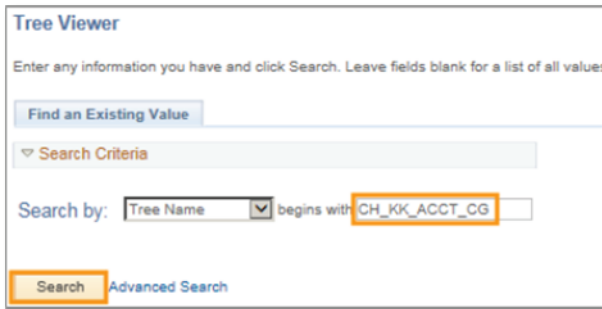


Finding Accounts on the OSR Account Tree

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

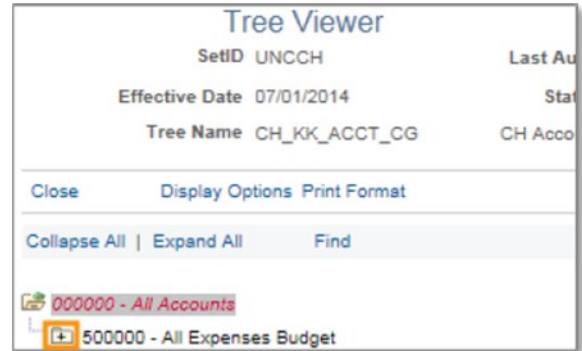
1. In ConnectCarolina, navigate to **Main Menu > Finance Menu > Tree Manager > Tree Viewer**.
2. In the Search by field, type CH_KK_ACCT_CG, and click the **Search** button.



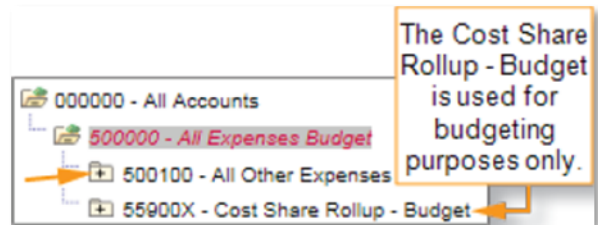
3. Click the tree name with the effective date of 7/1/2014.

Tree Name	SetID	Set Control Value	Effective Date	Descri
CH_KK_ACCT_CG	UNCCH	(blank)	07/01/2014	CH Ac
CH_KK_ACCT_CG	UNCCH	(blank)	01/01/1901	CH Ac

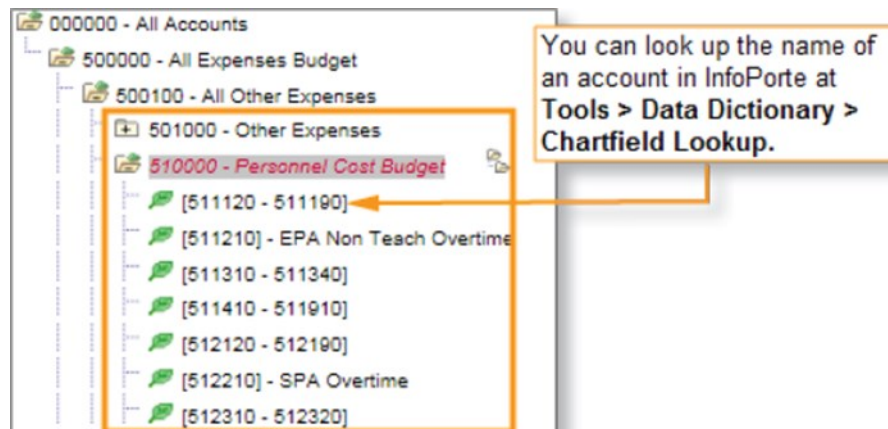
4. Click the plus sign to expand the Tree.



5. Continue Expanding rows as needed.



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



Using the Budget Balance Overview Inquiry to See Current Budget Activity

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

The Steps–Finding or Creating an Inquiry

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

Result: The system displays the Budget Inquiry Criteria screen.

The Steps – Running an Inquiry

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

In this field:	Do this:
Description	Enter one of these: <ul style="list-style-type: none"> • A general name that you can use repeatedly and change the search criteria for each time, such as Review OSR Budgets. • A detailed name that helps you remember what results the inquiry will show, such as the project ID.
Business Unit	Enter uncch for the University, uncga for the UNC System Office, or a foundation business unit.
Ledger Group	Choose OSR to see budget balances at the detail child level.

- b. For a new inquiry, complete these fields:

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

- c. For a new inquiry, complete these fields.
- d. Click the **Search** button.

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

Budget Inquiry Criteria
Budget Overview

Inquiry: C&G CHILD Description: 5100278

Amount Criteria Search Clear Reset

Budget Type

*Business Unit: UNCCH Ledger Group/Set: Ledger Group Ledger Group: OSR

View Stat Code Budgets
 Display Chart

TimeSpan

*Type of Calendar: Detail Budget Period

Budget Criteria

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustm
<input checked="" type="checkbox"/>	OSR				<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value				
Account	%	%		Update/Add	
Dept	%	%		Update/Add	
Fund	%	%		Update/Add	
Source	%	%		Update/Add	
PC Bus Unit	%	%		Update/Add	
Project ID	5100278	%		Update/Add	
Activity	%	%		Update/Add	

Budget Status

Open
 Closed
 Hold

Save Notify Refresh Add

Although you may typically search by project ID, or project ID and source, you can also search on any of these filters.

Enter a source for the sponsor funds if you want to see your budget balances without cost share.

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

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

Finding Budget Balances with or without Cost Share in InfoPorte

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

Note: The information in InfoPorte is at least one day behind ConnectCarolina.

1. In InfoPorte, navigate to **Finance > Dept Accounting > Ledger Rollups > OSR Ledger**.
2. In the search fields, do one of the following:

- To look up your balance with cost share: Enter the project ID only. (See search results on screen below)
 - To look up your balance without cost share: Enter the project ID and source for the sponsor funds.
- EXAMPLE:** Project: 5047153
Source: 49200
3. Click **Search**.

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

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

Processing Cost Share Commitments in ConnectCarolina

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

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

- If the entire transaction is being paid for through cost share, enter the non-OSR chartfield string on it in ConnectCarolina. For example, on a campus voucher, you could enter the second chartfield string shown in the screen below.

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

The screenshot displays the 'Invoice Lines' interface. At the top, there are fields for 'Line: 1', 'UNC Item ID', 'UOM: EA', 'Quantity: 100.0000', 'Unit Price: 10.00000', 'Line Amount: 1,000.00', 'Ship To: 607_2700', 'SpeedChart: 5033746', 'Description: Lab wash bottles', and 'Category: 41103209'. Below these fields is a 'Calculate' button and a 'Distribution Lines' section. The 'Distribution Lines' section contains a table with columns: Copy Down, Line, Merchandise Amt, Quantity, *GL Unit, Fund, Source, Account, Dept, PC Bus Unit, and Project. Two lines are shown in the table, both with 'UNCC' as the GL Unit and '50337' as the Project. Line 1 has a Merchandise Amt of 800.00 and a Quantity of 80.0000. Line 2 has a Merchandise Amt of 200.00 and a Quantity of 20.0000. A callout box with an arrow points to the 'Source' field of Line 2, containing the text: 'The first chartfield string is for the project, and the second chartfield string is for cost share.'

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Source	Account	Dept	PC Bus Unit	Project
<input checked="" type="checkbox"/>	1	800.00	80.0000	UNCC	25210	49000	537110	483501	CHOS	50337
<input type="checkbox"/>	2	200.00	20.0000	UNCC	20101	12001	537110	483501	CHOS	50337