



**THE UNIVERSITY**  
*of* **NORTH CAROLINA**  
*at* **CHAPEL HILL**

# 3<sup>rd</sup> Annual Symposium for Research Administrators

**Key Queries in ConnectCarolina and InfoPorte You Should Know**

Susan McDonough

Celia Gravely

July 29, 2016

# Topics

---

- How do I find open reqs, POs, and vouchers on a project?
- How do I know if a voucher has been paid?
- How do I see payments from sponsors?
- Where do I find payroll accounting information?
- How do I find cash balances?
- How do I find budget balances?
- What's the plan for reporting for the research community?



# What is enhanced reporting access?

---

- MOU leads determine who in their school or division needs enhanced reporting access.
- Staff members who have this access can see information beyond their own department, so this group is kept small to keep information secure.
- If you are an MOU lead and you need to add or remove enhanced reporting access from a person, submit a help request to the Finance team.
- Don't know who your MOU lead is? There is a list on <http://finance.unc.edu/training/>:
  - [https://finance.unc.edu/files/2016/07/mou\\_financial\\_leads.pdf](https://finance.unc.edu/files/2016/07/mou_financial_leads.pdf)



1

How can I see if I have open requisitions, purchase orders, and vouchers on a project?

# How can see open requisitions, purchase orders, or vouchers on a project?

---

- Three queries are being developed that show open requisitions, purchase orders, and unposted vouchers on projects:
  - **Open Requisitions:**  
NC\_CPS\_OPEN\_REQ\_PROJECT\_QRY
  - **Open Purchase Orders:**  
NC\_CPS\_OPEN\_PO\_PROJECT\_QRY
  - **Unposted Vouchers:**  
NC\_CPS\_VCHR
- In the meantime.....



# How can I see open requisitions, purchase orders, or vouchers on a project?

---

- There are a number of queries that show incomplete transactions due to errors or incomplete approval
- These queries are in the *Preparing for Year End Close* student guide on [ccinfo.unc.edu](http://ccinfo.unc.edu)
- Query that most mirrors the ones in development:
  - **NC\_AP\_UNPOSTED\_VOUCHERS**
- **Haven't run a query or need a refresher?** Take the class called *Queries for Cleaning Up Transactions* (sign up on [ccinfo.unc.edu](http://ccinfo.unc.edu))



# How can I see open requisitions, purchase orders, or vouchers on a project?

## Open encumbrances using Budgets Overview

Main Menu > Finance Menu > Commitment Control > Review Budget Activities > Budgets Overview

Budget Inquiry Criteria

Budget Overview

Inquiry: OSR      Description:

Amount Criteria      Search      Clear      Reset

Budget Type

\*Business Unit:       Ledger Group/Set:       Ledger Group:

☐ View Stat Code Budgets      Contracts/Grants Exp Par Budg

☐ Display Chart

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	<input type="text" value="%"/>	<input type="text" value="%"/>	<a href="#">i</a>	<input type="text"/>	<a href="#">Update/Add</a>
Fund	<input type="text" value="%"/>	<input type="text" value="%"/>	<a href="#">i</a>	<input type="text"/>	<a href="#">Update/Add</a>
Source	<input type="text" value="%"/>	<input type="text" value="%"/>	<a href="#">i</a>	<input type="text"/>	<a href="#">Update/Add</a>
Project ID	<input type="text" value="5036804"/>	<input type="text" value="5036804"/>	<a href="#">i</a>	<input type="text"/>	<a href="#">Update/Add</a>



THE UNIVERSITY  
of NORTH CAROLINA  
at CHAPEL HILL



Campus Budgets

# How can I see open requisitions, purchase orders, or vouchers on a project?

Any amount in the Encumbrance column indicates there are open encumbrances.

Personalize   Find   View All						
Fund	Source	Account	Project ID	Budget	Expense	Encumbrance
	49999		5036804	0.000	644.840	0.000
25210	49000	500100	5036804	509,957.000	411,288.020	9,655.000

Ledger:      **OSR\_PAR\_EN**

Display open encumbrances only: ☒

Activity Log Personalize | Find

		Tran Line	Document Label	Document ID▲	Ref Bdgt?	Fund	Source	Account	Project ID
		20877	Run Date:	2014-11-11	N	25210	49000	500100	5036804
		4779	Run Date:	2014-11-24	N	25210	49000	500100	5036804
		18555	Run Date:	2014-11-24	N	25210	49000	500100	5036804
		2	Purchase Order:	Y15MTS0977	N	25210	49000	500100	5036804

OK





2

How can I tell if a voucher  
has been paid?

# How can I tell if a voucher has been paid?

---

## 3 ways:

### 1. ConnectCarolina Queries

NC\_CPS\_VCHR\_NOT\_PAID\_UNCCH1

NC\_CPS\_VCHR\_PMNT\_INFO\_UNCCH1

### 2. InfoPorte Transactions tab

Reference 1 field shows payment information

### 3. ConnectCarolina Voucher Inquiry

Finance Menu > Accounts Payable > Review

Accounts Payable Info > Vouchers > Voucher



# How can I tell if a voucher has been paid?

## 1. ConnectCarolina Queries

NC\_CPS\_VCHR\_NOT\_PAID\_UNCCH1

vouchers not paid or partially paid

Acctg Date	Voucher	Budget Status	Invoice ID	Invoice Date	Vendor	Vendor Name	Origin
07/05/2016	50705725	Valid	NAS300Jul16	07/01/2016	0000030981	NATIONAL ACADEMY OF SCIENCES	CMP

Match Status	Dept	Project ID	Sum Amount	Payment Status	Pymnt Type	Paid Amount	Paid Gross Amt	Pymnt Action	Pymnt Method
Not Applicable	318300		300.000	Not Selected for Payment	Regular payment	0.000	0.000	Schedule Payment	CHK



# How can I tell if a voucher has been paid?

## 1. ConnectCarolina Queries

NC\_CPS\_VCHR\_PMNT\_INFO\_UNCCH1

vouchers that have been paid or partially paid

Unit	Acctg Date	Voucher	Budget Status	Invoice ID	Invoice Date	Vendor	Vendor Name
UNCCH	06/01/2016	50396051	Valid	109079036	09/06/2014	0000000001	AGILENT TECHNOLOGIES

Origin	User	Entry Status	AP Post Status	Approval Status	Match Status	Dept	Project ID	Sum Amount
XML	UNC_FS_CYBERMATION_PROCURE2PAY	Postable	Posted	Approved	Matched	318300	5054973	216.000

Payment Status	Payment Date	Payment ID	Payment ID Ref	Pymnt Type	Paid Amount	Paid Gross Amt	Pymnt Action	Pymnt Method	Pymnt Handling
Paid	06/23/2016	0000142483	0000140598	Regular payment	216.000	216.000	Schedule Payment	ACH	V

# How can I tell if a voucher has been paid?

## 2. InfoPorte Transactions tab

**Ledger Rollups** **Transactions** **GL Activity** **Grants** **Soft Encumbrances** **Program/Cost Code** **IPT Co**

▼ Base Search

Ledger (show all) ▼

Fiscal Year 2017 ▼

Budget Prd 2017 ▼

Acct Prd 1-July ▼

Dept ID (show all) ▼

Project

Program

Account

Multiple values separated with a comma.

▼ Advanced

Cost Code 1

Allows % as a trailing wildcard.

Cost Code 2

Allows % as a trailing wildcard.

Acct Date from

Acct Date to

Trans Type **AP\_VOUCHER** ▼

Trans ID



# How can I tell if a voucher has been paid?

## 2. InfoPorte Transactions tab – Reference 1 field

- Shows check or ACH number\_payment date
- If Reference 1 field is blank, the voucher has not been paid yet






<u>Description</u>	Trans Type	Trans ID	Reference 1	Reference 2	<u>Amount</u>
0000030844_NORTH CAROLINA STATE UNIVERSITY	AP_VOUCHER	50696907_UTS0011084	927884_0000195020		3,010.38
0000030844_NORTH CAROLINA STATE UNIVERSITY	AP_VOUCHER	50725093_UTS0011361			542.93





# How can I tell if a voucher has been paid?

## 3. ConnectCarolina Voucher Inquiry

Finance Menu > Accounts Payable > Review Accounts Payable  
Info > Vouchers > Voucher

Invoice Date	Vendor ID	Entry Status	Accounting Entries	Match Status	Match WorkBench	Payment Information	Short Vendor Name
01/08/2015	0000030148	Deleted		Not Applicable			TERYL P TA-001
02/24/2015	0000044828	Postable		Matched			NORTHERN D-001
05/04/2015	0000031858	Postable		Not Applicable			BEST RENT-001

Personalize   Find   View All     First 1 of 1 Last							
Payment Reference ID	Applied Business Unit	Applied Voucher ID	Payment Date	Payment Amount	Payment Currency	Voucher Paid Amount	Payment Status
809140			06/02/2015	2,391.77	USD	2,391.77	Paid



3

How can I see payments from sponsors?



# How do I see payments from sponsors?

---

## **InfoPorte: SAS Web Report Studio**

- A SAS reporting tool (different from SAS Visual Analytics)
- Lets you sort and filter either online or in a downloaded Excel file
- The OSR Payments Report uses this tool
- Other OSR reports on the way will use this tool



# How do I see payments from sponsors?

---

- The **OSR Payments Report** shows all payments from sponsors since go-live on October 1, 2014.
- It's important to actively use this report because:
  - Payments are sometimes received on the wrong project or account code
  - Use the OSR Payments Report to make sure your sponsor payments have been made and are correct
  - If you find missing or incorrect payments, contact the OSR help desk at [osraccountsreceivable@unc.edu](mailto:osraccountsreceivable@unc.edu)



# How do I see payments from sponsors?

---

- The **OSR Payments Report** shows payment activity in the form of GL journals. There are four types of journals:
  - **Payment journal:** payment from a sponsor that has an invoice associated with it
  - **Maintenance journal:** the Office of Sponsored Research makes an adjustment to a Payment journal
  - **Direct journal:** payment on a project that did not have an invoice associated with it
  - **Cash journal:** entries to balance cash



# How do I see payments from sponsors?

- Summary shows total amounts, by project, by type of journal.
- Example: Project ID 5030668 has:
  - \$-499,688.67 in Maintenance journals
  - \$886,020.28 in Payment journals

	Contract Number ▲	Project ID ▲	GL Unit ▲	Fund ▲	Dept ▲	Source ▲	Account ▲	Amount	GL Distrib	App Jrnl Template ▲
1	A11-0030-001	5030668	UNCCH	25210	631100	49000	111999	\$-499,688.67	D	AR_MAINT
2	A11-0030-001	5030668	UNCCH	25210	631100	49000	111999	\$886,020.28	D	AR_PAYMENT
3	A11-0030-001	5030669	UNCCH	25210	631100	49000	111002	\$725.00	D	ARDEPCASH
4	A11-0030-001	5030669	UNCCH	25210	631100	49000	111999	\$-725.00	D	ARDEPCASH
5	A11-0030-001	5030669	UNCCH	25210	631100	49000	111999	\$725.00	D	AR_DIRJRNL
6	A11-0030-001	5030669	UNCCH	25210	631100	49000	111999	\$-650,347.50	D	AR_MAINT
7	A11-0030-001	5030669	UNCCH	25210	631100	49000	111999	\$1,091,878.84	D	AR_PAYMENT
8	A11-0030-001	5030670	UNCCH	25210	631100	49000	111999	\$-40,441.95	D	AR_MAINT
9	A11-0030-001	5030670	UNCCH	25210	631100	49000	111999	\$98,583.52	D	AR_PAYMENT
10	<b>Total</b>							<b>\$886,729.52</b>		



# How do I see payments from sponsors?

- The **Detail view** shows a unique row for each journal related to sponsor payments. The total of the detail rows equals the summary row.

	Contract Number ▲	Project ID ▲	Accounting Date ▲	GL Unit ▲	Deposit BU ▲	Deposit ID ▲	Fund ▲	Dept ▲	Source ▲	Account ▲
1	A11-0030-001	5030668	22-APR-2015	UNCCH	CHOSP	1187	25210	631100	49000	111999
2	A11-0030-001	5030668	11-MAY-2015	UNCCH	CHOSP	1377	25210	631100	49000	111999
3	A11-0030-001	5030668	16-MAY-2015	UNCCH	CHOSP	1377	25210	631100	49000	111999
4	A11-0030-001	5030668	16-MAY-2015	UNCCH	CHOSP	1377	25210	631100	49000	111999
5	A11-0030-001	5030668	01-JUN-2015	UNCCH	CHOSP	1377	25210	631100	49000	111999

Amount	GL Distrib	App Jrnl Template ▲	Journal ID	Journal Date	Accounting Period	Year
\$-9,489.23	D	AR_PAYMENT	ARP0052168	22-APR-2015	10	2015
\$110,308.12	D	AR_PAYMENT	ARP0059625	11-MAY-2015	11	2015
\$-110,308.12	D	AR_MAINT	ARM0069549	16-MAY-2015	11	2015
\$110,308.12	D	AR_PAYMENT	ARP0069551	16-MAY-2015	11	2015
\$-110,308.12	D	AR_MAINT	ARM0077992	01-JUN-2015	12	2015



4

How do I find  
payroll accounting information?

# How do I find payroll accounting information?

- Navigate to: Finance > Finance Reporting > Personnel > **Payroll Accounting Report**



# How do I find payroll accounting information?

- **Payroll Accounting Report** – shows all accounting entries related to payroll, including payroll runs and any adjustments

Fiscal Year	Accounting Date ▲	Employee ID	Name ▲	Fund Code ▲	Source ▲	Account ▲	Account Description	Expense Type ▲	Department ID ▲	Department ID Description	
1	2016	2016-01-08	700000XX	Trainwell, Tina	20170	12001	512120	SPA On Campus	1-Earnings	603000	603000-ITS - EA -Connect Carolina

Program Code	Project ID	Project End Date	Cost Code 1	Cost Code 2	Cost Code 3	Paycheck Number	Run ID	Pay Begin Date	Pay End Date	Appl Journal ID	Monetary Amount	Effort Percentage
TEA05		.				17200XX	B13-122715	14-DEC-2015	27-DEC-2015	PAYROLL	\$1,123.77	100.00%

## Application Journal ID:

- **PAYROLL**: a regular payroll
- **PAAT**: Payroll Accounting Adjustment Tool
- **EXT\_RETRO**: Short term retros
- **PAYROLL\_ADJ**: March 2015 re-distribution of the following payrolls:  
B06-092114, B07-100514, B08-101914, B09-110214, B10-111614, B11-113014, B12-121414, B13-122814, B14-011115, B15-012515, B16-020815,  
M06-123114, M07-013115, M08-022815



# How do I find payroll accounting information?

Fiscal Year	Accounting Date ▲	Employee ID	Name ▲	Fund Code ▲	Source ▲	Account ▲	Account Description	Expense Type ▲	Department ID ▲	Department ID Description	
1	2016	2016-01-08	700000XX	Trainwell, Tina	20170	12001	512120	SPA On Campus	1-Earnings	603000	603000-ITS - EA -Connect Carolina

Program Code	Project ID	Project End Date	Cost Code 1	Cost Code 2	Cost Code 3	Paycheck Number	Run ID	Pay Begin Date	Pay End Date	Appl Journal ID	Monetary Amount	Effort Percentage
TEA05		.				17200XX	B13-122715	14-DEC-2015	27-DEC-2015	PAYROLL	\$1,123.77	100.00%

## Expense Types

- **Earnings:** Earnings amount is pulled from tables in ConnectCarolina.
- **Taxes:** Taxes amount is pulled from tables in ConnectCarolina.
- **Benefits:** Benefits amount is pulled from tables in ConnectCarolina.
- **Benefits\*:** Amount is calculated and not pulled directly from a table. Includes Severance Pay, Composite Benefit Fund, On-Campus Transit Fee, and Communication Technologies Core Fee.



# How do I find payroll accounting information?

Fiscal Year	Accounting Date ▲	Employee ID	Name ▲	Fund Code ▲	Source ▲	Account ▲	Account Description	Expense Type ▲	Department ID ▲	Department ID Description	
1	2016	2016-01-08	700000XX	Trainwell, Tina	20170	12001	512120	SPA On Campus	1-Earnings	603000	603000-ITS - EA -Connect Carolina

Program Code	Project ID	Project End Date	Cost Code 1	Cost Code 2	Cost Code 3	Paycheck Number	Run ID	Pay Begin Date	Pay End Date	Appl Journal ID	Monetary Amount	Effort Percentage
TEA05						17200XX	B13-122715	14-DEC-2015	27-DEC-2015	PAYROLL	\$1,123.77	100.00%

## Effort Percentage

Refers to all normal earnings, including:

- salaries/wages (typical effort for effort-reporting purposes)
- stipends (not typical effort, but rather allowance to help with living expenses during training)

Both are paid by either regular distributions or lump sum payments through UNC's payroll systems.



THE UNIVERSITY  
of NORTH CAROLINA  
at CHAPEL HILL

5

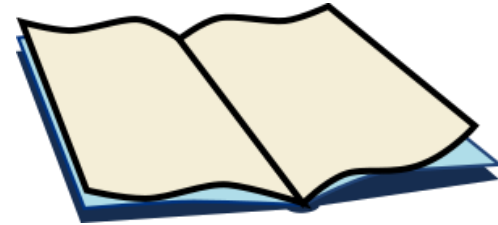
How do I find  
cash balances?

# How do I find cash balances?

## Ledgers

---

### Ledgers



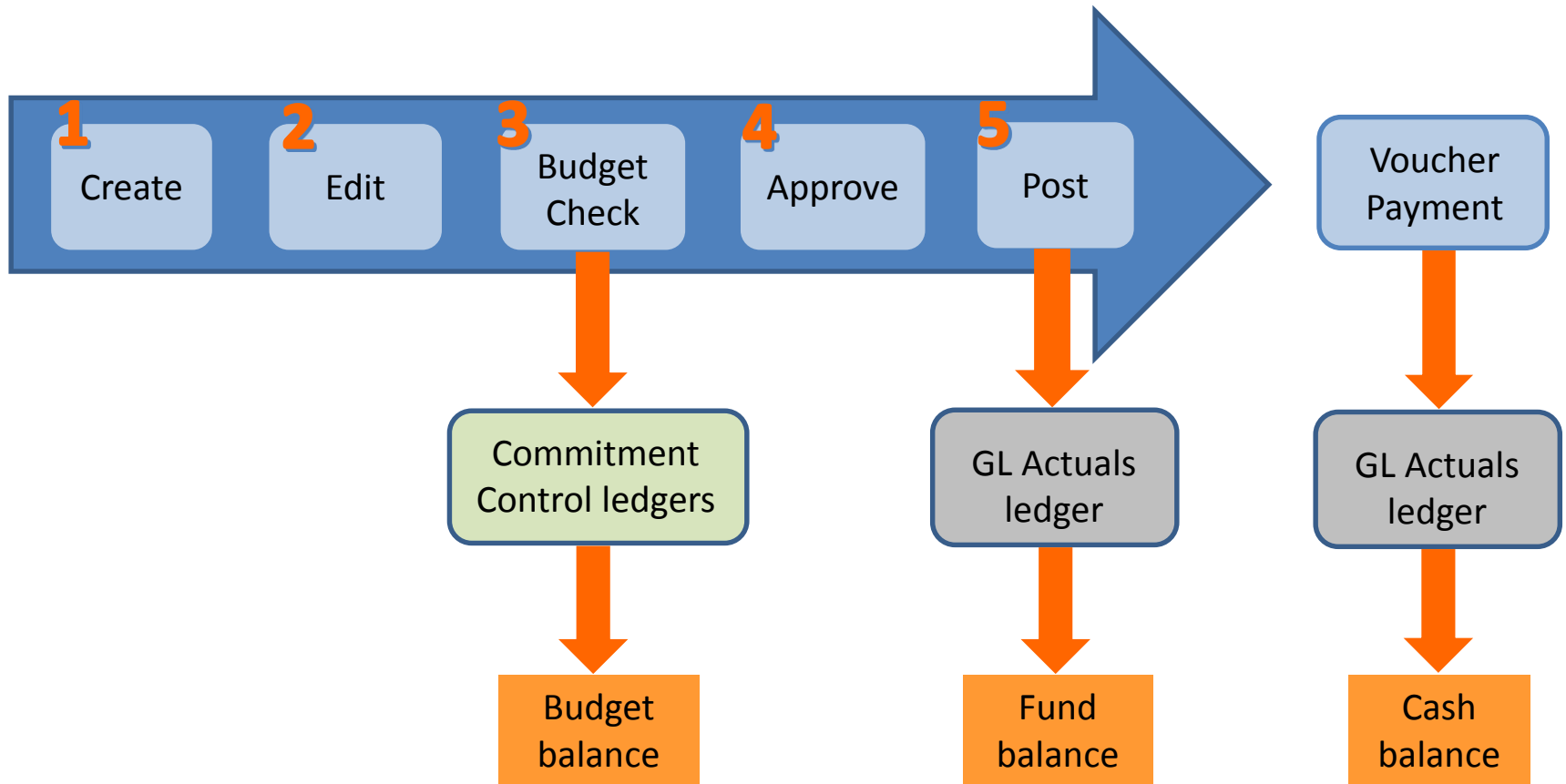
- Commitment Control ledgers
  - Based on budgets
  - A management tool for managing daily balances against a budget
  - Not the official book of record for external reporting purposes
- GL Actuals ledger
  - Based on completed, posted transactions
  - The official book of record for external reporting purposes



# How do I find cash balances?

## Ledgers

- All finance transactions go through the same basic steps



# How do I find cash balances?

---

## 2 ways:

Options available to all campus:

1. GL Ledger Inquiry

Options that require enhanced access:

2. Queries in RPT
  - NC\_CPS\_CASH\_BAL\_ALL



# How do I find cash balances?

## 1. GL Ledger Inquiry in ConnectCarolina

Favorites ▾ Main Menu ▾ > Finance Menu ▾ > General Ledger ▾ > Review Financial Information ▾ > Ledger 🔍

### Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

**Ledger Criteria**

<b>Inquiry Name</b> LEDG_INQ	<b>*Unit</b> UNCCH 🔍	<b>*Ledger</b> ACTUALS 🔍	<b>*Fiscal Year</b> 2017 🔍	<b>*From Period</b> 1 🔍	<b>*To Period</b> 12 🔍
<input checked="" type="checkbox"/> Show YTD Balance		<input type="checkbox"/> Include Closing Adjustments			
<input type="checkbox"/> Show Transaction Details		<input type="checkbox"/> Only in Base Currency			

**Chartfield Criteria** Personalize | Find | 📄

ChartField	Value	ChartField Value Set	Update/New	Sum By
Account	🔍	CPS_CLAIMONC 🔍	Update/New	<input type="checkbox"/>
Department	🔍	🔍	Update/New	<input type="checkbox"/>
Fund	🔍	🔍	Update/New	<input type="checkbox"/>
Source	🔍	🔍	Update/New	<input type="checkbox"/>
Program	🔍	🔍	Update/New	<input type="checkbox"/>
Affiliate	🔍	🔍	Update/New	<input type="checkbox"/>
Fund Affiliate	🔍	🔍	Update/New	<input type="checkbox"/>
Cost Code 1	🔍	🔍	Update/New	<input type="checkbox"/>
Cost Code 2	🔍	🔍	Update/New	<input type="checkbox"/>
Cost Code 3	🔍	🔍	Update/New	<input type="checkbox"/>
Project ID	5100012 🔍	🔍	Update/New	<input checked="" type="checkbox"/>
Adjustment Type	🔍	🔍	Update/New	<input type="checkbox"/>

<https://ccinfo.unc.edu/files/2016/01/GL-Ledger-Inquiry-procedures.pdf>



# How do I find cash balances?

## 1. GL Ledger Inquiry in ConnectCarolina

Ledger Summary								
Ledger Amount by Currency								
Period	Activity	Detail	Project ID	Period Balance (in Transaction Currency)	YTD Period Balance (in Transaction Currency)	Currency	Period Balance (in Base Currency)	YTD Period Balance (in Base Currency)
0		Detail	5100012	831.37	831.37	USD	831.37	831.37
1	Activity	Detail	5100012	-1,518.60	-687.23	USD	-1,518.60	-687.23

Period  
total

Current  
balance






# How do I find cash balances?

## 2. RPT Query:

- NC\_CPS\_CASH\_BAL\_ALL

**NC\_CPS\_CASH\_BAL\_ALL - Cash Bals - All values**

Unit:  

Year:

Period:

Dept%:

Fund%:

Source%:

Project%:

Unit	Ledger	Year	Per	Month	Cash Group	Source	Source Descr	Fund Grp	Dept	Project ID	Sum Total Amt
UNCCH	ACTUALS	2017	1	July	Claim on Cash	01062	Overhead Rec-Federal	271	280200	5100012	20118.620
UNCCH	ACTUALS	2017	1	July	Claim on Cash	19062	Composite Benefit	295	284000	5100012	337.500
UNCCH	ACTUALS	2017	1	July	Claim on Cash	19075	Telecommunications	295	608000	5100012	364.500
UNCCH	ACTUALS	2017	1	July	Claim on Cash	19108	Traffic & Park Sys	295	234801	5100012	187.650
UNCCH	ACTUALS	2017	1	July	Claim on Cash	49000	Federal Agencies	252	422501	5100012	-21695.500
											-687.230



6

**How do I find  
budget balances?**

# How do I find budget balances?

## InfoPorte OSR Ledger Rollup

- Balances based on Commitment Control ledgers
- Natural default is a life-to-date balance
- New with 6.7.1 release: **Show Projections** and **Show Soft Encumbrance** checkboxes

Ledger Rollups		Transactions	GL Activity	Grants	Soft Encumbrances	Program/Cost Code	IPT Cost Code
Main Ledgers		OSR Ledger	Parent Ledgers	FAMODET	Capital Improvement	UNCFP Ledger	
Ledger	OSR	Dept ID	(show all) ▼	Bus Unit PC		Fund	(show all)
Fiscal Year	(5 selected) ▼	Source		Project	5100012		
Acct Period	(show all) ▼	Account					
Project Status	(5 selected) ▼	Show Projections <input type="checkbox"/>		Show Soft Encumbrances <input type="checkbox"/>			



# How do I find budget balances?

## InfoPorte OSR Ledger Rollup

Ledger Rollups	Transactions	GL Activity	Grants	Soft Encumbrances	Program/Cost Code	IPT Cost Code
Main Ledgers	OSR Ledger	Parent Ledgers	FAMODET	Capital Improvement	UNCFP Ledger	

Ledger **OSR**

Dept ID (show all) ▼

Bus Unit PC

Fiscal Year (5 selected) ▼

Source

Fund (show all)

Acct Period (show all) ▼

Account

Project 5100012

Project Status (5 selected) ▼

Show Projections ☐

Show Soft Encumbrances ☐

Search

Ledger Totals	Budget	Pre-Encumbered	Encumbered	Expenses LTD	Available Balance	Expenses YTD	Expenses MTD
Grand Total	303,362.00	0.00	0.00	271,838.16	31,523.84	1,579.64	1,579.64
Cost Share Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00



of NORTH CAROLINA  
at CHAPEL HILL

Show Projections ☒

Show Soft  
Encumbrances ☒

Projected Earnings	Projected Fringe	Soft Encumbered	IPT Balance
90,000.00	24,442.20	2,124.50	-85,042.86
0.00	0.00	0.00	0.00

# How do I find budget balances?

Signs and colors:

- **Available balance:**
  - ✓ black/positive is a positive balance
  - ✓ **red/negative** is a negative balance
  - ✓ the balance is always a function of the budget amount
- **Pre-Encumbrances, Encumbrances, and Expenses :**
  - ✓ black/positive is an expense, a deduction in your budget
  - ✓ **red/negative** is an expense correction, so a return to your budget

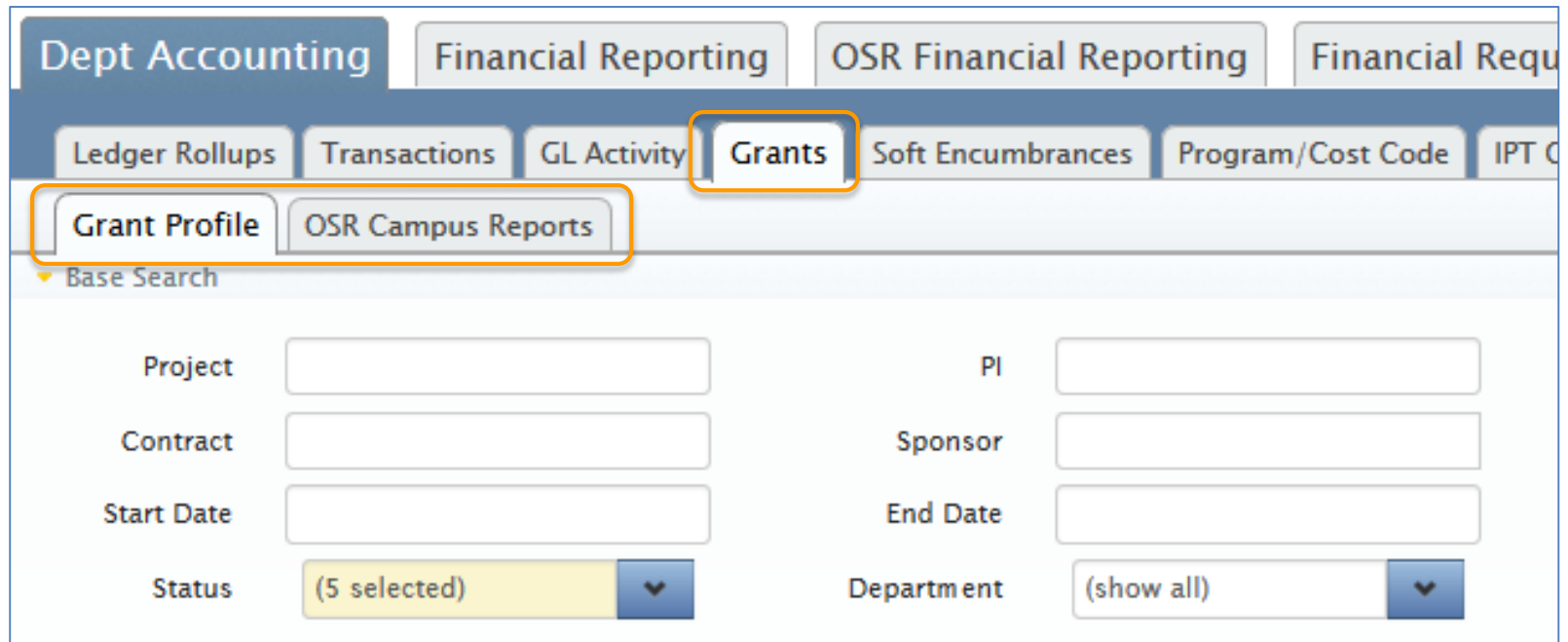
	Budget	Pre-Encum	Encumbered	Expenses LTD	Available Balance	Expenses YTD	Expenses MTD
<a href="#">515510 Medical Insurance-Other</a>	0.00	0.00	0.00	-153.54	153.54	0.00	0.00
<a href="#">515530 Medical Insurance-HMO Health P</a>	0.00	0.00	0.00	5,498.45	-5,498.45	-139.11	-139.11
<a href="#">515540 Medical Insurance-Grad Student</a>	0.00	0.00	0.00	3,260.19	-3,260.19	0.00	0.00
<a href="#">516110 Staff Benefits Reserves</a>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">516120 Staff Benefits Composite</a>	0.00	0.00	0.00	834.08	-834.08	-10.38	-10.38
<a href="#">521110 Transit Fees</a>	0.00	0.00	0.00	492.82	-492.82	-6.23	-6.23
<a href="#">521210 Core Data Services</a>	0.00	0.00	0.00	900.80	-900.80	-11.21	-11.21



# How do I find budget balances?

## Grant Profile

- New with 6.7.1 release: **Grants** tab with Grant Profile and OSR Campus Reports tabs



The screenshot displays a web application interface with a top navigation bar containing tabs: 'Dept Accounting', 'Financial Reporting', 'OSR Financial Reporting', and 'Financial Requ'. Below this is a secondary navigation bar with tabs: 'Ledger Rollups', 'Transactions', 'GL Activity', 'Grants', 'Soft Encumbrances', 'Program/Cost Code', and 'IPT C'. The 'Grants' tab is selected and highlighted with an orange box. Under the 'Grants' tab, there are two sub-tabs: 'Grant Profile' and 'OSR Campus Reports', both of which are also highlighted with orange boxes. Below the sub-tabs is a 'Base Search' section with a dropdown arrow. The search area contains several input fields: 'Project', 'Contract', 'Start Date', 'Status' (with a dropdown showing '(5 selected)'), 'PI', 'Sponsor', 'End Date', and 'Department' (with a dropdown showing '(show all)').



# How do I find budget balances?

Dept Accounting > Grants > Grant Profile

- New with 6.7.1 release: **Show Alerts** and **Show Projected** toggles

Grant Profile

OSR Campus Reports

Base Search

Project

5100012

PI

Search

Clear

Contract

Sponsor

Start Date

End Date

Status

(5 selected)

▼

Department

(show all)

▼

Show Alerts

Show Projected

Project	Prime PI	Project Start Date	Project End Date	Status	Budget
<a href="#">5100012 - Intestinal inflammation and ge</a>	Torchio, Janelle C	9/17/2014	8/31/2019	O - Open	303,362.00

Expenses (Direct)	Expenses (Indirect)	MTD Expenses	Encumb	Pre-encumb
251,779.99	20,058.17	1,579.64	0.00	0.00

Projected Earn	Projected Fringe	Soft Encumb	Projected Balance (Direct only)	Projected Balance
90,000.00	17,557.20	2,124.50	-80,571.69	-78,157.86



THE UNIVERSITY  
of NORTH CAROLINA  
at CHAPEL HILL

# How do I find budget balances?

- Rollup Details on Grant Detail page – shows ledger summary

Grant Profile

OSR Campus Reports

Base Search

Project

5100012

PI

Search

Clear

Contract

Sponsor

Start Date

End Date

Status

(5 selected)

▼

Department

(show all)

▼

Show Alerts

Show Projected

Rollup Details							
Ledger Totals	Budget	Pre-Encumbered	Encumbered	Expenses LTD	Available Balance	Expenses YTD	Expenses MTD
Grand Total	303,362.00	0.00	0.00	271,838.16	31,523.84	1,579.64	1,579.64
Cost Share Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00





7

**What is the plan for reporting  
for the research community?**

# What is the plan for reporting for the research community?

---

Report	Description	Available
OSR Payments Report	Shows all payments from sponsors since go-live on October 1, 2014	Available now
OSR Invoice Listing Report	Shows all invoices sent to sponsors since go-live on October 1, 2014	Early August
OSR GL Expenses and Budget Report	Shows project budget amount, LTD, YTD, and MTD GL expenses. The expenses should match monthly invoice to sponsor.	Early August



# What is the plan for reporting for the research community?

---

Report	Description	Available
Query for Open requisitions	Shows open requisitions on a project.	TBD
Query for Open Purchase Orders	Shows open purchase orders on a project.	TBD
Query for vouchers not yet posted	Shows unposted vouchers on a project.	TBD



# What is the plan for reporting for the research community?

---

Report	Description	Available
Funding End Date Notification Report	Report indicating employee funding on a project either near end or has already ended.	September
Payroll Accounting Report	Shows all posted transactions related to payroll by accounting date.	TBD
Salary Funding Report	Shows the funding source information. Can run the report by MOU, fund, source, department, project, and employee.	Week of August 1



# Summary

# Summary

---

- How do I find open reqs, POs, and vouchers on a project?
- How do I know if a voucher has been paid?
- How do I see payments from sponsors?
- Where do I find payroll accounting information?
- How do I find cash balances?
- How do I find budget balances?
- What's the plan for reporting for the research community?



# References

# References

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/jws_detect/playback.jnlp?psid=2016-06-13.1026.M.A9DFE9ADC7D3C5EC680747EB3495AC.vcr&amp;sid=2009099">https://sas.illuminate.com/site/external/jws_detect/playback.jnlp?psid=2016-06-13.1026.M.A9DFE9ADC7D3C5EC680747EB3495AC.vcr&amp;sid=2009099</a>





# References

Search using this entry:	What the document shows	Direct link
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/jw-sdetect/playback.jnlp?psid=2016-05-20.0618.M.7E7EA15223C94CEFDAD35A51468725.vcr&amp;sid=2009099">https://sas.illuminate.com/site/external/jw-sdetect/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>



Thank you!