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)
Payments on the P-Card

- 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
Travel & Expense Reports

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

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

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