Finance Reports Quick Reference

Report & Menu	Description	What Does It Help Me Do?	Available Training
Finding Budget Balances			
InfoPorte: Ledger Rollup Tabs			
Finance > Dept Accounting > • Main Ledgers – for State, F&A and Trust funds	• Shows revenue and expense totals and available balance by budget chartfield strings. • Breaks out spending totals by pre-encumbrance, encumbrance and expense (Actuals YTD column). • Let's you filter on source and department. • Lets you filter on account for State funds and all Trust funds except Trust 1. • Lets you drill down to detailed transactions for each chartfield string displayed. **Source:** Commitment Control ledgers; InfoPorte soft encumbrance table if choose Show Projections	• Keep an eye on your available budget balance and spending during the month. • Include projected earnings and fringe in your balances by choosing **Yes** in the Show Projections filter. • Choosing **Yes** in the Show Projections filter also displays soft encumbrance totals and provides the IPT Balance. • Check what you've spent against a certain state appropriation by filtering on source.	• Financial Reporting and Reconciliation • Why Do My Balances Go Up and Down through the Month Handout
Finance > Dept Accounting > • OSR Ledger – for OSR funds	• Shows expense totals and available balance by budget chartfield strings. • Breaks out spending totals by pre-encumbrance, encumbrance and expense (Actuals YTD column).	• Keep an eye on your available budget balance and spending during the month. • Include projected earnings and fringe in your balances by choosing **Yes** in the Show Projections filter.	• Financial Reporting and Reconciliation • Why Do My Balances Go Up and Down through the Month Handout

	• Let's you filter on project and source. • Lets you drill down to detailed transactions for each chartfield string displayed. **Source:** Commitment Control ledgers; InfoPorte soft encumbrance table if choose Show Projections	• Choosing **Yes** in the Show Projections filter also displays soft encumbrance totals and provides the IPT Balance. • To exclude cost shared transactions from your balances, enter the source. Otherwise, it's best to leave this field blank.	
Finance > Dept Accounting > • Parent Ledgers – for State and F&A Parent funds	• Shows expense totals and available balance by budget chartfield strings. • Breaks out spending totals by pre-encumbrance, encumbrance and expense (Actuals YTD column). • Lets you filter on fund and department. • Lets you filter on account and source for State Parent funds. • Lets you drill down to detailed transactions for each chartfield string displayed. **Source:** Commitment Control ledgers; InfoPorte soft encumbrance table if choose Show Projections	• Keep an eye on your available budget balance and spending during the month. • Include projected earnings and fringe in your balances by choosing **Yes** in the Show Projections filter. • Choosing **Yes** in the Show Projections filter also displays soft encumbrance totals and provides the IPT Balance. • Check what you've spent against a certain state appropriation by filtering on source.	• Financial Reporting and Reconciliation • Why Do My Balances Go Up and Down through the Month Handout
Finance > Dept Accounting > • FAMODET – for Campus Services and Facilities Services departments	• Shows revenue and expense totals and available balance by budget chartfield strings. • Breaks out spending totals by pre-encumbrance, encumbrance and expense (Actuals YTD column).	• Keep an eye on your available budget balance and spending during the month. • Include projected earnings and fringe in your balances by choosing **Yes** in the Show Projections filter. • Choosing **Yes** in the Show Projections filter also displays soft	• Financial Reporting and Reconciliation • Why Do My Balances Go Up and Down through the Month Handout

	• Let’s you filter on source, department and account. • Lets you drill down to detailed transactions for each chartfield string displayed. **Source:** Commitment Control ledgers; InfoPorte soft encumbrance table if choose Show Projections	encumbrance totals and provides the IPT Balance.	
Finance > Dept Accounting > • Capital Improvement – for Campus Services and Facilities Services departments for your Capital Improvement (CI_KK_Budg) fund	• Shows expense totals and available balance by budget chartfield strings. • Breaks out spending totals by pre-encumbrance, encumbrance and expense (Actuals YTD column). • Let’s you filter on source. • Lets you drill down to detailed transactions for each chartfield string displayed. **Source:** Commitment Control ledgers; InfoPorte soft encumbrance table if choose Show Projections	• Keep an eye on your available budget balance and life-to-date spending.	• Financial Reporting and Reconciliation • Why Do My Balances Go Up and Down through the Month Handout

InfoPorte SAS: Ledger Group Drill Down Report Finance > Financial Reporting > Ledg/Acct >Ledger Group Drill Down Report • Ledger Group Overview (tab 1) • Ledger Group Summary (tab 2) • Ledger Group Detail (tab 3) Access is limited to those that have authorized security access.	• Overview shows high-level summary by ledger group, business unit and fiscal year. • Shows separate columns for budget, pre-encumbrance, encumbrance, actuals, available balance by ledger group. • Lets you drill down to summary level and see summary for each ledger group total broken down by fund group. • Lets you drill down to detail level and see individual transactions by ledger group – budget, revenue, expense, and encumbrance. **Source:** Commitment Control ledgers	• Look at an MOU or department budget and actuals at a high-level summary by ledger groups. • Drill down to individual transactions that make up the summary totals by ledger group.	• InfoPorte 6.5 Release Notes • InfoPorte 6.5 Release Webinar
InfoPorte SAS: Source List Report Finance > Financial Reporting > Ledg/Acct >Source List Report Access is limited to those that have authorized security access	• Shows high-level summary by source. • Shows separate columns for budget, pre-encumbrance, encumbrance, actuals, and available balance. • Can filter by business unit and ledger group. **Source:** Commitment Control ledgers	• Monitor your available balance by source and ledger.	• InfoPorte 6.5 Release Notes • InfoPorte 6.5 Release Webinar
ConnectCarolina RPT: Budget Balances Query • NC_CPS_KK_SOURCE-SUM	• Shows available balance, pre-encumbrance, encumbrance, and expense.	• Monitor your available balance for State, F&A and Trust funds.	• Finance Reporting Queries Quick Reference List • Preparing for Year-End Closing: Reviewing Open

	Source: Commitment Control ledgers		Transactions Guide (includes steps for running a query)
• NC_CPS_KK_SOURCE_ACCT_SUM	• Shows the same as above by account and account description. **Source**: Commitment Control ledgers	• Monitor your available balance for State, F&A and Trust funds by account.	• Finance Reporting Queries Quick Reference List • Preparing for Year-End Closing: Reviewing Open Transactions Guide (includes steps for running a query)
• NC_CPS_KK_SOURCE_FUND_SUM	• Shows available balance, pre-encumbrance, encumbrance, and expense by fund and fund description. **Source**: Commitment Control ledgers	• Monitor your available balance for State, F&A and Trust funds by the fund search filter.	• Finance Reporting Queries Quick Reference List • Preparing for Year-End Closing: Reviewing Open Transactions Guide (includes steps for running a query)
• NC_CPS_KK_SOURCE_FUND_DEPT	• Shows available balance, pre-encumbrance, encumbrance, and expense by fund and department. **Source**: Commitment Control ledgers	• Monitor your available balance for State, F&A and Trust funds by fund and department.	• Finance Reporting Queries Quick Reference List • Preparing for Year-End Closing: Reviewing Open Transactions Guide (includes steps for running a query)
• NC_CPS_KK_STATE	• Shows current State Commitment Control balances and includes State_Rev and State_Par ledger groups. **Source**: Commitment Control ledgers	• Monitor your available balance for State funds including at the State parent ledger level.	• Finance Reporting Queries Quick Reference List • Preparing for Year-End Closing: Reviewing Open Transactions Guide (includes steps for running a query)
• NC_CPS_KK_DEPT_SUM	• Shows Commitment Control balances by department on State, F&A and Trust funds. **Source**: Commitment Control ledgers	• Monitor your available balance for State, F&A and Trust funds by department.	• Finance Reporting Queries Quick Reference List • Preparing for Year-End Closing: Reviewing Open Transactions Guide (includes steps for running a query)

• NC_CPS_KK_FAMODET_DEPT2	• Shows balances for FAMODET ledger group. Shows first two digits of department code. **Source**: Commitment Control ledgers	• Monitor your available balance for FAMODET funds.	• Finance Reporting Queries Quick Reference List • Preparing for Year-End Closing: Reviewing Open Transactions Guide (includes steps for running a query)
• NC_CPS_KK_FAMODET_DEPT3	• Shows balances for FAMODET ledger group. Shows first three digits of department code. **Source**: Commitment Control ledgers	• Monitor your available balance for FAMODET funds.	• Finance Reporting Queries Quick Reference List • Preparing for Year-End Closing: Reviewing Open Transactions Guide (includes steps for running a query)
• NC_CPS_KK_FAMODET_DEPT4	• Shows balance for FAMODET ledger group. Shows first four digits of department code. **Source**: Commitment Control ledgers	• Monitor your available balance for FAMODET funds.	• Finance Reporting Queries Quick Reference List • Preparing for Year-End Closing: Reviewing Open Transactions Guide (includes steps for running a query)
• NC_CPS_KK_FAMODET_DETAILS	• Shows available balances for FAMODET ledger group displayed with full department code. **Source**: Commitment Control ledgers	• Monitor your available balance for FAMODET funds with view of full department codes.	• Finance Reporting Queries Quick Reference List • Preparing for Year-End Closing: Reviewing Open Transactions Guide (includes steps for running a query)
ConnectCarolina RPT: Revenue & Expense Query • NC_CPS_LEDGER_KK_AMOUNTS	• Shows revenue and expense activity YTD totals. **Source**: GL Actuals ledger	• Monitor revenue and expense activity for State, F&A, Trust, and OSR funds. **Note**: For OSR, filter by Project ID.	• Finance Reporting Queries Quick Reference List • Preparing for Year-End Closing: Reviewing Open Transactions Guide (includes steps for running a query)
• NC_CPS_LEDGER_KK_AMOUNTS_2	• Shows the above with program and cost codes. **Source**: GL Actuals ledger	• Monitor revenue and expense activity by program and cost code for State, F&A, and Trust funds.	• Finance Reporting Queries Quick Reference List • Preparing for Year-End Closing: Reviewing Open

			Transactions Guide (includes steps for running a query)
Finding Fund Balances and Cash Balances			
InfoPorte SAS: Comprehensive Financial Summary Report Finance > Financial Reporting > Cash/Bal > Comprehensive Financial Summary > • Ledger/Actuals Source Report with Fund Group – Summary (tab 1) • Ledger/Actuals Source Report with Fund Group – Detail (tab 2) • Cash and Investments - Ledger/Actuals Source Report (tab 3)	• Shows beginning and ending fund balance, revenue, expenses, and cash. • Has three tabs – third tab just shows cash and investments. • Has a summary level organized by source, and a detail level that shows revenue and expenses by account and totals. **Source:** GL Actuals ledger	• Track your monthly fund balance for Trust funds (auxiliary and recharge), clinical trials, and some contracts. **Notes**: 1. For Trust funds, only enter the Source in the Search filters. 2. Not as helpful for State and F&A ledger groups because they don't have beginning and ending fund balances. • Find your beginning and ending cash balance for the month to help reconcile your asset, liability and fund balance transactions, along with information on the GL Activity tab. (Only a small number of campus departments reconcile asset, liability and fund balance transactions.)	• Finding Fund Balances Guide • InfoPorte 6.5 Release Notes • InfoPorte 6.5 Release Webinar
ConnectCarolina RPT: Fund Balance Query • NC_CPS_FUND_BAL_ALL	• Shows fund balance broken out by all chartfield strings – fund, source, department, and project. **Source**: GL Actuals ledger	• Look up a fund balance for Trust funds and some OSR funds (clinical trials and capitalized grants). • Not as helpful for State and F&A ledger groups because they don't have beginning and ending fund balances. **Note:** If the query returns multiple rows per source, you'll need to sum the rows to get a total fund balance.	• Finance Reporting Queries Quick Reference List • Preparing for Year-End Closing: Reviewing Open Transactions Guide (includes steps for running a query)
• NC_CPS_FUND_BAL_DPT	• Shows fund balance rolled up by department. **Source**: GL Actuals ledger	• Look up a fund balance for Trust funds. • Not as helpful for State and F&A ledger groups because they don't	• Finance Reporting Queries Quick Reference List • Preparing for Year-End Closing: Reviewing Open

		have beginning and ending fund balances. **Note:** If the query returns multiple rows per source, you'll need to sum the rows to get a total fund balance.	Transactions Guide (includes steps for running a query)
ConnectCarolina RPT: Cash Balance Query • NC_CPS_CASH_BAL_ALL	• Shows cash balance broken out by all chartfield strings. **Source:** GL Actuals ledger	• Look up a cash balance for Trust funds and some OSR funds (clinical trials and capitalized grants). **Note:** If the query returns multiple rows per source, you need to sum the rows to get a total cash balance.	• Finance Reporting Queries Quick Reference List • Preparing for Year-End Closing: Reviewing Open Transactions Guide (includes steps for running a query)
• NC_CPS_CASH_BALL_DPT_SUM	• Shows cash balance rolled up by department. **Source:** GL Actuals ledger	• Look up a cash balance for Trust funds. **Note:** If the query returns multiple rows per source, you need to sum the rows to get a total cash balance.	• Finance Reporting Queries Quick Reference List • Preparing for Year-End Closing: Reviewing Open Transactions Guide (includes steps for running a query)
ConnectCarolina RPT: Trial Balance Query • NC_CPS_TB_DETAILS	• Shows trial balance for all chartfield strings in search. **Source**: GL Actuals ledger	• Look up a trial balance for State, F&A, Trust and OSR funds. **Note:** For OSR, filter by Project ID.	• Finance Reporting Queries Quick Reference List • Preparing for Year-End Closing: Reviewing Open Transactions Guide (includes steps for running a query)
• NC_CPS_TB_SOURCE_FUND	• Shows trial balance by fund and source **Source**: GL Actuals ledger	• Look up a trial balance for State, F&A, Trust and OSR funds. **Note:** For OSR, filter by Project ID.	• Finance Reporting Queries Quick Reference List • Preparing for Year-End Closing: Reviewing Open Transactions Guide (includes steps for running a query)
• NC_CPS_TB_DETAILS_SOM	• Shows trial balance for all chartfield strings in search for the School of Medicine (SOM).	• Look up a trial balance for State, F&A, Trust and OSR funds. **Note:** For OSR, filter by Project ID.	• Finance Reporting Queries Quick Reference List • Preparing for Year-End Closing: Reviewing Open

	• **Source**: GL Actuals ledger		[Transactions Guide](#) (includes steps for running a query)
InfoPorte SAS: G/L Fund Balance Report Finance > Financial Reporting > Cash/Bal > G/L Fund Balance Report • G/L Fund Balance - Summary Level (tab 1) • G/L Fund Balance – Account Level (A) (tab 2) • G/L Fund Balance – Account Level 4 (tab 3) • G/L Asset & Liability Changes (tab 4)	• Shows beginning and ending fund balance, revenue and expenses, and changes in assets and liabilities. • Has a summary level filtered by fund and/or source with beginning balances, revenue and expense totals, and ending balance. • A detail level shows revenue and expenses by account and totals. • Fourth tab shows the changes in assets and liabilities by account. **Source**: GL Actuals ledger	• Keep an eye on your fund balance for a Trust fund. **Note**: For most searches, only enter the Source in the Search filters. If your source is used by multiple departments, then use department filter.	• [Finding Fund Balance Guide](#)
Reconciling			
InfoPorte: Transactions Tab Finance > Dept Accounting > Transactions	• Shows transactions for all revenue and expense accounts. **Source**: transactions entered in ConnectCarolina; Commitment Control ledgers	• Reconcile revenue and expense transactions for your State, F&A, Trust, OSR, FAMODET and Capital Improvement funds. Generate a list of transactions for a given chartfield string and match them to your supporting paperwork. • Review soft encumbrances that haven't expired by clicking the advanced filter arrow and in the Trans Type field, choose **SOFT-ENCUMBRANCE**.	• [Financial Reporting and Reconciliation](#) • [InfoPorte Reporting: Reconciling Transactions Computer- Based Training Course](#)
ConnectCarolina RPT: Source and Project Charges Query • NC_CPS_KK_WRONG_SOURCE QRY	Identifies Trust and Trust_Rev balances that are on departments that are not	• Identify and review other departments using your sources and projects on Trust funds.	• [Finance Reporting Queries Quick Reference List](#) • [Preparing for Year-End Closing: Reviewing Open](#)

	within the Dept-ID attribute range.		Transactions Guide (includes steps for running a query)
InfoPorte: GL Activity Tab Finance > Dept Accounting > GL Activity	• Shows journal entries for all asset, liability, fund balance, revenue, and expense accounts. • Presents activity summed up by chartfield string, not detailed transactions. **Source**: GL Actuals ledger	• Reconcile your assets, liabilities, and fund balance transactions. **Note**: Only a few campus departments do this; most reconcile revenue and expense accounts. • Monitor receipts for your OSR funds.	
Working with Edit Errors			
ConnectCarolina Query Viewer: Edit Error Query • NC_PO_EDIT_ERRORS	• Shows purchase orders with edit errors such as combo edit errors. • Also shows purchase orders with match exceptions.	• Identify purchase orders that are held up with errors so you can troubleshoot the problem.	• Preparing for Year-End Closing: Reviewing Open Transactions Guide • Queries for Reviewing Open Transactions Quick Reference List
• NC_AP_EDIT_ERRORS_VOUCHERS	• Shows vouchers with edit errors such as combo edit errors. • Also shows vouchers with match exceptions.	• Identify vouchers that are held up with errors and match exceptions so you can troubleshoot the problem. **Note**: For instructions on resolving voucher errors, see the Voucher Matching and Error Troubleshooting Query reference.	• Preparing for Year-End Closing: Reviewing Open Transactions Guide • Queries for Reviewing Open Transactions Quick Reference List
• NC_GL_JOURNAL_EDIT_ERRORS_DEPT	• Shows campus journals with edit errors such as combo edit errors.	• Identify campus journals that are held up with errors so you can troubleshoot the problem.	• Preparing for Year-End Closing: Reviewing Open Transactions Guide • Queries for Reviewing Open Transactions Quick Reference List
• NC_AR_EDIT_ERROR	• Shows deposits with edit errors such as combo edit errors.	• Identify deposits that are held up with errors so you can troubleshoot the problem.	• Preparing for Year-End Closing: Reviewing Open Transactions Guide

			• Queries for Reviewing Open Transactions Quick Reference List
Working with Budget Errors			
ConnectCarolina Query Viewer Budget Error Query • NC_KK_ERRORS_REQ_DEPT	• Shows requisitions with a budget error.	• Identify requisitions with budget errors so you can resolve them.	• Preparing for Year-End Closing: Reviewing Open Transactions Guide • Queries for Reviewing Open Transactions Quick Reference List
NC_KK_ERRORS_PO_DEPT	• Shows purchase orders with a budget error.	• Identify purchase orders with budget errors so you can resolve them.	• Preparing for Year-End Closing: Reviewing Open Transactions Guide • Queries for Reviewing Open Transactions Quick Reference List
NC_KK_ERRORS_VOUCHERS_DEPT	• Shows vouchers with a budget error.	• Identify vouchers with budget errors so you can resolve them.	• Preparing for Year-End Closing: Reviewing Open Transactions Guide • Queries for Reviewing Open Transactions Quick Reference List
NC_KK_ERRORS_BUD_JRNLS	• Shows budget journals with a budget error.	• Identify budget journals with budget errors so you can resolve them.	• Preparing for Year-End Closing: Reviewing Open Transactions Guide • Queries for Reviewing Open Transactions Quick Reference List
NC_KK_ERRORS_JOURNALS_DEPT	• Shows campus journals with a budget error.	• Identify campus journals with budget errors so you can resolve them.	• Preparing for Year-End Closing: Reviewing Open Transactions Guide • Queries for Reviewing Open Transactions Quick Reference List

NC_KK_ERRORS_AR_MISCPAY	• Shows deposits with a budget error.	• Identify deposits with budget errors so you can resolve them.	• Preparing for Year-End Closing: Reviewing Open Transactions Guide • Queries for Reviewing Open Transactions Quick Reference List
NC_KK_ERRORS_PAYROLL	• Shows payroll lines with a budget error.	• Identify payroll lines with budget errors so you can resolve them.	• Preparing for Year-End Closing: Reviewing Open Transactions Guide • Queries for Reviewing Open Transactions Quick Reference List
Working with Transactions in Unposted Status			
ConnectCarolina Query Viewer: Unposted Transactions Query • NC_AP_UNPOSTED_VOUCHERS	• Shows vouchers that haven't posted yet. **Important**: Be sure to check for edit and budget errors before running this query.	• Identify transactions that haven't posted yet so you can check if there are problems that need resolving.	• Preparing for Year-End Closing: Reviewing Open Transactions Guide • Queries for Reviewing Open Transactions Quick Reference List
• NC_GL_BUD_JRNL_NOT_POSTED_DEPT	• Shows budget journals that haven't posted yet. **Important**: Be sure to check for edit and budget errors before running this query.	• Identify transactions that haven't posted yet so you can check if there are problems that need resolving.	• Preparing for Year-End Closing: Reviewing Open Transactions Guide • Queries for Reviewing Open Transactions Quick Reference List
• NC_GL_JRNL_NOT_POSTED_DEPT1	• Shows campus journals that haven't posted yet. **Important**: Be sure to check for edit and budget errors before running this query.	• Identify transactions that haven't posted yet so you can check if there are problems that need resolving.	• Preparing for Year-End Closing: Reviewing Open Transactions Guide • Queries for Reviewing Open Transactions Quick Reference List
Working with All Requisitions			

ConnectCarolina Query Viewer: All Requisitions Query NC_EP_REQ_STATUS	• Shows all requisitions and their status, including their budget status.	• Identify all requisitions with any issue holding up processing.	• Preparing for Year-End Closing: Reviewing Open Transactions Guide • Queries for Reviewing Open Transactions Quick Reference List
Working with Approval Worklists			
ConnectCarolina Query Viewer: Approval Worklist Query • NC_REQ_APPROVAL	• Shows requisitions that haven't been approved. **Note:** Approvers need to be logged in as themselves in order for this query to show results.	• Manage your transaction approval flow. • Identify backlog of transactions needing approval.	• Preparing for Year-End Closing: Reviewing Open Transactions Guide • Queries for Reviewing Open Transactions Quick Reference List
• NC_VCHR_APPROVAL	• Shows campus vouchers that haven't been approved. **Note:** Approvers need to be logged in as themselves in order for this query to show results.	• Manage your transaction approval flow. • Identify backlog of transactions needing approval.	• Preparing for Year-End Closing: Reviewing Open Transactions Guide • Queries for Reviewing Open Transactions Quick Reference List
• NC_JRNL_APPROVAL	• Shows campus journals that haven't been approved. **Note:** Approvers need to be logged in as themselves in order for this query to show results.	• Manage your transaction approval flow. • Identify backlog of transactions needing approval.	• Preparing for Year-End Closing: Reviewing Open Transactions Guide • Queries for Reviewing Open Transactions Quick Reference List
Working with Voucher Payments			
ConnectCarolina RPT: Voucher Not Paid Query NC_CPS_VCHR_NOT_PAID_UNCCH1	• Shows vouchers that either have no lines paid, or only partial lines paid.	• Manage accounts payable aging for State, F&A, Trust and OSR funds. **Note:** This query is also available to campus in PRD.	• Finance Reporting Queries Quick Reference List • Preparing for Year-End Closing: Reviewing Open Transactions Guide (includes steps for running a query)

ConnectCarolina RPT: Voucher Paid Query NC_CPS_VCHR_PMNT_INFO_UNCCH1	• Shows all vouchers that have been paid or partially paid. **Note:** If no lines on a voucher were paid, the voucher will not show in the query results. You need to use the Voucher Not Paid query above to see vouchers where no lines have been paid.	• Review timeliness of payments to suppliers for State, F&A, Trust and OSR funds. **Note:** This query is also available to campus in PRD.	• Finance Reporting Queries Quick Reference List • Preparing for Year-End Closing: Reviewing Open Transactions Guide (includes steps for running a query)
Managing Salary & Fringe			
InfoPorte: BMS Finance > Dept Accounting > Other Reports	• Allows you to filter Commitment Control budget transactions from the State ledger group on budget chartfields and pulls in HCM records that match on budget chartfields. • **Source**: Commitment Control ledger		• New Reports Notes: June 15 Release • New Reports June 15 Webinar
Infoporte SAS: Suspense Report Finance > Financial Reporting >Misc	• Displays suspense account 511190 summary and detail transactions by department and source. **Source:** Commitment Control ledgers		
Infoport SAS: Summer Salary & Overloads Report Finance > Financial Reporting >Misc • The report has four tabs: ○ Summer Salary – Summary	• Access is limited to those that have authorized security access • Report provides data on both nine-month and twelve-month faculty & staff members who receive		• New Reports Notes: June 15 Release • New Reports June 15 Webinar

○ Summer Salary – Details ○ Overload – Summary ○ Overload – Details	compensation for work during the summer months & academic year		
ConnectCarolina: Pending Transactions Report Main Menu > HR/Payroll Menu > Payroll Acct Adj. Tool (PAAT) > Review Pending Transactions	• Shows a list of all pending PAAT transactions for a department or school • Includes those with *In Progress* and *Needs Approval* statuses • Each transaction listed has a link to the adjustment.	• Check the approval status of PAAT transactions	• Guide for Using the Payroll Accounting Adjustment Tool • PAAT Webinar
ConnectCarolina: Suspense Transaction Report Main Menu > HR/Payroll Menu > Payroll Acct Adj. Tool (PAAT) > Current Suspense Charges	• Shows a list of charges for a department or school that have gone to the suspense account, broken down by employee and pay period	• Check an employee's payroll that is sitting in your suspense account	• Guide for Using the Payroll Accounting Adjustment Tool • PAAT Webinar
InfoPorte: Labor & Expense Report HR > Payroll > PAAT > • The report has three tabs: ○ Labor & Expenses Summary ○ Labor & Expenses Detail ○ Labor & Expenses Detail Codes	• Shows the funding sources of labor expenses, by summary and detail • Mirrors the Labor Expense Report that was available in the Retroactive Funding Transfer Application (short-term retro tool) • Summary tab shows expenses by department • Detail tab breaks out expenses by employee • Detail Codes tab shows expense broken out by wages and taxes	• Review the funding sources of your labor expenses • Check a specific pay cycle distribution for an employee	• Guide for Using the Payroll Accounting Adjustment Tool • PAAT Webinar
Reviewing Grants			

Infoporte GL Activity Tab Finance > Dept Accounting > GL Activity	• Any expenditure reporting to outside agencies must be based on actuals reflected on GL actuals ledger. **Source:** GL Actuals ledger	• Monitor your OSR projects.	
InfoPorte SAS: Comprehensive Financial Summary Report Finance > Financial Reporting > Cash/Bal > Comprehensive Financial Summary > • Ledger/Actuals Source Report with Fund Group – Summary (tab 1) • Ledger/Actuals Source Report with Fund Group – Detail (tab 2) • Cash and Investments - Ledger/Actuals Source Report (tab 3)	• Enter project number in project field • Shows beginning and ending fund balance, revenue, expenses, and cash. • Has three tabs – third tab just shows cash and investments. • Has a summary level organized by source, and a detail level that shows revenue and expenses by account and totals. **Source:** GL Actuals ledger	• Find your beginning and ending cash balance for the month to help reconcile your asset, liability and fund balance transactions, along with information on the GL Activity tab.	• InfoPorte 6.5 Release Notes • InfoPorte 6.5 Release Webinar
InfoPorte: Grant Profile Tab Finance > Dept Accounting > Grant Profile > Grant Profile	• A high-level “one-stop shop” report for grants with one summary line per project. • Shows burn rates and project details including principal investigator (PI), status, and start and end dates. • Shows life-to-date (LTD) direct, indirect, and total remaining balance.	• Do a quick spot check of your grants’ remaining balances or grant end date. • Look up the PI or status of a grant.	• Contracts and Grants Management Tips for Principal Investigators Quick Reference • Financial Reporting and Reconciliation

	• Lets you drill into each project to see more grant details on the Grant Details Tab. **Source**: RAMSeS and Commitment Control ledgers		
InfoPorte: Grant Details Tab Finance > Dept Accounting > Grant Profile > Grant Profile > click any project link to display Grant Details tab	• A comprehensive "one-stop shop" for individual projects. • Shows all grant details including sponsor, team members, milestones, rollup details, rebudgetary allowability, and cost sharing if applicable. **Source**: RAMSeS and Commitment Control ledgers for OSR Ledger rollup section	• Monitor your grant's life-to-date financial activity. • Look up non-financial grant details.	• Contracts and Grants Management Tips for Principal Investigators Quick Reference • Financial Reporting and Reconciliation
ConnectCarolina Inquiry: Budget Overview Inquiry Main Menu > Finance Menu > Commitment Control > Review Budget Activities > Budget Overview	• Shows expense totals and available balance by budget chartfield strings in real-time. • Breaks out spending totals by pre-encumbrance, encumbrance and expense. • Let's you filter on project and source. **Source**: Commitment Control ledgers	• Keep an eye on your available budget balance and spending during the month. • Get the most current balances when preparing budget revision requests. • To exclude cost shared transactions from your balances, enter the source. Otherwise, it's best to leave this field blank.	• Contracts and Grants Management Tips for Research Administrators Quick Reference
InfoPorte SAS: C&G Expenditures - Summary Finance > Dept Accounting > Grant Profile > C&G Expenditures – Summary	• Shows grant LTD spending and remaining balance at a high level. • Shows a project's budget, actuals, encumbrances,	• Monitor LTD activity of grants that use an itemized or summary budget. • Review LTD activity broken down by direct and indirect spending plus by	• Financial Reporting and Reconciliation

	and remaining balance broken out by direct and indirect expenses, and cost sharing if applicable. • Does not show pre-encumbrances • For direct expense, breaks out Actuals by personnel, fringe, purchased services, supplies and materials, and other expenses. **Source**: Commitment Control ledgers	account categories such as personnel and fringe. • View a total expense amount along with spend breakdown by direct and indirect costs.	
InfoPorte SAS: C&G Expenditures - Account Level Finance > Dept Accounting > Grant Profile > C&G Expenditures – Account Level	• Shows detailed grant spending at the account level. • Format mirrors the C&G Summary report but breaks out spending further by individual account. • Does not show pre-encumbrances. **Source**: Commitment Control ledgers	• Monitor life-to-date activity of grants that use an itemized budget. • View activity broken down by direct and indirect spending plus by individual accounts.	• Financial Reporting and Reconciliation
ConnectCarolina RPT: OSR Payments • NC_CPS_AR_DJ_ PMTS_BY_PROJECT	• Shows OSR deposits via direct journal. There is no associated invoice.	• Manage payments for contracts and grants.	• Finance Reporting Queries Quick Reference List • Preparing for Year-End Closing: Reviewing Open Transactions Guide (includes steps for running a query)
• NC_CPS_AR_OSR_PAYMENTS_BY_PROJ	• Shows invoice generated to sponsor and payment received.	• Manage invoice and payments for contracts and grants.	

• NC_CPS_AR_OSR_OPEN_ITEMS	• Shows invoice generated to sponsor and payment not received.	• Manage invoice and payments for contracts and grants.	• Finance Reporting Queries Quick Reference List • Preparing for Year-End Closing: Reviewing Open Transactions Guide (includes steps for running a query)
• NC_CPS_KK_PROJECT_SUM	• Shows available balance, pre-encumbrance, encumbrance, and expense on OSR funds. **Source**: Commitment Control ledgers	• Monitor your available balance for OSR projects.	• Finance Reporting Queries Quick Reference List • Preparing for Year-End Closing: Reviewing Open Transactions Guide (includes steps for running a query)
• NC_CPS_KK_PROJECT_ DATA	• Shows all OSR projects with chartfield strings and Commitment Control end date. • **Note**: The NC_KK_PROJECT_DATA in PRD contains the project end date.	• Monitor OSR project data.	• Finance Reporting Queries Quick Reference List • Preparing for Year-End Closing: Reviewing Open Transactions Guide (includes steps for running a query)
• NC_CPS_KK_WRONG_PROJECT_QRY	• Identifies non-cost sharing OSR balances for projects that have a department that is outside the Grants Project-Department range.	• Monitor OSR project data.	• Finance Reporting Queries Quick Reference List • Preparing for Year-End Closing: Reviewing Open Transactions Guide (includes steps for running a query)
OSR Payments Report Finance > Dept Accounting > • Grants > OSR Campus Reports > OSR Payments Report	• Shows all payments made from sponsors since go-live on October 1, 2014. • Shows payments in the form of GL journals, payment journals received from sponsors, maintenance journals reflecting movement of	• Ensure you have received all the expected payments from sponsors • Ensure the sponsor payments are on the correct project and account	• OSR Payments Report

	payments to different projects, and direct cash journals • Lets you view the results by rolled up journal amount, or be individual journal amount.		
Reviewing Soft Encumbrances			
InfoPorte: Soft Encumbrances Tab Finance > Dept Accounting > Soft Encumbrances	• Shows all your soft encumbrances, both expired and unexpired. • Lets you filter on project, program, cost codes, department, fund and source. **Source**: InfoPorte soft encumbrances table	• Monitor soft encumbrances for your department or project. • Delete soft encumbrances that have moved to a pre-encumbrance or later stage. **Notes**: • To see available balances with soft encumbrances, see the Ledger Rollups Tab section. • To see only soft encumbrances that haven't expired, see the Transactions tab section.	• Financial Reporting and Reconciliation
Reviewing Cost Codes			
InfoPorte: Program/Cost Code: Summary Tab Finance > Dept Accounting > Program/Cost Code > Summary	• Shows financial activity for ConnectCarolina cost codes and programs on a one-line summary. • Displays budget, expenses and available balance. • Lets you drill in to program or cost code to see detail on Ledger rollup or transactions. **Source**: Commitment Control ledgers	• Check the spending totals and available balance on a specific ConnectCarolina cost code or program.	• Financial Reporting and Reconciliation
InfoPorte: Program/Cost Code: Rollup Tab	• Shows financial activity for ConnectCarolina cost codes	• Check the spending activity at the account level for a ConnectCarolina cost code or program.	• Financial Reporting and Reconciliation

Finance > Dept Accounting > Program/Cost Code > Rollup	and program at the account detail level. • Shows grand totals for spending and available balance. **Source**: Commitment Control ledgers		
InfoPorte: Program/Cost Code: Transactions Tab Finance > Dept Accounting > Program/Cost Code > Transactions	• Shows financial activity for ConnectCarolina cost codes and program at the transaction detail level. **Source**: Commitment Control ledgers	• Review the transactions that make up the expenses of a ConnectCarolina cost code or program.	• Financial Reporting and Reconciliation
InfoPorte: IPT Cost Code: Summary Tab Finance > Dept Accounting > IPT Cost Code > Summary	• Shows a quick summary of budget and actuals for your IPT cost codes on one page • Displays budget, expenses and available balance. • Lets you drill in to cost code to see detail on Ledger rollup or transactions. **Source**: Commitment Control ledgers , InfoPorte cost code table	• Check the spending totals and available balance on a specific InfoPorte cost code.	• Financial Reporting and Reconciliation • InfoPorte 6.5 Release Notes • InfoPorte 6.5 Release Webinar
InfoPorte: IPT Cost Code: Rollup Tab Finance > Dept Accounting > IPT Cost Code > Rollup	• Shows financial activity for InfoPorte cost codes at the account detail level. • Shows grand totals for spending and available balance. • Lets you drill in to account to see transactions that make up the account totals.	• Check the spending activity at the account level for an InfoPorte cost code.	• Financial Reporting and Reconciliation • InfoPorte 6.5 Release Notes • InfoPorte 6.5 Release Webinar

	Source: Commitment Control ledgers , InfoPorte cost code table		
InfoPorte: IPT Cost Code: Transactions Tab Finance > Dept Accounting > IPT Cost Code > Transactions	• Shows financial activity for InfoPorte cost codes at the transaction detail level. **Source**: Commitment Control ledgers , InfoPorte cost code table	• Review the transactions that make up the expenses of an InfoPorte cost code.	• Financial Reporting with InfoPorte Classroom Training • InfoPorte 6.5 Release Notes • InfoPorte 6.5 Release Webinar
InfoPorte: IPT Cost Code: IPT List Tab Finance > Dept Accounting > IPT Cost Code > IPT List Tab	• Shows all your IPT cost codes • Lets you filter on department and active/inactive cost codes **Source**: Commitment Control ledgers , InfoPorte cost code table	• Review your department's active InfoPorte cost codes • Review your department's inactive InfoPorte cost codes and delete or edit them if needed	• Financial Reporting and Reconciliation • InfoPorte 6.5 Release Notes • InfoPorte 6.5 Release Webinar
Reporting for Foundations			
InfoPorte SAS: Foundation Report Finance > Financial Reporting > Cash/Bal > Foundation Report	• Shows beginning and ending fund balances, revenue, expense, payout and assets by fund 29910, 29920, 29930 and source at a summary level. • Lets you filter on fund, source and department. • Lets you drill down to detail level. **Source**: GL Actuals Ledger	• Look up fund balances for a foundation.	
nVision Reports: • Trial balance by fund	• Shows trial balance by detailed GL account balances.	• nVision reports are generated as Excel files. • Reports are emailed to each foundation after each month close.	

		• Reports allow you expand or collapse rows and columns. • Plus and minus buttons in the top row allows columns to be expanded or collapsed to view detailed information.	
• Trial balance by fund-source	• Trial balance provides summary by source for funds 299.	• Same as above.	
• Trial balance by account	• Trial balance provides summary by account for funds 299.	• Same as above.	
• Foundation fund balance rollover	• Summarizes life-to-date data for funds 29910, 29920, 29930. • Shows beginning, ending fund balance, current year revenues, expenses and transfers and changes in equity.	• Same as above.	
• NC_CPS_TB_FDN_JRNL_DETAIL	• Shows the journal details for foundation trial balances	• Find the journals that comprise the balances.	
Running Income Statements			
InfoPorte SAS: Income Statement Finance > Financial Reporting > Cash/Bal > Income Statement	• Shows actual revenues and expenses as operating and non-operating categories. **Source**: GL Actuals ledger	• Produce an income statement for a fund or department.	
Year End Queries			
NC_CPS_YE_DCB_CORRECT	• Shows lines from Data Collect Batches	• You can select which lines you need to correct for year end. These are mostly interdepartmental billings.	• Journal Import Guidelines and Procedures • Journal Import Template
NC_CPS_YE_DEPT_MAP	• Shows department mapping	• You can select lines you need to correct for year end. This is for correcting the Dept, Program, or Cost Code chartfields. Fund, Source,	• Journal Import Guidelines and Procedures • Journal Import Template

		and Account should remain the same.	
NC_CPS_YE_PCD_CORRECT	• Shows lines from PCard transactions	• You can select which lines you need to correct for year end. The Account code should not be changed.	• Journal Import Guidelines and Procedures • Journal Import Template
NC_CPS_YE_AP_VOUCHERS	• Shows lines from PO and Non-PO Vouchers	• You can select which lines you need to correct for year end. The Account code should not be changed. PO vouchers that are State waivered cannot be corrected through a Journal Import.	• Journal Import Guidelines and Procedures • Journal Import Template
NC_CPS_YE_TRUST_CASH	Shows trust fund cash balances.	• You can select trust funds with cash deficits to correct.	• Journal Import Guidelines and Procedures • Journal Import Template

Notes:

- The data in InfoPorte is one day behind ConnectCarolina (PeopleSoft).
- The ConnectCarolina RTP queries are one day behind ConnectCarolina (PeopleSoft).
- Query viewer is available to all campus users.
- RPT Queries require authorized security, and access is limited.
- For more information on queries in ConnectCarolina, see the Financial Reporting Queries reference located here: **http://ccinfo.unc.edu/training/resource-documents/#infoporte**

Key Terms	
Available Balance	• Represents the budget amount available for a particular budget period • Driven by budget checking • Based on Commitment Control ledgers (State, F&A, Trust, OSR)
Fund Balance	• Represents the total net worth of a fund • Represents total assets minus total liabilities • Driven by the GL journal posting process • Based on GL Actuals Ledger
Cash Balance	• Represents a summary of all cash accounts • Driven by the GL journal posting process • Based on the GL Actuals Ledger
Commitment Control (KK)	• UNC budgeting control ledgers (State, F&A, Trust, OSR, program & cost codes)
GL Actuals	• Actuals in UNC's general ledger and official book of record