

Using Foundation Flow- Thru Funds



**HOW TO PROCESS THE
DOCUMENTATION**

Payments in Perceptive Content

- Invoice must be billed to UND not the Foundation
- Reference the Foundation fund in the first five characters of the description line on the eForm
 - Additional description can be added (total of 30 characters, including the Foundation fund number, will transfer into PeopleSoft)
- Fill out the funding information using the UND flow-thru fund number in the distribution lines (26XXX fund)

The screenshot shows a payment form with several sections. A red arrow points from the top left to the 'Description' section. Another red arrow points from the bottom left to the 'Fund' field in the 'Distribution Lines' section.

Description

	Description	Amount
-	11111-Supplies for project	527.00
Total:		527.00

Distribution Lines

The *Distribution Lines, Special Instructions, and Additional Information* should be completed by the department requesting payment.

	With-holding	Account	Fund	Dept.	Program	Project	Amount
-		535045	26111	3130			527.00
Total:							527.00

Special Instructions

Additional Instructions
Must be checked before payment can be issued

Payments on the P-Card

26XX

- Reallocate the payment to the UND flow-thru fund using PaymentNet
- In PaymentNet, record the Foundation fund number in the notes section for that transaction

The screenshot shows a PaymentNet transaction form with the following details:

General Information | Addendum | History | < Previous 1 of 24 Next >

Buttons: Save, Add Lines, Dispute

Settlement Method: Commercial Card
Transaction Type: Purchase
Account Number: *****1564
Transaction Date: 05/16/12
Post Date: 05/31/12
MCC: 5732
Merchant: TIERNEY BROTHERS INC
06123315500, MN, US

Parent Merchant: TIERNEY BROTHERS INC
Exported:

Customer Code: UOFND3
Micro Reference: 55480772152892014535275
Authorization Number: 084788
Transaction ID: 671851958001

Original Currency: USD
Original Amount: \$8,716.00
Tax: \$0.00
Settlement Currency: USD
Total: \$8,716.00

Accounting Codes (UND01 Chart):

- * Business Unit: UND01 - UNIVERSITY OF ND
- SpeedChart: None
- * PSFT Account: 552015 - Audio Visual Equip < \$500
- * Fund: 21700 - STF Allocation - SMHS
- * Dept ID: 8275
- Operating Unit: None
- Class: None
- PC BU: None
- Project: None
- Activity: None
- Program: None
- Source Type: None
- Category: None
- Subsystem PC BU: None
- Subsystem Activity: None
- Subsystem Analysis Type: None
- Subcategory: None

Transaction Custom Fields:

Transaction Notes: (3000 characters maximum)

Red arrows point from the text '26XX' to the 'Fund' dropdown menu and from the bottom of the slide to the 'Transaction Notes' text area.

Travel Vouchers

Travel Vouchers can be processed referencing and highlighting the Foundation fund number directly above the note section.

The UND flow-thru fund starting with 26, will be the funding source at the bottom.

T 304686

UNIVERSITY OF NORTH DAKOTA TRAVEL EXPENSE VOUCHER

Name: _____ EMPLOY # **0204623**
 Department: CoBPA Dean's Office Stop# 8098 Contact Phone # 7-2135
 Purpose of Trip: SBOC/SSHI Meeting in Fargo

Acct. Use Only

YEAR	DATE (MM/DD/YY)	POINTS COVERED BY TRAVEL	DEPARTURE AND RETURN TIME	OUT-OF-STATE TRAVEL				IN-STATE TRAVEL				AIR TRNS IN/OUT OF STATE	OTHER TRNS AND MISC EXP
				MEALS		LODGING	VEHICLE MILES	MEALS		LODGING	VEHICLE MILES		
				TAXABLE	NON-TAX			TAXABLE	NON-TAX				
2013	5/18	Grand Forks to Fargo (Round Trip)	9:00 AM								170		
TOTALS				0.00	0.00	0.00	0.00	0.00	0.00	0.00	86.05	0.00	0.00

TOTAL EXPENSES: \$96.05

Personal vehicle mileage claimed has been approved by employee's supervisor *Alumni 64358*

Supervisor Signature: _____ Date: 5-22-13
 I hereby certify this itemized statement representing a claim for per diem, mileage and/or travel expense or combination thereof is truthful and accurate. All expenses claimed have not been paid by the state through direct payments to the hotel or with a sight check or cash payment to the traveler.

APPROVALS

Traveller's Signature: _____ Date: 4 MAY 13

Departmental Approval: _____ Date: 5/22/13

Additional Approval (if required): _____ Date: 5-22-13

AMOUNT	ACCOUNT	FUND	DEPT	PROGRAM	PROJECT
\$96.05	521030	20549	2500		
		26010			

Amount Authorized: \$96.05

INPUT
MAY 28 2013

Submit Completed Form To Accounting Services Stop# 8356

Journal Vouchers

Journal vouchers can be used to move previous payments on or off your Foundation flow-thru fund. Simply document your Foundation fund in the first five characters of the Justification area and highlight that fund.

The flow-thru fund would be in the chartfield details to credit or charge

University of North Dakota JOURNAL VOUCHER

To be used **ONLY** to correct an existing Voucher

Instructions: Complete all information (except shaded areas) and submit to Accounting Services for processing		Reference #: JV
Vendor ID:	0000011111	A justification for all corrections is REQUIRED .
Vendor Name:	John Doe	For corrections to Grants & Contracts funding, Justification MUST include the who, what, why, when, where & supporting documentation of original charge, P-Card Reallocations. Documents MUST include: Original JV form, P-Card Reallocation form, Copy of Statement of Account & Invoices/Receipts. If the correction is > 90 days, Grants & Contracts Administration requires that the Cost Transfer Justification Form MUST be completed & attached to the JV.
Invoice Number:		
Invoice Date:		
Related Voucher Number:	00098543	
Justification for Correction:	12345 Foundation fund. Changing chart field.	

Chartfield to credit:					
AMOUNT	ACCOUNT	FUND	DEPT	PROGRAM	PROJECT
\$50.00	535045	31400	3130		
Chartfield to Charge:					
AMOUNT	ACCOUNT	FUND	DEPT	PROGRAM	PROJECT
\$50.00	535045	26000	3130		

Required for Grants & Contracts Funding

Departmental Signature (Department to be credited)	PI/Other Authorized Signature (In Ink) Dept credited
Date	Date
Departmental Signature (Department to be charged)	PI/Other Authorized Signature (In Ink) Dept charged
Date	Date

Departmental Contact Information	
Name:	
Phone#:	
Stop#:	

For Auditing Use Only	
G & C	Accounting services

Journal Entries

Journal entries can be used to process corrections to the general ledger or charge other departments for services provided.

The flow-thru fund would be in the chartfield details to credit or charge and the Foundation fund will be the first five digits of the description.

**University of North Dakota
JOURNAL ENTRY**

123456
REFERENCE #

Do not use for salary corrections on Grant/Contract Funds
** Do not use for Voucher corrections **

5/24/2016
Transaction Date

Accounting Service	7-1234	5678
<small>Originating Department</small>	<small>Phone #</small>	<small>Stop#</small>

Charging Dept
<small>Department Being Charged</small>

ACCT	FUND	DEPT	PROGRM	PROJECT	DESCRIPTION	CHARGES (+)	CREDITS (-)
535045	26XXX	3130			43210-charging a flow-thru	200.00	
535045	31400	3130					200.00
TOTAL						200.00	200.00

Journal Imports

When processing a journal import with a flow-thru fund, the flow-thru fund (26xxx) will be in the fund column (column D) of the spreadsheet and the corresponding Foundation fund should be recorded in column L

	A	B	C	D	E	F	G	H	I	J	K	L
1	File: Spreadsheettemplate											
2												
3	Journal ID:											
4	Purpose:											
5	Date:											
6	Period Covered:											
7												
8												
9	Populate these 3 columns only if Column G is populated with a Project ID											
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24	Bus. Unit	Ledger	Account	Fund	Dept	Program	Project ID	Amount	PC Bus Unit	Project Activity ID	Res. Analysis Type	
25												
26	UND01	ACTUALS		26000								61234
27												