

# 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)

**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

26XXX

- 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

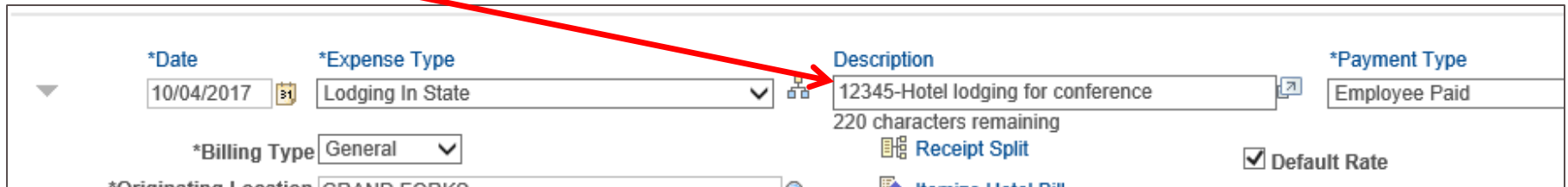
**Transaction Custom Fields:**

**Transaction Notes:** (3000 characters maximum)

Red arrows point from the text '26XXX' to the PSFT Account field and from the bottom of the page to the Transaction Notes field.

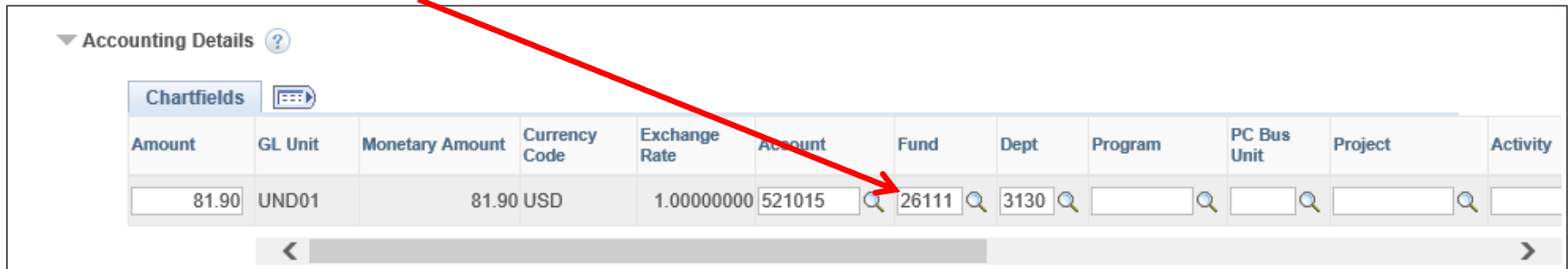
# Travel & Expense Reports

T&E reports may be processed documenting the foundation fund in the first five characters of the expense description.



A screenshot of an expense report entry form. The form includes fields for \*Date (10/04/2017), \*Expense Type (Lodging In State), Description (12345-Hotel lodging for conference), and \*Payment Type (Employee Paid). A red arrow points from the text above to the '12345' part of the description field. Other fields include \*Billing Type (General) and a checked box for Default Rate.

The UND flow-thru fund starting with 26, will be used in the expense funding chartfield detail.



A screenshot of the Accounting Details section, showing a table of chartfield details. A red arrow points from the text above to the 'Fund' column, which contains the value '26111'.

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	PC Bus Unit	Project	Activity
81.90	UND01	81.90	USD	1.00000000	521015	26111	3130				

# 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 <b>REQUIRED</b> .
Vendor Name:	John Doe	For corrections to Grants & Contracts funding, Justification <b>MUST</b> include the who, what, why, when, where & supporting documentation of original charge, P-Card Reallocations. Documents <b>MUST</b> 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 <b>MUST</b> 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

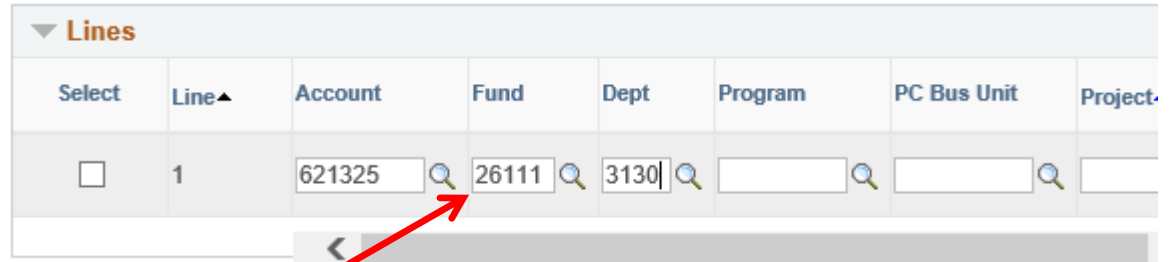
Departmental Signature (Department to be credited)	PI/Other Authorized Signature (In Ink) Dept credited
Date	Date
Departmental Signature (Department to be charged)	PI/Other Authorized Signature (In Ink) Dept charged
Date	Date

Departmental Contact Information	
Name:	
Phone#:	
Stop#:	

For Auditing Use Only	
G & C	Accounting services

# Journal Entries

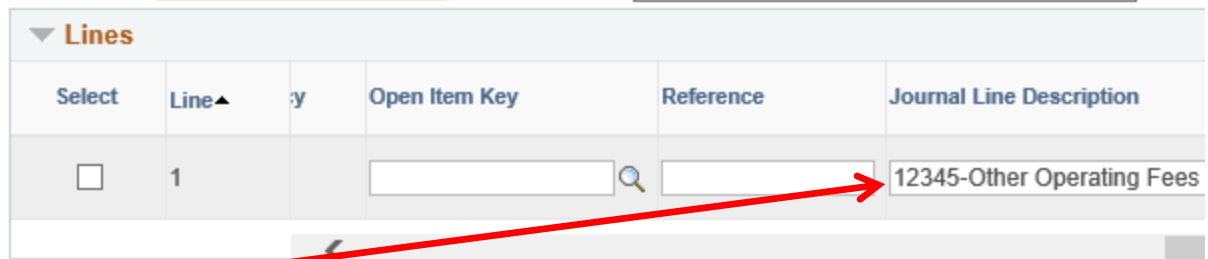
Journal entries can be used to process corrections to the general ledger or charge other departments for services provided.



A screenshot of a journal entry form. The table has columns: Select, Line, Account, Fund, Dept, Program, PC Bus Unit, and Project. The first row shows Line 1 with Account 621325, Fund 26111, and Dept 3130. Each field has a magnifying glass icon. A red arrow points from the text 'The flow-thru fund would be in the chartfield details to credit or charge' to the Fund field.

Select	Line	Account	Fund	Dept	Program	PC Bus Unit	Project
<input type="checkbox"/>	1	621325	26111	3130			

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 journal line description.



A screenshot of a journal entry form. The table has columns: Select, Line, y, Open Item Key, Reference, and Journal Line Description. The first row shows Line 1 with a description of '12345-Other Operating Fees'. A red arrow points from the text 'will be the first five digits of the journal line description' to the '12345' part of the description.

Select	Line	y	Open Item Key	Reference	Journal Line Description
<input type="checkbox"/>	1				12345-Other Operating Fees

