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

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.”
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 UNDF0XXXX 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**

- 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 FY2021.xlsx (XLSX)
- Treasury UND Department Records FY2020.xlsx (XLSX)
- Treasury UND Department Records FY2021.xlsx (XLSX)
- Treasury UND Department Records FY2022.xlsx (XLSX)
- Treasury UND Department Records 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 UNDF0XXXXXX 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 UNDF0XXXXX 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:

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:

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

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 or the PeopleSoft Finance system to make the correction.

Travel & Expense report:

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

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):

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:

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):

<table>
<thead>
<tr>
<th>Transaction Information</th>
<th>Accounting Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Settlement Method: Commercial Card</td>
<td>Chart of Accounts: UND01 Chart</td>
</tr>
<tr>
<td>Transaction Type: Purchase</td>
<td>Business Unit: UND01 - UNIVERSITY OF ND</td>
</tr>
<tr>
<td>Cardholder Name: BRITTANY JACKSON</td>
<td>SpeedChart: None</td>
</tr>
<tr>
<td>Account Number: 12345</td>
<td>PSFT Account: 621325 - Other Operating Fee</td>
</tr>
<tr>
<td>Transaction Date: 06/10/23</td>
<td>Fund: 25010 - EFA Alumni Expenses</td>
</tr>
<tr>
<td>Post Date: 06/12/23</td>
<td>Dept ID: 3100</td>
</tr>
<tr>
<td>Merchant: ND STATE BOARD OF ACCO</td>
<td>Operating Unit: None</td>
</tr>
<tr>
<td>Merchant Location: GRAND FORKS, ND, US</td>
<td>Class: None</td>
</tr>
<tr>
<td>Original Merchant: ND STATE BOARD OF ACCO</td>
<td>PC Bu: UND01 - University of North Da</td>
</tr>
<tr>
<td>Parent Merchant: ND STATE BOARD OF ACCO</td>
<td>Project: UND0199999</td>
</tr>
<tr>
<td>Customer Code: 00000600000000000</td>
<td>Activity: 1 - Activity</td>
</tr>
<tr>
<td>Micro Reference: 5543263161204623530161</td>
<td>Program: None</td>
</tr>
<tr>
<td>Authorization Number: 004447</td>
<td>Source Type: None</td>
</tr>
<tr>
<td>Transaction ID: 41066536888001</td>
<td>Category: None</td>
</tr>
<tr>
<td>Original Currency: USD</td>
<td>Subsystem PC Bu: None</td>
</tr>
<tr>
<td>Original Amount: $85.00</td>
<td>Subsystem Activity: None</td>
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<tr>
<td></td>
<td>Subsystem Analysis Type: None</td>
</tr>
<tr>
<td></td>
<td>Subcategory: None</td>
</tr>
</tbody>
</table>

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