

Finance Reporting in InfoPorte

As of July 23, 2019

Introduction

Finding Balances for Major Fund Types
(State, Trust, F&A, and OSR)

Finding Transactions Related to Balances

Looking Up Grant Details.

Understanding the Reconciling Process

Introduction

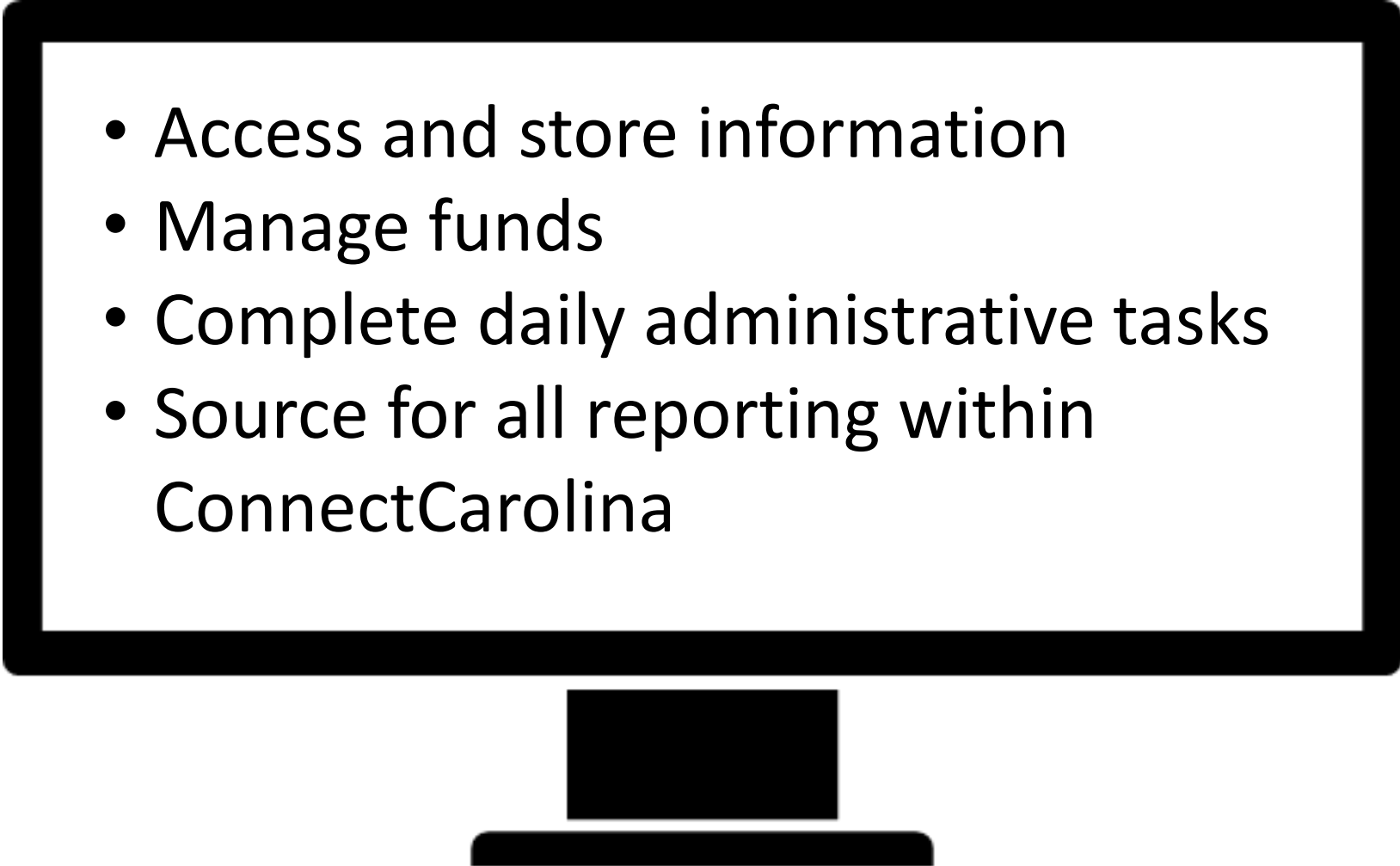
Finding Balances for Major Fund Types
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Finding Transactions Related to Balances

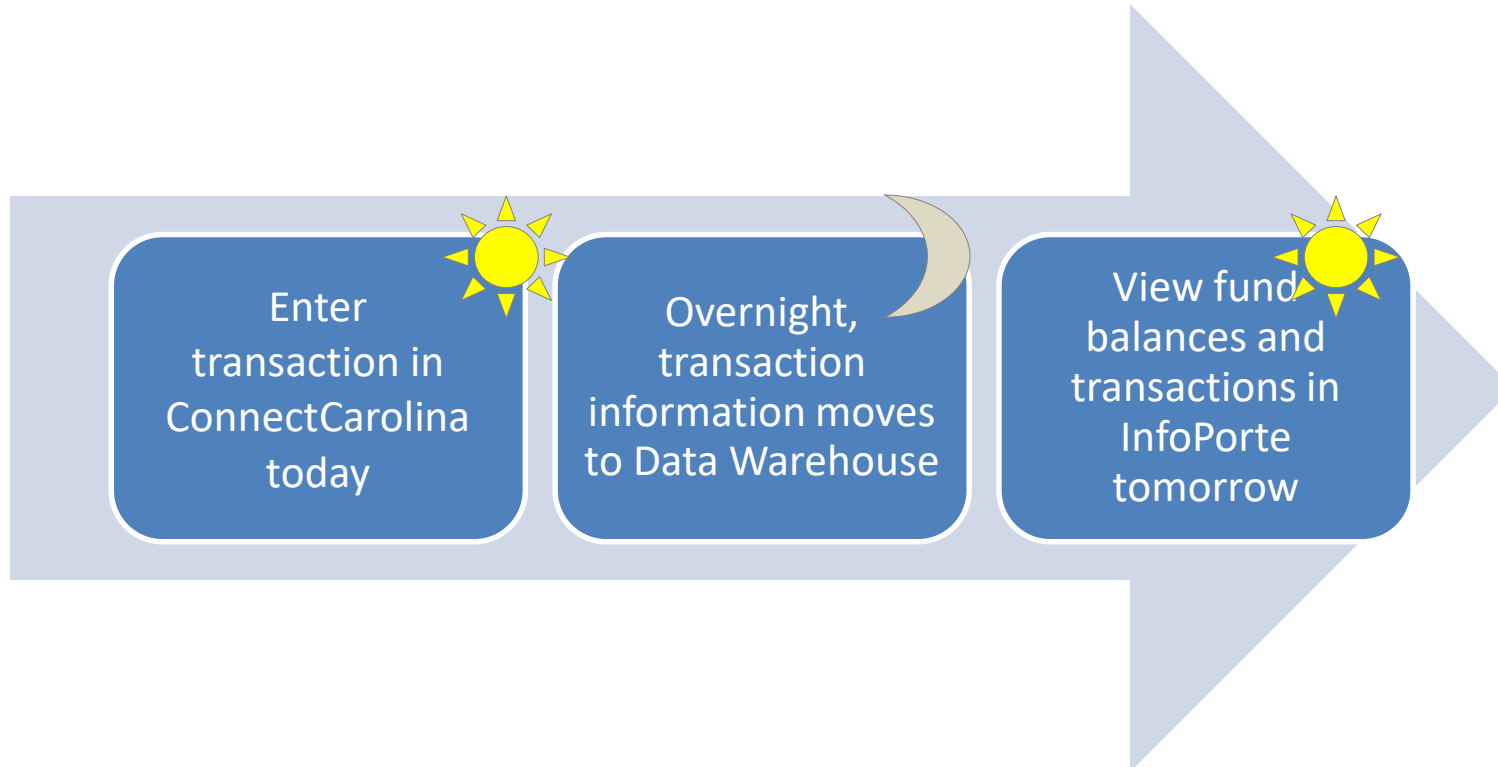
Looking Up Grant Details

Understanding the Reconciling Process

InfoPorte is a Web-based Application

- 
- A large black rectangular frame with rounded corners, representing a computer monitor, containing a bulleted list. Below the frame is a black rectangular base representing the monitor's stand.
- Access and store information
 - Manage funds
 - Complete daily administrative tasks
 - Source for all reporting within ConnectCarolina

- Data from ConnectCarolina to InfoPorte is always one way. It never flows back to ConnectCarolina.
- Data from ConnectCarolina is downloaded each night to the Data Warehouse.
- InfoPorte is one day behind ConnectCarolina.

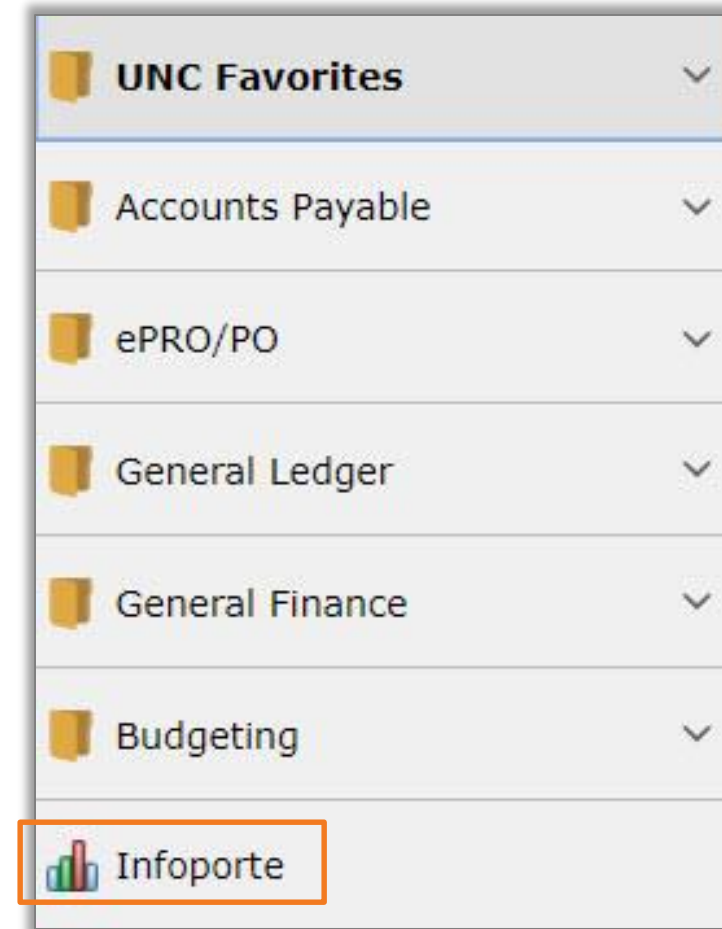


Logging In

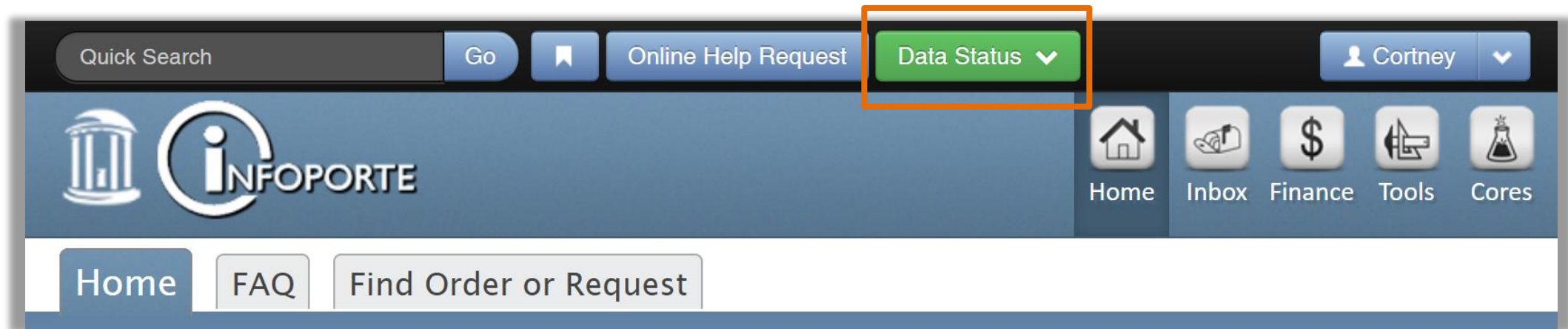
You can access InfoPorte in two ways:

1. Go directly to InfoPorte, infoporte.unc.edu
2. From ConnectCarolina, click Enterprise Reporting on the left

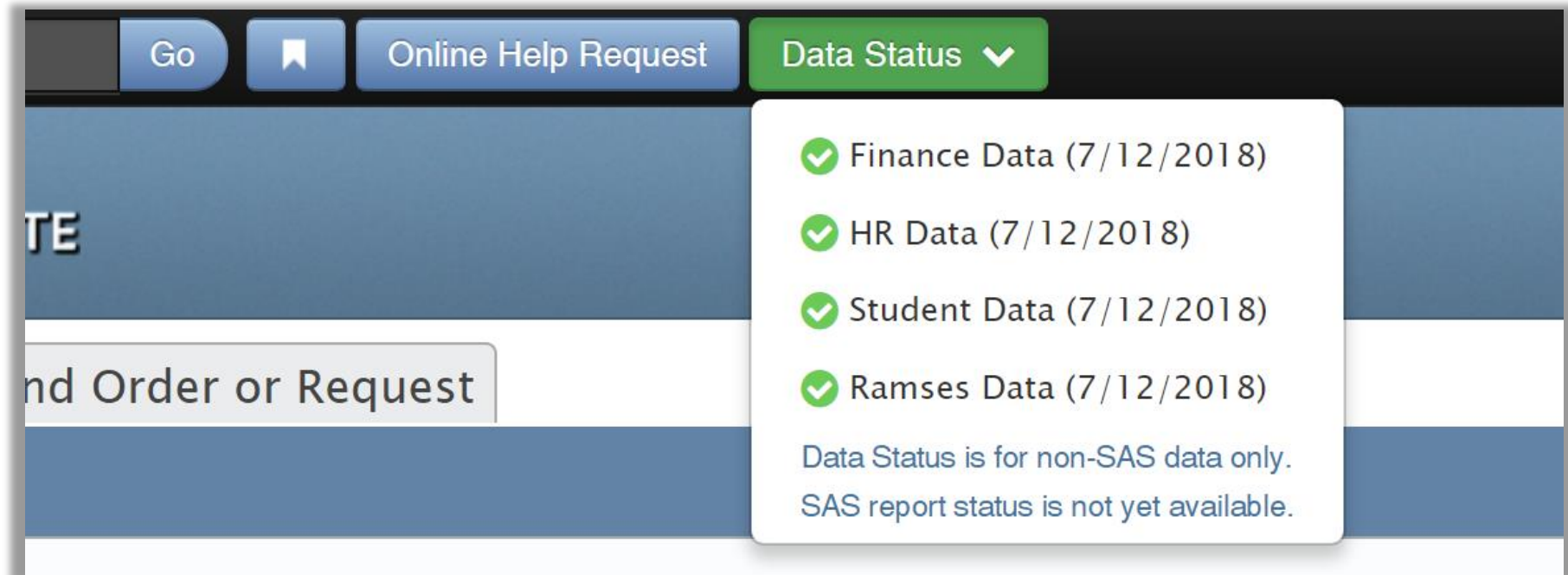
Note: InfoPorte works best with Mozilla Firefox.



- Data Status Alert button is the main indicator for how up-to-date the data in InfoPorte is:



- If the Data Status button is green, all downloads completed successfully and the data in InfoPorte is one day behind ConnectCarolina, as expected.
- If the button is red, the downloads in one or more areas did not complete successfully.




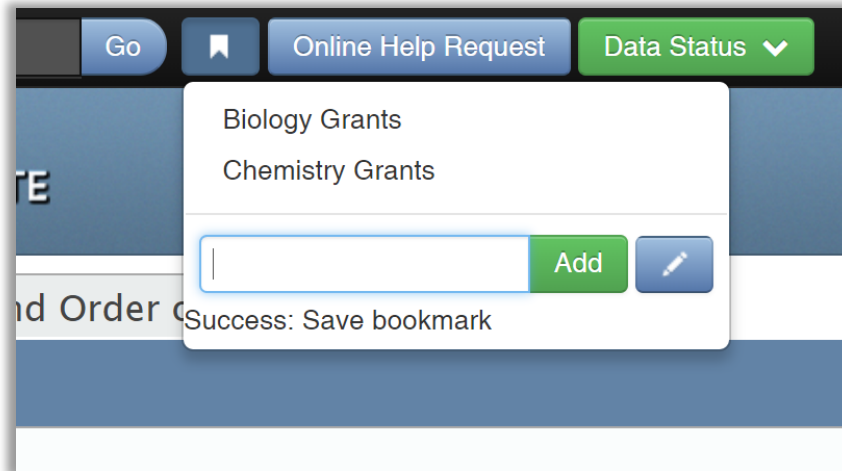
Use the **Favorites** button to save your common searches


To add a Favorite:

1. Click the **Favorite** button.
2. Name your Favorite.
3. Click **Add**.

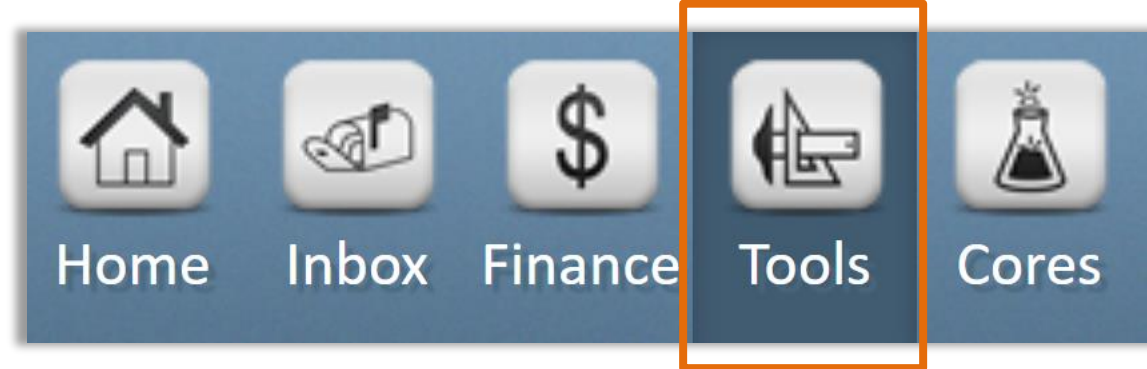
To delete a Favorite:

1. Click the  icon.
2. Click the “x” by the Favorite you want to delete.



Note: You can't edit existing Favorites, but you can delete them using the  icon.

Tools



Business References | Reservations

Data Dictionary List | **Chartfield Lookup** | Cost Codes | FRS Account Mapping | General Info

The following tables provide lookups for the different elements comprising the chartfield string.

Business Units

Show 5 entries

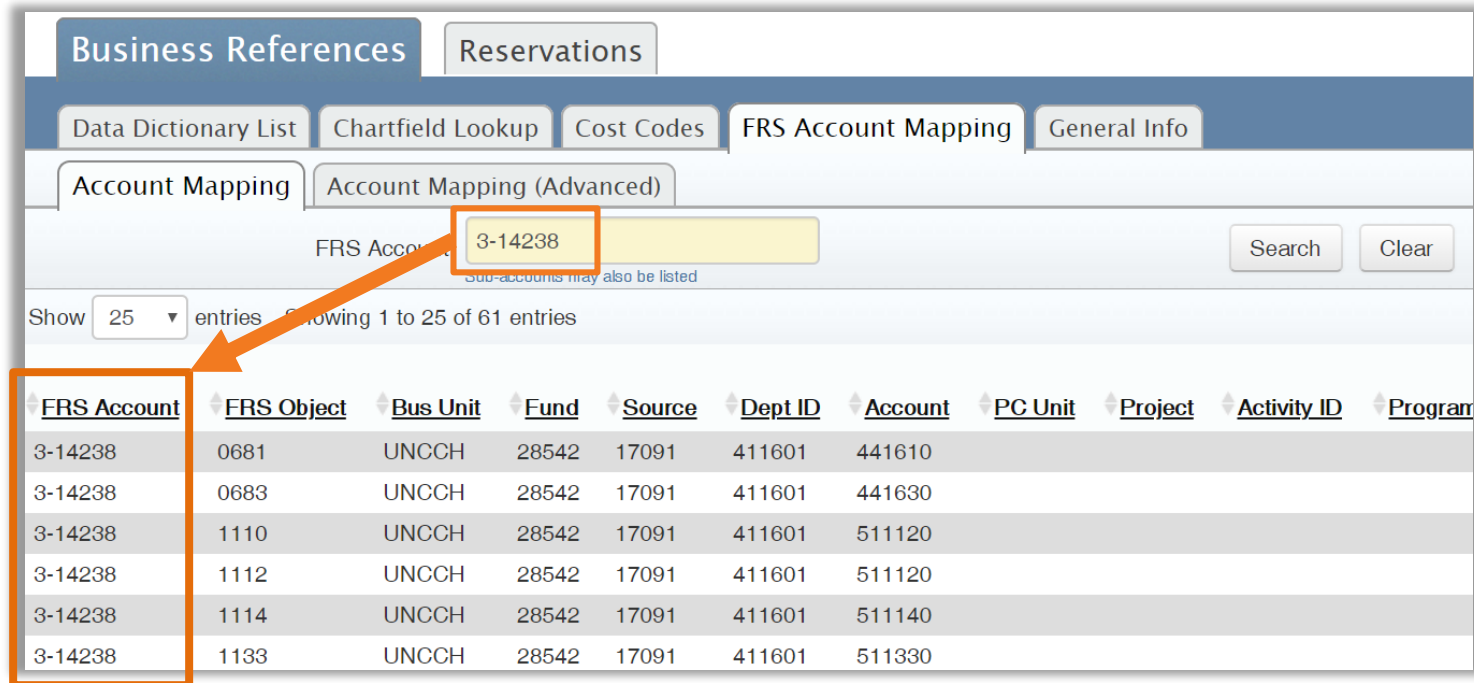
CHBUS

Code	Description
CHBUS	Business Foundation

Showing 1 to 1 of 1 entries (filtered from 104 total entries) | Previous | Next

- The **Tools > Business References > Chartfield Lookup** tab is a search feature for ConnectCarolina chartfields
- You can search for business unit, fund, source, department, program, and earnings codes (for HR)
- You can search by alpha or numeric value

- **Tools > Business References> FRS Account Mapping > Account Mapping** tab translates FRS Account to ConnectCarolina chartfield strings
- **Note:** Data is not maintained with new chartfields. Data represents FRS accounts used in the 18 months prior to go-live.



Business References Reservations

Data Dictionary List Chartfield Lookup Cost Codes FRS Account Mapping General Info

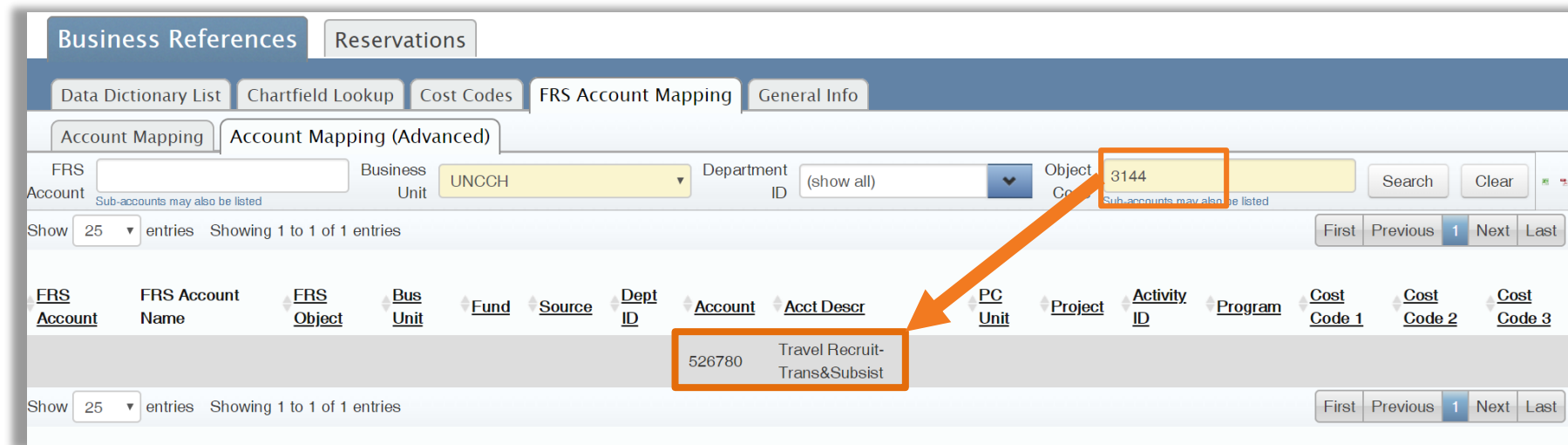
Account Mapping Account Mapping (Advanced)

FRS Account 3-14238 Search Clear

Show 25 entries Showing 1 to 25 of 61 entries

FRS Account	FRS Object	Bus Unit	Fund	Source	Dept ID	Account	PC Unit	Project	Activity ID	Program
3-14238	0681	UNCCH	28542	17091	411601	441610				
3-14238	0683	UNCCH	28542	17091	411601	441630				
3-14238	1110	UNCCH	28542	17091	411601	511120				
3-14238	1112	UNCCH	28542	17091	411601	511120				
3-14238	1114	UNCCH	28542	17091	411601	511140				
3-14238	1133	UNCCH	28542	17091	411601	511330				

- **Tools > Business References > FRS Account Mapping > Account Mapping (Advanced)** tab translates FRS Account and/or Object code to ConnectCarolina chartfield strings



The screenshot shows the 'Business References' section with the 'FRS Account Mapping' tab selected. Under 'Account Mapping (Advanced)', the 'Object' field is set to '3144'. The search results table below shows one entry:

FRS Account	FRS Account Name	FRS Object	Bus Unit	Fund	Source	Dept ID	Account	Acct Descr	PC Unit	Project	Activity ID	Program	Cost Code 1	Cost Code 2	Cost Code 3
							526780	Travel Recruit-Trans&Subsist							

An orange arrow points from the 'Object' field value '3144' to the 'Account' field value '526780' in the search results table.

Introduction

**Finding Balances for Major Fund Types
(State, Trust, F&A, and OSR)**

Finding Transactions Related to Balances

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Dept Accounting Tab

Quick Search Go Online Help Request Data Status

Cortney

Home Inbox **Finance** Tools Cores

Dept Accounting Financial Reporting OSR Financial Reporting Financial Request Budget Process Other Reports

Ledger Rollups Transactions All GL Activity Grants Soft Encumbrances Program/Cost Code IPT Cost Code UNCFP

Main Ledgers OSR Ledger Parent Ledgers Capital Improvement

Fund Type (select) Fund (show all) Program

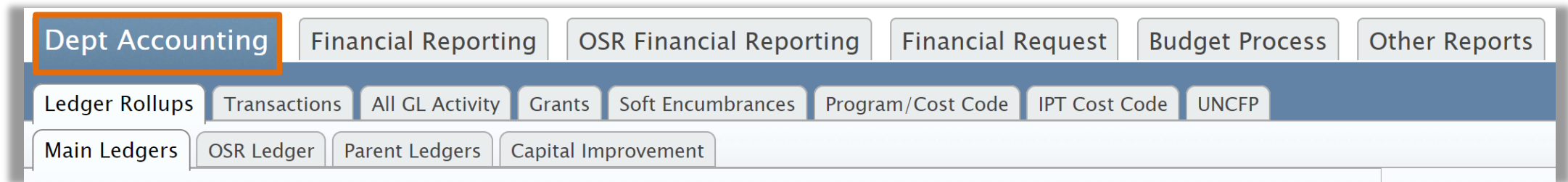
Fiscal Year (2 selected) Source Bus Unit

Budget Period 2019 Account Show Soft ☐ Show Projections ☐
Encumbrances

Acct Period (show all) Dept ID (show all)

Search Clear

*Toggle buttons to exclude/include optional fields for rollup groupings.

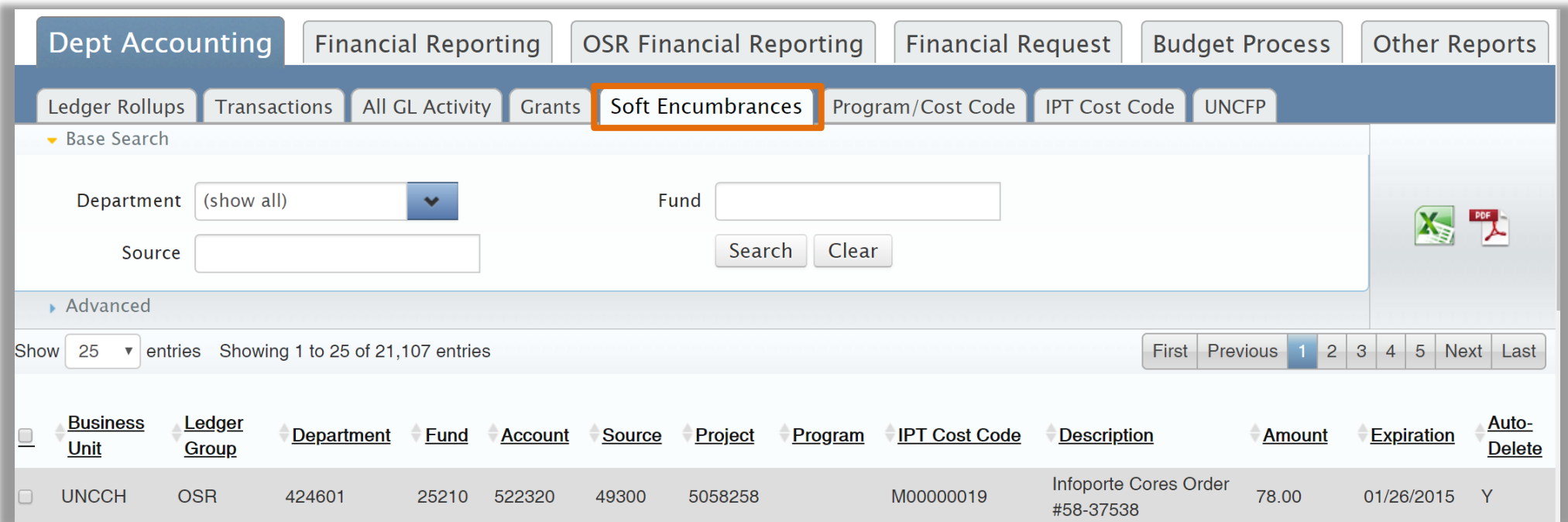


The Dept Accounting tab is the landing page for Finance

- **The Ledger Rollups tab** – shows budget balances based on revenue and expenses
- **Transactions tab** – shows revenue and expense transactions
- **All GL Activity tab** – only needed by a few departments; shows lines for all accounts: assets, liabilities, fund balance, revenue, and expenses
- **Grants tab** – grant details and grant financial information

continue...

- **Soft Encumbrances** – an encumbrance in InfoPorte that shows an anticipated expense not yet entered in ConnectCarolina. Soft encumbrances are only in InfoPorte.



The screenshot shows the 'Dept Accounting' tab selected. Within this tab, the 'Soft Encumbrances' sub-tab is highlighted with an orange border. The interface includes search filters for Department, Fund, and Source, along with 'Search' and 'Clear' buttons. A table of results is displayed below, showing various financial data points for a specific entry.

Business Unit	Ledger Group	Department	Fund	Account	Source	Project	Program	IPT Cost Code	Description	Amount	Expiration	Auto-Delete
UNCCH	OSR	424601	25210	522320	49300	5058258		M00000019	Infoporte Cores Order #58-37538	78.00	01/26/2015	Y

continue...

- **Program/Cost Code** – shows balances and transactions for ConnectCarolina Programs and Cost Code chartfields

Ledger Rollups Transactions All GL Activity Grants Soft Encumbrances **Program/Cost Code** IPT Cost Code UNCFP

Summary **Rollup** Transactions List

Ledger **PROGRAM** Program **C1302**

Search Clear

Fiscal Year 2018

Budget Period 2018

Acct Period 3-September

Actuals here reflects Rev/Exp and is included on all Program/Cost Code tabs.

Ledger Totals	Budget	Pre-Encumbered	Encumbered	Actuals	Available Balance	Budget MTD	Actuals MTD
Grand Total Revenue	0.00	0.00	0.00	12,793.52	-12,793.52	0.00	4,678.64
Grand Total Expense	0.00	0.00	0.00	5,524,672.26	-5,524,672.26	0.00	3,227,224.00

[Ledger Group: PROGRAM_DETAIL - Business Unit: UNCCH - Fund Code: 20101 - Source: 12001 - Department: 310100 - Program Code: C1302](#)

Account	Budget	Pre-Encumbered	Encumbered	Actuals	Available Balance	Budget MTD	Actuals MTD
513120 EHRA Teach On Campus	0.00	0.00	0.00	29,552.01		0.00	10,010.21

continue...

- **IPT Cost Code** – shows balances and transactions for InfoPorte cost codes

Dept Accounting
Financial Reporting
OSR Financial Reporting
Financial Request
Budget Process
Other Reports

Ledger Rollups
Transactions
All GL Activity
Grants
Soft Encumbrances
Program/Cost Code
IPT Cost Code
UNCFP

Summary
Rollup
Transactions
IPT List

Base Search

Fiscal Year
2018
IPT Cost Code

Search
Clear

Acct Prd
(show all)

Budget Period
(select)

Infoporte Cost Codes are not visible in the IPT Cost Code report until one day after they have been tagged to a transaction. They will be visible in the Transactions screen for the current day for any transactions to which they have been tagged.

Show 500 entries Showing 1 to NaN of NaN entries (filtered from NaN total entries)
First Previous 1 2 3 4 5 Next Last

IPT Cost Code	Description	FMS Budget	IPT Budget	Pre-Encumbered	Encumbered	Actuals	Available Balance
MAMedAlu	Admin Funds 6-63367 Medical Alumni	0.00	0.00	0.00	0.00	0.00	0.00
MSTMadnick	Transfer into 3-42831 for AOE Innovative Grant	0.00	0.00	0.00	0.00	0.00	0.00



Financial Reporting tab - contains reports based on GL Actuals. Typically requires additional access. Mainly for MOU Leads and one or two direct reports.



OSR Financial Reporting tab - has several reports in the works.



- Everything under the **Dept Accounting** tab can be downloaded to Excel and PDF
- SAS reports, mainly under the **Financial Reporting** and **OSR Financial Reporting** tabs, can only be downloaded to PDF

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GETTING STARTED

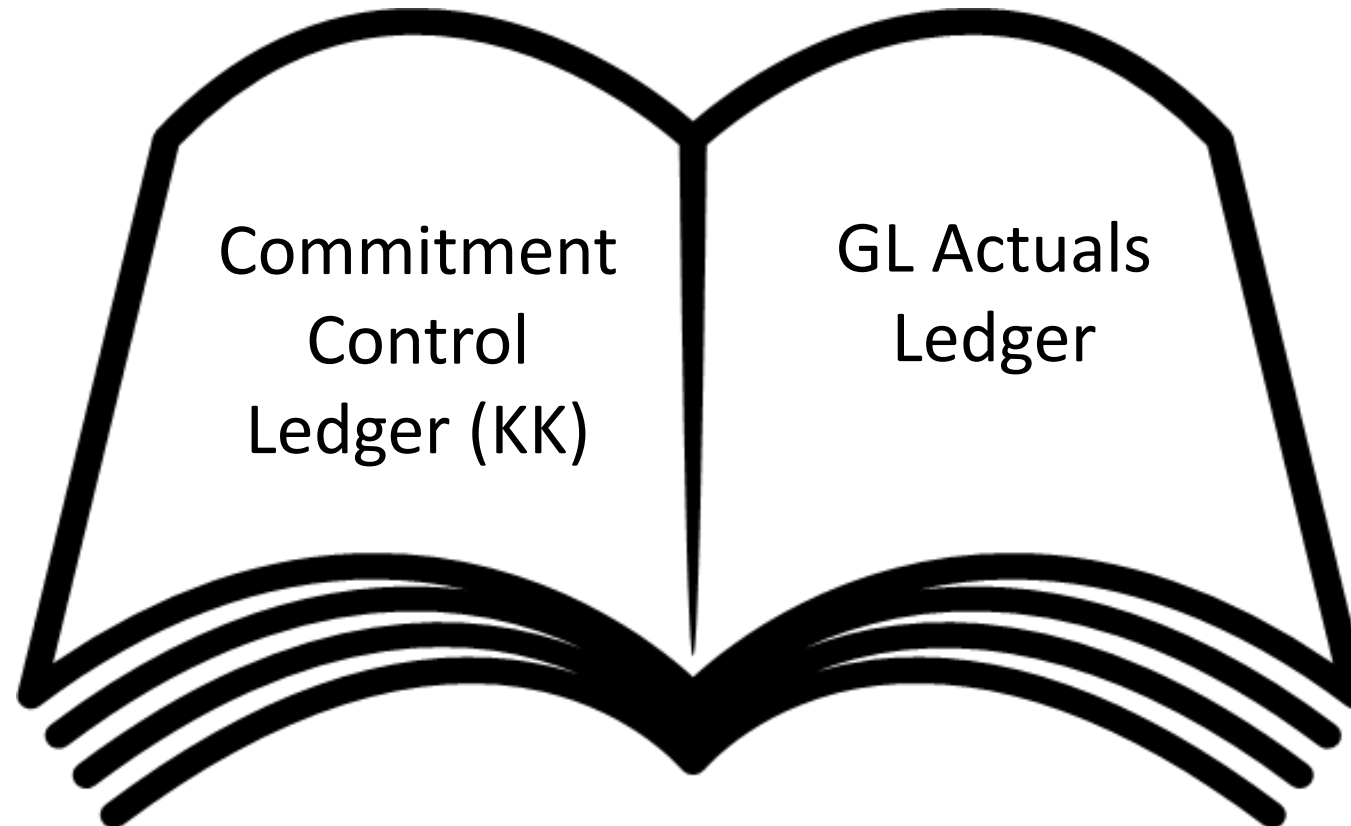
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[Migration FAQs](#)

Commitment Control Ledgers vs. GL Actual Ledger

Ledgers are where financial transactions and balances are recorded. In ConnectCarolina, money sits in two main ledgers.



Commitment Control ledgers

- Balances reflect all transactions that have passed budget checking in ConnectCarolina.
- A management tool for managing daily balances against a budget.
- **Not** the official book of record for external reporting purposes.

GL Actuals ledger

- All balances are based on posted transactions. **These transactions are fully processed.**
- Is the official book of record for external reporting purposes.

Final!

Commitment Control (KK Ledgers vs. GL Actuals Ledger)

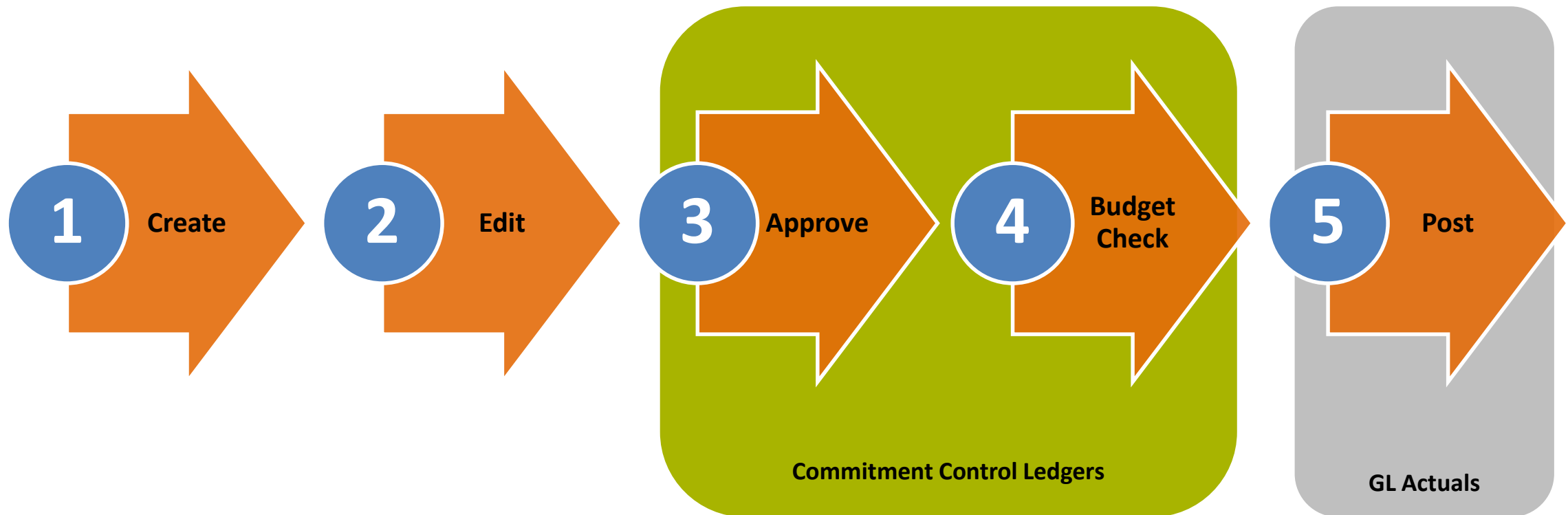


Commitment Control (KK) = Michael's homemade budget spreadsheet



GL Actuals = Michael's bank statement

All purchase requisitions and vouchers transactions go through the same basic steps



To better understand the steps of a transaction, let's look at a purchase requisition in the amount of \$6,250.00.

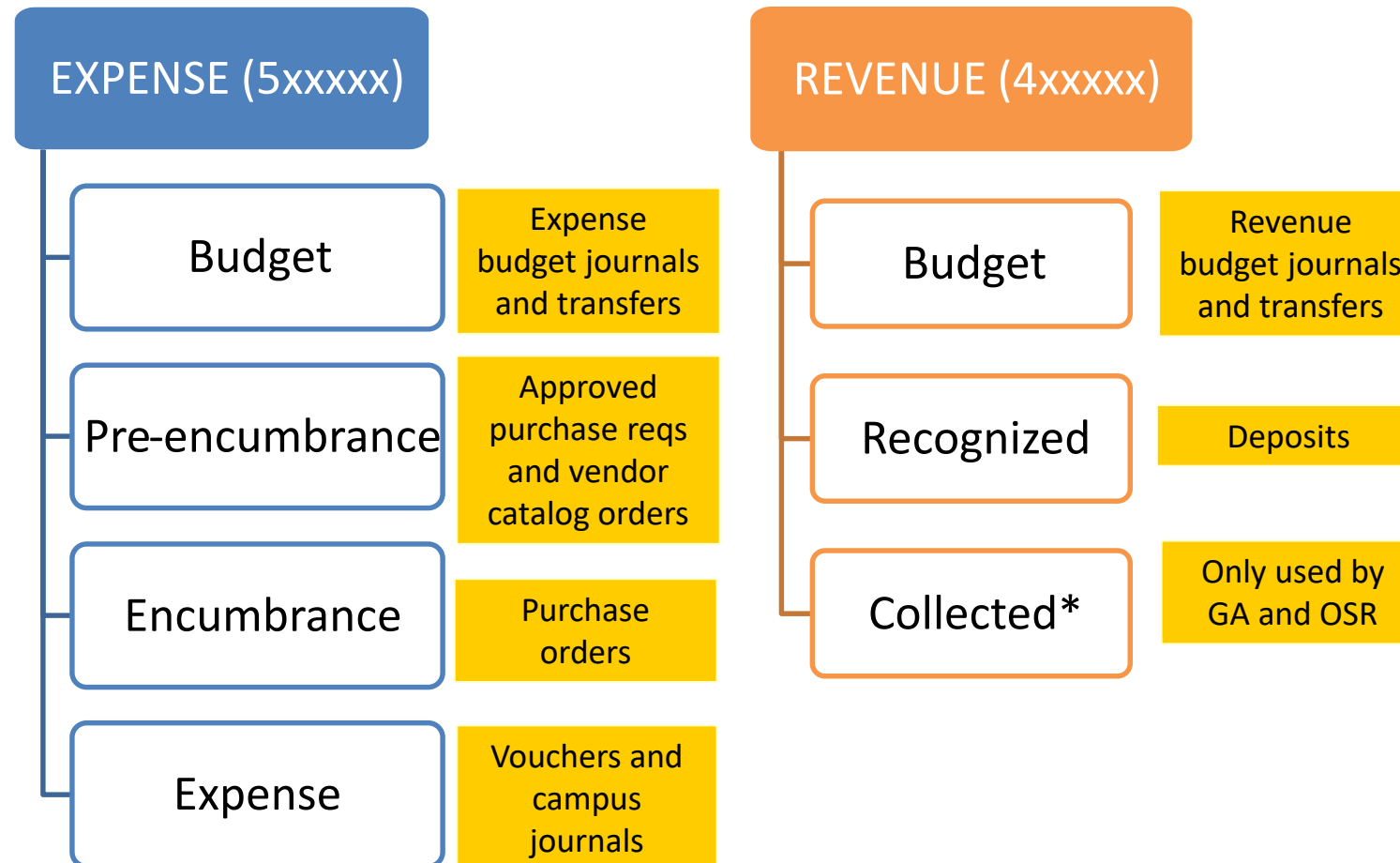
Transaction	Commitment Control (KK) Ledgers				GL Actuals
	Budget	Pre-Encumbered	Encumbrances	Expense	
Create Purchase Requisition					
Pre-Budget Check Purchase Requisition (PR)					
Approve					
Budget Check PR		\$6,250.00			
Create Purchase Order (PO)					
Budget Check PO		-\$6,250.00	\$6,250.00		
Dispatch PO to Vendor					
Enter a Receipt					
Enter the Vendor's Invoice as a Voucher					
Budget Check the Voucher			-\$6,250.00	\$6,250.00	
Match the Voucher, PO, and Receipt					
Post the Voucher					
Generate GL Journal (Automatically Overnight)					\$6,250.00
Pay the Voucher					
Post the Payment					
Close the PO				\$6,250.00	\$6,250.00

For this information:	Use this report:
Day-to-day budget balances	<ul style="list-style-type: none">• InfoPorte Ledger Rollups tab
Day-to-day transactions	<ul style="list-style-type: none">• ConnectCarolina Budgets Overview
Expense and revenue (actuals) balances in GL Actuals	<ul style="list-style-type: none">• ConnectCarolina GL Ledger Inquiry

Commitment Control Expense and Revenue Ledgers

Within the Commitment Control ledgers, there are individual ledgers for:

1. The incremental stages of “commitment” toward an expense, and
2. For managing revenue



Budget ledgers as displayed on the Ledger Rollups tabs

Ledger Totals

	Budget	Pre-Encumbered	Encumbered	Actuals	Available Balance	Budget MTD	Actuals MTD
Grand Total Revenue	994,669,880.00	0.00	0.00	81,872,126.32	912,797,753.68	955,173,050.00	81,872,126.32
Grand Total Expense	994,669,880.00	14,959,875.66	42,136,235.07	60,255,551.02	877,318,218.25	955,173,050.00	60,255,551.02

Fiscal Year, Accounting Period, and Budget Period

Fiscal Year

- A **fiscal year** is the twelve month period an organization uses to report its financial information.
- The fiscal year at UNC starts on July 1 and ends on June 30.

For example, July 1, 2018 began the "2019 fiscal year" and ends on June 30, 2019.

Accounting Period

- An **accounting period** is the time period 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.

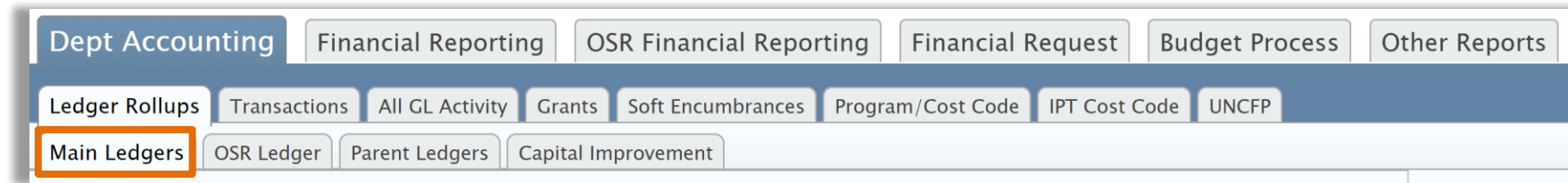
Accounting Period	Month
1	July
2	August
3	September
4	October
5	November
6	December
7	January
8	February
9	March
10	April
11	May
12	June

Each accounting period is identified by a number.

Note: There is also a period “0”, which displays the beginning fiscal year balance for trust funds. Period 0 is used with GL Ledger Inquiry. It is not used in InfoPorte Ledger Rollups.

- A budget period is the time period a department budgets by.
- Most of UNC budgets annually. Therefore, the fiscal year is almost always the same year as the budget period.
For example, the budget period for 2018 is in the same time period as fiscal year 2018.
- Main exception is Facilities Services, which budgets monthly.
- Budget period for OSR projects is the time period of the project.

Main Ledgers tab: State, Trust, and F&A budget balances



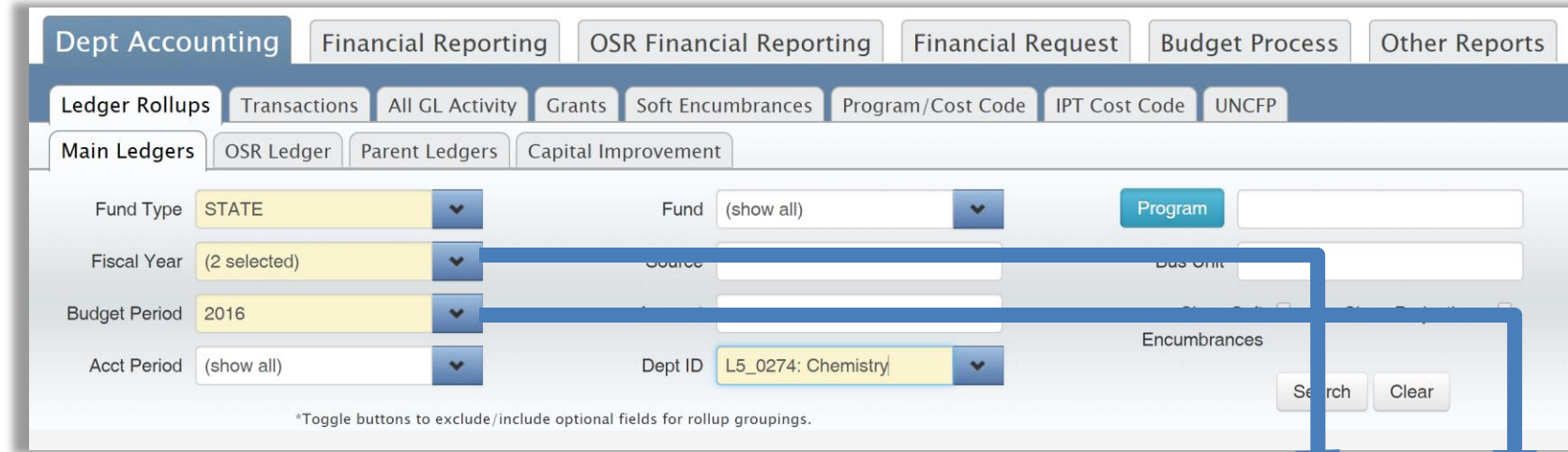
Fiscal Year, Budget Period, Accounting Period filters

Select State, F&A, or Trust

The screenshot shows the 'Dept Accounting' tab selected. Below it are sub-tabs: 'Ledger Rollups', 'Transactions', 'All GL Activity', 'Grants', 'Soft Encumbrances', 'Program/Cost Code', 'IPT Cost Code', and 'UNCFP'. Under 'Ledger Rollups', there are 'Main Ledgers', 'OSR Ledgers', 'Parent Ledgers', and 'Capital Improvement'. The 'Main Ledgers' section contains four dropdown menus: 'Fund Type' (set to 'STATE'), 'Fiscal Year' (set to '(2 selected)'), 'Budget Period' (set to '2016'), and 'Acct Period' (set to '(show all)'). To the right of these are input fields for 'Fund' (set to '(show all)'), 'Source', 'Account', and 'Dept ID' (set to 'L5_0274: Chemistry'). Further right are 'Program' and 'Bus Unit' input fields, and checkboxes for 'Show Soft Encumbrances' and 'Show Projections'. At the bottom right are 'Search' and 'Clear' buttons. An orange arrow points from the 'Fund Type' dropdown to the annotation box above. Another orange arrow points from the 'Acct Period' dropdown to the annotation box below.

Balance defaults to YTD balance. Select a specific accounting period to see balance for that period.

Fiscal Year, Budget Period, Accounting Period filters



For Trust, if your dept entered a budget journal in the prior FY for the current budget period, then enter both the prior and current fiscal years.

For this Ledger:	To see balances for this year:	Select this Fiscal Year	Select this Budget Period
State	2015	2015	2015
	2016	2015 and 2016	2016
	2017	2016 and 2017	2017
	2018	2017 and 2018	2018
F&A	2015	2015	2015
	2016	2015 and 2016	2016
	2017	2016 and 2017	2017
	2018	2017 and 2018	2018
Trust	2015	2015	2015
	2016	2016	2016
	2017	2017	2017
	2018	2018	2018

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

Trust

- 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.

F&A

- 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

OSR

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

Ledger Rollups Transactions All GL Activity Grants Soft Encumbrances Program/Cost Code IPT Cost Code UNCFP

Main Ledgers OSR Ledger Parent Ledgers Capital Improvement

Fund Type (select) Fund (show all) Program

Fiscal Year 2016 Source Bus Unit


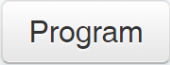
Budget Period 2016 Account Show Soft Encumbrances **Show Projections**

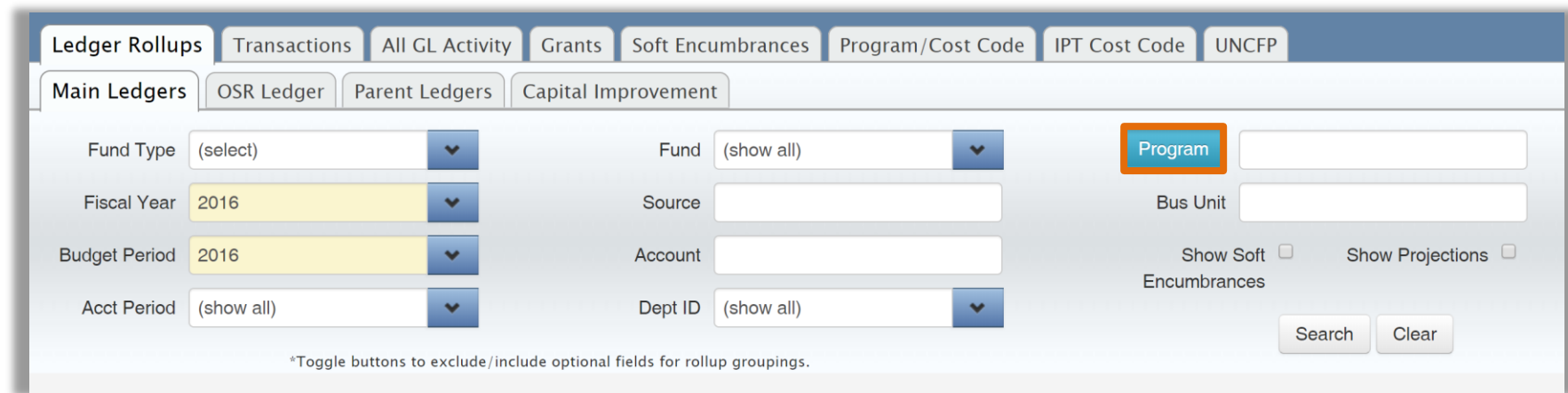
Acct Period (show all) Dept ID (show all) Search Clear

*Toggle buttons to exclude/include optional fields for rollup groupings.

- Personnel expense is not encumbered in ConnectCarolina.
- The **Show Projections** checkbox in InfoPorte allows you to see your balance including anticipated personnel expense.
- The amount is based on the current funding grid.
- The amount is equal to the personnel expense for the remaining payrolls in the fiscal year.

The blue buttons are toggles. The toggles change based on the ledger you select. The toggles affect the number of chartfield strings displayed in the search results. They never affect the grand total amount displayed.

- Toggle on  , you see all the chartfield strings
- Toggle off  , you see rolled-up chartfield strings



The screenshot shows the 'Ledger Rollups' section of the Connect Carolina system. It includes tabs for 'Transactions', 'All GL Activity', 'Grants', 'Soft Encumbrances', 'Program/Cost Code', 'IPT Cost Code', and 'UNCFP'. Under 'Main Ledgers', there are options for 'OSR Ledger', 'Parent Ledgers', and 'Capital Improvement'. The search filters include 'Fund Type' (select), 'Fiscal Year' (2016), 'Budget Period' (2016), 'Acct Period' (show all), 'Fund' (show all), 'Source', 'Account', 'Dept ID' (show all), 'Bus Unit', 'Show Soft Encumbrances' (checkbox), and 'Show Projections' (checkbox). A 'Program' toggle button is highlighted with an orange box. At the bottom, there are 'Search' and 'Clear' buttons, and a note: '*Toggle buttons to exclude/include optional fields for rollup groupings.'

Ledger Totals							
	Budget	Pre-Encumbered	Encumbered	Actuals	Available Balance	Budget MTD	Actuals MTD
Grand Total Revenue	0.00	0.00	0.00	104,633.95	-104,633.95	0.00	9,810.27
Grand Total Expense	138,011.91	0.00	0.00	117,077.75	20,934.16	0.00	10,774.44

Ledger Group: TRUST - Business Unit: UNCCH - Fund Code: 29500 - Source: 19461 - Department: 318200 - Program Code: 10000							
Account	Budget	Pre-Encumbered	Encumbered	Actuals	Available Balance	Budget MTD	Actuals MTD
441845 Sales-Intra University	0.00	0.00	0.00	10,087.15		0.00	780.60
441911 Sales-Other Outside	0.00	0.00	0.00	94,546.80		0.00	9,029.67
Subtotal 400100 Revenues-Operating Allotment	0.00	0.00	0.00	104,633.95	-104,633.95	0.00	9,810.27
Revenue Total	0.00	0.00	0.00	104,633.95	-104,633.95	0.00	9,810.27
500100 All Other Expenses	138,011.91	0.00	0.00	0.00		0.00	0.00
515120 Social Security-OASDI	0.00	0.00	0.00	3,657.94		0.00	303.19
515130 Social Security-Hospital Insur	0.00	0.00	0.00	855.53		0.00	70.92
515210 State Retirement	0.00	0.00	0.00	7,333.12		0.00	563.88
52510 Supplies-Non Educ Animal/Aqu	0.00	0.00	0.00	1,931.63		0.00	444.63
534110 Supplies-Food/Beverage Product	0.00	0.00	0.00	9.27		0.00	26.96
537210 Supplies-Educational/Research	0.00	0.00	0.00	10,317.22		0.00	133.22
538110 Supplies-Non Educ Misc	0.00	0.00	0.00	7,353.25		0.00	821.61
544310 Other Struct-General Contract	0.00	0.00	0.00	130.08		0.00	0.00
545270 Equip-Agricultural	0.00	0.00	0.00	4,611.11		0.00	541.01
558914 Misc Services/Obligations	0.00	0.00	0.00	110.00		0.00	0.00
Subtotal 500100 All Other Expenses	138,011.91	0.00	0.00	53,277.88	84,734.03	0.00	5,378.19

- 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”

Ledger Totals							
	Budget	Pre-Encumbered	Encumbered	Actuals	Available Balance	Budget MTD	Actuals MTD
Grand Total Revenue	0.00	0.00	0.00	104,633.95	-104,633.95	0.00	9,810.27
Grand Total Expense	138,011.91	0.00	0.00	117,077.75	20,934.16	0.00	10,774.44

Ledger Group: TRUST - Business Unit: UNCCH - Fund Code: 29500 - Source: 19461 - Department: 318200 - Program Code: 10000							
Account	Budget	Pre-Encumbered	Encumbered	Actuals	Available Balance	Budget MTD	Actuals MTD
441845 Sales-Intra University	0.00	0.00	0.00	10,087.15		0.00	780.60
441911 Sales-Other Outside	0.00	0.00	0.00	94,546.80		0.00	9,029.67
Subtotal 400100 Revenues-Operating Allotment	0.00	0.00	0.00	104,633.95	-104,633.95	0.00	9,810.27
Revenue Total	0.00	0.00	0.00	104,633.95	-104,633.95	0.00	9,810.27
500100 All Other Expenses	138,011.91	0.00	0.00	0.00		0.00	0.00
515120 Social Security-OASDI	0.00	0.00	0.00	3,657.94		0.00	303.19
515130 Social Security-Hospital Insur	0.00	0.00	0.00	855.53		0.00	70.92
515210 State Retirement	0.00	0.00	0.00	7,333.12		0.00	563.88
52510 Supplies-Non Educ Animal/Aqu	0.00	0.00	0.00	1,931.63		0.00	444.63
534110 Supplies-Food/Beverage Product	0.00	0.00	0.00	9.27		0.00	26.98
537210 Supplies-Educational/Research	0.00	0.00	0.00	10,317.22		0.00	133.22
538110 Supplies-Non Educ Misc	0.00	0.00	0.00	7,353.25		0.00	821.61
544310 Other Struct-General Contract	0.00	0.00	0.00	130.08		0.00	0.00
545270 Equip-Agricultural	0.00	0.00	0.00	4,611.11		0.00	541.01
558914 Misc Services/Obligations	0.00	0.00	0.00	110.00		0.00	0.00
Subtotal 500100 All Other Expenses	138,011.91	0.00	0.00	53,277.88	84,734.03	0.00	5,378.19

- **Available Balance** = Budget – Pre-Encumbered – Encumbered – Actuals
- Account subtotals display at the account level where we budget
- Signs and colors: for both Actuals (revenue and expenses), black is positive; red is negative

Main Ledgers: Search Results

Ledger Totals							
	Budget	Pre-Encumbered	Encumbered	Actuals	Available Balance	Budget MTD	Actuals MTD
Grand Total Revenue	0.00	0.00	0.00	104,633.95	-104,633.95	0.00	9,810.27
Grand Total Expense	138,011.91	0.00	0.00	117,077.75	20,934.16	0.00	10,774.44
Ledger Group: TRUST - Business Unit: UNCCH - Fund Code: 29500 - Source: 19461 - Department: 318200 - Program Code: 10000							
Account	Budget	Pre-Encumbered	Encumbered	Actuals	Available Balance	Budget MTD	Actuals MTD
441845 Sales-Intra University	0.00	0.00	0.00	10,087.15		0.00	780.60
441911 Sales-Other Outside	0.00	0.00	0.00	94,546.80		0.00	9,029.67
Subtotal 400100 Revenues-Operating Allotment	0.00	0.00	0.00	104,633.95	-104,633.95	0.00	9,810.27
Revenue Total	0.00	0.00	0.00	104,633.95	-104,633.95	0.00	9,810.27
500100 All Other Expenses	138,011.91	0.00	0.00	0.00		0.00	0.00
515120 Social Security-OASDI	0.00	0.00	0.00	3,657.94		0.00	303.19
515130 Social Security-Hospital Insur	0.00	0.00	0.00	855.53		0.00	70.92
515210 State Retirement	0.00	0.00	0.00	7,233.12		0.00	563.88
52510 Supplies-Non Educ Animal/Aqu	0.00	0.00	0.00	1,931.63		0.00	444.63
534110 Supplies-Food/Beverage Product	0.00	0.00	0.00	9.27		0.00	26.98
537210 Supplies-Educational/Research	0.00	0.00	0.00	10,317.22		0.00	133.22
538110 Supplies-Non Educ Misc	0.00	0.00	0.00	7,353.25		0.00	821.61
544310 Other Struct-General Contract	0.00	0.00	0.00	130.08		0.00	0.00
545270 Equip-Agricultural	0.00	0.00	0.00	4,611.11		0.00	541.01
558914 Misc Services/Obligations	0.00	0.00	0.00	110.00		0.00	0.00
Subtotal 500100 All Other Expenses	138,011.91	0.00	0.00	53,277.88	84,734.03	0.00	5,378.19

- Budget MTD shows budget journals or transfers for the current month
- Actuals MTD shows revenue/expenses for the current month.
Remember that the default view is year-to-date
- Clicking a link for an account or a chartfield string brings you to the Transactions tab showing transactions for that account

- Grand Total Revenue and Grand Total Expense lines show total for all chartfield strings

Ledger Totals							
	Budget	Pre-Encumbered	Encumbered	Actuals	Available Balance	Budget MTD	Actuals MTD
Grand Total Revenue	0.00	0.00	0.00	104,633.95	-104,633.95	0.00	9,810.27
Grand Total Expense	138,011.91	0.00	0.00	117,077.75	20,934.16	0.00	10,774.44

Ledger Group: TRUST - Business Unit: UNCCH - Fund Code: 29500 - Source: 19461 - Department: 318200 - Program Code: 10000							
Account	Budget	Pre-Encumbered	Encumbered	Actuals	Available Balance	Budget MTD	Actuals MTD
441845 Sales-Intra University	0.00	0.00	0.00	10,087.15		0.00	780.60
441911 Sales-Other Outside	0.00	0.00	0.00	94,546.80		0.00	9,029.67
Subtotal 400100 Revenues-Operating Allotment	0.00	0.00	0.00	104,633.95	-104,633.95	0.00	9,810.27
Revenue Total	0.00	0.00	0.00	104,633.95	-104,633.95	0.00	9,810.27
500100 All Other Expenses	138,011.91	0.00	0.00	0.00		0.00	0.00
515120 Social Security-OASDI	0.00	0.00	0.00	3,657.94		0.00	303.19
515130 Social Security-Hospital Insur	0.00	0.00	0.00	855.53		0.00	70.92
515210 State Retirement	0.00	0.00	0.00	7,233.12		0.00	563.88
	0.00	0.00				0.00	444.63
	0.00	0.00				0.00	26.86

Main Ledgers: Show Projections

When you check the Show Projections box you will lose the Budget MTD and the Actuals MTD and gain three new columns.

Main Ledgers | OSR Ledger | Parent Ledgers | Capital Improvement

Fund Type: TRUST | Fund: (show all) | Program:
 Fiscal Year: 2016 | Source: 19461 | Cost Code 1:
 Budget Period: 2016 | Account: | Bus Unit:
 Acct Period: (show all) | Dept ID: (show all) | Show Soft Encumbrances: ☐ | Show Projections: ☒

*Toggle buttons to exclude/include optional fields for rollup groupings.

Search Clear

Ledger Totals	Budget	Pre-Encumbered	Encumbered	Actuals	Available Balance	1 Projected Earnings	2 Projected Fringe	3 IPT Balance
Grand Total Revenue	138,011.91	0.00	0.00	117,077.75	20,934.16	0.00	0.00	20,934.16
Grand Total Expense	0.00	0.00	0.00	104,633.95	-104,633.95	0.00	0.00	-104,633.95

Available "ConnectCarolina" Balance
 Projected Earnings
 — Projected Fringe
 InfoPorte (IPT) Balance

- With budget period 2018, the F&A, State, and Trust ledger groups are now combined into the FAST ledger groups
- FAST stands for F&A (FA), State (S), and Trust (T)



F & A + S t a t e + T r u s t = F A S T

- Therefore, when using Main Ledger to look up info for budget periods 2018 or beyond you will see:

Ledger Group: FAST - Business Unit: UNCCH - Fund Code: 20101 - Source: 12535 - Department: 318300 - Program Code: 10000							
Account	Budget	Pre-Encumbered	Encumbered	Actuals	Available Balance	Budget MTD	Actuals MTD
479915 Miscellaneous Income	12,493.00	0.00	0.00	11,935.94		0.00	-22.31
Subtotal 479915 Miscellaneous Income	12,493.00	0.00	0.00	11,935.94	557.06	0.00	-22.31
Revenue Total	12,493.00	0.00	0.00	11,935.94	557.06	0.00	-22.31
520000 Purchased Services Budget	12,493.00	0.00	0.00	0.00		0.00	0.00
537210 Supplies-Educational/Research	0.00	0.00	0.00	9,162.62		0.00	0.00

- Compared to budget periods prior to 2018:

Ledger Group: TRUST - Business Unit: UNCCH - Fund Code: 29500 - Source: 19461 - Department: 318200 - Program Code: 10000							
Account	Budget	Pre-Encumbered	Encumbered	Actuals	Available Balance	Budget MTD	Actuals MTD
441845 Sales-Intra University	0.00	0.00	0.00	7,629.77		0.00	0.00
441911 Sales-Other Outside	0.00	0.00	0.00	18,059.34		0.00	0.00
Subtotal 400100 Revenues-Operating Allotment	0.00	0.00	0.00	25,689.11	-25,689.11	0.00	0.00
Revenue Total	0.00	0.00	0.00	25,689.11	-25,689.11	0.00	0.00
500100 All Other Expenses	207,900.96	0.00	0.00	0.00		0.00	0.00
515120 Social Security-OASDI	0.00	0.00	0.00	3,817.82		0.00	339.15

OSR Ledger tab

Dept Accounting | Financial Reporting | **OSR Financial Reporting** | Financial Request | Budget Process | Other Reports

Ledger Rollups | Transactions | All GL Activity | Grants | Soft Encumbrances | Program/Cost Code | IPT Cost Code | UNCFP

Main Ledgers | **OSR Ledger** | Parent Ledgers | Capital Improvement

Fund Type **OSR** | Fund (show all) ▼ | Project

Fiscal Year (7 selected) ▼ | Source | Bus Unit PC ▼

Acct Period (show all) ▼ | Account | Show Soft Encumbrances ☐ | Show Projections ☐

Project Status (5 selected) ▼ | Dept ID (show all) ▼

Search Clear

- OSR Ledger Rollup tab shows life-to-date balances
- Default for fiscal year and accounting periods is all selected life-to-date. You can enter a specific accounting period and fiscal year to see a balance as of a specific point in time.
- Enter the Source for the project if you want to exclude cost share. Otherwise, just enter the project ID.
- Check the Show Projections check box to see personnel expense

- Search results contain:
 - Direct total
 - Indirect total
 - Grand total
 - Cost Share total
- Expenses column is LTD rather than YTD

Direct Total	1,027,250.28	0.00	15.00	1,020,799.44	6,435.8	15,864.56	2,143.54
559000 Indirect Cost Budget	476,650.54	0.00	0.00	0.00		0.00	0.00
559010 Indirect Cost-On Campus	0.00	0.00	0.00	473,186.50		7,905.41	1,031.06
Subtotal 559000 Indirect Cost Buc	476,650.54	0.00	0.00	473,186.50	3,464.0	7,905.41	1,031.06
Indirect Total	476,650.54	0.00	0.00	473,186.50	3,464.0	7,905.41	1,031.06

	Budget	Pre-Encumbered	Encumbered	Expenses LTD	Available Balanc	Expenses YTD	Expenses MTD
Grand Total	1,503,900.82	0.00	15.00	1,493,985.94	9,899.8	23,769.97	3,174.60
Cost Share Total	0.00	0.00	0.00	85,660.90	-85,660.9	-117.82	0.00

Month-End Balances

- This encumbrance will liquidate in a future month when it is expensed
- The available balance of this month will eventually increase by \$103,730.40

Ledger Totals	Budget	Pre-Encumbered	Encumbered	Actuals	Available Balance
Grand Total Revenue	0.00	0.00	0.00	91,351.37	-91,351.37
Grand Total Expense	10,492,718.09	0.00	103,730.40	1,021,265.60	9,367,722.09

TE

Home

Inbox

Finance

Financial Reporting

OSR Financial Reporting

Financial Request

Budget Process

Other Reports

Monthly Reports

Search

Enter department, fiscal year, and/or acctg period

Business Unit

UNCCH

Department ID

318300:Chemistry

Fiscal Year

2017

Accounting Period

10 - April

Fund Type

STATE

Get Reports

Clear

Search: UNCCH 318300 2017 10 STATE

All PDF

All Excel

UNCCH_318300_2017_10_STATE_DETAIL		
UNCCH_318300_2017_10_STATE_DETAIL_WITH_PROGRAM		
UNCCH_318300_2017_10_STATE_SUMMARY		
UNCCH_318300_2017_10_STATE_SUMMARY_WITH_PROGRAM		

Download Reports

Information contained on this report is sourced from ledgers within commitment control (KK). Commitment control data reflects transaction-level information that may be committed from a budget perspective but not yet recorded in the general ledger.

You can "Get Reports" for an entire MOU, but due to size restrictions, "Download Reports" cannot exceed 320 files.

Departments not included in the "Department ID" filter have no activity in the current fiscal year.

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All GL Activity

Grants

Soft Encumbrances

Program/Cost Code

IPT Cost Code

UNCFP

▼ Base Search

Fund Type (show all) ▼

Fund (show all) ▼

Program

Fiscal Year 2019 ▼

Source

Project

Budget Prd 2019 ▼

Account

Bus Unit UNCCH

Acct Prd 2-August ▼

Dept ID (show all) ▼

Multiple values separated with a comma.

Search

Clear

Two ways to search for transactions

- Click an account or chartfield string from the Rollup tab.
 - The system takes you to the Transactions tab and shows the transactions that comprise that account or chartfield balance.
 - The Transactions tab inherits the filters from the Rollup tab, particularly the year-to-date filter

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

Account	Budget	Pre-Encumbered	Encumbered	Actuals	Available Balance	Budget MTD	Actuals MTD
500100 All Other Expenses	102,877.63	0.00	0.00	0.00		0.00	0.00
515120 Social Security-OASDI	0.00	0.00	0.00	220.74		0.00	0.00

- Search directly from the Transactions tab

- You need to carefully choose your filters

Dept Accounting

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Financial Request

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Other Reports

Ledger Rollups

Transactions

All GL Activity

Grants

Soft Encumbrances

Program/Cost Code

IPT Cost Code

UNCFP

Transactions tab – Fund Type filter

Dept Accounting Financial Reporting OSR Fin

Ledger Rollups Transactions All GL Activity Grants Soft

▼ Base Search

Fund Type State - Expense

Fiscal Year

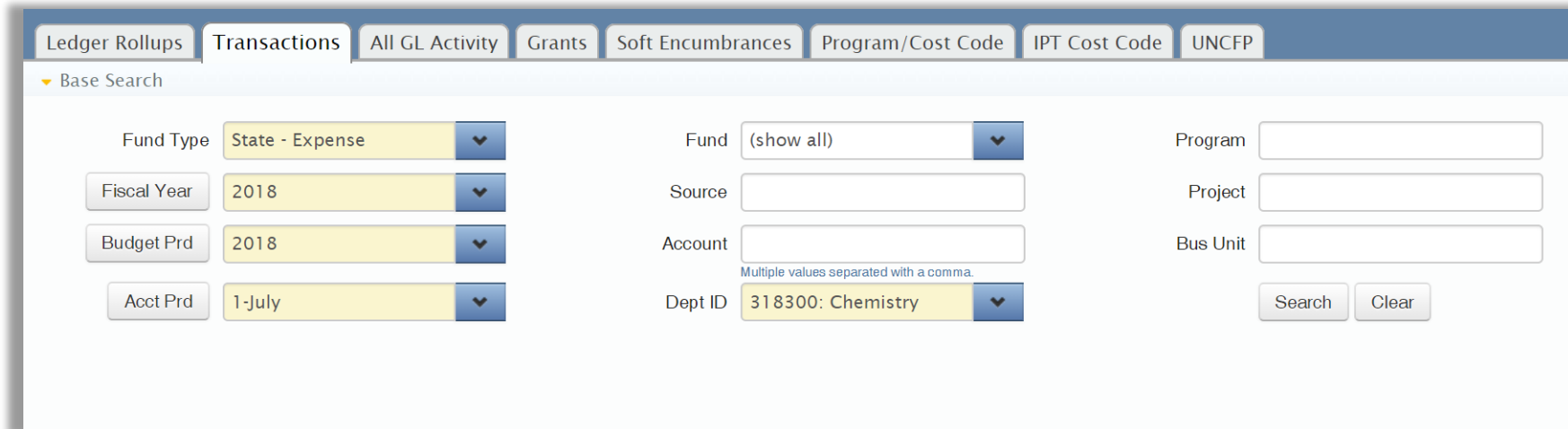
Budget Prd

Acct Prd

- ☐ F&A
- ☒ STATE
 - ☐ State - Budget (Rev)
 - ☐ State - Revenue
 - ☐ State - Budget (Exp)
 - ☐ State - Pre-Encumb
 - ☐ State - Encumb
 - ☒ State - Expense
- ☐ TRUST
- ☐ OSR
- ☐ CI_KK_BUDG

Additional Base Search filters

- **Fiscal Year** – defaults to current fiscal year but you can change it
- **Budget Period** – defaults to current period but you can change it
- **Accounting Period** – defaults to the current accounting period only. It is not a YTD default like the Ledger Rollup.
- **Chartfields** – follow the same combinations as the Ledger Rollups



The screenshot shows the 'Transactions' tab in a software interface. At the top, there are several tabs: 'Ledger Rollups', 'Transactions' (selected), 'All GL Activity', 'Grants', 'Soft Encumbrances', 'Program/Cost Code', 'IPT Cost Code', and 'UNCFP'. Below the tabs is a 'Base Search' section with a dropdown arrow. The search form contains several fields:

- Fund Type:** A dropdown menu showing 'State - Expense'.
- Fiscal Year:** A dropdown menu showing '2018'.
- Budget Prd:** A dropdown menu showing '2018'.
- Acct Prd:** A dropdown menu showing '1-July'.
- Fund:** A dropdown menu showing '(show all)'.
- Source:** A text input field.
- Account:** A text input field with a note below it: 'Multiple values separated with a comma.'
- Dept ID:** A dropdown menu showing '318300: Chemistry'.
- Program:** A text input field.
- Project:** A text input field.
- Bus Unit:** A text input field.
- Search and Clear buttons:** Two buttons at the bottom right of the form.

- Use the Advanced and Additional Fields features to narrow your search

Advanced

Cost Code 1

Allows % as a trailing wildcard.

Cost Code 2

Allows % as a trailing wildcard.

Cost Code 3

Allows % as a trailing wildcard.

Collect Revenue ?

Acct Date from

Acct Date to

Trans Type

Transaction ID

Allows % as a trailing wildcard.

Description

Allows % as a trailing wildcard.

Reference 1

Allows % as a trailing wildcard.

Reference 2

Allows % as a trailing wildcard.

Employee

Payment Date From

Payment Date To

Recon Ready ?

Additional Fields

Note: The following additional fields have been disabled for the first round of SAGL development.

Reconciled

IPT Cost Code

Multiple values separated with a comma.

Show Projections

☐

Show Account Totals

☐

Show Comments

☐

Show All

☐

- Columns on the Transaction tab

<input type="checkbox"/>	Bus Unit	Ledger	Fund	Source	Dept ID	Account	Project	Program	Cost Code 1	Cost Code 3	Description
<input type="checkbox"/>	UNCCH	DETAIL_ENC	27101	14101	318300	522929		10000	CCHSUBSIDY		0000032288_BRUKER AXS INC
<input type="checkbox"/>	UNCCH	DETAIL_ENC	27101	14101	318300	531110		C2082			0000000020_STAPLES BUSINESS ADVANTAGE

Trans Type	Trans ID	Reference 1	Reference 2	Amount	Acct Dt
AP_VOUCHER	51117055_9002209855	0000237709_03-AUG-2017	2000231623	-17,476.20	7/11/2017
AP_VOUCHER	51108468_3345083292	0000235652_25-JUL-2017	2000231616	-4.25	7/3/2017

Report for budget period 2018 or beyond

<input type="checkbox"/>	Bus Unit	Ledger	Fund	Source	Dept ID	Account
<input type="checkbox"/>	UNCCH	FAST_EX_BD	20101	12001	318300	511100

Report for budget period 2017 or previous periods

<input type="checkbox"/>	Bus Unit	Ledger	Fund	Source	Dept ID	Account
<input type="checkbox"/>	UNCCH	STAT_EX_BD	20101	12001	318300	511100

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Ledger Rollups Transactions All GL Activity **Grants** Soft Encumbrances Program/Cost Code IP

Grant Profile OSR Campus Reports

▼ Base Search

Project	<input type="text"/>	PI	<input type="text"/>
Contract	<input type="text"/>	Sponsor	<input type="text"/>
Start Date	<input type="text"/>	End Date	<input type="text"/>
Status	(5 selected) ▼	Department	L5_0392: Cell Biology ▼

<u>Budget</u>	<u>Expenses (Direct)</u>	<u>Expenses (Indirect)</u>	<u>MTD Expenses</u>	<u>Encumb</u>	<u>Pre-encumb</u>	<u>Balance (Direct only)</u>	<u>Balance</u>
1,417,523.98	1,059,286.43	358,237.55	0.00	0.00	0.00	0.00	1,292,863.43
80,000.00	80,000.00	0.00	0.00	0.00	0.00	0.00	80,000.00
100,028.00	88,528.00	11,500.00	0.00	0.00	0.00	0.00	100,028.00
85,276.00	77,524.00	7,752.00	0.00	0.00	0.00	0.00	85,276.00

- **Balance** = Budget – Expenses (Direct) – Expenses (Indirect) – Encumb – Pre-encumb
- **MTD Expenses** = Expenses for the current month
- **Balance (Direct only)** = current balance for Directs only

Grant Details: Dates, Administrator, etc

Project

[5109580 - Generation of three-dimensiona](#)

Click a project link to show the Grant Details tab

Project Details
Return to List

Project ID	5109580	Project Start Date	12/1/2017	Project End Date	11/30/2018
Project Description	Generation of three-dimensiona	KK Begin Date	12/1/2017	KK End Date	2/13/2019
Project Type	N-PFT - Nonprofit	Processing Status	O - Open	Child OPTN	2 - Track w/o Budget
Project Department	422001 - Cell Biology and Physiology				
Rebudgetary Allowability	(000) No rebudgeting allowed	Prime/Sub Indicator	Prime	Prime Account Number	5109580
Invoice Frequency	(06) Fixed Price - Installment	Prime Project Start Date	12/1/2017	Prime Project End Date	11/30/2018
OSR Post-Award Administrator	0	OSR Financial Reporter	0	Original Proposal	18-1261

Financials

	MTD	Life To Date
Budget		33,000.00
Actuals (Direct)	0.00	20,901.14
Actuals (Indirect)	0.00	1,977.63
Encumbrance		0.00
Pre-encumbrance		0.00
Balance (Direct only)		9,098.86
Balance		33,000.00



Project Team

Team Member

Guide Data

Guide ID	Guide Description	Award Term Description
EQUIP	Equipment Purchases	01: Owned by university

Project Details

[Return to List](#)  

Project ID	5109580	Project Start Date	12/1/2017	Project End Date	11/30/2018
Project Description	Generation of three-dimensional	KK Begin Date	12/1/2017	KK End Date	2/13/2019

- The **Project Start Date** and **Project End Date** are the project dates from RAMSES
- You should not charge to the project after the Project End Date. Charges made after this date will be reviewed by OSR to see if they are payable by the sponsor.
- **KK End Date** – non-personnel charges made after this date will fail budget checking with a “Budget Date Out of Bounds” error

Grant Details: Award Details & Milestones

Award Details

Reference Award Number **18-1261**

Contract Number **A18-0793-001**

Award Type **GR – Grant**

Award Title **Generation of three-dimensional brain organoids to model**

Sponsor

Budget Start Date **12/1/2017**

Prime Award PI

Sponsor Reports To –

Budget End Date

Milestones

ID	Type	Code	Description	Due Date	Completion Date
1	CLOUT	CLOSEOUT	Internal Grant Closeout Only	8/15/2018	
2	FINAN	SEMIANN_FIN_RPT	Semi-Annual Financial Report		
3	FINAN	QRTLRY_FIN_RPT	Quarterly Financial Report		
4	FINAN	FINAL_FINAN_RPT	Final Financial Report Notice		
5	PROG	PROGRESS_RPT	Progress Report Notice		

Grant Details – F&A, Ledger rollup, personnel

Other Details										
F&A Rate Type		OR – On Campus – Organized Research		F&A Rate		10%				
Rollup Details										
Ledger Totals				Budget	Pre-Encumbered	Encumbered	Actuals LTD	Available Balance	Actuals YTD	Actuals MTD
Direct Total				30,000.00	0.00	0.00	20,901.14	9,098.86	1,703.88	0.00
Indirect Total				3,000.00	0.00	0.00	1,977.63	1,022.37	57.88	0.00
Project Sponsor Expense Total (Direct plus Indirect)				33,000.00	0.00	0.00	22,878.77	10,121.23	1,761.76	0.00
Cost Share Total				0.00	0.00	0.00	4,684.09	-4,684.09	583.10	0.00
Grand Total (Project Sponsor Expense plus Cost Share)				33,000.00	0.00	0.00	27,562.86	5,437.14	2,344.86	0.00

Personnel Details					
Name	Grant Amount	Grant %	Cost Share Amount	Cost Share %	Effort Total %
	34,748.75	25.0%	0.00	0.0%	25.0%
	31,192.21	33.7%	0.00	0.0%	33.7%
	35,468.39	38.8%	0.00	0.0%	38.8%
	65,575.85	n/a	0.00	n/a	n/a
	5,934.50	12.5%	0.00	0.0%	12.5%
Totals	172,919.70		0.00		

Payroll Transactions

- The Advanced search in Transactions tab shows Salary Projections and Salary Expenses
- There are also HR Payroll reports that show this information

In the Advanced and Additional Fields search sections, if you search by:	The results equal:
<ul style="list-style-type: none"> • Trans Type: HR Projection Trans Type <input type="text" value="HR_PROJECTION"/> • Show Projections: Yes Show Projections <input checked="" type="checkbox"/> 	HR Salary Projections Report
<ul style="list-style-type: none"> • Trans Type: HR Payroll Trans Type <input type="text" value="HR_PAYROLL"/> • Show Projections: No Show Projections <input type="checkbox"/> 	Earnings Distribution Report

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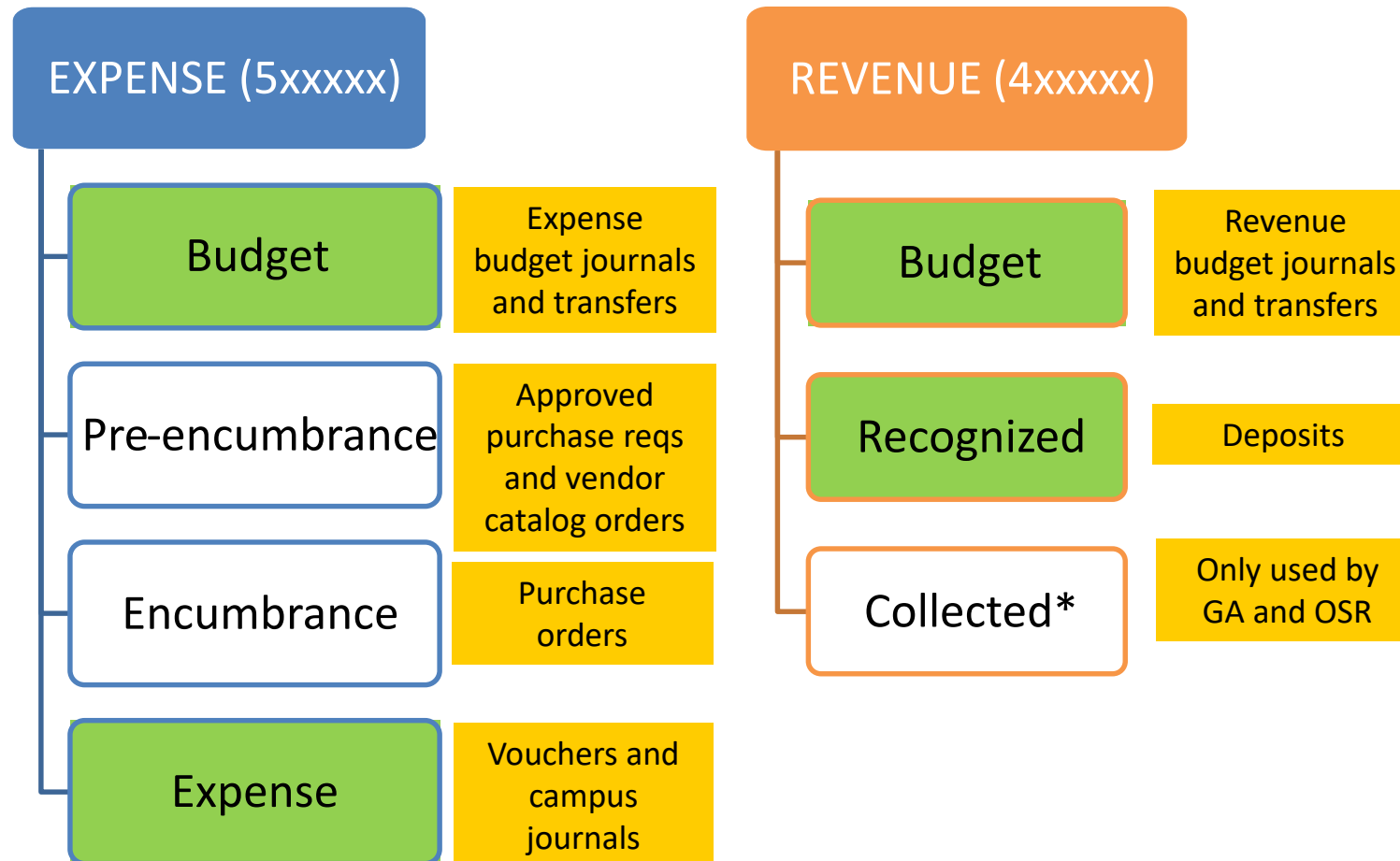
Understanding the Reconciling Process

What is reconciling?

- Process of accounting for transactions entered against your department during a given month and reviewing your available budget at month end to verify it is as expected.
- Internal control mechanism to account for your financial activity.

What transactions do you reconcile?

You typically reconcile the budget, expenses, and revenue



For each of your chartfield strings, do the following:

1. Throughout the month, you keep back-up documentation for the finance transactions you enter.
2. As transactions are posted throughout the month, you reconcile them from the InfoPorte Transactions tab.
3. 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.

1. Select the ledgers for the transactions you want to reconcile

Fund Type (show all)

Fiscal Year

Budget Prd

Acct Prd

- ☐ F&A
- ☐ STATE
 - ☐ State - Budget (Rev)
 - ☐ State - Revenue
 - ☐ State - Budget (Exp)
 - ☐ State - Pre-Encumb
 - ☐ State - Encumb
 - ☐ State - Expense
- ☐ TRUST
- ☐ OSR
- ☐ CI_KK_BUDG

2. Select the fiscal year and accounting period for the month you are reconciling

The screenshot shows a web interface for selecting reconciliation parameters. It includes four dropdown menus: 'Fund Type' (set to 'State - Budget (Exp)'), 'Fiscal Year' (set to '2018'), 'Budget Prd' (set to '2018'), and 'Acct Prd' (set to '1-July'). The 'Acct Prd' dropdown is open, showing a list of 12 accounting periods from '1-July' to '12-June'. The '1-July' option is selected with a green checkmark. At the bottom left, there is a link for 'Advanced Additional Fields'.

Field	Value
Fund Type	State - Budget (Exp)
Fiscal Year	2018
Budget Prd	2018
Acct Prd	1-July

- ☒ 1-July
- ☐ 2-August
- ☐ 3-September
- ☐ 4-October
- ☐ 5-November
- ☐ 6-December
- ☐ 7-January
- ☐ 8-February
- ☐ 9-March
- ☐ 10-April
- ☐ 11-May
- ☐ 12-June

[Advanced Additional Fields](#)

3. Select the chartfield combinations.

4. Click **Search**.

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

5. Review the transactions.
6. Mark the checkbox by the transactions.
7. Click the **Reconcile** button.

<div> Reconcile Unreconcile Tag Selected </div>									
Show 100 entries Showing 1 to 100 entries <div>Previous Next</div>									
<input type="checkbox"/>	Bus Unit	Ledger	Fund	Source	Dept ID	Account	Reference 1	Reference 2	Amount
<input type="checkbox"/>	UNCCH	F&A_BUD	27100	14101	318200	500100		1.5% LSI EHRA	25.01
<input checked="" type="checkbox"/>	UNCCH	FAST_EX_BD	27100	14101	318200	500100	M8401	All Other Expenses	-2,000.00
<input type="checkbox"/>	UNCCH	FAST_EX_BD	27100	14101	318200	500100	PROG	CarryFwd=Budget-Expenses-Add P	750.00

Verify transactions that have not been reconciled

1. Complete the fiscal year, accounting period, and chartfield from the Basic search section.
2. From the **Additional Fields** search section, select “No” from the **Reconciled** dropdown.
3. Click the **Search** button.

▼ Additional Fields

Reconciled **No** ▼

IPT Cost Code

Multiple values separated with a comma.

Show Projections ☐ Show Account Totals ☐

Show Comments ☐ Show All ☐

Verify transactions have been reconciled

1. Complete the fiscal year, accounting period, and chartfield from the Basic search section.
2. From the **Additional Fields** search section, select “Yes” from the **Reconciled** dropdown.
3. Click the **Search** button.

Additional Fields

Yes ⚠ Note: The following additional fields have been disabled for the first round of SAGL development.

Reconciled No ☐ Show Projections ☐ Show Account Totals ☐ Show Comments ☐ Show All

Multiple values separated with a comma.

Reconciled transactions will be noted with a blue check mark.

Reconciled
✓
✓

Reconciling: Review Month End Balance

Find your month-end budget balance

Main Ledgers		OSR Ledger		Parent Ledgers		Capital Improvement	
Fund Type	STATE		Fund	(show all)			
Fiscal Year	(2 selected)		Source				
Budget Period	2018		Account				
Acct Period	1-July		Dept ID	L5_0273: Biology			

Warning! Remember that budget balances can change if you have open encumbrances at month end. It's best to reconcile as close to month-end as possible. Don't wait too long.

Review the results from the Grand Total lines at the bottom

1			2		3	
Budget	Pre-Encumbered	Encumbered	Actuals	Available Balance	Budget MTD	Actuals MTD
994,669,880.00	0.00	0.00	81,872,126.32	912,797,753.68	955,173,050.00	81,872,126.32
994,669,880.00	14,959,875.66	42,136,235.07	60,255,551.02	877,318,218.25	955,173,050.00	60,255,551.02

1. Look at the Pre-encumbered and Encumbered columns. Do you know what those transactions are and do you want to do anything about them?
2. 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?
3. Actual MTD should match the total of your expenses for the month. If it does not, it means you probably missed reconciling a transaction.

Introduction

Finding Balances for Major Fund Types
(State, Trust, F&A, and OSR)

Finding Transactions Related to Balances

Looking Up Grant Details

Understanding the Reconciling Process