Financial Reporting with InfoPorte

VERSION: May 8, 2019

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Commitment Control Ledgers vs. GL Actuals Ledger

Overview

Ledgers are a very important concept to grasp when viewing financial information from ConnectCarolina. When viewing a financial report, it is always important to know which ledger the report is based on.

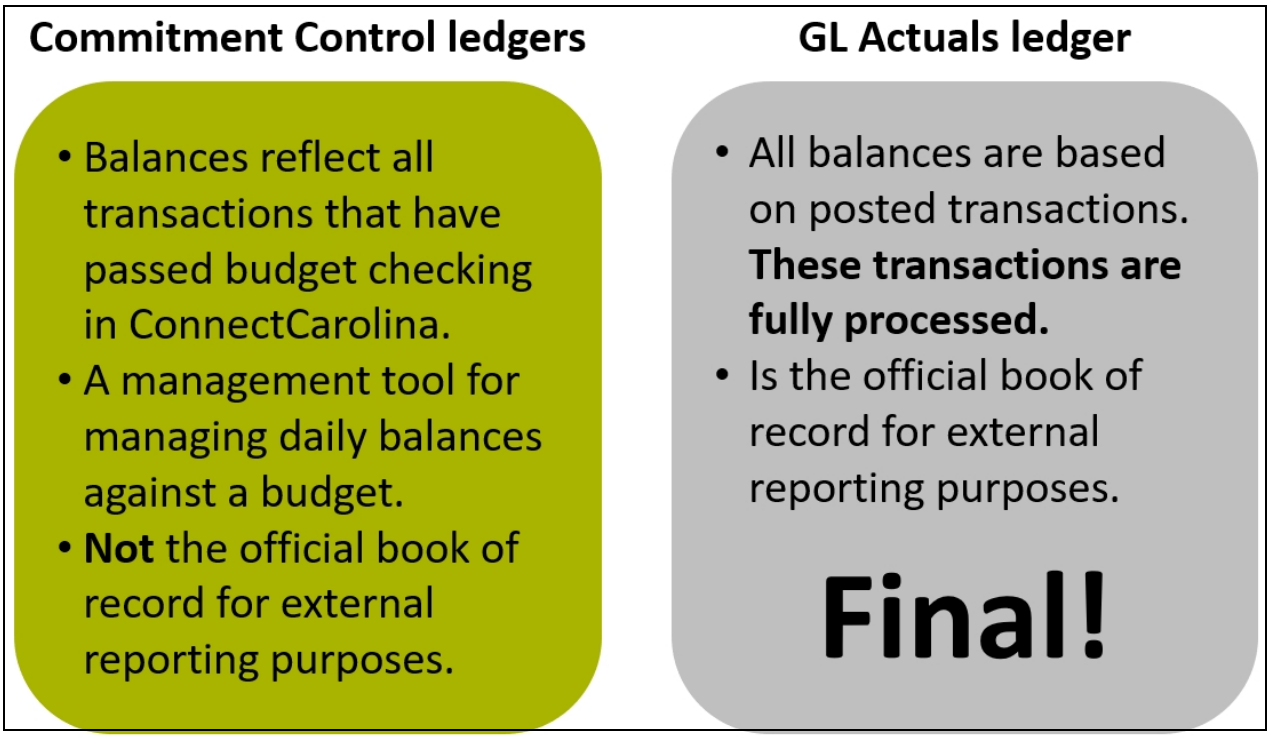
A ledger is used to record financial balances and transactions. In ConnectCarolina there are two main ledgers, Commitment Control and GL Actuals. There are key differences between these ledgers.

Commitment Control ledgers:

- Commitment Control ledgers are driven by the budget checking process in the system. A Commitment Control balance is based on a budgeted amount. Commitment Control is an important management tool for tracking expenses and revenue against a budget on a daily basis.

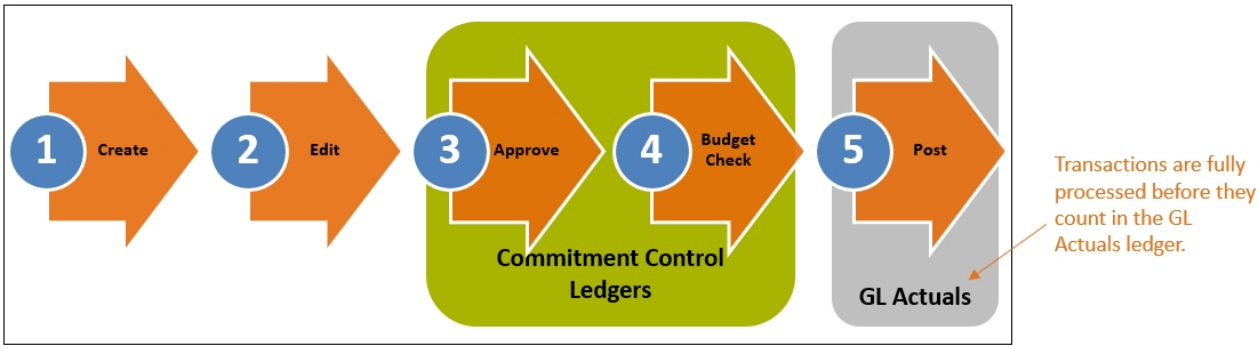
GL Actuals ledger:

- The GL Actuals ledger is NOT based on budgets. It is based on what has "actually" posted to the system. It is the official book of record for the University.



To grasp the difference between the two ledgers, you really need to understand how transactions are processed in the system. The graph below shows the steps all expense and revenue transactions go through. See that transactions impact Commitment

Control when they pass budget checking, but they impact GL Actuals only after they are posted.



When should I use Reports Based on Commitment Control vs. GL Actuals?

In a nutshell, use budget reports when you are looking for day-to-day budget balances for expenses and revenue, and to reconcile posted transactions and month-end available budget balances.

Use GL Actuals reports when you need to know a total amount posted to a chartfield string.

Below is a list of the most common things you look up and which report shows it.

For this information:	Use this report:
Day-to-day budget balances	• InfoPorte Ledger Rollups tabs • ConnectCarolina Budgets Overview
Day-to-day transactions	• InfoPorte Ledger Rollups tabs • ConnectCarolina Budgets Overview
Expense and revenue balances in GL Actuals	• GL Ledger Inquiry

Note: As of August 2018, all revenue and expenses on the Ledger Rollups tabs come from the GL Actuals ledger.

Overview of the InfoPorte Application

Overview

Your department's financial transactions, HR actions, and many of its daily business activities are recorded in ConnectCarolina. Use InfoPorte to view reports related to these transactions and actions, to determine the state of your department's financial affairs, and to see payroll and HR information for employees in your department.

Use the Right Browser

We recommend you use Chrome or Firefox when working in InfoPorte. InfoPorte runs faster and more reliably in these browsers than with Internet Explorer. If you use Internet Explorer, functionality like exporting information or downloading search results as an Excel spreadsheet may not work as expected.

No matter which browser you use, remember to periodically clear your cache. The method for doing this varies by browser - search online for instructions.

Navigate to the InfoPorte Finance or HR Application

You have two paths to get to InfoPorte:

- From the ConnectCarolina portal, click on the **Infoporte** link in the FS WorkCenter.
- Point your browser to https://infoporte.unc.edu

After logging in, click on the **Finance** button or click on the **HR** button in the upper right-hand corner of the page.

The buttons you see are directly related to your access, so you may have more or fewer buttons than displayed here.

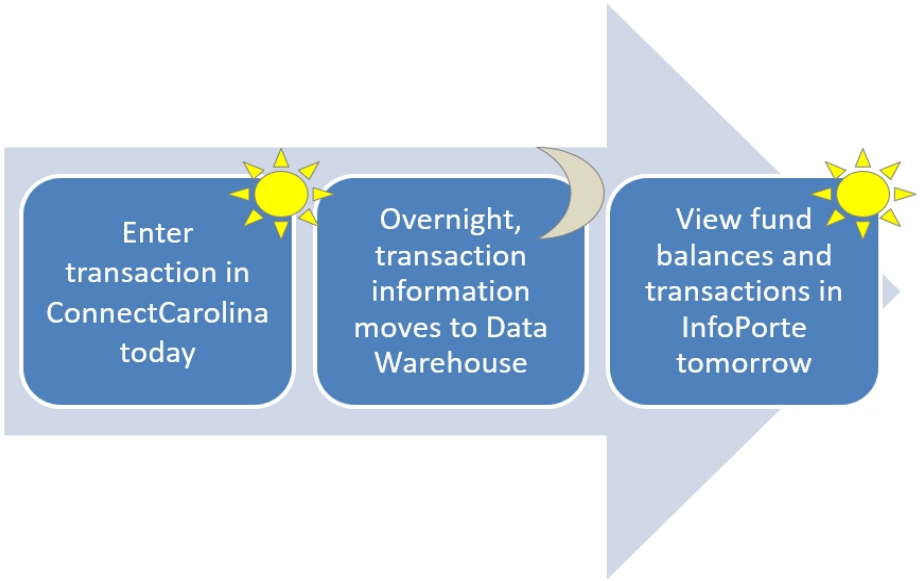
Access to the Finance or HR Application in InfoPorte

If you don't see the button you need (Finance, HR, or both), you don't yet have access to this application. Ask your InfoPorte Administrator to work with you to get access. Follow the link on InfoPort's Home Page.

Just like in ConnectCarolina, the information you have access to in InfoPorte is limited to the access you need to do your job: you'll see information for your department and other groups that you are supposed to see, not for the entire University.

The Nature of Information in the InfoPorte Finance and HR Applications

Information related to the financial transactions and HR actions you enter in ConnectCarolina today are available in InfoPorte tomorrow. Each night, ConnectCarolina's transactional information is collected and pushed to the Data Warehouse, which is in turn pushed to InfoPorte.



When there is no activity in ConnectCarolina for several days, your ConnectCarolina and InfoPorte totals match. But by and large, because of the delay created by the overnight process to move the information from one system to another, the information in ConnectCarolina is almost never in balance with the information in InfoPorte.

Within InfoPorte, the information from ConnectCarolina is segmented into two areas:

- reports built into InfoPorte (native InfoPorte reports)
- reports built using a tool called "SAS" (pronounced "sass")

You can heavily manipulate and filter the information in the native InfoPorte reports, and then download it as a spreadsheet to Excel. There, you can further filter it, or create pivot tables, charts, or graphs. You can also download native InfoPorte information in PDF format.

Information for SAS Reports can also be filtered, although to a limited degree, and downloaded to Excel.

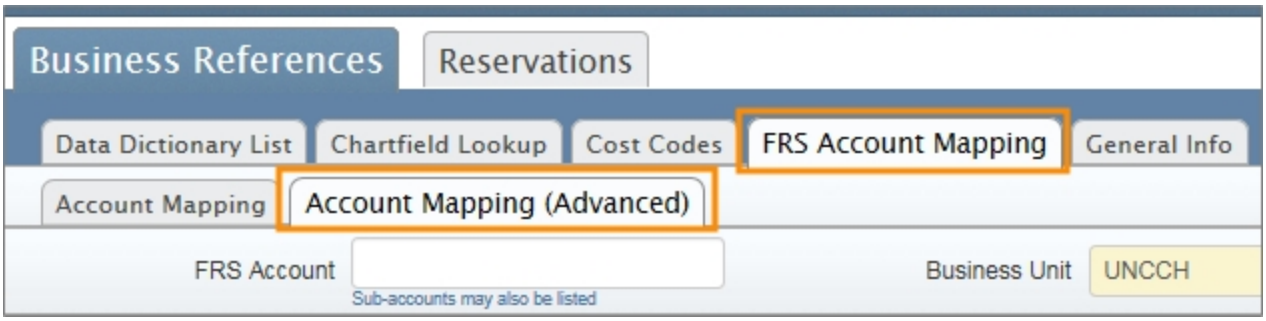
For the most part, the information in InfoPorte comes from ConnectCarolina. If you see an error, the first place to check is ConnectCarolina. To correct invalid or incorrect InfoPorte information, you should make – or ask the department that created the error to make – the correction in ConnectCarolina with the appropriate correcting entry. After any necessary approvals, the corrected information will be available in InfoPorte the next business day.

The information transfer from ConnectCarolina to InfoPorte is a one-way street. Information never moves back upstream from InfoPorte to ConnectCarolina. This is critical to remember if you enter cost codes or any other information in InfoPorte: information is never carried back to ConnectCarolina.

Note: Each chartfield string can contain up to three cost codes, which are used at your department's discretion to track the cost of specific activities.

Translating Old Language to New Language

Due to the tenure of the University's legacy systems, like FRS, many people around campus think in terms of FRS accounts and object codes, which ConnectCarolina does not use. To help ease the transition, InfoPorte provides a map from FRS accounts and object codes to ConnectCarolina's chartfield string. Find this information in InfoPorte's Tools application. Click on the **Tools** button, then **Business References > FRS Account Mapping > Account Mapping (Advanced)**.

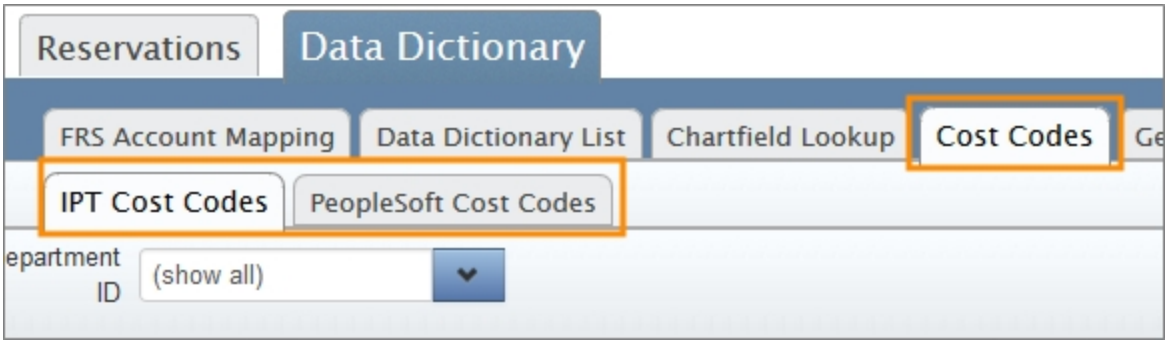


It's important to remember that this mapping is current as of October 2014, and it is not being maintained. That's because many schools and divisions made additional changes to their accounting structures after Go Live, so it is no longer possible to maintain a one-to-one mapping from FRS to ConnectCarolina.

Note: If you need to charge another school or division, call them to make sure you are using their correct chartfield string.

As time marches on, you'll become familiar with the new language of ConnectCarolina, and this tool will become less useful to you as you begin thinking in the "new speak" of ConnectCarolina. In addition, you'll also find that the information in the mapping has become outdated, and you'll use it less for that reason as well.

A tool to search for an InfoPorte cost code or ConnectCarolina cost code is also available in InfoPorte's Tools application. Click on the **Tools** button, then **Business References** > **Cost Codes** > **IPT Cost Codes** (for InfoPorte cost codes) or **PeopleSoft Cost Codes** (for ConnectCarolina cost codes).

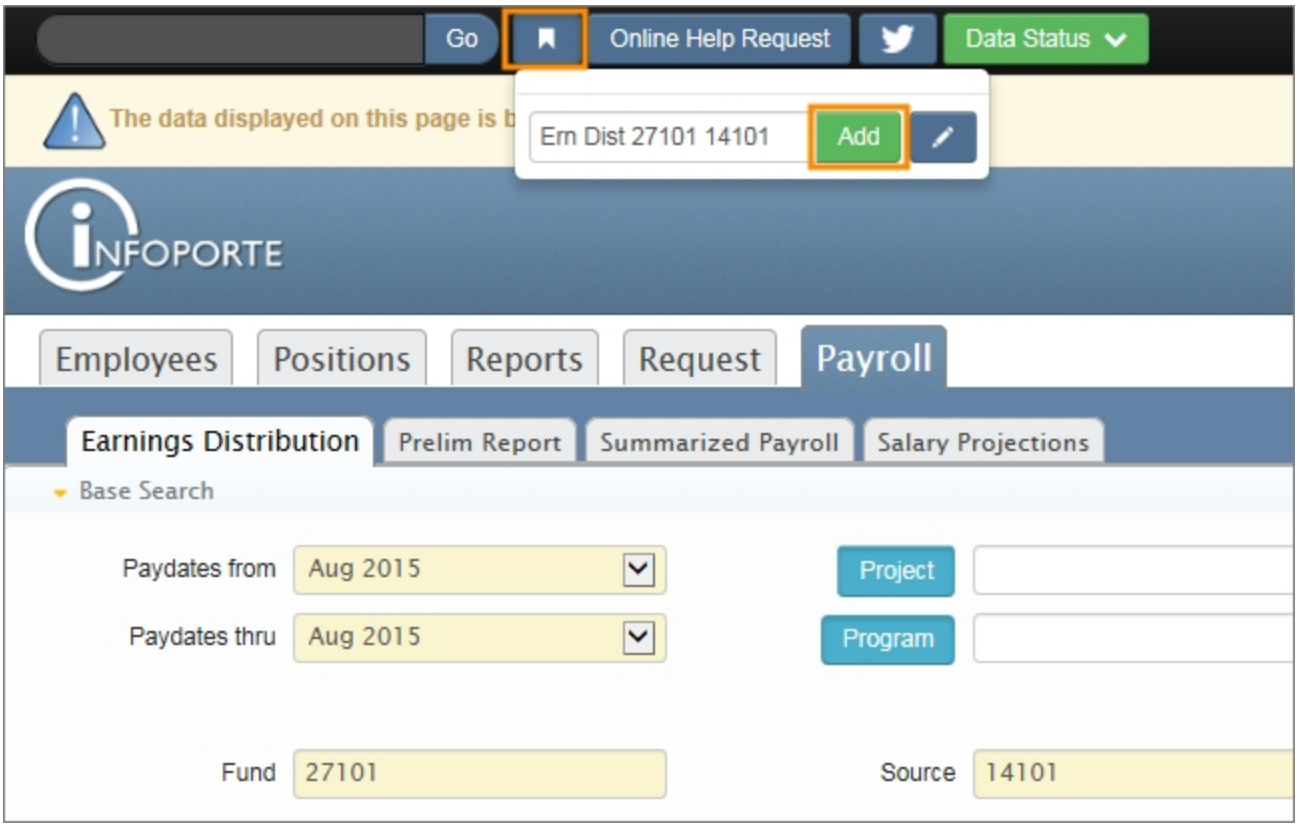


General Tips for Working in InfoPorte

Saving and Bookmarking Searches

As you work in InfoPorte, you may find that you look up the same information on a regular basis. InfoPorte lets you save not only the InfoPorte page where you perform this search, but also the search values you use.

To save a search, navigate to the page and enter the values for your search. Click on the bookmark icon above the InfoPorte logo and to the right of the Go button. Enter a name for this search, and click on the Add button.



When you want to access any saved search, click on the bookmark icon, then choose the search you want to access. Saving every single search you do in InfoPorte may result in too many to be useful, so be judicious when deciding which ones to save. You may need to save your favorites again when InfoPorte is updated.

Note: You can save and bookmark searches for native InfoPorte reports, but not for SAS reports.

Filling in InfoPorte Pages

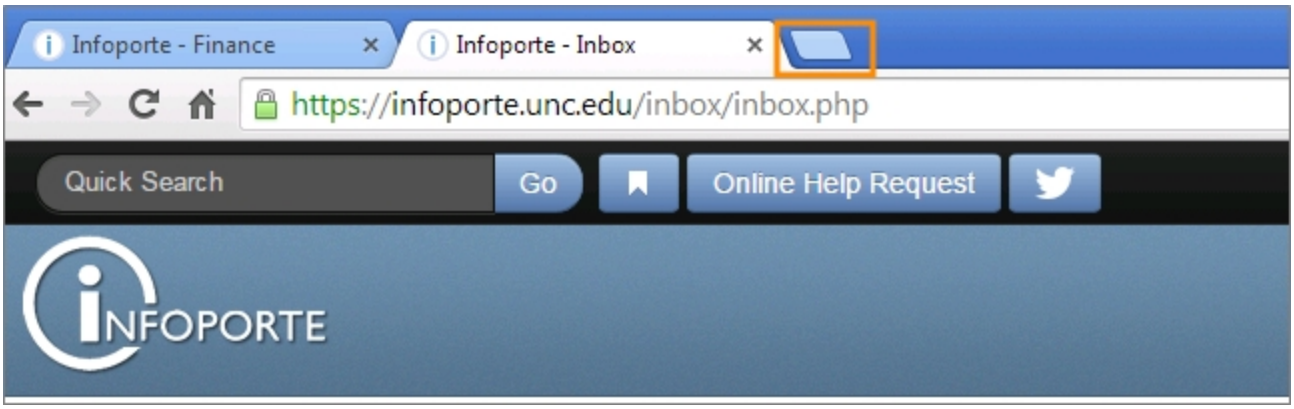
As a web page, InfoPorte fields move around as you expand or reduce the size of your browser window. Especially when you're getting information from SAS, but also in general, it's a good idea to fill in the fields available to you from top to bottom, left to right.

And, don't panic if fields seem to overlap each other. You may have magnified the resolution on your browser, which is compounded when you increase or decrease the size of the window.

The specific process for increasing or decreasing your browser's magnification varies from browser to browser, but may be as simple as Ctrl-Equal or Ctrl-Minus.

Working in Multiple InfoPorte Sessions

It's useful to have multiple InfoPorte browser tabs open as you work with information in InfoPorte. To do this, after logging into InfoPorte, press the Ctrl button on your keyboard (Command key on a Mac) while clicking on a New Tab in your browser.

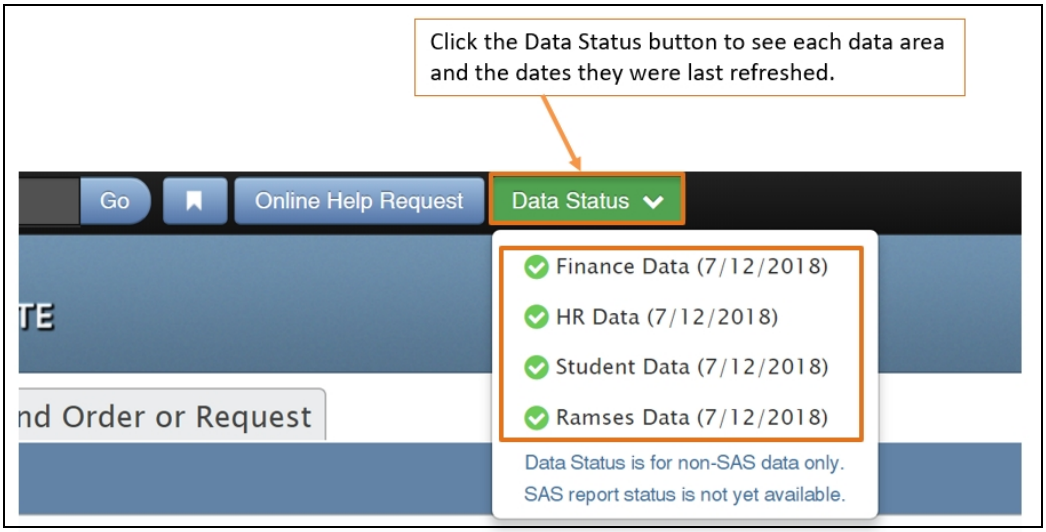


You'll be logged in to InfoPorte in both browser tabs, and can work in either, or both, simultaneously. If you have two monitors, or if a single monitor is large enough, you can tear off or drag the browser tab to the side, which opens a second browser window, to see the information side by side.

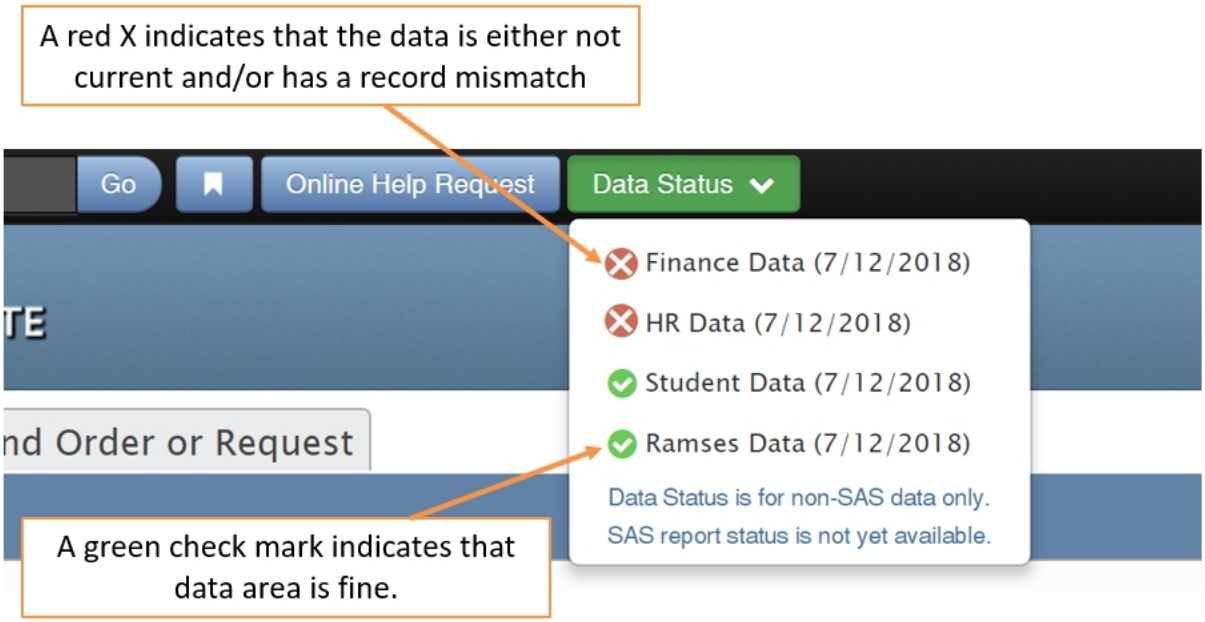
Viewing Data Status Indicators

When you log into InfoPorte, you can tell if there are problems with financial, HR, and student data by checking the Data Status indicators on the login page, or the Data Status button on the Home Page.

If the Data Status button is green, or you see green check marks by each data area on the login page, all data is fine in those functional areas.



If there is a red X by an area on the login page, or the Data Status button is red, there is a problem with the data in one or more areas. You can click the button to see which areas have issues and what they are.



Here's what the detailed Data Status indicators tell you:

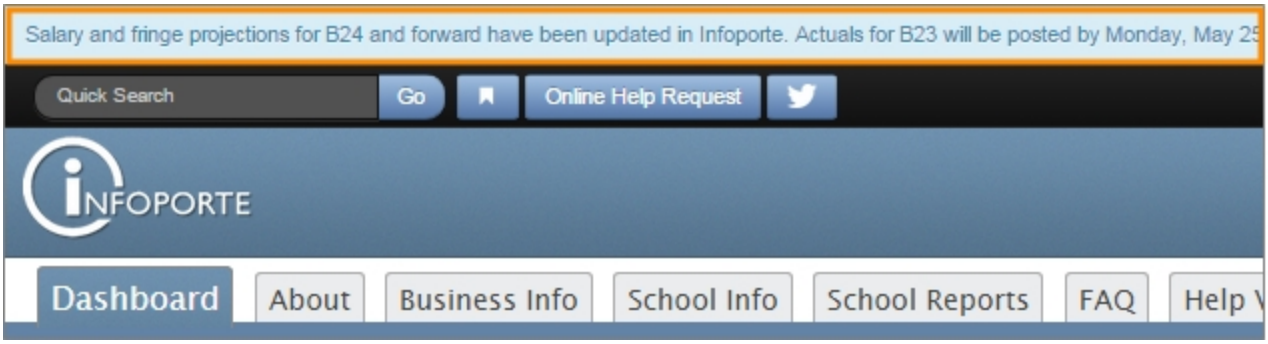
- A green check mark indicates that data area is fine. Specifically, it means that the data is one business day old or less, and that the number of records loaded overnight in InfoPorte match the number in ConnectCarolina within established tolerances.
- A red X indicates the data is more than one business day old, and/or the record count doesn't match beyond a tolerance.
- The date to the right of each alert shows how current the data is.

The data included in each functional area include the following:

- Finance - finance and budget transactions including vouchers and journals
- HR - employee payroll, job and person data
- Student - student person, enrollment, and course data

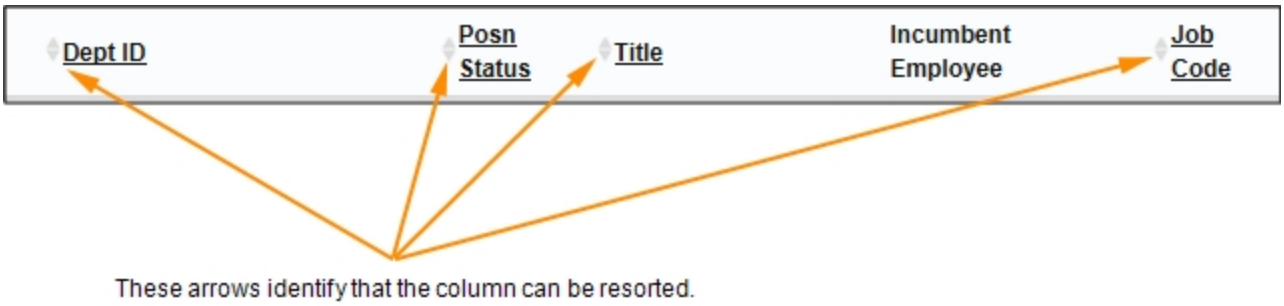
Viewing Other Notifications

Across the top of the browser window, above the InfoPorte logo and the Quick Search bar, you'll see any system or other status notification messages. These are visible only after logging in to InfoPorte, and only on the InfoPorte home page.



Sorting Information

On many of the tabs inside the Finance and HR applications, you can sort the information as it makes sense to you. If you see the up and down arrows next to the column heading, click on the column heading to sort or reverse sort your information.



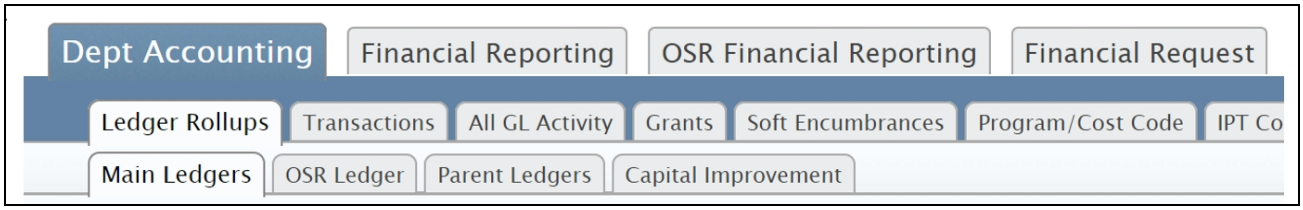
Each column has its own default sort order. When you export the information to an Excel spreadsheet, the system restores the default order.

Finance Home Page

The Dept Accounting tab is the landing page for Finance.

- The Main Ledgers and OSR Ledger tabs under the Ledger Rollup tab show your budget balances.
- The Transactions tab shows the transactions that make up the budget balances.
- The All GL Activity tab shows lines (not transactions) for all accounts: assets, liabilities, fund balance, revenue, and expenses.
- The Grant Profile tab shows grant details and grant financial information.

- The Soft Encumbrances tab shows anticipated expenses not yet entered in ConnectCarolina. Soft encumbrances are only entered in InfoPorte for the purpose of seeing a balance with consideration of anticipated expenses. They exist in only InfoPorte.
- The Program/Cost Code tab shows balances and transactions for ConnectCarolina programs and cost code chartfields.
- The IPT Cost Code shows balances and transactions for InfoPorte cost codes.



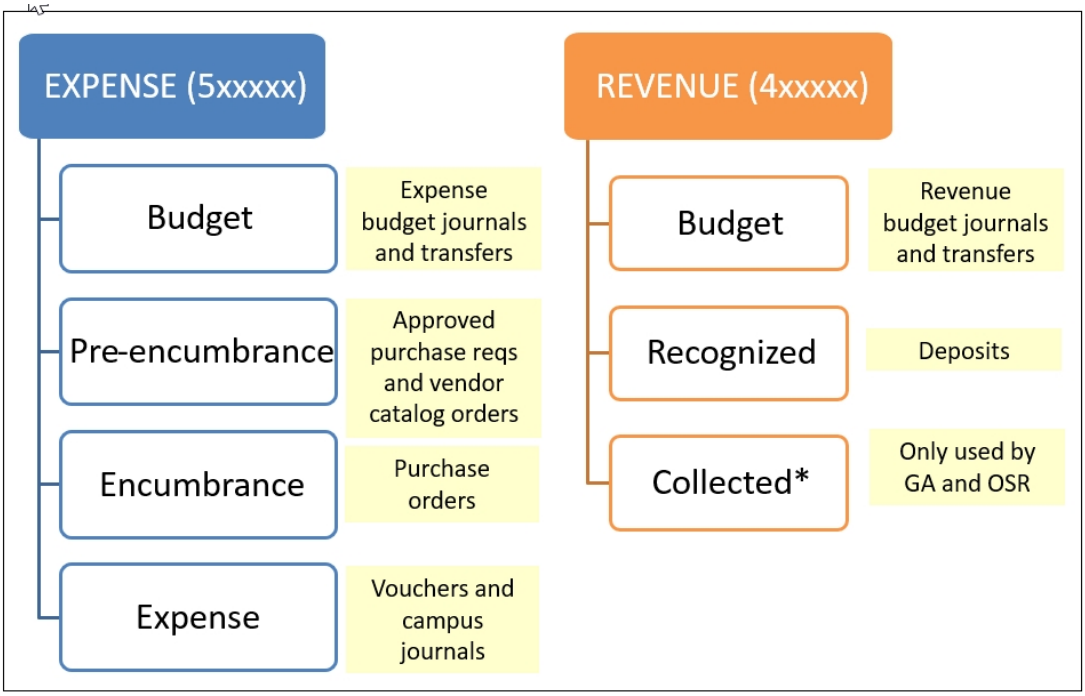
Other tabs under Finance

- The **Financial Reporting** tab contains the SAS reports.
- The **OSR Financial Reporting** tab contains SAS reports for OSR.
- The **Financial Request** tab is a request routing feature for various areas of finance, such as budget revisions and new source chartfields.
- The **Other Reports** tab contains the Budget Management System (BMS) report. This is the State personnel budget report.

Commitment Control Expense and Revenue Ledgers

Budget Period

Within the Commitment Control ledgers, there are individual ledgers for managing the incremental stages of "commitment" toward an expense, and for managing revenue. The illustration below shows these ledgers. There are four ledgers for expenses, and three for revenue.



Each of these Commitment Control ledgers holds specific finance transactions. When you enter that transaction and it passes budget checking, the amount is represented in one of the Commitment Control ledgers, as outlined in the table below.

After budget checking occurs:	**The amount shows in the Commitment Control ledger:**
Budget journal/transfer on an expense budget	Expense > Budget
Approved purchase requisition	Expense > Pre-encumbrance
Purchase requisition that has been generated into a PO (this is done by the system of Central Office Purchasing)	Expense > Encumbrance
Campus vouchers, journal file uploads, campus journals, and purchase orders that have been generated to a voucher	Expense > Expense

After budget checking occurs:	The amount shows in the Commitment Control ledger:
Budget journal/transfer on a revenue budget	Revenue > Budget
Deposit or revenue from an allocation	Revenue > Recognized

Approved purchase requisitions hit expense ledgers at different points in time. When a purchase requisition is approved, it hits the Pre-Encumbrance ledger. Once a requisition becomes a purchase order, the pre-encumbrance ledger is liquidated and the amount hits the encumbrance ledger. Once the purchase order becomes a voucher, the encumbrance ledger is liquidated and the amount hits the expense ledger. The amount is only ever in one ledger at any given point in time.

The Revenue > Collected ledgers is only used by General Administration and the OSR Central Office.

Fiscal Year, Accounting Period, and Budget Period

Fiscal Year and Accounting Periods

Key search fields on the InfoPorte Ledger Rollups page and other reports are the fiscal year, accounting period, and budget period. It is important to enter these correctly to find the information you want.

A fiscal year is the twelve month period an organization uses to report its financial information. The fiscal year at UNC begins on July 1 and ends on June 30. For example, July 1, 2015 began the "2016 fiscal year". The 2016 fiscal year ended June 30, 2016. Fiscal year 2017 began on July 1, 2016, and so on.

An accounting period is the increment within a fiscal year an organization uses to report its finances. At UNC, the accounting period is a month, such as July, August, and so on.

Each accounting period is identified by a number. The accounting periods are listed in the table below.

Accounting Period	Month
0	Holds the beginning balance for a fiscal year
1	July
2	August
3	September
4	October
5	November
6	December
7	January
8	February
9	March
10	April
11	May
12	June

A Note about Accounting Periods and Why Some Transactions are Deleted at Month End

You won't need to spend too much time working with ConnectCarolina to learn that certain transactions, specifically budget journals/transfers and GL campus journals, are deleted at the end of the accounting period if they are not complete. The reason for this is directly related to:

1. the fiscal year and accounting period, and
2. the Commitment Control and GL Actuals ledgers.

The system records all financial transactions by fiscal year and accounting period. Remember that all revenue and expense transactions go through both the Commitment Control ledgers and the GL Actuals ledger. Since we report our finances each accounting period, we need to synchronize the two ledgers at the end of each period.

Budget Period

The budget period is the time interval an organization budgets by. Most of UNC budgets on an annual basis, so the budget period basically looks that same as the fiscal year. The difference between budget period and fiscal year is that you can post transactions, specifically budget journals and budget transfers to a budget period outside of the July 1 to June 30 timeframe. You can't do this for a fiscal year.

Finding Budget Balances for State, Trust, and F&A

Overview

The Main Ledgers tab in InfoPorte shows budget balances for State, Trust, and F&A funds. This tab is based on the Commitment Control ledgers and shows balances based on revenue and expense accounts.

The default view of the Main Ledgers tab is a year-to-date balance. You can change the fiscal year and accounting period filters to show the balance as of a certain period. A common reason to do this is to reconcile balances at the end of the month.

Important! The key to finding accurate budget balances is to select the correct filters. This procedure emphasizes the correct filters to select and how to interpret your search results.

Steps - Finding Budget Balances for State, Trust, and F&A

Follow these steps to find budget balances for State, Trust and F&A funds:

1. Choose this menu option:

   Finance Menu > Dept Accounting > Ledger Rollups > Main Ledgers

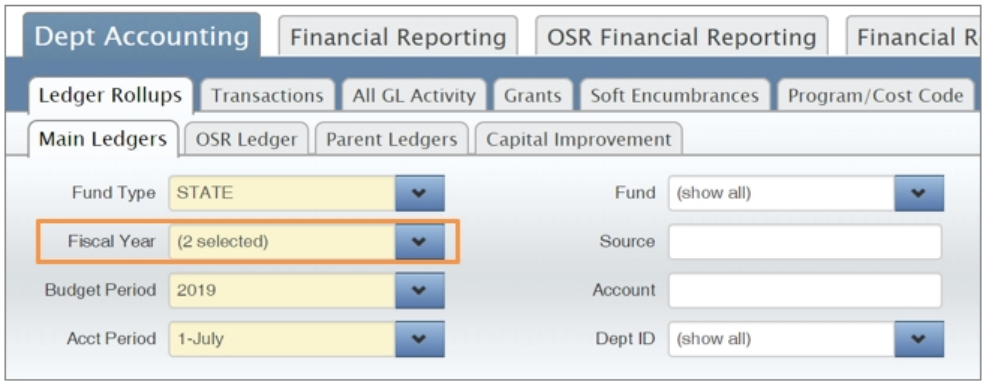
   

   Result: The system displays the Main Ledgers tab, where you select filters for the balance you want.

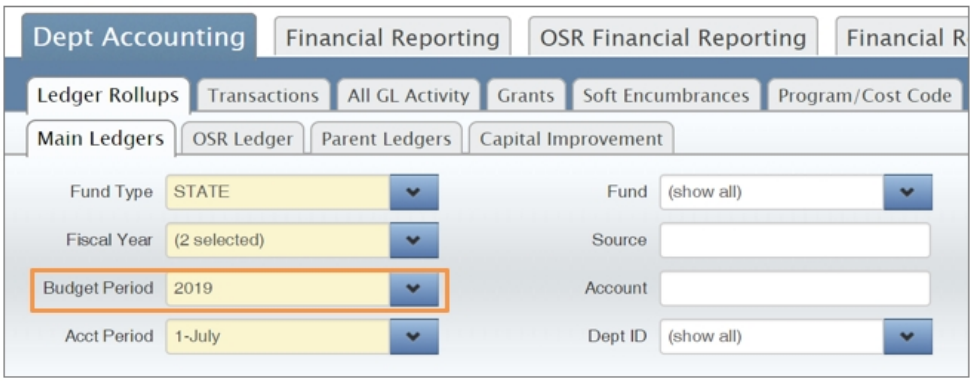
2. Select State, F&A, or Trust from the **Fund Type** field. Do not leave this field blank.

3. To see the current budget balance, select both the current and prior fiscal years.

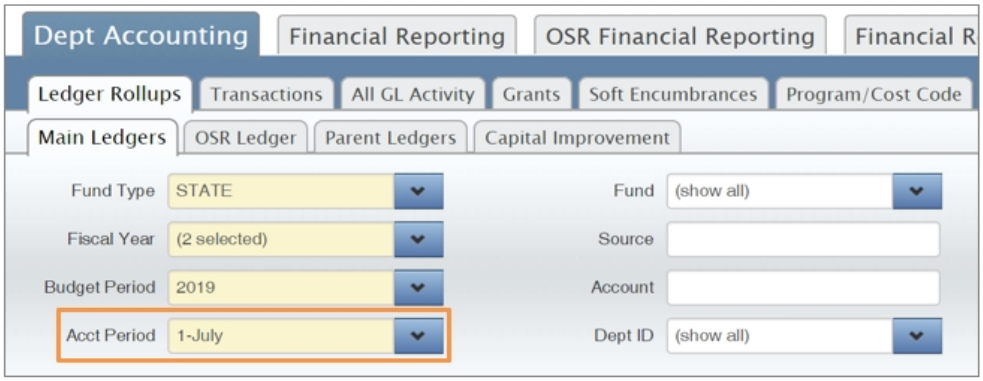


4. Leave the **Budget Period** default of the current budget period. If you want to see a balance for a different budget period, change the budget period.



5. Leave the **Accounting Period** field with the default of (show all) to see year-to-date. If you want to see a balance for a different accounting period, change the accounting period.

   Note: The accounting period box doesn't display the word "selected", but the page is programmed to show a year-to-date view.



6. Enter the correct chartfields for the balance you want. The table below the graphic shows the chartfield combinations to find the budget balances for each fund type.

	Chartfields						
	Ledger	Dept ID	Source	Account	Bus Unit	Fund	Project
State	State	✓	--	--	--	--	--
Trust	Trust	--	✓	--	--	--	--
F&A	F&A	✓	14101	--	--	--	--
OSR	OSR	--	--	--	--	--	✓

Exceptions:

Trust balances

- For sources shared by multiple departments, in addition to the source, enter your Dept ID to see just your department's activity on the source
- For foundations, enter the foundation business unit in the Business Unit field.
- To exclude endowment principal, enter the fund for income in the Fund field. This will show just the income amount in the Grand Total.

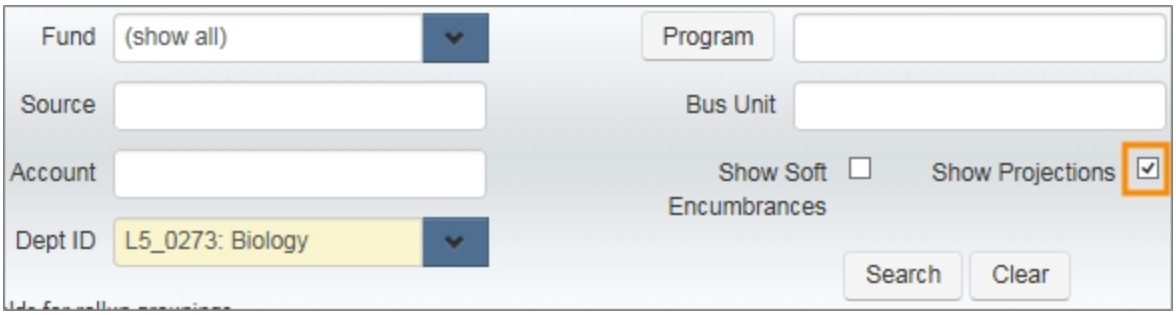
OSR balances

- To exclude cost share, enter the project's source in the Source field.

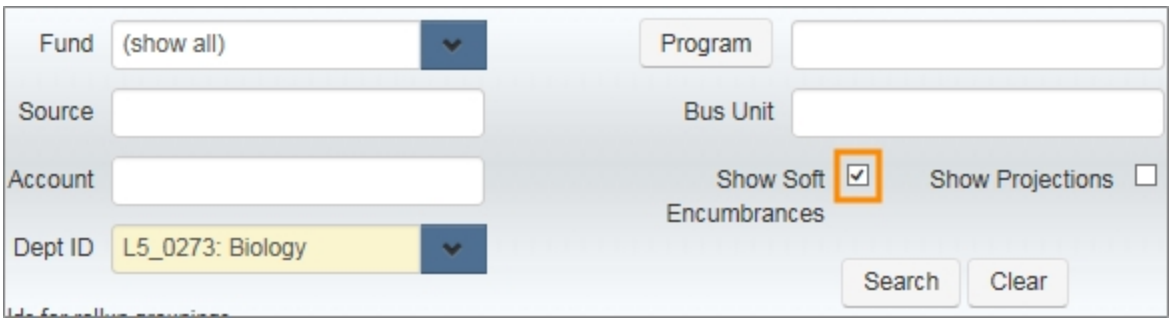
F&A balances

- If you want to see suspense account activity, do not enter a source. However, suspense activity needs to be managed, not considered part of F&A.
- Suspense accounts: 14102 F&A Payroll Suspense; 14103 NC Suspense; 14104 F&A JV Import suspense

7. If you want your search results to include a balance that reflects projected personnel expenses for the remainder of the fiscal year, mark the **Show Projections** checkbox.



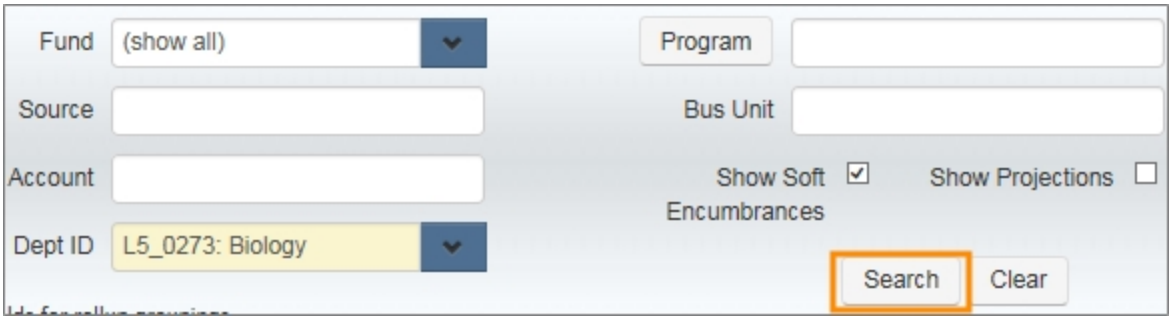
8. If you want your search results to include a balance that reflects soft encumbrances, mark the **Soft Encumbrances** checkbox.



9. Blue buttons are toggles. If you want to see separate chartfield strings in your search results for each unique value for the toggle button, such as Program, then leave the toggle button blue. If you want to see one chartfield string, then click the toggle button and make it gray.

   The buttons that display as toggles change based on the ledger you select. That's because the filters that display are driven by how we budget for that ledger. The toggle button only affects the number of chartfield strings displayed in the search results. It never affects the grand total amount.

10. Click the **Search** button.



Result: The system displays the budget balances for the filters you entered. Here you can review the amounts by Commitment Control ledger and the available balance.

Ledger Totals	Budget	Pre-Encumbered	Encumbered	Actuals	Available Balance	Budget MTD	Actuals MTD
Grand Total Expense	23,265,083.82	-2,138.95	690.79	11,372,058.16	11,894,473.82	298,292.10	759,207.27

Ledger Group: FAST - Business Unit: UNCCH - Fund Code: 20101 - Source: 12001 - Department: 318200 - Program Code: 10000

Account	Budget	Pre-Encumbered	Encumbered	Actuals	Available Balance	Budget MTD	Actuals MTD
511100 EHRA Non Teach Budget	105,519.00	0.00	0.00	0.00		0.00	0.00
511120 EHRA Non Teach On Campus	0.00	0.00	0.00	23,309.69		0.00	5,888.54
511140 EHRA Non Teach Supplement	0.00	0.00	0.00	13,333.20		0.00	3,366.80
Subtotal 511100 EHRA Non Teach Budget	105,519.00	0.00	0.00	36,642.89	68,876.11	0.00	9,255.34
512100 SHRA Regular Salaries Budget	784,523.00	0.00	0.00	0.00		0.00	0.00
512120 SHRA On Campus	0.00	0.00	0.00	264,418.44		0.00	58,982.88
Subtotal 512100 SHRA Regular Salaries Budget	784,523.00	0.00	0.00	264,418.44	520,104.56	0.00	58,982.88

Key points about this report:

- Balances include revenue and expenses only. Revenue does not display for F&A funds.
- Results display by chartfield string and account.
- Under each chartfield string, revenue accounts are listed first, which begin with a "4". Expense accounts are listed second, which begin with a "5".
- For Expenses: Available Balance = Budget – Pre-Encumbered – Encumbered – Actuals
- For Revenue: Available Balance = Budget – Actuals
- Account subtotals display at the rollup account level where budgets are entered, not the detail account level.
- Signs and colors:
    - for expenses, black/positive is an actual expense; red/negative is a reversal of an expense.
    - for revenue, black/positive is revenue received; red/negative is a reversal of revenue received.
- Budget MTD shows budget journals or transfers for the current month. Actuals MTD shows expenses or revenues for the current month.
- Clicking a link brings you to the Transactions tab showing transactions for that account.

Grand Total Lines

The grand total for revenue and expenses displays at the top of the report.

	Budget	Pre-Encumbered	Encumbered	Actuals	Available Balance	Budget MTD	Actuals MTD
Grand Total Revenue	0.00	0.00	0.00	55.95	-55.95	0.00	0.00
Grand Total Expense	17,289,174.81	99.56	0.00	16,825,489.73	463,585.52	-202,761.30	319,505.62

Personnel Projections and Soft Encumbrances

If you marked either the **Show Projections** or Soft Encumbrances filters, your search results show a balance that includes projected personnel expense and soft encumbrances.

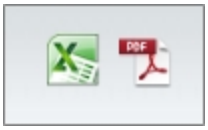
When you show personnel projections or soft encumbrances, the **MTD Budget** and **MTD Expense** columns do not appear.

	Available Balance	Soft-Encumb Amt	Projected Earnings	Projected Fringe	IPT Balance
Grand Total Revenue	-63,715.17	0.00	0.00	0.00	-63,715.17
Grand Total Expense	54,709.69	0.00	14,836.00	5,026.16	34,847.53

Available "ConnectCarolina" Balance – soft encumbrance amount – projected earnings – projected fringe = InfoPorte (IPT) Balance

Downloads

If you need to create a report or otherwise document the balance results, click either the Excel or PDF button in the upper right-hand corner.



Additional Considerations for Finding F&A Budget Balances

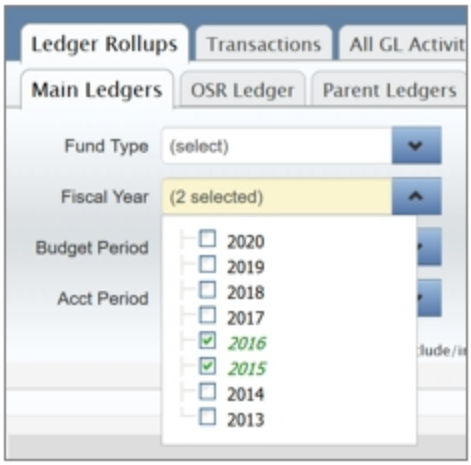
Your total F&A budget is made up of four parts:

1. Permanent budget, also known as recurring budget
2. Formula allocation
3. Carryforward
4. Other allocations during the year

Special Considerations for Permanent Budget for FY 2016

F&A permanent budget for FY 2016 was entered in ConnectCarolina in FY 2015, but because of the addition of account to the F&A budget definition, this budget was reversed, and re-entered with account 500100. The budget journals used for this change begin with "FAFIX."

Though the entries are in FY2016, the amount on the "FAFIX" journals is based on FY2015 business. So to get the true picture of the budget and balance for FY 2016, in the Fiscal Year filter select FY2015 and FY2016, and Budget Period 2016.



Reverse Budget without Account

The budget as of July, 2016 in InfoPorte will contain a Budget line with a negative Budget MTD balance. This is the reversal. When the filters are applied properly, this does not reduce the total budget.

Ledger Group: F&A - Bus Unit: UNCCH - Fund: 27100 - Source: 14101 - Department: 31 - Program: 10000

Account	Budget	Pre-Encumbered	Encumbered	Actuals YTD	Available Balance	Budget MTD
Budget	0.00	0.00	0.00	0.00		-25,780.57
Subtotal	0.00	0.00	0.00	0.00	0.00	-25,780.57

The corresponding budget journal, which can be seen in InfoPorte's Transactions tab, is FAFIX00003.

Ledger	Fund	Source	Dept ID	Account	Project	Program	Description	Trans Type	Trans ID	Amount
F&A_BUD	27100	14101	31			10000		GL_BD_JRNL	FAFIX00003 01-JUL-2015	-25,780.57

Re-entered Budget with Account

The re-entered budget is on account 500100. The re-entered budget is included in the amount on the "500100 All Other Expenses" line. The Fiscal Year and Budget Period on the re-entered budget is 2016.

Ledger Group: F&A – **Bus Unit**: UNCCH – **Fund**: 27100 – **Source**: 14101 – L

Account	Budget
Budget	0.00
500100 All Other Expenses	379,119.48
511140 EPA Non Teach Supplement	0.00

The corresponding budget journal, FAFIX00002, is also on the Transactions tab.

Ledger	Fund	Source	Dept ID	Account	Project	Program	Description	Trans Type	Trans ID	Amount
F&A_BUD	27100	14101	31	500100		10000		GL_BD_JRNL	FAFIX00002 01-JUL-2015	25,780.57

Other Entries

You will also see lines with the budget journal ID FAFIX00001. There is an "in" and an "out," so the amount nets to zero. The entries were posted, but had to be unposted. Therefore, these lines can be disregarded.

Ledger	Fund	Source	Dept ID	Account	Project	Program	Trans Type	Trans ID	Amount
F&A_BUD	27100	14101	31			10000	GL_BD_JRNL	FAFIX00001 01-JUL-2015	25,780.57
F&A_BUD	27100	14101	31			10000	GL_BD_JRNL	FAFIX00001 01-JUL-2015	-25,780.57
Acct Total									0.00

Formula Allocation

Multiple journals were used to post the formula allocation to account for things such as the split between Deans' Offices and Departments, DLAM allocations, Clinical Trials Allocations, and so on. All of the budget journals begin with FORM16, to indicate the formula allocation for FY 2016. The Fiscal Year and Budget Period on formula allocations is 2016.

The formula allocation budget is included in the total on the "500100 All Other Expenses" line.

Ledger Group: F&A – **Bus Unit**: UNCCH – **Fund**: 27100 – **Source**: 14101 – L

Account	Budget
Budget	0.00
500100 All Other Expenses	379,119.48
511140 EPA Non Teach Supplement	0.00

You can see the corresponding budget lines on the Transactions tab.

Ledger	Fund	Source	Dept ID	Account	Project	Program	Trans Type	Trans ID	Amount
F&A_BUD	27100	14101	31	500100		10000	GL_BD_JRNL	FORM160001_01-JUL-2015	971.04

Carryforward

F&A carryforward was entered on one of two budget journals. F&A carryforward is included in the amount on the "500100 All Other Expenses" line. The Fiscal Year and Budget Period on carryforward is 2016.

Ledger Group: F&A – **Bus Unit**: UNCCH – **Fund**: 27100 – **Source**: 14101 –

Account	Budget
Budget	0.00
500100 All Other Expenses	379,119.48
511140 EPA Non Teach Supplement	0.00

You can see the carryforward budget journals on the Transactions tab.

Ledger	Fund	Source	Dept ID	Account	Project	Program	Trans Type	Trans ID	Amount
F&A_BUD	27100	14101	318300	500100		10000	GL_BD_JRNL	0000089429_01-JUL-2015	381,367.87

Other Allocations During the Year

Other budget transactions can happen during the year – things like transfers between units, transfers from the Budget Office, or a Dean's Office, and so on. These transactions can increase or decrease the total budget.

Finding Budget Balances for OSR

Overview

The OSR Ledger tab in InfoPorte shows budget balances for projects. This tab is based on the Commitment Control ledgers and shows balances for expense accounts. The OSR Ledger does not show revenue accounts.

The key difference between the Main Ledgers tab and the OSR Ledger tab is that the OSR Ledger tab shows a life-to-date balance. The Main Ledgers tab shows a year-to-date balance.

Important! The key to finding accurate budget balances is to select the correct filters. This procedure emphasizes the correct filters to select and how to interpret your search results.

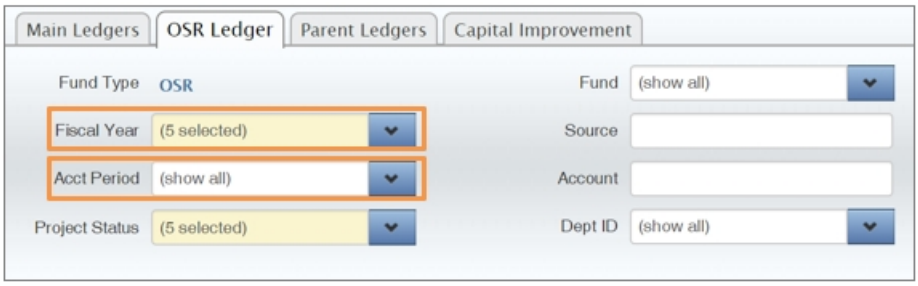
Steps - Finding Budget Balances for OSR

Follow these steps to find budget balances for OSR funds:

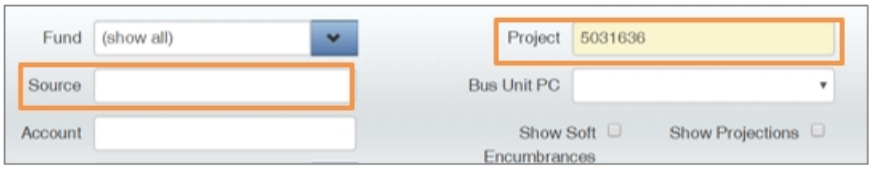
1. Choose this menu option: Finance > Dept Accounting > Ledger Rollups > OSR Ledger

   Result: The system displays the OSR Ledger tab.

2. **Fiscal Year and Accounting Period.** The default for the fiscal year and accounting period is all fiscal years and accounting periods life to date. If you want to see the current, life-to-date balance for your project, leave these defaults. If you want to see a balance as of a different fiscal year and period, select the applicable fiscal year and period.

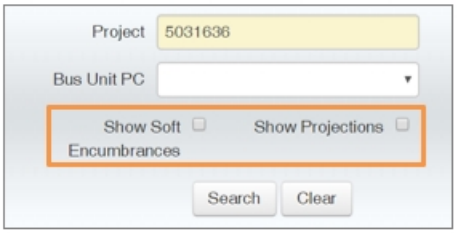


3. Enter a project in the **Project ID** field. If you want to exclude cost share from your balance, enter the project source in addition to the Project ID.



4. If you want your search results to include a balance that reflects projected personnel expenses through the end of the fiscal year, or soft encumbrances, mark the **Show Projections** or **Show Soft Encumbrances** checkboxes accordingly.

   Note: The personnel projects are calculated based on the fiscal year, not the funding end date. Therefore, most of the time for OSR funds, the personnel expense is inflated.



5. Click the **Search** button and review the results.

Ledger Totals

	Budget	Pre-Encumbered	Encumbered	Actuals LTD	Available Balance	Actuals YTD	Actuals MTD
Direct Total	1,462.60	15.00	0.00	22,293.28	-20,845.68	0.00	0.00
Indirect Total	-1,486.03	0.00	0.00	10,989.07	-12,475.10	0.00	0.00
Project Sponsor Expense Total (Direct plus Indirect)	-23.43	15.00	0.00	33,282.35	-33,320.78	0.00	0.00
Cost Share Total	0.00	0.00	0.00	-116.69	116.69	0.00	0.00
Grand Total (Project Sponsor Expense plus Cost Share)	-23.43	15.00	0.00	33,165.66	-33,204.09	0.00	0.00

<u>Key points about the search results:</u>

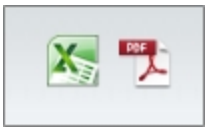
- Balances include expenses only, not revenue.
- Results display by chartfield string and account.
- The expense accounts are listed under each chartfield string.
- Available Balance = Budget – Pre-Encumbered – Encumbered – Actuals.
- Account subtotals display at the rollup account level where we budget, not at the detail level.

- Signs and colors: for expenses, black/positive is an actual expense; red/negative is a reversal of an expense.
- Actuals MTD shows expenses for the current month. Actuals YTD shows expenses for the current fiscal year.
- The totals are listed separately by direct total, indirect total, and grand total.
- If you marked the Show Projections or Soft Encumbrance checkboxes, your search results show a balance that includes personnel expense or soft encumbrances.
- When you show personnel projections or soft encumbrances, the MTD and YTD Expense columns do not appear.

Available Balance	Projected Earnings	Projected Fringe	IPT Balance
2,841.29	0.00	0.00	2,841.29
2.27	0.00	0.00	2.27

Available Balance - Projected Earnings - Projected Fringe = **InfoPorte Balance**

6. If you need to create a report or otherwise document the balance results, click either the Excel or PDF button in the upper right-hand corner.



Finding Budget Balances for Projects Using the Grant Profile and Grant Details Tabs

Overview

The Grant Profile and Grant Details tabs in InfoPorte show you the budget balances and spend totals for your projects. The information shown on each tab varies, with the Grant Profile showing a high-level view and the Grant Details showing a detailed one.

Grant Profile Tab

The Grant Profile tab shows a total budget and available balance, along with total direct and indirect life-to-date expenses. It also displays spending alerts for your projects to give notice when a project is about to expire, or if you're spending too fast or too slowly. If you want to see a list of all projects by principal investigator or sponsor, this is a good report to use.

Grant Details Tab

The Grant Detail tab displays balances in detail, using the same format as the OSR Ledger rollups screen. And like the rollups screen, you can click an account link to see the transactions that make up the balance total.

But unlike the rollups screen, the Grant Details tab also shows a wealth of details about your project including:

- project sponsor
- principal investigator (PI)
- project team members
- OSR financial reporter
- project start and end dates
- KK start and end dates
- milestones
- status
- F&A type and percentage
- invoice frequency
- personnel details listing a salary and effort breakdown for each person working on the grant

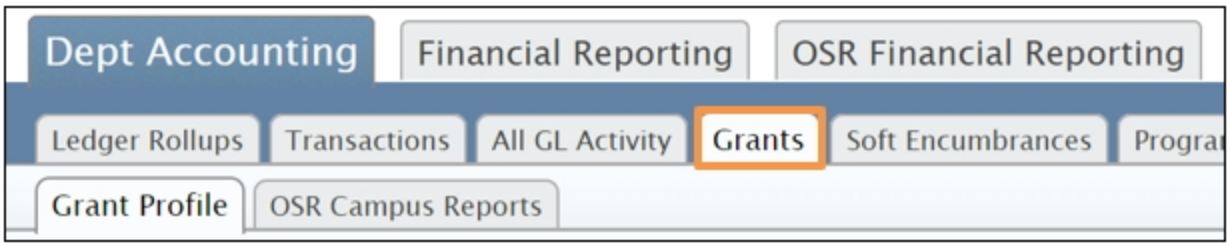
Steps - Finding Budget Balances for Projects Using the Grant Profile Tab

Follow these steps:

1. Log into InfoPorte, and then open the Finance application by clicking on the **Finance** button.

2. Choose this menu option:

   Finance Menu > Dept Accounting > Grants > Grant Profile



   Result: The system displays the Grant Profile tab.

   Note: The system automatically returns results with all projects in the system, not just those you're working on. This screen isn't restricted by department security.

Grant Profile Tab

3. Fill in the search fields.

   - The best fields for searching are either the project or PI fields.

In this field:	Do the following:
Project	Project identifies a unique ID assigned by either OSR for a grant or Accounting Services for a capital improvement project. Enter the project code for the project you want to see balances for.
Contract	If you want to see all the projects associated with a contract, enter the contract ID.
Start Date	Start Date identifies the Project Start Date. Enter the project start date to see all projects that begin on or after this date.

In this field:	Do the following:
Status	An award, also called a grant, can have one or more projects associated with it. Each project has one of six statuses: • **Approved** - A project in an award proposal that was approved in RAMSeS and sent to ConnectCarolina. OSR hasn't generated the award yet, or set up the project in ConnectCarolina. • **Budgeted** - This field is not currently used at UNC. • **Closed** - A project that is closed in ConnectCarolina, or one that hasn't started yet because it's being paid for under a Letter of Guarantee (LOG) by the department in charge until the sponsor decides whether to approve the award. • **Forecasted** - This field is not currently used at UNC. • **Hold** - This field is not currently used at UNC. • **Open** - An active project that can have expenses posted to it. • **Ended** - No new requisitions or purchase orders are allowed. • **Reporting** - This is for OSR Central Office use only. By default, all statuses except Closed are checked. As a general rule, leave the default settings. If you want to see Closed or LOG projects, check the Closed status.
PI	The name of the principal investigator leading the research. Enter the PI name to see all projects he or she is working on.
Sponsor	The name of the sponsor funding the research. Enter the name of the sponsor or its 4-digit code to see all projects it funds.
End Date	The end date is the Project End Date, which is the last day allowable charges should be entered against a project. Charges entered after this date may require a cost transfer. **Note**: The project end date differs from the KK end date, which provides a 75-day window after the project end date for charges to be processed. Non-personnel transactions must pass budget checking by the KK date to avoid a Budget Date Out of Bounds error. Enter the end date to see all projects that end on or before this date.

In this field:	Do the following:
Department	This department field is the prim department, which identifies the department the award was given to. This can sometimes be a parent-level department, and not the same as the department managing the project. For example, it's possible that a grant was awarded to department 426801, the Lineberger Comprehensive Cancer Center (LCCC). But a project created under the award is managed by department 426806, the LCCC Clinical Trials. The department number contains six digits, and the first three specify the high-level organizational unit. A list of department ranges is found in the Chartfield Structure reference. Only enter a department number if you want to see all projects created under grants awarded to that department. Otherwise, enter the project ID or other search criteria to find your project. **Important**: If a project has a different department ID than the prime award department, you cannot enter the project's department ID in this field. If you do, you won't see the project in the results.

4. Use the **Show Alerts** and **Show Projected** toggle buttons to control whether the search results display this information. By default, the Show Alerts toggle is off, and the Show Projections toggle is on. For more on the alerts, see *Understanding Grant Alerts, page 35*

   Note: The personnel projects are calculated based on the fiscal year, not the funding end date. Therefore, most of the time for OSR funds, the personnel expense is inflated.

5. Click the **Search** button.

   Result: The system displays the following:

   - a summary line for each project you chose
   - grant alerts showing how fast you're spending the money or whether the funds are depleted.

6. Review the grant alerts.

7. If you need to export the results, click the Excel or PDF icon on the right.

8. To see the balance of a specific grant, click the project number link.

Project	Prime PI	Project Start Date	Project End Date	Status	Budget
5047153 - Healing and Hope Through Scien	[illegible]	5/1/2013	4/30/2016	O - Open	200,000.00

Show 25 entries Showing 1 to 1 of 1 entries

Result: The system displays the Grant Details page for that project.

Grant Details Tab

1. Review the details of the grant.

Note: Portions of the screen are shown below due to space constraints.

Grant Profile | Grant Details

Project Details

Project ID	5047153	Project Start Date	5/1/2013
Project Description	Healing and Hope Through Scien	KK Begin Date	5/1/2013
Project Type	N–PFT – Nonprofit	Processing Status	–
Prime Award Department	525000 – NC Botanical Garden		
Rebudgetary Allowability	(000) No rebudgeting allowed	Prime/Sub Indicator	Prime
Invoice Frequency	(04) Annual	Prime Project Start Date	5/1/2013
OSR Post-Award Administrator	Megan Chaney (708677689)	OSR Financial Reporter	Dawn DiLel

2. Scroll down to the Rollup Details section to review the budget balances.

Ledger Totals

	Budget	Pre-Encumbered	Encumbered	Actuals LTD	Available Balance	Actuals YTD	Actuals MTD
Direct Total	154,978.00	0.00	0.00	152,040.84	2,937.16	0.00	0.00
Indirect Total	6,500.00	0.00	0.00	5,739.16	760.84	0.00	0.00
Project Sponsor Expense Total (Direct plus Indirect)	161,478.00	0.00	0.00	157,780.00	3,698.00	0.00	0.00
Grand Total (Project Sponsor Expense plus Cost Share)	161,478.00	0.00	0.00	157,780.00	3,698.00	0.00	0.00

Ledger Group: OSR - Business Unit: UNCCH - Business Unit PC: CHOSR - Fund Code: 25236 - Source: 49200 - Department: 525000 - Project ID: 5047153

Account	Budget	Pre-Encumbered	Encumbered	Actuals LTD	Available Balance	Actuals YTD	Actuals MTD
510000 Personnel Cost Budget	147,388.08	0.00	0.00	0.00		0.00	0.00
511120 EHRA Non Teach On Campus	0.00	0.00	0.00	121,865.16		0.00	0.00
514120 Non Student Temp Wages	0.00	0.00	0.00	24,294.36		0.00	0.00
514210 Non Student Temp OT Wages	0.00	0.00	0.00	63.75		0.00	0.00
514910 Bonus Incentive Wages	0.00	0.00	0.00	410.03		0.00	0.00
Subtotal 510000 Personnel Cost Budget	147,388.08	0.00	0.00	146,633.30	754.78	0.00	0.00
515000 Fringe Benefits Budget	45,551.92	0.00	0.00	0.00		0.00	0.00
515120 Social Security-OASDI	0.00	0.00	0.00	8,179.80		0.00	0.00
515130 Social Security-Hospital Insur	0.00	0.00	0.00	1,913.03		0.00	0.00
515210 State Retirement	0.00	0.00	0.00	2,481.25		0.00	0.00
515410 ORP-TIAA Retirement	0.00	0.00	0.00	4,661.24		0.00	0.00
558914 Misc Services/Obligations	0.00	0.00	0.00	85.50		0.00	0.00
Subtotal 558900 Services Budget	0.00	0.00	0.00	85.50	-85.50	0.00	0.00
559152 Conversion Cost Sharing	0.00	0.00	0.00	0.00		0.00	0.00
Subtotal 559152 Conversion Cost Sharing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
568795 Restrict Fund Res	0.00	0.00	0.00	0.00		0.00	0.00
Subtotal 568795 Restrict Fund Res	0.00	0.00	0.00	0.00	0.00	0.00	0.00
569471 Grants-Oth Contract/Grant	4,575.00	0.00	0.00	0.00		0.00	0.00
Subtotal 569471 Grants-Oth Contract/Grant	4,575.00	0.00	0.00	0.00	4,575.00	0.00	0.00
527510 Printing and Binding Design	0.00	0.00	0.00	463.00		0.00	0.00
558311 Nonlibrary Subscriptions	0.00	0.00	0.00	96.00		0.00	0.00
569471 Grants-Oth Contract/Grant	0.00	0.00	0.00	5,292.60		0.00	0.00
Subtotal	0.00	0.00	0.00	5,851.60	-5,851.60	0.00	0.00
Direct Total	200,000.00	0.00	0.00	200,000.00	0.00	0.00	0.00

Click any account link to open the Transactions tab and see the detailed transactions that make up the balance. To return to the Grant Detail screen, click the project link.

3. Scroll to the Personnel Details section to review salary amounts paid for by the grant and by cost share.

   Note: Data in the Personnel Details pulls from a completed ePAR fund swap in ConnectCarolina. If you cannot enter a fund swap to get an employee's sources current, due to end dates that haven't been extended, or combo code errors, or another issue, then the personnel details won't be correct.

Personnel Details

Name	Grant Amount	Grant %	Cost Share Amount	Cost Share %	Effort Total %
[illegible]	16,498.00	60.8%	1,202.00	4.4%	65.3%
Totals	*16,498.00*		*1,202.00*		

* The start date for the Salary Paid column is 10/1/2014 due to Peoples

** Temp Employee effort is not available at this time.

Column Definitions

Grant Amount = Total amount of annual salary that will be paid for by grant (sponsor funds)

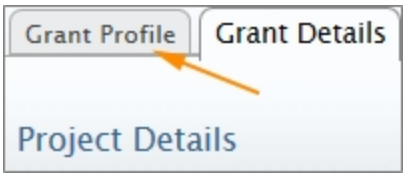
Grant % = Percentage of salary that will be paid for by grant (sponsor funds)

Cost Share Amount = Total amount of annual salary that will be paid for by cost share (University funds)

Cost Share % = Percentage of salary that will be paid for by cost share (University funds)

Effort Total % = Annual total effort on grant

4. If you want to review another grant, click the **Grant Profile** tab.



Result: The system returns to the Grant Profile tab.

5. Do one of the following:

- Click a different project link in the search results, if multiple projects are shown.
- Search for a new grant, and click the project link.

Understanding Grant Alerts

InfoPorte displays grant alerts by default on the far right side of the Grant Profile page. The alerts highlight how quickly or slowly you're spending money on a grant, whether the money is exhausted, or if a grant is nearing its end date. You can use them as a quick tool to monitor your grant spending.

Note: If you don't want to see the alerts, click the **Show Alerts** toggle to remove them.

PI

Sponsor

End Date

Department (show all)

Search Clear

Show Alerts Show Projected

Project	Prime PI	Project Start Date	Project End Date	Status	Budget
4027397 - PROTOCOL C014001	DENNY, MARY	7/11/2007	7/10/2010	O - Open	311,519.94
5031231 - SUBACCT:CORE A	KENTON, MICHAEL	4/5/2011	3/31/2016	O - Open	1,790,164.87
5033069 - BK Virus: Its role in BLL Caus	ABBOT-CLEARY, BEVERLY	9/1/2012	8/31/2015	O - Open	398,120.00
5033187 - MRI Study Infants at Risk for	PERRY, MATT	9/4/2012	5/31/2016	O - Open	2,027,011.95

Expenses (Direct)	Expenses (Indirect)	MTD Expenses	Encumb	Pre-encumb	Balance (Direct only)	Balance	Alerts
246,454.17	65,067.17	0.00	0.00	0.00	-1.40	-1.40	
980,025.82	457,405.10	-290.37	0.00	0.00	238,479.39	352,733.95	
276,853.99	130,295.93	-116.13	0.00	0.00	-7,382.99	-9,029.92	
1,072.38	514.75	-10.09	0.00	0.00	1,923,456.57	2,025,424.82	

The legend below describes what each alert icon means.

Label		Meaning
	Expires in 30 Days - Project End Date	The project is close to reaching the end of its Project End Date or KK End Date. Alerts show 30 days, 60 days, 90 days and 120 days prior to expiration.
	Expires in 30 Days - KK End Date	
	Depleted	The project funds are exhausted.
	Burn Rate Too Slow	The "ideal" burn rate is one that brings a grant balance to zero exactly when its project year expires. The ideal rate, or average daily spend, is calculated by taking a project budget amount and dividing it by project days. If the actual burn rate is 30% higher or lower than the ideal, an alert displays.
	Burn Rate Too High	

Project End Date and KK End Date Definitions

The alerts work off the Project End Date and the KK End Date, both of which are displayed on the Grant Details page of each grant. It's helpful to have a clear understanding of what each date means when using alerts as a monitoring tool.

Here are their definitions:

- **Project End Date (PT)** - The project end date, listed as PT in the alert, is the last day allowable charges should be entered against a project. OSR reviews expenses processed after this date to decide if they can be charged to the project. If not, they require a cost transfer. **Note**: The system won't stop you from entering charges past this date.

- **KK End Date (BY)** - The KK end date, listed as BY or budget year on the icon, provides 75-day window after the project end date for charges to be processed. The original transaction should have been incurred on or before the project end date. Non-personnel transactions must pass budget checking by the KK date to avoid a *Budget Date Out of Bounds* error.

Finding Revenue and Expense Transactions

Overview

The **Transactions** tab in InfoPorte shows revenue and expense transactions that have passed budget checking in ConnectCarolina.

There are two way to use the Transactions tab:

- If you want to see the transactions that make up a specific account balance, click a link for the account (or entire chartfield string) from the Ledger Rollups tab. This brings you to the Transactions tab showing a list of the transactions that make up the account balance.
- If you want to see something other than the transactions for a specific account balance, such as "all vouchers to Staples", then search from the Transactions tab directly.

Important! The key to finding the transactions you want is to enter the correct filters. This procedure emphasizes what filters to enter.

Related Reference

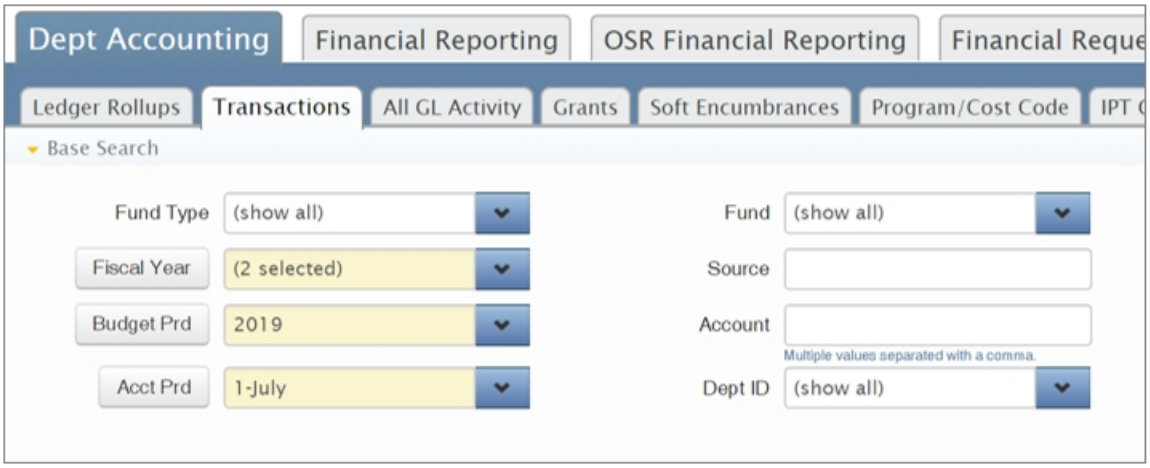
- To find budget balances, see *Finding Budget Balances for State, Trust, and F&A, page 17.*

Steps - Finding Transactions

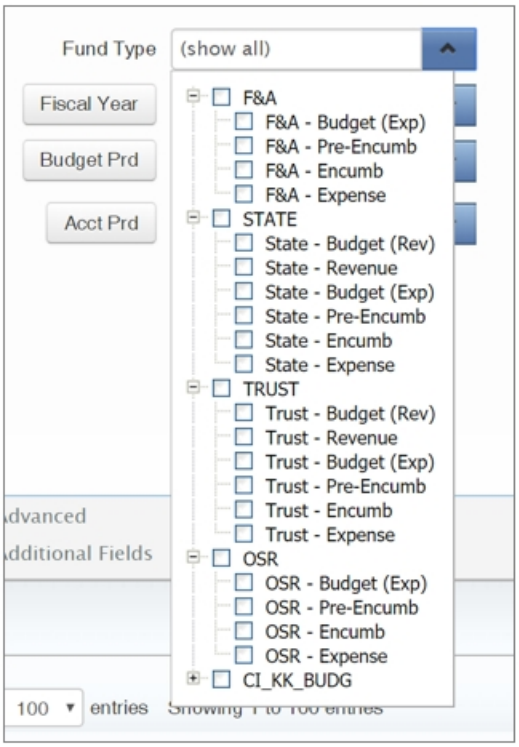
Follow these steps to find transactions in InfoPorte:

1. Choose this menu option: Finance Dept Accounting > Transactions

   Result: The system displays the Transactions tab.



2. In the **Fund Type** field, select the fund type and ledger combination for the transactions you want.



Ledger	Type	Transactions
F&A - Budget (Exp)	Expense	Budget journals and transfers
F&A - Pre-Encumb	Expense	Purchase requisitions
F&A - Encumb	Expense	Purchase orders
F&A - Expense	Expense	All expenses
State - Budget (Rev)	Revenue	Budget journals and transfers
State - Revenue	Revenue	Deposits and other income
State - Budget (Exp)	Expense	Budget journals and transfers
State - Pre-Encumb	Expense	Purchase requisitions
State - Encumb	Expense	Purchase orders
State - Expense	Expense	All expenses
Trust - Budget (Rev)	Revenue	Budget journals and transfers
Trust - Revenue	Revenue	Deposits and other income
Trust - Budget (Exp)	Expense	Budget journals and transfers

Ledger	Type	Transactions
Trust - Pre-Encumb	Expense	Purchase requisitions
Trust - Encumb	Expense	Purchase orders
Trust - Expense	Expense	All expenses
OSR - Budget (Exp)	Expense	Budget journals and transfers
OSR - Pre-Encumb	Expense	Purchase requisitions
OSR - Encumb	Expense	Purchase orders
OSR - Expense	Expense	All expenses

3. The default for the fiscal year is the current fiscal year. Change this default if the transactions you are looking for are in a different fiscal year.

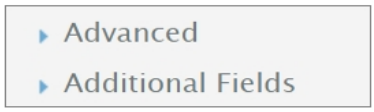
4. The default for the budget period is the current budget period. Change the default if the transactions you are looking for are in a different budget period.

5. The default for the accounting period is the current account period only. This is different from the Ledger Rollups tab, where the default is all accounting periods year-to-date selected.

   Select more or different accounting periods based on the transactions you want.

6. Enter the chartfield strings according to the transactions you are looking for. For example, if you are looking for expenses for a trust fund, enter the source; for a project, enter the Project ID, and so on.

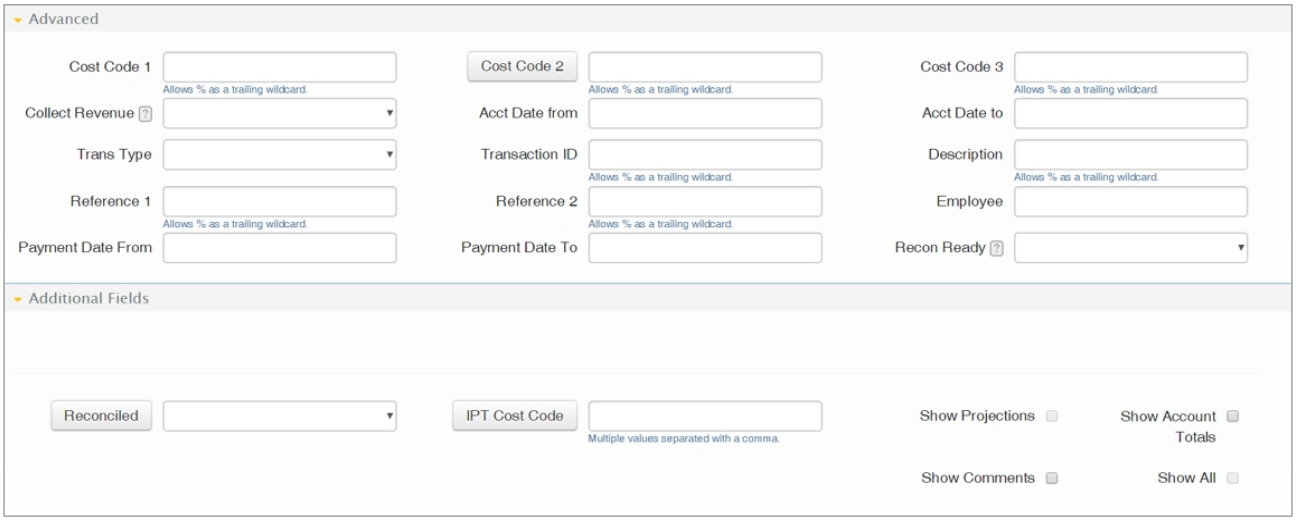
7. Click the **Advanced** button to see the advanced filters.



8. Enter filters in the Advanced section according to the transactions you are looking for.

   Notes:

   - The **Trans Type** field helps to narrow down the type of transaction. See *Key fields by transaction, page 42* for the trans type for each transaction.
   - The Trans Type, Trans ID, Description, Reference 1, and Reference 2 fields are different for each transaction type. See *Key fields by transaction, page 42*.
   - The **Collected Revenue** field is only used by GA, OSR Central Office, and Housing
   - The **Show Projected** field allows you to see projected personnel expense.



9. Once you have entered the filters you want, click the **Search** button.

   Results: The system displays the transactions according to the filters you entered. There are 28 columns in the search results.

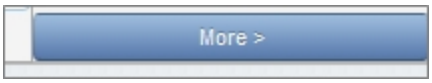
   The Description, Trans Type, Trans ID, Reference 1, and Reference 2 field have different values depending on the type of transaction. See *Key fields by transaction, page 42*.

Bus Unit	Ledger	Fund	Source	Dept ID	Account	Project	Program	Cost Code 1	Cost Code 3
UNCCH	TRST_EX_EX	29519	19018	506000	522927		PPA00	PPA1200000	PPA1200000
	Acct Total								
UNCCH	TRST_EX_EX	29519	19018	506000	522928		PPA00	PPA1100000	PPA5100000

Description	Trans Type	Trans ID	Reference 1
0000067945_TICKLE THE SLEEPING GIANT INC	AP_VOUCHER	50570102_2016/0301	0000115125_14-MAR-2016
0000009740_CHRIS VITIELLO	AP_VOUCHER	50550695_106	893857_16-MAR-2016

Reference 2	Amount	Recon Ready?	Reconciled	Acct Dt
	250.00	Y		3/10/2016
	250.00			
	300.00	Y		3/1/2016

10. Click the **More** button.



Result: The InfoPorte cost code fields and associated comments appear.

Acct Dt	IPT Cost Code	Comments
3/4/2016		
3/4/2016		

Key fields by transaction

Expense Ledger Transactions

Trans Type	Transaction	Description	Trans ID	Reference 1	Reference 2	For More Information
AP VOUCHER	Campus Voucher	Vendor ID Vendor Name	Voucher ID Invoice ID	Payment Reference ID Payment Date	Not Used	Viewing Voucher Statuses quick reference card
	Travel Voucher	Vendor ID Vendor Name	Voucher ID Travel ID Invoice #	Payment Refernce ID Payment Date	Not Used	Travel Vouchers student guide
	Purchase Req after Expensed	Vendor ID Vendor Name	Voucher ID Invoice ID	Payment Refernce ID Payment Date	PO ID_Requisition ID	Purchase Order Inquiry quick reference card
	Purchase Order after Expensed	Vendor ID Vendor Name	Voucher ID	Payment Refernce ID Payment Date	Requisition ID	Purchase Order Inquiry quick reference card
GL JOURNAL	Campus Journal	Journal Line Description (if there is	Journal ID JournalDate	Ref from Journal Line (if there is one)	Not Used	Campus Journals student guide ("Journal Inquiry" Chapter)

		one)				
	File Uploads (EX: CBM)	See Billing Expense Table	See Billing Expense Table	See Billing Expense Table	Not Used	Bill Presentation quick reference card
HR_Payroll	Payroll Expenses	Emp Last Name, Firest Name	Run Date Seq	PID	Journal ID_Journal linenumber	Guide to HR/Payroll Reporting webpage
PO_ENC	Purchase Order before Expensed	Vendor Id Vendor Name	PO ID	Not Used	Requisition ID	Purchase Order Inquiry quick reference card
REQ_PREENC	Purchase Requisition	Not Used	Requisition ID	Not Used	Not Used	Purchase Order Inquiry quick reference card

Budget Ledger Transactions

Trans Type	Transaction	Description	Trans ID	Reference 1	Reference 2	For More Information
GL_BD_JRNL	Budget Journals & Budget Transfers	Long Description (if there is one)	Journal ID_ Journal Date	Ref Line From Budget Journal (if there is one)	Journal Line Description From Budget Journal	Campus Budgets student guide ("Running a Budgets Overview Inquiry" Chapter)

Recognized Revenue Ledger Transactions

Trans Type	Transaction	Description	Trans ID	Reference 1	Reference 2	For More Information
AR_MISCPAY	Deposits	Not Used	Deposit Unit_ Dep ID	Not Used	Not Used	University Deposits student guide ("Viewing a University Deposit & Attachments" Chapter)
GL_Journal	Revenue (EX: Gift or Money Market Allocation)	Description of the Income Source	Journal ID_ Journal Date	Journal Refernce	Not Used	Campus Journals student guide ("Journal Inquiry" Chapter)

Payroll Projections

Trans Type	Transaction	Description	Trans ID	Reference 1	Reference 2	For More Information
HR_PROJECTIONS	Payroll Projections	Emplyee Last Name, First Name	Not Used	PID	Combo Code_Pay End Date	Understanding Salary Projections document

Billing Area Expenses

Charge	Trans Type	Description	Trans ID	Reference 1	Reference2
CABS	GL_ JOURNAL	Traveler Name	CAB151023_ 28-OCT-2015	C567124	
University Mail Services	GL_ JOURNAL	UNIVERSITY MAIL SERVICES	1422:UMS_ 29-JAN-2016		
eCommerce (FEDEX, AirGas, Fisher, Mini Storeroom)	GL_ JOURNAL	FEDEX, AIRGAS, etc.	1132:ECD_ 22-NOV-2015		
PCard	GL_ JOURNAL		PCD201516_ 30-NOV-2015		
Carolina Inn	GL_ JOURNAL	Room Food/Non-Alcoholic Bev	1468:INN_22 - Feb-2016	5409524	
Facilities	GL_ JOURNAL	Facilities Billing Services	0000133507_ 23-NOV-2015		
Carolina Copy	GL_ JOURNAL	Machine R10952 B&W	1291:CCC_ 19-JAN-2016	74041	
Telecom	GL_ JOURNAL	Telecom Equip Rental	GL1115T001_ 23-NOV-2015		
Computer Repair Center	GL_ JOURNAL	CRC Tkt 132222 RFS Tkt 3156643	1465:CRC_ 22-FEB-2016 1066:OC1_02-NOV-2015	132222	
Student Stores	GL_ JOURNAL	Dept Charges at SS	1248:SSC_22-DEC-2015	S315703170	
Environmental Healthand Safety	GL_ JOURNAL	IMMUNIZATION REVIEW	1254:EHS_ 22-DEC-2015	2015894	
Iron Mountain Annual Renewal	GL_ JOURNAL	ITS Software Acq. Billing	1341:BKP_ 22-JAN-2016	SACCD00006	
Carolina Dining Services	GL_ JOURNAL	Carolina Dining Services	1075:AUX_ 06-NOV-2015	24226	
Public Safety-Parking (PRK)	GL_ JOURNAL	MOREHEAD PAYLOT RESERVATION	1451:PRK:22-FEB-2016		
Printing	GL_ JOURNAL	SOG Nametags 8-25-15	1129:PRT_22-NOV-2015	4095	
FridayCenter	GL_ JOURNAL	25037	1339:FRI_22 - JAN-2016	FC25037	
Remedy Annual Maintenance	GL_ JOURNAL	Remedy License Maint Billing	1227:RFS_22-DEC-2015	3137852	
Laundry Services	GL_ JOURNAL	3745	868:LSV_13 - AUG-2015	3745	

Payroll Transactions

The Transactions tab shows Salary Projections and Salary Expenses. There are also HR Payroll reports that show this information.

In the Advanced search section, if you search by:	The results equal:
• Trans Type: HR Projection Trans Type HR_PROJECTION • Show Projections: Yes Show Projected ? Yes	HR Salary Projections Report
• Trans Type: HR Payroll Trans Type HR_PAYROLL • Show Projections: No Show Projected ? No	Earnings Distribution Report

Viewing Soft Encumbrances

Overview

Soft encumbrances are earmarks for future expenses and receivables that you create and view in InfoPorte. For more details on soft encumbrances, along with the difference between soft encumbrances and pre-encumbrances, see Entering Soft Encumbrances.

You can look up soft encumbrances in InfoPorte in two places:

- the Soft Encumbrances tab shows all soft encumbrances in the system and has a limited number of fields to search on. Although you can search by fund, source, department, project, and program, you cannot search by account.
- the Transactions tab shows soft encumbrances that haven't expired if you choose to display transactions with soft encumbrances. The tab has many search fields including account number.

Note: You can see balances with soft encumbrances included on any of the Ledger Rollups tabs. See Viewing Balances with Soft Encumbrances.

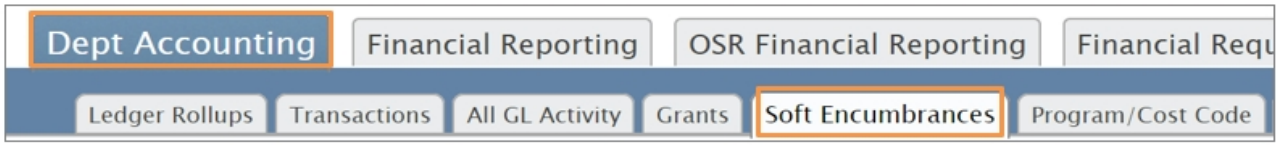
Steps - Viewing Soft Encumbrances

Viewing Soft Encumbrances on the Soft Encumbrances Tab

Follow these steps:

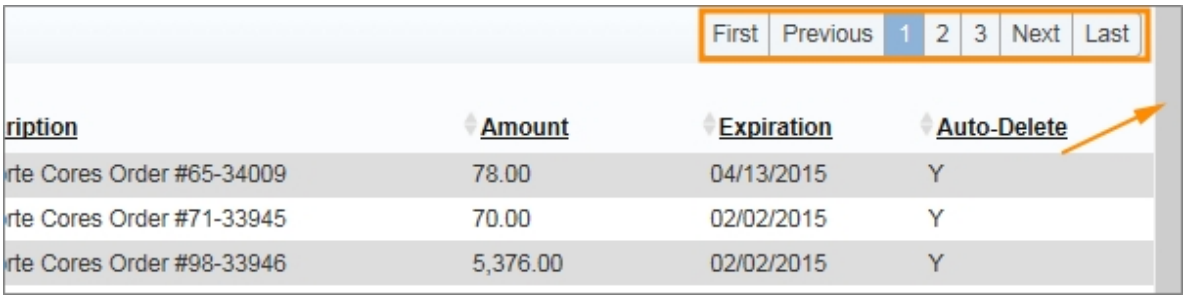
1. Begin this procedure by logging into InfoPorte, then opening the Finance application by clicking on the Finance button.
2. Choose this menu option on the Finance Menu:

   Finance Menu > Dept Accounting > Soft Encumbrances



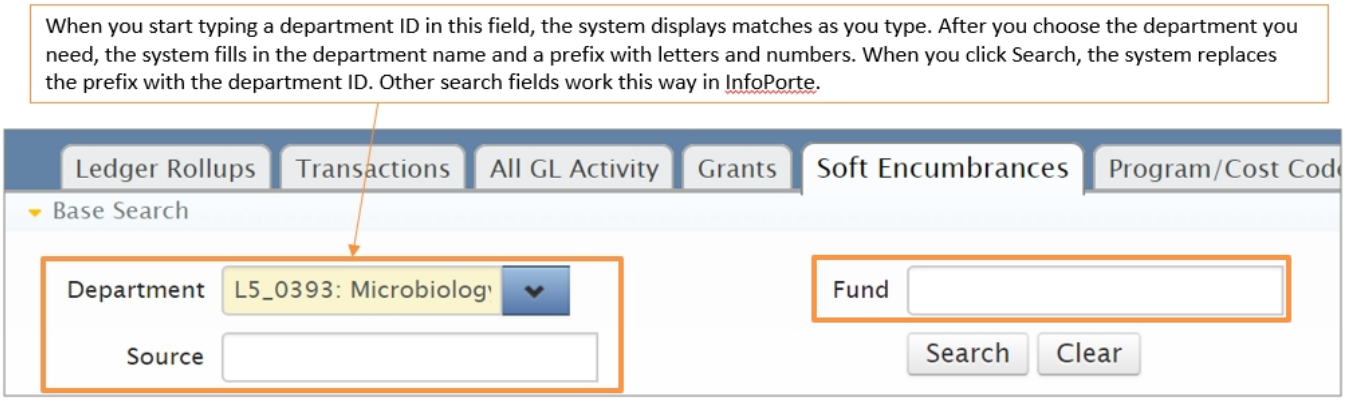
   Result: The system opens the Soft Encumbrances tab and shows all soft encumbrances in the system that you have access to through your user profile.

3. Navigate through the list using the vertical scroll bar or navigation buttons.



4. Fill in any of the search fields to find soft encumbrances for your department or a specific source or fund:

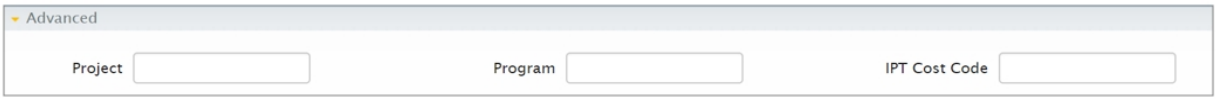
In this field:	Do the following:
Department	Enter the department that the soft encumbrance was created for.
Source	Enter the source that the soft encumbrance was created for.
Fund	Enter the fund that the soft encumbrance was created for.



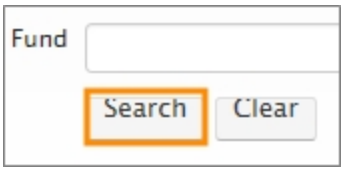
5. If you need more search fields, click on the **Advanced** button.

6. If you want to search by project ID, program ID, or InfoPorte code code, complete the fields. Otherwise, skip this step.

In this field:	Do the following:
Project	If the soft encumbrance is for a contract or grant, or cost share on a contract or grant, enter the code for the project that the soft encumbrance was created for.
Program	If your department budgets by program, enter the code for the program that the soft encumbrance was created for.
IPT Cost Code	If you're also using InfoPorte cost codes to track spending for the transactions you're soft encumbering, enter the cost code. **Note:** You can only enter cost codes created in InfoPorte, not in ConnectCarolina.



7. Click on the **Search** button.



Result: The system narrows the results list based on your search criteria.

Viewing Soft Encumbrances on the Transactions Tab

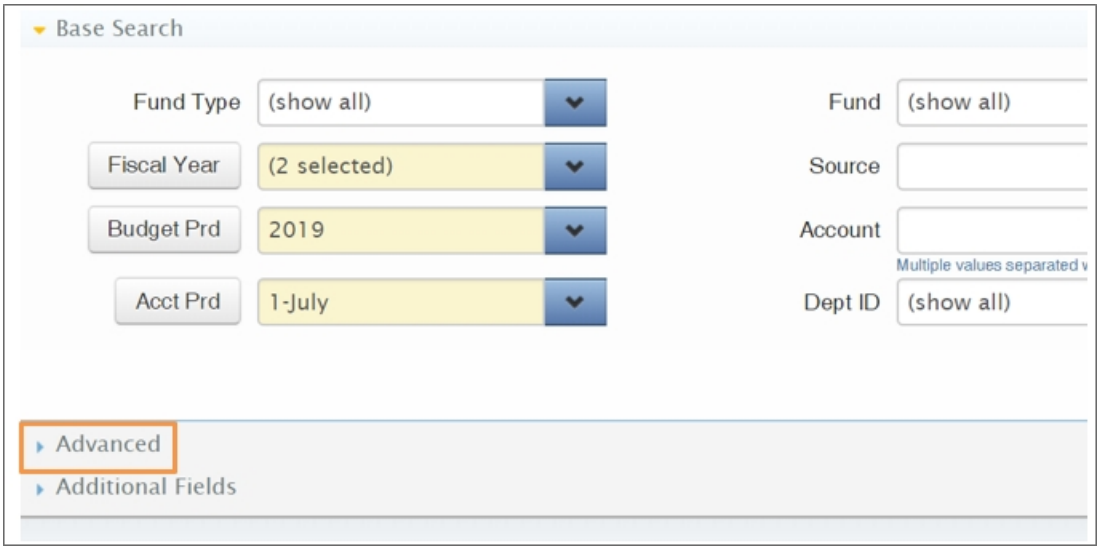
Follow these steps:

1. Choose this menu option:

   Finance Menu > Dept Accounting > Transactions

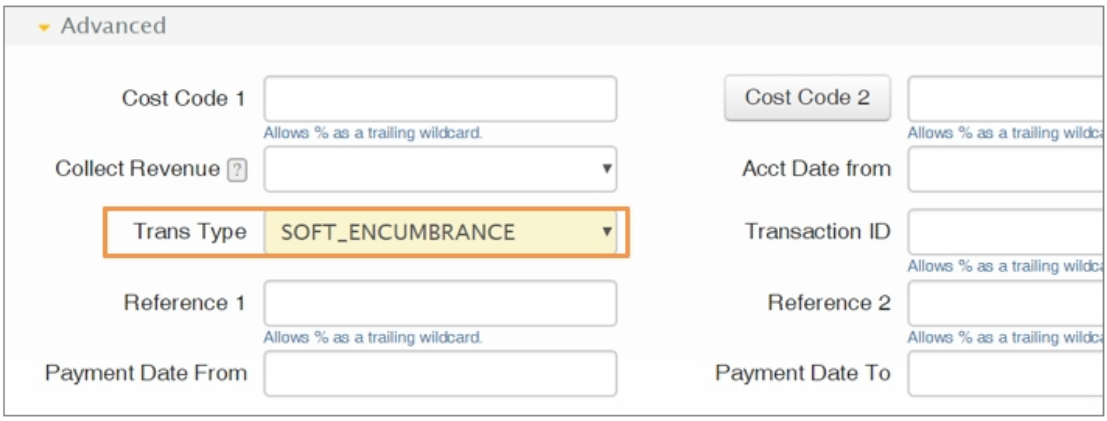
   Result: The system opens the Transactions tab.

2. Click on the **Advanced** button.



Result: The system displays the Trans Type and other search fields.

3. Click in the Trans Type field, and choose **SOFT_ENCUMBRANCE**.



4. Click on the **Search** button.

Result: The system displays any unexpired soft encumbrances that match your search criteria.

Viewing Budget Balances with Soft Encumbrances

Overview

You can look up your budget balances with soft encumbrances included to get a more accurate picture of how much money you really have. For example, if you know that you'll travel to a conference several months from now for a project, you can create a soft encumbrance in InfoPorte for the conference. When you look at your balances for that project in InfoPorte, you have the option to include soft encumbrances to get a more accurate picture of your available balance.

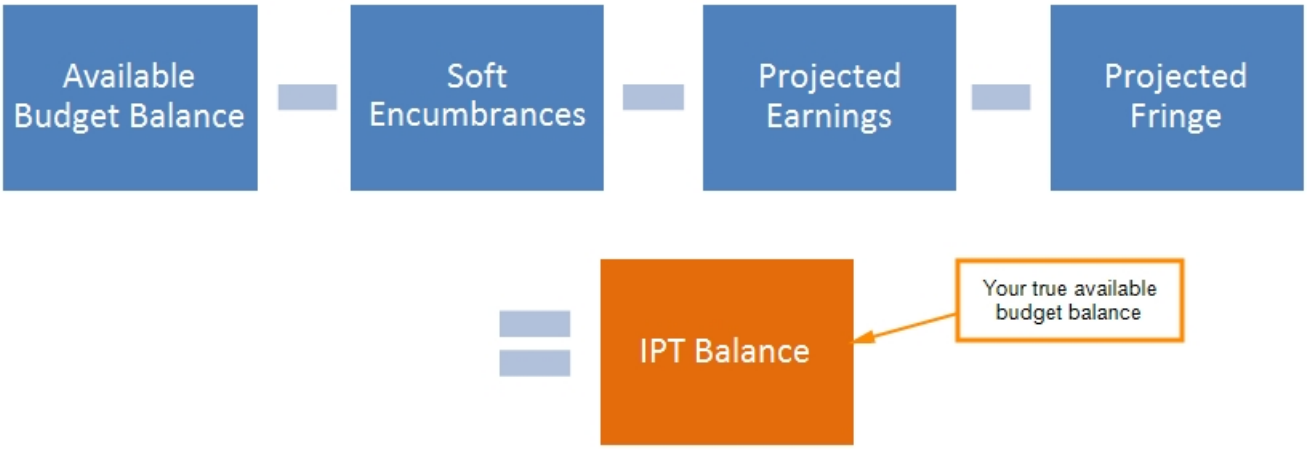
> **Note:** Soft encumbrances are different from pre-encumbrances. For more information on the difference between soft encumbrances and pre-encumbrances, see *Entering Soft Encumbrances*.

You show soft encumbrances in your budget balances by checking the Show Projections box on any Ledger Rollups screen. The system displays a standalone column for soft encumbrances, and includes the soft encumbrance amount in the IPT Balance column.

If you check the Show Projections box you can display the amounts for projected earnings and projected fringe in separate columns which is reflected in the IPT Balance column too. Projected earnings for UNC permanent and temporary employees, and projected fringe (employer-paid benefits and taxes), are calculated by a salary projection tool. In April 2015, these two projections replaced the personnel encumbrances formerly calculated in ConnectCarolina.

When you subtract soft encumbrances, projected earnings and fringe from your available budget balance, you get, in effect, the true available budget balance, as shown below.

The IPT Balance



Steps - Viewing Balances with Soft Encumbrances

Follow these steps:

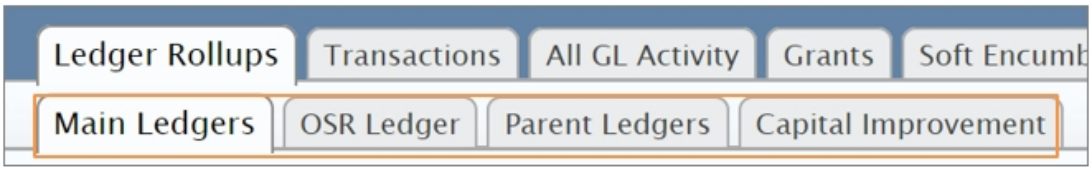
1. Begin this procedure by logging into InfoPorte, then opening the Finance application by clicking on the Finance button.

2. Choose this menu option:

   Finance Menu > Dept Accounting > Ledger Rollups

3. Choose one of the tabs to see the budget balances you need:

This tab:	Displays:
Main Ledgers	State, F&A (Facilities and Administrative) and Trust budget balances
OSR Ledger	contracts and grants budget balances
Parent Ledgers	State and F&A Parent funds budget balances
FAMODET	Campus Services and Facilities Services department funds budget balances
Capital Improvement	Capital Improvement budget balances



Ledgers Tab

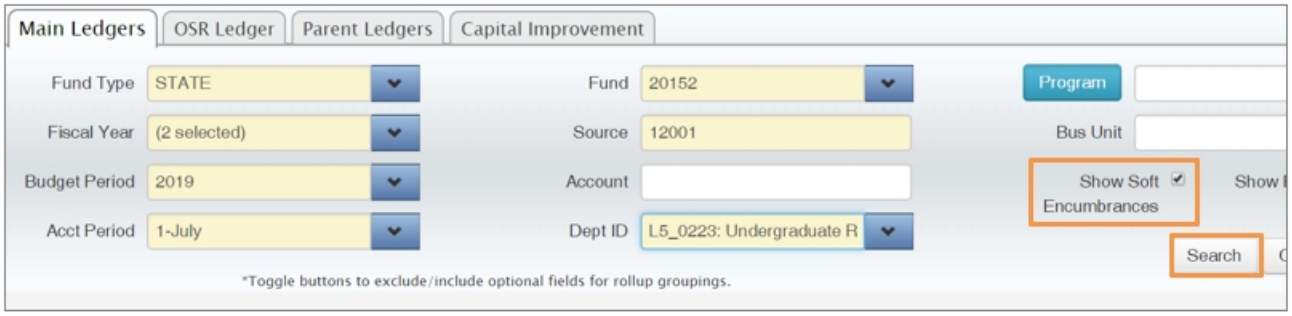
4. Complete one or more search fields:

   Note: The system shows you different search fields, depending on which ledger tab you chose.

In this field:	Do the following:
Fund Type	• If you're on the Main Ledgers tab, mark the checkbox by the F&A, State or Trust ledger, based on what you want to see. • If you're on the Parent ledger tab, mark the checkbox by the F&A_PAR or the State_PAR ledger, based on what you want to see. • If you're on any other tab, the system displays the default ledger. You don't need to mark any checkboxes.
Fiscal Year	Leave the values that the system displays, or mark the checkboxes for the fiscal years you need. **Note:** For OSR funds, three fiscal years are displayed so you can see the life-to-date balances.
Budget Period	Leave the values that InfoPorte displays, or mark the checkboxes for the budget periods you need. **Note:** The Budget Period field isn't displayed on the OSR ledger tab because the budget period is not relevant for getting life-to-date balances.
Acct Period	Mark the proper accounting period. **Notes:** • If you are checking your balance throughout the month, choose the current month. It is very difficult to check balances throughout the month because balances change often. • Accounting periods align with the fiscal year, so accounting period 1 is for July, accounting period 2 is for August, and so on through accounting period 12 for June.
Dept ID	Enter the department you want to see a balance for.
Source	Enter the source that you want to see a balance for.
Account	Leave this field blank. If applicable, the system displays results organized by either the rollup or detailed account number, depending on which type of fund you're searching for.
Program	Leave this field blank. If you enter a program, the system does not return accurate results for soft encumbrances.
Show Soft Encumbrances	Check this box to show soft encumbrances and reflect them in your balances.
Show Projections	Check this box to show projected earnings and fringe and reflect them in your balances.

In this field:	Do the following:
Bus Unit	The business unit represents the UNC Chapel Hill schools and divisions, UNC General Administration, and foundations. Enter the business unit for the balance you want. Possible values include: • **uncch** for University transactions • **uncga** for General Administration transactions • **chXXX** for foundation transactions. Each foundation has its own business unit. Most begin with CH, and are followed by three letters identifying the foundation, such as CHBUS for the Business Foundation and CHLAW for the Law School Foundation. **Note:** Based on your user profile, the system may fill in this value for you. Change the value if necessary.
Fund	Enter a fund that you want to see a balance for. **Note:** For F&A and Trust funds, enter the rollup level fund even if the soft encumbrance was created at a detail fund level. F&A and Trust funds are budgeted at the rollup level. If you enter a detail fund, you won't see results. For example, enter 27100 for F&A, or 29100 for unrestricted trusts.
Project	Enter a project code you want to see a balance for.

5. Click the **Search** button.



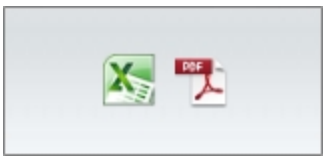
Result: The system displays your budget balances with soft encumbrances included in the IPT Balance column. The soft encumbrances alone are shown in the Soft-Encumb Amt column. The grand total is displayed at the bottom.

6. Review the balances.

Budget	Pre-Encumbered	Encumbered	Actuals	Available Balance	Soft Encumbered	IPT Balance
78,000.00	0.00	0.00	0.00		0.00	
0.00	0.00	0.00	0.00		0.00	
0.00	0.00	0.00	0.00		0.00	
78,000.00	0.00	0.00	0.00	78,000.00	0.00	78,000.00
42,404.00	0.00	0.00	0.00		0.00	
0.00	0.00	0.00	1,628.04		0.00	
42,404.00	0.00	0.00	1,628.04	40,775.96	0.00	40,775.96
15,000.00	0.00	0.00	0.00		0.00	
0.00	0.00	0.00	728.42		0.00	
15,000.00	0.00	0.00	728.42	14,271.58	0.00	14,271.58
0.00	0.00	0.00	19.54		0.00	
0.00	0.00	0.00	19.54	-19.54	0.00	-19.54
143.39	0.00	0.00	0.00		0.00	
0.00	0.00	0.00	116.21		0.00	
0.00	0.00	0.00	27.18		0.00	
143.39	0.00	0.00	143.39	0.00	0.00	0.00
307.05	0.00	0.00	0.00		0.00	
0.00	0.00	0.00	307.05		0.00	
307.05	0.00	0.00	307.05	0.00	0.00	0.00
249.34	0.00	0.00	0.00		0.00	
0.00	0.00	0.00	249.34		0.00	
249.34	0.00	0.00	249.34	0.00	0.00	0.00
14,339.79	0.00	0.00	0.00		0.00	
0.00	0.00	0.00	7.07		0.00	
0.00	0.00	0.00	12.72		0.00	
0.00	0.00	82.49	0.00		0.00	
14,339.79	0.00	82.49	19.79	14,237.51	0.00	14,237.51
0.00	0.00	0.00	0.00		0.00	
0.00	0.00	0.00	0.00	0.00	0.00	0.00
150,443.57	0.00	82.49	3,095.57	147,265.51	0.00	147,265.51

7. To create a report, click either the Excel or PDF button in the upper right-hand corner.

Note: Excel downloads don't work well in Internet Explorer. If you have problems downloading, save the file before opening it.



Entering Soft Encumbrances

Overview

Soft encumbrances are earmarks for future expenses and receivables that you create in InfoPorte. For example, if you know that you'll travel to a conference several months from now for a project, you can create a soft encumbrance for the conference. When you look at your balances for that project in InfoPorte, you have the option to include soft encumbrances to get a more accurate picture of your available balance.

Soft Encumbrance vs. Pre-encumbrance

A soft encumbrance is different from a pre-encumbrance, although neither represent a legal obligation to spend money. A soft encumbrance represents an unofficial plan to spend funds in the distant future. It does not affect the available balance in ConnectCarolina. In fact, a soft encumbrance can only be entered and viewed in InfoPorte. A pre-encumbrance is an official plan to spend money in the near future. It's created in ConnectCarolina when a purchase requisition or ePro vendor catalog order is entered and budget checked. It reduces the available balance in ConnectCarolina. A pre-encumbrance shows up in InfoPorte the next day.

Although a soft encumbrance doesn't reduce the available balance in ConnectCarolina, you can view its impact on your available balance in InfoPorte. On any of the Ledger Rollups tabs, you can check an option called "Show Projections" to pull in soft encumbrance information with your balance. You can look up the balance with soft encumbrances for any type of fund. This balance displays under a column called IPT Balance in the search results. See *Viewing Balances with Soft Encumbrances* for more information.

How soft encumbrances are created

You manually enter soft encumbrances in InfoPorte against a chartfield string. Soft encumbrances for Cores orders are automatically created when you place a Cores order in InfoPorte. When placing the Cores order, you have the option of leaving the default 90-day expiration date or changing the expiration date to an earlier or later time. Whatever date you choose, the system counts that number of days from the date you create the soft encumbrance.

> **Note**: A Cores order is an order placed with one of the University's research businesses called a Core facility. A Core facility provides services to UNC researchers and external customers such as reading slides. Core facilities use InfoPorte to accept and manage orders and bill customers.

Only people with permission to create, view, or delete soft encumbrances in InfoPorte have access to the Soft Encumbrances tab.

Related Reference

- For instructions on looking up a soft encumbrance, see *Viewing Soft Encumbrances.*
- For instructions on deleting soft encumbrances, see *Deleting Soft Encumbrances*.

Steps - Entering a Soft Encumbrance

Follow these steps:

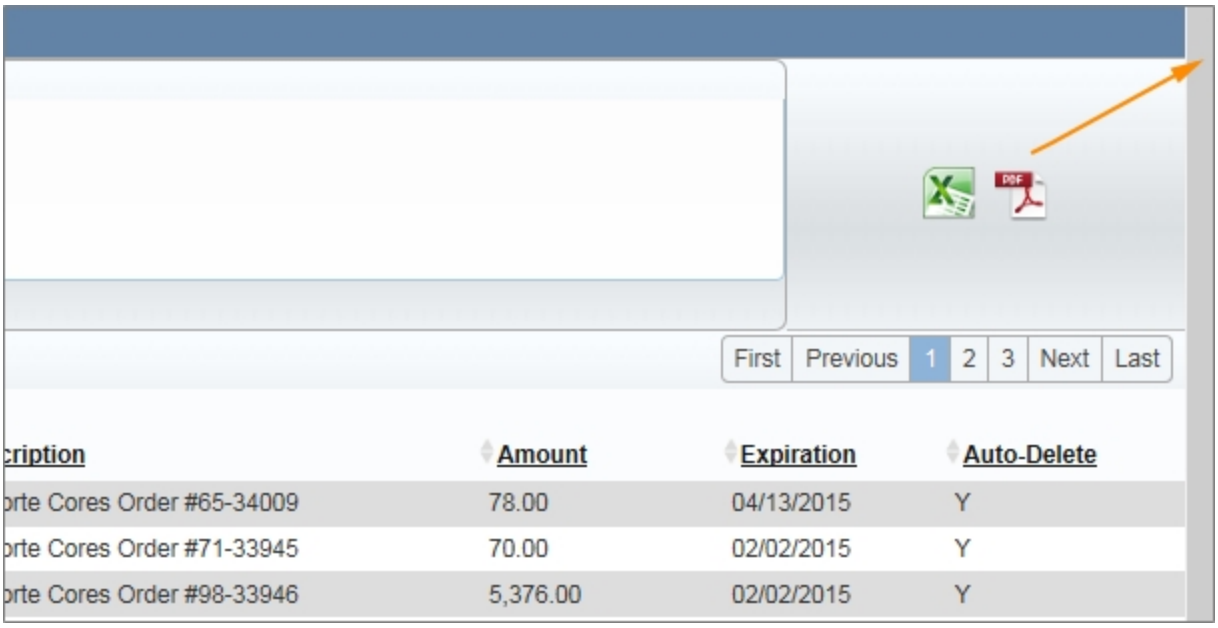
1. Begin this procedure by logging into InfoPorte, then opening the Finance application by clicking on the Finance button.
2. Choose this menu option:

   Finance > Dept Accounting > Soft Encumbrances

   Result: The system displays the Soft Encumbrances tab.

Soft Encumbrances Tab

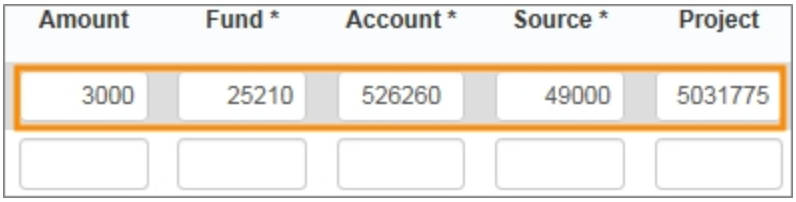
3. Using the scroll bar on the right side, scroll down to the bottom of the screen until you see two blank data entry rows:

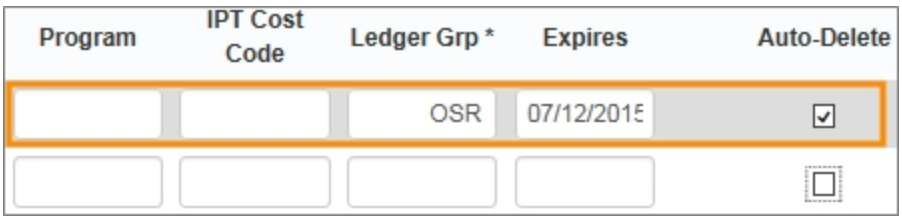


4. On the first row, complete the fields to create your soft encumbrance.

In this field:	Do the following:
Description	Enter a description for your soft encumbrance. Use a description that is easy to identify and adheres to any naming conventions your department follows.
Business Unit	The business unit represents UNC-Chapel Hill schools and divisions, UNC General Administration, and foundations. Enter the business unit for the soft encumbrance. Possible values include: • **uncch** for University transactions • **uncga** for General Administration transactions • **chXXX** for foundation transactions. Each foundation has its own business unit. Most begin with CH, and are followed by three letters identifying the foundation, such as CHBUS for the Business Foundation and CHLAW for the Law School Foundation. **Note**: Based on your user profile, the system may fill in this value for you. Change the value if necessary.
Department	Enter the department you want to charge the soft encumbrance to.
Amount	Enter the dollar amount of the soft encumbrance. Enter a positive number for an expense and a negative number using a minus sign for a receivable.
Fund	Enter the fund that you want to charge the soft encumbrance to.
Account	Enter the account that you want to charge the soft encumbrance to. **Note**: You can enter soft encumbrances against all types of accounts, including assets, liabilities and fund balance accounts that start with the number 1, 2, and 3 respectively.
Source	Enter the source that you want to charge the soft encumbrance to.
Project	If the soft encumbrance is for a contract or grant, or is a cost share on a contract or grant, enter the project you want to charge the soft encumbrance to.
Program	If your department budgets or tracks expenses by program, enter the program you want to charge the soft encumbrance to.
IPT Cost Code	If you're also using InfoPorte cost codes to track spending for the transactions you're soft encumbering, enter the cost code. **Note**: You can only enter cost codes created in InfoPorte.

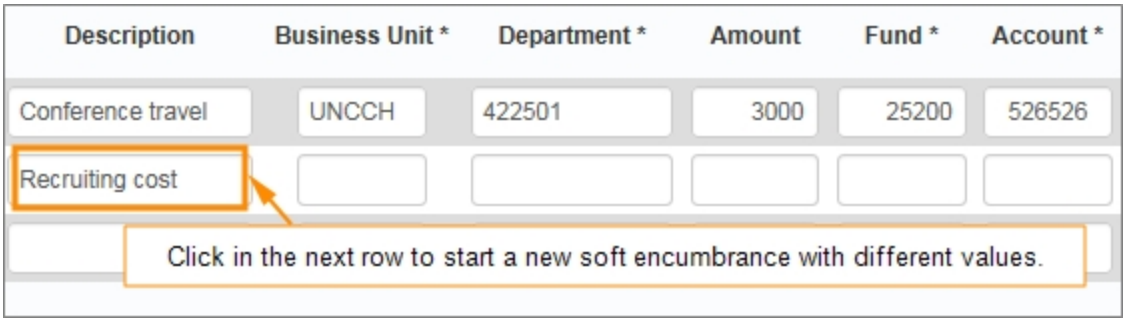
In this field:	Do the following:
Ledger Grp	Enter the Ledger Group that you want to charge the soft encumbrance to. A ledger group is a group of related expense and revenue ledgers. Enter one of the following: • F&A - includes ledgers for Facilities and Administrative funds • OSR - includes ledgers for contracts and grants funds • State - includes ledgers for State funds • Trust - includes ledgers for Trust funds
Expires	If needed, change the expiration date for the soft encumbrance. The system automatically enters an expiration date that falls 90 days after your entry date. You can change the date but you cannot delete it. If you delete the date, the system won't save the soft encumbrance. **Notes** • When soft encumbrances expire, they are not deleted automatically, but they no longer impact the available balance with projections included on the Ledger Rollups screens. In other words, an expired soft encumbrance is no longer reflected in the available balance called IPT Balance that includes the impact of soft encumbrances, projected earnings and fringe. For more details, see Viewing Balances with Soft Encumbrances. • An expired soft encumbrance also doesn't show on the Transactions tab. Only active soft encumbrances do.
Auto-Delete	Disregard the Auto-Delete option. It is not functional. The system doesn't do anything with it if you check it.

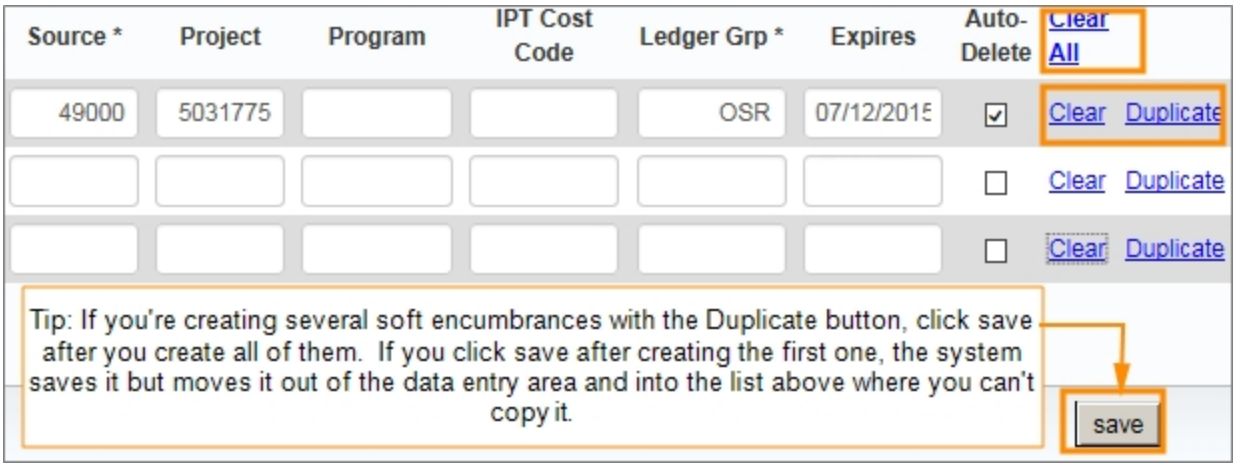




5. Choose one of the following:

- To save the soft encumbrance, click on the **save** button.
- To copy the soft encumbrance with the same or similar information, click on the **Duplicate** button on the row you just completed, edit any fields as needed in the copied row, and click on the **save** button.
- To enter a new soft encumbrance, click in the blank row below, complete the fields, and click on the **save** button.
- To start a line over if you make a mistake, click the **Clear** button on the line.
- To start several lines over if you make a mistake, click the **Clear All** button.





Result: The system saves the soft encumbrances you entered and displays them in the main list, removes the information you entered from the data entry section at the bottom, and displays a confirmation message at the top of the screen.

Deleting Soft Encumbrances

Overview

You can delete soft encumbrances at any time in InfoPorte. As a general rule, it's good practice to delete soft encumbrances after they expire so that you have a more accurate picture of your balances.

> **Note:** Once a soft encumbrance is in InfoPorte, you cannot change it to correct a chartfield, add a description, and so on. Instead, you need to delete the soft encumbrance and create a new one.

Only people with permission to create, view, or delete soft encumbrances in InfoPorte have access to the Soft Encumbrances tab.

A soft encumbrance is different than a pre-encumbrance. For a detailed explanation of the differences, see Entering Soft Encumbrances.

Deleted vs. Expired Soft Encumbrances

A deleted soft encumbrances is one that is permanently removed from InfoPorte, and is no longer visible on the Soft Encumbrances or Transactions tabs. As a result, it's no longer reflected in your available balances with projections included on the Ledger Rollups screen.

An expired soft encumbrance is one that remains in the system as inactive and can be seen on the Soft Encumbrances tab. But its impact is no longer reflected in your available balance with projections included on the Ledger Rollups screen. An expired soft encumbrance is also not shown on the Transactions tab; only active soft encumbrances are. For more information on viewing soft encumbrances on the Transactions tab, see Viewing Soft Encumbrances.

> **Note**: Disregard the Auto-Delete option when creating soft encumbrances. It isn't functional.

Steps - Deleting Soft Encumbrances

Follow these steps:

1. Begin this procedure by logging into InfoPorte, then opening the Finance application by clicking on the Finance button.

2. Choose this menu option:

   Finance > Dept Accounting > Soft Encumbrances

Result: The system displays the Soft Encumbrances tab.

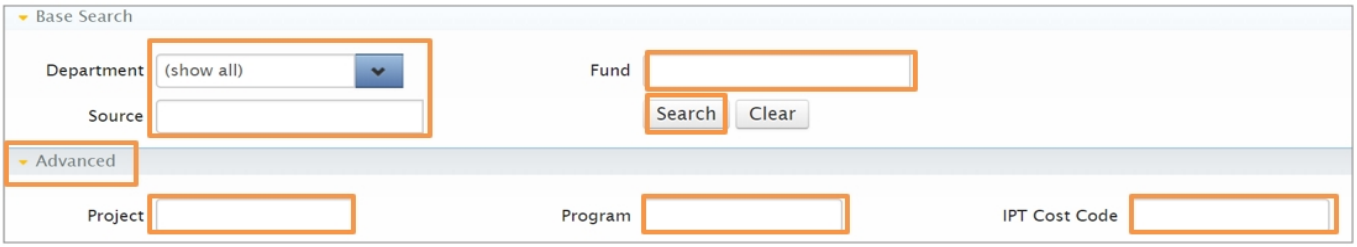
Soft Encumbrances Tab

3. Enter one or more search fields to find the soft encumbrance you need to delete.

   Note: Click on the **Advanced** button to display more search fields if needed.

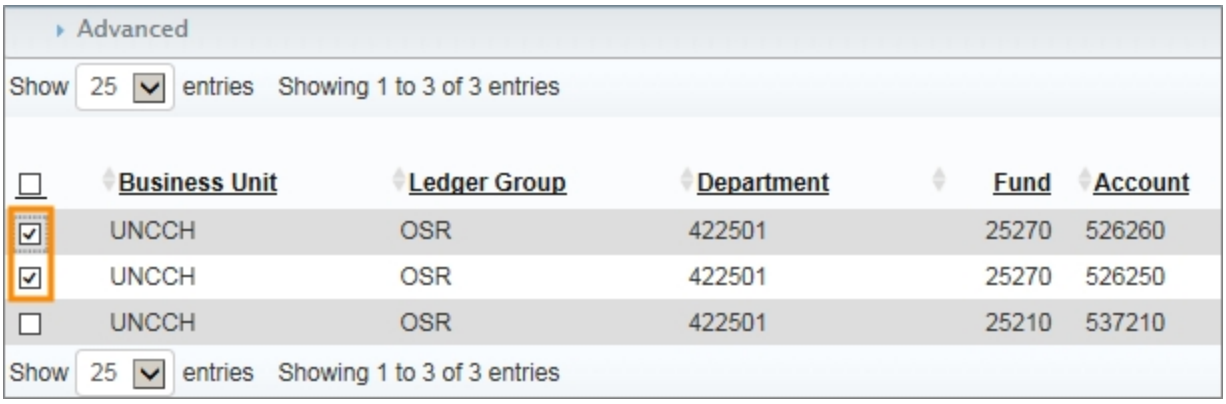
In this field:	Do the following:
Department	Enter the department you created the soft encumbrance for.
Fund	Enter the fund you created the soft encumbrance for.
Source	Enter the source you created the soft encumbrance for.
Project	If the soft encumbrance is for a contract or grant, or cost share on a contract or grant, enter the project ID number you created the soft encumbrance for.
Program	If your department budgets or tracks expenses by program, enter the program you created the soft encumbrance for.
IPT Cost Code	If you're using IPT cost codes to track spending for the transactions you're soft encumbering, enter the cost code. Note: You can enter cost codes created in InfoPorte.

4. Click on the **Search** button.

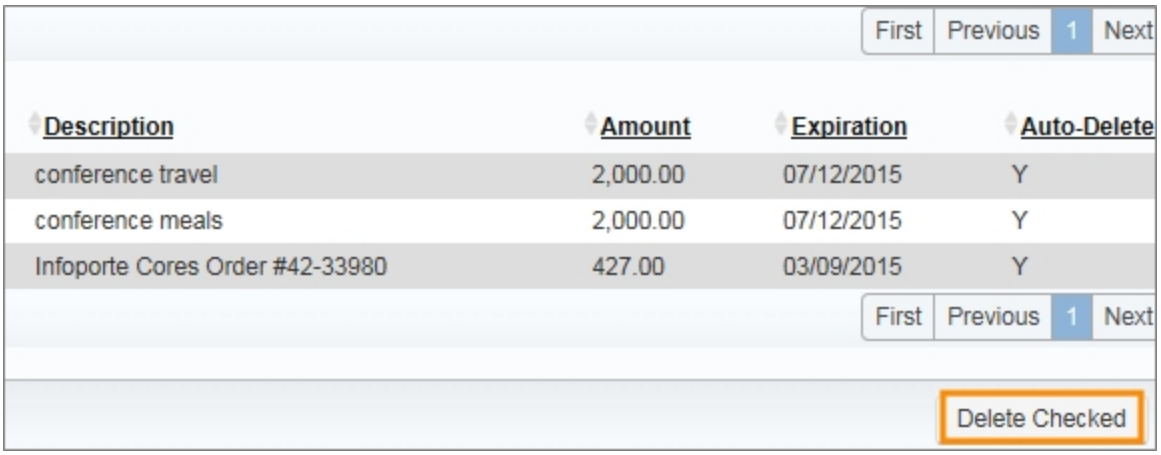


Result: The system displays soft encumbrances that match your search criteria.

5. For each soft encumbrance you want to delete, mark the checkbox in that row.

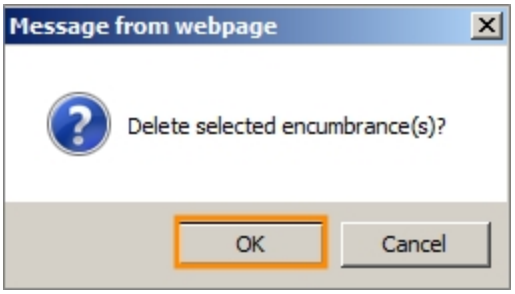


6. Click on the **Delete Checked** button.



Result: The system displays a message box asking you to confirm the deletion.

7. Click **OK**.



Result: The system deletes the soft encumbrances you marked and refreshes the screen to show they are gone.

Reconciling Transactions and Balances

Overview

Reconciling is the process of accounting for the transactions entered against your department during a given month and reviewing your available budget at month end to verify it is as expected. Reconciling is an internal control mechanism to account for your financial activity.

Related Reference

- For more on finding transactions in InfoPorte, see *Finding Revenue and Expense Transactions, page 38*
- For more on finding budget balances in InfoPorte, see *Finding Budget Balances for State, Trust, and F&A, page 17*

What transactions do you reconcile?

All finance transactions are available on the InfoPorte Transaction tab, which is where you reconcile. However, for reconciling purposes, you only need to reconcile budget, expense, and revenue transactions.

Transactions reside in specific budget ledgers on the Transactions tab depending on the type of transaction. You can find the budget, expense, and revenue transactions you need to reconcile by selecting the correct budget ledger.

The table below shows the budget ledgers for budget, expense, and revenue transactions. Notice there are separate ledgers by fund type, meaning you select ledgers within a fund type.

You can search for transactions in more than one fund type at a time if you want to.

	EXPENSE		REVENUE	
Fund	**Budget Ledger**	**Expense Ledger**	**Budget Ledger**	**Recognized Ledger**
F&A	F&A_BUD	F&A_EXP	OSR does not have revenue ledgers.	
OSR	OSR_BUD	OSR_EXP	Used only by Central Offices.	
State	STAT_EX_BD	STAT_EX_EX	STAT_RV_BD	STAT_RV_RE
Trust	TRST_EX_BD	TRST_EX_EX	TRST_RV_BD	TRST_RV_RE

The Reconciliation Process

In general, the reconciliation process follows these basic steps:

1. Throughout the month, you keep back-up documentation for the finance transactions you enter. This could be hard copies of purchase requisitions or vouchers, or a spreadsheet recording the same.

2. As transactions are posted throughout the month, you reconcile them from the InfoPorte Transactions tab. The steps for doing this are demonstrated in this document.

3. Each month Accounting Services announces the date the current accounting period will close. Once the month has closed, you verify all budget, expense, and revenue transactions have been reconciled.

4. You review the available balance in light of the total amount spent and open encumbrances and verify it is as you expect.

   Note: You should have a reference point of the previous month's balance to evaluate the current month's balance.

Steps - Reconciling Transactions and Balances

The procedure below is organized into three high-level tasks: A) reconcile transactions, B) verify all transactions are reconciled, and C) review your month-end budget balance. These tasks combine to give you the information you need to ensure your monthly financial activity is accounted for.

A. Reconcile Transactions

There are two ways to find transactions to reconcile.

You can start from the Ledger Rollups tab and click a link for an account or chartfield string. This brings you to the Transactions tab showing you the specific transactions that make up that account or chartfield string balance.

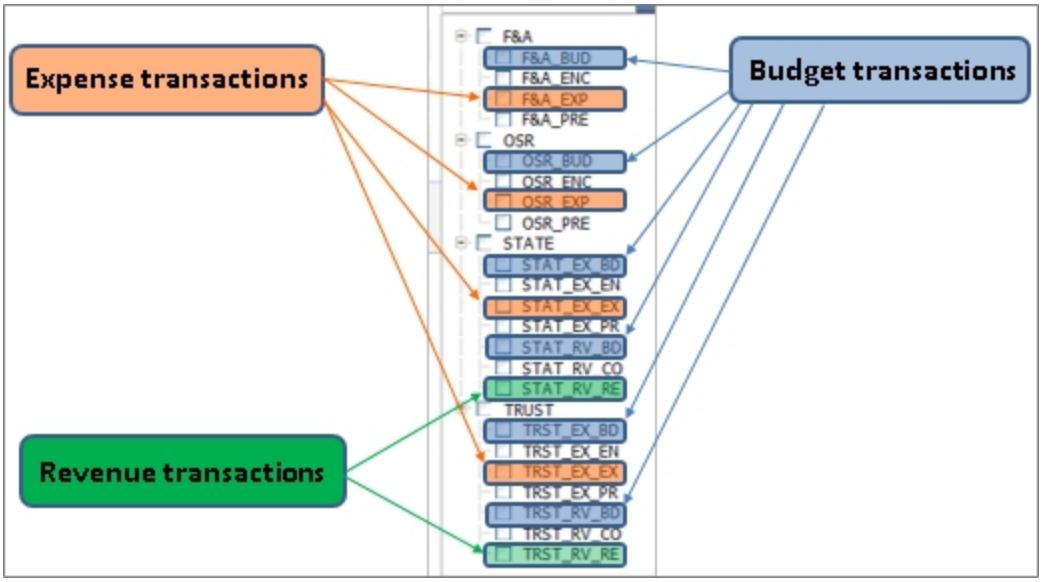
The second approach is to search from the Transactions tab directly. This is the recommended way for reconciling because it allows you to pull up all budget, expense, and revenue transactions in one search.

This procedure demonstrates how to find transactions by searching directly from the Transactions tab.

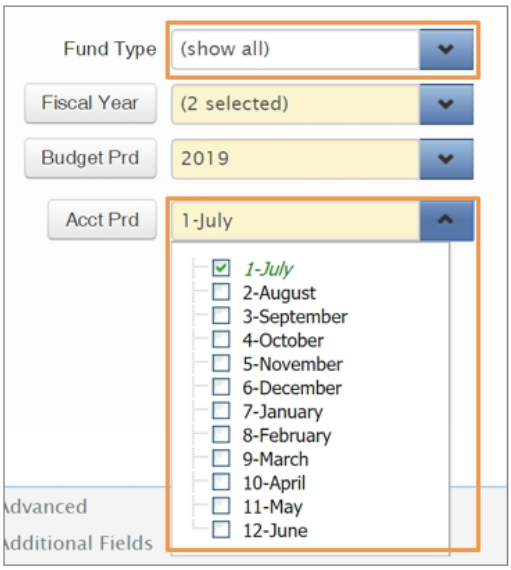
1. To find transactions to reconcile, choose this menu option:

   Finance > Dept Accounting > Transactions

2. Select the budget ledgers for the transactions you want to reconcile.



3. Select the fiscal year and accounting period for the month you are reconciling. The default view is the current fiscal year and accounting period.



4. Enter the chartfields for the transactions you want to see. The table below shows the typical chartfield combinations by fund group.

For this fund group:	**Enter these chartfield values:**
State	Department
F&A	Source 14101 and Department

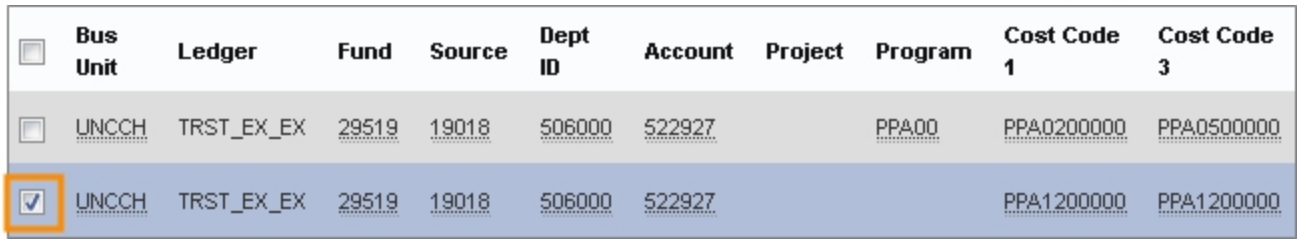
For this fund group:	Enter these chartfield values:
OSR	Source and Project ID
Trust	Source

5. Click the **Search** button.

Result: InfoPorte displays your search results. You can download the results to an Excel spreadsheet or review the transactions directly from the web page.

6. Evaluate each transaction in terms of whether it is a legitimate charge against your department, and whether the amount and chartfields are correct.

7. For each transaction you deem is accurate, mark the checkbox next to the transaction. You can select multiple transactions at a time.



Bus Unit	Ledger	Fund	Source	Dept ID	Account	Project	Program	Cost Code 1	Cost Code 3
UNCCH	TRST_EX_EX	29519	19018	506000	522927		PPA00	PPA0200000	PPA0500000
UNCCH	TRST_EX_EX	29519	19018	506000	522927			PPA1200000	PPA1200000

8. Click the **Reconcile** button.

9. For each transaction you reconcile, a blue check appears in the **Reconciled** column. If you hover over the blue check, the onyen of the person who reconciled the transaction and the reconciliation date appears.

B. Verify all transactions are reconciled

You can check to see which transactions you have reconciled, and which ones you haven't, by using the **Reconciled** filter in the **Advanced** search section.

1. In the Basic search section, enter the correct fiscal year, accounting period, and chartfields to find the transactions you want to verify.
2. Click the **Advanced** button.
3. Select "No" from the **Reconciled** field.
4. Click the **Search** button.

Results: The system displays only transactions that have not been reconciled.

Reference 1	Reference 2	Amount	Reconciled	Acct Dt
	All Other Expenses	50,000.00		
		71.70		8/4/2018
		0.00		8/4/2018
		31.33		8/4/2018
	2000329933_1000378926	-13.20		8/8/2018

Note: Once you have verified all transactions are reconciled, you can add the total amount of expenses. You can compare this amount to the total MTD Actuals column in the next steps as another way to verify you have accounted for all your expense transactions.

C - Review Your Month-end Budget Balance

1. To find your month-end balances for the transactions you reconciled, choose this menu option:

   Finance > Dept Accounting > Ledger Rollups > Main Ledgers

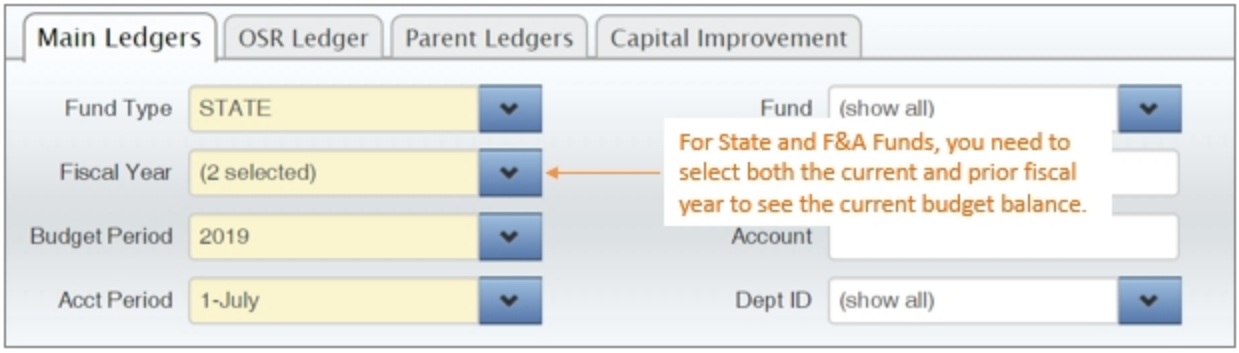
2. Select the ledger for the fund group you want to see - State, F&A, or Trust.

3. Select the fiscal years and accounting period for the budget balance you want to see. For example, if you want to see the budget balance for the end of March 2016, select accounting period 9.

   Warning! Budget balances can change if you have open encumbrances at month end. Once that encumbrance is expensed, the encumbrance liquidates and the budget balance increases, most likely in a future accounting period.

   It's best to look at your budget balance for month-end reconciling as close to when the month has officially closed as possible.

   Note: For State and F&A, you need to select both the prior and current fiscal year to see the current balance. See *Finding Budget Balances for State, Trust, and F&A, page 17* for more information.



4. Select the same chartfield combination you did with your transaction search.

For this fund group:	Enter these chartfield values:
State	Department
F&A	Source code 14101, Department
OSR	Source, Project ID
Trust	Source

5. Click the **Search** button.

6. Do the following with the search results:

- Look at the **Actuals MTD** amount. It should match the total of your expenses for the month. If it does not, it means you probably missed reconciling a transaction. Go back and makes sure you've accounted for everything.
- Look at the **Pre-encumbered** and **Encumbered** columns. What are the amounts in these columns? Do you know what those transactions are and do you want to do anything about them?
- Look at the available balance. Is it what you expect to see based on the expenses for the month? When you take the previous month's balance and subtract the current month's expenses, pre-encumbrances, and encumbrances, does it add up?

Do you have amounts in the pre-encumbrance and encumbrance columns? Do you know what they are from?

Does the available balance add up based on last month's balance and this months pre-encumbrance, encumbrance, and actuals?

Ledger Totals	Budget	Pre-Encumbered	Encumbered	Actuals	Available Balance	Budget MTD	Actuals MTD
Grand Total Revenue	1,009,349,949.00	0.00	0.00	982,448,131.65	26,901,817.35	7,671,374.00	43,690,496.66
Grand Total Expense	1,009,349,949.00	-12,000.72	50,752.76	981,247,051.41	28,064,145.55	7,671,374.00	54,323,022.22

Does this number add up to the total expenses from your transactions?