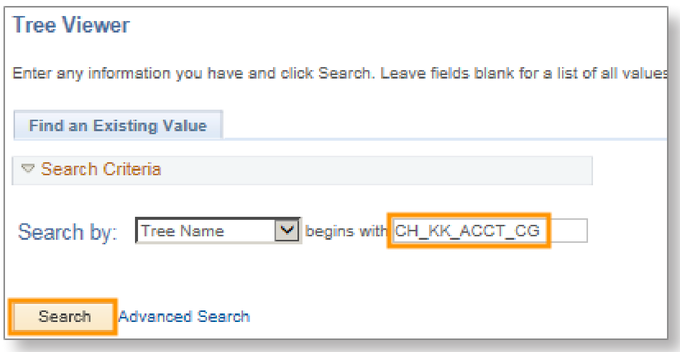
ConnectCarolina

Contracts and Grants Management Tips for Research Administrators

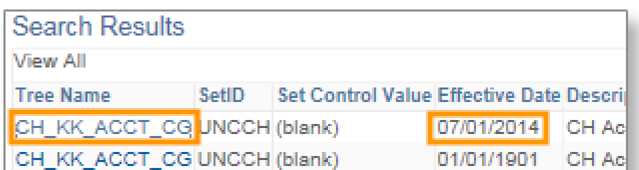
Finding Accounts on the OSR Account Tree

Look up valid account codes for contracts and grant transactions on the OSR account tree in ConnectCarolina. The account tree determines the budget accounts and what rolls up to them.

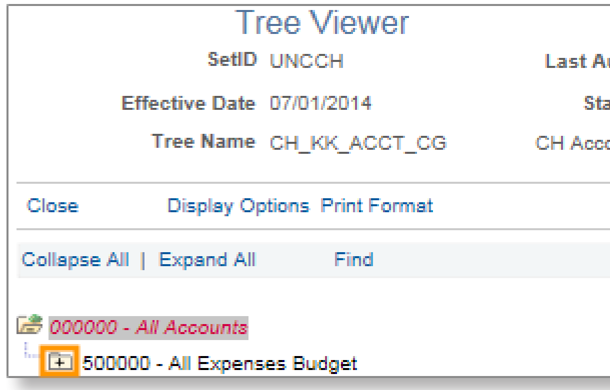
1. In ConnectCarolina, navigate to **Main Menu > Finance Menu > Tree Manager > Tree Viewer.**
2. In the Search by field, type **CH_KK_ACCT_CG**, and click **Search**.



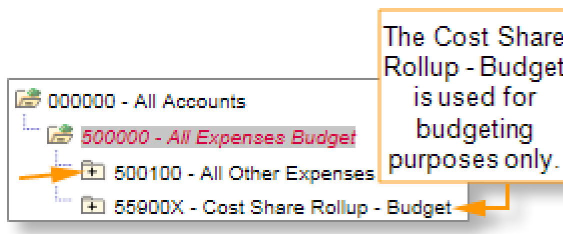
3. Click on the tree name with the effective date of 7/1/2014.



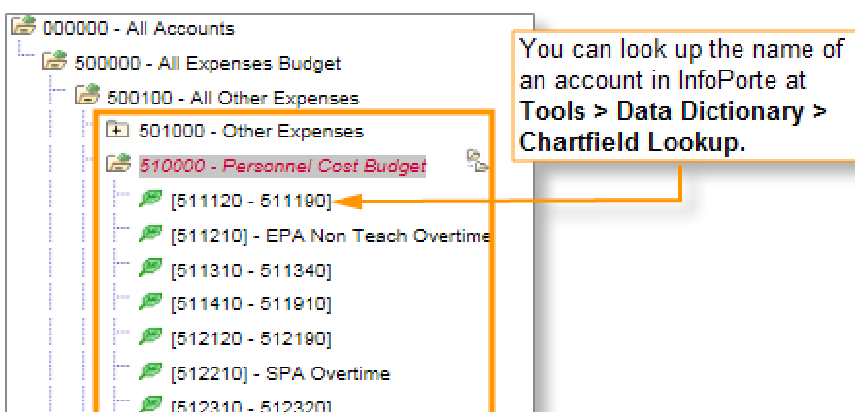
4. Click the plus sign to expand the tree.



5. Continue expanding rows as needed.



Result: The system displays the detail accounts under each rollup account.



Using the Budget Balance Overview Inquiry to See Current Budget Activity

ConnectCarolina's Budget Overview inquiry gives you a summary of the most current budget balances and spending for all your projects. Unlike information in InfoPorte, the data you see in ConnectCarolina is in real-time. It's best to use this inquiry to find information for budget revision requests. The inquiry is also helpful for planning budgets.

The Steps – Finding or Creating an Inquiry

1. In ConnectCarolina, navigate to **Main Menu > Finance Menu > Commitment Control > Review Budget Activities > Budget Overview.**
2. Do one of these:
   - To use an existing inquiry:
     a. Leave the **Find an Existing Value** tab displayed.
     b. Click **Search**.
     c. Click the link for the inquiry you want.
   - To create a new inquiry:
     a. Click on the **Add a New Value** tab.
     b. In the Inquiry Name field, enter a name that is 10 characters or less.
     c. Click **Add**.

     Result: The system displays the Budget Inquiry Criteria screen.

The Steps – Running an Inquiry

1. Do one of these:
- To use all selected criteria for an existing inquiry, click **Search**.
- To choose criteria for a new inquiry, or to change criteria on an existing inquiry, do this:
  a. For a new inquiry, complete these fields.

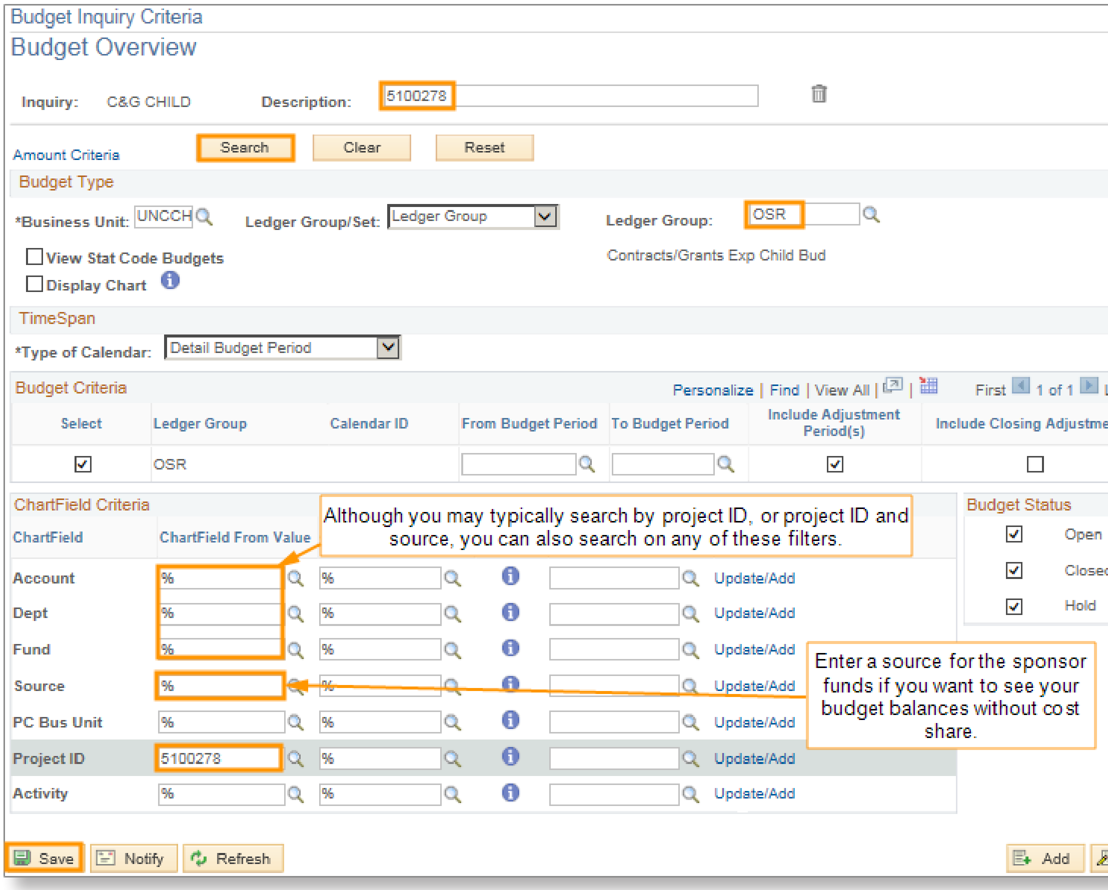
In this field:	Do this:
Description	Enter one of these: • A general name that you can use repeatedly and change the search criteria for each time, such as Review OSR Budgets. • A detailed name that helps you remember what results the inquiry will show, such as the project ID.
Business Unit	Enter **uncch** for the University, **uncga** for General Administration, or a foundation business unit.
Ledger Group	Choose **OSR** to see budget balances at the detail child level.

  b. For a new or revised inquiry, complete this field:

In this field:	Do this:
Chartfield Criteria	Enter or change the project number in the Project ID field and any other chartfields as needed. If you want to see budgets without cost share, also enter the source for the sponsor. **Note:** For projects with a salary cap (i.e., the sponsor pays up to the cap, and cost share covers the rest), it's best to enter the sponsor source to filter out the cost share amount. Otherwise, your budget balance may be negative because no budget is set up for cost share with salary caps.

  c. Click **Save** to save for future searches.
  d. Click **Search**.

  Note: See the Budget Inquiry Criteria screen with search fields on the next page.



Result: The system shows your search results, which you can export to Excel.

Note: Be aware that if you do export results, Excel doesn't give totals for each column. You need to add the total budget, expenses, and available balance columns.

Finding Budget Balances with or without Cost Share in InfoPorte

Check your project's available budget balance and spending with or without cost share on the OSR Ledger Rollup in InfoPorte.

Note: The information in InfoPorte is one or more days behind ConnectCarolina.

1. In InfoPorte, navigate to **Finance > Dept Accounting > Ledger Rollups > OSR Ledger.**
2. In the search fields, do one of the following:
   - To look up your balance with cost share: Enter the project ID only. (See search results on screen below)
   - To look up your balance without cost share: Enter the project ID and source for the sponsor funds.

     EXAMPLE: Project: 5047153 Source: 49200
3. Click **Search**.

These results show Cost Share. The search filter was the Project ID only. The Grand Total line includes everything except cost share.

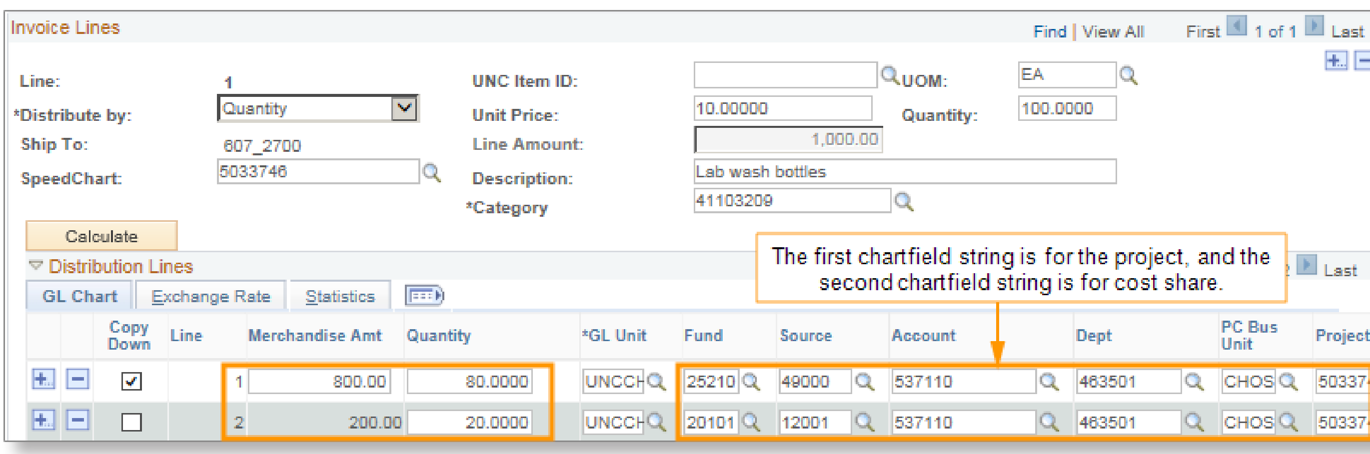
	Budget	Pre-Encumbered	Encumbered	Expenses LTD	Available Balance	Expenses YTD	Expenses MTD
Grand Total	200,000.00	0.00	0.00	136,964.17	63,035.83	8,276.08	6,810.58
Cost Share Total	110,649.00	0.00	0.00	66,455.91	44,193.09	25,395.71	292.97

Processing Cost Share Commitments in ConnectCarolina

Here are some tips for processing transactions on projects with cost share in ConnectCarolina. Transactions include requisitions, campus vouchers, journal entries and ePARS.

Important: Contracts and grants in ConnectCarolina need to be set up as a cost share project to process transactions with cost share. The source 49999 (Cost Share) needs to be added to the project.

- If the entire transaction is being paid for through cost share, enter the non-OSR chartfield string on it in ConnectCarolina. For example, on a campus voucher, you could enter the second chartfield string shown in the screen below.
- If only a portion of the transaction is being paid for through cost share, enter two lines on the transaction – one with the OSR chartfield string that includes the source for the sponsor, and another line with the non-OSR chartfield string. Assign either a percentage or dollar amount breakdown for each line as shown in the screen below.



Completing the NOTR Form

To ensure a smooth process for closing out your sponsored project, follow these best practices when filling out the Notice of Termination Reply (NOTR) form:

A. Before Completing the Form

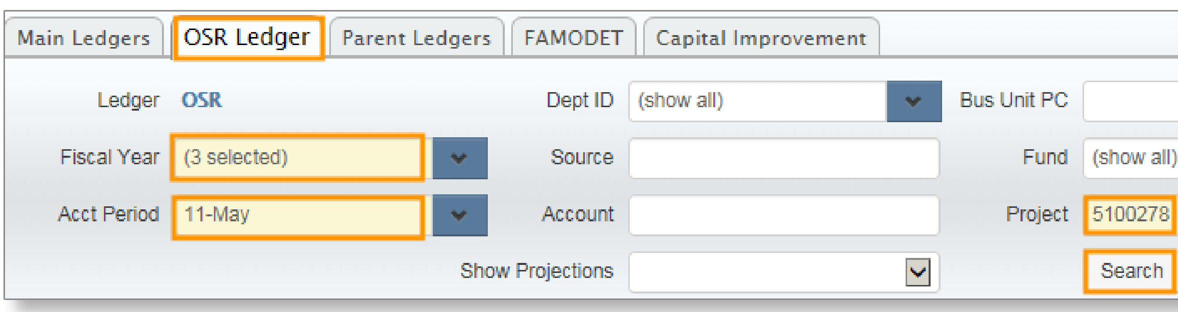
1. Wrap up budget revisions, but don't include them on the NOTR.
2. Reconcile any outstanding cash advances.

B. Use Correct Financial Data and Time Frame on the NOTR Form

To determine the amount to enter in the field for direct BBA (Budget Balance Available for direct-only funds):

1. In InfoPorte, navigate to the **Finance > Dept Accounting > Ledger Rollups > OSR Ledger.**
2. In the Fiscal Year field, choose the fiscal year in which the project ends and all prior years. For example, for a project that ends May 2015, choose 2013, 2014, and 2015.
3. In the Acct Period field, choose the month that was officially closed prior to when you're submitting the NOTR form. For example, if you're submitting the form in mid-June, choose May. The drop-down field choice is **11-May** for the 11th month in the fiscal year.

   Note: Make sure the month you choose was officially closed by the University's Controller/Finance Office, a step that typically happens up to five days after month end, before searching for your project's available budget balance.
4. Enter your project ID, and click **Search**.



5. In the search results, scroll down to the Direct Total row and find the figure under the Available Balance column. Enter that amount in the direct BBA field on the NOTR form.

   Note: The screens below show only a portion of the results.

Ledger Group: OSR – **Bus Unit**: UNCCH – **Fund**: 25210 – **Source**: 49100 – **Department**: 462002 – **Project**: 5100278

Account	Budget	Pre-Encumbered	Encumbered	Actuals LTD	Available Balance	Actuals YTD	Actuals MTD
510000 Personnel Cost Budget	24,486.00	0.00	0.00	0.00		0.00	0.00
511120 EPA Non Teach On Campus	0.00	0.00	0.00	3,773.11		3,773.11	896.85
559510 Cash Advance	0.00	0.00	0.00	0.00		0.00	0.00
Subtotal 559510 Cash Advance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Direct Total	34,171.00	0.00	0.00	20,241.47	13,929.53	20,241.47	1,806.04
559000 Indirect Cost Budget	17,769.00	0.00	0.00	0.00		0.00	0.00
559010 Indirect Cost-On Campus	0.00	0.00	0.00	10,383.79		10,383.79	929.32
Subtotal 559000 Indirect Cost Budget	17,769.00	0.00	0.00	10,383.79	7,385.21	10,383.79	929.32
Indirect Total	17,769.00	0.00	0.00	10,383.79	7,385.21	10,383.79	929.32

C. Add Outstanding Expenses and Credits, Include Supporting Documents

1. In the spaces provided on the NOTR form, list all personnel and non-personnel transactions that aren't reflected in the available balance. These include expenses and adjustments. **Note:** Non-personnel expenses may be shown in the encumbrance columns on the OSR Ledger Rollup page.
2. If you have encumbrance amounts on the OSR Ledger rollup that aren't up-to-date, list the correct amount. For example, if $5,000 for a PO is shown in the Encumbrance column, and only $1,000 will be charged to the project, list $1,000 along with the PO number and date. Or, if $0 of the encumbrance will be charged to the project, note that.
3. Only include transactions incurred during the project period. Attach supporting documents, such as PO, invoice or salary forms, for all items listed. Examples of incurred expenses are a requisition or PO entered for goods or services received prior to the project end date, but the invoice to pay the PO is entered after the project end date, and a vendor invoice received for services provided prior to the project end date but the campus voucher to pay it is entered after the project end date.

Notes:

- If you have several transactions or changes that will post after the project end date, it may make sense to wait and submit the NOTR form the following month to have a more up-to-date available balance amount to enter on the form. (For example, if the project end date is 9/30, you can use the 10/31 OSR ledger rollup.)
- Be aware that simply listing outstanding expenses and credits on the NOTR form doesn't mean the transactions will get processed in ConnectCarolina. Your team still needs to process the transactions independently of the NOTR, which is used for reporting purposes only.
- If you have further questions, you can reach out to your OSR Financial Reporter.