Journal Entry Guidelines

Guidelines for departmental staff on how to record different types of journal entries

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PURPOSE/SCOPE

To provide guidance related to journal entries that can be prepared by departmental business staff (Journal Entries aka Financial Transaction Requests, Mass Journal Entries and Interdepartmental Invoices) and the steps necessary to recognize, prepare, document and review the entries.

Note that this document does not cover:

- Journal Entries prepared only by Financial Services, including Book Receipts and Disbursements and accrual period entries
- Payroll reclassifications and corrections (see "How do I move an employee's salary expense to another fund?" under the FAQs on the BUDGET OFFICE WEBSITE), including Release Time (managed by Grants & Contracts Administration)
- Purchasing methods, including 49er Mart, Purchasing Cards (P-Cards), Direct Pay Requests (DPRs), Travel Authorizations and Reimbursements and Petty Cash
- Deposit procedures, whether for cash, checks or credit card revenues received
- Monthly review of funds and resources for financial analysis which is covered in the FINANCIAL MANAGEMENT GUIDELINES

Further resources can be found on the FINANCIAL SERVICES WEBSITE. (Note that all external guidance referenced through the body of these guidelines has been marked in ALL CAPS and can be found at the WEBSITES listed in Section VIII of this document)

I. ROLES AND RESPONSIBILITIES

Department Head

Responsible for ensuring that its department's financial resources are managed in an efficient and cost-effective manner consistent with the intended purpose of the funds established in his or her department. This includes implementation of proper internal controls, a commitment to prudent financial management and accountability for financial results.

The Department Head maintains fiduciary responsibility for the entire fund(s), but may delegate authority for financial analysis and reconciliation for specific transaction components or overall fund management in accordance with the delegation guidelines in the University's FINANCIAL MANAGEMENT GUIDELINES located on the GENERAL ACCOUNTING WEBSITE under the Resources section.

Fund Manager

Also referred to as 'Financial Managers' within Banner Finance. Responsible for management of all funds within department and the stewardship of assets within these funds.

This position is responsible for reconciling departmental funds to check for accuracy and reasonableness of posted transactions. See "Reviewing Transactional History" in Section II of this document.

Fund Managers are assigned by Banner Organization Code and must be a Dean, Chair, Director, Vice Chancellor, Associate Vice Chancellor, or person with similar job duties and responsibilities. A list of all

ORGANIZATIONAL CODES and associated Financial Managers is maintained and updated monthly on the FINANCIAL SYSTEMS SUPPORT WEBSITE under the Resources section.

Journal Entry Preparer

Creates journal entries and is responsible for:

- Ensuring each journal entry is adequately supported
- Ensuring appropriate fund and account codes are used to properly classify and record the transaction (i.e., financial reporting must be meaningful to users and reflect the actual activity occurring)
- Ensuring availability of funds affected by the entry and
- Ensuring that each entry conforms to University policies and other applicable regulations

See Section V for a Preparer's checklist to prepare Journal Entries.

Journal Entry Approver

Approves journal entries and is responsible for:

- Ensuring entries have been prepared according to the Preparer's responsibilities by reviewing supporting documentation, fund and account codes and accuracy of the entry and
- Reviewing overall reasonableness of the entry.

Other Departments

Financial Services: Provides accounting and financial reporting guidance to departmental staff and monitors compliance with these guidelines and with governmental accounting requirements and pronouncements. The Budget Office, General Accounting and Treasury Services staff review and help process journal entries involving funds they oversee which are listed in Appendix 1 of the FINANCIAL MANAGEMENT GUIDELINES on the GENERAL ACCOUNTING WEBSITE.

Grants and Contracts Administration (GCA): Unit within the Office of Research and Economic Development that reviews and authorizes journal entries related to sponsored programs, grants, contracts and fixed price service contracts issued by University recharge units.

Internal Audit: Department that periodically audits activities for compliance with these guidelines. This department reports functionally to the Chancellor and has a recognized reporting relationship with the Audit Committee of the Board of Trustees.

Segregation of Duties

One individual cannot serve as both the Preparer and the Approver of a journal entry. The Approver should be a supervisor of the Preparer. The person reconciling departmental funds (see the "Fund Manager" role above) should be separate from both the Preparer and Approver roles.

If proper segregation of duties is not possible within departments or units with smaller staff, then other mitigating controls should be put in place. See Appendix 3 of the FINANCIAL MANAGEMENT GUIDELINES on the GENERAL ACCOUNTING WEBSITE for a high-level overview of the components of internal controls.

Delegation

A department head or department fund manager who delegates approval authority to another approver (where the transaction impacts one or more of their department funds) retains fiduciary responsibility for transaction accuracy, compliance with journal entry guidelines and compliance with University policies.

II. GUIDING PRINCIPLES AND EXPECTATIONS

A department head or fund manager who delegates monitoring of detail fund activity retains the responsibility for overall department fund accuracy.

Submission of Entries

Please use the appropriate transaction type within the Financial Transaction Request (FTR) eForm as described in these guidelines depending on the nature of the entry you need (i.e., type and quantity of transactions). See the FINANCIAL SERVICES FORMS WEBSITE page to obtain specific instructions for each transaction type. All FTR eForm transactions and supporting documentation will be routed to the General Accounting department except for:

- ☐ Payroll/Salary Redistributions and Reallocations which are processed by the Budget Office
- ☐ All transactions affecting grant or contract funds (5xxxxx) which will first be approved by Grants & Contracts Administration

Note that, generally speaking, entries submitted by departments via FTR eForms represent correcting entries and should be minimized.

See Appendix 1, Journal Entry Matrix, for a summary of journal entry processing requirements by transaction type.

Timing and Entries Related to Prior Fiscal years

Corrections, reclassifications, and transfers are expected to be submitted for system processing within 30 days of the month in which the error occurred. If correcting entries need to be made that relate to a prior fiscal year, contact the Associate Controller – Accounting and Disbursements before submitting the entry. Unless the entry is related to a grant fund or to a capital asset, entries related to prior year expenditures should be made with transfer account codes.

Journal entries can expect to be processed within 3 business days of receipt within General Accounting.

Transactional Integrity

Transactions must be incurred before they can be recorded, transferred, or reclassified by a journal entry. "Expected" expenses or encumbrances still unpaid on a purchase order cannot be processed. General Accounting staff will not process an entry to transfer "estimated" expenses.

Account Codes

Miscellaneous income and expense account numbers should be used only if no other suitable account number exists. Please contact the Senior Financial Reporting Accounting in the REPORTING & FIXED ASSETS department if a suitable account number cannot be identified and the amount is greater than $5,000.

The following accounts should not be used without approval from Financial Services:

- ☐ 146001, Other Misc Revenue – Non-op Prog Rev
- ☐ 956300, Other Non-Operating Expense
- ☐ 957690, Other Fund Deduction

Transactions to record assets, liabilities, and fund balance adjustments (i.e., those that use Gxxxxx accounts) are generally limited to Financial Services staff only. If you need to submit an entry that includes a Gxxxxx account, contact the Associate Controller, Accounting and Disbursements.

Supporting Documentation

Explanations entered on the "line description" of an FTR eForm (limited to 35 characters) should provide a clear description of the purpose for both the debit and credit side of the entry. Once entered into Banner Finance, this description is the only identifying information in the system regarding the transaction's purpose. Thus, descriptions should be as informative as possible within the space available to enhance analysis of accounts and transactions.

A longer explanation that more completely describes the need for the transaction should be included on all FTR eForms in the "Explanation" field.

Supporting documentation should provide enough information for an independent person to be able to understand the reason for the transaction and verify the accuracy of the related entry. See Appendix 1, Journal Entry Matrix, for a summary of required supporting documentation. Supporting documentation should be attached to the FTR eForm. If multiple funds are involved, supporting documentation should be included that shows approval from all departments involved. Note: If the entry involves sensitive information, please contact General Accounting for guidelines on securing the sensitive documentation.

Supporting documentation for reclassifications and correcting entries should include the Banner Document Number from the original transaction. This Document Number should be included in the "Correcting Entry Document #" field of the FTR eForm. Preferably, capture a screen print from Banner Form FGITRND or FGIBDST, highlight the applicable transactions, and attach to the FTR eForm as supporting documentation. Additional backup for the original transaction is not necessary if it can be confirmed using Banner pages FGITRND, FGIBDST and/or FGIDOCR to look up the document number.

Example: $68.77 was accidentally charged to Account 930251 but should have been charged to Account 930250. The transaction was originally processed on Document Z0058044.

An informative JV Description should be used for both the Debit and the Credit:

	Index/Fund (6 digits)	Account (6 digits)	Description (35 Characters)	Correcting Entry Document #	DEBIT (dec. rev., inc. exp.)	CREDIT (inc. rev., dec. exp.)
✔	336460	930250	Reclass from account 930251	Z0058044	68.77	0.00
	e-Commerce	Educational Supp				
✔	336460	930251	Reclass to account 930250	Z0058044	0.00	68.77
	e-Commerce	Laboratory Suppli				
	Hash Total:	137.54		Net Total:	0.00	

A clear and concise explanation should be written:


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Explanation
Supplies purchased on Z0058044 were accidentally charged to account 930251 instead of 930250 due to clerical
error. This JV corrects the account code.
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A screen print from FGITRND of the original transaction is all that is needed for supporting documentation.

Additional backup for the original transaction is not necessary if it can be confirmed using Banner pages FGITRND, FGIBDST and/or FGIDOCR to look up the document number. Any relevant email correspondence or other support for the reclassification or correction should be included as an attachment to the FTReForm.

Document Retention

All entries submitted via the FTR eForm process will be retained in accordance with the University's document retention guidelines. For documentation requirements beyond the posting date, see University Policy 605.3, Retention, Disposition and Security of University Records, as well as the Financial Records Retention Policy.

Reviewing Transactional Activity

A department fund manager must review fund activity detail at least monthly to ensure the reasonableness and accuracy of the posted transactions. (See FINANCIAL MANAGEMENT GUIDELINES on the GENERAL ACCOUNTING WEBSITE for further guidelines on monthly review.)

Year End: For the month of June, it is necessary to review transaction activity at least weekly to ensure that inaccuracies are corrected before the year-end cutoff date. For a list of annual cutoff dates, see the FYXX YEAR END MEMO on the CONTROLLER'S OFFICE WEBSITE under the Resources section.

Payroll-Related Entries

Generally, no entries to salary and benefit expense account codes should be made with a journal entry. Corrections of salary and benefit expenses for the current fiscal year should be processed through the Payroll/Salary Redistributions and Reallocations processes which are managed by the Personnel Budget Management staff in the Budget Office. If you need to make a payroll-related entry, please contact the Budget Office first. Under limited circumstances, and with approval of the Budget Office, a journal entry may need to be made.

P-Card Transactions

Corrections and reclassifications to P-Card (Purchasing Card) transactions should, if at all possible, be made within Works™ during the review and approval steps. Once the final review and approval steps are complete, the only method to reallocate a charge in Banner is to process a journal entry. Thus, timely and accurate review is essential to avoid non-value added work after the cycle close date.

P-Card transactions are transmitted to Banner in summary by fund and account combinations. A transaction report, YFPPCIN ("Purchasing Card Detail Transaction Report"), is available through EPRINT that provides

details of charges including purchase date, vendor name, cardholder, item amount and Fund and Account charged.

If you are submitting an FTR eForm to correct/reclassify an original P-Card transaction after the billing cycle reconciliation date, find the transaction in YFPPCIN and include it in your attached supporting documentation. Please reference the Banner document number "PCxxxx" in the "Correcting Entry Document #" field and the TXN number in the explanation. For more detailed information, see the "Documentation and Reconciliation" section of the PURCHASING CARD MANUAL.

III. DEFINITIONS OF KEY TERMS

Fundamental Terms

Term	Acronym/ AKA	Definition
Fiduciary Respons-ibility	Fiduciary Care	Represents a standard of care in the management of the money or property of another built on accountability, trust, and confidence. The University's Board of Trustees and senior management have a fiduciary responsibility for the decisions made with respect to the University's assets, and they convey fiscal authority to Department Heads, Fund Managers, and central office managers. In return, these managers must place the University's interests first and execute their responsibilities in a manner that honors that relationship.
Fund Balance	Equity Net Assets	The cumulative position of a fund over time. At year end, the difference between all revenue and expense transactions close to Fund Balance. If revenues exceed expenses, Fund Balance is increased. If expenses exceed revenues, Fund Balance is decreased. The Fund Balance account code (normally, G33010) is only updated after every year end.
Journal Entry	JE, FTR	In general, an accounting journal entry is a recording of transactions comprised of equal and offsetting debits and credits. At UNC Charlotte and for purposes of these guidelines, a Journal Entry is generally an adjusting or correcting transaction recorded on an FTReForm.

Elements of a Transaction

Term	Acronym/ AKA	Definition
Account Code	Banner Account Account number	Classifies financial activity by specific: • revenue source (tuition, fees, gifts, grants, etc.), • type of expense (salaries, wages, travel, equipment, etc.), • type of transfer (transfers in, transfers out, etc.), or • balance sheet item (asset, liability, or equity). The classifications are based on the type of activity, regardless of where or why it occurs (which is covered by selection of Fund, Organization, and Program codes). The major categories of accounts are:

Classification	Account Range	Example Account	Example Account Description
Revenue	1xxxxx	101110	Resident Tuition
Expense	9xxxxx	931100	Office Supplies
Transfer	8xxxxx	808400	Non-Mandatory Transfer In
Asset	G0-G1xxxx	G11000	(Interfund Claim on) Cash
Liability	G2xxxx	G21100	Accounts Payable-Vendors
Fund Balance/Equity	G3xxxx	G33010	Other Net Assets

C-FOAPAL	Chart of Accounts	The seven elements that are used in Banner Finance to classify and identify transactions: Chart, Fund, Organization, Account, Program, Activity and Location codes. See BANNER FINANCE TRAINING in CANVAS for more information
Document Number	Document (in Banner)	The number automatically assigned to all transactions when entered into Banner Finance for identification purposes. See BANNER FINANCE TRAINING for how to identify the most common document numbers.
Fund Code	Fund	Represents the source of funding. Departments can have several different fund codes.
Rule Code	Type (in Banner)	Defined system codes that determine how transactions are processed in Banner Finance. A list of all Rule Codes can be found on the FINANCIAL SYSTEMS SUPPORT WEBSITE under the Resources section.

Forms Used for Journal Entries

	Acronym/ AKA	Definition
Mass Journal Entry	Formerly known as a FUPLOAD	A Mass Journal Entry (formerly known as a FUPLOAD) is an FTR e-Form that is used to generate journal entry transactions with more than 20 lines. A .csv file will need to be prepared using the template provided in the FTR eForm User Manual before completing and submitting this type of eForm.
Interdepart-mental Invoice	IDI	An FTR eForm used to record transactions between departments for payment of goods and services performed by one campus department for another. Examples include Facilities Management charges for labor services or Telecommunications charges for telephone services.
Journal Entry	Formerly known as a JV	An FTR eForm used to record and authorize Journal Entries, Book Disbursements, and Book Receipts.

IV. TYPES OF JOURNAL ENTRIES

The main types of Journal Entries that can be recorded at UNC Charlotte are listed below. A Journal Entry, as defined in these guidelines, is generally created to move, adjust, or correct certain funds and accounts. Interdepartmental sales and services transactions are classified as a type of Journal Entry since the transaction involves moving funds from one department within the University to another.

Corrections, Reclassifications, Transfers, and Allocations

FTR eForms should be used to make the following changes to revenue and expense transactions:

Corrections are journal entries that correct errors in non-payroll expense or revenue accounts. Errors include use of an incorrect fund, account, amount or any combination thereof.

Reclassifications are year-end journal entries that move (reclassify) non-payroll expense and income transactions recorded in a fund and/or account to a different fund and/or account for financial statement purposes. These entries are prepared and processed by Financial Services staff.

For corrections and reclassifications, adequate support of the original transaction and the need for the entry must be included as support. See 'Supporting Documentation' in Section II.

If a transaction was submitted by another department and help and/or supporting documentation is needed regarding the transaction, the user can determine the appropriate person to speak with via the Document Type Matrix in Section VIII.

Transfers are made to transfer "cash" or available funds from one fund to another fund. Because the cash account G11000 cannot itself be transferred, using an '8' account effectively moves cash when transfers are needed True transfers will always use account numbers that begin with '8' (8xxxxx) which are used to move cash between funds without creating revenue and expense on the University's financial statements. All transfer activity must net to zero: all transfers out must have equal and offsetting transfers in. Note: transfer accounts may not be used with general funds without approval from the Budget department.

> Example: The Philosophy Department wishes to sponsor the English Department's writing competition. Because the expenses still "belong" to the English Department, the Philosophy Department will just transfer "cash" to the English Department to help sponsor the competition:
> Debit: Phil Dept Fund-Account 881200, Non-Mandatory Transfer OUT
> Credit: Engl Dept Fund-Account 808400, Non-Mandatory Transfer IN

Allocations are made by campus units to distribute revenues received by a central project to related dependent projects. This normally happens in auxiliary units such as housing or athletics that have multiple spending projects. These transactions are accomplished using transfers.

Interdepartmental Sales and Services

ALL of the following transaction types must use an Interdepartmental Invoice (IDI) transaction type on the FTR eForm, not a Journal Entry transaction type.

<u>Interdepartmental Sales and Services and subsequent adjustments</u> are transfers of payment for goods and services performed for one campus department by another campus department. For example, interdepartmental invoices are used when Facilities Management charges for work performed by Labor Services or for the user of cars from the Motor Pool.

<u>Interdepartmental Partial and Final Encumbrance Payments</u> are interdepartmental transactions that reduce a Capital Projects encumbrance.

High Volume Entries

<u>Mass Journal Entry eForms</u> are used to submit journal entries with more than 20 transaction lines. Members of Financial Services and Grants & Contracts Administration may request access to submit MJEs if there is a need. In addition, members of other campus departments may request access to submit MJEs if they process interdepartmental invoicing transactions in large quantities (10 or more transactions per entry) on a recurring basis (at least monthly).

Submit an Imaging Access request to obtain system access authorization and training to use the Mass Journal Entry transaction type.

<u>Transaction Feeds</u> from non-integrated systems to Banner Finance are primarily processed by departments with a large number of interdepartmental sales and services transactions, such as ITS Telecommunications and Materials Management Receiving and Stores. It is the submitting department's responsibility to verify the accuracy of the data being submitted. Departments should validate all journal entry feeds once posted for integrity, validity, and completeness. For more information or questions, contact Financial Systems Support.

V. CHECKLIST FOR PREPARING JOURNAL ENTRIES

To complete the appropriate transaction type on the FTR eForm:

- □ Select "Journal Entry" as the Type (defaults to JN6)
- □ Select Chart of Accounts (defaults to Chart 1)
- □ Enter Fund and Account codes. Name of Fund and Account appears below the number. Verify that you are using the correct codes.
- □ Enter short informative descriptions for both the debit and credit sides of the entry. For corrections and reclassifications, include the Document Number of the original transaction in the 'Correcting Document #' field.
- □ Enter debits and credits and ensure the total debits equals the total credits.
- □ Provide an explanation for the entry that is clear, relevant and concise.
- □ In Banner, check fund balances to ensure adequate availability of funds affected by the entry and check that any related correcting entries have not already been submitted.
- □ If a transaction is being reclassified or corrected, capture a screen print from Banner Form FGITRND and highlight the applicable transactions.

VI. BANNER PAGES AND REPORTS

For information on how to use pages and reports within Banner and ePrint (FGIBAVL, FGIBDST, FGITRND, etc.) to check and monitor budgetary and financial activity, see the FINANCIAL MANAGEMENT GUIDELINES on the CONTROLLER'S OFFICE website in Manuals/Guides/Procedures under the Resources section.

In addition, an overview of Banner pages and reports is provided in Banner Finance Training, a self-paced class available on demand in Canvas. Login to CANVAS using your NinerNET username and password, and navigate to the 'Training-Banner Finance' folder under 'Courses' on the left hand side of the screen. From this screen, you can scroll down through about different modules related to using Banner Finance. For more information or questions, see the FINANCIAL SYSTEMS SUPPORT WEBSITE.

VII. FREQUENTLY ASKED QUESTIONS

Q: How will I know how to complete the FTR eForms?
A: Each form has "Instructions" at the top of the eForm for step-by-step data entry instructions.

Q: What should be included in the forms' line descriptions?
A: See Section V and the example in Section II, Supporting Documentation.

Q: Do Journal Entry FTR eForms need backup documentation attached?
A: Yes. See Appendix 1, Journal Entry Matrix, for a summary of required supporting documentation and Section II, Supporting Documentation. Generally, when submitting supporting documentation, it is best to provide enough support that, if an external person (from another department, an auditor, etc.) were to review the journal entry, that person would be able to understand the rationale for the entry.

Q: Who needs to approve the Journal Entry FTR eForm?
A: See Appendix 1, Journal Entry Matrix, for a summary of allowed preparers and approvers. All Journal Entries need two approvals: the person preparing the transaction "approves" the entry when they successfully submit the entry on the FTR eForm and a supervisor of the preparer provides a second approval using the FTR eForm process. If multiple funds are involved, supporting documentation should be included that shows approval from all departments involved.

Q: Why are miscellaneous income and expense accounts not recommended for use in Journal Entries?
A: Miscellaneous revenue/expense accounts should only be used when other more appropriate accounts are not available. Much time is spent analyzing and reclassifying transactions posted to "miscellaneous" accounts to properly reflect activity for financial reporting purposes. This restriction helps ensure transactions are properly coded when recorded and reviewed by appropriate staff.

Q: Can I complete a Journal Entry using a 5xxxxx fund?
A: All Journal Entries using 5xxxxx fund numbers must be approved by Grants and Contracts Administration and will be automatically routed for their review.

Q: Why can't I use account numbers that end in three zeroes?
A: Account numbers that end in "000" are for "pool expenses" which are for budget purposes only. Account numbers used for journal entries must be more specific, reflecting the type of expense that is being incurred.

Q: How do I correct the coding on a Purchase Order?
A: If there is still money left on a Purchase Order, contact the Purchasing Department to complete a

change order for the balance. Contacts are listed on the MATERIALS MANAGEMENT WEBSITE.

Corrections for any payments already made on the Purchase Order can be made on Journal Entries as described above.

Q: How is cash transferred by using 8xxxxx account numbers?
A: Because cash accounts cannot be debited or credited using Journal Entries, any movement of cash between funds must be accomplished using transfer account numbers (8xxxxx). Using these accounts is similar to making a transfer at an ATM between personal checking and savings accounts. The cash is moved even though no check is written or actual cash is being used and the cash balances of both accounts will reflect the transfer. However, these account codes cannot be used with general funds.

Q: Can I show a negative number, such as (5.00), in the debit or credit field?
A: No. If a negative amount is involved, such as a credit on an invoice, then that amount should be entered into the opposite column than would normally be used. Using negative numbers will cause errors by giving false hash totals for the entry.

Q: How do I know if a journal entry has been processed?
A: Go to Banner Finance > FGIBDST. Key in the applicable fund (the Organization and Program will populate automatically) and Account number (Optional).

Click the [Go] button . Highlight the account number and press F3 (or [RELATED]) for Transaction Detail Information [FGITRND].

Alternatively, go straight to Banner Finance > FGITRND and key in the applicable fund and account number (mandatory) and press the Go button.

If you think that an entry is missing, contact the Controller's Office, General Accounting unit, General Accounting Technician (see list of contacts in Section VIII).

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Q: Can I prepare a Journal Entry to correct prior year activity?
A: If the only funds affected are general funds and the amount is not being corrected, the entry is not necessary. All general fund activity closes at June 30th each year to fund balance. If the funds are non-general funds, it is advisable to use transfer lines to correct any errors. Supporting documentation should include the original document number and the reason for the correction. Please contact General Accounting for further guidance.

Q: Can transactions involving food/meals be reclassified or corrected using a Journal Entry?
A: There are very few funds that can be used to purchase food or meals. For further guidance on entries involving food or meals, see the TRAVEL AND COMPLEX PAYMENTS OFFICE WEBSITE.

VIII. CONTACTS, WEBSITES AND FURTHER RESOURCES

Contacts

Go to finance.uncc.edu to view all contacts by department.

General questions:
Amy Hisler, Associate Controller-Accounting and Disbursements (x7-5786)

Journal Entries and Mass Journal Entries:
Alice LaRocca, General Accounting Technician (x7-5783)

Interdepartmental Invoices:
Melanie Sischo, Invoice Payment Specialist, Accounts Payable (x7-5790)

Banner Access:
Mark Haire, Security Administrator, Financial Systems Support (x7-5812)

Payroll Redistributions and Reclassifications:
Alice Patterson, Personnel Budget Technician, Budget Office (x7-5778)

Treasury Services transactions:
Bill Sturmer, Endowment Accounting Manager, Treasury Services (x7-5807)

Grants and Contracts transactions:
Deborah Fraser, Manager of Compliance, Grants & Contracts Administration (x7-2894)

Document Type Matrix

To investigate if a questionable transaction is properly coded, a department may need to contact the Financial Services department that keyed the entry. Below is a matrix that contains frequently used Document Types and the associated contact.

If the Doc Type is:	Doc Type category	Contact
BDxx	Budget entries	Budget Office – Hong Vu or Ken Smith
B11, B12, B14, B15	Budget entries	Budget Office – Kara Killough / Hong Vu
CS1	Cash payments	Cashiers – Nicole Haire
INEI, INNC, INNI, CNNI	Invoice, A/P related	Disbursements-Accounts Payable – Jerri Painter
JNA, JEF, JEP	Internal charges	Accounts Payable – Melanie Sischo
JN6, JT6	Journal entries	Should be maintained by each department
JFL, JFI	Mass Journal Entries	Should be maintained by each department
JTV	Travel documents	Disbursements-Travel & Complex Payments – Jerri Painter
POxx	Purchase Order related	Materials Management – Dept Purchasing Agent

External guidance referenced throughout the body of these guidelines has been marked in <u>ALL CAPS</u> and can be found at the following WEBSITES:

Financial Services site: https://finance.uncc.edu

Finance Forms: http://finance.uncc.edu/faculty-staff-resources
(includes links to FTR eForms, Banner Request to Change Financial Manager, etc.)

Budget Office: http://finance.uncc.edu/about-us/budget-office
(includes information on payroll/salary reallocations and redistribution)

Financial Systems Support: http://finance.uncc.edu/about-us/financial-systems-support
(includes information on Banner Finance training via Canvas)

General Accounting: http://finance.uncc.edu/about-us/controllers-office/general-accounting
(includes links to Journal Entry Guidelines and Matrix, Petty Cash/Change Fund Procedures and Training, etc.

Materials Management/Purchasing: http://finance.uncc.edu/about-us/materials-management)
(includes link to Purchasing Manual and other purchasing resources)

Purchasing Card Program: http://finance.uncc.edu/about-us/controllers-office/purchasing-card-program
(includes link to Purchasing Card Manual, Purchase to Reconciliation Packet, etc.)

Reporting & Fixed Assets: http://finance.uncc.edu/about-us/controllers-office/reporting-fixed-assets
(includes link to Fixed Assets Guidebook and Account Code resources)

Travel & Complex Payments: http://finance.uncc.edu/about-us/controllers-office/travel-complex-payments
(includes link to Travel Procedure Manual, Reimbursement for Purchases Procedure, and other travel and Direct Pay Request resources)

Treasury Services: http://finance.uncc.edu/about-us/treasury-services

Other University Sites

Banner: http://banner.uncc.edu

ePrint: https://eprint.uncc.edu

Canvas: https://canvas.uncc.edu/

Internal Audit: http://internalaudit.uncc.edu
(includes link to 'The Basics of Internal Controls' training, Internal Audit Standards, etc.)

Grants & Contracts Administration (GCA): https://research.uncc.edu/grants-contracts-administration

GCA Costing Procedures for Research Cost transactions: https://research.uncc.edu/departments/grants-contracts-administration/cost-analysis/effort-reporting

University Policy Statements: http://legal.uncc.edu/policies

APPENDIX 1: JOURNAL ENTRY MATRIX

Journal Entry Type	Purpose (Definition)	Rule Code(s)	Who Can Initiate	Approver Routing	Not Allowed	Documentation Requirements
General Journal Entries – use FTR eForm						
Reclassifications/ Corrections	Move non-payroll Transactions from a fund and/or Account to a different fund and/or account	JN6	Campus Depts or Financial Services	*Supervisor/Dept Financial Manager *GCA for transactions Affecting grant funds *Treasury Services for transactions affecting Endowment funds	*Payroll reclassifications for current year activity *Corrections of 'expected' expenses or unpaid encumbrances *Interdepartmental sales & services transactions *Transfers of cash *Reclassifications to miscellaneous accounts without prior approval	*Document number from original transaction *Reason for the entry in Explanation section *Any relevant support
Transfers	Transfer cash from one fund to another	JT6	Campus Depts or Financial Services	*Supervisor/Dept Financial Manager *Financial Managers for all funds involved *General Accounting	*Reclassifications and/or corrections *Transfers of expenses	*Reason for the entry in the Explanation section *Any relevant support, i.e. email.
Allocations	Distribute revenues to various funds					
Interdepartmental Sales & Services – submitted on IDI e-Form						
Interdepartmental Invoices	Transfer payment for goods provided or services performed for one campus dept by another campus dept	JNA	Dept providing the goods or service	Supervisor/Dept Financial Manager	*Non-sales/services transactions between departments *Transfers of cash or expenses	Copy of invoice sent to receiving department
Partial and Final Encumbrance Payments	Interdepartmental transactions that reduce an encumbrance	JEP Partial JEF Final JNB	FM or Telecom Depts	FM or Telecom Managers		*Departmental invoice form *Description of the transaction
Partial and Final Encumbrance Payments for Capital Payments	Interdepartmental transaction that reduces a Capital Projects encumbrance	JCP Partial JCF Final JNC	FM or Telecom Depts	FM or Telecom Managers		*Departmental Invoice form *Description of the transaction

High Volume (Mass) Journal Entries – submitted on FTR eForm						
Mass Journal Entry	Journal entries with more than 20 transaction lines	JFL JFI JFF (FS only)	Authorized campus users	Supervisor/Dept Financial Manager	*See Reclassifications/ Corrections	*All documentation kept at department level