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1 Overview of the InfoPorte Finance Application

In this chapter, you will learn about:

- Navigating and getting access to InfoPorte
- The nature of information in InfoPorte
- Translating old language to new language
- Tips for working in InfoPorte
Overview of the InfoPorte Finance Application

Overview

Your department’s transactions and many of its daily business activities are recorded in ConnectCarolina. Use InfoPorte to view reports related to these transactions and to determine the state of your department’s financial affairs.

Use the Right Browser

We recommend you use Chrome or Firefox when working in InfoPorte. InfoPorte runs faster and more reliably in these browsers than with Internet Explorer. If you use Internet Explorer, functionality like exporting information or downloading search results as an Excel spreadsheet may not work as expected.

No matter which browser you use, remember to periodically clear your cache. The method for doing this varies by browser - search online for instructions.

Navigate to the InfoPorte Finance Application

You have two paths to get to InfoPorte:

- From the ConnectCarolina portal, click on the Enterprise Reporting button, then the Infoporte link
- Point your browser to https://infoporte.unc.edu

After logging in, click on the Finance button in the upper-right hand corner of the page.

The buttons you see are directly related to your access, so you may have more or fewer buttons than displayed here.

Access to the Finance Application in InfoPorte

If you don’t see the Finance button, you don’t yet have access to this application. Ask your InfoPorte Administrator to work with you to get access. Not sure who your InfoPorte Administrator is? You can find this person’s name without being logged in.
In the upper right-hand corner of the page, click on the **Tools** button, then **Data Dictionary > General Info**.

![Data Dictionary](image)

Scroll down the page to find the InfoPorte Admin_Access Request Coordinator list, then click on the corresponding **Download** link to download and open an Excel spreadsheet.

<table>
<thead>
<tr>
<th>File Name</th>
<th>Download</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept attributes.docx</td>
<td>Download</td>
</tr>
<tr>
<td>InfoPorte Administration Training Manual.pdf</td>
<td>Download</td>
</tr>
<tr>
<td>Infoporte Admin_Access Request Coordinator list.xlsx</td>
<td>Download</td>
</tr>
<tr>
<td>Infoporte access procedure document.docx</td>
<td>Download</td>
</tr>
<tr>
<td>Infoporte_Access_Form.doc</td>
<td>Download</td>
</tr>
</tbody>
</table>

When the file opens, find your school, division, or the school or division your area reports to, and then look to the right to find your InfoPorte Administrator. This may be a different person than your ConnectCarolina Access Request Coordinator.

Just like in ConnectCarolina, the information you have access to in InfoPorte is limited to the access you need to do your job: you’ll see information for your department and other groups that you are supposed to see, not for the entire University.

**The Nature of Information in the InfoPorte Finance Application**

Information related to the transactions you enter in ConnectCarolina today are available in InfoPorte tomorrow. Each night, ConnectCarolina’s transactional information is collected and pushed to the Data Warehouse, which is in turn pushed to InfoPorte.
When there is no activity in ConnectCarolina, your ConnectCarolina and InfoPorte totals match. But by and large, because of the delay created by the overnight process to move the information from one system to another, the information in ConnectCarolina is almost never in balance with the information in InfoPorte.

Within InfoPorte, the information from ConnectCarolina is segmented into two areas:

- reports built into InfoPorte
- reports built using a tool called "SAS" (pronounced "sass")

You can heavily manipulate and filter the information in the native InfoPorte reports, and then download it as a spreadsheet to Excel. There, you can further filter it, or create pivot tables, charts, or graphs. You can also download native InfoPorte information in PDF format.

Information for SAS Reports can also be filtered, although to a limited degree, and downloaded to Excel.

For the most part, the information in InfoPorte comes from ConnectCarolina. If you see an error, the first place to check is ConnectCarolina. To correct invalid or incorrect InfoPorte information, you should make – or ask the department that created the error to make – the correction in ConnectCarolina with the appropriate correcting entry. After any necessary approvals, the corrected information will be available in InfoPorte the next business day.

The information transfer from ConnectCarolina to InfoPorte is a one-way street. Information never moves back upstream from InfoPorte to ConnectCarolina. This is critical to remember if you enter cost codes or any other information in InfoPorte: information is never carried back to ConnectCarolina.

**Translating Old Language to New Language**

Due to the tenure of the University’s legacy systems, like FRS, many people around campus think in terms of FRS accounts and object codes, which ConnectCarolina does not use. To
help ease the transition, InfoPorte provides a map from FRS accounts and object codes to ConnectCarolina’s chartfield string. Find this information in InfoPorte's Tools application. Click on the **Tools** button, then **Data Dictionary > Account Mapping (Advanced)**.

It's important to remember that this mapping is current as of October 2014, and it is not being maintained. That's because many schools and divisions made additional changes to their accounting structures after Go Live, so it is no longer possible to maintain a one-to-one mapping from FRS to ConnectCarolina.

**Note:** If you need to charge another school or division, call them to make sure you are using a their correct chartfield string.

As time marches on, you'll become familiar with the new language of ConnectCarolina, and this tool will become less useful to you as you begin thinking in the "new speak" of ConnectCarolina. In addition, you'll also find that the information in the mapping has become outdated, and you'll use it less for that reason as well.

A tool to search for an InfoPorte cost code or ConnectCarolina cost code is also available in InfoPorte's Tools application. Click on the **Tools** button, then **Data Dictionary > Cost Codes > IPT Cost Codes** (for InfoPorte cost codes) or **PeopleSoft Cost Codes** (for ConnectCarolina cost codes).

**General Tips for Working in InfoPorte**

**Saving and Bookmarking Searches**

As you work in InfoPorte, you may find that you look up the same information on a regular basis. InfoPorte lets you save not only the InfoPorte page where you perform this search, but also the search values you use.
To save a search, navigate to the page and enter the values for your search. Click on the bookmark icon above the InfoPorte logo and to the right of the Quick Search bar. Enter a name for this search, and click on the Add button.

When you want to access any saved search, click on the bookmark icon, then choose the search you want to access. Saving every single search you do in InfoPorte may result in too many to be useful, so be judicious when deciding which ones to save. You may need to save your favorites again when InfoPorte is updated.

**Filling in InfoPorte Pages**

As a web page, InfoPorte fields move around as you expand or reduce the size of your browser window. Especially when you’re getting information from SAS, but also in general, it’s a good idea to fill in the fields available to you from top to bottom, left to right.

And, don’t panic if fields seem to overlap each other. You may have magnified the resolution on your browser, which is compounded when you increase or decrease the size of the window.

The specific process for increasing or decreasing your browser’s magnification varies from browser to browser, but may be as simple as Ctrl-Equal or Ctrl-Minus.

**Working in Multiple InfoPorte Sessions**

It’s useful to have multiple InfoPorte browser tabs open as you work with information in InfoPorte. To do this, after logging into InfoPorte, press the Ctrl button on your keyboard
(Command key on a Mac) while clicking on a New Tab in your browser.

You’ll be logged in to InfoPorte in both browser tabs, and can work in either, or both, simultaneously. If you have two monitors, or if a single monitor is large enough, you can tear off or drag the browser tab to the side, which opens a second browser window, to see the information side by side.

**Viewing InfoPorte System Notifications**

The InfoPorte team communicates system status updates, maintenance window information, and other news via their Twitter account. Stay in the know - to see the latest InfoPorte status information, and click on the Twitter bird icon. Inside the status window, click on the Follow button to follow the InfoPorte team's Twitter feed.

When the Twitter icon is blue, InfoPorte is operating normally.

When the Twitter icon is orange, InfoPorte is experiencing technical difficulties. This is the status when processes are taking longer than normal, or portions of InfoPorte are unavailable.
When the Twitter icon is red, InfoPorte is unavailable.

Across the top of the browser window, above the InfoPorte logo and the Quick Search bar, you’ll see any system or other status notification messages. These are visible only after logging in to InfoPorte, and only on the InfoPorte home page.

**Sorting Information**

On many of the tabs inside the Finance application, you can sort the information as it makes sense to you. If you see the up and down arrows next to the column heading, click on the column heading to sort or reverse sort your information.

Each column has its own default sort order. When you export the information to an Excel spreadsheet, the system restores the default order.
2 Financial Concepts

In this chapter, you will learn about:

- Financial terminology used at the University
- The steps most transactions go through
- Accrual Accounting at the University
- The Actuals Ledger v. the Commitment Control Ledgers
- How information makes its way to InfoPorte
- The Commitment Control Ledgers
- The general types of funds the University uses
- How budgets are funded
Some Key Financial Concepts

To understand and work with the financial information you see on the Ledger Rollup and Transactions tabs (as well as other InfoPorte financial reports), it’s important to understand some key concepts related to the University’s accounting method and how ConnectCarolina manages budgets and actual transactions.

Terminology

Fiscal Year: begins July 1 and ends June 30; to illustrate, FY2016 begins July 1, 2015 and ends June 30, 2016.

Budget Period: is used in association with the Fiscal Year for all fund types except OSR. OSR does not use Budget Periods, while UNC Faculty Physicians and FAMODET use monthly budget periods.

Accounting Period: within each Fiscal Year, there are 12 Accounting Periods; each Accounting Period corresponds to one calendar month, so Accounting Period 1 is always July, Accounting Period 2 is always August, and so on through Accounting Period 12, which is always June.

Associated Revenue: applies to Trust funds only, and represents the greater of either the revenue estimate or the revenues received; for most trust funds, spending is guided by associated revenue rather than budget. This is applicable through June 30, 2015, which marks the end of Fiscal Year 2015 (FY15).

Beginning Budget Balances: for trusts with associated revenue, the prior fiscal year’s balances carry forward to the new fiscal year as the expense budget. If the trust has non-associated revenue, the budget is zero at the beginning of the new fiscal year. You can manually create expense budget at the beginning of the fiscal year.

Automatic Budget Create (ABC) Process: beginning July 1, 2015 the ABC process applies. If the trust receives $500 in revenue and the source is associated, a nightly process automatically increases the expense budget by $500.

If the trust has non-associated revenue, as revenue comes in during the fiscal year, you can create expense budget journals to increase the budget for the additional amount.

The Steps Most Transactions Go Through

In ConnectCarolina, most financial transactions go through the same basic process:

1. Create the transaction (for example, create a purchase requisition or a voucher).

2. Check for chartfield errors (also called “combo edit errors”). The system does this step automatically when you save the transaction or when you budget check it.

3. Budget check the transaction.
4. Approve the transaction.

5. Post the transaction (handled by Accounting Services for some transactions; makes an official record of the transaction in our accounting system).

This is the process from a high level, but it’s also good to understand the processes in more detail. To see detailed descriptions of the processes, refer to The Steps Transactions Go Through, one of a series of documents that explain key financial concepts. You can find this document on the Resources page of Training tab on the ccinfo.unc.edu website.

**Our Accounting Method: Accrual Accounting**

Before we switched to ConnectCarolina, the University used cash basis accounting, but now we use accrual accounting. The main difference between the two is the timing of when we account for revenue and expenses. With the cash method, we record revenue when the money is received and we record expenses when money is paid out.

On the other hand, with the accrual method we record revenue when we earn it, and we record an expense for goods and services when we make the purchase. We record the revenue even if we haven’t received the cash.

**Example One:** Let’s say you sell a $1,000 conference registration. With the cash method, you record $1,000 in the books when you receive the check. With the accrual method, you record the $1,000 as revenue immediately when you sell the registration, even if you receive the money a few weeks later.

**Example Two:** The same thing is true for expenses. Let’s say you receive an electric bill for $1,200. Under the cash method, you add $1,200 to the books when you actually pay the bill. Under the accrual method, though, you record the $1,200 as an expense the day you receive the bill.

Using the accrual method gives the University a more accurate picture of where our money is from month to month. But a challenge is that we still have to report to the State of North Carolina using the cash method.

**The Actuals Ledger vs. the Commitment Control Ledgers**

Another useful concept to understand is that the University tracks transactions related to budgets (how we plan to use our funds) in different ledgers from where we track transactions that count in the official financial record for the month (or “actuals”). A ledger is somewhat similar to a checkbook, where you record transactions and keep track of your balance.

We track budget balances in a set of seven ledgers called the Commitment Control ledgers (sometimes called the “KK ledgers” for short). We track actual transactions in the Actuals Ledger.
In ConnectCarolina, a transaction is recorded in the Commitment Control ledgers when the transaction is budget checked (which reduces the budget available). They become part of actuals at the point they are posted in the General Ledger.

**When Information Makes Its Way to InfoPorte**

Understanding the role of the Actuals and Commitment Control ledgers is important for two reasons. The first is that once a transaction has been budget-checked, you will see it in InfoPorte. (Or actually, you see it the next day, since information is copied from ConnectCarolina into InfoPorte overnight.) That’s because much of the information in InfoPorte is pulled from the Commitment Control ledgers.

But just because you can see a transaction in InfoPorte doesn’t mean it has been approved or posted, so it isn’t necessarily ready to reconcile. Let’s take vouchers, for example. After a voucher is budget-checked (which means it is recorded and the available budget is reduced), it could take days for it to be approved and then posted. It can then take weeks for the voucher to be paid, because vouchers are paid based on the vendor’s payment terms. So a voucher could be shown on the Transactions tab of InfoPorte for weeks without having a check number.

**Understanding the Commitment Control Ledgers**

We mentioned earlier that every time you enter a transaction, it gets budget checked in one of the Commitment Control ledgers. There are multiple Commitment Control ledgers for both revenues and expenses that represent a certain stage of the commitment (our intention or obligation to pay).

**The Commitment Control Ledgers for Expenses**

The Commitment Control ledgers for expenses (money going out) are:

- **Budget**: This ledger shows the amount budgeted for expenses, and is updated when budget journals and budget transfers are budget checked in ConnectCarolina.
- **Pre-encumbrance**: This ledger shows the amounts pre-encumbered (that is, "held") for purchase requisitions that are in progress, including purchase requests for orders from the ePro vendor catalogs.
- **Encumbrance**: This ledger shows the amounts encumbered (held) for purchase orders and payroll encumbrances.
- **Expense**: This ledger shows the amounts posted for vouchers, campus journals, and personnel transactions.

**How Expenses Move Through the Commitment Control Ledgers**

When you enter an expense transaction and it passes budget checking, it hits one of your expense Commitment Control ledgers and shows in your available balance.
A transaction is only in one Commitment Control ledger at any given point in time. For example, a purchase requisition moves through the Commitment Control ledgers as follows:

1. When a purchase requisition passes budget checking, it hits the Pre-encumbrance ledger and reduces the budget balance.

2. When a purchase order (PO) is generated from that requisition and passes budget checking, the amount hits the Encumbrance ledger and is taken out of the Pre-encumbrance ledger.

3. When a voucher is generated from the PO and passes budget checking, the amount hits the expense ledger and is taken out of the Encumbrance ledger.

Not all transactions go through all the Commitment Control ledgers. Campus vouchers go straight to the Expense ledger and never hit the Pre-encumbrance or Encumbrance ledger.

For examples and more details, see Why Do My Balances Go Up and Down Throughout the Month?, one of a series of documents that explain key financial concepts. You can find this document on the Resources page of Training tab on the ccinfo.unc.edu website.

**The Commitment Control Ledgers for Revenue**

The Commitment Control Ledgers for managing revenue (money coming in) are:

- **Budget**: The Budget ledger identifies what income you estimate and expect to come in during the fiscal year, and is updated when someone enters a budget journal or budget transfer.

- **Recognized**: The Recognized ledger identifies what monies have actually come in during the fiscal year, and is updated in a variety of ways. For example, money is recognized when a department receives a check as payment and then deposits that check through the University Cashier's Office. Another way is through a data collect batch. Both of these are posted as GL Journals.

- **Collected**: The Collected ledger applies only to General Administration, Housing, and OSR Central Office, which are the groups that use ConnectCarolina's Accounts Receivable and Billing modules, and the amounts on this ledger do not display on the Ledger Rollup reports in InfoPorte.

**Recognizing Expense and Revenue Accounts**

The accounts within the expense ledger group begin with the digit 5 while the accounts within the revenue ledger group begin with a 4.

**The General Types of Funds the University Uses**

For the purposes of working in InfoPorte, we can group the University's funds into four types, each with different rules, requirements, and methods of budgeting. They are:
2 Financial Concepts

- State funds, which are appropriated by the General Assembly and governed by the guidelines issued by the Office of State Budget Management

- Contract and grant funds, which are also called "OSR funds" because they are set up by the Office of Sponsored Research (OSR).

- Facilities and administrative (F&A) funds, also known as "overhead costs," which are funds generated by contract & grant activity and are used to support infrastructure and research-related activity.

- Trust funds, which are gifts and other monies given to the University.

**How Budgets Are Loaded**

Budgets are established in ConnectCarolina in several ways. For State and F&A funds, the budgets are established for you by the Business Analysis Group. This group also calculates and enters the F&A formula allocation.

OSR funds are established by OSR Central Office, using the ConnectCarolina Grants module. Trust funds are established by budget journals, formerly known as one-sided budget transfers.

When you're moving funds from one budget to another, there are certain rules you need to follow. For example, you can move funding from one department, program, or account to another department, program, or account. However, you cannot change the fund or source for that money. Another rule is that budget transfer credits and debits must sum to $0.

For more information about budgets and budget rules, see *Budgeting 101*. You can find this document on the Resources page of Training tab on the ccinfo.unc.edu website.
3 Reconciling Expense and Revenue Transactions

In this chapter, you will learn about:

- Reconciling Expense and Revenue Transactions in InfoPorte
- Reconciling Transactions on State Funds
- Reconciling Transactions on F&A Funds
- Reconciling Transactions on OSR Funds
- Reconciling Transactions on Trust Funds
- Understanding the Fields in your Transaction Search Results
Reconciling Expense and Revenue Transactions

Overview

Reconciling is the process of ensuring that your transactions are accounted for and that a funds balance is correct. You reconcile by comparing the hard-copy receipts for your department's transactions against the transactions you find in InfoPorte. Reconciling is a critical control to ensure your department's financial integrity.

Departments reconcile for two reasons:

- To make sure the transactions were entered correctly in ConnectCarolina
- After month-end, to affirm State, F&A, OSR, or Trust fund balances

In general, the process looks like the following graphic. Before month-end, match your transactions against their paper supporting materials. After month-end, match the transaction totals against the totals in the month-to-date (MTD) budget and actuals balance reports.

![Reconciling Process Diagram]

When reconciling to make sure the transactions were entered correctly, you match transactions in InfoPorte against the supporting paper documents. Before you begin, gather your purchase orders, vouchers, and so on. Next, in InfoPorte, you generate a list of transactions and match them against the paper documents.

Before month-end, one of the main goals of reconciling transactions is to review transaction information.

The transactions may be spot on, or they may have a typo or transposed digits. And from the information in your transactions list, you may find that another department is erroneously spending against your budget.

For those transactions you recognize and that are correctly recorded, you mark the checkboxes and identify them as reconciled.

If you find an error that needs to be corrected: remember that you enter transactions and make correcting entries in ConnectCarolina. Also remember that transactions you enter in ConnectCarolina today are available in InfoPorte tomorrow.

We recommend that you reconcile transactions on a regular and on-going basis. That might be daily, every other day, weekly, or whatever works for your department. Whatever your
department decides, it's important to keep in mind that before month-end, your State, F&A, OSR, and Trust fund balances will continue to change, so it's too early to affirm fund balances.

After month-end, when you reconcile to confirm your fund balances, one of your main goals is to make sure that your monthly balances in InfoPorte match what you expect them to be, based on the transactions your department has done.

In order to do this, you'll need to know your transaction totals and your State, F&A, Trust, or OSR month-end actuals balances.

Typically, departments reconcile these types of transactions:

- payroll
- vouchers
- journals
- budget journals

**Two Important Areas for Reconciling in InfoPorte**

To make the amount of information you see manageable, InfoPorte organizes information into high-level areas called *applications*, and then within the applications by tabs. For example, InfoPorte has an application for Finance, and within those applications are tabs for the different types of reports, such as the Ledger Rollup report. Many of the reports then have tabs underneath for the different variations of that report. For example, the Ledger Rollup tab has tabs underneath it for balances of the University's:

- state, trust, and F&A funds (Main Ledger)
- contract and grant funds (OSR Ledger)
- state parent and F&A parent funds (Parent Ledgers)
- F&A Monthly Detail (FAMODET)
- capital improvement funds (Capital Improvement)

When you are reconciling in InfoPorte, there are two tabs you will visit more than others:

- Transactions Tab
- Ledger Rollup Tab

**Quick Look at the Transactions Tab**

The Transactions Tab lists all the transactions that have at least reached the budget checking stage of their journey. The tab includes all the different types of transactions you create in ConnectCarolina, such as purchase requests and vouchers and deposits and so on.
It also lists transactions created in companion systems, such as Pcard transactions and Web Travel, created after February 1, 2015.

The Transactions tab gives you lots of ways to see only the transactions you need to work with. For example, you can see all transactions against State funds or only vouchers paid against contract and grant funds for the month of May. You can search for a particular purchase request to see if it has been fully paid. You can see all your Pcard transactions.

We’ll take a deeper look at that Transactions tab later in this guide, but here’s an example of what the tab looks like, and the basic and advanced searches you can do here:

Quick Look at the Ledger Rollup Tab

The Ledger Rollup Tab (or really, set of tabs) is where you go to see your budget balances. You can find balances for State, F&A, Trust, and OSR (contract and grant) funds. Like the Transactions tab, the Ledger Rollup tabs give you lots of ways to filter and sort your information.
Finding Transactions to Reconcile

There are two ways to see your department's transactions: on the Transactions tab and on the Ledger Rollup tab, both in InfoPorte.

When you reconcile Expense transactions, you'll choose the expense and budget ledgers; and when you reconcile Revenue transactions, you'll choose the recognized and budget ledgers.

We recommend that you start on the Transactions tab, use the search fields to find your department's information, and then review the results.

But you can also start on the Ledger Rollup tab or OSR Ledger Rollup tab, again searching for your department's information. Your results will be sub-sorted by chartfield values; click on the link for that chartfield string to see the transactions that belong to that collection of transactions.

When following the recommendation of starting on the Transactions tab, to begin, consider what type of fund you want to reconcile, then complete the chartfield values based on that fund type.

<table>
<thead>
<tr>
<th>For this fund type:</th>
<th>Enter these chartfield values:</th>
</tr>
</thead>
<tbody>
<tr>
<td>State</td>
<td>Fund, Source, Department, and Accounting Period*</td>
</tr>
<tr>
<td>F&amp;A</td>
<td>Source, Department, and Accounting Period*</td>
</tr>
</tbody>
</table>
For this fund type: Enter these chartfield values:

<table>
<thead>
<tr>
<th>Fund Type</th>
<th>Chartfield Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSR Source, Project ID, and Accounting Period*</td>
<td></td>
</tr>
<tr>
<td>Trust Source and Accounting Period*</td>
<td></td>
</tr>
<tr>
<td>Trust Endowment Fund, Source, and Accounting Period*</td>
<td></td>
</tr>
<tr>
<td>Trust allocated across multiple departments</td>
<td>Source, Department, and Accounting Period*</td>
</tr>
</tbody>
</table>

*If your department budgets by program, you should include the program in the chartfield string when you search for transactions.

You can enter additional chartfield values to limit your search results to just the transactions you want to see. Detailed instructions for gathering a list of transactions, per ledger group, are available here:

- Reconciling Transactions on State Funds, page 30
- Reconciling Transactions on F&A Funds, page 36
- Reconciling Transactions on OSR Funds, page 43
- Reconciling Transactions on Trust Funds, page 49

### Identifying When a Transaction Can be Reconciled

To see if a transaction is ready to be reconciled, on the Dept Accounting > Transactions page, look at the value in the Recon Ready? column.

For expense and budget transactions, this field will say Y if it is ready to be reconciled. For encumbrance and pre-encumbrance transactions, this field is always blank because the transactions don't need to be reconciled. A pre-encumbrance quickly becomes an encumbrance, so there's no need to reconcile these. An encumbrance quickly becomes an expense, so it's a good idea to look these over but, again, not reconcile them. If you notice an encumbrance seems to be "stuck," there could be a problem with the transaction that you need to correct.
For vouchers, if the transaction's status, as per the Recon Ready? column, does not change from blank to Y before month-end, the transaction is carried over to the next month during Voucher Roll Forward.

Any expense that has been posted can be reconciled. Having said that, some departments choose to wait until after payment is made before they reconcile the transaction.

**Reconcilable versus Paid Transactions**

If the Recon Ready? column contains Y, the transaction has been posted and is ready for you to reconcile it. If it is blank or contains an N, it should not be reconciled. Remember: any transaction that has been posted can be reconciled.

At the University, the term "posting" means that the transaction is officially on the books for the month that it is posted. As soon as the transaction is posted, you can be confident the transaction will be paid and that it's safe to reconcile it.

After a posted transaction has been reconciled, the Y remains in the Recon Ready? column. The Y in this column is a factor of when the transaction is posted, not when it has been reconciled or paid. Once the column displays a Y, that Y never changes, even after the transaction has been reconciled and paid.

To separate transactions that have been reconciled from those that are waiting to be reconciled, sort first by the Recon Ready? heading, then look to the right. The Reconciled column has a check mark in it when the transaction has been reconciled. Hover over the check mark to see the Onyen of the person who marked the transaction as reconciled, and the date when they did that.

<table>
<thead>
<tr>
<th>Trans ID</th>
<th>Reference 1</th>
<th>Reference 2</th>
<th>$ Amount</th>
<th>Recon Ready?</th>
<th>Reconciled</th>
<th>Acct Dt</th>
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</thead>
<tbody>
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<td></td>
<td>87,512.00</td>
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</table>

To separate voucher transactions that have been reconciled from those that have been paid, look for information in the transaction's Reference 1 column. If there is a payment reference number and payment date in the Reference 1 column, the transaction has been paid.

To see only those transactions that are reconcilable, sort by the Recon Ready? column heading, or use the Recon Ready? field in the Advanced search option.

See *Interpret the Columns on the Transactions Tab, page 24* for more information about the information you'll find on this page.
Follow Your Department’s Business Process

There’s not one best way to reconcile your transactions. The reconciling process varies from department to department, and that flexibility remains. One process is illustrated below, but ultimately, choosing when or what process to follow to reconcile a transaction is up to your department's business practices.

When the Recon Ready? column displays the letter Y, meaning that the expense can be reconciled, you can reconcile or not reconcile, as per your department’s process. The Y in the Recon Ready? column simply indicates that the expense is ready to be reconciled.

You can reconcile daily, weekly, bi-weekly, or monthly, or whenever it makes sense to your department; the graphic presents the process as circular to identify that it is repetitive. How often it repeats is up to you.

Interpret the Columns on the Transactions Tab

Many columns of information are returned when you search for transactions in your State, F&A, OSR, and Trust funds. For now, let's focus on the Description, Trans Type, Trans ID, Reference 1, and Reference 2 columns.
The information in the columns on the Transaction tab varies based on the type of transaction you are looking at.

Begin by looking at Trans Type (Transaction Type) column. The transaction type identified in this column drives the sort of information in the remaining columns.

When you see AP, followed by the underscore (_), followed by anything, you're looking at some type of voucher transaction. The most common types are campus vouchers transactions, travel transactions, purchase order or purchase requisition (including ePro Vendor Catalog) transactions, or legacy purchase order transactions. We'll take a closer look at each of these.

When you see GL_Journal in the Trans Type column, you're looking at one of the transactions that ultimately become a GL Journal transaction. Some commons ones are campus journal transactions, Central Airfare Billing System (CABS) transactions, or Pcard transactions. It's important to know that the only CABS and Pcard transactions in InfoPorte are those made on and after February 1, 2015.

In total, there are ten transaction types; we're going to focus on AP_Voucher and GL_Journal. Carefully review the table that follows these examples. That table includes field descriptions for each of the ten transaction types.

### Campus Voucher Transactions

Let's take a look at this illustration of a campus voucher transaction on the Transactions tab.

The Trans Type column identifies that this transaction is a voucher because the first characters are AP and any transaction type beginning with the characters AP is a voucher. We'll use this information to interpret the remaining columns. If the transaction type were different, we would read the other columns with a different understanding.
The Description column shows both the vendor ID and the vendor name, separated by an underscore or a pipe; that short line is not part of either the vendor ID or the vendor name.

On the Transactions tab, anytime you see the underscore or pipe in the middle of a field, know that it is separating two different pieces of information. In the illustration, it separates the vendor ID and vendor name. In the case of an HR_Payroll transaction, for example, the underscore separates the payroll run date and the payroll sequence number in the Trans ID field.

In our illustration, the next column, the Trans ID column, displays both the voucher ID and the invoice number.

The Reference 1 column displays both the payment reference number and the payment date. If the payment is made by check, the payment reference number is the check number. If the payment is made by ACH, the payment reference number is the ACH payment number.

InfoPorte can only display to you information entered or created in ConnectCarolina. For example, when you are reviewing a campus voucher transaction in InfoPorte, if the invoice for the voucher has not been paid yet, you won't see any payment details.

In this illustration, Reference 2 is blank. This transaction is a campus voucher and accordingly, it has no purchase order number.

**Travel Transactions**

For travel transactions, these columns look like this:

We started with the Trans Type column, which told us this is a voucher. Next, we look to the Description field, where we learn the vendor ID number and name. (The vendor name is the traveller's name, and has been masked in this example.)

The Trans ID field identifies the voucher ID number for this travel transaction, as well as the travel ID number or invoice number for the travel transaction. The Reference 1 field shows us the payment reference number, and the date the payment was made. Reference 2 is not used for travel vouchers, so this field is blank.
Purchase Order, Purchase Requisition, and Vendor Catalog Transactions

ConnectCarolina purchase order transactions, purchase requisition transactions, ePro Vendor Catalog transactions, and legacy system purchase order transactions are similar, but these transactions have information in the Reference 2 field.

Let’s start with this ConnectCarolina purchase order transaction:

The Trans Type field displays the information AP_Voucher, so we know this transaction is some sort of voucher. The Description field shows us the vendor ID and vendor's name. The Trans ID field displays the voucher ID and invoice number, and the Reference 1 field shows us the payment reference number and the payment date. Notice that the Reference 2 field is not blank. It displays the ConnectCarolina purchase order number.

A legacy purchase order transaction's information is similar.

The Trans Type field displays "AP_Voucher". The Description field shows us the vendor ID and vendor's name. The Trans ID field has the voucher ID and invoice number. The Reference 1 field has the payment reference number and payment date. Like a purchase order, purchase requisition, and ePro Vendor Catalog transaction, the Reference 2 field is not blank. This time, it is showing us the legacy system's purchase order number. Legacy purchase order numbers begin with P or W.

This table provides a summary of the information you'll find in these fields for each of the ten transaction types.
<table>
<thead>
<tr>
<th>Description</th>
<th>Trans Type</th>
<th>Trans ID</th>
<th>Reference 1</th>
<th>Reference 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor ID and Vendor Name</td>
<td>Anything that begins AP is a voucher transaction</td>
<td>Voucher ID and Invoice ID</td>
<td>Payment Reference Number and Payment Date</td>
<td>Related Purchase Order ID, if there is one</td>
</tr>
<tr>
<td>Journal Line description, if there is one</td>
<td>GL_Journal for GL journal transactions</td>
<td>Journal ID and Journal Date</td>
<td>Journal line reference from Journal line, if there is one</td>
<td>This column is not used for GL_Journals</td>
</tr>
<tr>
<td>Long description, if there is one</td>
<td>GL_BD_Jrnl for GL budget journal transactions</td>
<td>Journal ID and Journal Date</td>
<td>Ref line reference from the budget line, if there is one</td>
<td>This column is not used for GL_BD_Jrnl transactions</td>
</tr>
<tr>
<td>This column is not used for REQ_PREENC</td>
<td></td>
<td></td>
<td>This column is not used for REQ_PREENC</td>
<td>This column is not used for REQ_PREENC</td>
</tr>
<tr>
<td>Vendor ID or Vendor Name</td>
<td>PO_POENC for purchase order encumbrance transactions</td>
<td>Purchase Order ID</td>
<td>This column is blank for PO_POENC</td>
<td>related Requisition ID</td>
</tr>
<tr>
<td>Employee Last Name, First Initial</td>
<td>HR_Payroll for Payroll transactions</td>
<td>Run Date and Sequence</td>
<td>This column is blank for HR_Payroll</td>
<td>This column is blank for HR_Payroll</td>
</tr>
<tr>
<td>*Employee Name</td>
<td>HR_Pay_Enc for Payroll encumbrance transactions</td>
<td>HR Commitment Control document ID</td>
<td>This column is blank for HR_Pay_Enc</td>
<td>This column is not used for HR_Pay_Encs</td>
</tr>
<tr>
<td>Employee Name</td>
<td>HR_Projection for salary projection information</td>
<td></td>
<td>This column is not used for HR_Projection</td>
<td>This column is not used for HR_Projection</td>
</tr>
<tr>
<td>This column is not used for AR_Miscpay</td>
<td>AR_Miscpay for AR miscellaneous payment transactions</td>
<td>Deposit unit and Deposit ID</td>
<td>This column is not used for AR_Miscpay</td>
<td>This column is not used for AR_Miscpay</td>
</tr>
<tr>
<td>This column is not used for AR_Revest</td>
<td>AR_Revest for AR revenue estimate transactions</td>
<td>Customer ID and Item</td>
<td>This column is not used for AR_Revest</td>
<td>This column is not used for AR_Revest</td>
</tr>
</tbody>
</table>
It's also possible that the person who entered the original transaction in ConnectCarolina chose not to complete an optional field. In this case, you won't see anything in InfoPorte for that optional ConnectCarolina field.

**Note:** Any transaction beginning with AP_ is a voucher. Things you might see in this column are AP_Acctdse, AP_Acct Ln, AP_Actdsec, and AP_Voucher.

To see your personnel projections, expand the Advanced search options, then choose HR_Projection from Trans Type field. This shows you information from the Salary Projection Tool, starting on March 1, 2015 - the date this tool was made available.

* For Payroll encumbrance transactions on and before February 28, 2015, InfoPorte shows that the payroll encumbrance exists, but the value is $0.00 because the information was pulled out of ConnectCarolina.

For March and forward, the transaction type is HR_Projection. This shows you valid payroll projection information. The dollar value of these transactions is $0.00. Use HR_projections instead.
Reconciling Transactions on State Funds

Overview

You can reconcile your State funds' transactions on a daily, weekly, biweekly, or monthly interval, according to what makes sense to your department and its business processes. We recommend you do this on an on-going basis throughout the month.

You might also reconcile your transaction totals against your State actuals totals. As it pertains to reconciling, instructions for finding these balances are included below.

Ledgers on the Transactions Page

In the State and Trust funds, we budget on both expense and revenue, and ledgers for both are included in the Ledger field on the Transactions page.

To understand the choices in this field, you need to understand the system for coming up with the abbreviations. Let's start by taking a look at State and Trust fund abbreviations. The first two characters show whether you are looking at an expense or a revenue ledger. Then (after the underscore), two letters specify what kind of transaction it is. So:

- EX_EX - an expense transaction (EX) hitting an expense ledger (EX)
- EX_BD - a budget transaction (BD) hitting an expense ledger (EX)
- EX_EN - an encumbrance (EN) hitting an expense ledger (EX)
- EX_PR - a pre-encumbrance (PR) hitting an expense ledger (EX)
- RV_BD - a budget transaction (BD) hitting a revenue ledger (RV)
- RV_RE - a recognized receipt (RE) hitting a revenue ledger (RV)

Related Reference

- For broader context, see Reconciling Expense and Revenue Transactions, page 18.

Menu Path

Finance > Dept Accounting > Transactions
Finance > Dept Accounting > Ledger Rollups > Main Ledgers

Steps - Reconciling Your State Ledger Groups' Transactions

Find Transactions to Reconcile

Follow these steps:
1. Begin this procedure by logging in to InfoPorte, then opening the Finance application by clicking on the Finance button.

2. To find transactions in the State ledger group, choose this menu option:
   
   Finance > Dept Accounting > Transactions

3. Complete the fields:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ledger</td>
<td>Using the plus sign and minus sign to expand and collapse the menu, choose the funds for the transactions you want to reconcile:</td>
</tr>
<tr>
<td></td>
<td>• If you are reconciling expense or budget transactions on your State Expense funds, choose Stat_Ex_Bd to see your budget transactions or Stat_Ex_Ex to see your expense transactions. You can choose one or both.</td>
</tr>
<tr>
<td></td>
<td>• If you are reconciling expense or budget transactions on your State Revenue funds, choose Stat_Rv_Bd to see your budget transactions or Stat_Rv_Re for to see your revenue transactions. You can choose one or both.</td>
</tr>
<tr>
<td>Acct Prd</td>
<td>Choose the accounting period you are reconciling transactions for:</td>
</tr>
<tr>
<td></td>
<td>• If you are reconciling frequently throughout the month, choose the current month.</td>
</tr>
<tr>
<td></td>
<td>• If you are waiting to reconcile all of your transactions after month-end, or are reconciling transaction totals against ledger group balances, choose the previous month.</td>
</tr>
<tr>
<td></td>
<td>Remember that the accounting periods align with the fiscal year, so accounting period 1 is for July, accounting period 2 is for August, and so on through accounting period 12 for June.</td>
</tr>
<tr>
<td>Dept ID</td>
<td>Mark the department number you are reconciling transactions for.</td>
</tr>
<tr>
<td></td>
<td>We recommend that you choose only one department number, and repeat the process for each department. If you choose more than one at a time, your results will be grouped by the chartfield string you enter.</td>
</tr>
<tr>
<td>Program</td>
<td>If your department budgets by program, enter the program code for the transactions you want to reconcile.</td>
</tr>
<tr>
<td>Source</td>
<td>Enter the source for the transactions you want to reconcile.</td>
</tr>
<tr>
<td>Fund</td>
<td>Enter the fund for the transactions you want to reconcile.</td>
</tr>
</tbody>
</table>

4. Leave all of the default values in the other fields.

5. Click on the **Search** button.
Result: InfoPorte displays your search results in the bottom portion of the screen.

**Notes:**

- By default, InfoPorte displays 19 columns of transaction information in your on-screen results. To see more, click on the **More** button. When you do, the More button toggles to Less. Click the **Less** button to see the original 19 columns.

- When you export to Excel, you will have 28 columns of information, regardless of whether you are looking at More or Less on screen.

- Clicking on the More button doesn't simply add two columns of information. It adds some and takes away some. View the entire 28 columns by downloading your results to Excel.

6. If you need to, divide a long list of transactions into those that are ready to be reconciled versus those that aren't. Click the arrows next to the Recon Ready? column heading to sort and resort by this indicator.

7. To see if this is a voucher and to determine if it has been paid, look at the Trans Type and Reference 1 columns. This is especially useful if your department waits to reconcile voucher transactions after they are paid. See Interpret the Columns on the Transaction Tab in *Reconciling Expense and Revenue Transactions, page 18* for more information.

8. Compare the ready-to-reconcile transactions against your supporting documentation, following your department's business process for reconciling transactions.

**Note:** If you find an error in InfoPorte, the problem needs to be corrected in ConnectCarolina. The person who originally entered the transaction should do a correcting journal entry in ConnectCarolina. If that person doesn't have access to do a correcting entry, they should ask someone that does to do the correcting entry. Once it is approved and budget checked, it shows up in InfoPorte the following day.

9. For each transaction you confirm, mark the checkbox to the left of the row.
10. Then, click on the **Reconcile** button. You can do this one at a time, or mark all of the checkboxes and then click the Reconcile button one time.

11. If you want to compare the totals of your transactions against the totals on your ledger balances, continue with the steps in this document. Otherwise, you've completed the steps to reconcile transactions.

12. Look at the totals for the reconciled transactions. You'll need these at the end of the next steps. It's a good idea to write them down, download them, or capture an image of your screen.

**Find Your Month-end State Actuals Balances**

1. To find your month-end balances for the transactions on your State funds, choose this menu option:
2. Complete the same fields to find your State funds’ balance as you did when you found your State transactions:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ledger</td>
<td>Mark the checkbox for the State ledger.</td>
</tr>
<tr>
<td>Acct Prd</td>
<td>Mark the proper accounting period.</td>
</tr>
<tr>
<td></td>
<td>• If you are checking your balance throughout the month, choose the current month. Remember that it is difficult to check balances throughout the month because totals change often.</td>
</tr>
<tr>
<td></td>
<td>• If you are checking your balance totals against your ledger balances after month-end, choose the previous month.</td>
</tr>
<tr>
<td>Dept ID</td>
<td>Mark the department number you are getting the balance for.</td>
</tr>
<tr>
<td></td>
<td>We recommend that you choose only one department number, and repeat the process for each department. If you choose more than one at a time, your results will be grouped by the chartfield string you enter.</td>
</tr>
<tr>
<td>Fund</td>
<td>Enter the same fund you entered when you got your transactions.</td>
</tr>
<tr>
<td>Source</td>
<td>Enter the same source you entered when you got your transactions.</td>
</tr>
<tr>
<td>Program</td>
<td>If your department budgets by program, enter the program code you entered when you got your transactions.</td>
</tr>
</tbody>
</table>

3. Leave all of the default values in the other fields.

4. Click on the Search button.
5. To capture a record of your ledger balance, when you get your results in the bottom portion of the screen, download them to PDF by clicking on the **PDF** icon.

6. Compare the actuals totals against the transaction totals you reconciled. They should match.

Total for the chartfield string as shown on the Ledger Rollup page:

<table>
<thead>
<tr>
<th></th>
<th>Actuals LTD</th>
<th>Available Balance</th>
<th>Actuals YTD</th>
<th>Actuals MTD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>513.76</td>
<td>-513.76</td>
<td>513.76</td>
<td>513.76</td>
</tr>
<tr>
<td></td>
<td>513.76</td>
<td>-513.76</td>
<td>513.76</td>
<td>513.76</td>
</tr>
</tbody>
</table>

Total for the chartfield string as shown on the Transactions page:

<table>
<thead>
<tr>
<th>Trans ID</th>
<th>Reference 1</th>
<th>Reference 2</th>
<th>Amount</th>
<th>Recon Ready</th>
<th>Reconciled</th>
<th>Acct Dt</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNAL 000026957_03-FEB-2015</td>
<td>256.38</td>
<td>Y</td>
<td>2/3/2015</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RNAL 000030962_19-FEB-2015</td>
<td>256.38</td>
<td>Y</td>
<td>2/10/2015</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>513.76</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Reconciling Transactions on F&A Funds

Overview

You can reconcile your F&A funds' transactions on a daily, weekly, biweekly, or monthly interval, according to what makes sense to your department and its business processes. We recommend you do this on an on-going basis throughout the month.

You might also reconcile your transaction totals against your F&A actuals totals. As it pertains to reconciling, instructions for finding these balances are included below.

Ledgers on the Transactions Page

The F&A and OSR ledgers only budget on expense, so the Transactions page only offers expense ledgers for these funds. (F&A does in fact budget on revenue, but it's a Central Office function.)

The F&A or OSR fund name precedes the expense ledger abbreviations, which have the following definitions:

- BUD - budget transactions
- ENC - encumbrance transactions
- EXP - expense transactions
- PRE - pre-encumbrance transactions

Related Reference

- For broader context, see Reconciling Expense and Revenue Transactions, page 18.

Menu Path

Finance > Dept Accounting > Transactions
Finance > Dept Accounting > Ledger Rollups > Main Ledgers

Steps - Reconciling Your F&A Ledger Groups' Transactions

Find Transactions to Reconcile

Follow these steps:

1. Begin this procedure by logging in to InfoPorte, then opening the Finance application by clicking on the Finance button.

2. To find transactions in the F&A ledger group, choose this menu option:
3 Reconciling Expense and Revenue Transactions

Finance > Dept Accounting > Transactions

3. Complete the fields:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
</table>
| Ledger         | Mark the checkboxes for **F&A_BUD** and **F&A_EXP**.  
                 | Note: You won't have F&A Revenue transactions to reconcile. |
| Acct Prd       | Choose the accounting period you are reconciling transactions for:  
                 | • If you are reconciling frequently throughout the month, choose the current month.  
                 | • If you are waiting to reconcile all of your transactions after month-end, or are reconciling transaction totals against ledger group balances, choose the previous month.  
                 | Note: Remember that the accounting periods align with the fiscal year, so accounting period 1 is for July, accounting period 2 is for August, and so on through accounting period 12 for June. |
| Dept ID        | Mark the department number you are reconciling transactions for.  
                 | We recommend that you choose only one department number, and repeat the process for each department. If you choose more than one at a time, your results will be grouped by the chartfield string you enter. |
| Source         | Always enter **14101** as the source for the transactions you are reconciling.  
                 | Note: Sources 14102, 14103, and 14104 are for suspense transactions and are not reconciled. Suspense transactions are those with invalid chartfield values but the payment is processed anyway. For example, if an employee's funding sources have expired and the funding grid hasn't been updated, the transaction will go to suspense. This allows the employee to be paid on time. The department then identifies the correct funding sources, enters a retro to move the charges off of suspense, and if necessary, updates the funding grid. |
| Program        | If your department budgets by program, enter the program code for the transactions you want to reconcile. |

4. Leave all of the default values in the other fields.

5. Click on the **Search** button.
Result: InfoPorte displays your search results in the bottom portion of the screen.

**Notes:**

- By default, InfoPorte displays 19 columns of transaction information in your on-screen results. To see more, click on the **More** button. When you do, the More button toggles to Less. Click the **Less** button to see the original 19 columns.

- When you export to Excel, you will have 28 columns of information, regardless of whether you are looking at More or Less on screen.

- Clicking on the More button doesn't simply add two columns of information. It adds some and takes away some. View the entire 28 columns by downloading your results to Excel.

6. If you need to, divide a long list of transactions into those that are ready to be reconciled versus those that aren't. Click the arrows next to the Recon Ready? column heading to sort and resort by this indicator.

7. To see if this is a voucher and to determine if it has been paid, look at the Trans Type and Reference 1 columns. This is especially useful if your department waits to reconcile voucher transactions after they are paid. See Interpret the Columns on the Transaction Tab in *Reconciling Expense and Revenue Transactions, page 18* for more information.

8. Compare the ready-to-reconcile transactions against your supporting documentation, following your department's business process for reconciling transactions.

**Note:** If you find an error in InfoPorte, the problem needs to be corrected in ConnectCarolina. The person who originally entered the transaction should do a correcting journal entry in ConnectCarolina. If that person doesn't have access to do a correcting entry, they should ask someone that does to do the correcting entry. Once it is approved and budget checked, it shows up in InfoPorte the following day.
9. For each transaction you confirm, mark the checkbox to the left of the row.

   ![Table Image]

10. Then, click on the **Reconcile** button. You can do this one at a time, or mark all of the checkboxes and then click the Reconcile button one time.

   ![Button Image]

**Notes:**

- For transactions previously reconciled, hover over the check mark icon to see the date it was reconciled and the Onyen of the person who did it.

- If you need to un-mark a transaction as Reconciled, clear any marked checkboxes, mark the checkbox for the one you need to change, and then click on the **Unreconcile** button.

11. If you want to compare the totals of your transactions against the totals on your ledger balances, continue with the steps in this document. Otherwise, you've completed the steps to reconcile transactions.

12. Look at the totals for the reconciled transactions. You'll need these at the end of the next steps. It's a good idea to write them down, download them, or capture an image of your screen.
Find Your Month-end F&A Actuals Balances

1. To find your month-end balances for the transactions in the F&A ledger group, choose this menu option:

   Finance > Dept Accounting > Ledger Rollups > Main Ledgers

2. Complete the same fields to find your F&A funds' balance as you did when you found your F&A transactions:

<table>
<thead>
<tr>
<th>In this field</th>
<th>Do the following</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ledger</td>
<td>Mark the checkbox for the F&amp;A ledger.</td>
</tr>
<tr>
<td>Acct Prd</td>
<td>Mark the proper accounting period.</td>
</tr>
<tr>
<td></td>
<td>• If you are checking your balance throughout the month, choose the current month. Remember that it is very difficult to check balances throughout the month because totals change often.</td>
</tr>
<tr>
<td></td>
<td>• If you are checking your balance totals against your ledger balances after month-end, choose the previous month.</td>
</tr>
<tr>
<td></td>
<td>Remember that the accounting periods align with the fiscal year, so accounting period 1 is for July, accounting period 2 is for August, and so on through accounting period 12 for June.</td>
</tr>
<tr>
<td>Dept ID</td>
<td>Mark the department number you are getting the balance for.</td>
</tr>
<tr>
<td></td>
<td>We recommend that you choose only one department number, and repeat the process for each department. If you choose more than one at a time, your results will be grouped by the chartfield string you enter.</td>
</tr>
<tr>
<td>Source</td>
<td>For F&amp;A, always enter 14101 as the source.</td>
</tr>
<tr>
<td>Program</td>
<td>If your department budgets by program, enter the program code.</td>
</tr>
</tbody>
</table>

3. Leave all of the default values in the other fields.

4. Click on the Search button.
5. To capture a record of your funds’ balance, when you get your results in the bottom portion of the screen, download them to PDF by clicking on the PDF icon.

6. Compare the actuals totals against the transaction totals you reconciled. They should match.

Total for the chartfield string as shown on the Ledger Rollup page:

<table>
<thead>
<tr>
<th></th>
<th>Actuals LTD</th>
<th>Available Balance</th>
<th>Actuals YTD</th>
<th>Actuals MTD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>513.76</td>
<td>513.76</td>
<td>513.76</td>
<td>513.76</td>
</tr>
<tr>
<td></td>
<td>513.76</td>
<td>513.76</td>
<td>513.76</td>
<td>513.76</td>
</tr>
<tr>
<td></td>
<td>513.76</td>
<td>513.76</td>
<td>513.76</td>
<td><strong>513.76</strong></td>
</tr>
</tbody>
</table>

Total for the chartfield string as shown on the Transactions page:
### 3 Reconciling Expense and Revenue Transactions

<table>
<thead>
<tr>
<th>Type</th>
<th>Trans ID</th>
<th>Reference 1</th>
<th>Reference 2</th>
<th>Amount</th>
<th>Recon Ready?</th>
<th>Reconciled</th>
<th>Acct Dt</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNAL</td>
<td>0000026957_03-FEB-2015</td>
<td></td>
<td></td>
<td>256.88</td>
<td>Y</td>
<td></td>
<td>2/3/2015</td>
</tr>
<tr>
<td>RNAL</td>
<td>0000030962_18-FEB-2015</td>
<td></td>
<td></td>
<td>256.88</td>
<td>Y</td>
<td></td>
<td>2/16/2015</td>
</tr>
</tbody>
</table>

513.76
Reconciling Transactions on OSR Funds

Overview

You can reconcile your Office of Sponsored Research (OSR) funds' transactions on a daily, weekly, biweekly, or monthly interval, according to what makes sense to your department and its business processes. We recommend you do this on an on-going basis throughout the month.

You might also reconcile your transaction totals against your OSR ledger group actuals totals. As it pertains to reconciling, instructions for finding these balances are included below.

Ledgers on the Transactions Page

The F&A and OSR funds only budget on expense, so the Transactions page only offers expense ledgers for these funds. (F&A does in fact budget on revenue, but it's a Central Office function.)

The F&A or OSR fund name precedes the expense ledger abbreviations, which have the following definitions:

- BUD - budget transactions
- ENC - encumbrance transactions
- EXP - expense transactions
- PRE - pre-encumbrance transactions

Related Reference

- For broader context, see Reconciling Expense and Revenue Transactions, page 18.

Menu Path

Finance > Dept Accounting > Transactions
Finance > Dept Accounting > Ledger Rollups > OSR Ledger

Steps - Reconciling Your OSR Ledger Group Transactions

Find Transactions to Reconcile

Follow these steps:
1. Begin this procedure by logging in to InfoPorte, then opening the Finance application by clicking on the Finance button.

2. To find transactions in the OSR ledger group, choose this menu option:

   Finance > Dept Accounting > Transactions

3. Complete the fields:

   
<table>
<thead>
<tr>
<th>In this field</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ledger</td>
<td>Mark the checkboxes for <strong>OSR_BUD</strong> and <strong>OSR_EXP</strong>. OSR does not have Revenue ledgers, so there are no Revenue ledger options for you to choose from.</td>
</tr>
<tr>
<td>Acct Prd</td>
<td>Choose the accounting period you are reconciling transactions for:</td>
</tr>
<tr>
<td></td>
<td>• If you are reconciling frequently throughout the month, choose the current month.</td>
</tr>
<tr>
<td></td>
<td>• If you are waiting to reconcile all of your transactions after month-end, or are reconciling transaction totals against ledger group balances, choose the previous month.</td>
</tr>
<tr>
<td></td>
<td>Remember that the accounting periods align with the fiscal year, so accounting period 1 is for July, accounting period 2 is for August, and so on through accounting period 12 for June.</td>
</tr>
<tr>
<td>Source</td>
<td>To exclude transactions that are cost shared, enter the source for the transactions you want to see. Otherwise leave this field blank.</td>
</tr>
<tr>
<td></td>
<td>Note: Cost sharing is when multiple departments are responsible for portion of the full cost of a transaction.</td>
</tr>
<tr>
<td>Project</td>
<td>Enter the project for the transactions you want to see in your search results.</td>
</tr>
</tbody>
</table>

4. Leave all of the default values in the other fields.

5. Click on the **Search** button.
Result: InfoPorte displays your search results in the bottom portion of the screen.

Notes:

- By default, InfoPorte displays 19 columns of transaction information in your on-screen results. To see more, click on the More button. When you do, the More button toggles to Less. Click the Less button to see the original 19 columns.

- When you export to Excel, you will have 28 columns of information, regardless of whether you are looking at More or Less on screen.

- Clicking on the More button doesn't simply add two columns of information. It adds some and takes away some. View the entire 28 columns by downloading your results to Excel.

6. If you need to, divide a long list of transactions into those that are ready to be reconciled versus those that aren’t. Click the arrows next to the Recon Ready? column heading to sort and resort by this indicator.

7. To see if this is a voucher and to determine if it has been paid, look at the Trans Type and Reference 1 columns. This is especially useful if your department waits to reconcile voucher transactions after they are paid. See Interpret the Columns on the Transaction Tab in Reconciling Expense and Revenue Transactions, page 18 for more information.

8. Compare the ready-to-reconcile transactions against your supporting documentation, following your department's business process for reconciling transactions.

   Note: If you find an error in InfoPorte, the problem needs to be corrected in ConnectCarolina. The person who originally entered the transaction should do a correcting journal entry in ConnectCarolina. If that person doesn't have access to do a correcting entry, they should ask someone that does to do the correcting entry. Once it is approved and budget checked, it shows up in InfoPorte the following day.

9. For each transaction you confirm, mark the checkbox to the left of the row.
10. Then, click on the **Reconcile** button. You can do this one at a time, or mark all of the checkboxes and then click the Reconcile button one time.

**Notes:**

- For transactions previously reconciled, hover over the check mark icon to see the date it was reconciled and the Onyen of the person who did it.

- If you need to un-mark a transaction as Reconciled, clear any marked checkboxes, mark the checkbox for the one you need to change, and then click on the **Unreconcile** button.

11. If you want to compare the totals of your transactions against the totals on your ledger balances, continue with the steps in this document. Otherwise, you’ve completed the steps to reconcile transactions.

12. Look at the totals for the reconciled transactions. You’ll need these at the end of the next steps. It’s a good idea to write them down, download them, or capture an image of your screen.

**Find Your Month-to-date OSR Ledger Balance**

1. To find your month-end balances for the transactions in the OSR ledger group, choose this menu option:

   Finance > Dept Accounting > Ledger Rollups > OSR Ledger
2. Complete the same fields to find your OSR funds' balance as you did when you found your OSR transactions:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acct Prd</td>
<td>Mark the proper accounting period.</td>
</tr>
<tr>
<td></td>
<td>- If you are checking your balance throughout the month, choose the current month. Remember that it is very difficult to check balances throughout the month because totals change often.</td>
</tr>
<tr>
<td></td>
<td>- If you are checking your balance totals against your ledger balances after month-end, choose the previous month.</td>
</tr>
<tr>
<td></td>
<td>Note: Remember that the accounting periods align with the fiscal year, so accounting period 1 is for July, accounting period 2 is for August, and so on through accounting period 12 for June.</td>
</tr>
<tr>
<td>Source</td>
<td>To exclude cost shared transactions from your balance, enter the source. Otherwise, leave this field blank.</td>
</tr>
<tr>
<td>Project</td>
<td>Enter the project for the transactions you want to see in your search results.</td>
</tr>
</tbody>
</table>

3. Leave all of the default values in the other fields.

4. Click on the **Search** button.

5. To capture a record of your ledger balance, when you get your results in the bottom portion of the screen, download them to PDF by clicking on the **PDF** icon.
6. Compare the Actuals total to the total of the transactions you reconciled. They should match.

Total for the chartfield string as shown on the Ledger Rollup page:

<table>
<thead>
<tr>
<th>Actuals LTD</th>
<th>Available Balance</th>
<th>Actuals YTD</th>
<th>Actuals MTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>513.76</td>
<td>-513.76</td>
<td>513.76</td>
<td>513.76</td>
</tr>
<tr>
<td>513.76</td>
<td>-513.76</td>
<td>513.76</td>
<td>513.76</td>
</tr>
<tr>
<td>513.76</td>
<td>-513.76</td>
<td>513.76</td>
<td>513.76</td>
</tr>
</tbody>
</table>

Total for the chartfield string as shown on the Transactions page:

<table>
<thead>
<tr>
<th>Type</th>
<th>Trans ID</th>
<th>Reference 1</th>
<th>Reference 2</th>
<th>Amount</th>
<th>Recon Ready</th>
<th>Reconciled</th>
<th>Acct Dt</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNAL</td>
<td>0000026957_03-FEB-2015</td>
<td></td>
<td></td>
<td>256.88</td>
<td>Y</td>
<td></td>
<td>2/3/2015</td>
</tr>
<tr>
<td>RNAL</td>
<td>0000030962_19-FEB-2015</td>
<td></td>
<td></td>
<td>256.88</td>
<td>Y</td>
<td></td>
<td>2/19/2015</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>513.76</td>
</tr>
</tbody>
</table>
Reconciling Transactions on Trust Funds

Overview

You can reconcile your Trust funds' transactions on a daily, weekly, biweekly, or monthly interval, according to what makes sense to your department and its business processes. We recommend you do this on an on-going basis throughout the month.

You might also reconcile your transaction totals against your Trust actuals totals. As it pertains to reconciling, instructions for finding these balances are included below.

Ledgers on the Transactions Page

In State and Trust funds, we budget on both expense and revenue, and ledgers for both are included in the Ledger field on the Transactions page.

To understand the choices in this field, you need to understand the system for coming up with the abbreviations. Let's start by taking a look at State and Trust fund abbreviations. The first two characters show whether you are looking at an expense or a revenue ledger. Then (after the underscore), two letters specify what kind of transaction it is. So:

- **EX_EX** - an expense transaction (EX) hitting an expense ledger (EX)
- **EX_BD** - a budget transaction (BD) hitting an expense ledger (EX)
- **EX_EN** - an encumbrance transaction (EN) hitting an expense ledger (EX)
- **EX_PR** - a pre-encumbrance transaction (PR) hitting an expense ledger (EX)
- **RV_BD** - a budget transaction (BD) hitting a revenue ledger (RV)
- **RV_RE** - a recognized receipt transaction (RE) hitting a revenue ledger (RV)

Related Reference

- For broader context, see *Reconciling Expense and Revenue Transactions*, page 18.

Menu Path

Finance > Dept Accounting > Transactions
Finance > Dept Accounting > Ledger Rollups > Main Ledgers

Steps - Reconciling Trust Ledger Transactions

Find Transactions to Reconcile

Follow these steps:
1. Begin this procedure by logging in to InfoPorte, then opening the Finance application by clicking on the Finance button.

2. To find transactions in the Trust ledger group, choose this menu option:

   Finance > Dept Accounting > Transactions

3. Complete the fields:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
</table>
   | Ledger         | Using the plus sign and minus sign to expand and collapse the menu, choose the funds for the transactions you want to reconcile:  
   |                | - If you are reconciling the expense or budget transactions on your Trust Expense funds, choose Trst_Ex_Bd to see your budget transactions or Trst_Ex_Ex to see your expense transactions. You can choose one or both.  
   |                | - If you are reconciling expense or budget transactions on the Trust Revenue funds, choose Trst_Rv_Bd to see your Revenue budget transactions and Trst_Rv_Re to see your revenue transactions. You can choose one or both.  
   | Acct Prd       | Choose the accounting period you are reconciling transactions for:  
   |                | - If you are reconciling frequently throughout the month, choose the current month.  
   |                | - If you are waiting to reconcile all of your transactions after month-end, or are reconciling transaction totals against ledger group balances, choose the previous month.  
   |                | Note: Remember that the accounting periods align with the fiscal year, so accounting period 1 is for July, accounting period 2 is for August, and so on through accounting period 12 for June.  
   | Source         | Enter the source for the funds you want to reconcile.  
   | Fund           | When you are finding Trust Endowment transactions, enter the fund. Depending on the fund you enter, your results will include Principal or Income, as appropriate. Otherwise, leave this field blank.  
   | Dept ID        | When you are finding transactions for a Trust allocated across multiple departments, enter your own department ID. Otherwise, leave this field blank.  

4. Leave all of the default values in the other fields.

5. Click on the **Search** button.
Result: InfoPorte displays your search results in the bottom portion of the screen.

Notes:

- By default, InfoPorte displays 19 columns of transaction information in your on-screen results. To see more, click on the More button. When you do, the More button toggles to Less. Click the Less button to see the original 19 columns.

- When you export to Excel, you will have 28 columns of information, regardless of whether you are looking at More or Less on screen.

- Clicking on the More button doesn't simply add two columns of information. It adds some and takes away some. View the entire 28 columns by downloading your results to Excel.

6. If you need to, divide a long list of transactions into those that are ready to be reconciled versus those that aren't. Click the arrows next to the Recon Ready? column heading to sort and resort by this indicator.

7. To see if this is a voucher and to determine if it has been paid, look at the Trans Type and Reference 1 columns. This is especially useful if your department waits to reconcile voucher transactions after they are paid. See Interpret the Columns on the Transaction Tab in Reconciling Expense and Revenue Transactions, page 18 for more information.

8. Compare the ready-to-reconcile transactions against your supporting documentation, following your department's business process for reconciling transactions.

Note: If you find an error in InfoPorte, the problem needs to be corrected in ConnectCarolina. The person who originally entered the transaction should do a correcting journal entry in ConnectCarolina. If that person doesn't have access to do a correcting entry, they should ask someone that does to do the correcting entry. Once it is approved and budget checked, it shows up in InfoPorte the following day.
9. For each transaction you confirm, mark the checkbox to the left of the row.

<table>
<thead>
<tr>
<th>Bus Unit</th>
<th>Ledger</th>
<th>Fund</th>
<th>Source</th>
<th>Dept ID</th>
<th>Acct Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNCCH</td>
<td>OSR_EXP</td>
<td>25236</td>
<td>49100</td>
<td>4646</td>
<td></td>
</tr>
</tbody>
</table>

10. Then, click on the Reconcile button. You can do this one at a time, or mark all of the checkboxes and then click the Reconcile button one time.

Notes:

- For transactions previously reconciled, hover over the check mark icon to see the date it was reconciled and the Onyen of the person who did it.

- If you need to un-mark a transaction as Reconciled, clear any marked checkboxes, mark the checkbox for the one you need to change, and then click on the Unreconcile button.

11. If you want to compare the totals of your transactions against the totals on your ledger balances, continue with the steps in this document. Otherwise, you've completed the steps to reconcile transactions.

12. Look at the totals for the reconciled transactions. You'll need these at the end of the next steps. It's a good idea to write them down, download them, or capture an image of your screen.

**Get Your Month-end Trust Actuals Balances**

1. To find your month-end balances for the transactions on your Trust funds, choose this menu option:

   Dept Accounting > Ledger Rollups > Main Ledgers
2. Complete the same fields to find your Trust funds' balance as you did when you found your Trust transactions:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ledger</td>
<td>Mark the checkbox for the Trust ledger.</td>
</tr>
<tr>
<td>Acct Prd</td>
<td>Mark the proper accounting period.</td>
</tr>
<tr>
<td></td>
<td>• If you are checking your balance throughout the month, choose the current month. Remember that it is very difficult to check balances throughout the month because totals change often.</td>
</tr>
<tr>
<td></td>
<td>• If you are checking your balance totals against your ledger balances after month-end, choose the previous month.</td>
</tr>
<tr>
<td>Note: Remember that the accounting periods align with the fiscal year, so accounting period 1 is for July, accounting period 2 is for August, and so on through accounting period 12 for June.</td>
<td></td>
</tr>
<tr>
<td>Source</td>
<td>Enter the same source you entered when you got your transactions.</td>
</tr>
<tr>
<td>Fund</td>
<td>When you are finding Trust Endowment transactions, enter the fund. Depending on the fund you enter, your results will include Principal or Income, as appropriate. Otherwise, leave this field blank.</td>
</tr>
<tr>
<td>Dept ID</td>
<td>When you are finding the balance of a Trust allocated across multiple departments, enter your own department ID. Otherwise, leave this field blank.</td>
</tr>
</tbody>
</table>

3. Leave all of the default values in the other fields.

4. Click on the **Search** button.

5. To capture a record of your ledger balance, when you get your results in the bottom portion of the screen, download them to PDF by clicking on the **PDF** icon.
6. Compare the actuals totals on your ledger rollup balance against the transaction totals you reconciled. They should match.

**Total for the chartfield string as shown on the Ledger Rollup page:**

<table>
<thead>
<tr>
<th>Actuas LTD</th>
<th>Available Balance</th>
<th>Actuas YTD</th>
<th>Actuas MTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>513.76</td>
<td>513.76</td>
<td>513.76</td>
<td>513.76</td>
</tr>
<tr>
<td>513.76</td>
<td>-513.76</td>
<td>513.76</td>
<td>513.76</td>
</tr>
<tr>
<td>513.76</td>
<td>-513.76</td>
<td>513.76</td>
<td>513.76</td>
</tr>
</tbody>
</table>

**Total for the chartfield string as shown on the Transactions page:**

<table>
<thead>
<tr>
<th>Trans ID</th>
<th>Reference 1</th>
<th>Reference 2</th>
<th>Amount</th>
<th>Recon Ready</th>
<th>Reconciled</th>
<th>Acct Dt</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNAL 0000026957_03-FEB-2015</td>
<td></td>
<td></td>
<td>256.88</td>
<td>Y</td>
<td></td>
<td>2/3/2015</td>
</tr>
<tr>
<td>RNAL 0000030962_19-FEB-2015</td>
<td></td>
<td></td>
<td>256.88</td>
<td>Y</td>
<td></td>
<td>2/19/2015</td>
</tr>
</tbody>
</table>

513.76
Understanding the Transaction Fields

Overview

When you search for transactions on the Transactions tab in InfoPorte, your search results are returned to you at the bottom of the page. The page is quite wide, so in order to show the results fields to you, we've broken them up into multiple images. Your screen will display them from left to right. If your browser window is narrow, expand the width, or use the scroll bar at the bottom of the window to view the full width of the results.

Search Result Fields

The table below defines each field in your results, and identifies where you can find more information about the part of the results.

<table>
<thead>
<tr>
<th>This field:</th>
<th>Is defined as:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit (Bus Unit)</td>
<td>Business Unit contains five characters and is the highest level of chartfield organization. There are three categories of business units: UNCCH for the University, UNCGA for General Administration, and CHxxx for the foundations. Find more information in the Chartfield Structure quick reference card.</td>
</tr>
<tr>
<td>This field:</td>
<td>Is defined as:</td>
</tr>
<tr>
<td>------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Ledger</td>
<td>When you search for transactions within a ledger, you are searching within the expense or revenue Commitment Control ledger for those funds. The name of the ledger - State, F&amp;A, Trust, or OSR - tells you which type of funds you are looking in, and is used at the beginning of the ledger’s name. For example, the State_EX_BD is the expense budget for State funds. For State and Trust funds, Campus has revenue and expense budgets. For F&amp;A and OSR funds, Campus budgets on expense, not revenue, and will only choose budgets only for F&amp;A and OSR funds. Central Office has revenue and expense budgets for State, Trust, F&amp;A, and OSR funds.</td>
</tr>
<tr>
<td>Fund</td>
<td>This field identifies two things: 1) The major fund group, which is a high-level grouping of funds such as State funds or Endowment funds. 2) The general purpose for the funds. The first three digits of the five-digit Fund number identify the fund group, and the last two digits identify the purpose. Each Fund has a specific range of numbers as shown on the <a href="#">Chartfields Insert</a>.</td>
</tr>
<tr>
<td>Source</td>
<td>Source identifies where the money is coming from within the major fund group. It identifies the source of the funds at a greater level of detail, such as a names individual gift, an individual scholarship, or a specific activity. Like a Fund, the Source is a five-character identifier. Source ranges will only work with specific Fund ranges. The <a href="#">Chartfields Insert</a> shows Fund ranges and their corresponding range of Sources.</td>
</tr>
<tr>
<td>Dept ID</td>
<td>A Department ID number is a six-digit number that identifies who is using the funds. The first three digits specify the high-level organizational unit. View a list of department ranges in the <a href="#">Chartfields Structure</a> quick reference card.</td>
</tr>
<tr>
<td>Account</td>
<td>The account tells us how the money was spent. The six-character Account number identifies the transaction’s accounting classification. The first digit of the Account identifies the broadest level of classification (4 for revenue accounts, 5 for expense accounts) while the remaining digits break down the account type into further subgroups as explained in the <a href="#">Chartfield Structure</a> quick reference card.</td>
</tr>
<tr>
<td>Project</td>
<td>The Project number is a unique identifier, assigned by either OSR for a grant or by Accounting Services for a capital improvement project.</td>
</tr>
<tr>
<td>Program</td>
<td>The six-character Program begins with one or two letters to identify the school or division. Identifying letters for each school and division are in the <a href="#">Chartfield Structure</a> quick reference card. Program is used at your department’s discretion to track the cost of specific activities.</td>
</tr>
<tr>
<td>This field:</td>
<td>Is defined as:</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Cost Code 1</td>
<td>Cost Code contains ten characters and begins with one or two letters to identify the school or division. Identifying letters for each school and division are in the <a href="#">Chartfield Structure quick reference card</a>. Cost Codes are used at your department’s discretion to track the cost of specific activities.</td>
</tr>
<tr>
<td>Cost Code 3</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>The Description provides details transaction, and is determined by transaction type as explained in <a href="#">ConnectCarolina Financial Concepts: Reconciling in Infoporte</a>.</td>
</tr>
<tr>
<td>Trans Type</td>
<td>The Trans Type field identifies the transaction type, as defined in Appendix C of the <a href="#">ConnectCarolina Financial Concepts: Reconciling in Infoporte</a>.</td>
</tr>
<tr>
<td>Trans ID</td>
<td>The Trans ID is a unique transaction identification number, assigned to each transaction and is determined by transaction type, as explained in <a href="#">ConnectCarolina Financial Concepts: Reconciling in Infoporte</a>.</td>
</tr>
<tr>
<td>Reference 1</td>
<td>This reference information about the transaction is determined by transaction type, as defined in Appendix C of the <a href="#">ConnectCarolina Financial Concepts: Reconciling in Infoporte</a>.</td>
</tr>
<tr>
<td>Reference 3</td>
<td>For voucher transactions, if there is a payment reference number and payment date in this column, the transaction has been paid.</td>
</tr>
<tr>
<td>Amount</td>
<td>This field shows the dollar amount of the transaction.</td>
</tr>
<tr>
<td>Recon Ready?</td>
<td>This field identifies when a transaction can be reconciled. When there is a Y in this field, it is reconcilable. If the field has an N or is blank, you should not reconcile it. Transactions with an N are not ready to be reconciled, and transactions with a blank in this field do not need to be reconciled because they are pre-encumbrance or encumbrance transactions.</td>
</tr>
<tr>
<td>Reconciled</td>
<td>If there is a check mark (✓) in this field, the transaction has been reconciled. Hover over the check mark to see the Onyen of the person who marked the transaction as reconciled, and the date when they did that.</td>
</tr>
<tr>
<td>Acct Dt</td>
<td>The accounting date indicates the date the transaction was recorded as a commitment. This date coincides with the period in which the transaction is posted. The date may change if vouchers are not approved and posted by the Accounting Services deadline and need to be moved to the following accounting period.</td>
</tr>
</tbody>
</table>
### 3 Reconciling Expense and Revenue Transactions

<table>
<thead>
<tr>
<th>This field:</th>
<th>Is defined as:</th>
</tr>
</thead>
<tbody>
<tr>
<td>IPT Cost Code</td>
<td>Just as you can optionally use cost codes in ConnectCarolina to track specific activities, you can optionally use an Infoporte Cost Code for the same reason. The information you see in this field is unique to InfoPorte and is not sent back to ConnectCarolina. This means that if you search for a transaction within ConnectCarolina using an InfoPorte-specific cost code, you won't be able to find the transaction.</td>
</tr>
<tr>
<td>Comments</td>
<td>This is a free-form text field that departments use to enter additional information or comments about a transaction.</td>
</tr>
</tbody>
</table>

When you are looking at individual transactions, there are five key fields you need to know how to interpret. These fields are:

- transaction type: (Trans Type)
- description
- transaction ID (trans ID)
- reference 1
- reference 2

The information you see in the fields changes based on the transaction type. Let's take a look at each field, and what you'll find there.

**Reading Voucher (AP_Voucher) Results**

The AP_Voucher transaction type is for any kind of voucher. The most common ones are:

- campus voucher
- travel
- ConnectCarolina purchase order, purchase requisition, or ePro vendor catalog purchase
- legacy purchase order

When the transaction you're looking at is a campus voucher, the information in the fields is:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>You'll find:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>The vendor ID and vendor name</td>
</tr>
<tr>
<td>Trans Type</td>
<td>AP_Voucher</td>
</tr>
</tbody>
</table>
## 3 Reconciling Expense and Revenue Transactions

<table>
<thead>
<tr>
<th>In this field:</th>
<th>You'll find:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trans ID</td>
<td>Voucher ID and invoice number</td>
</tr>
<tr>
<td>Reference 1</td>
<td>Payment reference number and payment date</td>
</tr>
<tr>
<td>Reference 2</td>
<td>This field is not used for campus voucher transactions</td>
</tr>
</tbody>
</table>

When the transaction you're looking at is a travel voucher, the information in the fields is:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>You'll find:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>The vendor ID and vendor name</td>
</tr>
<tr>
<td>Trans Type</td>
<td>AP_Voucher</td>
</tr>
<tr>
<td>Trans ID</td>
<td>Voucher ID and travel ID/invoice number</td>
</tr>
<tr>
<td>Reference 1</td>
<td>Payment reference number and payment date</td>
</tr>
<tr>
<td>Reference 2</td>
<td>This field is not used for travel voucher transactions</td>
</tr>
</tbody>
</table>

When the transaction you're looking at is a ConnectCarolina purchase order, purchase requisition, or ePro vendor catalog voucher, the information in the fields is:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>You'll find:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>The vendor ID and vendor name</td>
</tr>
<tr>
<td>Trans Type</td>
<td>AP_Voucher</td>
</tr>
<tr>
<td>Trans ID</td>
<td>Voucher ID and invoice number</td>
</tr>
<tr>
<td>Reference 1</td>
<td>Payment reference number and payment date</td>
</tr>
<tr>
<td>Reference 2</td>
<td>ConnectCarolina purchase order number</td>
</tr>
</tbody>
</table>

When the transaction you're looking at is a legacy purchase order, the information in the fields is:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>You'll find:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>The vendor ID and vendor name</td>
</tr>
<tr>
<td>Trans Type</td>
<td>AP_Voucher</td>
</tr>
<tr>
<td>Trans ID</td>
<td>Voucher ID and invoice number</td>
</tr>
<tr>
<td>Reference 1</td>
<td>Payment reference number and payment date</td>
</tr>
</tbody>
</table>
### Reading Journal Entries (GL_Journal) Results

Different types of transactions become GL Journals. The most common ones are:

- campus journal
- Central Airfare Billing System (CABS), dated February 2, 2015 and later
- Pcard transactions, dated February 1, 2015 and later

When the transaction you're looking at is a campus journal, the information in the fields is:

<table>
<thead>
<tr>
<th>In this field</th>
<th>You'll find</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Journal line description, if it was entered in ConnectCarolina by the person who created the campus journal</td>
</tr>
<tr>
<td>Trans Type</td>
<td>GL_Journal</td>
</tr>
<tr>
<td>Trans ID</td>
<td>Journal ID and journal date</td>
</tr>
<tr>
<td>Reference 1</td>
<td>Journal line reference, if it was entered in ConnectCarolina by the person who created the campus journal</td>
</tr>
<tr>
<td>Reference 2</td>
<td>This field is not used for campus journals</td>
</tr>
</tbody>
</table>

When the transaction you're looking at is a CABS transaction, dated February 1, 2015 or later, the information in the fields is:

<table>
<thead>
<tr>
<th>In this field</th>
<th>You'll find</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Traveler’s name</td>
</tr>
<tr>
<td>Trans Type</td>
<td>GL_Journal</td>
</tr>
<tr>
<td>Trans ID</td>
<td>Journal ID and journal date</td>
</tr>
<tr>
<td>Reference 1</td>
<td>CAB number</td>
</tr>
<tr>
<td>Reference 2</td>
<td>This field is not used for CABS transactions</td>
</tr>
</tbody>
</table>

When the transaction you're looking at is a Pcard transaction, dated February 1, 2015 or later, the information in the fields is:
In this field: | You'll find:
---|---
Description | Merchant name
Trans Type | GL_Journal
Trans ID | Journal ID and posted date
Reference 1 | Transaction date
Reference 2 | This field is not used for Pcard transactions

Using the Search Fields to Find Transaction Types

To generally search for transactions that hit a specific fund, follow instructions in these documents:

- *Reconciling Transactions on State Funds, page 30*
- *Reconciling Transactions on F&A Funds, page 36*
- *Reconciling Transactions on OSR Funds, page 43*
- *Reconciling Transactions on Trust Funds, page 49*

Sometimes, you want to find a specific kind of transaction on a particular set of funds. For example, you may want to find all of the Pcard transactions that hit your State funds, or all of the Central Airfare Billing System (CABS) transactions that became GL Journal transactions.

In addition to following the general instructions for basic searches for the different funds, follow the guidance in this table:

<table>
<thead>
<tr>
<th>To find all of this kind of transaction:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pcard</td>
<td>Enter <strong>pcd</strong> in the Trans ID field.</td>
</tr>
<tr>
<td>CABS</td>
<td>Enter <strong>cab</strong> in the Trans ID field.</td>
</tr>
<tr>
<td>Legacy purchase order transactions</td>
<td>Do two searches. In the first search, enter <strong>w</strong> in the Reference 2 field. In the second search, enter <strong>p</strong> in this field.</td>
</tr>
</tbody>
</table>

**Note:** When you enter these characters in the fields, your search results will include any transaction that included those letters in that field. Carefully review your results, and remember that, for example, transactions other than legacy purchase orders may have a **W** in the Reference 2 field.