## 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.
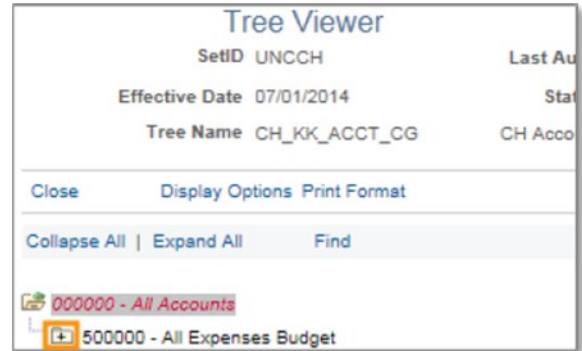
1. In ConnectCarolina, navigate to **Main Menu** > **Finance Menu** > **Tree Manager** > **Tree Viewer**.

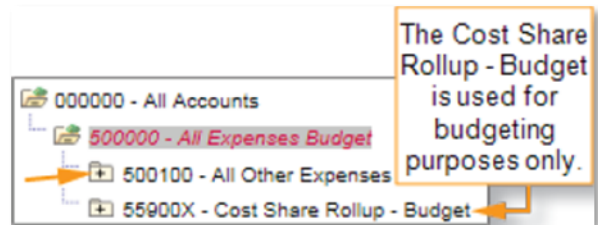2. In the Search by field, type CH_KK_ACCT_CG, and click the **Search** button.
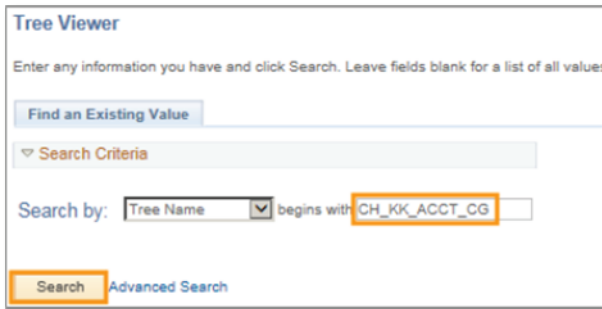
3. Click the tree name with the effective date of 7/1/2014.

4. Click the plus sign to expand the Tree.

5. Continue Expanding rows as needed.

The Cost Share Rollup - Budget is used for budgeting purposes only.

Result: The system displays the detail accounts under each rollup account.
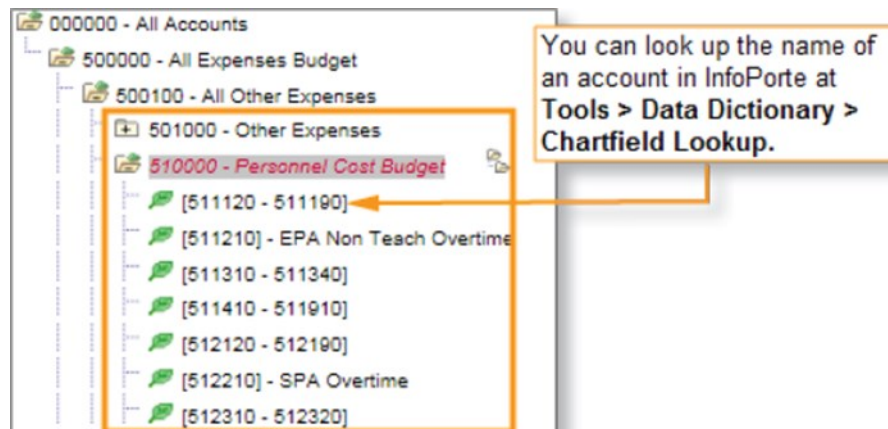
You can look up the name of an account in InfoPorte at **Tools > Data Dictionary > Chartfield Lookup**.

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: • 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.

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 first chartfield string is for the project, and the second chartfield string is for cost share.