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Search using this entry:	What the documents shows	Direct link
Preparing for Year End Close <b>Note:</b> The document title is <i>Preparing for Year-End: Reviewing Open Transactions Student Guide</i> .	List of queries for finding incomplete transactions, including those in edit or budget error, and those with incomplete approvals.  List of queries with vouchers that are paid, partially paid, or unpaid.	<a href="https://ccinfo.unc.edu/files/2016/01/Preparing-for-2016-Year-End-Close-Reviewing-Open-Transactions.pdf">https://ccinfo.unc.edu/files/2016/01/Preparing-for-2016-Year-End-Close-Reviewing-Open-Transactions.pdf</a>
Financial Reporting and Reconciliation	Page 19 has instructions for finding budget balances.  Page 37 has instructions for finding transactions.	<a href="https://ccinfo.unc.edu/files/2016/01/Financial-Reporting-and-Reconciliation-1.pdf">https://ccinfo.unc.edu/files/2016/01/Financial-Reporting-and-Reconciliation-1.pdf</a>
Reconciling Quick Reference Card	Contains a table that identifies the information on the Transactions tab for each transactions type, such as a campus journal, campus voucher, and so on.	<a href="https://ccinfo.unc.edu/files/2016/01/Reconciling-Quick-Reference-Card-1.pdf">https://ccinfo.unc.edu/files/2016/01/Reconciling-Quick-Reference-Card-1.pdf</a>
Campus Voucher <b>Note:</b> The document title is <i>Campus Voucher Student Guide</i> .	Page 35 has instructions for how to run a voucher inquiry, which shows payment information.	<a href="https://ccinfo.unc.edu/files/2016/01/Campus-Vouchers-Student-Guide4_2016.pdf">https://ccinfo.unc.edu/files/2016/01/Campus-Vouchers-Student-Guide4_2016.pdf</a>
OSR Payments Report	Procedures for running the OSR Payments Report, which shows payments from sponsors since go-live.	<a href="https://ccinfo.unc.edu/files/2016/01/OSR-Payments-Report-procedures.pdf">https://ccinfo.unc.edu/files/2016/01/OSR-Payments-Report-procedures.pdf</a>
OSR Payments Report webinar	Webinar demonstrating how to run the OSR Payments Report, which shows payments from sponsors since go-live.	<a href="https://sas.illuminate.com/site/external/jwsdetect/playback.jnlp?psid=2016-06-13.1026.M.A9DFE9ADC7D3C5EC680747EB3495AC.vcr&amp;sid=2009099">https://sas.illuminate.com/site/external/jwsdetect/playback.jnlp?psid=2016-06-13.1026.M.A9DFE9ADC7D3C5EC680747EB3495AC.vcr&amp;sid=2009099</a>

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Payroll Accounting Report  <b>Note:</b> The document title is <i>Running the Payroll Accounting Report</i> .	Procedures for running the Payroll Accounting Report, which shows all payroll accounting entries, including payroll, PAAT, and any other adjustments.	<a href="https://ccinfo.unc.edu/files/2016/01/Payroll-Accounting-Report-Training-Doc.pdf">https://ccinfo.unc.edu/files/2016/01/Payroll-Accounting-Report-Training-Doc.pdf</a>
Payroll Accounting Report webinar	Webinar demonstrating how to run the Payroll Accounting Report.	<a href="https://www.youtube.com/watch?v=xqCK1-Opx4Y">https://www.youtube.com/watch?v=xqCK1-Opx4Y</a>
GL Ledger Inquiry  <b>Note:</b> The document title is <i>GL Ledger Inquiry Procedure</i> .	Procedures for running the GL Ledger Inquiry, which shows balances for any account or account grouping, including cash.	<a href="https://ccinfo.unc.edu/files/2016/01/GL-Ledger-Inquiry-procedures.pdf">https://ccinfo.unc.edu/files/2016/01/GL-Ledger-Inquiry-procedures.pdf</a>
GL Ledger Inquiry webinar	Webinar demonstrating how to run the GL Ledger Inquiry, which shows balances for any account or account grouping, including cash.	<a href="https://sas.illuminate.com/site/external/jwsdetect/playback.jnlp?psid=2016-05-20.0618.M.7E7EA15223C94CEFDAD35A51468725.vcr&amp;sid=2009099">https://sas.illuminate.com/site/external/jwsdetect/playback.jnlp?psid=2016-05-20.0618.M.7E7EA15223C94CEFDAD35A51468725.vcr&amp;sid=2009099</a>
Financial Reporting Queries	Shows queries that are in the reporting instance, which is a day behind ConnectCarolina. Included is the cash query NC_CPS_CASH_BAL_ALL.RPT, which shows cash balances.	<a href="https://ccinfo.unc.edu/files/2015/06/Financial-Reporting-Queries_0623.pdf">https://ccinfo.unc.edu/files/2015/06/Financial-Reporting-Queries_0623.pdf</a>

**Notes:**

- New OSR reports will be added to the Dept Accounting > Grants > OSR Campus Reports tab.
- Personnel reports, such as the Payroll Accounting Report and the Salary Funding Report, are under the Financial Reporting > Personnel tab.