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## ALUMNI FLOW-THRU FUND (26XXX) REIMBURSEMENT

### QUICK FACTS SHEET

**Department Use:** For use by departments that want to use funds at the UND Alumni Association & Foundation.

**UND Contact for Questions:** [Jodi Morgan](#), Financial Accountant

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### OVERVIEW: HOW DOES THE ALUMNI FLOW-THRU PROCESS WORK?

When a donor approaches UND about wanting to donate funds to a specific department, UND directs those donations to the UND Alumni Association & Foundation (referred to as the UND Foundation from this point forward in the instructions). The donated funds are deposited into an existing UND Foundation fund or a new separate UND Foundation distribution fund is established. Every fund at the UND Foundation is assigned a 5-digit fund number.

When a UND department wants to spend funds that were donated to the UND Foundation for the benefit of a specific UND department, they do this by using the process outlined below. To use this process, the expense has to be an **allowable** expense using UND funds and allowable with any donor restrictions at the UND Foundation.

#### Step 1: Establishing a UND alumni flow-thru fund

A department establishes an alumni flow-through fund at UND. These funds fall in the range of 26000 through 26999. A list of the active UND alumni flow-thru funds can be found on the [UND Finance reports website](#). You'll need to input your NDUS user ID and password to log into the site. The listing is called "Chartfields – Fund Code Listing."

## Reports

- [+Listing of UND Finance Reports.pdf](#) (PDF)
- [Chartfields - Account Code Listing.xlsx](#) (XLSX)
- [Chartfields - Department ID Listing.xlsx](#) (XLSX)
- [Chartfields - Fund Code Listing.xlsx](#) (XLSX)
- [Chartfields - Project ID Listing.xlsx](#) (XLSX)
- [Chartfields - UND Foundation Project ID Listing.xlsx](#) (XLSX)
- [Deficit Fund Balances by Dept.xlsx](#) (XLSX)
- [Deficit Project Balances by Proj.xlsx](#) (XLSX)
- [Travel & Expense - Approver Listing.xlsx](#) (XLSX)
- [Travel & Expense - Transactions FY2023.xlsx](#) (XLSX)
- [Treasury UND Department Receipts FY2020.xlsx](#) (XLSX)
- [Treasury UND Department Receipts FY2021.xlsx](#) (XLSX)
- [Treasury UND Department Receipts FY2022.xlsx](#) (XLSX)
- [Treasury UND Department Receipts FY2023.xlsx](#) (XLSX)

## Step 2: Charging an expense to a UND alumni flow-thru fund

When a department wants to spend money from one of their assigned funds at the UND Foundation, they charge the expense to a UND fund number that is an alumni flow-thru fund in the range of 26000 – 26999. In addition to using a 26XXX fund, they are also required to use a project ID to code every transaction. The project ID is formatted as UNDFOXXX at the end of the project ID correlates to a fund number at the UND Foundation. A department should enter the project ID that correlates to the fund number at the UND Foundation that they want to use to reimburse the expense that they are charging to the UND 26XXX fund. A list of available UNDF project IDs can be found on the [UND Finance reports website](#). You'll need to input your NDUS user ID and password to log into the site. The listing is called "Chartfields – UND Foundation Project ID Listing." See the detailed instructions on how to use the 26XXX funds in the various UND financial transaction types in the "How To" section of this document below.

# Reports

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  - [Treasury UND Department Receipts FY2023.xlsx](#) (XLSX)
- When entering a project ID, the following data may also need to be inputted (not all systems require each of the following):
    - PC Bus Unit = UND01
    - Activity = 1
    - An Type = GLE
  - The project IDs are not budgeted. PeopleSoft Finance checks to see that a valid UNDF project ID has been included in the transaction but will perform no additional validation checks.

## Step 3: UND Bills the UND Foundation Requesting Reimbursement

On a monthly basis, the UND Controller's office accumulates all expenses that were posted to funds in the 26000 – 26999 fund range in a report. They send a summary of those expenses over the UND Foundation, requesting that those expenses be reimbursed to UND, using the UND Foundation fund that is listed within the UNDFOXXXXX project ID of every expense transaction included in the billing summary.

#### **Step 4: UND Foundation Reviews Billing File and Reimburses UND**

The UND Foundation receives the billing file of all expenses that UND is requesting to be reimbursed for. They review the expenses to determine that there is enough funding available to cover the expense and that the expense is allowable per the donor agreement. For example, if a donor donated funds to be used for student scholarships, that fund could **not** be used to reimburse UND for a new laptop that a department wanted to purchase for a faculty member. Once the UND Foundation has reviewed the expenses and determined that they are allowable per the donor agreements, they sent a payment to UND.

#### **Step 5: UND Receives the Funds and Deposits the Revenue**

The payment that is received by UND is deposited into the individual 26XXX funds and UNDFXXXXXX projects that incurred the expense. In a fiscal year, the expenses that are charged to a 26XXX fund should match the revenue that was recorded to that 26XXX fund as reimbursement is received from the UND Foundation.

#### **Step 6: UND Foundation Prepares Monthly Distribution Fund Reports and Sends to UND Departments**

On a monthly basis, the UND Foundation provides Distribution Fund Reports that show the activity in each UND Foundation fund. These reports are sent to the individual UND department contacts. Please contact the UND Foundation with any questions regarding balances available to spend.

## HOW TO: USING ALUMNI FLOW-THRU FUNDS IN UND FINANCIAL TRANSACTIONS

### Journal Entry:

Header | **Lines** | Totals | Errors | Approval

Unit: UND01      Journal ID: ALUMTEST      Date: 06/27/2023  
 Template List      Change Values

Inter/IntraUnit      \*Process: Edit Journal      Process

▼ Lines

Select	Line #	*Unit	Account	Fund	Dept	Program	PC Bus Unit	Journal Line Description #	Project
<input type="checkbox"/>	1	UND01	602005	26010	2500		UND01	Cellular Phones	UNDF040090

Header | **Lines** | Totals | Errors | Approval

Unit: UND01      Journal ID: ALUMTEST      Date: 06/27/2023  
 Template List      Change Values

Inter/IntraUnit      \*Process: Edit Journal      Process

▼ Lines

Select	Line #	Journal Line Description #	Project	Activity	An Type	Amount	PC Status	Projected Balance
<input type="checkbox"/>	1	Cellular Phones	UNDF040090	1	GLE		Not Distributed	Projected Balance

Each line item that uses a flow-through fund (26XXX) will need to have a UND Foundation fund project ID – the PC Bus Unit (Enter- UND01), Activity (Enter- 1), and An Type (Enter- GLE) must also be entered.

*What happens if I do not enter the Project ID?*

The Journal Entry will show the following **error message**:

▼ Line Errors

Line #	Field Name	Field Long Name	Set	Msg	Message Text
1	FUND_CODE	Fund Code	9600	31	Combo error for fields Fund/Project in group FUND_PROJ.

To correct the error, go back to the journal entry line tab and enter the project ID.

### Journal Import:

Journal ID (max 10): ALUMTEST													
Purpose: Testing of Alumni Funds													
Date: 6/30/2023													
Period Covered:										Must complete these 3 columns for line items using a project number.			
Always UND01	Always ACTUALS	6 numeric characters	Leave this column blank	5 numeric characters	4 numeric characters	5 numeric characters with first character always a 0, therefore format column as text so all characters are displayed	10 alphanumeric characters	No formulas should be left in this column. Check that the values in this column sum to zero before submitting.	Always UND01	Always populated with a 1	See Resource analysis tab for details on populating this column. If using a balance sheet account number, leave the cell blank.	Optional field. Maximum of 30 characters	
Bus. Unit	Ledger	Account	Alt Acct	Fund	Dept	Program	Project ID	Amount	PC Bus Unit	Project Activity ID	Res. Analysis Type	Description	
UND01	ACTUALS	602005		26010	2500		UNDF09999	100.00	UND01	1	GLE	Reimburse Alumni Funds	

Each line item that uses a flow-through fund (26XXX) will need to have a UND Foundation fund project ID – the PC Bus Unit (Enter- UND01), Activity (Enter- 1), and An Type (Enter- GLE) must also be completed.

*What happens if I do not enter the Project ID?*

The journal entry will show an **error message** after the import process. You will receive an email from [und.journalimports@und.edu](mailto:und.journalimports@und.edu) or the PeopleSoft Finance system to make the correction.

### Travel & Expense report:



Expense Report Distributions											
Expense Type: Miscellaneous Travel											
Amount: 100.00 USD											
Accounting Details											
GL ChartFields   Project ChartFields   Show All											
+	-	Amount	GL Unit	Description	Monetary Amount	Currency Code	Exchange Rate	*Account	Fund	Dept	
		100.00	UND01	University of North Dakota	100.00	USD	1.00000000	521065	26010	2500	Other Transportation & Misc Ex BPA Alumni Expenses

Expense Report Distributions												
Expense Type: Miscellaneous Travel												
Amount: 100.00 USD												
Accounting Details												
GL ChartFields   Project ChartFields   Show All												
+	-	Amount	PC Bus Unit	Project	Activity							
		100.00	UND01	University of North Dakota	UNDF040090	COBPA Student Success	1	COBPA Student Success				

Each line item that uses a flow-through fund (26XXX) will need to have a UND Foundation fund project ID – the PC Bus Unit (Enter- UND01) and Activity (Enter- 1) must also be completed.

*What happens if I do not enter the Project ID?*

The Expense Report will show one of the following **error messages** after submitting:

Alumni Funds conference   
 Jodi Morgan 

▶ Errors exist in this expense report, submission not possible until the errors are corrected.

**Expense Report Summary**

Total (1 Item)	<b>100.00 USD</b>
Due to Employee	<b>100.00 USD</b>


**Additional Information**


-  View Analytics >
-  Notes >
-  View Printable Report >


**Miscellaneous Travel - 06/01/2023**

▶ **Expense Entry Errors**


- Correct the following errors prior to submission:
- Combo error for fields FUND\_CODE/ PROJECT\_ID in group FUND\_PROJ.

\*Date  

\*Expense Type  


\*Description  



**Payment Details**


\*Payment  

\*Amount

**Additional Information**

\*Billing Type  

-  Attach Receipt >
-  Accounting 1 >



To correct the error, go back to the expense form and enter the project ID.

Journal Voucher:

Invoice Information | Payments | Voucher Attributes

Business Unit: UND01 | Invoice No: COR-V3305270 | Invoice Total: Line Total 0.00, \*Currency USD, Total 0.00, Difference 0.00

Voucher ID: NEXT | Accounting Date: 06/07/2023 | Pay Terms: 00 | Basis Date Type: Inv Date | Budget Status: Not Chk'd

Invoice Date: 06/07/2023 | Supplier: AMAZON.COM | Supplier ID: 0000001964 | ShortName: AMAZON.COM-001 | Location: PRIMARY | \*Address: 21

\*Related Voucher\*: V3305270 |  Incomplete Voucher

Save | Save For Later | Action | Run | Calculate | Print

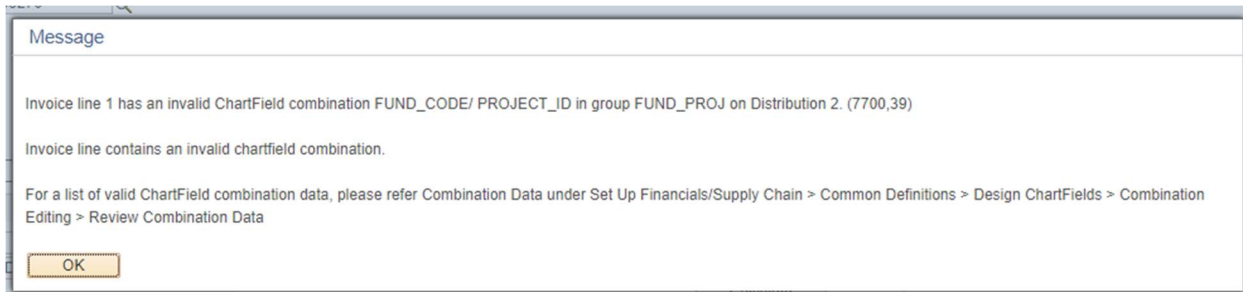
Invoice Lines: Line 1 | \*Distribute by: Amount | SpeedChart: | Ship To: UND | Description: | Packing Slip: | One Asset:  Calculate

GL Chart	Exchange Rate	Statistics	Assets	Personalize	Find	View All	First	1-4 of 4	Last			
Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	PC Bus Unit	Project	Activity	Sour Type
<input type="checkbox"/>	1	-100.00	1.0000	UND01	602005	20467	2500					
<input type="checkbox"/>	2	100.00	1.0000	UND01	602005	26010	2500		UND01	UNDF040090	1	
<input type="checkbox"/>	3	-100.00	1.0000	UND01	105251	20467	2500					
<input type="checkbox"/>	4	100.00	1.0000	UND01	105251	26010	2500		UND01	UNDF040090	1	

Each line item that uses a flow-through fund (26XXX) will need to have a UND Foundation fund project ID – the PC Bus Unit (Enter- UND01) and Activity (Enter- 1) must also be completed.

*What happens if I do not enter the Project ID?*








The journal voucher will show the following **error message** when saving the journal voucher:



To correct the error, go back to the journal voucher input screen and enter the project ID.

### Requisition in UND Marketplace (Jaggaer):








#### Accounting Codes

Account *	Department *	Fund - Dept * 	Project 	Program Code
551005 	2500 	26010-2500 	UNDF040090 	Search 

Each line item that uses a flow-through fund (26XXX) will need to have a UND Foundation fund project ID. You can enter the project ID, or use the look up feature in UND Marketplace (click the blue arrow) and a listing of the projects will display – below is an example:

#### Edit Accounting Codes

#### Accounting Codes

Account *	Department *	Fund - Dept * 	Project 	Program Code
551005 	2500 	26010-2500 		Search 

Organization Values

- UNDF040039 - Musich Monica and Mark Family
- UNDF040052 - Unzelman Law School Fund
- UNDF040090 - COBPA Student Success

#### What happens if I do not enter the Project ID?

You will receive an email from UND Procurement stating your requisition has been returned with the following **error message**:

Line: 1, Split: 1 - The following distribution fields are invalid: Alumni Flow-Through Funds beginning with '26' must also include a Project ID

To correct the error, go back to the requisition and enter the project ID.

#### PeopleSoft HCM (Payroll):

UNDF0XXXXX project IDs needs to be used to code transactions in PeopleSoft HCM that are coded to 26XXX funds. If a position number needs to be paid using a UNDF project ID that hasn't been used previously in the fiscal year, a new combo code needs to be requested. The instructions for requesting a new combo code can be found [here](#). Departments are responsible for requesting any new combo codes, this will not be coordinated by the UND Controller's office.



PaymentNet (PCard):

Transaction Information	Accounting Codes
Settlement Method: Commercial Card	Chart of Accounts: UND01 Chart
Transaction Type: Purchase	Business Unit*: UND01 - UNIVERSITY OF ND
Cardholder Name: BRITTANY JACKSON	SpeedChart: None
Account Number: *****5230	PSFT Account*: 621325 - Other Operating Fee:
Transaction Date: 06/10/23	Fund*: 26010 - BPA Alumni Expenses
Post Date: 06/12/23	Dept ID*: 3100
MCC: 9399	Operating Unit: None
Merchant: ND STATE BOARD OF ACCO	Class: None
Merchant Location: GRAND FORKS, ND, US	PC BU: UND01 - University of North D
Original Merchant: ND STATE BOARD OF ACCO	Project: UNDF099999
Parent Merchant: ND STATE BOARD OF ACCO	Activity: 1 - Activity
Customer Code: 0000000000000000	Program: None
Micro Reference: 55432863161206283530161	Source Type: None
Authorization Number: 044487	Category: None
Transaction ID: 4108855888001	Subsystem PC BU: None
Original Currency: USD	Subsystem Activity: None
Original Amount: \$85.00	Subsystem Analysis Type: None
	Subcategory: None

Each line item that uses a flow-through fund (26XXX) will need to have a UND Foundation fund project ID – the PC Bus Unit (Enter- UND01) and Activity (Enter- 1) must also be completed.

*What happens if I do not enter the Project ID?*

You will receive an email from UND P-Card Administration team to make a correction.

Note: If you do not see your project ID in PaymentNet please email [und.pcard@und.edu](mailto:und.pcard@und.edu)