

Report and Menu	Description	What Does It Help Me Do?	Available Training
<b>Finding Budget Balances</b>			
<b>InfoPorte: Ledger Rollup Tasks</b>			
<p>Finance &gt; Dept Accounting &gt;                      • Main Ledgers – for State, F&amp;A and Trust funds</p>	<ul style="list-style-type: none"> <li>• Shows revenue and expense totals and available balance by budget chartfield strings.</li> <li>• Breaks out spending totals by pre-encumbrance, encumbrance and expense (Actuals YTD column).</li> <li>• Let's you filter on source and department.</li> <li>• Lets you filter on account for State funds and all Trust funds except Trust 1.</li> <li>• Lets you drill down to detailed transactions for each chartfield string displayed.</li> </ul> <p>Source: Commitment Control ledgers; InfoPorte soft encumbrance table if choose Show Projections</p>	<ul style="list-style-type: none"> <li>• Keep an eye on your available budget balance and spending during the month.</li> <li>• Include projected earnings and fringe and/or soft encumbrances in your balances by marking the respective checkboxes in the search section.</li> <li>• Check what you've spent against a certain state appropriation by filtering on source.</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Reporting with InfoPorte</li> <li>• Reconciling Quick Reference</li> <li>• Why do my balances go up and down throughout the month?</li> </ul>

<p>Finance &gt; Dept Accounting &gt;                  • OSR Ledger – for OSR funds</p>	<ul style="list-style-type: none"> <li>• Shows expense totals and available balance by budget chartfield strings.</li> <li>• Breaks out spending totals by pre-encumbrance, encumbrance and expense (Actuals YTD column).</li> <li>• Let's you filter on project and source.</li> <li>• Lets you drill down to detailed transactions for each chartfield string displayed.</li> </ul> <p>Source: Commitment Control ledgers; InfoPorte soft encumbrance table if choose Show Projections</p>	<ul style="list-style-type: none"> <li>• Keep an eye on your available budget balance and spending during the month.</li> <li>• Include projected earnings and fringe and/or soft encumbrances in your balances by marking the respective checkboxes in the search section.</li> <li>• To exclude cost shared transactions from your balances, enter the source. Otherwise, it's best to leave this field blank.</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Reporting with InfoPorte</li> <li>• Reconciling Quick Reference</li> <li>• Why do my balances go up and down throughout the month?</li> </ul>
<p>Finance &gt; Dept Accounting &gt;                  • Parent Ledgers – for State and F&amp;A Parent funds</p>	<ul style="list-style-type: none"> <li>• Shows expense totals and available balance by budget chartfield strings.</li> <li>• Breaks out spending totals by pre-encumbrance, encumbrance and expense (Actuals YTD column).</li> <li>• Lets you filter on fund and department.</li> <li>• Lets you filter on account and source for State Parent funds.</li> <li>• Lets you drill down to detailed transactions for each chartfield string displayed.</li> </ul> <p>Source: Commitment Control ledgers; InfoPorte soft encumbrance table if choose Show Projections</p>	<ul style="list-style-type: none"> <li>• Keep an eye on your available budget balance and spending during the month.</li> <li>• Commitment Control ledgers; InfoPorte soft encumbrance table if choose Show Projections</li> <li>• Check what you've spent against a certain state appropriation by filtering on source.</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Reporting with InfoPorte</li> <li>• Reconciling Quick Reference</li> <li>• Why do my balances go up and down throughout the month?</li> </ul>

<p>Finance &gt; Dept Accounting &gt;                  • FAMODET – for Campus Services and Facilities Services departments</p>	<ul style="list-style-type: none"> <li>• Shows revenue and expense totals and available balance by budget chartfield strings.</li> <li>• Breaks out spending totals by pre-encumbrance, encumbrance and expense (Actuals YTD column).</li> <li>• Let's you filter on source, department and account.</li> <li>• Lets you drill down to detailed transactions for each chartfield string displayed.</li> </ul> <p>Source: Commitment Control ledgers; InfoPorte soft encumbrance table if choose Show Projections</p>	<ul style="list-style-type: none"> <li>• Keep an eye on your available budget balance and spending during the month.</li> <li>• Commitment Control ledgers; InfoPorte soft encumbrance table if choose Show Projections</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Reporting with InfoPorte</li> <li>• Reconciling Quick Reference</li> <li>• Why do my balances go up and down throughout the month?</li> </ul>
<p>Finance &gt; Dept Accounting &gt;                  • Capital Improvement – for Campus Services and Facilities Services departments for your Capital Improvement (CI_KK_Budg) fund</p>	<ul style="list-style-type: none"> <li>• Shows expense totals and available balance by budget chartfield strings.</li> <li>• Breaks out spending totals by pre-encumbrance, encumbrance and expense (Actuals YTD column).</li> <li>• Let's you filter on source.</li> <li>• Lets you drill down to detailed transactions for each chartfield string displayed.</li> </ul> <p>Source: Commitment Control ledgers; InfoPorte soft encumbrance table if choose Show Projections</p>	<p>Keep an eye on your available budget balance and life-to-date spending.</p>	<ul style="list-style-type: none"> <li>• Financial Reporting with InfoPorte</li> <li>• Why do my balances go up and down throughout the month?</li> </ul>

<p><b>InfoPorte SAS: Ledger Group Drill Down Report</b></p> <p>Finance &gt; Financial Reporting &gt; Ldg/Acct &gt; Ledger Group Drill Down Report</p> <ul style="list-style-type: none"> <li>• Ledger Group Overview (tab 1)</li> <li>• Ledger Group Summary (tab 2)</li> <li>• Ledger Group Detail (tab 3)</li> </ul> <p>Access is limited to those that have authorized security access.</p>	<ul style="list-style-type: none"> <li>• Overview shows high-level summary by ledger group, business unit and fiscal year.</li> <li>• Shows separate columns for budget, pre-encumbrance, encumbrance, actuals, available balance by ledger group.</li> <li>• Lets you drill down to summary level and see summary for each ledger group total broken down by fund group.</li> <li>• Lets you drill down to detail level and see individual transactions by ledger group – budget, revenue, expense, and encumbrance.</li> </ul> <p>Source: Commitment Control ledgers</p>	<ul style="list-style-type: none"> <li>• Look at an MOU or department budget and actuals at a high-level summary by ledger groups.</li> <li>• Drill down to individual transactions that make up the summary totals by ledger group.</li> </ul>	<ul style="list-style-type: none"> <li>• Ledger Group Drill-Down Report</li> </ul>
<p><b>InfoPorte SAS: List of Fund by Purpose Code</b></p> <p>Finance &gt; Financial Reporting &gt; Ldg/Acct &gt; List of Funds by Purpose Code</p> <p>Access is limited to those that have authorized security access</p>			

<p><b>InfoPorte SAS: Source List Report</b></p> <p>Finance &gt; Financial Reporting &gt; Ledg/Acct &gt;Source List Report</p> <p>Access is limited to those that have authorized security access</p>	<ul style="list-style-type: none"> <li>• Shows high-level summary by source.</li> <li>• Shows separate columns for budget, pre-encumbrance, encumbrance, actuals, and available balance.</li> <li>• Can filter by business unit and ledger group.</li> </ul> <p>Source: Commitment Control ledgers</p>	<ul style="list-style-type: none"> <li>• Monitor your available balance by source and ledger.</li> </ul>	<ul style="list-style-type: none"> <li>• Source List Report</li> </ul>
<p><b>InfoPorte, SAS Web Studio (FDM): Athletics Actuals and Accrual Report</b></p> <p>Finance &gt; Financial Reporting tab &gt; Athletics tab &gt; Athletics Actuals and Accrual Report</p> <p>*Note: This report is available to users with enhanced reporting access.</p>	<p>Provides the following summarized information for the Athletics department:</p> <ul style="list-style-type: none"> <li>* Actuals and Accrual amounts for the selected fiscal year from the General Ledger (GL)</li> <li>* Budget and expenses for the selected fiscal year from Commitment Control (KK)</li> </ul>		
<p><b>Finding Fund Balances and Cash Balances</b></p>			
<p><b>InfoPorte:</b></p> <p>Finance &gt; Financial Reporting &gt; Salary Funding tab</p> <p>Access is limited to those who have been authorized</p>			

<p><b>InfoPorte SAS: Comprehensive Financial Summary Report</b></p> <p>Finance &gt; Financial Reporting &gt; Cash/Bal &gt; Comprehensive Financial Summary &gt;</p> <ul style="list-style-type: none"> <li>• Ledger/Actuals Source Report with Fund Group – Summary (tab 1)</li> <li>• Ledger/Actuals Source Report with Fund Group – Detail (tab 2)</li> <li>• Cash and Investments - Ledger/Actuals Source Report (tab 3)</li> </ul>	<ul style="list-style-type: none"> <li>• Shows beginning and ending fund balance, revenue, expenses, and cash.</li> <li>• Has three tabs – third tab just shows cash and investments.</li> <li>• Has a summary level organized by source, and a detail level that shows revenue and expenses by account and totals.</li> </ul> <p>Source: GL Actuals ledger</p>	<ul style="list-style-type: none"> <li>• Track your monthly fund balance for Trust funds (auxiliary and recharge), clinical trials, and some contracts.</li> </ul> <p>Notes:</p> <ol style="list-style-type: none"> <li>1. For Trust funds, only enter the Source in the Search filters.</li> <li>2. Not as helpful for State and F&amp;A ledger groups because they don't have beginning and ending fund balances.</li> </ol> <ul style="list-style-type: none"> <li>• Find your beginning and ending cash balance for the month to help reconcile your asset, liability and fund balance transactions, along with information on the GL Activity tab. (Only a small number of campus departments reconcile asset, liability and fund balance transactions.)</li> </ul>	<ul style="list-style-type: none"> <li>• Comprehensive Financial Summary Report</li> </ul>
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<p><b>InfoPorte SAS: G/L Fund Balance Report</b></p> <p>Finance &gt; Financial Reporting &gt; Financial Reporting &gt; Cash/Bal &gt; G/L Fund Balance Report</p> <ul style="list-style-type: none"> <li>• G/L Fund Balance - Summary Level (tab 1)</li> <li>• G/L Fund Balance – Account Level (A) (tab 2)</li> <li>• G/L Fund Balance – Account Level 4 (tab 3)</li> <li>• G/L Asset &amp; Liability Changes (tab 4)</li> </ul>	<ul style="list-style-type: none"> <li>• Shows beginning and ending fund balance, revenue and expenses, and changes in assets and liabilities.</li> <li>• Has a summary level filtered by fund and/or source with beginning balances, revenue and expense totals, and ending balance.</li> <li>• A detail level shows revenue and expenses by account and totals.</li> <li>• Fourth tab shows the changes in assets and liabilities by account.</li> </ul> <p>Source: GL Actuals ledger</p>	<ul style="list-style-type: none"> <li>• Keep an eye on your fund balance for a Trust fund.</li> </ul> <p>Note: For most searches, only enter the Source in the Search filters. If your source is used by multiple departments, then use department filter.</p>	<ul style="list-style-type: none"> <li>• GL Fund Balance Report</li> </ul>
<p><b>InfoPorte, SAS Web Studio (FDM):</b></p> <p>Finance &gt; Financial Reporting &gt; Financial Reporting &gt; Cash/Bal &gt; F&amp;A Formula Allocation Report</p>		<p>This report provides the detail behind the formula allocation budgets entered each July by Budget, Planning &amp; Analysis. It includes information necessary to manage the formula allocations budget (such as PI name and home department)</p>	

**Reconciling**

<p><b>InfoPorte: Transactions Tab</b></p> <p>Finance &gt; Dept Accounting &gt; Transactions</p>	<ul style="list-style-type: none"> <li>Shows transactions for all revenue and expense accounts.</li> </ul> <p>Source: transactions entered in ConnectCarolina; Commitment Control ledgers</p>	<ul style="list-style-type: none"> <li>Reconcile revenue and expense transactions for your State, F&amp;A, Trust, OSR, FAMODET and Capital Improvement funds. Generate a list of transactions for a given chartfield string and match them to your supporting paperwork.</li> <li>Review soft encumbrances that haven't expired by clicking the advanced filter arrow and in the Trans Type field, choose SOFT-ENCUMBRANCE.</li> </ul>	<ul style="list-style-type: none"> <li>Financial Reporting with InfoPorte</li> <li>Reconciling Quick Reference</li> <li>Why do my balances go up and down throughout the month?</li> </ul>
<p><b>InfoPorte: GL Activity Tab</b></p> <p>Finance &gt; Dept Accounting &gt; GL Activity</p>	<ul style="list-style-type: none"> <li>Shows journal entries for all asset, liability, fund balance, revenue, and expense accounts.</li> <li>Presents activity summed up by chartfield string, not detailed transactions.</li> </ul> <p>Source: GL Actuals ledger</p>	<ul style="list-style-type: none"> <li>Reconcile your assets, liabilities, and fund balance transactions.</li> </ul> <p>Note: Only a few campus departments do this; most reconcile revenue and expense accounts.</p> <ul style="list-style-type: none"> <li>Monitor receipts for your OSR funds.</li> </ul>	
<p><b>Managing Salary &amp; Fringe</b></p>			
<p><b>InfoPorte: BMS</b></p> <p>Finance &gt; Dept Accounting &gt; Other Reports</p>	<ul style="list-style-type: none"> <li>Allows you to filter Commitment Control budget transactions from the State ledger group on budget chartfields and pulls in HCM records that match on budget chartfields.</li> <li>Source: Commitment Control ledger</li> </ul>		<ul style="list-style-type: none"> <li>New Reports Notes: June 15 Release</li> <li>New Reports June 15 Webinar</li> </ul>



<p><b>InfoPorte, SAS Web Studio (FDM): Payroll Accounting Report</b></p> <p>Finance &gt; Financial Reporting tab &gt; Personnel tab &gt; Payroll Accounting Report</p> <p>*Note: This report is available to users with enhanced reporting access.</p>	<ul style="list-style-type: none"> <li>• Displays detailed payroll information since 10/1/14.</li> <li>• It shows when a transaction posted for each charfield string, regardless of the pay period the transaction applies to.</li> <li>• Let's you filter for dates, chartifeld, employee IDs, expense types, and payroll run IDs.</li> <li>• Report includes the Application Journal ID.</li> </ul>	<p>This report is meant for financial professionals that need to see a complete history of payroll transactions for an employee or chartfield string by accounting dates. Payroll information is broken down into payment type categories and is further organized by PIDs and charfields. Effort percentages are calculated to use in reporting for contracts and grants.</p>	<ul style="list-style-type: none"> <li>• Webinar: Payroll Accounting Report</li> <li>• Using the Web SAS Studio Reporting Tool</li> <li>• Running the Payroll Accounting Report</li> </ul>
<p><b>Infoporte SAS: Summer Salary &amp; Overloads Report</b></p> <p>Finance &gt; Financial Reporting &gt; Misc</p> <ul style="list-style-type: none"> <li>• The report has four tabs: <ul style="list-style-type: none"> <li>o Summer Salary – Summary</li> <li>o Summer Salary – Details</li> <li>o Overload – Summary</li> <li>o Overload – Details</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Access is limited to those that have authorized security access</li> <li>• Report provides data on both nine-month and twelve-month faculty &amp; staff members who receive compensation for work during the summer months &amp; academic year</li> </ul>		<ul style="list-style-type: none"> <li>• Summer Salary and Overload Payments Report</li> </ul>
<p><b>ConnectCarolina: Pending Transactions Report</b></p> <p>Main Menu &gt; HR/Payroll Menu &gt; Payroll Acct Adj. Tool (PAAT) &gt; Review Pending Transactions</p>	<ul style="list-style-type: none"> <li>• Shows a list of all pending PAAT transactions for a department or school</li> <li>• Includes those with In Progress and Needs Approval statuses</li> <li>• Each transaction listed has a link to the adjustment.</li> </ul>	<ul style="list-style-type: none"> <li>• Check the approval status of PAAT transactions</li> </ul>	<ul style="list-style-type: none"> <li>• Guide for Using the Payroll Accounting Adjustment Tool</li> <li>• PAAT Webinar</li> </ul>

<p><b>ConnectCarolina: Suspense Transaction Report</b></p> <p>Main Menu &gt; HR/Payroll Menu &gt; Payroll Acct Adj. Tool (PAAT) &gt; Current Suspense Charges</p>	<ul style="list-style-type: none"> <li>• Shows a list of charges for a department or school that have gone to the suspense account, broken down by employee and pay period</li> </ul>	<ul style="list-style-type: none"> <li>• Check an employee's payroll that is sitting in your suspense account</li> </ul>	<ul style="list-style-type: none"> <li>• Guide for Using the Payroll Accounting Adjustment Tool</li> <li>• PAAT Webinar</li> </ul>
<p><b>InfoPorte: Labor &amp; Expense Report</b></p> <p>HR &gt; Payroll &gt; PAAT &gt;</p> <ul style="list-style-type: none"> <li>• The report has three tabs: <ul style="list-style-type: none"> <li>o Labor &amp; Expenses Summary</li> <li>o Labor &amp; Expenses Detail</li> <li>o Labor &amp; Expenses Detail Codes</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Shows the funding sources of labor expenses, by summary and detail</li> <li>• Mirrors the Labor Expense Report that was available in the Retroactive Funding Transfer Application (short-term retro tool)</li> <li>• Summary tab shows expenses by department</li> <li>• Detail tab breaks out expenses by employee</li> <li>• Detail Codes tab shows expense broken out by wages and taxes</li> </ul>	<ul style="list-style-type: none"> <li>• Review the funding sources of your labor expenses</li> <li>• Check a specific pay cycle distribution for an employee</li> </ul>	<ul style="list-style-type: none"> <li>• Guide for Using the Payroll Accounting Adjustment Tool</li> <li>• PAAT Webinar</li> </ul>
<p><b>Reviewing Grants</b></p>			
<p><b>Infoporte GL Activity Tab</b></p> <p>Finance &gt; Dept Accounting &gt; GL Activity</p>	<ul style="list-style-type: none"> <li>• Any expenditure reporting to outside agencies must be based on actuals reflected on GL actuals ledger.</li> </ul> <p>Source: GL Actuals ledger</p>	<ul style="list-style-type: none"> <li>• Monitor your OSR projects.</li> </ul>	

<p><b>InfoPorte SAS: Comprehensive Financial Summary Report</b></p> <p>Finance &gt; Financial Reporting &gt; Cash/Bal &gt; Comprehensive Financial Summary &gt;</p> <ul style="list-style-type: none"> <li>• Ledger/Actuals Source Report with Fund Group – Summary (tab 1)</li> <li>• Ledger/Actuals Source Report with Fund Group – Detail (tab 2)</li> <li>• Cash and Investments - Ledger/Actuals Source Report (tab 3)</li> </ul>	<ul style="list-style-type: none"> <li>• Enter project number in project field</li> <li>• Shows beginning and ending fund balance, revenue, expenses, and cash.</li> <li>• Has three tabs – third tab just shows cash and investments.</li> <li>• Has a summary level organized by source, and a detail level that shows revenue and expenses by account and totals.</li> </ul> <p>Source: GL Actuals ledger</p>	<ul style="list-style-type: none"> <li>• Find your beginning and ending cash balance for the month to help reconcile your asset, liability and fund balance transactions, along with information on the GL Activity tab.</li> </ul>	<ul style="list-style-type: none"> <li>• Comprehensive Financial Summary Report</li> </ul>
<p><b>InfoPorte: Grant Profile Tab</b></p> <p>Finance &gt; Dept Accounting &gt; Grants &gt; Grant Profile</p>	<ul style="list-style-type: none"> <li>• A high-level “one-stop shop” report for grants with one summary line per project.</li> <li>• Shows burn rates and project details including principal investigator (PI), status, and start and end dates.</li> <li>• Shows life-to-date (LTD) direct, indirect, and total remaining balance.</li> <li>• Lets you drill into each project to see more grant details on the Grant Details Tab.</li> </ul> <p>Source: RAMSeS and Commitment Control ledgers</p>	<ul style="list-style-type: none"> <li>• Do a quick spot check of your grants’ remaining balances or grant end date.</li> <li>• Look up the PI or status of a grant.</li> </ul>	<ul style="list-style-type: none"> <li>• Contracts and Grants Management Tips for Principal Investigators Quick Reference</li> <li>• Financial Reporting and Reconciliation</li> </ul>

<p><b>InfoPorte: Grant Details Tab</b></p> <p>Finance &gt; Dept Accounting &gt; Grants &gt; Grant Profile &gt; click any project link to display Grant Details tab</p>	<ul style="list-style-type: none"> <li>• A comprehensive “one-stop shop” for individual projects.</li> <li>• Shows all grant details including sponsor, team members, milestones, rollup details, rebudgetary allowability, and cost sharing if applicable.</li> </ul> <p>Source: RAMSeS and Commitment Control ledgers for OSR Ledger rollup section</p>	<ul style="list-style-type: none"> <li>• Monitor your grant’s life-to-date financial activity.</li> <li>• Look up non-financial grant details.</li> </ul>	<ul style="list-style-type: none"> <li>• Contracts and Grants Management Tips for Principal Investigators Quick Reference</li> <li>• Financial Reporting and Reconciliation</li> </ul>
<p><b>ConnectCarolina Inquiry: Budget Overview Inquiry</b></p> <p>Main Menu &gt; Finance Menu &gt; Commitment Control &gt; Review Budget Activities &gt; Budget Overview</p>	<ul style="list-style-type: none"> <li>• Shows expense totals and available balance by budget chartfield strings in real-time.</li> <li>• Breaks out spending totals by pre-encumbrance, encumbrance and expense.</li> <li>• Let’s you filter on project and source.</li> </ul> <p>Source: Commitment Control ledgers</p>	<ul style="list-style-type: none"> <li>• Keep an eye on your available budget balance and spending during the month.</li> <li>• Get the most current balances when preparing budget revision requests.</li> <li>• To exclude cost shared transactions from your balances, enter the source. Otherwise, it’s best to leave this field blank.</li> </ul>	<ul style="list-style-type: none"> <li>• Contracts and Grants Management Tips for Research Administrators Quick Reference</li> </ul>

<p><b>InfoPorte SAS: C&amp;G Expenditures - Summary</b></p> <p>Finance &gt; Dept Accounting &gt; Grant &gt; OSR Campus Reports &gt; C&amp;G Expenditures – Summary</p>	<ul style="list-style-type: none"> <li>• Shows grant LTD spending and remaining balance at a high level.</li> <li>• Shows a project’s budget, actuals, encumbrances, and remaining balance broken out by direct and indirect expenses, and cost sharing if applicable.</li> <li>• Does not show pre-encumbrances</li> <li>• For direct expense, breaks out Actuals by personnel, fringe, purchased services, supplies and materials, and other expenses.</li> </ul> <p>Source: Commitment Control ledgers</p>	<ul style="list-style-type: none"> <li>• Monitor LTD activity of grants that use an itemized or summary budget.</li> <li>• Review LTD activity broken down by direct and indirect spending plus by account categories such as personnel and fringe.</li> <li>• View a total expense amount along with spend breakdown by direct and indirect costs.</li> </ul>	
<p><b>InfoPorte SAS: C&amp;G Expenditures - Account Level</b></p> <p>Finance &gt; Dept Accounting &gt; Grant &gt; OSR Campus Reports &gt; C&amp;G Expenditures – Account Level</p>	<ul style="list-style-type: none"> <li>• Shows detailed grant spending at the account level.</li> <li>• Format mirrors the C&amp;G Summary report but breaks out spending further by individual account.</li> <li>• Does not show pre-encumbrances.</li> </ul> <p>Source: Commitment Control ledgers</p>	<ul style="list-style-type: none"> <li>• Monitor life-to-date activity of grants that use an itemized budget.</li> <li>• View activity broken down by direct and indirect spending plus by individual accounts.</li> </ul>	

<p><b>InfoPorte, SAS Web Studio (FDM):</b>   <b>Finance &gt; Dept Accounting &gt; Grants &gt; OSR Campus Reports &gt; OSR Payments Report</b></p>	<ul style="list-style-type: none"> <li>• Shows all payments made from sponsors since go-live on October 1, 2014</li> <li>• Shows payments in the form of GL journals, payment journals received from sponsors, maintenance journals reflecting movement of payments to different projects, and direct cash journals</li> <li>• Lets you view the results by rolled up journal amount, or be individual journal amount</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure you have received all the expected payments from sponsors</li> <li>• Ensure the sponsor payments are on the correct project and account</li> </ul>	<ul style="list-style-type: none"> <li>• OSR Payment Report</li> </ul>
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**Reviewing Soft Encumbrances**

<p><b>InfoPorte: Soft Encumbrances Tab</b>   <b>Finance &gt; Dept Accounting &gt; Soft Encumbrances</b></p>	<ul style="list-style-type: none"> <li>• Shows all your soft encumbrances, both expired and unexpired.</li> <li>• Lets you filter on project, program, cost codes, department, fund and source.</li> </ul> <p>Source: InfoPorte soft encumbrances table</p>	<ul style="list-style-type: none"> <li>• Monitor soft encumbrances for your department or project.</li> <li>• Delete soft encumbrances that have moved to a pre-encumbrance or later stage.</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>• To see available balances with soft encumbrances, see the Ledger Rollups Tab section.</li> <li>• To see only soft encumbrances that haven't expired, see the Transactions tab section.</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Reporting with InfoPorte</li> </ul>
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<p><b>InfoPorte: Program/Cost Code Tab</b></p> <p>Finance &gt; Dept Accounting &gt; Program/Cost Code</p>	<ul style="list-style-type: none"> <li>• Shows financial activity for ConnectCarolina cost codes and programs.</li> <li>• Displays budget, expenses and available balance.</li> <li>• Lets you drill in to program or cost code to see detail on Ledger rollup or transactions.</li> </ul> <p>Source: Commitment Control ledgers</p>	<ul style="list-style-type: none"> <li>• Check the spending totals and available balance on a specific ConnectCarolina cost code or program.</li> <li>• Review the transactions that make up the expenses of a ConnectCarolina cost code or program.</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Reporting with InfoPorte</li> </ul>
<p><b>InfoPorte: IPT Cost Code: Tab</b></p> <p>Finance &gt; Dept Accounting &gt; IPT Cost Code</p>	<ul style="list-style-type: none"> <li>• Shows a quick summary of budget and actuals for your IPT cost codes on one page</li> <li>• Displays budget, expenses and available balance.</li> <li>• Lets you drill in to cost code to see detail on Ledger rollup or transactions.</li> </ul> <p>Source: Commitment Control ledgers , InfoPorte cost code table</p>	<ul style="list-style-type: none"> <li>• Check the spending totals and available balance on a specific InfoPorte cost code.</li> <li>• Review the transactions that make up the expenses of an InfoPorte cost code.</li> </ul>	<ul style="list-style-type: none"> <li>• InfoPorte 6.5 Release Notes</li> <li>• InfoPorte 6.5 Release Webinar</li> </ul>

**Reporting for Foundations**

<p><b>InfoPorte SAS: Foundation Report</b></p> <p>Finance &gt; Financial Reporting &gt; Cash/Bal &gt; Foundation Report</p>	<ul style="list-style-type: none"> <li>• Shows beginning and ending fund balances, revenue, expense, payout and assets by fund 29910, 29920, 29930 and source at a summary level.</li> <li>• Lets you filter on fund, source and department.</li> <li>• Lets you drill down to detail level.</li> </ul> <p>Source: GL Actuals Ledger</p>	<ul style="list-style-type: none"> <li>• Look up fund balances for a foundation.</li> </ul>	<p>Foundation Report</p>
<p><b>nVision Reports:</b></p> <ul style="list-style-type: none"> <li>• Trial balance by fund</li> </ul>	<ul style="list-style-type: none"> <li>• Shows trial balance by detailed GL account balances</li> </ul>	<ul style="list-style-type: none"> <li>• nVision reports are generated as Excel files.</li> <li>• Reports are emailed to each foundation after each month close.</li> <li>• Reports allow you expand or collapse rows and columns.</li> <li>• Plus and minus buttons in the top row allows columns to be expanded or collapsed to view detailed information.</li> </ul>	
<ul style="list-style-type: none"> <li>• Trial balance by fund-source</li> </ul>	<ul style="list-style-type: none"> <li>• Trial balance provides summary by source for funds 299.</li> </ul>	<ul style="list-style-type: none"> <li>• nVision reports are generated as Excel files.</li> <li>• Reports are emailed to each foundation after each month close.</li> <li>• Reports allow you expand or collapse rows and columns.</li> <li>• Plus and minus buttons in the top row allows columns to be expanded or collapsed to view detailed information.</li> </ul>	



<ul style="list-style-type: none"> <li>• Trial balance by account</li> </ul>	<ul style="list-style-type: none"> <li>• Trial balance provides summary by account for funds 299.</li> </ul>	<ul style="list-style-type: none"> <li>• nVision reports are generated as Excel files.</li> <li>• Reports are emailed to each foundation after each month close.</li> <li>• Reports allow you expand or collapse rows and columns.</li> <li>• Plus and minus buttons in the top row allows columns to be expanded or collapsed to view detailed information.</li> </ul>	
<ul style="list-style-type: none"> <li>• Foundation fund balance rollover</li> </ul>	<ul style="list-style-type: none"> <li>• Summarizes life-to-date data for funds 29910, 29920, 29930.</li> <li>• Shows beginning, ending fund balance, current year revenues, expenses and transfers and changes in equity.</li> </ul>	<ul style="list-style-type: none"> <li>• nVision reports are generated as Excel files.</li> <li>• Reports are emailed to each foundation after each month close.</li> <li>• Reports allow you expand or collapse rows and columns.</li> <li>• Plus and minus buttons in the top row allows columns to be expanded or collapsed to view detailed information.</li> </ul>	
<p><b>OSR Financial Reporting</b></p>			
<p>InfoPorte, SAS Web Studio (FDM):</p> <p>Finance &gt; OSR Financial Reporting &gt; OSR Contract Closeout Report</p>		<p>Used to facilitate Award/Contract closeout systematically. This report will serve as a tool to ensure all OSR close out processings, status validation, and other reconciliation processes have been completed successfully.</p>	

<p>InfoPorte, SAS Web Studio (FDM): Finance &gt; OSR Financial Reporting &gt; OSR Payments Report</p>	<ul style="list-style-type: none"> <li>• Shows all payments made from sponsors since go-live on October 1, 2014</li> <li>• Shows payments in the form of GL journals, payment journals received from sponsors, maintenance journals reflecting movement of payments to different projects, and direct cash journals</li> <li>• Lets you view the results by rolled up journal amount, or be individual journal amount</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure you have received all the expected payments from sponsors</li> <li>• Ensure the sponsor payments are on the correct project and account</li> </ul>	<ul style="list-style-type: none"> <li>• OSR Payment Report</li> </ul>
<p>InfoPorte, SAS Web Studio (FDM): Finance &gt; OSR Financial Reporting tab &gt; Payroll Accounting Report</p> <p>*Note: This report is available to users with enhanced reporting access.</p>	<ul style="list-style-type: none"> <li>• Displays detailed payroll information since 10/1/14.</li> <li>• It shows when a transaction posted for each charfield string, regardless of the pay period the transaction applies to.</li> <li>• Let's you filter for dates, chartifeld, employee IDs, expense types, and payroll run IDs.</li> <li>• Report includes the Application Journal ID.</li> </ul>	<p>This report is meant for financial professionals that need to see a complete history of payroll transactions for an employee or chartfield string by accounting dates. Payroll information is broken down into payment type categories and is further organized by PIDs and charfields. Effort percentages are calculated to use in reporting for contracts and grants.</p>	<ul style="list-style-type: none"> <li>• Webinar: Payroll Accounting Report</li> <li>• Using the Web SAS Studio Reporting Tool</li> <li>• Running the Payroll Accounting Report</li> </ul>
<p>InfoPorte, SAS Web Studio (FDM): Finance &gt; OSR Financial Reporting tab &gt; OSR Invoice Listing Report</p>		<p>This report shows all invoices that have been provided to the sponsor and can be used to track who has been billed</p>	

**Running Income Statements**

<p><b>InfoPorte SAS: Income Statement</b></p> <p>Finance &gt; Financial Reporting &gt; Cash/Bal &gt; Income Statement</p>		<ul style="list-style-type: none"> <li>Produce an income statement for a fund or department.</li> </ul>	<p>Income Statement</p>
<p><b>FDM Reports not in InfoPorte</b></p>			
<p>Budget to Actuals Cube</p>			
<p>State Carry Forward Report</p>			
<p><b>InfoPorte Reports</b></p>			
<p>InfoPorte: Monthly Reports</p> <p>Finance &gt; Monthly Reports</p>	<p>Snap Shot Finance reports for campus and central office to use after month end is finalized.</p> <p>This is for State, Trust, F&amp;A</p>	<ul style="list-style-type: none"> <li>Look at an MOU or department budget and actuals at a high-level summary by ledger groups.</li> <li>Drill down to individual transactions that make up the summary totals by ledger group.</li> </ul>	<ul style="list-style-type: none"> <li>Monthly Management Reports</li> </ul>

<p><b>Finance &gt; Dept Accounting &gt; UNCFP &gt; Ledger Rollup</b></p>	<ul style="list-style-type: none"> <li>• Shows revenue and expense totals and available balance by budget chartfield strings for Fund = 28542.</li> <li>• Breaks out spending totals by pre-encumbrance, encumbrance and expense (Actuals YTD column).</li> <li>• Let's you filter on source and department.</li> <li>• Lets you drill down to detailed transactions for each chartfield string displayed.</li> </ul> <p>Source: Commitment Control ledgers; InfoPorte soft encumbrance table if choose Show Projections</p>	<ul style="list-style-type: none"> <li>• Keep an eye on your available budget balance and spending during the month.</li> <li>• Include projected earnings and fringe and/or soft encumbrances in your balances by marking the respective checkboxes in the search section.</li> <li>• Check what you've spent against a certain state appropriation by filtering on source.</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Reporting with InfoPorte</li> <li>• Reconciling Quick Reference</li> <li>• Why do my balances go up and down throughout the month?</li> </ul>
<p><b>InfoPorte: UNCFP Tab</b></p> <p><b>Finance &gt; Dept Accounting &gt; UNCFP &gt; Transactions</b></p>	<ul style="list-style-type: none"> <li>• Shows transactions for Fund = 28542 for all revenue and expense accounts.</li> </ul> <p>Source: transactions entered in ConnectCarolina; Commitment Control ledgers</p>	<ul style="list-style-type: none"> <li>• Reconcile revenue and expense transactions for UNCFP. Generate a list of transactions for a given chartfield string and match them to your supporting paperwork.</li> <li>• Review soft encumbrances that haven't expired by clicking the advanced filter arrow and in the Trans Type field, choose SOFT-ENCUMBRANCE.</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Reporting with InfoPorte</li> <li>• Reconciling Quick Reference</li> <li>• Why do my balances go up and down throughout the month?</li> </ul>