

# OSR Reporting Series

## *OSR Payments Report*



- Scheduled for 60 minutes
- The audio is one-way. Use the chat window to type your questions.
  - We will answer questions at the end
- This webinar is being recorded and will be posted on <http://ccinfo.unc.edu/resource-category/reporting/>

## Purpose of this webinar:

- Review the OSR reports in development
- Explain the OSR Payments Report
- Explain features of the Web Report Studio Reporting Tool



# OSR Reports in Development

## OSR Reports In Development

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

## OSR Reports In Development

Report	Description	Available
OSR Closeout Project – Open requisitions	Report showing open requisitions as of 90 days before the end date.	TBD
OSR Closeout Project – Open Purchase Orders	Report showing open purchase orders as of 90 days before the end date.	TBD
OSR Closeout Project – Vouchers not yet posted	Report showing vouchers not yet posted as of 90 days before the end date.	TBD

## OSR Reports Available or In Development

Report	Description	Available
Funding End Date Notification Report	Report indicating employee funding on a project either near end or has already ended.	TBD
Payroll Accounting Report	Shows all posted transactions related to payroll by accounting date.	TBD
Salary Funding Report	Shows the funding source information for an employee's salary.	TBD

# OSR Payments Report



The OSR Payments Report shows all payments from sponsors since go-live on October 1, 2014.



- Importance of actively using the report:
  - Payments are sometimes received on the wrong project or account code
  - OSR finds most errors, but your involvement is needed to achieve 100% accuracy
  - 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)

- Key change from the legacy system:
  - In the legacy system, sponsor payments were received at the prime project, and distributed to the sub project
  - In ConnectCarolina, payments are received at the correct project ID, either the prime or the sub

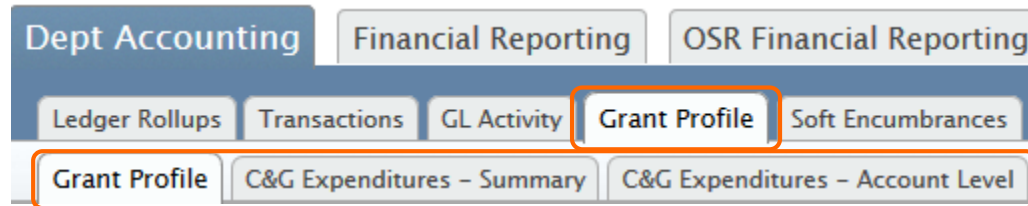


- The OSR Payments Report shows payment activity in the form of a GL Journal. There are four journal types:
  - Payment journal – payment from a sponsor in which there is an associated invoice
  - Maintenance journal – the Office of Sponsored Research makes an adjustment to a Payment journal
  - Direct journal – payment on a project in which there is no associated invoice
  - Cash journal – balancing cash entries

# Changes to the Grant Profile tab

- Changes to the Grants tab

**CURRENT**



**NEW**



[C&G Expenditures - Summary](#)

[C&G Expenditures - Account Level](#)

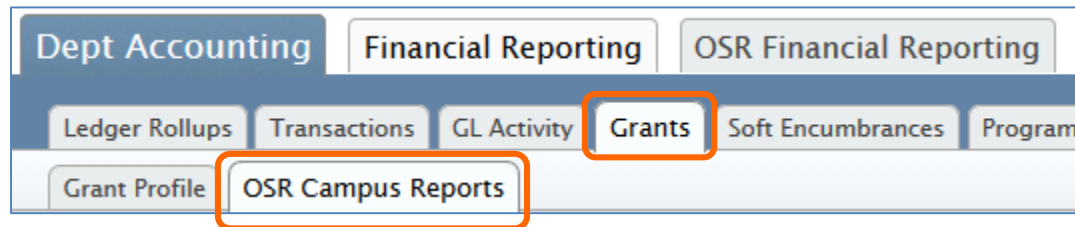
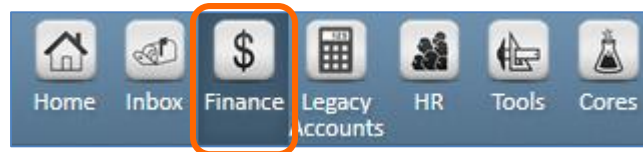
[OSR Payments Report](#)

- The OSR Campus Reports is a landing page for OSR reports. New reports will be added here.

# Running the OSR Payments Report

# Running the OSR Payments Report

- Navigate to: Finance > Grants > OSR Campus Reports > OSR Payments Report



[C&G Expenditures - Summary](#)

[C&G Expenditures - Account Level](#)

[OSR Payments Report](#)



# Running the OSR Payments Report

- Click the **Reset to Default** link!

Answer the prompts below and click the View Report button to continue.

**Summary**

\* Select a Contract Number:

A00-0008-009

\* Select a Project ID:

Available: (all possible values)  
5030906

Selected: 5030906


Reset to Default

# Running the OSR Payments Report


- The filters for the OSR Payments Report are contract and project
- The Contract dropdown contains the first 100 contracts
- Use the magnifying glass to search

Summary

\* Select a Contract Number:

A00-0008-009 


\* Select a Project ID:



Available: 


(all possible values)

5030906

Selected:

5030906 



# Running the OSR Payments Report

- The **Browse** tab allows you to scroll through all the contracts. The **Search** tab allows you to enter a single contract.
- Enter the contract you want. It is case sensitive.
- Click the **Search** button. The contract appears in the blank space.
- Click the **Select** button.

The screenshot shows a web application interface for searching OSR payments. At the top, there are two tabs: "Browse" and "Search". The "Search" tab is selected. Below the tabs, there is a section titled "Search for items that:". Under this title, there is a dropdown menu set to "Contains" and a text input field containing "A11-0030-001". Below the input field is a "Search" button. The main area of the interface is a large white box containing the text "A11-0030-001". At the bottom of the interface, there are two buttons: "Select" and "Cancel".

# Running the OSR Payments Report

Ways to select projects:

- To select all projects, you can either:
  - click the double arrow
  - select "all possible values" and click the single arrow
- To select a single project, select the project and click the single arrow.
- To select multiple contracts in a consecutive range, press and hold the **Shift** key, select the range, and click the single arrow.
- To select multiple contracts not in a consecutive range, press and hold the **Ctrl** key, select the contracts, and click the single arrow.
- Use the freeform field to select a specific project

The screenshot shows a web application window titled "Summary". It contains two main selection sections. The first section, labeled "\* Select a Contract Number:", features a dropdown menu with the value "A11-0030-001" and a magnifying glass icon. The second section, labeled "\* Select a Project ID:", has an "Available:" list on the left and a "Selected:" list on the right. The "Available:" list contains the text "(all possible values)" at the top, followed by the project IDs "5030668", "5030669", and "5030670". Between the two lists are two blue arrows: a single arrow pointing right and a double arrow pointing right. At the bottom of the "Available:" list is a freeform text input field with a single blue arrow pointing right next to it.

# Running the OSR Payments Report

- The projects display in the **Selected** pane
- Click the **View Report** button

The screenshot displays the OSR Payments Report interface. At the top right, a button labeled "View Report" is highlighted with an orange border. Below this, the "Select a Contract Number:" section features a dropdown menu with "A11-0030-001" and a "Reset to Default" button. The "Select a Project ID:" section is divided into two panes: "Available:" and "Selected:". The "Available:" pane lists "(all possible values)", "5030668", "5030669", and "5030670". The "Selected:" pane also shows "(all possible values)" and is highlighted with an orange border. Arrows indicate the flow of selection between the panes.

# Report Results – Summary View

- The OSR Payments Report has two views: Summary and Detail
- The **Table of Contents** and **1/x** indicator indicate the view

Table of Contents

Summary ▼

## OSR Payments – Summary

1 / 2

This report helps to facilitate award/contract closeout by showing all Accounts Receivable pay include AR Direct Journals, AR payments, AR worksheet items and AR maintenance transact

*To limit results, right click on the summary data table and select Filter and Rank.*

**Applied filters:** Contract Number equal to A11-0030-001 **AND** Project ID equal to (all possible values)

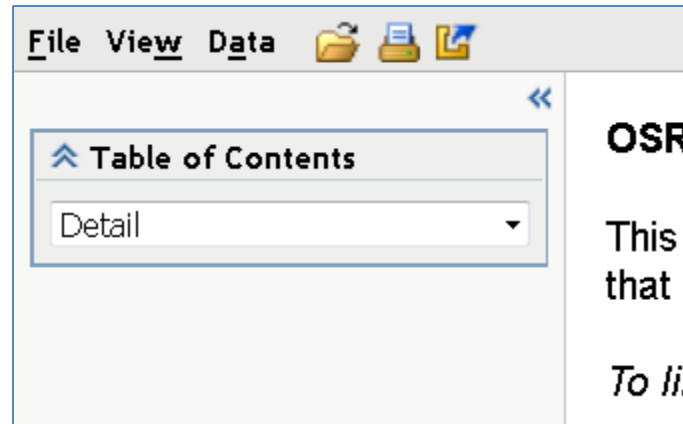
	Contract Number ▲	Project ID ▲	GL Unit ▲	Fund ▲	Dept ▲	Source ▲	Account ▲	Amount	GL Distrib	App Jrnl Template ▲
1	A11-0030-001	5030668	UNCCH	25210	631100	49000	111999	\$-499,688.67	D	AR_MAINT
2	A11-0030-001	5030668	UNCCH	25210	631100	49000	111999	\$886,020.28	D	AR_PAYMENT
3	A11-0030-001	5030669	UNCCH	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_DIRJRN
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>		

## Report Results – Summary View

- Summary shows total amounts, by project, by journal type.
- 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>		

- Select **Detail** from the Table of Contents





## Report Results – Detail View

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

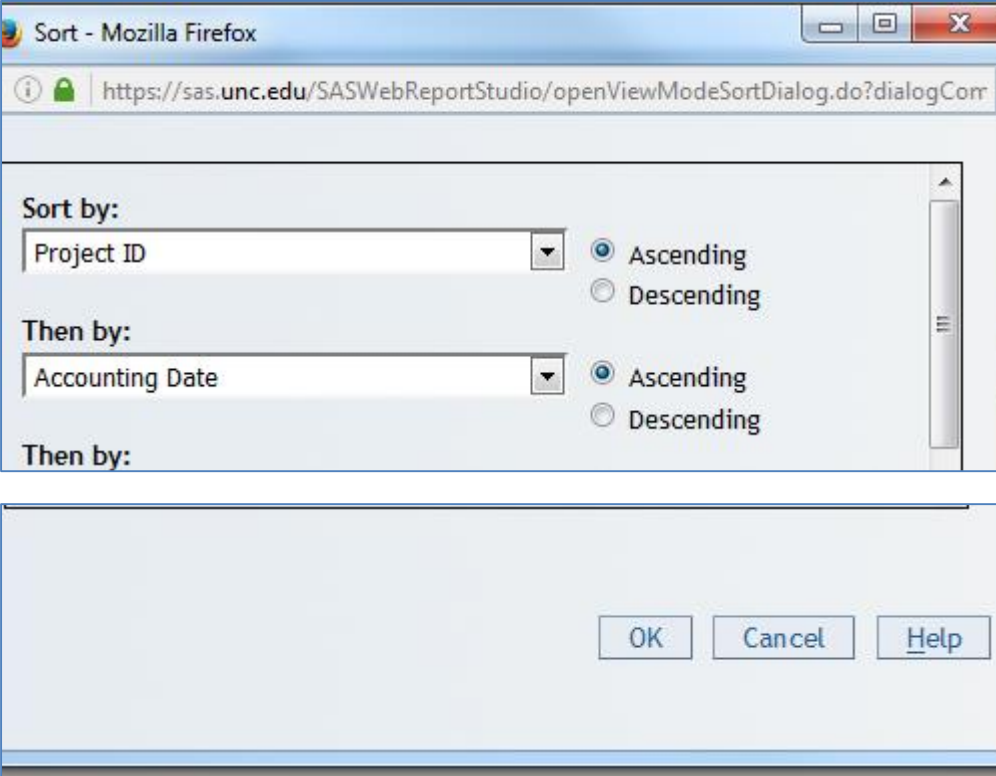
Amount	GL Distrib	App Jrnl Template ▲	Journal ID	Journal Date	Accounting Period	Year
\$-9,489.23	D	AR_PAYMENT	ARP0052168	22-APR-2015	10	2015
\$110,308.12	D	AR_PAYMENT	ARP0059625	11-MAY-2015	11	2015
\$-110,308.12	D	AR_MAINT	ARM0069549	16-MAY-2015	11	2015
\$110,308.12	D	AR_PAYMENT	ARP0069551	16-MAY-2015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

## Report Results – Summary View

- Sort the Detail view by project and accounting date
- This allows you to see the payment history for each project
- Steps:
  - a. Right click in any cell
  - b. Select Sort Priority

GL Unit ▲	Deposit BU ▲	Deposit ID ▲	Fund ▲	Dept ▲	Source ▲	Account ▲	Amount	G Dis
UNCCH	CHOSP	1187	25210	631100	49000	111999	\$-9,489.23	D
UNCCH	CHOSP	1377	25210	631100	49000	111999	\$110,308.12	D
UNCCH	CHO:					11999	\$-110,308.12	D
UNCCH	CHO:					11999	\$110,308.12	D
UNCCH	CHO:					11999	\$-110,308.12	D
UNCCH	CHO:					11999	\$110,308.12	D
UNCCH	CHO:					11999	\$271.89	D
UNCCH	CHO:					11999	\$-543.78	D
UNCCH	CHO:					11999	\$543.78	D
UNCCH	CHO:					11999	\$31,886.27	D
UNCCH	CHO:					11999	\$25,823.81	D
UNCCH	CHO:					11999	\$644.92	D
UNCCH	CHO:					11999	\$643.06	D
UNCCH	CHO:					11999	\$14,968.14	D
UNCCH	CHOSP	2296	25210	631100	49000	111999	\$6,631.57	D

- Sort by Project ID and Accounting Date
- Click **OK**



The screenshot shows a web browser window titled "Sort - Mozilla Firefox". The address bar displays the URL: <https://sas.unc.edu/SASWebReportStudio/openViewModeSortDialog.do?dialogCorr>. The main content area contains a sort configuration dialog with the following fields and options:

- Sort by:** A dropdown menu set to "Project ID".
- Then by:** A dropdown menu set to "Accounting Date".
- Then by:** (This label is present but has no associated field in the visible area).
- Ascending/Descending:** For each field, there are radio buttons for "Ascending" (selected) and "Descending".

At the bottom right of the dialog, there are three buttons: "OK", "Cancel", and "Help".

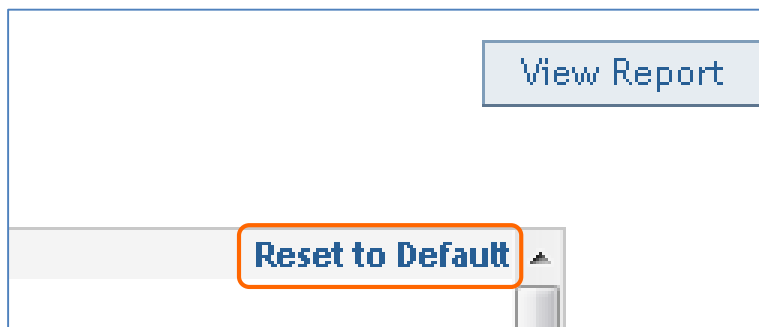
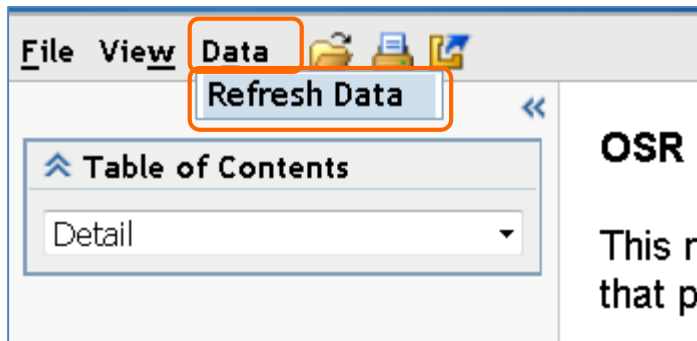
- Example in project 5030668:
  - On January 20, 2015, a payment was received for \$125,142.51, Journal ID ARP0023055.
  - On April 9, 2015, a maintenance journal was entered to move the amount of \$125,142.51, Journal ID ARM0058668.
  - On April 10, 2015, a payment was received from the sponsor for \$125,142.51, Journal ID ARP0047141.

	Contract Number	Project ID ▲	Accounting Date ▲	Fund ▲	Dept ▲	Source ▲	Account ▲	Amount	GL Distrib	App Jrnl Template ▲	Journal ID
1	A11-0030-001	5030668	20-JAN-2015	25210	631100	49000	111999	\$125,142.51	D	AR_PAYMENT	ARP0023055
2	A11-0030-001	5030668	24-MAR-2015	25210	631100	49000	111999	\$76,693.07	D	AR_PAYMENT	ARP0041646
3	A11-0030-001	5030668	09-APR-2015	25210	631100	49000	111999	\$-125,142.51	D	AR_MAINT	ARM0058668
4	A11-0030-001	5030668	10-APR-2015	25210	631100	49000	111999	\$125,142.51	D	AR_PAYMENT	ARP0047141
5	A11-0030-001	5030668	22-APR-2015	25210	631100	49000	111999	\$-9,489.23	D	AR_PAYMENT	ARP0052168
6	A11-0030-001	5030668	11-MAY-2015	25210	631100	49000	111999	\$110,308.12	D	AR_PAYMENT	ARP0059625
7	A11-0030-001	5030668	16-MAY-2015	25210	631100	49000	111999	\$-110,308.12	D	AR_MAINT	ARM0069549
8	A11-0030-001	5030668	16-MAY-2015	25210	631100	49000	111999	\$110,308.12	D	AR_PAYMENT	ARP0069551
9	A11-0030-001	5030668	16-MAY-2015	25210	631100	49000	111999	\$-76,693.07	D	AR_MAINT	ARM0069549
10	A11-0030-001	5030668	16-MAY-2015	25210	631100	49000	111999	\$76,693.07	D	AR_PAYMENT	ARP0069551
11	A11-0030-001	5030668	01-JUN-2015	25210	631100	49000	111999	\$-110,308.12	D	AR_MAINT	ARM0077992
12	A11-0030-001	5030668	01-JUN-2015	25210	631100	49000	111999	\$-76,693.07	D	AR_MAINT	ARM0077992
13	A11-0030-001	5030668	02-JUN-2015	25210	631100	49000	111999	\$110,308.12	D	AR_PAYMENT	ARP0069557
14	A11-0030-001	5030668	02-JUN-2015	25210	631100	49000	111999	\$271.89	D	AR_PAYMENT	ARP0069557
15	A11-0030-001	5030668	02-JUN-2015	25210	631100	49000	111999	\$76,693.07	D	AR_PAYMENT	ARP0069557

- Example in project 5030669:
  - On March 27, 2015, a direct journal was made for \$725.00, Journal ID ARD0043208.
  - On March 27, 2015, a journal was entered, Journal ID ARC004320, to balance the cash accounts associated with the direct deposit, Journal ID ARD0043208.

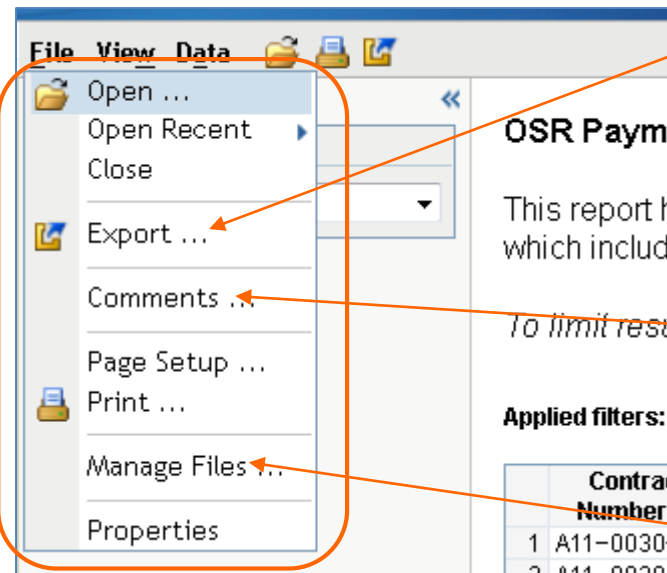
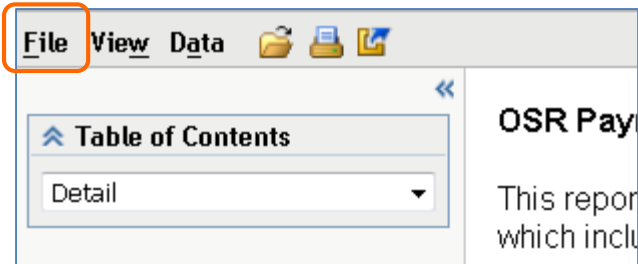
33	A11-0030-001	5030669	27-MAR-2015	25210	631100	49000	111002	\$725.00	D	ARDEPCASH	ARC0043200
34	A11-0030-001	5030669	27-MAR-2015	25210	631100	49000	111999	\$-725.00	D	ARDEPCASH	ARC0043200
35	A11-0030-001	5030669	27-MAR-2015	25210	631100	49000	111999	\$725.00	D	AR_DIRJRNL	ARD0043208
36	A11-0030-001	5030669	09-APR-2015	25210	631100	49000	111999	\$-83,659.06	D	AR_MAINT	ARM0058668

- Click **Data > Refresh Data** to refresh the page and start a new search
- Always click the **Reset to Default** link



# Web Report Studio

- Web Report Studio file menu



- Export – the Export command from the File menu exports all tables. Exporting within the view exports the current view only.
- Comments – don't use. Comments here are visible globally.
- Manage Files – not used



# Web Report Studio

GL Unit	Deposit	Deposit	Fund	Dept	Source	Acc
▲	BU ▲	ID ▲	▲	▲	▲	
UNCCH	CHOSP	1187	25210	631100	49000	111
UNCCH	CHOSP	1377	25210	631100	49000	111
UNCCH	CHOSP	Assign Data ...				11
UNCCH	CHOSP	Sort Priority ...				11
UNCCH	CHOSP	Total ...				11
UNCCH	CHOSP	Percent of Total ...				11
UNCCH	CHOSP	Filter and Rank ...				11
UNCCH	CHOSP	Conditional Highlighting ...				11
UNCCH	CHOSP	Export Table ...				11
UNCCH	CHOSP	Data Source Details				11
UNCCH	CHOSP	Properties				11
UNCCH	CHOSP	2296	25210	631100	49000	111

Item	Description
Assign Data	Moves the column order.
Sort Priority	Sort by specific columns.
Total	Sums columns with numerical values.
Percent of Total	Shows the percent of a value to the total in a new column.
Filter and Rank	“List” reports like the OSR Payments Report only contain the filter feature.
Conditional Highlighting	Feature for color-coding cells and text.
Export Table	Exports the current view.
Rotate Table	Switches the column headers to rows, and vice versa.
Data Source Details	Field details of the page
Properties	Format details of the report.

# Summary

- OSR Payments Report shows all payments to sponsors since go-live on October 1, 2014
- Use the report to review payments and make sure your payments exist and are accurate
- If you find missing or incorrect payments, contact the OSR help desk at [osraccountsreceivable@unc.edu](mailto:osraccountsreceivable@unc.edu)
- There are four journal types that could appear on the OSR Payments Report:
  - Payment journal – payment from a sponsor in which there was an invoice
  - Maintenance journal – adjustment made to a Payment journal
  - Direct journal – deposit to a project in which there was no invoice
  - Cash journal – balancing cash entries

- Other reports coming soon:
  - OSR Invoice Listing Report
  - GL Expenses and Budget Report
  - OSR Closeout Project – Open requisitions
  - OSR Closeout Project – Open Purchase Orders
  - OSR Closeout Project – Vouchers not yet posted
  - Funding End Date Notification Report
  - Payroll Accounting Report
  - Salary Funding Report

- References on [ccinfo.unc.edu/Resources/SearchResources](http://ccinfo.unc.edu/Resources/SearchResources):
  - OSR Payments Report Webinar recording
  - OSR Payments Report Webinar PowerPoint
  - OSR Payments Report procedure

# What questions do you have?

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Thank you!