Arts & Sciences Managers’ Meeting Minutes  
October 14, 2015

Speakers

Betty Morgan  
Administrative Manager, Marine Sciences & Environment and Ecology

Kristen Beattie  
Accounting Technician

Ruth Hyde  
Administrative Manager, Chemistry

Jocelyn Brooks  
Staff Development Specialist

Laura Yurco  
Assistant Dean, Finance

Attendance at Managers Meetings

Drawing: Betty Morgan is our first quarterly gift card winner. Congrats Betty! We will have a drawing each quarter based on attendance at managers meetings (including student services), McHale Brown Bags, and trainings offered by the College. The next drawing will be in January for a $25 gift card as well as a $1,000 trust allocation to your unit.

Sign in at meetings: Please sign in at managers meetings, McHale Brown Bags, and trainings the College offers. We are using the sign ins to inform the SADs about the programming we offer and how many of our administrative managers take advantage of these opportunities. Not signing in prevents us from having an accurate report to distribute.

University Administrative Managers

- Betty Morgan and Chrissie Greenberg were recently elected co-Vice Presidents of the University Administrative Managers Association.
- Joining the University Administrative Managers Association provides support, resources, and mentoring for administrative managers in the University and provides a forum for collaboration to become successful in being great managers.
- The Association is developing training as well as a scholarship to help go to conferences, provide continuing education, as well as tools for managers. More information is coming.
- Betty serves as the chair of publicity and will be sending out invites to listservs across campus to encourage other managers to attend future association functions.
- Membership is $25 and may be paid from personal or departmental funds. Recent graduates of ULead or a University Manager of the Year nominee receives a free membership for a year.
- Next association Brown Bag is November 5th and is open invite.
**Finance Announcements**

**Instructional Workload:** System used to track faculty and fixed term faculty workload and instructional budget spending, now open, department completion due by Friday, October 23rd, training on Thursday October 15th 2-4pm and Tuesday, October 20th 9-11. For any questions regarding the system, please contact your Budget Analyst.

**F&A Indirects Earned:** They are rewriting the report and central finance will be sending a communication about the timing of release, they have not let us know when this will be complete. Update: This report is now available in the College’s SAS environment found here: [SAS Indirects Report](#).

**Arts and Sciences Replacement Reports:** Will be available via InfoPorte early next week, training will take place.

**Trust Funds:**
- All of your department owned trust funds are on associated revenue and if you are planning to allocate a portion of your funds to another department to be used on your source you will need to do a budget transfer, there are some exceptions but you know who you are if this applies.
- If you notice issues with your carryforward trust budget please contact your Budget Analyst, we are waiting on a query to be created to help us find these trust funds with budget carryover issues but we have not been told the timing on this report. In the meantime, if you notice issues contact your Budget Analyst.
- Please be aware for all campus journals per Accounting Services mandated by audit policies an attachment is required for all campus journals, they will start sending these back if an attachment is not included.
- If you use InfoPorte to view your budgets, consider adding soft encumbrances for items that will not encumber: Chair Summer Salary, Lump Sum Payments, Bundled Voice, Carolina Copy, MCD.

**OSR Transformation Project Update**
- There was an OSR Transformation team put together with advisory committee members from the faculty as well as from business managers. Ruth Hyde is a member of the advisory committee.
- The goal is OSR will be smoothly operating unit, compliance with state and federal regulations, properly staffed, and responsive to and respected by campus sponsors.
- They will focus on three areas: stabilizing tasks, clearing backlogs, and transforming operations.
- Focused shifted to clearing backlog and OSR staff will triage issues submitted using the remedy system to address the backlog and newer issues. Please email osrsystemissues@unc.edu.
- Please submit feedback to Ruth Hyde at ruth_hyde@unc.edu, including the possible elimination of NOTR.
Demonstrations  

Please refer to attachments for demos.
How to Read Comments and Edit a Denied Journal Entry

1. Click on hyperlink in denied Journal email “Approve Journal”

2. A new window will open with the screen below. Choose the arrow next to “Comments” to see the reason why the journal was denied.
3. To edit the denied journal follow: **Main Menu>Finance Menu>UNC Campus>Campus Journals>Campus Journal Validation** to find your denied journal

To exclude zeros from the Journal ID, change the drop down menu to "contains"

Click search to find Journal Entry

**Step 3 can also be used to edit a submitted journal entry**
Purpose Codes

Chartfield Structure

UNC Chapel Hill Chartfield Structure
FUND FIELD – 5 Digits  201 00

FUND GROUP
• A high-level grouping of funds
• Formerly referred to as Fund type
• First 3 digits

PURPOSE CODE
• General purpose for the funds
• Needed for state reporting requirements
• Last 2 digits

Fund Group – State Funds

• State Funds
  • Academic Affairs   201
  • Health Affairs   211
  • AHEC           221

State Receipts
• Receipts       201
Fund Groups

- Overhead 271
- Auxiliary 295
- Trust 291
- Restricted Trust 292

Fund Groups

- Contract & Grants 252
- University/Endowment 281, 282, 298
- Foundation 299
Purpose Codes

- Gen Fund Control 00
- Reg Term Instruction 01
- Sum Term Instruction 02
- Other Auxiliary 10
- Student Financial Aid 30
- Community Svcs 42
- Gen Academic Support 52

* Most commonly used in the CAS, not an exhaustive list *Not associated with Aux Fund (295xx)

Purpose Codes

**Auxiliary Funds ONLY 295xx**

- Proprietary(Unrestricted) 00
- Recreational Services 07
- Other Auxiliary Operations 19
CAS Commonly used purpose codes

**01 Regular Term Instruction:**
- instruction and departmental research
- credit or non-credit, during a regular session.
- academic department heads, chairmen, teaching positions, and support personnel supervision

CAS purpose codes

**02 Summer Term Instruction:**
- Instruction and departmental research
- credit or non-credit through a regular academic department
- during a summer session
CAS purpose codes

07 Recreational Services: (Exercise & Sport Science)
- Management and operations of recreational, cultural, and social programs for students

CAS purpose codes

10 Organized Research:
- Research efforts conducted
- Commissioned by an external agency or separately budgeted within an institution
- Including research project personnel
- Excludes research administrators and their support personnel
19 Other Auxiliary Operation:
- The management and operation of any institutional auxiliary services
- Commonly used in Recharge/Cores

30 Student Financial Aid:
- Monies presented as scholarships, fellowships, traineeships, grant-in-aid, prizes & awards
Purpose codes

42 Community Services:

- Public services
- Primarily not instruction or research
- Directed to members of the community

Purpose codes

52 General Academic Support:

- Non-library services
- Providing support to and are part of instruction, research, and public service
- Includes academic administration
Codes and Their uses

<table>
<thead>
<tr>
<th>Code</th>
<th>Ledger</th>
<th>Use</th>
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<tbody>
<tr>
<td>00</td>
<td>F&amp;A, Trust</td>
<td>Budget Rollup</td>
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<tr>
<td>01</td>
<td>State, F&amp;A, Trust</td>
<td>Departments (General use)</td>
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<tr>
<td>02</td>
<td>State, Trust</td>
<td>Summer School</td>
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<tr>
<td>10</td>
<td>State Receipts, C&amp;G</td>
<td>Departments, Programs, Curricula</td>
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<tr>
<td>30</td>
<td>State, Trust</td>
<td>GradStar payments</td>
</tr>
<tr>
<td>52</td>
<td>State, F&amp;A, Trust</td>
<td>Undergraduate education departments</td>
</tr>
</tbody>
</table>

FUND FIELD COMBINATIONS

- State, Reg term instruction
- Trust (Endowment), Reg term inst
- Overhead, Budget
- Agency, Student Fin Aid
- Trust, Budget

- 201 01
- 282 01
- 271 00
- 282 30
- 292 00
Budget vs. Expense

<table>
<thead>
<tr>
<th>Budget examples</th>
<th>Expense examples</th>
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<tbody>
<tr>
<td>201 01</td>
<td>201 01</td>
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<tr>
<td>201 02</td>
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<td>271 00</td>
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<td>282 00</td>
<td>282 01</td>
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<td>292 00</td>
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Helpful Hints - Gifts

- Purpose codes do not apply to gifts. It will be 00 (unless Foundation).
- Expenses on gift accounts should generally follow the same purpose code that is used for the state funds for your department.
- If you are a department or curricula, your purpose code is generally “instruction” (01).
Helpful Hints - Gifts

- Summer school = 02
- Student Aid = 30
- Contracts and Grants: mostly research = 10
- Startup funds are always 01

Fund lookup
Fund lookup