Report and Menu	Description	What Does It Help Me Do?	Available Training
Finding Budget Balances			
ConnectCarolina RPT: Budget Balances Query • NC_CPS_KK_SOURCE-SUM	• Shows available balance, pre-encumbrance, encumbrance, and expense. Source: Commitment Control ledgers	• Monitor your available balance for State, F&A and Trust funds.	
·NC_CPS_KK_SOURCE_ACCT_SUM	• Shows the same as above by account and account description. Source: Commitment Control ledgers	•Monitor your available balance for State, F&A and Trust funds by account.	
NC_CPS_KK_SOURCE_FUND_SUM	• Shows available balance, pre-encumbrance, encumbrance, and expense by fund and fund description. Source: Commitment Control ledgers	•Monitor your available balance for State, F&A and Trust funds by the fund search filter.	

NC_CPS_KK_SOURCE_FUND_DEPT	• Shows available balance, pre-encumbrance, encumbrance, and expense by fund and department. Source: Commitment Control ledgers	• Monitor your available balance for State, F&A and Trust funds by fund and department.	
NC_CPS_KK_STATE	• Shows current State Commitment Control balances and includes State_Rev and State_Par ledger groups. Source: Commitment Control ledgers	• Monitor your available balance for State funds including at the State parent ledger level.	
NC_CPS_KK_DEPT_SUM	• Shows Commitment Control balances by department on State, F&A and Trust funds. Source: Commitment Control ledgers	• Monitor your available balance for State, F&A and Trust funds by department.	
NC_CPS_KK_FAMODET_DEPT2	• Shows balances for FAMODET ledger group. Shows first two digits of department code. Source: Commitment Control ledgers	•Monitor your available balance for FAMODET funds.	

• NC_CPS_KK_FAMODET_DEPT3	• Shows balances for FAMODET ledger group. Shows first three digits of department code. Source: Commitment Control ledgers	• Monitor your available balance for FAMODET funds.	
NC_CPS_KK_FAMODET_DEPT4	• Shows balance for FAMODET ledger group. Shows first four digits of department code. Source: Commitment Control ledgers	•Monitor your available balance for FAMODET funds.	
NC_CPS_KK_FAMODET_DETAILS	• Shows available balances for FAMODET ledger group displayed with full department code. Source: Commitment Control ledgers	•Monitor your available balance for FAMODET funds with view of full department codes.	
ConnectCarolina RPT: Revenue & Expense Query • NC_CPS_LEDGER_KK_AMOUNTS	• Shows revenue and expense activity YTD totals. Source: GL Actuals ledger	• Monitor revenue and expense activity for State, F&A, Trust, and OSR funds. Note: For OSR, filter by Project ID.	

NC_CPS_LEDGER_KK_AMOUNTS_2	• Shows the above with program and cost codes. Source: GL Actuals ledger	• Monitor revenue and expense activity by program and cost code for State, F&A, and Trust funds.	
Finding Fund Balances and Cash Balances			
ConnectCarolina RPT: Fund Balance Query • NC_CPS_FUND_BAL_ALL	• Shows fund balance broken out by all chartfield strings – fund, source, department, and project. Source: GL Actuals ledger	• Look up a fund balance for Trust funds and some OSR funds (clinical trials and capitalized grants). • Not as helpful for State and F&A ledger groups because they don't have beginning and ending fund balances. Note: If the query returns multiple rows per source, you'll need to sum the rows to get a total fund balance.	
• NC_CPS_FUND_BAL_DPT	• Shows fund balance rolled up by department. Source: GL Actuals ledger	• Look up a fund balance for Trust funds. • Not as helpful for State and F&A ledger groups because they don't have beginning and ending fund balances. Note: If the query returns multiple rows per source, you'll need to sum the rows to get a total fund balance	

ConnectCarolina RPT: Cash Balance Query • NC_CPS_CASH_BAL_ALL	• Shows cash balance broken out by all chartfield strings. Source: GL Actuals ledger	• Look up a cash balance for Trust funds and some OSR funds (clinical trials and capitalized grants). Note: If the query returns multiple rows per source, you need to sum the rows to get a total cash balance.	
• NC_CPS_CASH_BALL_DPT_SUM	• Shows cash balance rolled up by department. Source: GL Actuals ledger	• Look up a cash balance for Trust funds. Note: If the query returns multiple rows per source, you need to sum the rows to get a total cash balance.	
ConnectCarolina RPT: Trial Balance Query • NC_CPS_TB_DETAILS	• Shows trial balance for all chartfield strings in search. Source: GL Actuals ledger	• Look up a trial balance for State, F&A, Trust and OSR funds. Note: For OSR, filter by Project ID.	
• NC_CPS_TB_SOURCE_FUND	• Shows trial balance by fund and source Source: GL Actuals ledger	• Look up a trial balance for State, F&A, Trust and OSR funds. Note: For OSR, filter by Project ID.	

• NC_CPS_TB_DETAILS_SOM	• Shows trial balance for all chartfield strings in search for the School of Medicine (SOM). Source: GL Actuals ledger	• Look up a trial balance for State, F&A, Trust and OSR funds. Note: For OSR, filter by Project ID.	
Reconciling			
ConnectCarolina RPT: Source and Project Charges Query • NC_CPS_KK_WRONG_SOURCE QRY	Identifies Trust and Trust_Rev balances that are on departments that are not within the Dept-ID attribute range.	• Identify and review other departments using your sources and projects on Trust funds.	
Working with Edit Errors			
ConnectCarolina Query Viewer: Edit Error Query • NC_PO_EDIT_ERRORS	• Shows purchase orders with edit errors such as combo edit errors. • Also shows purchase orders with match exceptions.	• Identify purchase orders that are held up with errors so you can troubleshoot the problem	• Preparing for Year-End Closing: Reviewing Open Transactions Guide •Queries for Month-End and Year-End Close
• NC_AP_EDIT_ERRORS_VOUCHERS	• Shows vouchers with edit errors such as combo edit errors. • Also shows vouchers with match exceptions.	• Identify vouchers that are held up with errors and match exceptions so you can troubleshoot the problem. Note: For instructions on resolving voucher errors, see the Voucher Matching and Error Troubleshooting Query reference.	• Preparing for Year-End Closing: Reviewing Open Transactions Guide •Queries for Month-End and Year-End Close

• NC_GL_JOURNAL_EDIT_ERRORS_DEPT	• Shows campus journals with edit errors such as combo edit errors.	• Identify campus journals that are held up with errors so you can troubleshoot the problem.	• Preparing for Year-End Closing: Reviewing Open Transactions Guide •Queries for Month-End and Year-End Close
Working with Budget Errors			
ConnectCarolina Query Viewer Budget Error Query • NC_KK_ERRORS_REQ_DEPT	• Shows requisitions with a budget error.	• Identify requisitions with budget errors so you can resolve them.	• Preparing for Year-End Closing: Reviewing Open Transactions Guide •Queries for Month-End and Year-End Close
NC_KK_ERRORS_PO_DEPT	• Shows purchase orders with a budget error.	• Identify purchase orders with budget errors so you can resolve them.	• Preparing for Year-End Closing: Reviewing Open Transactions Guide •Queries for Month-End and Year-End Close
NC_KK_ERRORS_VOUCHERS_DEPT	• Shows vouchers with a budget error.	• Identify vouchers with budget errors so you can resolve them.	• Preparing for Year-End Closing: Reviewing Open Transactions Guide •Queries for Month-End and Year-End Close

NC_KK_ERRORS_BUD_JRNLS	• Shows budget journals with a budget error.	• Identify budget journals with budget errors so you can resolve them.	• Preparing for Year-End Closing: Reviewing Open Transactions Guide •Queries for Month-End and Year-End Close
NC_KK_ERRORS_JOURNALS_DEPT	• Shows campus journals with a budget error.	• Identify campus journals with budget errors so you can resolve them.	• Preparing for Year-End Closing: Reviewing Open Transactions Guide •Queries for Month-End and Year-End Close
NC_KK_ERRORS_AR_MISCPAY	• Shows deposits with a budget error.	• Identify deposits with budget errors so you can resolve them.	• Preparing for Year-End Closing: Reviewing Open Transactions Guide •Queries for Month-End and Year-End Close
NC_KK_ERRORS_PAYROLL	• Shows payroll lines with a budget error.	• Identify payroll lines with budget errors so you can resolve them.	• Preparing for Year-End Closing: Reviewing Open Transactions Guide •Queries for Month-End and Year-End Close
Working with Transactions in Unposted Status			

ConnectCarolina Query Viewer: Unposted Transactions Query • NC_AP_UNPOSTED_VOUCHERS	• Shows vouchers that haven't posted yet. Important: Be sure to check for edit and budget errors before running this query.	• Identify transactions that haven't posted yet so you can check if there are problems that need resolving.	• Preparing for Year-End Closing: Reviewing Open Transactions Guide •Queries for Month-End and Year-End Close
• NC_GL_BUD_JRNL_NOT_POSTED_DEPT	• Shows budget journals that haven't posted yet. Important: Be sure to check for edit and budget errors before running this query.	• Identify transactions that haven't posted yet so you can check if there are problems that need resolving.	• Preparing for Year-End Closing: Reviewing Open Transactions Guide •Queries for Month-End and Year-End Close
• NC_GL_JRNL_NOT_POSTED_DEPT1	• Shows campus journals that haven't posted yet. Important: Be sure to check for edit and budget errors before running this query.	• Identify transactions that haven't posted yet so you can check if there are problems that need resolving.	• Preparing for Year-End Closing: Reviewing Open Transactions Guide •Queries for Month-End and Year-End Close
Working with All Requisitions			
ConnectCarolina Query Viewer: All Requisitions Query NC_EP_REQ_STATUS	• Shows all requisitions and their status, including their budget status.	• Identify all requisitions with any issue holding up processing.	• Preparing for Year-End Closing: Reviewing Open Transactions Guide •Queries for Month-End and Year-End Close
Working with Approval Worklists			

ConnectCarolina Query Viewer: Approval Worklist Query • NC_REQ_APPROVAL	• Shows requisitions that haven't been approved. Note: Approvers need to be logged in as themselves in order for this query to show results.	• Manage your transaction approval flow. • Identify backlog of transactions needing approval	• Preparing for Year-End Closing: Reviewing Open Transactions Guide •Queries for Month-End and Year-End Close
• NC_VCHR_APPROVAL	• Shows campus vouchers that haven't been approved. Note: Approvers need to be logged in as themselves in order for this query to show results.	• Manage your transaction approval flow. • Identify backlog of transactions needing approval.	• Preparing for Year-End Closing: Reviewing Open Transactions Guide •Queries for Month-End and Year-End Close
• NC_JRNL_APPROVAL	• Shows campus journals that haven't been approved. Note: Approvers need to be logged in as themselves in order for this query to show results.	• Manage your transaction approval flow. • Identify backlog of transactions needing approval.	• Preparing for Year-End Closing: Reviewing Open Transactions Guide •Queries for Month-End and Year-End Close
Working with Voucher Payments			

ConnectCarolina RPT: Voucher Not Paid Query NC_CPS_VCHR_NOT_PAID_UNCCH1	• Shows vouchers that either have no lines paid, or only partial lines paid.	• Manage accounts payable aging for State, F&A, Trust and OSR funds. Note: This query is also available to campus in PRD	• Preparing for Year-End Closing: Reviewing Open Transactions Guide •Queries for Month-End and Year-End Close
ConnectCarolina RPT: Voucher Paid Query NC_CPS_VCHR_PMNT_INFO_UNCCH1	• Shows all vouchers that have been paid or partially paid. Note: If no lines on a voucher were paid, the voucher will not show in the query results. You need to use the Voucher Not Paid query above to see vouchers where no lines have been paid.	• Review timeliness of payments to suppliers for State, F&A, Trust and OSR funds. Note: This query is also available to campus in PRD.	• Preparing for Year-End Closing: Reviewing Open Transactions Guide •Queries for Month-End and Year-End Close
Reviewing Grants			
ConnectCarolina RPT: OSR Payments • NC_CPS_AR_DJ_ PMTS_BY_PROJECT	• Shows OSR deposits via direct journal. There is no associated invoice.	• Manage payments for contracts and grants.	
• NC_CPS_AR_OSR_PAYMENTS_BY_PROJ	• Shows invoice generated to sponsor and payment received.	• Manage invoice and payments for contracts and grants.	
• NC_CPS_AR_OSR_OPEN_ITEMS	• Shows invoice generated to sponsor and payment not received.	• Manage invoice and payments for contracts and grants.	

• NC_CPS_KK_PROJECT_SUM	• Shows available balance, pre-encumbrance, encumbrance, and expense on OSR funds. Source: Commitment Control ledgers	• Monitor your available balance for OSR projects.	
• NC_CPS_KK_PROJECT_ DATA	• Shows all OSR projects with chartfield strings and Commitment Control end date. Note: The NC_KK_PROJECT_DATA in PRD contains the project end date.	•Monitor OSR project data.	
• NC_CPS_KK_WRONG_PROJECT_QRY	• Identifies non-cost sharing OSR balances for projects that have a department that is outside the Grants Project-Department range.	• Monitor OSR project data.	
• NC_CPS_TB_FDN_JRNL_DETAIL	• Shows the journal details for foundation trial balances	• Find the journals that comprise the balances.	
Year End Queries			
NC_CPS_YE_DCB_CORRECT	• Shows lines from Data Collect Batches	• You can select which lines you need to correct for year end. These are mostly interdepartmental billings.	• Journal Import Guidelines and Procedures • Journal Import Template

NC_CPS_YE_DEPT_MAP	• Shows department mapping	• You can select lines you need to correct for year end. This is for correcting the Dept, Program, or Cost Code chartfields. Fund, Source, and Account should remain the same.	• Journal Import Guidelines and Procedures • Journal Import Template
NC_CPS_YE_PCD_CORRECT	• Shows lines from PCard transactions	• You can select which lines you need to correct for year end. The Account code should not be changed.	• Journal Import Guidelines and Procedures • Journal Import Template
NC_CPS_YE_AP_VOUCHERS	• Shows lines from PO and Non-PO Vouchers	• You can select which lines you need to correct for year end. The Account code should not be changed. PO vouchers that are State waivered cannot be corrected through a Journal Import.	• Journal Import Guidelines and Procedures • Journal Import Template
NC_CPS_YE_TRUST_CASH	•Shows trust fund cash balances	• You can select trust funds with cash deficits to correct.	• Journal Import Guidelines and Procedures • Journal Import Template

Notes:

• The data in InfoPorte is one day behind ConnectCarolina (PeopleSoft).

• The ConnectCarolina RTP queries are one day behind ConnectCarolina (PeopleSoft).

• Query viewer is available to all campus users.

• RPT Queries require authorized security, and access is limited.

• For more information on queries in ConnectCarolina, see the Financial Reporting Queries reference located here:

https://ccinfo.unc.edu/featured-resources/quick-reference-guide-to-finance-queries

Key Terms

Available Balance	• Represents the budget amount available for a particular budget period • Driven by budget checking • Based on Commitment Control ledgers (State, F&A, Trust, OSR)
Fund Balance	• Represents the total net worth of a fund • Represents total assets minus total liabilities • Driven by the GL journal posting process • Based on GL Actuals Ledger
Cash Balance	• Represents a summary of all cash accounts • Driven by the GL journal posting process • Based on the GL Actuals Ledger
Commitment Control (KK)	• UNC budgeting control ledgers (State, F&A, Trust, OSR, program & cost codes)
GL Actuals	• Actuals in UNC's general ledger and official book of record