Working with Campus Journals in ConnectCarolina

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Agenda

• Important Journal Information
• Reasons to Use Campus Journal Module
• Campus Journal Transaction Groups with Journal Examples
• How to Edit and Delete a Campus Journal
• Use Campus Journal Validation for Journal Status and Approvals
• Use Journal Inquiry for Journal Status, Details, and Attachments
• Use Source Create to Find an Institutional Trust Fund Source Authority
• Financial Accounting Resource Links
• Pandemic Tracking Update
• Cost Share Funding
Important Journal Information

- Journals from Campus Users are created in the Campus Journal module.
- Detail header description is required.
- Justification must be included in the header description.
- Attached back-up is required for all journals, including Correcting Journal (JCR).
- No transfers are allowed for State and F&A funds.
- Use of 3 decimal places in journals has changed.
Reasons to Use Campus Journal Module

• The Campus Journal Module is customized for campus users
• Business rules are built for each type of campus journal
• Improve Efficiency and Accuracy
• Convenience for campus users and approvers
• Other Campus Journal (JOT) is ONLY used when no other journal types can be used
**PURPOSE OF THE MATRIX**

## Campus Journal Matrix

### What is the purpose of the Matrix?

The Campus Journal Entry Chartfield Matrix provides you with the funds, sources, and accounts that can be used for each campus journal type. The campus journal pages are organized by transaction groups, which identify the various reasons for creating the campus journal.

<table>
<thead>
<tr>
<th>Transaction Group</th>
<th>Abbreviations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billing</td>
<td>JBL, JBS</td>
</tr>
<tr>
<td>Cash Advance Settlement</td>
<td>JCA</td>
</tr>
<tr>
<td>Correcting JE</td>
<td>JCR</td>
</tr>
<tr>
<td>Office of Sponsored Research</td>
<td>JSR</td>
</tr>
<tr>
<td>Other Campus JE</td>
<td>JOT</td>
</tr>
<tr>
<td>Trust &amp; Special Fund Transfer</td>
<td>JAP, JFA, JGG, JUI, JUP</td>
</tr>
</tbody>
</table>

The transaction groups contain one or more transaction types that identify the nature of the transaction at a further level of detail. Most of these journal pages have built-in business rules, except for the Other Campus JE (JOT) which is a free-form campus journal. The Other Campus JE is only used when a journal doesn’t fit the description of any other transaction types.

### How do I use the Matrix?

The matrix shows a complete list of allowable chartfield funds, sources, and accounts. However, it doesn’t show the correct pairing of chartfield strings, such as correct fund and source combination.

You can use the matrix in the following two ways:

- **Note:** You still need to consider the combo edit rules so that your combination of funds, source and account do not fail combo edit. See the [Fund Ranges with their Matching Source Ranges](http://ccinfo.unc.edu) document for combo edit rules.

# HOW TO USE THE MATRIX

## Campus Journal Matrix

### For Correcting Journals (JCR)

The left side of the matrix (under blue ribbon) provides chartfield values available to retrieve the original transaction posted in Connect Carolina.

<table>
<thead>
<tr>
<th>Journal Source</th>
<th>Purpose</th>
<th>BU</th>
<th>Fund</th>
<th>Source</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>JCR Correcting Journal</td>
<td>All Business Units</td>
<td>281XX</td>
<td>17000 - 19999</td>
<td>3000XX (Fund Balance)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>282XX</td>
<td>40000 - 45999</td>
<td>3000XX (Fund Balance)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>283XX</td>
<td>46000 - 48999</td>
<td>4000XX (Transfer in)</td>
<td></td>
</tr>
</tbody>
</table>

**All accounts are allowed except the following:**
- 1000XX (Balance Sheet Asset)
- 1000XX (Balance Sheet Liability)
- 2000XX (Balance Sheet Liability)
- 20100X (Balance Sheet Liabilities)
- 2000XX (Balance Sheet Liability)
- 2000XX (Balance Sheet Liability)
- 20100X (Balance Sheet Liabilities)
- 2000XX (Balance Sheet Liability)
- 2000XX (Balance Sheet Liability)

### For Non-JCR Journals - **Example below is JBL**

The left side of the matrix (under blue ribbon) provides chartfield values allowable to record the debit side of the journal entry.

<table>
<thead>
<tr>
<th>Journal Source</th>
<th>Purpose</th>
<th>BU</th>
<th>Fund</th>
<th>Source</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>JBL Campus Billing for Trusts</td>
<td>UNCCCH</td>
<td>252XX</td>
<td>15000 - 15999</td>
<td>525110 (Travel in US not NC- Air)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>265XX</td>
<td>15000 - 19999</td>
<td>525770 (Travel Ind是个is - Admin/Athletics)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>273XX</td>
<td>17000 - 19999</td>
<td>525780 (Travel Recruit - Trans - Subsid)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>281XX</td>
<td>46000 - 48999</td>
<td>525790 (Travel Recruit - PHS pt Employee)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>282XX</td>
<td>49000 - 49999</td>
<td>527744 (Computer/Data Processing Service)</td>
<td></td>
</tr>
</tbody>
</table>

### Chartfield Search Criteria to Retrieve Original Transactions (Debit)

- **JBL**
- **252XX**
- **265XX**
- **273XX**
- **281XX**
- **282XX**

### Allowable Chartfield to be entered by User (Credit)

- **JBL**
- **241XX**
- **265XX**
- **281XX**
- **282XX**

**For Correcting Journals (JCR):**

The right side of the matrix (under green ribbon) provides chartfield values allowable to select for the correct journal lines.

<table>
<thead>
<tr>
<th>Journal Source</th>
<th>Purpose</th>
<th>BU</th>
<th>Fund</th>
<th>Source</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>JCR Correcting Journal</td>
<td>All Business Units</td>
<td>282XX</td>
<td>40000 - 45999</td>
<td>3000XX (Fund Balance)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>283XX</td>
<td>46000 - 48999</td>
<td>4000XX (Transfer in)</td>
<td></td>
</tr>
</tbody>
</table>

**All accounts are allowed except the following:**
- 2000XX (Balance Sheet Asset)
- 2000XX (Balance Sheet Liability)
- 2000XX (Balance Sheet Liability)
- 2000XX (Balance Sheet Liability)
- 2000XX (Balance Sheet Liability)
- 2000XX (Balance Sheet Liability)
- 2000XX (Balance Sheet Liability)
- 2000XX (Balance Sheet Liability)

### For Non-JCR Journals - **Example below is JBL**

The right side of the matrix (under green ribbon) provides chartfield values allowable record credit side of the journal entry.
CORRECTING JE (JCR)

Campus Journal Transaction Groups w/Examples

• Whole or partial correction can be made.

• Once you made a correction, you can never go back to your original transaction to correct it again. (previously corrected journal lines boxes are greyed out in Search results).
CORRECTING JE (JCR)

Campus Journal Transaction Groups w/Examples

<table>
<thead>
<tr>
<th>Amount</th>
<th>Fund</th>
<th>Source</th>
<th>Account</th>
<th>Dept</th>
<th>PC Bus Unit</th>
<th>Project</th>
<th>Activity</th>
<th>An Type</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1766.95</td>
<td>20180</td>
<td>12001</td>
<td>535110</td>
<td>245100</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit</th>
<th>Amount</th>
<th>Fund</th>
<th>Source</th>
<th>Account</th>
<th>Dept</th>
<th>PC Bus Unit</th>
<th>Project</th>
<th>Activity</th>
<th>An Type</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNCC</td>
<td>200.00</td>
<td>20180</td>
<td>12002</td>
<td>535110</td>
<td>245100</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CORRECTING JE (JCR)

Campus Journal Transaction Groups w/Examples

- Attachment showing the original transaction is required.
- InfoPorte Report, below, is an example.

![Image of InfoPorte Report]

<table>
<thead>
<tr>
<th>Ledger</th>
<th>Account</th>
<th>Description</th>
<th>Trans Type</th>
<th>Trans ID</th>
<th>Reference 1</th>
<th>Reference 2</th>
<th>Amount Reconciled</th>
<th>Acct Dt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus Unit: UNCCH - Fund: 25236 - Source: 49200 - Dept: 431100 - Project: 5059131</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acct Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>21.25</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Use of 3rd decimal in Campus Journal amounts is not allowed.
Error message is received after amount is entered and you move to Fund.
RESIDUAL TRANSFER (JSR)

Campus Journal Transaction Groups w/Examples
RESIDUAL TRANSFER (JSR)

Campus Journal Transaction Groups w/Examples
How to Edit and Delete a Campus Journal

**PROCESSING A CAMPUS JOURNAL**

To reconcile PrePaid cards to Project 3100118
ENSURE YOUR CAMPUS JOURNALS ARE POSTED FOR THE MONTH-END CLOSE

How to Edit and Delete a Campus Journal

• **Originator** is responsible for all Campus Journal Departmental and OSR approvals by the monthly or yearly deadlines.

• Campus (GL) Journal Status “P” stands for posted.

• GL Journals not in posted status are deleted as part of the month-end and year-end processes.
How to Edit and Delete a Campus Journal

• Campus Journals not completely approved are not posted to GL.
• Journals not in a current open period will never be posted after the month has closed.
• Non-posted, non-deleted journal will tie-up your budget once the KK Ledger has been checked. A new journal processed in an open period could fail to budget check.
# How to Edit and Delete a Campus Journal

## Campus Journal Delete Process

### Journal header Description

```
Correcting Journal moving pCard TXN01196695 from Source 14101 to PSID 5117358
```

### Lines

<table>
<thead>
<tr>
<th>Select</th>
<th>Line</th>
<th>Unit</th>
<th>Ledger</th>
<th>Amount</th>
<th>SpeedType</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>1</td>
<td>UNCCH</td>
<td>ACTUALS</td>
<td>-20.97</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>2</td>
<td>UNCCH</td>
<td>ACTUALS</td>
<td>20.97</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>3</td>
<td>UNCCH</td>
<td>ACTUALS</td>
<td>20.97</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>4</td>
<td>UNCCH</td>
<td>ACTUALS</td>
<td>-20.97</td>
<td></td>
</tr>
</tbody>
</table>

---

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

**Yes**  **No**
How to Edit and Delete a Campus Journal
How to Edit and Delete a Campus Journal
LOOK FOR A JOURNAL DENIAL MESSAGE AND APPROVAL STATUS

Campus Journal Validation for Journal Status and Approvals
LOOK FOR JOURNALS NOT POSTED STATUS

Campus Journal Validation for Journal Status and Approvals

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

Search Criteria

- Business Unit = UNCCH
- Journal ID begins with
- Journal Date between 11/01/2019 and 11/30/2019
- Transaction Type begins with
- Document Sequence Number begins with
- Line Business Unit
- Journal Header Status
- Budget Checking Header Status
- Source
- Entered By begins with

Put your Onyen here

2020 SYMPOSIUM FOR RESEARCH ADMINISTRATORS
Journal Inquire for Journal Status, Details and Attachments
Source Create to Find Institutional Trust Source Authority

Source Request

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

- Source: begins with

Search Criteria

- SetId: begins with UNCCH
- Request Id: begins with
- Business Unit: begins with
- Request Category: begins with
- Source: begins with
- Status Code: begins with
- Requestor Id: begins with

Include History: [ ]  Case Sensitive: [ ]
Financial Accounting Resource Links

[link to finance.unc.edu/departments/financial-accounting/]

Financial Accounting

Chartfields Matrix and Updates

Journal Entries in ConnectCarolina

Source Requests
Financial Accounting Resource Links

Chartfields Matrix and Updates

Resources

- Chartfield Structure Booklet
- Funds and Matching Source Ranges
- Chartfields Webinar: Finding Your Chartfield Codes in ConnectCarolina
- Chartfields 101 – Understanding ConnectCarolina Chartfields
- Approving Chartfield Value Requests
- Using the Chartfield Checker Tool
Financial Accounting Resource Links

Journal Entries in Connect Carolina

Campus Journals

- Using the Campus Journal Matrix
- Campus JE Chartfields Matrix
- Campus JE Journals Cheatsheet
- Campus Journal Slides
- Campus Journal Student Guides
- Approving Campus Journals
CONTACT US

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GUIDANCE

Pandemic Tracking Update


1. Is Cost Code FAECOVID19 required for all transactions?
   • Operating expenditures, except for COVID research projects

2. How to move a qualified COVID-19 operating expenditure?
   • Use campus journals to move non-payroll transactions (payroll - PAAT)
   • Cost code “FAECOVID19” is required for all campus units (SOM)
   • “Journal Line Reference” - voucher ID / Journal ID
   • “Journal Line Description” - list invoice#, vendor#/ JE reference
   • Attach InfoPorte report - transaction info & original invoice
## EXAMPLES

### Pandemic Tracking Update

#### Requirement for journal line fields (Examples)

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Field Instructions</th>
<th>Sample 1 (AP Vouchers)</th>
<th>Sample 2 (GL Journals)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal Line Reference</td>
<td>An alpha numeric reference for a journal line. Up to 10 characters. *For AP vouchers, it includes voucher number with a leading &quot;V&quot; letter. *For GL journals, it includes the journal ID.</td>
<td>V82181110</td>
<td>12868:FDX</td>
</tr>
<tr>
<td>Journal Line Description</td>
<td>A textual description of the journal line. Up to 30 characters. *For AP vouchers, it includes invoice number and vendor ID. *For GL journals, it includes the journal ID, line, and Reference.</td>
<td>Inv_9616830241_Vhd_00000000012</td>
<td>JE_Re_202062910</td>
</tr>
</tbody>
</table>

#### InfoPorte report (Examples)

<table>
<thead>
<tr>
<th>Sample</th>
<th>Bus Unit</th>
<th>FY</th>
<th>Acct Prod</th>
<th>Fund</th>
<th>Source</th>
<th>Dept ID</th>
<th>Account</th>
<th>Act Desc</th>
<th>Cost Code 1</th>
<th>Description</th>
<th>Trans Type</th>
<th>Trans ID</th>
<th>Reference 1</th>
<th>Reference 2</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample #1</td>
<td>UNCCH</td>
<td>2021</td>
<td>2</td>
<td>29170</td>
<td>150.7</td>
<td>248100</td>
<td>538130</td>
<td>Supplies Non Educ Misc</td>
<td>RAECOVID19</td>
<td>00000000012 GRAINGER</td>
<td>AP_VOUCHER</td>
<td>52381118</td>
<td>9616830241</td>
<td>X000513015 1000536544</td>
<td>$ 2,442.00</td>
</tr>
<tr>
<td>Sample #2</td>
<td>UNCCH</td>
<td>2021</td>
<td>1</td>
<td>20103</td>
<td>127.2</td>
<td>527600</td>
<td>527430</td>
<td>Freight and Express</td>
<td>RAECOVID19</td>
<td>152042375 TRACK NUM:</td>
<td>GL_JOURNAL</td>
<td>12868:FDX</td>
<td>22 JUL 2020</td>
<td>202062910</td>
<td>$ 18.91</td>
</tr>
</tbody>
</table>

For questions, contact Yiwen Wang at yiwen_wang@unc.edu.