



“How to Process ...”

Foundation Reimbursement

The following steps should be followed when completing/processing a transaction that will be reimbursed by the UND Foundation:

Please note that only transactions that are allowable using University funds can be completed using this process.

When processing a payment in Jaggaer

- University flow through fund (26xxx) should be referenced in the accounting code fund field of the Payment Request Form
- The Foundation fund number should be noted in the internal note at the LINE level not the HEADER level of the Payment Request Form.

When processing a payment on the Purchasing Card:

- University flow through fund (26xxx) should be referenced in the accounting code fund field of the PaymentNet reallocation process
- The Foundation fund number should be documented in the transaction notes of the PaymentNet reallocation.

When processing a Travel & Expense:

- University flow through fund (26xxx) should be referenced in the funding sources on the expense line.
- The Foundation fund number should be documented in the first characters description field of the expense line.

When processing a Journal Voucher:

- University flow through fund (26xxx) should be referenced in the chartfields to credit or charge.
- The Foundation fund number should be documented in the Description box of the journal voucher.

When processing a Journal Import:

- University flow through fund (26xxx) should be referenced in the chartfields to credit or charge.
- The Foundation fund number should be documented in column M of the journal import spreadsheet on the same line as the flow through fund.



“How to Process ...”

When processing a Journal Entry:

- University flow through fund (26xxx) should be referenced in the chartfields to credit or charge.
- The Foundation fund number should be documented in the description field on the same line as the flow through fund.

At the end of each month, Procurement & Payment Services will provide the UND Foundation with a report of all the transactions posting to the 26xxx fund for each department. The Foundation will review the transactions and process a reimbursement check to UND. Procurement & Payment Services will deposit the check into the correct fund and email the department a copy of the receipt.