

Finance Reports Quick Reference

Report & Menu	Description	What Does It Help Me Do?	Available Training
Finding Budget Balances			
InfoPorte: Ledger Rollup Tabs			
Finance > Dept Accounting > <ul style="list-style-type: none"> Main Ledgers – for State, F&A and Trust funds 	<ul style="list-style-type: none"> Shows revenue and expense totals and available balance by budget chartfield strings. Breaks out spending totals by pre-encumbrance, encumbrance and expense (Actuals YTD column). Lets you filter on source and department. Lets you filter on account for State funds and all Trust funds except Trust 1. Lets you drill down to detailed transactions for each chartfield string displayed. <p>Source: Commitment Control ledgers; InfoPorte soft encumbrance table if choose Show Projections</p>	<ul style="list-style-type: none"> Keep an eye on your available budget balance and spending during the month. Include projected earnings and fringe and/or soft encumbrances in your balances by marking the respective checkboxes in the search section. Check what you've spent against a certain state appropriation by filtering on source. 	<ul style="list-style-type: none"> Financial Reporting and Reconciliation Why Do My Balances Go Up and Down through the Month Handout
Finance > Dept Accounting > <ul style="list-style-type: none"> OSR Ledger – for OSR funds 	<ul style="list-style-type: none"> Shows expense totals and available balance by budget chartfield strings. Breaks out spending totals by pre-encumbrance, encumbrance and expense (Actuals YTD column). 	<ul style="list-style-type: none"> Keep an eye on your available budget balance and spending during the month. Include projected earnings and fringe and/or soft encumbrances in your balances by marking the 	<ul style="list-style-type: none"> Financial Reporting and Reconciliation Why Do My Balances Go Up and Down through the Month Handout

	<ul style="list-style-type: none"> Let's you filter on project and source. Lets you drill down to detailed transactions for each chartfield string displayed. <p>Source: Commitment Control ledgers; InfoPorte soft encumbrance table if choose Show Projections</p>	<p>respective checkboxes in the search section.</p> <ul style="list-style-type: none"> To exclude cost shared transactions from your balances, enter the source. Otherwise, it's best to leave this field blank. 	
<p>Finance > Dept Accounting ></p> <ul style="list-style-type: none"> Parent Ledgers – for State and F&A Parent funds 	<ul style="list-style-type: none"> Shows expense totals and available balance by budget chartfield strings. Breaks out spending totals by pre-encumbrance, encumbrance and expense (Actuals YTD column). Lets you filter on fund and department. Lets you filter on account and source for State Parent funds. Lets you drill down to detailed transactions for each chartfield string displayed. <p>Source: Commitment Control ledgers; InfoPorte soft encumbrance table if choose Show Projections</p>	<ul style="list-style-type: none"> Keep an eye on your available budget balance and spending during the month. Include projected earnings and fringe in your balances by choosing Yes in the Show Projections filter Choosing Yes in the Show Projections filter also displays soft encumbrance totals and provides the IPT Balance Check what you've spent against a certain state appropriation by filtering on source. 	<ul style="list-style-type: none"> Financial Reporting and Reconciliation Why Do My Balances Go Up and Down through the Month Handout
<p>Finance > Dept Accounting ></p> <ul style="list-style-type: none"> FAMODET – for Campus Services and Facilities Services departments 	<ul style="list-style-type: none"> Shows expense totals and available balance by budget chartfield strings. Breaks out spending totals by pre-encumbrance, encumbrance and expense (Actuals YTD column). 	<ul style="list-style-type: none"> Keep an eye on your available budget balance and spending during the month. Include projected earnings and fringe in your balances by choosing Yes in the Show Projections filter. Choosing Yes in the Show Projections filter also displays soft 	<ul style="list-style-type: none"> Financial Reporting and Reconciliation Why Do My Balances Go Up and Down through the Month Handout

	<ul style="list-style-type: none"> • Let's you filter on source, department and account. • Lets you drill down to detailed transactions for each chartfield string displayed. <p>Source: Commitment Control ledgers; InfoPorte soft encumbrance table if choose Show Projections</p>	<p>encumbrance totals and provides the IPT Balance.</p>	
<p>Finance > Dept Accounting ></p> <ul style="list-style-type: none"> • Capital Improvement – for Campus Services and Facilities Services departments for your Capital Improvement (CI_KK_Budg) fund 	<ul style="list-style-type: none"> • Shows expense totals and available balance by budget chartfield strings. • Breaks out spending totals by pre-encumbrance, encumbrance and expense (Actuals YTD column). • Let's you filter on source. • Lets you drill down to detailed transactions for each chartfield string displayed. <p>Source: Commitment Control ledgers; InfoPorte soft encumbrance table if choose Show Projections</p>	<ul style="list-style-type: none"> • Keep an eye on your available budget balance and life-to-date spending. 	<ul style="list-style-type: none"> • Financial Reporting and Reconciliation • Why Do My Balances Go Up and Down through the Month Handout

<p>InfoPorte SAS: Ledger Group Drill Down Report</p> <p>Finance > Financial Reporting > Ledg/Acct > Ledger Group Drill Down Report</p> <ul style="list-style-type: none"> • Ledger Group Overview (tab 1) • Ledger Group Summary (tab 2) • Ledger Group Detail (tab 3) <p>Access is limited to those that have authorized security access.</p>	<ul style="list-style-type: none"> • Overview shows high-level summary by ledger group, business unit and fiscal year. • Shows separate columns for budget, pre-encumbrance, encumbrance, actuals, available balance by ledger group. • Lets you drill down to summary level and see summary for each ledger group total broken down by fund group. • Lets you drill down to detail level and see individual transactions by ledger group – budget, revenue, expense, and encumbrance. <p>Source: Commitment Control ledgers</p>	<ul style="list-style-type: none"> • Look at an MOU or department budget and actuals at a high-level summary by ledger groups. • Drill down to individual transactions that make up the summary totals by ledger group. 	<ul style="list-style-type: none"> • Ledger Group Drill down Report 	
<p>InfoPorte SAS: Source List Report</p> <p>Finance > Financial Reporting > Ledg/Acct > Source List Report</p> <p>Access is limited to those that have authorized security access</p>	<ul style="list-style-type: none"> • Shows high-level summary by source. • Shows separate columns for budget, pre-encumbrance, encumbrance, actuals, and available balance. • Can filter by business unit and ledger group. <p>Source: Commitment Control ledgers</p>	<ul style="list-style-type: none"> • Monitor your available balance by source and ledger. 	<ul style="list-style-type: none"> • Source List Report 	
<p>Finding Fund Balances and Cash Balances</p>				
<p>InfoPorte SAS: Comprehensive Financial Summary Report</p>	<ul style="list-style-type: none"> • Shows beginning and ending fund balance, revenue, expenses, and cash. 	<ul style="list-style-type: none"> • Track your monthly fund balance for Trust funds (auxiliary and recharge), clinical trials, and some contracts. 	<ul style="list-style-type: none"> • Comprehensive Financial Summary Report 	

<p>Finance > Financial Reporting > Cash/Bal > Comprehensive Financial Summary ></p> <ul style="list-style-type: none"> • Ledger/Actuals Source Report with Fund Group – Summary (tab 1) • Ledger/Actuals Source Report with Fund Group – Detail (tab 2) • Cash and Investments - Ledger/Actuals Source Report (tab 3) 	<ul style="list-style-type: none"> • Has three tabs – third tab just shows cash and investments. • Has a summary level organized by source, and a detail level that shows revenue and expenses by account and totals. <p>Source: GL Actuals ledger</p>	<p>Notes:</p> <ol style="list-style-type: none"> 1. For Trust funds, only enter the Source in the Search filters. 2. Not as helpful for State and F&A ledger groups because they don't have beginning and ending fund balances. <ul style="list-style-type: none"> • Find your beginning and ending cash balance for the month to help reconcile your asset, liability and fund balance transactions, along with information on the GL Activity tab. (Only a small number of campus departments reconcile asset, liability and fund balance transactions.) 	
<p>InfoPorte SAS: G/L Fund Balance Report</p> <p>Finance > Financial Reporting > Cash/Bal > G/L Fund Balance Report</p> <ul style="list-style-type: none"> • G/L Fund Balance - Summary Level (tab 1) • G/L Fund Balance – Account Level (A) (tab 2) • G/L Fund Balance – Account Level 4 (tab 3) • G/L Asset & Liability Changes (tab 4) 	<ul style="list-style-type: none"> • Shows beginning and ending fund balance, revenue and expenses, and changes in assets and liabilities. • Has a summary level filtered by fund and/or source with beginning balances, revenue and expense totals, and ending balance. • A detail level shows revenue and expenses by account and totals. • Fourth tab shows the changes in assets and liabilities by account. <p>Source: GL Actuals ledger</p>	<ul style="list-style-type: none"> • Keep an eye on your fund balance for a Trust fund. <p>Note: For most searches, only enter the Source in the Search filters. If your source is used by multiple departments, then use department filter.</p>	<ul style="list-style-type: none"> • GL Fund Balance Report
<p>Finding Formula Allocation Amounts</p>			
<p>Financial Reporting & Cash/Bal Tab</p>	<ul style="list-style-type: none"> • Shows formula allocation amounts by fiscal year, project department, project, 	<ul style="list-style-type: none"> • Shows formula allocation amounts by fiscal year, project department, project, principal investigator, 	<ul style="list-style-type: none"> • Running the F&A Formula Allocation Report

	principal investigator, principal investigator home job department, and DLAM.	principal investigator home job department, and DLAM.	
Reconciling			
InfoPorte: Transactions Tab Finance > Dept Accounting > Transactions	<ul style="list-style-type: none"> Shows transactions for all revenue and expense accounts. <p>Source: transactions entered in ConnectCarolina; Commitment Control ledgers</p>	<ul style="list-style-type: none"> Reconcile revenue and expense transactions for your State, F&A, Trust, OSR, FAMODET and Capital Improvement funds. Generate a list of transactions for a given chartfield string and match them to your supporting paperwork. Review soft encumbrances that haven't expired by clicking the advanced filter arrow and in the Trans Type field, choose SOFT-ENCUMBRANCE. 	<ul style="list-style-type: none"> Financial Reporting and Reconciliation Reconciling Quick Reference Card
InfoPorte: State Monthly Management Reports Finance & Monthly Reports tab	Shows static view of a month's transactions, after month-end close SOURCE: Commitment Control (KK) ledgers	<ul style="list-style-type: none"> Reconcile revenue and expense transactions for your State funds, with Program and without. 	<ul style="list-style-type: none"> State Monthly Management Reports
InfoPorte: GL Activity Tab Finance > Dept Accounting > GL Activity	<ul style="list-style-type: none"> Shows journal entries for all asset, liability, fund balance, revenue, and expense accounts. Presents activity summed up by chartfield string, not detailed transactions. <p>Source: GL Actuals ledger</p>	<ul style="list-style-type: none"> Reconcile your assets, liabilities, and fund balance transactions. <p>Note: Only a few campus departments do this; most reconcile revenue and expense accounts.</p> <ul style="list-style-type: none"> Monitor receipts for your OSR funds. 	
Working with Voucher Payments			
ConnectCarolina RPT: Voucher Not Paid Query NC_CPS_VCHR_NOT_PAID_UNCCH1	<ul style="list-style-type: none"> Shows vouchers that either have no lines paid, or only partial lines paid. 	<ul style="list-style-type: none"> Manage accounts payable aging for State, F&A, Trust and OSR funds. <p>Note: This query is also available to campus in PRD.</p>	<ul style="list-style-type: none"> Finance Reporting Queries Quick Reference List Preparing for Year-End Closing: Reviewing Open

			Transactions Guide (includes steps for running a query)
ConnectCarolina RPT: Voucher Paid Query NC_CPS_VCHR_PMNT_INFO_UNCCH1	<ul style="list-style-type: none"> Shows all vouchers that have been paid or partially paid. Note: If no lines on a voucher were paid, the voucher will not show in the query results. You need to use the Voucher Not Paid query above to see vouchers where no lines have been paid. 	<ul style="list-style-type: none"> Review timeliness of payments to suppliers for State, F&A, Trust and OSR funds. Note: This query is also available to campus in PRD. 	<ul style="list-style-type: none"> Finance Reporting Queries Quick Reference List Preparing for Year-End Closing: Reviewing Open Transactions Guide (includes steps for running a query)
Managing Salary & Fringe			
InfoPorte: BMS Finance > Dept Accounting > Other Reports	<ul style="list-style-type: none"> Allows you to filter Commitment Control budget transactions from the State ledger group on budget chartfields and pulls in HCM records that match on budget chartfields. Source: Commitment Control ledger 		<ul style="list-style-type: none"> New Reports Notes: June 15 Release New Reports June 15 Webinar
SAS Web Studio: Payroll Accounting Report Finance > Financial Reporting tab > Personnel tab > Payroll Accounting Report *Note: This report is available to users with enhanced reporting access.	<ul style="list-style-type: none"> Displays detailed payroll information since 10/1/14. It shows when a transaction posted for each charfield string, regardless of the pay period the transaction applies to. Let's you filter for dates, chartifeld, employee IDs, expense types, and payroll run IDs. Report includes the Application Journal ID. 	This report is meant for financial professionals that need to see a complete history of payroll transactions for an employee or chartfield string by accounting dates. Payroll information is broken down into payment type categories and is further organized by PIDs and charfields. Effort percentages are calculated to use in reporting for contracts and grants.	<ul style="list-style-type: none"> Webinar: Payroll Accounting Report Using the Web SAS Studio Reporting Tool Running the Payroll Accounting Report

<p>Infoport SAS: Suspense Report</p> <p>Finance > Financial Reporting > Misc</p>	<ul style="list-style-type: none"> • Displays suspense account 511190 summary and detail transactions by department and source. <p>Source: Commitment Control ledgers</p>		
<p>Infoport SAS: Summer Salary & Overloads Report</p> <p>Finance > Financial Reporting > Misc</p> <ul style="list-style-type: none"> • The report has four tabs: <ul style="list-style-type: none"> ○ Summer Salary – Summary ○ Summer Salary – Details ○ Overload – Summary ○ Overload – Details 	<ul style="list-style-type: none"> • Access is limited to those that have authorized security access • Report provides data on both nine-month and twelve-month faculty & staff members who receive compensation for work during the summer months & academic year 		<ul style="list-style-type: none"> • New Reports Notes: June 15 Release • New Reports June 15 Webinar • Summer Salary and Overload Payments Report
<p>ConnectCarolina: Pending Transactions Report</p> <p>Main Menu > HR/Payroll Menu > Payroll Acct Adj. Tool (PAAT) > Review Pending Transactions</p>	<ul style="list-style-type: none"> • Shows a list of all pending PAAT transactions for a department or school • Includes those with <i>In Progress</i> and <i>Needs Approval</i> statuses • Each transaction listed has a link to the adjustment. 	<ul style="list-style-type: none"> • Check the approval status of PAAT transactions 	<ul style="list-style-type: none"> • Guide for Using the Payroll Accounting Adjustment Tool • PAAT Webinar
<p>ConnectCarolina: Suspense Transaction Report</p> <p>Main Menu > HR/Payroll Menu > Payroll Acct Adj. Tool (PAAT) > Current Suspense Charges</p>	<ul style="list-style-type: none"> • Shows a list of charges for a department or school that have gone to the suspense account, broken down by employee and pay period 	<ul style="list-style-type: none"> • Check an employee's payroll that is sitting in your suspense account 	<ul style="list-style-type: none"> • Guide for Using the Payroll Accounting Adjustment Tool • PAAT Webinar

<p>InfoPorte: Labor & Expense Report</p> <p>HR > Payroll > PAAT ></p> <ul style="list-style-type: none"> The report has three tabs: <ul style="list-style-type: none"> Labor & Expenses Summary Labor & Expenses Detail Labor & Expenses Detail Codes 	<ul style="list-style-type: none"> Shows the funding sources of labor expenses, by summary and detail Mirrors the Labor Expense Report that was available in the Retroactive Funding Transfer Application (short-term retro tool) Summary tab shows expenses by department Detail tab breaks out expenses by employee Detail Codes tab shows expense broken out by wages and taxes 	<ul style="list-style-type: none"> Review the funding sources of your labor expenses Check a specific pay cycle distribution for an employee 	<ul style="list-style-type: none"> Guide for Using the Payroll Accounting Adjustment Tool PAAT Webinar
Reviewing Grants			
<p>InfoPorte GL Activity Tab</p> <p>Finance > Dept Accounting > GL Activity</p>	<ul style="list-style-type: none"> Any expenditure reporting to outside agencies must be based on actuals reflected on GL actuals ledger. <p>Source: GL Actuals ledger</p>	<ul style="list-style-type: none"> Monitor your OSR projects. 	
<p>InfoPorte SAS: Comprehensive Financial Summary Report</p> <p>Finance > Financial Reporting > Cash/Bal > Comprehensive Financial Summary ></p> <ul style="list-style-type: none"> Ledger/Actuals Source Report with Fund Group – Summary (tab 1) Ledger/Actuals Source Report with Fund Group – Detail (tab 2) Cash and Investments - Ledger/Actuals Source Report (tab 3) 	<ul style="list-style-type: none"> Enter project number in project field Shows beginning and ending fund balance, revenue, expenses, and cash. Has three tabs – third tab just shows cash and investments. Has a summary level organized by source, and a detail level that shows 	<ul style="list-style-type: none"> Find your beginning and ending cash balance for the month to help reconcile your asset, liability and fund balance transactions, along with information on the GL Activity tab. 	<ul style="list-style-type: none"> InfoPorte 6.5 Release Notes InfoPorte 6.5 Release Webinar Comprehensive Financial Summary Report

	<p>revenue and expenses by account and totals.</p> <p>Source: GL Actuals ledger</p>		
<p>InfoPorte: Grant Profile Tab</p> <p>Finance > Dept Accounting > Grants > Grant Profile</p>	<ul style="list-style-type: none"> • A high-level “one-stop shop” report for grants with one summary line per project. • Shows burn rates and project details including principal investigator (PI), status, and start and end dates. • Shows life-to-date (LTD) direct, indirect, and total remaining balance. • Lets you drill into each project to see more grant details on the Grant Details Tab. <p>Source: RAMSeS and Commitment Control ledgers</p>	<ul style="list-style-type: none"> • Do a quick spot check of your grants’ remaining balances or grant end date. • Look up the PI or status of a grant. 	<ul style="list-style-type: none"> • Contracts and Grants Management Tips for Principal Investigators Quick Reference • Financial Reporting and Reconciliation
<p>InfoPorte: Grant Details Tab</p> <p>Finance > Dept Accounting > Grants > Grant Profile > click any project link to display Grant Details tab</p>	<ul style="list-style-type: none"> • A comprehensive “one-stop shop” for individual projects. • Shows all grant details including sponsor, team members, milestones, rollup details, rebudgetary allowability, and cost sharing if applicable. <p>Source: RAMSeS and Commitment Control ledgers for OSR Ledger rollup section</p>	<ul style="list-style-type: none"> • Monitor your grant’s life-to-date financial activity. • Look up non-financial grant details. 	<ul style="list-style-type: none"> • Contracts and Grants Management Tips for Principal Investigators Quick Reference • Financial Reporting and Reconciliation

<p>ConnectCarolina Inquiry: Budget Overview Inquiry</p> <p>Main Menu > Finance Menu > Commitment Control > Review Budget Activities > Budget Overview</p>	<ul style="list-style-type: none"> Shows expense totals and available balance by budget chartfield strings in real-time. Breaks out spending totals by pre-encumbrance, encumbrance and expense. Let's you filter on project and source. <p>Source: Commitment Control ledgers</p>	<ul style="list-style-type: none"> Keep an eye on your available budget balance and spending during the month. Get the most current balances when preparing budget revision requests. To exclude cost shared transactions from your balances, enter the source. Otherwise, it's best to leave this field blank. 	<ul style="list-style-type: none"> Contracts and Grants Management Tips for Research Administrators Quick Reference
<p>InfoPorte SAS: C&G Expenditures - Summary</p> <p>Finance > Dept Accounting > Grant > OSR Campus Reports > C&G Expenditures – Summary</p>	<ul style="list-style-type: none"> Shows grant LTD spending and remaining balance at a high level. Shows a project's budget, actuals, encumbrances, and remaining balance broken out by direct and indirect expenses, and cost sharing if applicable. Does not show pre-encumbrances For direct expense, breaks out Actuals by personnel, fringe, purchased services, supplies and materials, and other expenses. <p>Source: Commitment Control ledgers</p>	<ul style="list-style-type: none"> Monitor LTD activity of grants that use an itemized or summary budget. Review LTD activity broken down by direct and indirect spending plus by account categories such as personnel and fringe. View a total expense amount along with spend breakdown by direct and indirect costs. 	<ul style="list-style-type: none"> Financial Reporting and Reconciliation
<p>InfoPorte SAS: C&G Expenditures - Account Level</p> <p>Finance > Dept Accounting > Grant > OSR Campus Reports > C&G Expenditures – Summary</p>	<ul style="list-style-type: none"> Shows detailed grant spending at the account level. Format mirrors the C&G Summary report but 	<ul style="list-style-type: none"> Monitor life-to-date activity of grants that use an itemized budget. View activity broken down by direct and indirect spending plus by individual accounts. 	<ul style="list-style-type: none"> Financial Reporting and Reconciliation

	<p>breaks out spending further by individual account.</p> <ul style="list-style-type: none"> Does not show pre-encumbrances. <p>Source: Commitment Control ledgers</p>		
<p>ConnectCarolina RPT: OSR Payments</p> <ul style="list-style-type: none"> NC_CPS_AR_DJ_PMTS_BY_PROJECT 	<ul style="list-style-type: none"> Shows OSR deposits via direct journal. There is no associated invoice. 	<ul style="list-style-type: none"> Manage payments for contracts and grants. 	<ul style="list-style-type: none"> Finance Reporting Queries Quick Reference List Preparing for Year-End Closing: Reviewing Open Transactions Guide (includes steps for running a query)
<ul style="list-style-type: none"> NC_CPS_AR_OSR_PAYMENTS_BY_PROJ 	<ul style="list-style-type: none"> Shows invoice generated to sponsor and payment received. 	<ul style="list-style-type: none"> Manage invoice and payments for contracts and grants. 	<ul style="list-style-type: none"> Finance Reporting Queries Quick Reference List
<ul style="list-style-type: none"> NC_CPS_AR_OSR_OPEN_ITEMS 	<ul style="list-style-type: none"> Shows invoice generated to sponsor and payment not received. 	<ul style="list-style-type: none"> Manage invoice and payments for contracts and grants. 	<ul style="list-style-type: none"> Finance Reporting Queries Quick Reference List Preparing for Year-End Closing: Reviewing Open Transactions Guide (includes steps for running a query)
<ul style="list-style-type: none"> NC_CPS_KK_PROJECT_SUM 	<ul style="list-style-type: none"> Shows available balance, pre-encumbrance, encumbrance, and expense on OSR funds. <p>Source: Commitment Control ledgers</p>	<ul style="list-style-type: none"> Monitor your available balance for OSR projects. 	<ul style="list-style-type: none"> Finance Reporting Queries Quick Reference List Preparing for Year-End Closing: Reviewing Open Transactions Guide (includes steps for running a query)
<ul style="list-style-type: none"> NC_CPS_KK_PROJECT_DATA 	<ul style="list-style-type: none"> Shows all OSR projects with chartfield strings and Commitment Control end date. Note: The NC_KK_PROJECT_DATA in 	<ul style="list-style-type: none"> Monitor OSR project data. 	<ul style="list-style-type: none"> Finance Reporting Queries Quick Reference List Preparing for Year-End Closing: Reviewing Open Transactions Guide (includes steps for running a query)

	PRD contains the project end date.		
<ul style="list-style-type: none"> NC_CPS_KK_WRONG_PROJECT_QRY 	<ul style="list-style-type: none"> Identifies non-cost sharing OSR balances for projects that have a department that is outside the Grants Project-Department range. 	<ul style="list-style-type: none"> Monitor OSR project data. 	<ul style="list-style-type: none"> Finance Reporting Queries Quick Reference List Preparing for Year-End Closing: Reviewing Open Transactions Guide (includes steps for running a query)
<p>Finance > Dept Accounting ></p> <ul style="list-style-type: none"> Finance > Grants > OSR Campus Reports > OSR Payments Report 	<ul style="list-style-type: none"> Shows all payments made from sponsors since go-live on October 1, 2014 Shows payments in the form of GL journals, payment journals received from sponsors, maintenance journals reflecting movement of payments to different projects, and direct cash journals Lets you view the results by rolled up journal amount, or be individual journal amount 	<ul style="list-style-type: none"> Ensure you have received all the expected payments from sponsors Ensure the sponsor payments are on the correct project and account 	<ul style="list-style-type: none"> OSR Payment Report
Reviewing Soft Encumbrances			
<p>InfoPorte: Soft Encumbrances Tab</p> <p>Finance > Dept Accounting > Soft Encumbrances</p>	<ul style="list-style-type: none"> Shows all your soft encumbrances, both expired and unexpired. Lets you filter on project, program, cost codes, department, fund and source. <p>Source: InfoPorte soft encumbrances table</p>	<ul style="list-style-type: none"> Monitor soft encumbrances for your department or project. Delete soft encumbrances that have moved to a pre-encumbrance or later stage. <p>Notes:</p> <ul style="list-style-type: none"> To see available balances with soft encumbrances, see the Ledger Rollups Tab section. 	<ul style="list-style-type: none"> Financial Reporting and Reconciliation

		<ul style="list-style-type: none"> To see only soft encumbrances that haven't expired, see the Transactions tab section. 	
Reviewing Cost Codes			
InfoPorte: Program/Cost Code Tab Finance > Dept Accounting > Program/Cost Code	<ul style="list-style-type: none"> Shows financial activity for ConnectCarolina cost codes and programs. Displays budget, expenses and available balance. Lets you drill in to program or cost code to see detail on Ledger rollup or transactions. <p>Source: Commitment Control ledgers</p>	<ul style="list-style-type: none"> Check the spending totals and available balance on a specific ConnectCarolina cost code or program. Review the transactions that make up the expenses of a ConnectCarolina cost code or program. 	<ul style="list-style-type: none"> Financial Reporting and Reconciliation
InfoPorte: Program/Cost Code: Summary Tab Finance > Dept Accounting > Program/Cost Code > Summary	<ul style="list-style-type: none"> Shows financial activity for ConnectCarolina cost codes and programs on a one-line summary. Displays budget, expenses and available balance. Lets you drill in to program or cost code to see detail on Ledger rollup or transactions Source: Commitment Control ledgers 	<ul style="list-style-type: none"> Check the spending totals and available balance on a specific ConnectCarolina cost code or program. 	<ul style="list-style-type: none"> Financial Reporting with InfoPorte Classroom Training
InfoPorte: Program/Cost Code: Rollup Tab Finance > Dept Accounting > Program/Cost Code > Rollup	<ul style="list-style-type: none"> Shows financial activity for ConnectCarolina cost codes and program at the account detail level. Shows grand totals for spending and available balance. <p>Source: Commitment Control ledgers</p>	<ul style="list-style-type: none"> Check the spending activity at the account level for a ConnectCarolina cost code or program. 	<ul style="list-style-type: none"> Financial Reporting and Reconciliation

<p>InfoPorte: Program/Cost Code: Transactions Tab</p> <p>Finance > Dept Accounting > Program/Cost Code > Transactions</p>	<ul style="list-style-type: none"> Shows financial activity for ConnectCarolina cost codes and program at the transaction detail level. <p>Source: Commitment Control ledgers</p>	<ul style="list-style-type: none"> Review the transactions that make up the expenses of a ConnectCarolina cost code or program. 	<ul style="list-style-type: none"> Financial Reporting and Reconciliation
<p>InfoPorte: IPT Cost Code: Summary Tab</p> <p>Finance > Dept Accounting > IPT Cost Code > Summary</p>	<ul style="list-style-type: none"> Shows a quick summary of budget and actuals for your IPT cost codes on one page Displays budget, expenses and available balance. Lets you drill in to cost code to see detail on Ledger rollup or transactions. <p>Source: Commitment Control ledgers , InfoPorte cost code table</p>	<ul style="list-style-type: none"> Check the spending totals and available balance on a specific InfoPorte cost code. Review the transactions that make up the expenses of an InfoPorte cost code. 	<ul style="list-style-type: none"> Financial Reporting with InfoPorte Classroom Training InfoPorte 6.5 Release Notes InfoPorte 6.5 Release Webinar
<p>InfoPorte: IPT Cost Code: Rollup Tab</p> <p>Finance > Dept Accounting > IPT Cost Code > Rollup</p>	<ul style="list-style-type: none"> Shows financial activity for InfoPorte cost codes at the account detail level. Shows grand totals for spending and available balance. Lets you drill in to account to see transactions that make up the account totals. <p>Source: Commitment Control ledgers , InfoPorte cost code table</p>	<ul style="list-style-type: none"> Check the spending activity at the account level for an InfoPorte cost code. 	<ul style="list-style-type: none"> Financial Reporting and Reconciliation InfoPorte 6.5 Release Notes InfoPorte 6.5 Release Webinar
<p>InfoPorte: IPT Cost Code: Transactions Tab</p> <p>Finance > Dept Accounting > IPT Cost Code > Transactions</p>	<ul style="list-style-type: none"> Shows financial activity for InfoPorte cost codes at the transaction detail level. 	<ul style="list-style-type: none"> Review the transactions that make up the expenses of an InfoPorte cost code. 	<ul style="list-style-type: none"> Financial Reporting with InfoPorte Classroom Training InfoPorte 6.5 Release Notes InfoPorte 6.5 Release Webinar

	Source: Commitment Control ledgers , InfoPorte cost code table		
InfoPorte: IPT Cost Code: IPT List Tab Finance > Dept Accounting > IPT Cost Code > IPT List Tab	<ul style="list-style-type: none"> Shows all your IPT cost codes Lets you filter on department and active/inactive cost codes Source: Commitment Control ledgers , InfoPorte cost code table	<ul style="list-style-type: none"> Review your department's active InfoPorte cost codes Review your department's inactive InfoPorte cost codes and delete or edit them if needed 	<ul style="list-style-type: none"> Financial Reporting and Reconciliation InfoPorte 6.5 Release Notes InfoPorte 6.5 Release Webinar
Reporting for Foundations			
InfoPorte SAS: Foundation Report Finance > Financial Reporting > Cash/Bal > Foundation Report	<ul style="list-style-type: none"> Shows beginning and ending fund balances, revenue, expense, payout and assets by fund 29910, 29920, 29930 and source at a summary level. Lets you filter on fund, source and department. Lets you drill down to detail level. Source: GL Actuals Ledger	<ul style="list-style-type: none"> Look up fund balances for a foundation. 	Foundation Report
nVision Reports: • Trial balance by fund	<ul style="list-style-type: none"> Shows trial balance by detailed GL account balances. 	<ul style="list-style-type: none"> nVision reports are generated as Excel files. Reports are emailed to each foundation after each month close. Reports allow you expand or collapse rows and columns. Plus and minus buttons in the top row allows columns to be expanded or collapsed to view detailed information. 	

• Trial balance by fund-source	• Trial balance provides summary by source for funds 299.	• Same as above.	
• Trial balance by account	• Trial balance provides summary by account for funds 299.	• Same as above.	
• Foundation fund balance rollover	<ul style="list-style-type: none"> • Summarizes life-to-date data for funds 29910, 29920, 29930. • Shows beginning, ending fund balance, current year revenues, expenses and transfers and changes in equity. 	• Same as above.	
Running Income Statements			
InfoPorte SAS: Income Statement Finance > Financial Reporting > Cash/Bal > Income Statement	<ul style="list-style-type: none"> • Shows actual revenues and expenses as operating and non-operating categories. Source: GL Actuals ledger	• Produce an income statement for a fund or department.	Income Statement

Notes:

- The data in InfoPorte is one day behind ConnectCarolina (PeopleSoft).
- The ConnectCarolina RTP queries are one day behind ConnectCarolina (PeopleSoft).
- Query viewer is available to all campus users.
- RPT Queries require authorized security, and access is limited.
- For more information on queries in ConnectCarolina, see the Financial Reporting Queries reference located

Key Terms	
Available Balance	<ul style="list-style-type: none"> • Represents the budget amount available for a particular budget period • Driven by budget checking • Based on Commitment Control ledgers (State, F&A, Trust, OSR)
Fund Balance	<ul style="list-style-type: none"> • Represents the total net worth of a fund • Represents total assets minus total liabilities • Driven by the GL journal posting process • Based on GL Actuals Ledger
Cash Balance	<ul style="list-style-type: none"> • Represents a summary of all cash accounts • Driven by the GL journal posting process • Based on the GL Actuals Ledger

here: <http://ccinfo.unc.edu/training/resource-documents/#infoporte>

Commitment Control (KK)	<ul style="list-style-type: none">• UNC budgeting control ledgers (State, F&A, Trust, OSR, program & cost codes)
GL Actuals	<ul style="list-style-type: none">• Actuals in UNC's general ledger and official book of record