



Using the All GL Activity Tab in InfoPorte

VERSION: August 2018

Table of Contents

All GL Activity Tab	2
Introduction	2
Who Should Use the All GL Activity tab?	2
The All GL Activity Tab Shows All Account Types	3
The Lines on the All GL Activity Tab	4
Sub-systems and the General Ledger	4
How ConnectCarolina Creates Journals In the General Ledger	5
Comparing a Transaction Between the Transactions Tab and the All GL Activity Tab	5
Journal ID's and System Sources	6
How Do I Find What I'm looking for on the All GL Activity tab?	7
Examples of What to Use the All GL Activity Tab For	7

All GL Activity Tab

Introduction

The Dept Accounting tab in InfoPorte has several sub-tabs, each showing different financial information. The main sub-tabs used by campus departments are the Ledger Rollup and Transactions tabs. The Ledger Rollup tab shows budget balances, and the Transactions tab shows the transactions that make up those balances.

The All GL Activity tab is another sub-tab under the Dept Accounting tab. This tab shows all journals posted to the General Ledger.

There are two key differences between the All GL Activity tab and the Ledger Rollup and Transactions tabs. One is that the All GL Activity tab is based solely on the GL Actuals ledger, while the Ledger Rollup and Transaction tabs are based on the Commitment Control ledgers, except for expenses and revenue, which are based of the GL ledger. Click [here](#) for an explanation of ledgers.

The other difference is the All GL Activity tab shows journals for all account types: assets, liabilities, fund balance, revenue, and expenses. The Ledger Rollup and Transactions tabs shows transactions, but only for revenue and expenses

Who Should Use the All GL Activity tab?

The Ledger Rollup and Transactions tabs provide the financial information needed by most campus departments. Most campus departments operate exclusively with revenue and expenses and can use the Ledger Rollup and Transactions tabs to: manage day-to-day budget balances, reconcile expense and revenue transactions once they are posted, and reconcile balances at month-end when the month is closed.

The All GL Activity tab serves two broad audiences:

1. Departments that work mostly with asset and liability accounts. There are a few departments that work mostly with assets and liabilities, not revenue and expenses.

For example, the Scholarship and Student Aid office receives money for private loans, and pays that money to students. The money from the loan processor is booked to Accounts Payable, a liability account, and the payments to students are booked to an Accounts Receivable, an asset account. These are not booked as revenue or expense.

Departments like these cannot use the Ledger Rollup and Transactions tabs to reconcile, because these tabs do not show assets and liabilities.

2. Any department that wants to see information based on the GL Actuals ledger. Since the All GL Activity tab shows journals for all account types based on the GL Actuals ledger, any department can use this tab to find information based on this ledger. The key is to use the search filters correctly.

The All GL Activity Tab Shows All Account Types

The All GL Activity tab shows journals for all account types. There are five account types. Each account type begins with a unique number between one and five. The account types are listed below.

- **Assets.** Asset accounts begin with a 1, such as 111099. Assets are anything we own. Cash, accounts receivable, and equipment are common examples of assets.
 - **Cash accounts.** Cash accounts begin with 111 or 121. There are over 20 cash accounts in the system. To find total cash for a source or department, you can sum all accounts that begin with 111 and 121.
- **Liabilities.** Liability accounts begin with a 2, such as 211101 - Accounts Payable. Liabilities are anything we owe. Debt and accounts payable are common examples of liabilities.
- **Fund Balance.** Fund balance accounts begin with a 3. Fund balance is the actual amount of a fund, and equals assets minus liabilities.
 - **Note:** In ConnectCarolina, the fund balance is calculated at the end of the fiscal year by summing revenue and expenses and adding the difference to the fund balance as of the last fiscal year end. This is different from the legacy system which calculated fund balance on a daily basis.
- **Revenue.** Revenue accounts begin with a 4. Revenue are funds received that belong to the University. Common categories for revenue and the first two digits of the accounts are:
 - 44 - Sales, services, and rentals
 - 45 - Fees, licenses, and fines
 - 48 - Transfers
- **Expenses.** Expense accounts begin with a 5, such as 511100. Expenses are money spent by the University. Common categories for expenses and the first two digits of the accounts are:
 - 51 - Personnel
 - 53 - Supplies and materials
 - 58 - Transfers

Because the All GL Activity tab shows transactions for all accounts, you can think of it as raw data to review and analyze for a wide variety of purposes.

The Lines on the All GL Activity Tab

The lines on the All GL Activity tab show fundamentally different information from the lines on the Transactions tab. The Transactions tab shows individual transaction information. For example, when you enter a campus voucher in ConnectCarolina, the Transactions tab in InfoPorte shows a separate line for each line of the voucher that includes the voucher ID, invoice ID, and so on.

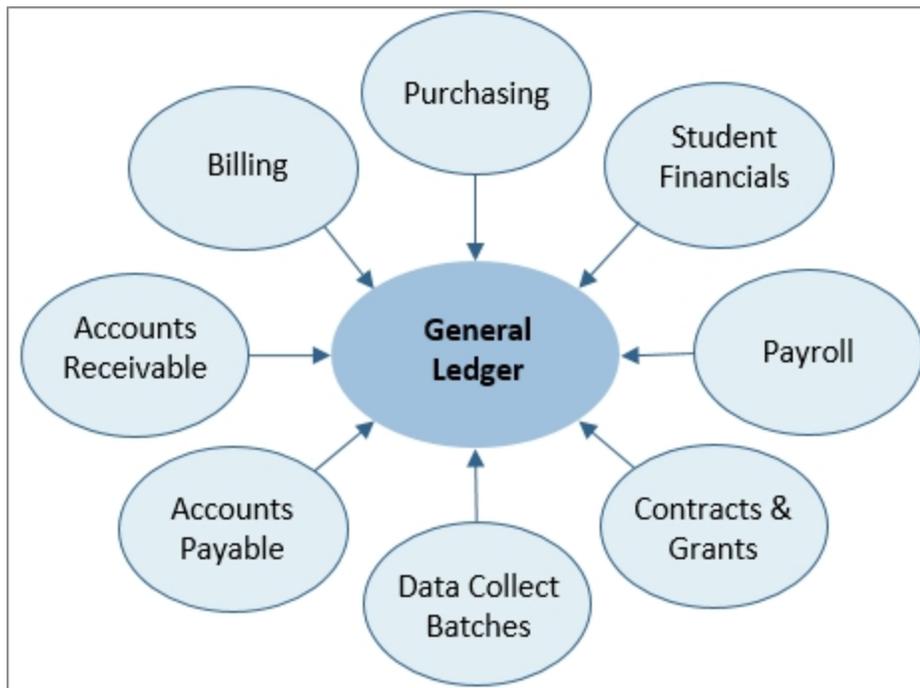
By contrast, the All GL Activity tab shows the journal created from transactions, not the transaction itself.

Sub-systems and the General Ledger

To understand the previous sentence, let's take a look at how ConnectCarolina brings journals into the General Ledger. The General Ledger is the single repository for all transactions; that is, all transactions must be recorded in the General Ledger. However, when you enter a transaction in ConnectCarolina, you typically enter it in what's called a sub-system.

Sub-systems are all the different areas of the system where you enter transactions, such as Accounts Payable, where you enter campus vouchers, Accounts Receivable, where you enter deposits, and eProcurement, where you enter purchase requisitions. The only area that is not a subsystem is the General Ledger itself, where you enter campus journals.

The graphic below illustrates the relationship between sub-systems and the General Ledger. All of it comprises the ConnectCarolina system for financials.



How ConnectCarolina Creates Journals In the General Ledger

To record a transaction from a sub-system to the General Ledger, ConnectCarolina runs a nightly process called Journal Generate. Journal Generate runs one time each day (nightly) for each sub-system, and creates a single journal ID for all the transactions in that sub-system by each accounting date. For example, if there are 100 campus vouchers entered on a given day, the system generates a single journal ID for the 100 vouchers. If there are 50 deposits, the system generates a separate, single journal ID for the 50 deposits, and so on for each sub-system.

This is important to remember when reviewing lines on the All GL Activity tab, because the All GL Activity tab shows the journal generated from transactions, such as the 100 vouchers, not the transactions themselves.

Comparing a Transaction Between the Transactions Tab and the All GL Activity Tab

The example below shows a campus voucher as it appears on the Transactions tab compared with how it appears on the All GL Activity tab.

A campus voucher as it appears on the Transactions tab

On the Transactions tab, you see the transaction information, such as voucher ID, the vendor ID and the vendor name.

ACTUALS	29201	51590	318200	558921	← Chartfield entered on the campus voucher.
0000034583_COUNTRYSIDE MILK AND ICE CREAM		AP_VOUCHER	50713422_2447270	929826_0000196962	
Vendor ID/name		voucher ID/invoice ID, payment reference			
125.00	Y	7/12/2016	← voucher amount and date		

Campus voucher as it appears on the All GL Activity tab

On the All GL Activity tab, you see the journal that was generated from the voucher, which includes the journal ID ACC0233247, the chartfields on the transaction, and the amount of the voucher.

Ledger	Jrnl ID	Jrnl Date	System Source	Jrnl Header Desc	Fund	Source	Account
ACTUALS	ACC0233247	7/12/2016	GAP	AP Accrual	29201	51590	558921
	Journal ID generated from the voucher.				Chartfields from the voucher.		

<u>Jrnl Line Desc</u>	<u>Dept ID</u>	<u>Project</u>	<u>Program</u>	<u>PC Unit</u>	<u>Cost Code 1</u>	<u>Cost Code 3</u>	<u>Amount</u>
AP Accrual	318200		10000				125.00

Journal ID's and System Sources

The System Source column on the All GL Activity tab identifies the sub-system from where the journal was generated. Also, the journal ID's generated from these sub-systems have a prefix that identifies the sub-system. For example, journals generated from campus vouchers begin with ACC. This gives you two ways to identify the sub-system of a transaction.

Below are the most common system source codes and journal prefixes.

Transaction	Examples of journals with their prefixes	System Source
Campus voucher	ACC0233247 for the voucher	GAP
Purchase requisition or purchase order that has been expensed	PYM0237806 for the payment of the voucher	
Expense from file uploads, such as Customer Billing Management (CBM)	There are different ones, each related to the type of expense. For example PCD2016077 is for PCard.	EXT or EXV
Campus journal or any other transaction entered directly to the General Ledger	0000232546	PNL
Deposits	ARP0235286	GAR
Allocations, such as core data	0000237730	ALO
Bill submitted to a Contracts & Grants sponsor	BI00238401	GBI
Revenue received from a Contracts & Grants sponsor	CAGM230555	GCA
Asset depreciation	DPR0238303	GAM
Payroll	PAY0237207	GHR

How Do I Find What I'm looking for on the All GL Activity tab?

Like all search pages in InfoPorte and ConnectCarolina, the key to finding the information you need is entering the correct set of filters.

Since the All GL Activity tab shows journals generated from transactions and not transactions themselves, you need to enter the chartfields from the transaction in order to see the lines on the journal that represent that transaction.

For example, if 100 vouchers were entered on a single day by 20 different departments, if you enter your department in the Department filter, the search results will only show lines from the journal that pertain to your vouchers, not all 100 lines. When there are multiple lines with the same chartfield string, you can identify specific lines by other fields such as the amount.

Examples of What to Use the All GL Activity Tab For

Since the All GL Activity tab shows all accounts, there are endless things you could search for on this tab. Some common examples are:

- Cash balances
- Asset and liability transactions or balances
- Expense or revenue transactions that have posted to the GL Actuals ledger.
- Revenue transactions and balances on contracts and grants. OSR revenue does not appear on the Ledger Rollup or Transactions tabs.

These are just a few examples. The point is that all financial transactions that have posted to the GL Actuals ledger in ConnectCarolina appear on the All GL Activity tab in InfoPorte, in the form of a journal.

Below are several examples of finding transactions and balances on the All GL Activity tab.

Example 1 - Finding a cash balance for a trust or project

Knowing cash balances is part of managing trust funds and some projects. There are several reports that show cash balances, including:

- Comprehensive Financial Summary Report. This report is one day behind ConnectCarolina.
- GL Ledger Inquiry
- NC_CPS_CASH_BAL_ALL. This report is one day behind ConnectCarolina.

The All GL Activity tab can also be used to show cash balances.

Steps - Finding cash balances

1. Navigate to: Finance > All GL Activity tab
2. Complete the filters:

Field	Description
Dept ID	To see cash balances for a trust or project, leave this field blank. If you are looking for a cash balance for your department, enter your dept ID. Note: If the trust fund is used by multiple departments, entering your dept ID isolates the cash balance to just your department.
Fiscal Year	Select all fiscal years to date, from 2013 to the current fiscal year.
Acct Pd	Select all accounting periods.
Bus Unit	Enter unech, uncga, or a foundation business unit.
Project	If you are searching for a project cash balance, enter the project ID.
Program	If you are searching by a chartfield string that includes program, enter the program ID. Otherwise, leave the Program field blank.
Account	Leave the Account field blank.
Source	If you are searching for a cash balance for a trust fund, enter the source.
Fund	If you are searching by a chartfield string that includes fund, enter the fund. Otherwise, leave the Fund field blank.

3. Click the **Search** button.

The screenshot shows the 'All GL Activity' tab selected in a navigation bar. Below the navigation bar is a 'Base Search' section with the following fields:

- Dept ID: (show all) [dropdown arrow]
- Fiscal Year: 2019 [dropdown arrow]
- Acct Prd: (show all) [dropdown arrow]
- Bus Unit: [dropdown arrow]
- Project: [text input]
- Program: [text input]

Account

Source

Fund

Note: Notice the large number of lines returned in the search results. This is typical because the All GL Activity tab returns all accounts - assets, liabilities and so on. Most of the time you will need to download the results to Excel and filter for the accounts you want.

Show entries Showing 1 to 500 of

- Click the Excel icon to download the results to Excel.



- From the Excel file, sort the data by account.
- Sum the cash accounts using the Excel sum function. The cash accounts are all accounts that begins with 111 or 121. There will typically be many cash rows. The example below only shows the last two rows of the cash rows.

In this example, the cash balance is \$-117,091.45

Ledger	Jrnl ID	Jrnl Date	Syst	Jrnl Header Desc	Fund	Source	Account	Dept ID	Amount
ACTUALS	ARC0096511	8/6/2015	GAR	AR Cash Entry	29252	51137	111999	520500	(80.00)
ACTUALS	ARD0096522	8/6/2015	GAR	AR Direct Cash J	29252	51137	111999	520500	80.00
									(117,091.45)

Example 2 - Finding Asset and Liability Accounts

Several departments on campus work predominantly with asset and liability accounts, compared with most campus departments that work mostly with revenue and expense accounts.

Departments that work mostly with asset and liability accounts can use the All GL Activity tab to view transactions and reconcile.

Steps - Finding asset and liability accounts

1. Navigate to: Finance > Dept Accounting > All GL Activity tab
2. Complete the filters:

Field	Description
Dept ID	If you are looking for accounts by department, enter your department ID.
Fiscal Year	Select the fiscal year for the transactions you want. If you are looking for a cumulative balance on an account, select all fiscal years, from 2013 to the current fiscal year.
Acct Pd	Select the accounting period for the transactions you want. If you are looking for a cumulative balance on an account, select all accounting periods.
Bus Unit	Enter uncch, unega, or a foundation business unit.
Project	If you are looking for accounts by project, enter a project ID.
Program	If you are looking for accounts by program, enter a program code.
Account	If you are looking for a specific account, enter the account code.
Source	If you are looking for accounts for a trust fund, enter the source code.
Fund	If you are searching by a chartfield string that includes fund, enter the fund code.

3. Click the **Search** button.

The screenshot shows a web interface with a navigation bar at the top containing tabs: Ledger Rollups, Transactions, All GL Activity (selected), Grants, Soft Encumbrances, and Program/Cos. Below the navigation bar is a section titled 'Base Search' with a dropdown arrow. The search area contains several filter fields:

- Dept ID: A dropdown menu currently showing '(show all)' with a blue downward arrow.
- Fiscal Year: A dropdown menu currently showing '2019' with a blue downward arrow.
- Acct Prd: A dropdown menu currently showing '(show all)' with a blue downward arrow.
- Bus Unit: A text input field with a small grey dropdown arrow on the right.
- Project: A text input field.
- Program: A text input field.

Account

Source

Fund

Note: Notice how many lines are returned. You are looking for asset and liability accounts.

Show entries Showing 1 to 77 of 77 entries

- Click the Excel icon to download the results to Excel.



- From the Excel file, sort the data by account.
- Sum the asset or liability accounts you are looking for. The accounts highlighted below are the disbursements made to students by the Scholarships and Student Aid office. These are booked as an asset.

SF00183950	4/1/2016	GSF	Student Admin	29900	91033	115120	543000	\$10,000.00
SF00185600	4/6/2016	GSF	Student Admin	29900	91033	115120	543000	\$0.00
SF00186011	4/7/2016	GSF	Student Admin	29900	91033	115120	543000	\$27,496.00
SF00186548	4/8/2016	GSF	Student Admin	29900	91033	115120	543000	\$22,000.00
SF00187079	4/11/2016	GSF	Student Admin	29900	91033	115120	543000	\$23,000.00
SF00187500	4/12/2016	GSF	Student Admin	29900	91033	115120	543000	\$3,000.00
SF00188473	4/13/2016	GSF	Student Admin	29900	91033	115120	543000	\$9,895.00
SF00188839	4/15/2016	GSF	Student Admin	29900	91033	115120	543000	(\$1,675.00)
SF00189320	4/18/2016	GSF	Student Admin	29900	91033	115120	543000	\$4,120.00
SF00192006	4/21/2016	GSF	Student Admin	29900	91033	115120	543000	\$9,053.00
SF00192638	4/22/2016	GSF	Student Admin	29900	91033	115120	543000	\$14,021.00
SF00194557	4/27/2016	GSF	Student Admin	29900	91033	115120	543000	\$1,700.00
SF00195081	4/28/2016	GSF	Student Admin	29900	91033	115120	543000	\$32,000.00
								\$154,610.00

Example 3 - Finding posted expense transactions

Once transactions are posted to the GL Actuals ledger, they appear on the All GL Activity tab in the form of the journal that was generated from the transaction. See [here](#) for an explanation of how ConnectCarolina brings journals into the GL Actuals ledger.

To see a transaction on the GL Actuals ledger, you need to enter the chartfield strings from the transaction. The All GL Activity tab will display the journal from the transaction. You can identify the transaction by the journal ID and system source. For example, journal ID's from campus vouchers begin with ACC, and the system source is GAP. See [here](#) for the common journal ID's and system sources used by campus.

Steps - Finding asset and liability accounts

1. Navigate to: Finance > Dept Accounting > GL Activity tab
2. Complete the filters:

Field	Description
Dept ID	Enter the department on the transaction.
Fiscal Year	Select the fiscal year the transaction was posted.
Acct Pd	Select the accounting period the transactions was posted.
Bus Unit	Enter uncch, uncga, or a foundation business unit.
Project	Enter the project ID on the transaction, if there is one.
Program	Enter the program ID on the transaction, if there is one.
Account	Enter the account on the transaction.
Source	Enter the source on the transaction.
Fund	Enter the fund on the transaction

3. Click the **Search** button.

The screenshot shows a software interface with a navigation bar at the top containing tabs: Ledger Rollups, Transactions, All GL Activity (selected), Grants, Soft Encumbrances, and Program/Cos. Below the navigation bar is a 'Base Search' section with the following fields:

- Dept ID: A dropdown menu with '(show all)' selected and a blue arrow button.
- Fiscal Year: A dropdown menu with '2019' selected and a blue arrow button.
- Acct Prd: A dropdown menu with '(show all)' selected and a blue arrow button.
- Bus Unit: A dropdown menu with a grey arrow button.
- Project: A text input field.
- Program: A text input field.

Account

Source

Fund ▼

Note: Notice the number of rows that are displayed. The more chartfields you entered as search criteria, the more narrow your search results.

Show ▼ entries Showing 1 to 194 of 194 entries

- If needed, download the results to Excel.



- With the Excel file open, sort the data in two ways: first by journal ID and then by system source. This allows you to see the types of transactions.
- Identify the type of transaction by journal ID and system source, and the specific transaction by amount and date. The example below shows the journals from two campus vouchers. The journal ID begins with ACC and the system source is GAP. Even though the amount of the transactions is the same, the transactions are different.

Jrnl ID	Jrnl Date	Syster Jrnl Header	[Fund	Source	Account	Dept ID	Progran	Amount
ACC0234611	7/5/2016	GAP	AP Accrual	20101	12001	211100	310300	(667.33)
ACC0234619	7/14/2016	GAP	AP Accrual	20101	12001	211100	310300	(667.33)

Example 4 - Finding revenue for contracts and grants

Revenue accounts for contracts and grants do not appear on the InfoPorte Transactions tab. There are several reports for finding revenue accounts:

- GL Ledger Inquiry - see *Finding Ending Fund Balance Using Ledger Inquiry*
- OSR Payments - see *OSR Payments Report by Project ID - Detail View*
- GL Activity tab

You can find revenue accounts on the All GL Activity tab by summing the accounts that begin with 4. You will need to carefully select the fiscal year and accounting period fields to find the revenue activity for the time period you are looking for.

Steps - Finding revenue on a project

1. Navigate to: Finance > Dept Accounting > GL Activity tab
2. Complete the filters:

Field	Description
Dept ID	Leave this field blank.
Fiscal Year	Select the fiscal years for the revenue accounts you want to see.
Acct Pd	Select the accounting periods for the revenue accounts you want to see.
Bus Unit	Enter uncch.
Project	Enter the project ID.
Program	Leave this field blank.
Account	Leave this field blank.
Source	Leave this field blank.
Fund	Leave this field blank.

3. Click the **Search** button.

The screenshot shows a software interface with several tabs: 'Ledger Rollups', 'Transactions', 'All GL Activity' (selected), 'Grants', 'Soft Encumbrances', and 'Program/Cos'. Below the tabs is a 'Base Search' section with the following fields:

- Dept ID: (show all) with a dropdown arrow.
- Fiscal Year: 2019 with a dropdown arrow.
- Acct Prd: (show all) with a dropdown arrow.
- Bus Unit: an empty text box with a dropdown arrow.
- Project: an empty text box.
- Program: an empty text box.

4. Download the report to Excel.
5. Sort the Excel file by 4 accounts and sum the accounts. You can also review the individual rows if you are looking for a specific transaction.

Bus Unit	Ledger	Jrnl ID	Jrnl Date	System Source	Jrnl Header Desc	Fund	Source	Account
UNCCH	ACTUALS	CAGM229573	7/1/2016	GCA	CA Grants Revenue	25210	49000	427110
UNCCH	ACTUALS	CAGM229578	7/7/2016	GCA	CA Grants Revenue	25210	49000	427110
UNCCH	ACTUALS	CAGM230553	7/7/2016	GCA	CA Grants Revenue	25210	49000	427110
UNCCH	ACTUALS	CAGM231057	7/8/2016	GCA	CA Grants Revenue	25210	49000	427110

Jrnl Line Desc	Dept ID	Project	Program	PC Unit	Cost Code 1	Cost Code 2	Cost Code 3	Amount
CA Grants Revenue	463501	5100018		CHOSR				2,689.79
CA Grants Revenue	463501	5100018		CHOSR				1,398.68
CA Grants Revenue	463501	5100018		CHOSR				(773.78)
CA Grants Revenue	463501	5100018		CHOSR				27.82

The total of the "4" accounts is the total revenue amount. In this example, there are 31 rows of "4" accounts (not all

