



Using the OSR Payments Report

VERSION: December 2018

OSR Payments Report

Purpose of the OSR Payments Report

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

It is possible for errors to occur when processing sponsor payments, such as amounts received on the wrong project or account. The OSR Payment Report allows you to carefully review payments and verify they are correct.

If you identify missing or incorrect information, please send an email to the Office of Sponsored Research (OSR) Help Desk at osraccountsreceivable@unc.edu. OSR needs your partnership to ensure all project payments are made and sitting in the right place.

Who Uses This Report

This report is primarily used by research administrators and business managers.

Where the Information Comes From

This reports pulls information from the General Ledger's Actuals ledger.

Where to Find the Report

The OSR Payments Report is located in InfoPorte here: Dept Accounting > Grants > OSR Campus Reports. This report is a SAS report. For more information on working with SAS reports, see *Running SAS VA Reports*, page 1.

Overview

Journal types

The OSR Payment Report shows payments as journals. There are four possible journal types on the report:

- **Payment journal** - a payment from the sponsor in which there is an associated invoice. Payment journals start with ARP.
- **Maintenance journal** - an adjustment that OSR made to a Payment journal. For example, a maintenance journal might be entered to move a payment from one project to another because the original payment was made to the wrong project. Maintenance journals start with ARM.
- **Direct journal** - payment to a project where there is no associated invoice. Direct journals start with ARD.

- **Cash journal** - balancing cash journal entries. These have a zero-sum effect on the payment balance. Cash journals start with ARC.

There are two fields on the OSR Payment Report that identify the journal type: the journal template and the journal ID.

The table below lists the four journal types, their journal template, and the three-letter preface for their Journal ID.

Journal type	Description	App Jrnl Template	Journal ID preface
Payment journal	Payments from sponsors in which there is an associated invoice.	AR_PAYMENT	ARP Example: ARP0069551
Maintenance journal	Journals that OSR enters to adjust an original payment.	AR_MAINT	ARM Example: ARM0045099
Direct journal	Payment from sponsors in which there is no associated invoice.	AR_DIRJRNL	ARD Example: ARD0043208
Cash Journal	Cash journal entries associated with a Direct Journal.	ARDEPCASH	ARC Example: ARC0043200

Why is the journal type important?

The journal type is important because it shows the chronology of payment activity for your projects. For example, if you view your payments in order by date, you can see each original payment (lines with AR_PAYMENT or AR_DIRJRNL) and any adjustments (lines with AR_MAINT).

Summary and Detail Views

The OSR Payment Report has two views, summary and detail. The summary view shows a total amount, by project, by journal type. The detail view shows a unique row for each journal. The total of the rows on the detail view for each journal type equal the summed row on the summary view.

Steps - OSR Payments Report

The OSR Payments Reports is run using the SAS VA reporting tool. Below are the steps for running the OSR Payments Report specifically. For more information on working with SAS reports, see *Running SAS VA Reports*, page 1.

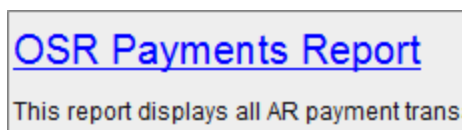
Follow these steps to run the OSR Payments Report:

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1. Open InfoPorte and navigate to:

Finance > Dept Accounting > Grants > Grant Reports > OSR Campus Reports



2. Select the OSR Payments Report.



3. Click on one of the filter buttons to search by Contract Number or Project ID.

Note: In this example, we search by Project ID.



4. Type the **Project ID** and press the **Enter** key.

Contract Number Project ID

Project ID

5030668

Project ID

<input type="checkbox"/>	3100000	3
<input type="checkbox"/>	3100001	162
<input type="checkbox"/>	3100002	3
<input type="checkbox"/>	3100003	7
<input type="checkbox"/>	3100004	48
<input type="checkbox"/>	3100005	15
<input type="checkbox"/>	3100006	26
<input type="checkbox"/>	3100007	19
<input type="checkbox"/>	3100009	127
<input type="checkbox"/>	3100010	68

Close

5. Check the box beside the **Project ID** and then click the **Close** button.

Result: The system displays the summary view. The summary shows total amounts, by account and journal type.

Summary		Detail							
OSR Payments Summary									
Contract N...	Project ID	GL Unit	Fund	Dept	Source	Account	Amount	GL Distrib	App Jrnl Templ..
A11-0030-001	5030668	UNCCH	25210	631100	49000	111002	\$11,270.49	D	AR_MAINT
A11-0030-001	5030668	UNCCH	25210	631100	49000	111099	\$0.00	D	AR_MAINT
A11-0030-001	5030668	UNCCH	25210	631100	49000	111999	(\$487,959.22)	D	AR_CASHFIX
A11-0030-001	5030668	UNCCH	25210	631100	49000	111999	(\$585,589.52)	D	AR_MAINT
A11-0030-001	5030668	UNCCH	25210	631100	49000	111999	\$1,073,548.74	D	AR_PAYMENT
A11-0030-001	5030668	UNCCH	25210	631100	49000	113802	(\$0.00)	D	AR_MAINT
A11-0030-001	5030668	UNCCH	25210	631100	49000	111002	\$487,959.22	D	AR_CASHFIX

10. Click the **Detail** tab.

Summary	Detail			
OSR Payments Summary				
Contract N...	Project ID	GL Unit	Fund	Dept
A11-0030-001	5030668	UNCCH	25210	631100
A11-0030-001	5030668	UNCCH	25210	631100
A11-0030-001	5030668	UNCCH	25210	631100

Results: InfoPorte displays the detail view. Each row is a unique journal. Just like the summary view, there are four possible journal types: payment, maintenance, direct journal, and cash journal.

Summary	Detail									
OSR Payments - Detail										
Contract N...	Project ID	Accounting Date	GL Unit	Deposit BU	Deposit ID	Fund	Dept	Source	Account	Amount
A11-0030-001	5030668	January 20, 2...	UNCCH	CHOSP	602	25210	631100	49000	111999	\$125,142.51
A11-0030-001	5030668	March 24, 201...	UNCCH	CHOSP	983	25210	631100	49000	111999	\$76,693.07
A11-0030-001	5030668	April 6, 2015 1...	UNCCH			25210	631100	49000	113802	\$80,835.53
A11-0030-001	5030668	April 9, 2015 1...	UNCCH	CHOSP	602	25210	631100	49000	111999	(\$125,142.51)
A11-0030-001	5030668	April 10, 2015 ...	UNCCH			25210	631100	49000	113802	(\$17,456.70)
A11-0030-001	5030668	April 10, 2015 ...	UNCCH	CHOSP	602	25210	631100	49000	111999	\$125,142.51
A11-0030-001	5030668	April 13, 2015 ...	UNCCH			25210	631100	49000	113802	\$17,456.70
A11-0030-001	5030668	April 22, 2015 ...	UNCCH	CHOSP	1187	25210	631100	49000	111999	(\$9,489.23)
A11-0030-001	5030668	May 11, 2015 ...	UNCCH	CHOSP	1377	25210	631100	49000	111999	\$110,308.12
A11-0030-001	5030668	May 16, 2015 ...	UNCCH	CHOSP	1377	25210	631100	49000	111999	(\$110,308.12)

Reviewing the Detail Information

The detail view shows each journal for each project. For example, in the first screen below, the journals for project 5030668 include:

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

Project ID ▲	Accounting Date ▲	GL Unit	Deposit BU	Deposit ID	Fund	Dept	Source	Account	Amount	GL Distrib	App Jrnl Template	Journal ID
5030668	20-JAN-2015	UNCCH	CHOSP	602	25210	631100	49000	111999	\$125,142.51	D	AR_PAYMENT	ARP0023055
5030668	24-MAR-2015	UNCCH	CHOSP	983	25210	631100	49000	111999	\$76,693.07	D	AR_PAYMENT	ARP0041646
5030668	09-APR-2015	UNCCH	CHOSP	602	25210	631100	49000	111999	\$-125,142.51	D	AR_MAINT	ARM0058668
5030668	10-APR-2015	UNCCH	CHOSP	602	25210	631100	49000	111999	\$125,142.51	D	AR_PAYMENT	ARP0047141
5030668	22-APR-2015	UNCCH	CHOSP	1187	25210	631100	49000	111999	\$-9,489.23	D	AR_PAYMENT	ARP0052168

As another example, in the screen below, project 5030669 has the following journals:

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

5030669	27-MAR-2015	UNCCH	CHOSR	366	25210	631100	49000	111999	\$-725.00	D	ARDEPCASH	ARC0043200
5030669	27-MAR-2015	UNCCH	CHOSR	366	25210	631100	49000	111002	\$725.00	D	ARDEPCASH	ARC0043200
5030669	27-MAR-2015	UNCCH	CHOSR	366	25210	631100	49000	111999	\$725.00	D	AR_DIRJRNL	ARD0043208
5030669	09-APR-2015	UNCCH	CHOSP	602	25210	631100	49000	111999	\$-83,659.06	D	AR_MAINT	ARM0058668

The total of the lines for each journal type on the detail view should equal the summed amount on the summary view.

Other Notes on Reviewing Payment Information

In addition to reviewing the payment history, review the Payments Report for:

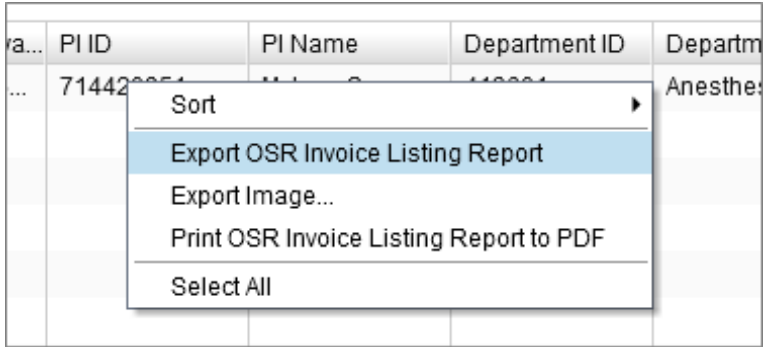
- Chartfields:
 - Fund - are all funds in the 252 group? Any non-252 fund is an error.
 - Department - are there any department that don't seem right?
 - Source - are there any Source codes that don't seem right?
 - Account - This report shows the 111999 account for all payment, maintenance, and direct cash journals.
- Amount - amounts with a negative sign mean a cash reduction
- App Jrnl Template - Indicates the type of journal
- Journal ID. The three-letter preface indicates the journal type.

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

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

Working with the Report Data

To work with the data from the online view, right-click in any cell. A menu appears with options for viewing and working with the data, such as sorting, exporting, and printing.



The screenshot shows a table with columns: PI ID, PI Name, Department ID, and Department Name. A context menu is open over a cell containing the value '71442'. The menu options are: Sort, Export OSR Invoice Listing Report (highlighted), Export Image..., Print OSR Invoice Listing Report to PDF, and Select All.

PI ID	PI Name	Department ID	Department Name
71442			Anesthe...

Refreshing the Page

Once you've run the report and want to refresh the page to run it again with a new set of data, click the **Refresh Report** button in the top right-hand corner of the screen.

