FINANCE:
General Ledger and Purchase Order Issues

2006 ND HEUG Conference
April 11, 2006
Minot, North Dakota
Presenters

- Pam Hurdelbrink – ConnectND
- Linda Romuld – ConnectND
Agenda

- Commitment Control
  - Requisitions
  - Purchase Orders
  - Vouchers
- Budget Inquiry
  - Pre-encumbrance
  - Encumbrance
  - Expenses
  - Available Budget
- Combo Edits/Projects/Effective Dates
## Budget Inquiry – Project

### Budget Details

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Ledger Group</th>
<th>Account</th>
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</tr>
</thead>
<tbody>
<tr>
<td>VCSU1</td>
<td>PROJECT</td>
<td>500000</td>
<td>11000</td>
<td>1500</td>
<td>CON0000201</td>
<td>2006</td>
</tr>
</tbody>
</table>

### Ledger Amounts

- **Budget:** 202,500.00 USD
- **Expense:** 91.68 USD
- **Encumbrance:** 0.00 USD
- **Pre-Encumbrance:** 0.00 USD

### Associate Revenue

- **Available Budget**
  - Without Tolerance: 202,408.32 USD  Percent: (99.95%)  Forecasts
  - With Tolerance: 202,408.32 USD  Percent: (99.95%)  Forecasts

### Budget Exceptions

- **Exception Errors:** 0  **Exception Warnings:** 0  **Budget Exceptions**
Requisition = PreEncumbrance
**Budget Inquiry - Project**

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**Ledger Amounts**

- **Budget**: 202,500.00 USD
- **Expense**: 91.68 USD
- **Encumbrance**: 0.00 USD
- **Pre-Encumbrance**: 130,000.00 USD

**Available Budget**

- **Without Tolerance**: 72,408.32 USD  Percent: (35.76%)  
- **With Tolerance**: 72,408.32 USD  Percent: (35.76%)
Purchase Order = Encumbrance
Budget Inquiry - Project

**Budget Details**

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**Ledger Amounts**

- **Budget**: $202,500.00 USD
- **Expense**: $91,680.00 USD
- **Encumbrance**: $130,000.00 USD
- **Pre-Encumbrance**: $0.00 USD

**Available Budget**

- **Without Tolerance**: $72,408.32 USD, **Percent**: (35.76%) USD
- **With Tolerance**: $72,408.32 USD, **Percent**: (35.76%) USD
PO Voucher = Expense
# Budget Inquiry - Project

## Budget Details

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<td>2006</td>
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## Ledger Amounts

- **Budget**: 202,500.00 USD
- **Expense**: 130,091.68 USD
- **Encumbrance**: 0.00 USD
- **Pre-Encumbrance**: 0.00 USD
- **Associate Revenue**: 0.00 USD

## Available Budget

- **Without Tolerance**: 72,408.32 USD  Percent: (35.78%)  Forecasts
- **With Tolerance**: 72,408.32 USD  Percent: (35.78%)
Discussion - GL

- Combo Edits/Budget Definitions
- Inactive Projects
- Effective Dates
- Project Types for SEFA
Projects Navigation

Project General
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Business Unit: wsc01
Project: begins with
Description: begins with
Project Type: begins with

Include History  Correct History  Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

Find an Existing Value  Add a New Value
# Projects – Types and Status

## Project General

<table>
<thead>
<tr>
<th>Definition</th>
<th>Manager</th>
<th>Location</th>
<th>Phases</th>
<th>Approval</th>
<th>Justification</th>
<th>User Fields</th>
</tr>
</thead>
</table>

**Business Unit:** WSC01 | **Manager:** WSC000001 | **Location:** Williston State College | **Phases:** | **Approval:** | **Justification:** | **User Fields:** |

**Project:** WSC000001 | **Manager:** | **Location:** | **Phases:** | **Approval:** | **Justification:** | **User Fields:**

### Project Details

**Description:** Air Conditioning Stevens Hall

**Integration:** WSC01 | **Location:** Williston State College

**Project Type:** MISC | **Status:** Inactive

- **The project type should be Federal, State or Other for Grant and Contract projects for all Institutions.**
- **To inactivate a project, use this field. Note that the field is not effective dated.**

**Date/Time Stamp:** 04/10/200 6:40:50AM

**User ID:**

**Description:**

**Long Description:**

- **Add to My Projects**
- **My Projects**
  - Project Summary
  - Project Team
  - Project Activities

- **Save** | **Return to Search** | **Next in List** | **Previous in List** | **Refresh** | **Add** | **Update/Display**
Trial Balance – Inactive Projects

Trial Balance
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Run Control ID: begins with

Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

Find an Existing Value  Add a New Value
Trial Balance
## Trial Balance Results

**Report ID:** GLST012  
**Bus. Unit:** WS001--Williston State College  
**Ledger:** ACTUALS -- Actuals Ledger  
**As of Year 2005 and Period 12**  
**Base Currency:** USD

<table>
<thead>
<tr>
<th>Fund</th>
<th>Account</th>
<th>Project</th>
<th>Transaction Debit</th>
<th>Transaction Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>35100</td>
<td>102521</td>
<td>NSC0000001</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NSC0000002</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>201001</td>
<td>NSC0000001</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NSC0000002</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>490004</td>
<td>NSC0000001</td>
<td>0.00</td>
<td>77,217.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NSC0000002</td>
<td>0.00</td>
<td>41,259.00</td>
<td></td>
</tr>
<tr>
<td>691005</td>
<td>NSC0000001</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
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<tr>
<td>692000</td>
<td>NSC0000001</td>
<td>68,250.00</td>
<td>0.00</td>
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<tr>
<td>692000</td>
<td>NSC0000001</td>
<td>5,044.00</td>
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<tr>
<td>692050</td>
<td>NSC0000001</td>
<td>1,123.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NSC0000002</td>
<td>41,259.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>691035</td>
<td>NSC0000002</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

Total for Ledger  
118,476.00  
118,476.00
Budget Inquiry - Grants

- Beginning View

<table>
<thead>
<tr>
<th>Budget Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Unit</strong></td>
</tr>
<tr>
<td>UND01</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ledger Amounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget: 300,000.00 USD</td>
</tr>
<tr>
<td>Expense: 141,328.52 USD</td>
</tr>
<tr>
<td>Encumbrance: 108,673.48 USD</td>
</tr>
<tr>
<td>Pre-Encumbrance: 0.00 USD</td>
</tr>
</tbody>
</table>

| Associate Revenue: 0.00 USD |

<table>
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<tr>
<th>Available Budget</th>
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<tbody>
<tr>
<td>Without Tolerance: 50,000.00 USD</td>
</tr>
<tr>
<td>With Tolerance: 50,000.00 USD</td>
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<table>
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<tr>
<th>Budget Exceptions</th>
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</thead>
</table>
Purchase Order = Encumbrance

- Entered CF, with grant fund #
- Project was not entered
Purchase Order = Encumbrance

The PO will Save and show a valid budget status.
Budget Inquiry - Grants

Encumbrance has remained the same and the available budget is the same.
PO Voucher = Expense

The PO receiver was used to bring in PO information on the PO voucher. When SAVED, ERROR messages appear, and the voucher has a recycled status.
PO Voucher = Expense

- At this point, this is when it is discovered the project # has not been used for a grant on the PO Chartfield (no encumbrances were shown on the Budget Inquiry for the Project/Grant.

- The PO is not effective for any accounting entries, but it cannot be closed, nor have the project # added.
PO Close  Recon Workbench

Reconciliation WorkBench

Purchase Order Logs

Business Unit: UND01  WorkBench ID: XBOGUS
Description:
Purchase Order: 0000001111

<table>
<thead>
<tr>
<th>Log</th>
<th>View All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line</td>
<td>Sched</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>
PO Correction

- Attempting to add the project to the PO chartfield will give an error message that “Distributions have an active voucher, cannot be updated.”
PO Voucher

- Return to the voucher, add the project information there.
- Upon SAVE, the voucher will have a regular status.
- Budget check status will be valid.
# Budget Inquiry - Grants

## Budget Details

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</thead>
<tbody>
<tr>
<td>UND01</td>
<td>GRANT</td>
<td>41000</td>
<td>1120</td>
<td>UND0011443</td>
</tr>
</tbody>
</table>

## Ledger Amounts

- **Budget**: 300,000.00 USD
- **Expense**: 161,326.52 USD
- **Encumbrance**: 108,673.48 USD
- **Pre-Encumbrance**: 0.00 USD
- **Associate Revenue**: 0.00 USD

## Available Budget

- **Without Tolerance**: 30,000.00 USD, Percent: (10%) USD
- **With Tolerance**: 30,000.00 USD, Percent: (10%) USD

## Budget Exceptions
PO Status

- PO still has the PO reconcile workbench log message:

![Purchase Order Logs](image)

- Log:
  - Line: 1
  - Sched: 1
  - Dist: 1
  - Message Text: The PO Line is tied to an active Voucher; therefore it may not be closed.
PO: What to do with it?

- Only when the voucher is posted, the PO with the missing project # can be closed successfully.
PO with Grants Project #

- It is recommended for POs with grant funding that a query be run to check for complete chartfields. Chartfields within the 40000 fund range require a project to ensure the KK for encumbrances.

- Query DU_PO16_PO_DTL_BY_40000FUNDS
  - Sort by fund, compare PO Fund column with PO Project column. Any missing projects need to be added to the PO prior to starting any other finance processes or transactions.
Discussion - POs

- Flow of PO – AP
- Missing Project#
  - CF for Projects
  - CF for Grants
- PO voucher – CF Lines