journal

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Creating Correcting Voucher Journals

Connect **C**AROLINA

- Voucher journals are initiated by the Campus Voucher module (i.e. new check request module)
- Process for creating Correcting Voucher JE is the same as a (normal) Correcting JE:
  – Search for existing voucher
  – Select the journal line that you would like to correct
    - If your voucher had multiple lines **and** multiple distributions, you can only correct *one distribution line* at a time
- Existing vouchers may be searched by:
  – Voucher ID
  – Invoice number
  – Vendor ID or name

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Connect CAROLINA — Demonstration & Exercise

- Demonstration: Creating a Correcting Voucher Journal
- Exercise #4: Creating a Correcting Voucher Journal

- Reference:
  - Creating a Correcting Campus Journal

Exercise

Connect CAROLINA — Agenda

	Unit
	Introduction/Overview
	Creating Campus Journals
	Creating Correcting Campus Journals
	Creating Correcting Voucher Journals
★	Editing a Journal Not Yet Posted
	Resolving Errors
	Deleting a Journal

23

Connect CAROLINA — Editing a Journal Not Yet Posted

- Journals can be edited up until the point they are posted
- Once you make a change to a journal that has been saved and processed and/or submitted:
  - The Journal Status and Budget Status are reset to N
  - You must send the journal back through the journal edit and budget checking processes
  - You must submit the journal for approval again

24

Connect CAROLINA   Demonstration & Exercise

- Demonstration: Editing a Campus Journal Not Yet Posted
- Exercise #5: Editing a Campus Journal Not Yet Posted

- Reference:
  - Editing a Journal Not Yet Posted

Exercise

Connect CAROLINA   Agenda

Unit
Introduction/Overview
Creating Campus Journals
Creating Correcting Campus Journals
Creating Correcting Voucher Journals
Editing a Journal Not Yet Posted
★ Resolving Errors
Deleting a Journal

26

Connect CAROLINA   Resolving Errors

- Reason for Journal Edit errors
  - Combo edit

- Campus journals check the following at "Save"
  - Invalid value
  - Lines out of balance
  - Accounting period not open

27

Connect CAROLINA — Demonstration & Exercise

- Demonstration: Resolving a Journal Edit Error
- Exercise #6: Resolving a Journal Edit Error

- Reference:
  - Understanding Campus Journal Edit Errors

Exercise

Connect CAROLINA — Resolving Errors

- Reason for Budget Checking errors
  - Keying error
  - Insufficient budget
  - No budget exists
  - Budget period not open
  - Invalid dates

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Connect CAROLINA — Demonstration & Exercise

- Demonstration: Identifying a Budget Error
- Exercise #7: Identifying a Budget Error

- Reference:
  - Reviewing Campus Journal Budget Errors

Exercise

Connect
CAROLINA   **Agenda**

	Unit
	Introduction/Overview
	Creating Campus Journals
	Creating Correcting Campus Journals
	Creating Correcting Voucher Journals
	Editing a Journal Not Yet Posted
	Resolving Errors
★	Deleting a Journal

31

Connect
CAROLINA   **Deleting a Journal**

- Journals can be deleted up until the point they are posted
- Once you delete a journal, it is no longer searchable in the system

32

Connect
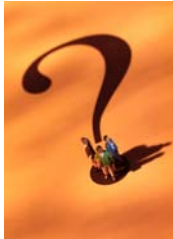**C**AROLINA   **Demonstration & Exercise**

- Demonstration: Deleting a Campus Journal
- Exercise #8: Deleting a Campus Journal

- Reference:
  – Deleting a Journal

Exercise

Connect CAROLINA
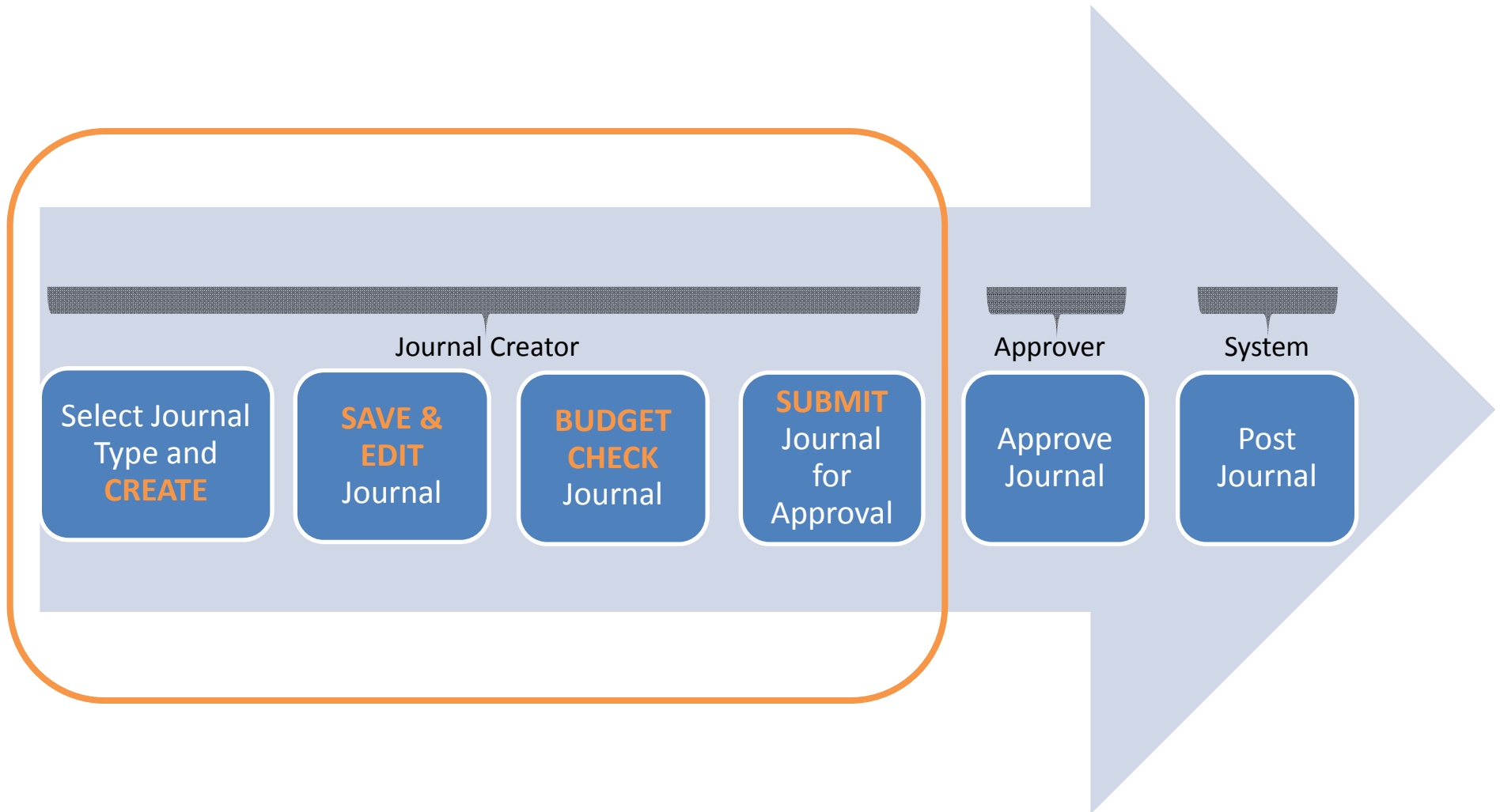
Questions & Answers

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8/1/2014

HELPFUL HINTS: JOURNAL ENTRIES

Connect CAROLINA

Favorites | Main Menu | Finance Menu | UNC Campus | Campus Journals | Campus Journal Entry | Campus Journal Entry | Campus Journal Entry

Gladys Yam, Welcome To TRN!

New Window

Journal Entry Creation

Transaction Type

OTHER CAMPUS JE

SetID

Business Unit: UNCCH 🔍   Ledger Group: ACTUALS   Journal ID: NEXT

Journal Date: 08/01/2014 📅   Source: JOT

	Unit	Amount	Ledger	Fund	Source	Account	Dept	PC Bus Unit	Project ID	Activity	An Type	So Typ
1 ➕	🔍			🔍	🔍	🔍	🔍	🔍	🔍	🔍	🔍	🔍

Auto Balance

Remaining Balance:

Handwritten annotations:

This must be populated before work. The other chartfield fields for all campus users.

This must be populated before work. The other chartfield for all campus users is UNCCH.

Combo edits do not run as you enter data. That is, if you enter a certain Fund, the Sources will not restrict to the appropriate subset — the full list of Sources will be called up.

Please refer to Quick Reference Charts to ensure you have the correct combinations.

Required for all contracts & grants only.

Scroll to the right to enter cost codes.

The "Journal Line Description" and "Reference" fields may also be populated.

Journal lines must be balanced. "Remaining Balance" = 0 BEFORE you can save the JE.