OSR Invoice Listing Report & GL Expense and Budget Reports

November 2, 2016

Connect CAROLINA

INFOPORTE

Our Presenters

- **Chris Minter**:   Instructional Designer and Trainer for ConnectCarolina and InfoPorte

- **Celia Gravely:** Huron Consultant, Office of Sponsored Research

Webinar Format

- Presentation, followed by Q&A

- Use the chat window to type your questions

- We'll answer questions during the Q&A segment in the order they're received

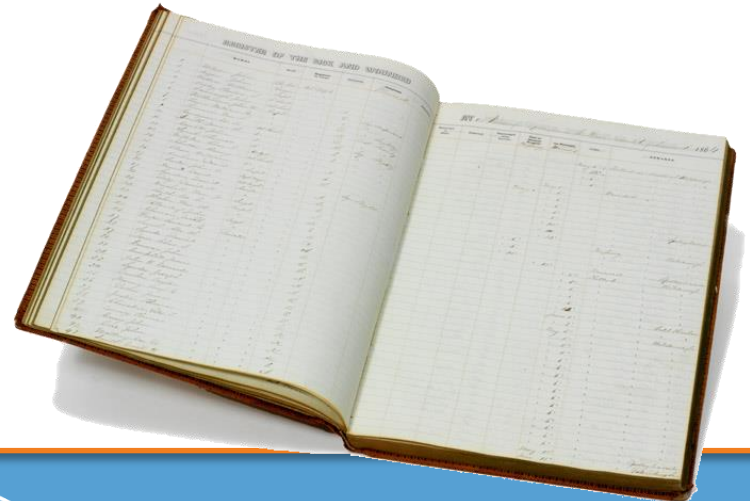- The webinar recording will be posted on ccinfo.unc.edu

Today's Topics

- Difference between the GL actuals ledger and budget ledgers

- The new OSR Invoice Listing report

- The new OSR GL Expense and Budget reports

# Commitment Control Ledgers vs. GL Actual Ledger

Commitment Control vs. GL Actuals Ledger

- Commitment Control ledgers
  - Based on budgets
  - A management tool for managing daily balances against a budget
  - Not the official book of record for external reporting purposes
- GL Actuals ledger
  - Based on completed, posted transactions
  - The official book of record for external reporting purposes

Budget vs. GL Ledgers

All finance transactions go through the same basic steps:

1	2	3	4	5
Create	Edit	Budget Check	Approve	Post

Commitment Control ledgers
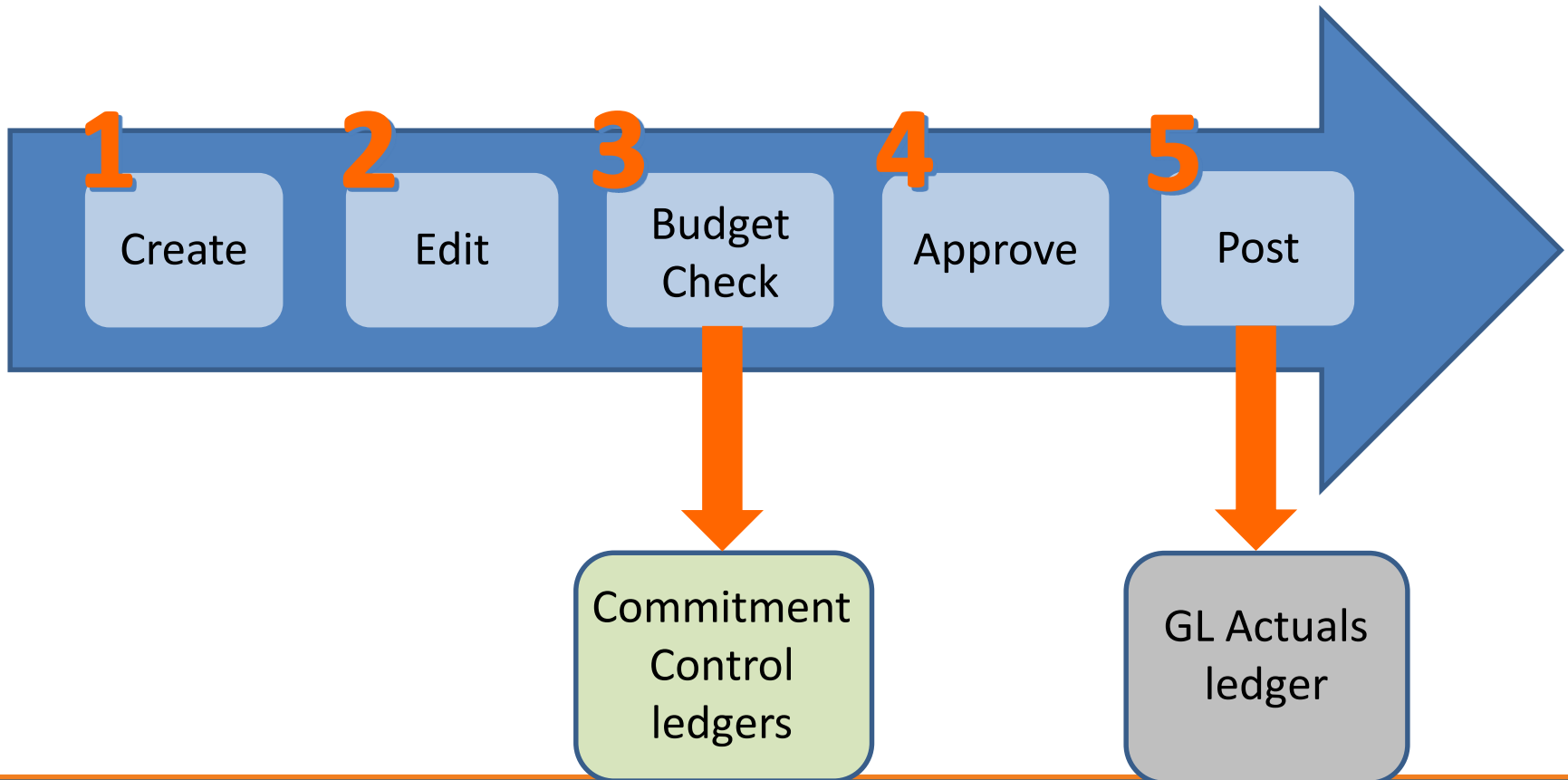
GL Actuals ledger

New OSR Reports Based on GL Actuals

- These reports are based on what has "actually" posted to the system

- These transactions are in the general ledger which is the official book of record for the University

- Expenditures on these reports have been approved and finalized

- Balances on these reports aren't affected by non-fully processed transactions
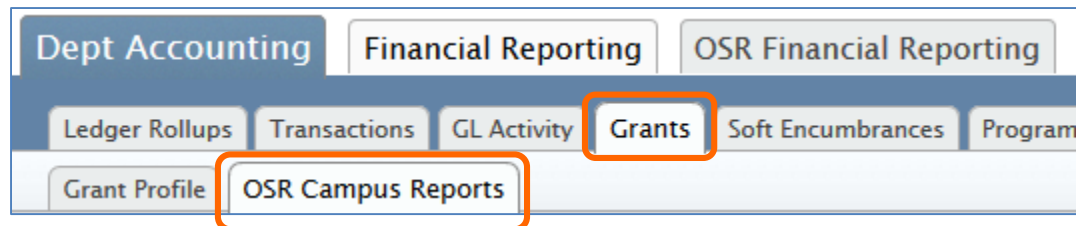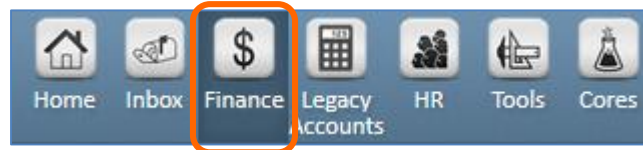
OSR Invoice Listing Report

OSR Invoice Listing Report

- Shows all invoices that have been processed through the ConnectCarolina billing system for OSR for a given project, contract, sponsor, or principal investigator

- Based on actual, posted transactions to the General Ledger

- Shows all invoices created in the system since go-live on October 1, 2014

- Invoices prior to October 1, 2014 were billed from other systems, so you'll need to check with OSR on those if you have questions

- This is a SAS Web Report Studio report in InfoPorte located on the OSR Campus Reports tab

OSR Invoice Listing Report

Navigate to: Finance > Grants > OSR Campus Reports > OSR Invoice Listing Report

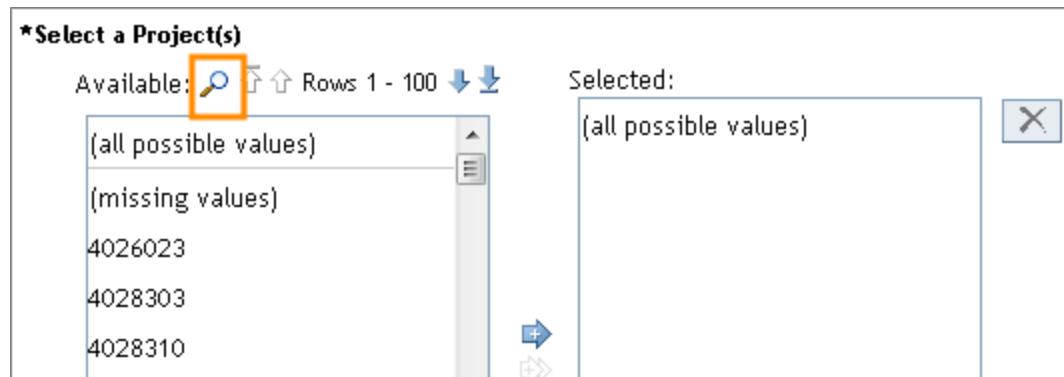

This report shows all invoices that have been provided to the sponsor and can be used to track who has been billed.

OSR Payments Report

This report displays all AR payment transactions that have hit a cash account for that project which include AR Direct Jo

OSR Invoice Listing Report

- You can search by contract number, project ID, the sponsor, or the principal investigator (PI)

- The lists you initially see are limited to 100 choices, so you'll most likely need to click the lookup icon (magnifying glass) to search for your project

OSR Invoice Listing Report

OSR Invoice Listing Report

OSR Invoice Listing Report

This report helps to facilitate award/contract closeout. It shows invoices that have been provided to the sponsor using various search criteri:

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

Applied filters: Sponsor ID equal to (all possible values) **AND** Contract Number equal to (all possible values) **AND** Project ID equal to 5030262 **AND** PI ID equal to (all possible values)

Business Unit △	Invoice △	Invoice Date	Bill To Sponsor ID	Sponsor Name	Contract Number △	Project ID △	Project Description	Invoice From Date	Invoice To Date	Invoice Amount	Reference Award Number
CHOSR	GM00000175	30-JUN-2009	5285	NIH National Institute of Neurological D	A10-0564-001	5030262	ectonucleotidases to trea	.	30-JUN-2009	$2,833,431.72	1-R01-NS067688-01
CHOSR	GM00004199	31-JUL-2013	5285	NIH National Institute of Neurological D	A10-0564-001	5030262	ectonucleotidases to trea	01-JUL-2013	31-JUL-2013	$28,504.63	1-R01-NS067688-01

PI ID	PI Name	Department ID	Department Description	Bill Address Line 1	Bill Address Line 2	Bill Address Line 3	Bill Address Line 4	City	State	Postal	Country	Phone
711841411	ZYLKA,MARK J	428601	Neuroscience Center	P. O. Box 5801				Bethesda	MD	20824	USA	
711841411	ZYLKA,MARK J	428601	Neuroscience Center	P. O. Box 5801				Bethesda	MD	20824	USA	

OSR GL Expense and Budget Reports
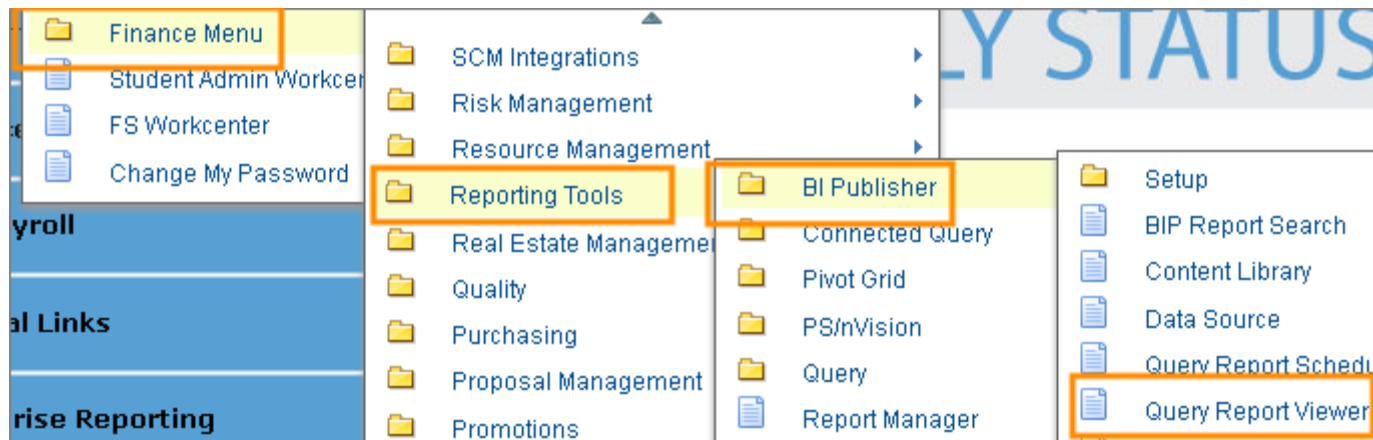
OSR GL Expense and Budget Reports

- The budget balances on these reports are based on approved, finalized, *posted* transactions to the GL Actuals ledger through a specific fiscal year and period

    – **Important**: These reports may not reflect all transactions, as some may be in the approval or posting process.

- Two reports: One version of this report lets you search on project ID, the other on contract number

- Each report displays OSR expenditures grouped by type of expense

- If you run a report for a previous fiscal year and period, the information will be valid as of that year and period

OSR GL Expense and Budget Reports

- If you run a report for a period that hasn't closed, then the data won't be final for that month

- Data on these reports is used for OSR financial reports and invoices provided to sponsors
  - This is the only data used for sponsor reports.
  - OSR ledger data is not finalized and is no longer used to create reports and invoices for sponsors

- Report is a BI Publisher report in ConnectCarolina.
  - Not located in InfoPorte, like the OSR Invoice Listing report we just discussed

OSR GL Expense and Budget Reports

Navigate to: Main Menu > Finance Menu > Reporting Tools > BI Publisher > Query Report Viewer

OSR GL Expense and Budget Reports

OSR GL Expense and Budget Reports

OSR GL Expense & Budget Report

Project 5030262
Tree CH_GM_OSR_INVOICE1

Fiscal Year 2017
Period 4

Expense Node	Account	Descr	Budget	LTD Exps	Avail Bal	FY Exps	Per Exps
SALARIES	510000	Personnel Cost Budget	1,179,575.00				
SALARIES	511120	EPA Non Teach On Campus		421,087.27			
SALARIES	511170	EPA Non Teach Student Monthly		571,515.60			
SALARIES	512120	SPA On Campus		95,006.06			
SALARIES	512210	SPA Overtime		3,370.13			
SALARIES	512510	SPA Severance Wages Reserve		633.13			
SALARIES	512710	SPA Longevity Payment		68.34			
SALARIES	514120	Non Student Temp Wages		47,634.18			
SALARIES	514210	Non Student Temp OT Wages		1,244.62			
SALARIES	514510	Student Temp Wages		6,098.60			
			1,179,575.00	1,146,657.93	32,917.07	0.00	0.00
FRINGE	515000	Fringe Benefits Budget	274,360.60				
FRINGE	515120	Social Security-OASDI		50,573.30			
FRINGE	515130	Social Security-Hospital Insur		12,314.18			
FRINGE	515210	State Retirement		13,709.12			
FRINGE	515220	State Retirement-OSBM 1.36%		70.85			
FRINGE	515410	ORP-TIAA Retirement		4,209.50			
FRINGE	515420	ORP-TIAA Health Plan Benefits		22,056.37			
FRINGE	515440	ORP-VALIC		3,014.39			
FRINGE	515450	ORP-Fidelity		20,086.91			
FRINGE	515510	Medical Insurance-Other		31,389.83			
FRINGE	515520	Medical Insurance		(242.29)			
FRINGE	515530	Medical Insurance-HMO Health P		37,747.38			
FRINGE	515540	Medical Insurance-Grad Student		15,646.50			
FRINGE	516120	Staff Benefits Composite		4,605.94			
FRINGE	521110	Transit Fees		2,595.70			
FRINGE	521210	Core Data Services		1,792.89			
			274,360.60	219,570.57	54,790.03	0.00	0.00
CONSRVCS	522320	X Ray Services		67.50			
			0.00	67.50	(67.50)	0.00	0.00
SUPPLIES	530000	Supplies and Materials Budget	663,925.00				
SUPPLIES	531110	Supplies-Office		17,539.17			
SUPPLIES	531210	Supplies-Software - Licensing		9,797.03			
SUPPLIES	532110	Supplies-Janitorial		846.43			
SUPPLIES	532410	Supplies-Repairs		1,513.06			
SUPPLIES	532510	Supplies-Non Educ Animal/Agri		1,034.80			
SUPPLIES	534110	Supplies-Food/Beverage Product		21.78			
SUPPLIES	536110	Supplies-Drugs/Pharmaceutical		1,664.52			
SUPPLIES	536910	Supplies-Medical-Surgical		1,441.31			
SUPPLIES	537110	Supplies-Non Educ Scientific		19,154.19			
SUPPLIES	537210	Supplies-Educational/Research		635,880.72			
SUPPLIES	538110	Supplies-Non Educ Misc		10,676.11			
			663,925.00	699,569.12	(35,644.12)	0.00	0.00

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Summary

- Reports discussed today are based on what has "actually" posted to the system

- These transactions are in the General Ledger, which is the official book of record for the University

- Expenditures on these reports have been approved and finalized

- Balances on these reports aren't affected by transactions that have not been fully processed

OSR Invoice Listing Report

- If you already have access to the OSR Campus Reports tab, then you should have the link to the report already

- If you don't have access, ask your InfoPorte Administrator to submit a help request to get you access

- If you use Internet Explorer, you may get an error when trying to access the OSR Campus Reports tab. To fix this:
  - Open Internet Explorer and click **Tools** > **Internet Options**
  - Click the Security tab and then check the **Enable Protected Mode** check box

OSR GL Expense and Budget Report

- This report is in ConnectCarolina, not InfoPorte

- Located under Main Menu > Finance Menu > Reporting Tools > BI Publisher > Query Report Viewer
  - NC_OSR_GL_C1
  - NC_OSR_GL_P1

- If you don't have access to one of these reports, contact your Access Request Coordinator, who will submit an access request through the Access Request Tool

- [Quick Reference Guide to Finance Reporting on ccinfo](http://ccinfo.unc.edu/resource-docs/osr-invoice-listing-report-2/)
  - http://ccinfo.unc.edu/resource-docs/osr-invoice-listing-report-2/
  - http://ccinfo.unc.edu/resource-docs/osr-gl-expense-and-budget-report/

- We'll post this webinar on ccinfo.unc.edu in a few days

Q & A