

The University of North Carolina at Chapel Hill

# Finance Reporting in Infoporte

**Developed for Finance Users in the School of Public Health Only.**

Major updates from the first version of this report issued December have been highlighted in red text.



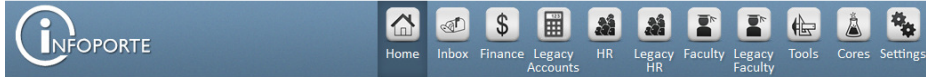
## Contents

---

I. Infoporte Navigation Overview.....	1
II. Overview of Commitment Control.....	2
III. Balance Reporting Options .....	3
IV. Recommended Balance Reporting Options for Different Funding Types .....	5
A. State Expenses .....	5
B. State Revenues.....	7
C. F&A.....	8
D. OSR Contracts & Grants .....	10
E. Trust Funds.....	12
V. Transaction Inquiry .....	17
A. Refresher: Ledger Groups and Budget Ledgers .....	17
B. Running a Transaction Inquiry .....	18
C. Features of Results.....	19
D. Reconciling Transactions.....	21
E. Adding Comments to Transactions .....	22
VI. Cost Coding .....	23
A. Creating Infoporte Cost Codes.....	23
B. Adding an Infoporte Cost Code to a Transaction.....	24
C. Running Reports on Cost Codes.....	24
VI. Other Infoporte Tips .....	27
Appendix 1. ConnectCarolina Budget Definitions.....	29
Appendix 2. Excel PivotTable Tips.....	31



## I. Infoporte Navigation Overview



Navigation	First Level Tab	Second Level Tabs
Home		
Inbox	Requests	
	Calendars	
Finance	Dept Accounting	<ul style="list-style-type: none"> <li>▪ Ledger Rollup</li> <li>▪ OSR Ledger Rollup</li> <li>▪ Transactions</li> <li>▪ GL Transactions</li> <li>▪ Grant Profile</li> <li>▪ Soft Encumbrances</li> <li>▪ Cost Codes</li> </ul>
	Financial Reporting (SAS menu)	<ul style="list-style-type: none"> <li>▪ A series of reports under 4 headings:                             <ul style="list-style-type: none"> <li>○ Ledg/Acct</li> <li>○ Cash/Bal</li> <li>○ Cost Codes</li> <li>○ Misc</li> </ul> </li> </ul>
	Financial Request	
	Budget Process	(limited access)
	Other Reports	Currently only has the BMS report for depts. with State money
Legacy Accounts	Overview	<ul style="list-style-type: none"> <li>▪ SL Overview</li> <li>▪ GL Overview</li> </ul>
	List Accounts	<ul style="list-style-type: none"> <li>▪ Subsidiary Ledger</li> <li>▪ General Ledger</li> <li>▪ Personnel Allocations</li> <li>▪ PID/Accounts</li> <li>▪ Employee Projections</li> </ul>
	Payroll List	<ul style="list-style-type: none"> <li>▪ Payroll List</li> </ul>
	Cost Codes	<ul style="list-style-type: none"> <li>▪ Cost Code Reports</li> <li>▪ List Cost Codes</li> <li>▪ PID/Cost Codes</li> </ul>

HR	Employees	
	Positions	
	Reports	<ul style="list-style-type: none"> <li>▪ Report Type: Funding (1 report)</li> <li>▪ Report Type: Person (16 report)</li> </ul>
	Request	
Legacy HR	Payroll	<ul style="list-style-type: none"> <li>▪ Earnings Distribution</li> <li>▪ Check Register</li> <li>▪ Summarized Payroll</li> </ul>
	Employees	
	Payroll List	
	Request	
Faculty	Forms	
	PID/Employees	
	Faculty Profile	<ul style="list-style-type: none"> <li>▪ Profile</li> <li>▪ Curvita-CV Plus</li> <li>▪ ReachNC-Collaboration</li> <li>▪ Request</li> <li>▪ Activity Report</li> </ul>
	Legacy Faculty	<ul style="list-style-type: none"> <li>▪ Profile</li> <li>▪ Curvita-CV Plus</li> <li>▪ ReachNC-Collaboration</li> <li>▪ Activity Report</li> </ul>
Tools	Reservations	<ul style="list-style-type: none"> <li>▪ Rooms</li> <li>▪ IT Equipment</li> </ul>
	Data Dictionary	<ul style="list-style-type: none"> <li>▪ FRS Account Mapping (Account Mapping; Advanced Mapping)</li> <li>▪ Data Dictionary List</li> <li>▪ Chartfield Lookup</li> <li>▪ Cost Codes</li> <li>▪ General Info</li> <li>▪ What's New?</li> </ul>
Cores	Purchase	<ul style="list-style-type: none"> <li>▪ Purchase Items</li> <li>▪ Recent Purchases</li> </ul>
Settings		

## II. Overview of Commitment Control

Commitment Control (“KK”) is the PeopleSoft module that handles budgeting. KK organizes transactions into Ledger Groups separated by Revenues and Expenses – these are best visualized in matrix:

	State	F&A	Trust	OSR
Revenues	X		X	
Expenses	X	X	X	X

The “X” indicates the Ledger Groups that campus users will encounter (i.e. State Expenses, F&A Expenses, State Revenues, etc.).

Chartfield fund ranges fall into these Ledger Groups as follows:

Ledger Group	Related Funds	Descriptions
State	201xx 211xx 212xx	Academic affairs funding... Health affairs funding... AHEC funding... ... for state appropriations, school-based tuition (SBT), or state receipts
F&A	271xx	F&A (“overhead”) pool (does not include grant residuals)
Trust	241xx 281xx/282xx 291xx/292xx 295xx 299xx	Education & general self-supporting University endowments University trusts Auxiliary (recharge centers) Agency and Foundation
OSR	252xx	Contracts & Grants

Each **Revenue** Ledger Group is broken down into 3 **revenue budget ledgers**

- **Budget** – records the budget
- **Recognized** – when invoiced (and generally received in SPH case)
- **Collected** – when revenue is received (mainly pertains to limited departments that use the A/R Billing module)

Each **Expense** Ledger Group is broken down into 4 **expense budget ledgers**

- **Budget** – records the budget – includes the permanent and revised budgets from Budget Office and budget transfers and journals initiated by campus users
- **Pre-encumbrances** – ePro orders, purchase requisitions
- **Encumbrances** – purchase orders, personnel
- **Expenses** – purchase orders and ePro when paid; personnel costs when paid; *vouchers when budget checked*




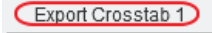
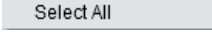
Other terms to understand:

- **Fiscal Year** – the fiscal year begins July 1 and ends June 30. Fiscal 2015 represents July 1, 2014 through June 30, 2015.
- **Budget Period** – corresponds to the fiscal year for all fund types other than OSR. This field will generally default. *OSR does not use the budget period, so leave blank for OSR-related queries or no data will result.*
- **Accounting Period** – the accounting month to which a transaction pertains prior to the accounting close. July = 1, August = 2, etc.
- **Associate Revenue** – applicable to *trust funds only*. Represents actual cash revenues received (e.g. gift receipts, residual fund balances, etc.) For most trust funds, spending is guided by associate revenue rather than budget. As such, budgeting for trust revenues will only apply in limited cases for recharge centers or conference fees where spending might occur prior to revenue generation.

KK organizes transactions into Ledger Groups and Infoporte reporting mirrors this structure – it is critical to understand the Commitment Control structure before running reports.

This was a brief overview; each fund type has specific budget definitions. See Appendix 1 for the budget definitions applicable to SPH.

### III. Balance Reporting Options

	Option 1- ConnectCarolina Budget Overview	Option 2- Infoporte Ledger Rollup	Option 3- Infoporte Financial Reporting (SAS)
Overview	<ul style="list-style-type: none"> <li>Provides expenses, (pre-) encumbrances, and balances by detailed chartfield string <i>down to the account</i></li> <li>An aggregated balance is also shown</li> <li>Report is based on real-time ConnectCarolina data</li> </ul>	<ul style="list-style-type: none"> <li>Summarizes budgets, (pre-) encumbrances, and balances, by <i>categorized accounts</i></li> <li>Sorted by source; <i>fund purposes are aggregated</i></li> <li>Similar to Account Objects tab of Finanseer</li> <li>As of 2/2/2015 there is no grand total across sources</li> <li>Drills down to detailed transactions</li> <li>All Infoporte data is <i>one day in arrears</i></li> </ul>	<ul style="list-style-type: none"> <li>Provides a suite of 12 reports; most useful: “Financial Breakdown” reports and the Funding Balance Report</li> <li>Summarizes budgets, (pre-) encumbrances, and expenses at an <i>aggregated level summarized by fund and source</i></li> <li>Similar to Overview tab of Finanseer</li> <li>Two levels of drilldowns are available</li> <li>All Infoporte data is <i>one day in arrears</i></li> </ul>
Best For	<ul style="list-style-type: none"> <li>Looking for a budget at a specific chartfield, such as to verify whether sufficient budget exists for an planned transaction</li> <li>Downloading details to Excel for pivot table analysis</li> <li>“Chartfield focus”</li> </ul>	<ul style="list-style-type: none"> <li>Getting a quick overview of overall spending in a Source</li> <li>Downloading to PDF for record-keeping</li> <li>“Source focus”</li> </ul>	<ul style="list-style-type: none"> <li>Reporting on trust balances (Use the Funding Balance Report)</li> <li>Reviewing aggregated financial information across accounts (e.g. total non-personnel at a glance)</li> <li>“Fund-source-dept focus”</li> </ul>
Navigation and Directions	<p><i>Main Menu &gt; Finance Menu &gt; Commitment Control &gt; Review Budget Activities &gt; Budgets Overview</i></p> <ol style="list-style-type: none"> <li>Name or Choose your named search.</li> <li>Choose the correct Ledger Group.</li> <li>Enter your chartfield parameters.</li> <li>Save your search if you like (optional).</li> <li>Click “Search” to run the search. Evaluate or download results by clicking the  icon.</li> </ol>	<p><i>Infoporte &gt; Dept Accounting &gt; (OSR) Ledger Rollup (The Ledger Rollup tab houses F&amp;A, STATE, and TRUST transactions; OSR balances are found in the OSR Ledger Rollup tab.)</i></p> <ol style="list-style-type: none"> <li>Choose the appropriate Ledger.</li> <li>The Fiscal Year and Budget Year should default to the current year.</li> <li>Select or enter other search parameters, such as departments, funds, sources, or accounts, etc.</li> <li>The balance will only calculate if you leave Acct Period as “show all”.</li> <li>Click “Search” to run the search.</li> <li>Click the Excel or PDF icons to download the resulting reports.  </li> </ol>	<p><i>Infoporte &gt; Financial Reporting &gt; [choose the appropriate report]</i></p> <ol style="list-style-type: none"> <li>Choose the appropriate report.</li> <li>Select or enter other search parameters such as fiscal year or budget period (make sure this is selected), funds, sources, depts, or accounts, etc.</li> <li>The results update automatically.</li> <li>Click on the data area and choose  to download to Excel.  Click “OK” when the “Save As” windows comes up.</li> </ol>

	Option 1- ConnectCarolina Budget Overview	Option 2- Infoporte Ledger Rollup	Option 3- Infoporte Financial Reporting (SAS)
<b>Tips</b>	<ol style="list-style-type: none"> <li>1. For detailed instructions on running the overview, please refer to the SPH Finance ConnectCarolina page for Budget Inquiries: <a href="http://sph.unc.edu/sph-finance/connectcarolinaupdates/budget-inquiries/">http://sph.unc.edu/sph-finance/connectcarolinaupdates/budget-inquiries/</a></li> <li>2. <b>Refer to the Budget Definition (see Appendix 1).</b> If you run a budget inquiry and no data results, one or more of your search parameters are likely not in the budget definition. E.g., <ul style="list-style-type: none"> <li>○ For F&amp;A, you might have entered the Fund as 27101 instead of the appropriate pool level of <b>27100</b>. (It's recommended you leave the Fund blank for searching.)</li> <li>○ For State, you might have entered an account at the transaction level (e.g. EPA faculty 513120) instead of at the appropriate budget pool level (e.g. EPA Teach salaries <b>513100</b>)</li> <li>○ For Trust, you might have entered the Fund at the transaction level instead of at the budget pool level (e.g. <b>24100</b> or <b>29500</b>)</li> </ul> </li> <li>3. ConnectCarolina uses “%” as a wildcard search parameter.</li> <li>4. The default max rows returned is 100. If your search exceeds this, you can update the max rows field to 300/500/1000 and then click Search again.</li> </ol>	<ol style="list-style-type: none"> <li>1. The Actuals MTD column only shows the transactions <i>for the last month as filtered by the Acct Period.</i></li> <li>2. You can obtain the month-end balance by selecting a single historical month in the Acct Period (e.g. 6-December). The Actuals MTD column will show the total amounts incurred during December whereas the Actuals YTD column will show cumulative actuals for the fiscal year. The FMS balance will show the balance as of December 31, 2014 in this case.</li> <li>3. For each search that is run, the corresponding transaction list will appear at the bottom for convenience. Reviewing these transactions is rather cumbersome, however. It is recommended you correspond with the ledger rollup results using the Transactions tab instead.</li> <li>4. If soft encumbrances or projections are used, only this reporting option will show the Infoporte balance (“IPT Balance”).</li> </ol>	<ol style="list-style-type: none"> <li>1. For State, Trust, and F&amp;A <b>be sure to select the proper Budget Period (i.e. 2015) or data will not be correct.</b> This field does not appropriately default.</li> <li>2. The report will automatically show the departments for which you have access.</li> <li>3. The Department filter box allows for many levels of departments; the rightmost “Detail Dept” box contains the familiar department codes if you need to filter down.</li> <li>4. Similar to the notes in Option 2, it is possible to see actuals for one historic month by selecting a specific Accounting Period, but the FMS Balance will be incorrect.</li> <li>5. Similar to the notes in Option 2, the only way to see historic month end balance is to select cumulative months. Similarly, this search will include Actuals for all cumulative months.</li> </ol>



## IV. Recommended Balance Reporting Options for Different Funding Types

### A. State Expenses


For state expenses, all 3 options work depending on the questions you'd like answered:

Example Business Question	Recommended Reporting Option
Do I have enough budget in EPA NF in health affairs appropriations? ( <i>chartfield focus</i> )	Option 1 (ConnectCarolina Budget Overview) shows budget at the specific chartfield level down to the account. This report will also tell you how much budget is available as a "bottom line".
What sort of expenses have we been spending from health affairs appropriations? ( <i>source focus</i> )	Option 2 (Infoporte Ledger Rollup) provides a summary of spending within a source by major categories, while also summarizing the bottom line balance.
How much state money is left in my department (bottom line)? ( <i>fund-source-dept focus</i> )	Option 3 (Infoporte SAS report – State Financial Breakdown) provides aggregated information by the fund and source.

#### Option 1: ConnectCarolina Budget Overview

Run the inquiry with the following parameters:

Field	Inputs	Notes
<b>Ledger Group</b>	STATE (description: State Expense Child Budget)	
<b>Account</b>	This may be left as % to show the entire state balance.  If you are doing a search for a specific chartfield (say for the purpose of checking whether budget exists for a specific transaction) You may also choose to specify an account <i>from the State Budget Definition Account Listing (see Appendix 1)</i> .	Similar to FRS, ConnectCarolina budgets on certain budget pools (or "budget rollups"). For example, all supplies and current services roll up to account 520000. Your search will not result in data unless you choose an appropriate budget pool account.
<b>Dept</b>	Enter your department.	If you forget to enter dept, the whole university data will result.
<b>Fund and Source</b>	Enter an appropriate combination of Fund and Source as appropriate. For example:	
	<ul style="list-style-type: none"> <li>Source 13001 (HA approp), or</li> <li>Source 13517 (state receipts), or</li> <li>Source 12001 (AA approp – distance)</li> </ul>	<ul style="list-style-type: none"> <li>Returns all transactions and budgets for the source <i>regardless of fund purpose</i>.</li> </ul>
	<ul style="list-style-type: none"> <li>Fund range 20101 to 20199 (AA)</li> <li>Fund range 21101 to 21199 (HA)</li> <li>Fund range 22101 to 22199 (AHEC)</li> </ul>	<ul style="list-style-type: none"> <li>Returns all transactions and budgets for all funds and sources within type of state funding <i>including SBT and health affairs state receipts</i>.</li> </ul>
	<ul style="list-style-type: none"> <li>Fund 21101 and Source 13001</li> <li>Fund 21152 and Source 13001</li> <li>Fund 21101 and Source 12001</li> </ul>	<ul style="list-style-type: none"> <li>These combinations return the transactions and budgets for the specific chartstring.</li> </ul>
	<ul style="list-style-type: none"> <li>Leave both fund and source criteria as %.</li> </ul>	<ul style="list-style-type: none"> <li>This will return ALL state money for the specified department.</li> </ul>

A summary "Available Budget" will be presented at the top with a matrix showing Available Balances for each chartfield combination for the given parameters. The matrix may be downloaded by clicking the  icon above the matrix. This download is useful for analysis down to the specific chartfield including fund purpose.

## Option 2: Dept Accounting – Ledger Rollup

Run the report using the following parameters:

Field	Inputs	Notes
Ledger	Check off STATE.	
Dept ID	Enter or check off the appropriate department(s).	
Source	Optional.	If you do not enter a Source, all possible Sources will appear in a separate grid.
Fiscal Year and Budget Period	These should default to the current fiscal year.	Leave as is.
Acct Period	Defaults to “(show all)”.	Leave as is, unless you’d like to see results for a specific month.

The results will list each source in a separate grid. Note that these results *combine the funds*, that is, it is not possible to distinguish how much was spent using xxx01 purpose versus xxx52 purpose from this presentation. Also, no “grand total” is presented; the only totals are at the Source level (*source focus*) (grand totals should be implemented with a future enhancement).

Source	Department	Account	Budget Amt	Actuals MTD	Actuals YTD	Encumbered Amt	Pre-Encumb Amt	FMS Balance	Soft-Encumb Amt	IPT Balance
13001		511xxx EPA Non Teach	1,249.00	0.00	0.00	304.21	0.00	944.79	0.00	944.79
		512xxx Staff Salaries	174,600.50	0.00	68,452.53	74,589.21	0.00	31,558.76	0.00	31,558.76
		513xxx EPA Teaching Salaries	686,855.00	0.00	303,449.55	311,343.83	0.00	72,061.62	0.00	72,061.62
		514xxx Temporary Salaries	0.00	0.00	12,889.11	292.09	0.00	-13,181.20	0.00	-13,181.20
		515xxx Fringe Benefits	93,881.26	0.00	93,881.26	0.00	0.00	0.00	0.00	0.00
		516xxx Fringe Benefits	0.00	0.00	793.62	0.00	0.00	-793.62	0.00	-793.62
		521xxx Core Data	0.00	0.00	2,012.90	0.00	0.00	-2,012.90	0.00	-2,012.90
		521xxx Transit Fees	0.00	0.00	1,036.81	0.00	0.00	-1,036.81	0.00	-1,036.81
		527xxx Other Current Services	0.00	0.00	20.76	0.00	0.00	-20.76	0.00	-20.76
		Exp Subtotal	956,585.76	0.00	482,536.54	386,529.34	0.00	87,519.88	0.00	87,519.88
		Total	956,585.76	0.00	482,536.54	386,529.34	0.00	87,519.88	0.00	87,519.88
13111		513xxx EPA Teaching Salaries	59,909.00	0.00	30,883.22	34,287.03	0.00	-5,261.25	0.00	-5,261.25
		515xxx Fringe Benefits	3,958.91	0.00	6,963.88	0.00	0.00	-3,004.97	0.00	-3,004.97
		516xxx Fringe Benefits	0.00	0.00	67.28	0.00	0.00	-67.28	0.00	-67.28
		521xxx Core Data	0.00	0.00	166.79	0.00	0.00	-166.79	0.00	-166.79
		521xxx Transit Fees	0.00	0.00	85.87	0.00	0.00	-85.87	0.00	-85.87
		Exp Subtotal	63,867.91	0.00	38,167.04	34,287.03	0.00	-8,586.16	0.00	-8,586.16
		Total	63,867.91	0.00	38,167.04	34,287.03	0.00	-8,586.16	0.00	-8,586.16

## Option 3: Financial Reporting – SAS

Choose the **State Financial Breakdown (Legacy FBM 09X) report** and enter the following parameters.

Field	Inputs	Notes
Business Unit, Fiscal Year	These should default to the correct values (UNCCH, 2015)	
Accounting Period	Leaving blank assumes all are selected.	
Department	Choose the appropriate department.	Click on the “Detail Dept” box to see the standard listing of department numbers.
Budget Period	Check off the appropriate period corresponding to the fiscal year.	<b>This does not default. If you do not check this off, your data will be skewed.</b>
Fund and Source	Choose an appropriate combination similar to the thought process outlined in Option 1.	If this is left blank, all available data will show. For example, if your department has both academic affairs and health affairs funding, both will result.

The following is an example search for the equivalent department as presented in Option 2. As you can see, the FMB balances match up by the source, but no account-level information is shown. If spending has been recorded to other purposes, those breakdowns would be shown.

Fund Code ▲	Source ▲	Detail Departm... ▲	Program ▲	Budget	Actuals	Encumbrances	Pre-encumbrances	FMS Balance
21101 - Health Affairs - Reg Term Inst	13001 - Health Affairs Approp 16021	-	-	\$956,586	\$482,537	\$386,529	\$0	\$87,520
	13111 - SOPH Fac Salaries	-	-	\$63,868	\$38,167	\$34,287	\$0	(\$8,586)

## B. State Revenues

**Option 2: Dept Accounting – Ledger Rollup is preferred** since it combines the presentation with the relevant state expenses. That is, if you run the search as in **A. State Expenses Option 2**, you will also obtain data related to the corresponding state revenues. However, determining the **actual** balance requires a manual calculation:

Revenues generated:	\$98,798.74
Less Actual expenses:	(\$37,699.63)
Less Encumbrances:	(\$7,062.91)
Less Pre-encumbrances:	(\$30.08)
<b>Actual BBA:</b>	<b>\$52,006.12</b>

Account	Budget Amt	Actuals MTD	Actuals YTD	Encumbered Amt	Pre-Encumb Amt	FMS Balance
458xxx Fees	-321,559.00	-950.00	-101,372.50	0.00	0.00	-220,186.50
484xxx Retain Approp-Deferred Obligat	2,574.00	0.00	2,573.76	0.00	0.00	0.24
<b>Rev Subtotal</b>	<b>-318,985.00</b>	<b>-950.00</b>	<b>-98,798.74</b>	0.00	0.00	-220,186.26
511xxx EPA Non Teach	6,791.00	0.00	7,076.58	7,062.91	0.00	-7,348.49
512xxx Staff Salaries	59,476.00	0.00	-0.03	0.00	0.00	59,476.03
514xxx Student Wages	10,300.00	0.00	0.00	0.00	0.00	10,300.00
514xxx Temporary Salaries	982.00	0.00	0.00	0.00	0.00	982.00
515xxx Fringe Benefits	13,296.00	0.00	2,204.64	0.00	0.00	11,091.36
516xxx Fringe Benefits	0.00	0.00	19.38	0.00	0.00	-19.38
520xxx Contracted Services	228,140.00	0.00	0.00	0.00	0.00	228,140.00
521xxx Core Data	0.00	0.00	38.22	0.00	0.00	-38.22
521xxx Transit Fees	0.00	0.00	19.66	0.00	0.00	-19.66
522xxx HCS Contracted Salaries	0.00	484.24	2,396.79	0.00	0.00	-2,396.79
526xxx Travel	0.00	0.00	912.40	0.00	0.00	-912.40
527xxx Communication	0.00	0.00	576.81	0.00	0.00	-576.81
527xxx Other Current Services	0.00	0.00	424.63	0.00	0.00	-424.63
528xxx Other Current Services	0.00	0.00	1,140.00	0.00	0.00	-1,140.00
531xxx Supplies	0.00	413.75	1,480.37	0.00	30.08	-1,510.45
537xxx Supplies	0.00	0.00	382.76	0.00	0.00	-382.76
538xxx Supplies	0.00	0.00	3,956.66	0.00	0.00	-3,956.66
558xxx Other Expenses	0.00	0.00	5,376.82	0.00	0.00	-5,376.82
559xxx Other Exps & Adjustments	0.00	0.00	11,693.94	0.00	0.00	-11,693.94
<b>Exp Subtotal</b>	<b>318,985.00</b>	<b>897.99</b>	<b>37,699.63</b>	<b>7,062.91</b>	<b>30.08</b>	274,192.38
<b>Total</b>	<b>0.00</b>	<b>-52.01</b>	<b>-61,099.11</b>	<b>7,062.91</b>	<b>30.08</b>	54,006.12

## C. F&A

ConnectCarolina treats F&A as a single departmental pool. Unlike FRS, F&A is not budgeted at the account level; F&A line-item budgets do not exist. When looking up F&A balance, it is a single budget pool for the department.

### Option 1: ConnectCarolina Budget Overview most readily provides the bottom line figure.

Field	Inputs	Notes
<b>Ledger Group</b>	F&A (description: F&A Expense Budget)	
<b>Dept</b>	Enter your department.	If you forget to enter dept, the whole university data will result.
<b>Source</b>	Optional.	All F&A resources will result if this is left blank. (There are only 3 F&A sources.)
<b>Fund</b>	Optional.	Recommend you leave this blank.

The results readily summarize the available budget while the breakdown shows the distribution of the balance/deficit among the sources.

Budget:	115,637.00
Expense:	825.16
Encumbrance:	0.00
Pre-Encumbrance:	0.00
Budget Balance:	114,811.84
Associate Revenue:	0.00
Available Budget:	114,811.84

**Option 2: Dept Accounting – Ledger Rollup** provides a summary of expenses but requires manual calculation to determine the balance.

Field	Inputs	Notes
<b>Ledger</b>	Check off F&A.	
<b>Dept ID</b>	Enter or check off the appropriate department(s).	
<b>Source</b>	Optional.	If you do not enter a Source, all Sources will appear in a separate grid.
<b>Fiscal Year and Budget Period</b>	These should default to the current fiscal year.	Leave as is.
<b>Acct Period</b>	Leave default as "(show all)".	Leave as is, unless you'd like to see a balance as at a certain month end, in which case you can select specific months.

The results break down the expenses by major expense category. You will notice that each expense line appears to be in a deficit – this is because budgets are not established at the account level. Instead, the F&A budget pool is captured in the line currently marked as "Budget". The actual F&A balance for source 14101 is circled in red below in the "total" line.

The Suspense sources 14102 and 14103 are also charged to the F&A pool. Since these sources do not normally have a budget, this presentation requires manual calculation to determine the actual balance. In the next example, the total for Source 14101 is \$115,465.22 less the deficit in Source 14102 of \$653.38 results in an actual balance of: \$114,811.84.

Source	Department	Account	Budget Amt	Actuals MTD	Actuals YTD	Encumbered Amt	Pre-Encumb Amt	FMS Balance
14101		532xxx Supplies	0.00	0.00	23.25	0.00	0.00	-23.25
		537xxx Supplies	0.00	0.00	49.72	0.00	0.00	-49.72
		538xxx Supplies	0.00	0.00	98.81	0.00	0.00	-98.81
		<b>Exp Subtotal</b>	0.00	0.00	171.78	0.00	0.00	-171.78
		Budget	115,637.00	0.00	0.00	0.00	0.00	115,637.00
		<b>Subtotal</b>	115,637.00	0.00	0.00	0.00	0.00	115,637.00
		<b>Total</b>	115,637.00	0.00	171.78	0.00	0.00	115,465.22
14102		511xxx EPA Non Teach	0.00	0.00	660.00	0.00	0.00	-660.00
		515xxx Fringe Benefits	0.00	0.00	-15.33	0.00	0.00	15.33
		516xxx Fringe Benefits	0.00	0.00	3.30	0.00	0.00	-3.30
		521xxx Core Data	0.00	0.00	3.57	0.00	0.00	-3.57
		521xxx Transit Fees	0.00	0.00	1.84	0.00	0.00	-1.84
		<b>Exp Subtotal</b>	0.00	0.00	653.38	0.00	0.00	-653.38
		<b>Total</b>	0.00	0.00	653.38	0.00	0.00	-653.38

**Option 3: Financial Reporting – SAS Report** summarizes what is presented in Option 2, but still requires manual calculation to determine the final balance.

Choose the **F&A Financial Breakdown (Legacy FBM 09X)** report.

Field	Inputs	Notes
<b>Business Unit, Fiscal Year</b>	These should default to the correct values (UNCCH, 2015)	
<b>Accounting Period</b>	Leaving blank assumes all are selected.	
<b>Department</b>	Choose the appropriate department.	Click on the "Detail Dept" box to see the standard listing of department numbers.
<b>Budget Period</b>	Check off the appropriate period corresponding to the fiscal year.	<b>This does not default. If you do not check this off, your data will be skewed.</b>
<b>Fund and Source</b>	Optional.	If this is left blank, all available data will show. For example, if your department has both academic affairs and health affairs funding, both will result.

Fund Code	Source	Detail Departm...	Program	Budget	Actuals	Encumbrances	Pre-encumbrances	FMS Balance
27100 - F&A - General Fund Control	14101 - Facilities & Admin		-	\$115,637	\$172	\$0	\$0	\$115,465
	14102 - F&A Payroll Suspense		-	\$0	\$653	\$0	\$0	(\$653)

## D. OSR Contracts & Grants

Projects in the OSR Ledger are different from the others in that the Budget Period field is not used. If a Budget Period (i.e. 2015) is specified, NO data will result. All three reporting options will readily inform you of the overall project balances but be careful about inputting the correct search criteria to ensure cost share is not commingled.

**Option 2: Dept Accounting – OSR Ledger Rollup** (be sure to choose the **OSR** Ledger Rollup tab) This is probably the easiest search that provides overall spending information **and provides month-end balances for the purpose of preparing NOTRs.**

Field	Inputs	Notes
Dept ID	Optional.	
Project	Input your Project ID.	
Fund/Source/Account	Optional.	It is not necessary to input anything for these fields.
Fiscal Year	Leave default as “(show all)”.	Leave as is, unless you’d like to drill down into expenses for the current fiscal year; the budget will disappear.
Acct Period	To show a month-end balance, choose a single month of this fiscal year.	For example, if you choose 5-November, it will show the November-end balance of the grant.

For example, for the project below, the Fiscal Year was selected as “show all” and the Acct Period was selected as “5-November”. The grant balance in this screenshot below of \$107,262.20 represents the grant balance as of November 30, 2014. The Actuals MTD column shows the actual expenditures for November 2014 only (\$359.15) and the Actuals LTD column represents the FY15 YTD expenditures from July through November end (the “LTD”, normally standing for life-to-date is actually a misnomer here.)

Account	Budget Amt	Actuals MTD	Actuals LTD	Encumbered Amt	Pre-Encumb Amt	FMS Balance
512xxx Staff Salaries	0.00	159.28	629.17	2,941.10	0.00	-3,954.92
515xxx Fringe Benefits	0.00	56.58	212.86	1,046.41	0.00	-1,387.72
516xxx Fringe Benefits	0.00	0.80	3.13	0.00	0.00	-4.65
521xxx Core Data	0.00	0.86	3.36	0.00	0.00	-5.01
521xxx Transit Fees	0.00	0.44	1.74	0.00	0.00	-2.59
530xxx Supplies	16,800.00	0.00	0.00	0.00	0.00	16,800.00
559xxx Indirects	8,856.00	141.19	191.34	0.00	0.00	8,640.74
568xxx Educ Awards/Fellowships/Aid	157,904.00	0.00	57,748.21	0.00	0.00	91,029.55
569xxx Educ Awards/Fellowships/Aid	0.00	0.00	1,541.28	0.00	0.00	-3,853.20
<b>Exp Subtotal</b>	183,560.00	359.15	60,331.09	3,987.51	0.00	107,262.20
<b>Total</b>	183,560.00	359.15	60,331.09	3,987.51	0.00	107,262.20

## Option 1: ConnectCarolina Budget Overview

Field	Inputs	Notes
Ledger Group	OSR (description: Contracts/Grants Exp Child Bud)	
Project ID	Enter the Project ID.	
Dept	Optional.	Since Project IDs are associated with a particular department, fund, and source, it is not necessary to include this. <b>However, if your project has a cost share component, it is recommended you put in the assigned Source or the results will include cost share activity.</b>
Fund	Optional.	
Source	Optional.	

As discussed previously, the Budget Overview screen provides real-time data and does not provide month-end historical results. But be careful about the cost share component. The first screenshot below shows a search on Project only; the OSR source was not specified. There is a line showing all cost share activity of \$40,840.94 expenses which is included in total expenses of \$402,611.04. In effect, the project expenses and encumbrances are overstated to include cost share and therefore the available budget presented of -\$18,762.23 is incorrect. The actual balance should be \$28,486.32 by adding back the cost share expense and encumbrance. The corresponding Source (49000 in this case) should be included in the search criteria to exclude the cost share component. The second screenshot shows the 'fixed' search result.

Ledger Totals (11 Rows)											
Budget:		399,726.00	Net Transfers:		0.00						
Expense:		402,611.04									
Encumbrance:		15,877.19									
Pre-Encumbrance:		0.00									
Budget Balance:		-18,762.23									
Associate Revenue:		0.00									
Available Budget:		-18,762.23									

Budget Overview Results											
Personalize   Find   View All   First 1-11 of 11 Last											
	Ledger Group	Fund	Source	Account	Dept	PC Bus Unit	Project ID	Activity	Budget	Expense	Encumbrance
1	OSR		49999			CHOSR		1	0.000	40,840.940	6,407.61
2	OSR	25210	49000	510000		CHOSR		1	195,367.000	200,111.970	9,469.58
3	OSR	25210	49000	515000		CHOSR		1	41,905.260	36,643.570	0.00
4	OSR	25210	49000	526100		CHOSR		1	9,106.000	200.000	0.00

Budget:		399,726.00	Net Transfers:		0.00						
Expense:		361,770.10									
Encumbrance:		9,469.58									
Pre-Encumbrance:		0.00									
Budget Balance:		28,486.32									
Associate Revenue:		0.00									
Available Budget:		28,486.32									

Budget Overview Results											
Personalize   Find   View All   First 1-10 of 10 Last											
	Ledger Group	Fund	Source	Account	Dept	PC Bus Unit	Project ID	Activity	Budget	Expense	Encumbrance
1	OSR	25210	49000	510000		CHOSR		1	195,367.000	200,111.970	9,469.58
2	OSR	25210	49000	515000		CHOSR		1	41,905.260	36,643.570	0.00
3	OSR	25210	49000	526100		CHOSR		1	9,106.000	200.000	0.00
4	OSR	25210	49000	527110		CHOSR		1	-124.260	0.000	0.00

**Option 3: Financial Reporting – SAS Report** shows the correct grant balance, but does not include line item information unless you drill down so this report is probably least useful.

Choose the **OSR Financial Breakdown (Legacy FBM 09X)** report.

Field	Inputs	Notes
<b>Business Unit</b>	This should default to the correct value (UNCCH)	
<b>Fiscal Year</b>	Leave this blank.	If this is specified as the current fiscal year, the current year expenses will show but the budget information will disappear similar as in Option 2.
<b>Accounting Period</b>	Leave this blank.	
<b>Project</b>	<b>Input your Project ID.</b>	
<b>Department</b>	Leave this blank.	

Cost share information does not get commingled in this presentation. This report provides an overall balance but does not include any line item information.

Fund Code ▲	Source ▲	Detail Departm... ▲	Project ID ▲	Budget	Actuals	Encumbrances	Pre-encumbrances	FMS Balance
25210 - C&G Restr - Organized Research	49000 - Federal Agencies			\$399,726	\$361,770	\$9,470	\$0	\$28,486

## E. Trust Funds

Trust funding encompasses a number of different types of fund ranges but generally fall under two categories; the best reporting option for these two categories differs:

- (a) **Cash-directed Spending:** Trust funds that depend on the actual cash balance for spending. This category includes university trusts, endowment incomes, certain educational and self-supporting trusts such as grant residuals or student fees, and selected auxiliary recharge centers when there is a carry forward balance.
- (b) **Budget-directed Spending:** Trust funds this category generally do not have cash up front to support spending and require the setup of trust revenue budgets. Generally, this category includes conference/workshop funds or certain recharge centers. Note that even though these sources will have budgeted revenue, actual revenues that are generated are recorded as “Associate Revenue”. *ConnectCarolina determines the trust balance based on the greater of Budgeted Revenues or Associated Revenues.* Revenue budgets need to be monitored against Associate Revenue as the year progresses to ensure you do not overspend available funds.



## Cash-directed Spending

**Option 3: Financial Reporting – SAS reports is the only option available for “cash-directed” trust funds** as of the time of writing. To look for a trust fund balance, open the SAS reports in Financial Reporting. **Go into the “Cash/Bal” section** and choose the **Funding Balance Report** and input the following parameters:

Field	Inputs	Notes
<b>Fiscal Year</b>	The current fiscal year, i.e. 2015	<b>This field does NOT default – be sure to input this or your data will be skewed.</b>
<b>Accounting Period</b>	Check off all appropriate periods for which you want to include data, including Period 0 to include beginning balances.	Only Period 0 defaults.
<b>Source</b>	Specific trust fund Source.	Need to type in the number: there is no dropdown, and the field also does not search on description.
<b>Fund Group or Fund Code</b>	Not required.	If this is left blank, then all related funds for a source will show data. For example, a university endowment will show the respective endowment principal and income balances.
<b>Department Levels</b>	Not required.	Since sources are generally specific to a department, entering the specific Source should be sufficient. However, in cases where departments share sources, then you may consider restricting by the department.

Data will automatically update after you input the parameters. There is a “Summary Level” window, which shows summary data and the “Fund Detail” window, which shows individual transactions. The Summary Level window is probably more useful.

Both windows can be exported by right clicking in the respective area and choosing “Export Crosstab” to Excel. The formatting is not the best.

## Budget-directed Spending

**Option 2: Dept Accounting – Ledger Rollup** also has its uses by providing a breakdown of spending by major account category. If actual (associate) revenues are less than budgeted revenues, this option allows you to see how much more revenues need to be generated. Run the inquiry and choose the following parameters:

Field	Inputs	Notes
<b>Ledger</b>	Check off TRUST.	
<b>Source</b>	Enter the specific Source.	Other fields may be left blank unless a Source is shared between departments and you’d like to review data for just one department.
<b>Fiscal Year and Budget Period</b>	These should default to the current fiscal year.	Leave as is.
<b>Acct Period</b>	Defaults to “(show all)”.	Leave as is, unless you’d like to see a balance as at a certain month end, in which case you can select specific months.*

The following screenshot shows an example trust fund. In order to calculate the actual balance, a manual calculation is needed (green circled numbers):

Revenues generated: \$25,800.00  
 Less Actual expenses: (\$11,428.04)  
 Less Encumbrances: (\$12,724.77)  
 Less Pre-encumbrances: (\$0.00)  
Actual BBA: \$1,647.19

**Note 1:** This reporting option does not capture opening balances. If you have carry forward, use Option 3 as in Cash-directed Spending section.

**Note 2:** Even under Scenario (b) (Associate Revenues greater than Budgeted Revenues), this reporting option still requires manual calculation to determine the actual balance.

Account	Budget Amt	Actuals MTD	Actuals YTD	Encumbered Amt	Pre-Encumb Amt	FMS Balance
458xxx Fees	0.00	0.00	-25,800.00	0.00	0.00	25,800.00
<b>Rev Subtotal</b>	0.00	0.00	-25,800.00	0.00	0.00	25,800.00
500xxx Other Exps & Adjustments	59,254.75	0.00	0.00	0.00	0.00	59,254.75
511xxx EPA Non Teach	0.00	0.00	3,701.80	0.00	0.00	-3,701.80
513xxx EPA Teaching Salaries	0.00	0.00	4,263.00	12,724.77	0.00	-16,987.77
515xxx Fringe Benefits	0.00	0.00	2,277.84	0.00	0.00	-2,277.84
516xxx Fringe Benefits	0.00	0.00	38.59	0.00	0.00	-38.59
521xxx Core Data	0.00	0.00	43.00	0.00	0.00	-43.00
521xxx Transit Fees	0.00	0.00	22.15	0.00	0.00	-22.15
526xxx Travel	0.00	0.00	205.94	0.00	0.00	-205.94
528xxx Other Current Services	0.00	45.00	45.00	0.00	0.00	-45.00
531xxx Supplies	0.00	0.00	244.03	0.00	0.00	-244.03
534xxx Supplies	0.00	0.00	50.60	0.00	0.00	-50.60
537xxx Supplies	0.00	0.00	64.76	0.00	0.00	-64.76
538xxx Supplies	0.00	0.00	42.09	0.00	0.00	-42.09
558xxx Other Expenses	0.00	36.35	429.24	0.00	0.00	-429.24
<b>Exp Subtotal</b>	59,254.75	81.35	11,428.04	12,724.77	0.00	35,101.94
xxx	-25,800.00	0.00	0.00	0.00	0.00	-25,800.00
<b>Subtotal</b>	-25,800.00	0.00	0.00	0.00	0.00	-25,800.00
<b>Total</b>	33,454.75	81.35	-14,371.96	12,724.77	0.00	35,101.94

**Option 1: ConnectCarolina Budget Overview** shows the trust balance, adjusting for Associate Revenues generated in the period. Run the inquiry and enter the following parameters:

Field	Inputs	Notes
<b>Ledger Group</b>	TRUST (description: Trust Expense Budget)	You can save a search name with TRUST as the default Ledger Group.
<b>Chartfield Criteria: Source</b>	Enter the specific Search in the "From Value" column. There is no need to input into the "To Value" when specifying a single value.	Leave all other fields with the default "%". Since each Source is naturally associated with a specific Fund range, there is no need to specify a Fund.

The results will show either of two scenarios since ConnectCarolina calculates the balance based on the greater of Budgeted Revenues or Associate Revenue:

**Scenario (a) – Budgeted revenues are greater than Associate Revenue:** The balance per ConnectCarolina is calculated based on Budgeted Revenue (as circled). Even if actual revenues are generated in this Source, no Associate Revenue is shown. Use caution when interpreting this balance, however, since it only shows budgeted revenues, which may not fully be generated in the year. (This is the same trust fund as what is displayed in Option 2 on the previous page.)

<b>Budget:</b>	59,254.75
<b>Expense:</b>	11,428.04
<b>Encumbrance:</b>	12,724.77
<b>Pre-Encumbrance:</b>	0.00
<b>Budget Balance:</b>	35,101.94
<b>Associate Revenue:</b>	0.00
<b>Available Budget:</b>	35,101.94

**Scenario (b) – Associate Revenues are greater than Budgeted Revenues:** This is the reverse of Scenario (a). Even though you might have set up revenue budget in that source, the budget will not be shown and Associate Revenue is what guides the BBA calculation.

<b>Budget:</b>	0.00
<b>Expense:</b>	-28,466.81
<b>Encumbrance:</b>	128.80
<b>Pre-Encumbrance:</b>	0.00
<b>Budget Balance:</b>	28,338.01
<b>Associate Revenue:</b>	18,148.98
<b>Available Budget:</b>	46,486.99



## V. Transaction Inquiry

The Transactions tab (Dept Accounting > Transactions) is where you can go to:

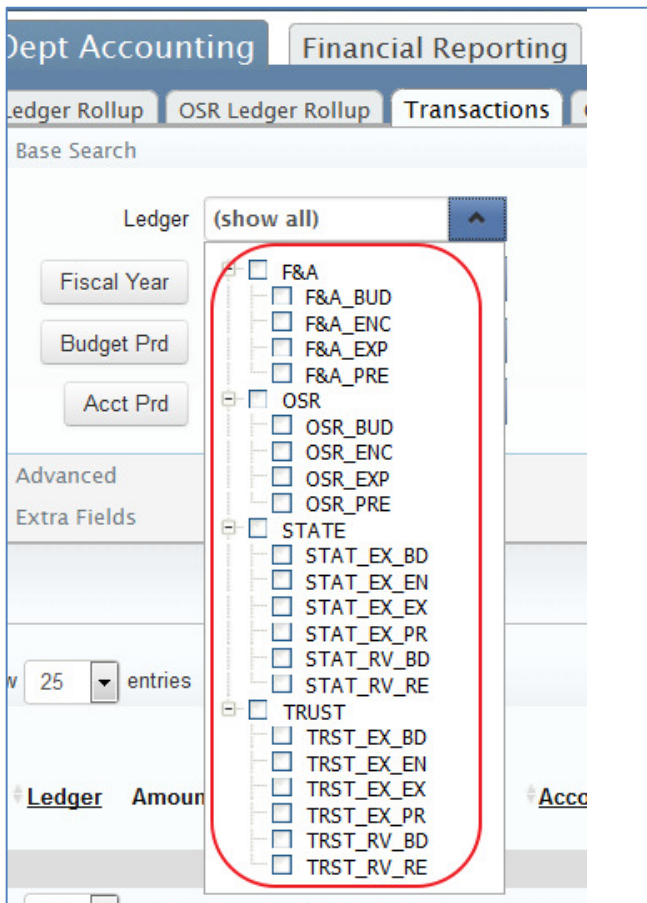
- Review and download transactions for analysis (the Excel download is quite good)
- Reconcile transactions
- Cost code transactions
- Add comments on transactions

### A. Refresher: Ledger Groups and Budget Ledgers

It is critical to understand the Ledger Groups and budget ledgers you would like to inquire on (refer back to Section II.) There are 4 Ledger Groups (State, F&A, Trust, and OSR) split between Revenues and Expenses.

Expense-related transactions are recorded on 4 budget ledgers. Revenue-related transactions are recorded on 3 budget ledgers. These are all listed the table below. The Ledger Groups with corresponding budget ledger codes from the inquiry's drop down menu are also pictured below.

Expense Budget Ledger	Transactions Tab Code (_EX)	Revenue Budget Ledger	Transactions Tab Code (_RV)
Budget	_BUD or _BD	Budget	_BD
Encumbrance	_ENC or _EN	Recognized	_RE
Expense	_EXP or _EX	Collected	<i>Not used in the Transactions tab</i>
Pre-encumbrance	_PRE or _PR		



To run an effective transaction inquiry, you must choose the source of data from the appropriate Ledger Group and appropriate budget ledgers. For example, here are some possible combinations:

- Choosing only state expenses (e.g. STAT\_EX\_EX)
- Choosing only encumbrances in F&A (e.g. F&A\_ENC)
- Choosing only state recognized revenues (e.g. STAT\_RV\_RE)
- Choosing all OSR transactions, including budgets and encumbrances (e.g. OSR – click at the top level)
- Choosing only state budget transactions (STAT\_EX\_BD)
- Leave as “Show all” to show all transactions.

The options available from this dropdown are equivalent to the Finanseer “include transactions” filter where you can choose to exclude or include budgets, encumbrances, etc.

## B. Running a Transaction Inquiry

### 1. Enter your parameters.


Field	Inputs	Notes
<b>Ledger</b>	Choose the appropriate ledger group(s) and budget ledger(s).	
<b>Fiscal Year</b>	This should default to 2015.	
<b>Budget Period</b>	This should conform to the Fiscal Year for State, F&A, and Trust.	This field does not apply to OSR (but even if you fill it in, it won't impede your results).
<b>Acct Prd</b>	Check off the appropriate months for which you would like to download transactions.	You can filter by one month or leave it as "show all" for year-to-date results.
<b>Dept ID</b>	Only the departments with your access will result; you might refine if you have access to more than one department ID.	
<b>Project</b>	Enter to inquire on OSR or cost share.	A few combinations may be used: <ul style="list-style-type: none"> <li>• Project ID with OSR Ledger expenses would only show grant transactions</li> <li>• Project ID with State Ledger expenses might show any cost share activity</li> <li>• Project ID with Ledger as "show all" would show both OSR and all cost share (whether from state, trust, or F&amp;A)</li> </ul>
<b>Program</b>	Optional	
<b>Account</b>	Optional	Currently, there is only capacity for entering one account, which is not particularly useful except in very targeted searches. <i>[An enhancement ticket has been submitted to request the old Object code tree breakdown such as personnel/non-personnel, etc.]</i>
<b>Bus Unit</b>	Leave	
<b>Source</b>	Optional	
<b>Fund</b>	Optional	

There is a dropdown menu by clicking the arrow to the left of the "Advanced" heading. Here, you can search more specifically on transactional descriptors. For example, you might want to search through a specific expense ledger for payments to a certain vendor. Or you might have a Journal ID and want to understand what that transaction was for.

▼ Advanced

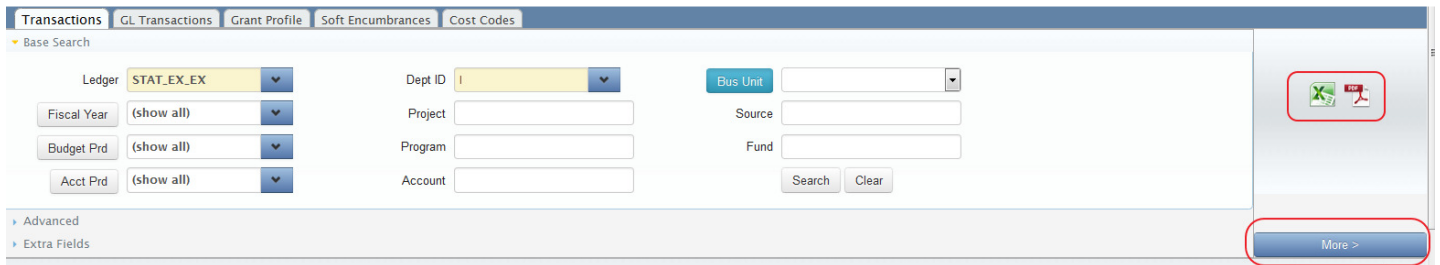
Cost Code 1 <input type="text"/>	Cost Code 2 <input type="text"/>	Cost Code 3 <input type="text"/>
Trans Date from <input type="text"/>	Trans Date to <input type="text"/>	IPT Cost Code <input type="text"/>
Trans Type <input type="text"/>	Trans ID <input type="text"/>	<small>Multiple values separated with a comma.</small>
Journal Desc <input type="text"/>	Journal Ref # <input type="text"/>	Reconciled <input type="text"/>
Payment Date From <input type="text"/>	Payment Date To <input type="text"/>	Journal ID <input type="text"/>
Vendor ID <input type="text"/>	Vendor <input type="text"/>	Payment Ref <input type="text"/>
Collect Revenue <input type="checkbox"/>		Employee <input type="text"/>

## 2. Add Buttons for Additional Columns

You will notice that throughout the search filters are terms that look like buttons. If you click on them, they will turn blue to activate like this:  The next time you click Search, these activated fields will turn into additional columns in your search results.

## 3. Click the Search button to run the search based on your parameters.

After you run your search, you can click the “More” button to expand the screen to show more columns.



## 4. Download your results.

To download the results to PDF or Excel, click the appropriate buttons. The Transactions inquiry results are formatted very well for Excel analysis.

## C. Features of Results

Most of the columns allow for clicking the heading to sort them (including Amount now!) Take note of the following columns when interpreting the results:

Column	Notes																										
<b>Ledger</b>	If you did a broader search, budget and expense transactions might be commingled in this listing so be sure to take note that you’re looking at the type of transaction that you want.																										
<b>Acct Desc</b>	This Account Description field is a useful aggregator of accounts. This is also the same mapping of accounts to descriptions for the Ledger Rollup presentation.																										
<b>Employee</b>	This field has been removed in the latest update.																										
<b>Trans Type</b>	This field specifies the broad category of transaction types available in the system: <table border="1" data-bbox="375 1440 1459 1919"> <thead> <tr> <th>Trans Type</th> <th>Description in English</th> </tr> </thead> <tbody> <tr> <td>AP_VOUCHER, AP_ACCTDSE, P_VCHR_NP, AP_ACCT_LN</td> <td>Voucher</td> </tr> <tr> <td>AR_MISCPAY</td> <td>Deposit</td> </tr> <tr> <td>AR_REVEST</td> <td>Rev Estimate on Grants</td> </tr> <tr> <td>BI_INVOICE</td> <td>Billing entries</td> </tr> <tr> <td>GL_BD_JRNL</td> <td>Budget journal or transfer</td> </tr> <tr> <td>GL_JOURNAL</td> <td>GL Journal</td> </tr> <tr> <td>GM_FA</td> <td>Grants F&amp;A</td> </tr> <tr> <td>HP_PAY_ENC</td> <td>HR Payroll Encumbrance</td> </tr> <tr> <td>HR_PAYROLL</td> <td>Payroll Transaction</td> </tr> <tr> <td>PC_BUDGET</td> <td>OSR Project Setup</td> </tr> <tr> <td>PO_POEND</td> <td>Purchase Order</td> </tr> <tr> <td>REQ_REENC</td> <td>Purchase Requisition</td> </tr> </tbody> </table>	Trans Type	Description in English	AP_VOUCHER, AP_ACCTDSE, P_VCHR_NP, AP_ACCT_LN	Voucher	AR_MISCPAY	Deposit	AR_REVEST	Rev Estimate on Grants	BI_INVOICE	Billing entries	GL_BD_JRNL	Budget journal or transfer	GL_JOURNAL	GL Journal	GM_FA	Grants F&A	HP_PAY_ENC	HR Payroll Encumbrance	HR_PAYROLL	Payroll Transaction	PC_BUDGET	OSR Project Setup	PO_POEND	Purchase Order	REQ_REENC	Purchase Requisition
Trans Type	Description in English																										
AP_VOUCHER, AP_ACCTDSE, P_VCHR_NP, AP_ACCT_LN	Voucher																										
AR_MISCPAY	Deposit																										
AR_REVEST	Rev Estimate on Grants																										
BI_INVOICE	Billing entries																										
GL_BD_JRNL	Budget journal or transfer																										
GL_JOURNAL	GL Journal																										
GM_FA	Grants F&A																										
HP_PAY_ENC	HR Payroll Encumbrance																										
HR_PAYROLL	Payroll Transaction																										
PC_BUDGET	OSR Project Setup																										
PO_POEND	Purchase Order																										
REQ_REENC	Purchase Requisition																										

Column	Notes																																												
<b>Description, Trans ID, Reference 1, Reference 2</b>	The Trans Type determines the details of the <b>Description, Trans ID, Reference 1, and Reference 2</b> as follows (for major types):																																												
	<table border="1"> <thead> <tr> <th>Trans Type</th> <th>Description</th> <th>Trans ID</th> <th>Reference 1</th> <th>Reference 2</th> </tr> </thead> <tbody> <tr> <td>Any of the VOUCHER types</td> <td>Vendor ID   Vendor Name</td> <td>Voucher ID   Invoice #  Note: employee travel reimbursements will have the T-number as the Invoice #</td> <td>Payment Reference ID   Payment Date</td> <td>PO # (if applicable)</td> </tr> <tr> <td>AR_MISCPAY</td> <td>n/a</td> <td>Deposit Unit   Deposit ID</td> <td>n/a</td> <td>n/a</td> </tr> <tr> <td rowspan="2">GL_JOURNAL</td> <td><b>For JEs converted from FRS or Correcting JEs of converted data:</b> Finanseer Reference   Finanseer Date   Finanseer Transaction Description</td> <td>Conversion Batch#   Conv Date (e.g. the month end)</td> <td>Finanseer Trans Type   Finanseer 2nd Reference</td> <td>n/a</td> </tr> <tr> <td><b>For JEs from ConnectCarolina:</b> Journal Line Description – input when preparing JEs  There are many other alternatives that you'll recognized, such as "FEDEX" or "Air Gas"</td> <td>Journal ID   Journal Date</td> <td>Reference; PID for certain journal types (GSHIP)</td> <td>n/a</td> </tr> <tr> <td>HR_PAYROLL</td> <td>Employee Name</td> <td>Payroll Batch Date   Sequence #</td> <td>PID</td> <td>n/a</td> </tr> <tr> <td>GL_BD_JRNL</td> <td>Journal ID   Journal Date</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> </tr> <tr> <td>REQ_PREENC</td> <td>n/a</td> <td>Requisition ID</td> <td>n/a</td> <td>n/a</td> </tr> <tr> <td>PO_POENC</td> <td>Vendor ID   Vendor Name</td> <td>PO ID</td> <td>n/a</td> <td>Requisition ID</td> </tr> </tbody> </table>	Trans Type	Description	Trans ID	Reference 1	Reference 2	Any of the VOUCHER types	Vendor ID   Vendor Name	Voucher ID   Invoice #  Note: employee travel reimbursements will have the T-number as the Invoice #	Payment Reference ID   Payment Date	PO # (if applicable)	AR_MISCPAY	n/a	Deposit Unit   Deposit ID	n/a	n/a	GL_JOURNAL	<b>For JEs converted from FRS or Correcting JEs of converted data:</b> Finanseer Reference   Finanseer Date   Finanseer Transaction Description	Conversion Batch#   Conv Date (e.g. the month end)	Finanseer Trans Type   Finanseer 2nd Reference	n/a	<b>For JEs from ConnectCarolina:</b> Journal Line Description – input when preparing JEs  There are many other alternatives that you'll recognized, such as "FEDEX" or "Air Gas"	Journal ID   Journal Date	Reference; PID for certain journal types (GSHIP)	n/a	HR_PAYROLL	Employee Name	Payroll Batch Date   Sequence #	PID	n/a	GL_BD_JRNL	Journal ID   Journal Date	n/a	n/a	n/a	REQ_PREENC	n/a	Requisition ID	n/a	n/a	PO_POENC	Vendor ID   Vendor Name	PO ID	n/a	Requisition ID
	Trans Type	Description	Trans ID	Reference 1	Reference 2																																								
	Any of the VOUCHER types	Vendor ID   Vendor Name	Voucher ID   Invoice #  Note: employee travel reimbursements will have the T-number as the Invoice #	Payment Reference ID   Payment Date	PO # (if applicable)																																								
	AR_MISCPAY	n/a	Deposit Unit   Deposit ID	n/a	n/a																																								
	GL_JOURNAL	<b>For JEs converted from FRS or Correcting JEs of converted data:</b> Finanseer Reference   Finanseer Date   Finanseer Transaction Description	Conversion Batch#   Conv Date (e.g. the month end)	Finanseer Trans Type   Finanseer 2nd Reference	n/a																																								
		<b>For JEs from ConnectCarolina:</b> Journal Line Description – input when preparing JEs  There are many other alternatives that you'll recognized, such as "FEDEX" or "Air Gas"	Journal ID   Journal Date	Reference; PID for certain journal types (GSHIP)	n/a																																								
	HR_PAYROLL	Employee Name	Payroll Batch Date   Sequence #	PID	n/a																																								
	GL_BD_JRNL	Journal ID   Journal Date	n/a	n/a	n/a																																								
REQ_PREENC	n/a	Requisition ID	n/a	n/a																																									
PO_POENC	Vendor ID   Vendor Name	PO ID	n/a	Requisition ID																																									
<b>Recon Ready?</b>	If "Y", then this transaction has completed approval workflow and is posted. Only these transactions marked with a "Y" should be reconciled. If this field is blank, then the transaction has not yet completed workflow and/or may be transferred to the following month.																																												
<b>Reconciled</b>	If checked off, it means that someone has gone in to verify the supporting documentation. Hovering over the checkmark will display the onyen of the person who completed the reconciliation. Downloads to Excel will indicate "Yes" in this column.																																												
<b>Acct Dt</b>	The Accounting Date represents the date of the underlying transaction.																																												
<b>Trans Dt</b>	This field has been removed in the latest update.																																												
<b>Pymt Date</b>	This field has been removed in the latest update.																																												

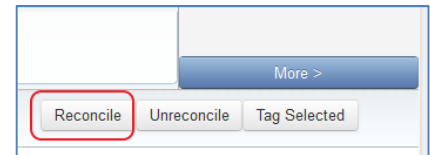


## D. Reconciling Transactions

In this section, “Reconciling” refers to the process of verifying that posted transactions are backed up by supporting documents and documenting the verification. Each department might reconcile transactions differently. Infoporte has a mechanism for checking off reconciled transactions within the Transactions tab.

1. Run the appropriate transaction set. When reconciling grants, be careful to exclude cost share.
2. Check off the transactions for which you have verified backup. Each department will maintain and file supporting documentation separately.

<input type="checkbox"/>	Ledger	Amount	Fund	Source	Dept ID	Account	Acct Desc
<input type="checkbox"/>	TRST_EX_EX	122.40	29252	52266	460140	558921	Other Expenses
<input checked="" type="checkbox"/>	TRST_EX_EX	9.95	29201	52266	460101	558921	Other Expenses
<input type="checkbox"/>	TRST_EX_EX	396.00	29252	52266	460140	558921	Other Expenses
<input type="checkbox"/>	TRST_EX_EX	60.00	29252	52266	460140	558921	Other Expenses



3. On the right side of the screen, click the “Reconcile” button.
4. Then, the transaction will be checked off in the Reconciled column to indicate the transaction was verified. Hovering over the checkmark with your mouse pointer will tell you who reconciled the transaction and when.

<input type="checkbox"/>	Ledger	Amount	Fund	Source	Dept ID	Account	Acct Desc	Project	Program	Cost Code 1	Cost Code 2	Employee	Acct Dt	Trans Dt	Trans Type	Trans ID	Item	Reconciled
<input checked="" type="checkbox"/>	TRST_EX_EX	122.40	29252	52266	460140	558921	Other Expenses						12/5/2014	12/5/2014	Journal	123-AUX		<input checked="" type="checkbox"/>
<input type="checkbox"/>	TRST_EX_EX	9.95	29201	52266	460101	558921	Other Expenses						12/5/2014	12/5/2014	Voucher	50075417		<input type="checkbox"/>

5. It is possible to unreconcile a transaction by checking off the transaction and clicking the “Unreconcile” button.

### Considerations

- It is critical to inquire the proper transaction set.
- If you prefer to reconcile by pen and paper rather than through Infoporte, you may consider the following:
  - Download the Transactions listing to PDF – currently, this listing is not very good (the vendor IDs are included but not the vendor name), but may be improved in the future.
  - Download the equivalent Ledger Rollup for the month to show total monthly transactions and then download the Transactions inquiry to Excel for printing. The sum of the Transactions should total the Ledger Rollup.
- You may or may not choose to reconcile pre-encumbrance or encumbrance transactions. Encumbrances that haven’t moved to Expense in a long time may indicate an issue, however.

## E. Adding Comments to Transactions

- After running an inquiry, you can show additional columns by clicking the “More” button at the top right of the results.
- If cost codes were added, the cost codes will show in the “IPT Code Code” column.
- A Comments column also appears. This column allows you to add comments to the transactions for additional internal reference as necessary. Note that all staff that have access to the department will be able to view your comments.



<u>Trans Dt</u>	<u>Source Trans</u>	<u>Source Trans ID</u>	<u>Item</u>	Reconciled	<u>IPT Cost Code</u>	<u>CC Tag/Override</u>	<u>Comments</u>	<u>Pymt Date</u>
2/5/2014	GL_JOURNAL	0000419410			<input type="text"/>	IPT Cost Code ▾	<input type="text"/>	
2/5/2014	AP_VOUCHER	0000418011			<input type="text"/>	IPT Cost Code ▾	<input type="text"/>	
2/5/2014	GL_JOURNAL	0000419410			<input type="text"/>	IPT Cost Code ▾	<input type="text"/>	
2/5/2014	GL_JOURNAL	0000419410			<input type="text"/>	IPT Cost Code ▾	<input type="text"/>	
2/5/2014	AP_VOUCHER	0000418015			<input type="text"/>	IPT Cost Code ▾	<input type="text"/>	
2/4/2014	AP_VOUCHER	0000411550			<input type="text"/>	IPT Cost Code ▾	<input type="text"/>	

## VI. Cost Coding

Similar to old Infoporte, it is possible to tag cost codes on transactions in order to develop useful reports to monitor various aspects of operations. As of the time of writing, the set of cost codes available in ConnectCarolina were not compatible with Infoporte.

### A. Creating Infoporte Cost Codes

As you're aware, you can cost code directly in ConenctCarolina as part of the transaction's optional chartfields using Cost Code 1, 2, or 3. Alternatively, you can create cost codes in Infoporte using the process as follows:

In the Dept Accounting tab, go into Cost Codes. Click on the "new Cost Code" button.

The screenshot shows the 'Cost Codes' page. At the top, there are tabs for 'Dept Accounting', 'Financial Reporting', 'Financial Request', 'Budget Process', and 'Other Reports'. Below these are sub-tabs for 'Ledger Rollup', 'OSR Ledger Rollup', 'Transactions', 'GL Transactions', 'Grant Profile', 'Soft Encumbrances', and 'Cost Codes'. Under 'Cost Codes', there are further sub-tabs for 'IPT Cost Codes', 'PeopleSoft Cost Codes', and 'Cost Code Summary'. A 'New Cost Code' button is circled in red. Below the button are dropdown menus for 'Department ID' and 'Cost Code', both set to '(show all)'. There is also a 'Show Active' checkbox which is checked. At the bottom, it says 'Show 25 entries' and 'Showing 1 to 25 of 761 entries'.

On the next screen, enter a name for your new cost code. You are only allowed to enter 9 characters max; the first letter will default to "H" representing SPH. You can enter a budget, relevant dates, and a budget amount. You can also enter additional descriptions comments. When you're done, click "Create Code Code". *Note: at this point, there does not appear to be a mechanism to delete cost codes, so if you erroneously create a code code, you can edit or inactivate it, but not necessarily delete it.*

The screenshot shows the 'Create Cost Code' form. At the top, there are tabs for 'Ledger Rollup', 'OSR Ledger Rollup', 'Transactions', 'GL Transactions', 'Grant Profile', 'Soft Encumbrances', and 'Cost Codes'. Under 'Cost Codes', there are sub-tabs for 'IPT Cost Codes' and 'Create Cost Code'. Below the sub-tabs, there is a text box for 'School prefix will be added to cost code tag based on unit selection.' and a 'Department ID' dropdown menu. There is a 'Tag' text box with a red asterisk and a note 'Cost Code Tag 9 characters max.'. Below that is an 'Active' checkbox which is checked. There is a table with columns: 'Default', 'Label', 'Budget Type', 'Begin Date', 'End Date', and 'Amount'. Below the table, there is a note 'Additional rows will appear as needed while you type.' and a 'Clear' button. There are also text boxes for 'Short Description' and 'Comments'. At the bottom, there is a 'Create Another?' checkbox and a 'Create Cost Code' button circled in red, along with a 'Cancel' button.

## B. Adding an Infoporte Cost Code to a Transaction

To cost code a transaction, go to the **Dept Accounting – Transactions** page:

1. Run the appropriate transaction set.
2. Check off the transactions that you would like to cost code.

<input type="checkbox"/>	Ledger	Amount	Fund	Source	Dept ID	Account	Acct Desc
<input type="checkbox"/>	TRST_EX_EX	122.40	29252	52266	460140	558921	Other Expenses
<input checked="" type="checkbox"/>	TRST_EX_EX	9.95	29201	52266	460101	558921	Other Expenses
<input type="checkbox"/>	TRST_EX_EX	396.00	29252	52266	460140	558921	Other Expenses
<input type="checkbox"/>	TRST_EX_EX	60.00	29252	52266	460140	558921	Other Expenses

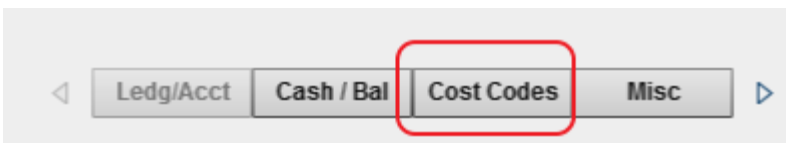
A screenshot of a software interface showing a 'More >' button at the top right. Below it are three buttons: 'Reconcile', 'Unreconcile', and 'Tag Selected'. The 'Tag Selected' button is highlighted with a red circle. At the bottom, there is a pagination bar with buttons for 'First', 'Previous', '1', '2', '3', '4', '5', 'Next', and 'Last'.

3. On the right side of the screen, click the “Tag Selected” button.
4. A window will open allowing you to specifying the appropriate cost code. The system will generate possible results as you type.
5. Click “Apply Tag” to cost code the transaction.
6. It is possible to apply more than one tag to a transaction by using the “Multi-Tag” tab in this window and similarly applying cost codes.
7. To remove a cost code, applying the same steps but click “Remove Tag”.

A screenshot of a dialog box for applying a cost code. It has tabs for 'Tag', 'Split', 'Auto-Tag', 'Multi-Tag', and 'Encumbrance'. The 'Tag' tab is selected. The 'Cost Code' field contains 'h-75evtat'. Below it, 'Selected Transaction(s): 43021568' is shown. A dropdown menu is open, showing suggestions: 'H-75EVTAT: EA-75th Anniversary Event 10-22-13, Atla' and 'H-K75EVTATL: HK75EVTATL'. At the bottom, there are three buttons: 'Cancel', 'Remove Tag', and 'Apply Tag'. The 'Apply Tag' button is highlighted with a red circle.

## C. Running Reports on Cost Codes

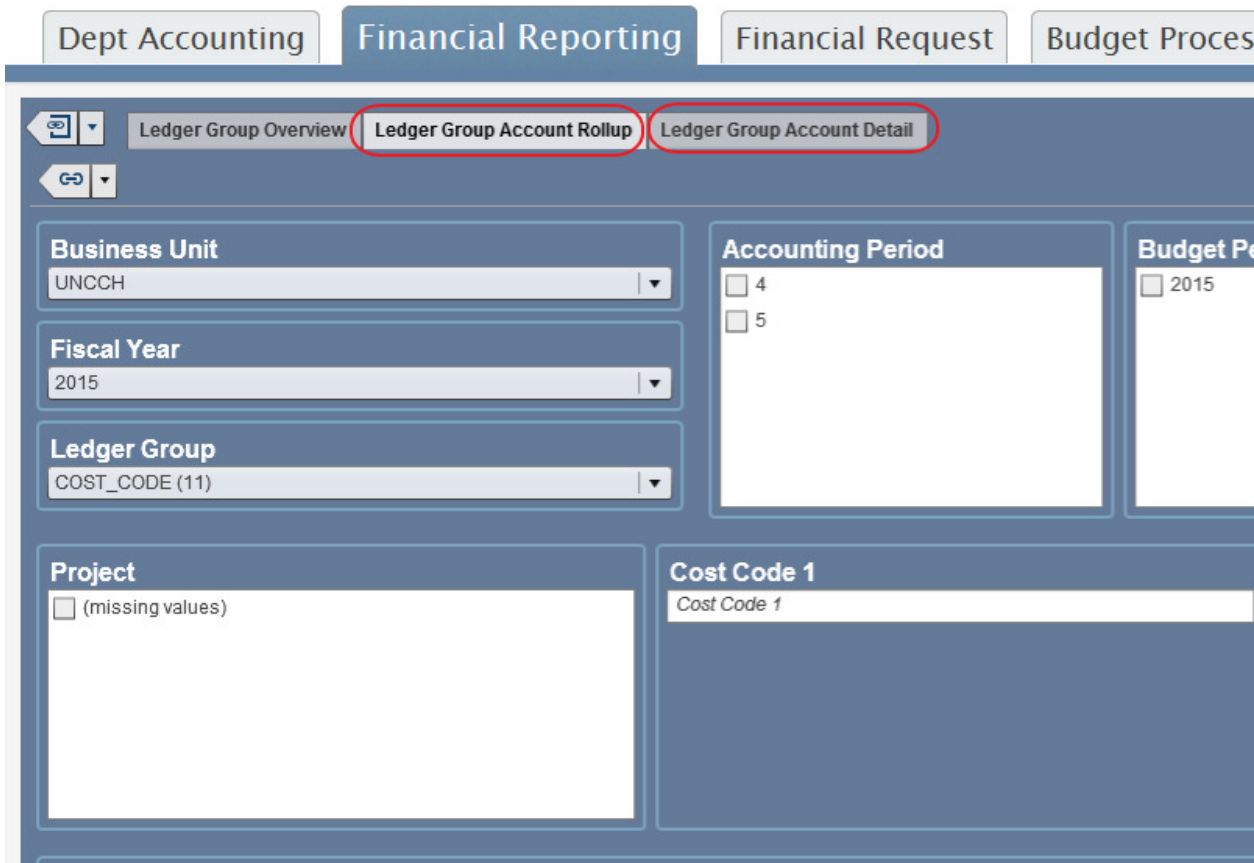
Cost Code reporting is done in the Financial Reporting (SAS menus). Upon going into the Financial Reporting tab, select the Cost Codes menu.



Since ConnectCarolina and Infoporte cost codes are not yet compatible, the reports are separate.

1. **To report on ConnectCarolina cost codes, choose the Cost Code Financial Breakdown report.**
  - In this report, the fiscal year defaults to 2015, so it will show year-to-date information.
  - Restrict the report to specific Accounting Periods if you like. Otherwise, it will show all.
  - Type in your cost code in the appropriate cost code field (i.e. Cost Code 1, 2, or 3 – generally it will be Cost Code 1). The system will likely automatically complete the field based on the letters you enter.
  - The results will update as you enter the parameters, showing the total “Actuals” spent as charged to this cost code. If a budget was uploaded in ConnectCarolina, that would appear as well, showing the balance.

- To drill down into your results, either double-click into the actuals amount, or click into the “Ledger Group Account Rollup” or “Ledger Group Account Detail” sections of the report.



- The Ledger Group Account Rollup aggregates by expense types (personnel, non-personnel drilling down into supplies, etc.). The Ledger Group Account Detail shows each transaction as an individual line. *Note: Requisitions and encumbrance transactions are commingled into the report under the heading “KK Trans Type” (PO\_POENC and REQ\_PREENC). It is best to export the detailed transaction listing to excel to filter out those transactions for analysis.*

Ledger	Amount	Fund	Source	Department ID	Account	Project ID	Program Code	Cost Code 1	Cost Code 2	Cost Code 3	Accounting Date	Budget Date	KK Trans Type	KK Trans Date	KK Trans
COST_CD_PR	\$150		13001		537210						December 11, ...		PO_POENC	December 11, ...	0000537
COST_CD_PR	(\$41)		13001		531110						December 16, ...		REQ_PREENC	December 16, ...	0000548
COST_CD_PR	\$22		13001		538110						October 24, 20...		PO_POENC	October 24, 20...	0000212
COST_CD_PR	\$48		13001		538110						October 24, 20...		PO_POENC	October 24, 20...	0000212
COST_CD_PR	\$4		13001		538110						December 11, ...		PO_POENC	December 11, ...	0000537
COST_CD_PR	\$136		13001		538110						December 11, ...		PO_POENC	December 11, ...	0000537
COST_CD_PR	(\$136)		13001		531110						November 11, ...		REQ_PREENC	November 11, ...	0000345
COST_CD_PR	\$7		13001		531110						January 27, 20...		PO_POENC	January 27, 20...	0000910
COST_CD_PR	\$7		13001		532110						December 17, ...		PO_POENC	December 17, ...	0000555
COST_CD_PR	\$8		13001		531110						January 27, 20...		PO_POENC	January 27, 20...	0000910
COST_CD_PR	\$41		13001		531110						October 24, 20...		PO_POENC	October 24, 20...	0000212
COST_CD_PR	\$83		13001		531110						October 23, 20...		REQ_PREENC	October 23, 20...	0000208
COST_CD_PR	(\$22)		13001		538110						October 23, 20...		REQ_PREENC	October 23, 20...	0000208
COST_CD_PR	(\$8)		13001		531110						January 27, 20...		REQ_PREENC	January 27, 20...	0000905
COST_CD_PR	(\$6)		13001		531110						January 27, 20...		REQ_PREENC	January 27, 20...	0000905

- To export the transactions set, right-click anywhere in the listing and choose “Export List Table 1”.

**2. To report on Infoporte cost codes, choose the Infoporte Cost Code Report.**

- Enter a cost code. Note the placement of the “dash” in the naming convention.
- The summary of the charges posted to the cost code will appear.

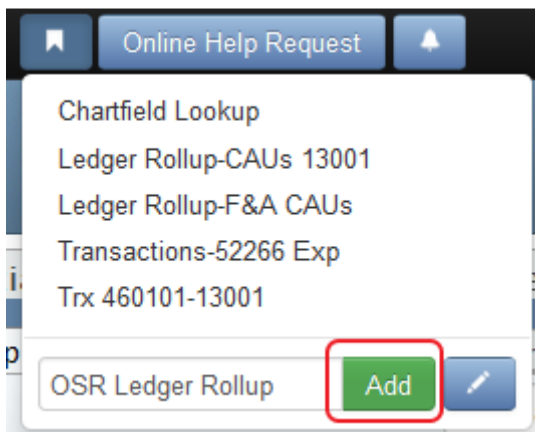
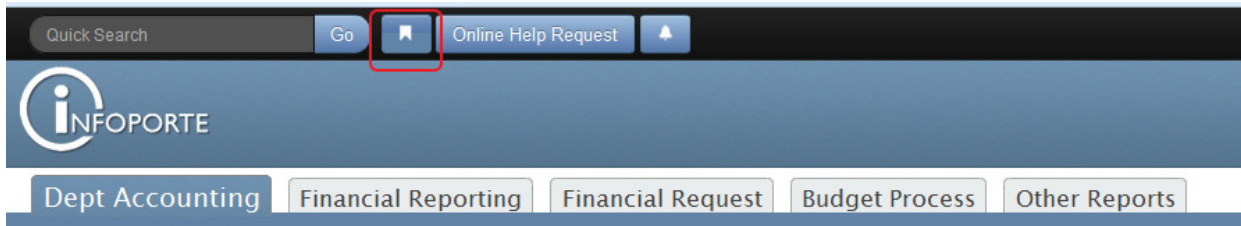


## VI. Other Infoporte Tips

---

### Bookmarks

- Bookmarks are extremely useful if you frequently run the same inquiry. Bookmarks save your search parameters in specific tab. For example, if you frequently run an OSR Ledger Rollup on a specific Project ID, you can save this search.
- Click on the Bookmarks icon at the top of the page, edit the name to something useful, and then click “Add”.
- Bookmarks may be accessed from any page.
- Currently, it is not possible to edit bookmarks; you need to delete them (click the “pencil” button and then the “x” to delete) and then re-add a new bookmark.
- *Bookmarks are not available for the Financial Reporting SAS reports.*



### Control-click to open a new tab

- It is possible to open multiple simultaneous instances of Infoporte. As you are working on one tab, click “Control+click” on another menu bar (or another tab name) to open a new tab for that tab name. This way, you can toggle back and forth between two instances. For example, you might have a Ledger Rollup on one tab and Transactions on another tab.

### Sorting on columns

- Especially useful in the Transactions tab when you are filtering through long lists of data. Clicking on the column header will sort the results, either in ascending or descending order, based on that column’s values.
- It is possible to apply two sorting filters by “Shift+click” on a second column header.
- For example, it is possible to sort both by Employee first and then Acct Dt second.

## **Chartfield Lookup**

- The Tools > Data Dictionary > Chartfield Lookup tab is extremely handy.
- This page includes lookups for all of the key chartfields. For example, if you came across a department ID and did not know who that represented, you can look it up here.
- For reviewers wanting to ensure an account was charged correctly, you can look up to see if the account was appropriate based on the looked up description.

## **General Info**

- The Tools > Data Dictionary > General Info tab is a repository of a number of forms and reports.
- Come here to download the latest system access form if changes need to be made or if your department has new staff who need access.



## Appendix 1. ConnectCarolina Budget Definitions

**Note: These budget definitions are customized for users in the School of Public Health only.**

### Ledger Group: F&A (Description: F&A Expense)

Fund	Source	Department	Account
27100	14101	Specific	Not budgeted

#### Notes

- Campus users will only enter F&A budget transfers.
- Account is not budgeted – there is no need to move money to cover specific accounting line items.
- Specific department must be indicated – will implicate departments with multiple department codes.

### Ledger Group: STATE (Description: State Expense Child Budget)

Fund	Source	Department	Account*	Fringe Benefits
201XX Acad. Affairs	Specific	Specific	511000 Other EPA Salaries	515000 Fringe Benefits
211XX Health Affairs	Source		511100 EPA Non Teach	515100 Social Security
212XX AHEC			512000 Other SPA Budget	515200 State Retirement
<i>Selected Purposes:</i>			512100 SPA Regular Salaries	515400 Optional Retirement
01 Reg Term Instr			512300 SPA Premium	515500 Medical Insurance
10 Org'd Research			513000 Other EPA Teach	517000 Other Personnel Payments
30 Student Financial Aid			513100 EPA Teach	519000 Worker Comp Claims
52 General Acad Supp			514100 Non Student Temp	
93 AHEC Health Sci Supp			514500 Student Temp Wages	
			514000 Other Temp Wages	
			520000 Purchased Services Budget	
			521110 Transit Fees	
			521210 Core Data Services	
			529000 Utilities	
			568000 Educ Award-Scholarship	
	569000 Other Educational Award			
	580000 Transfers Out			

\* This listing excludes LEO- and library-related expense accounts not applicable to SPH.

#### Notes

- It is prohibited to move State funds budget between Academic Affairs, Health Affairs, and AHEC.
- Fund is budgeted at the *detail* level; it is necessary to specify the appropriate *purpose* in the Fund.
- State appropriated funds for distance learning must stay within distance learning fund codes and fund sources.
- When transferring budget from non-compensation to compensation to cover grad students enrolled in GSHIP, must also include health insurance component.

**Ledger Group: STATE\_REV (Description: State Revenue Budget)**

Fund	Source	Department	Account
201XX Acad. Affairs 211XX Health Affairs 212XX AHEC	<b>Specific Source</b> e.g. 13503 HPM Resid 13515 PHLP Cont Ed 13517 OSHERC 13530 Exec Masters 13531 Cert in Dis Mgmt 13533 HB Cont Ed 13568 PHNU Field Trng 13579 HB EARP	Specific	Specific Revenue Account that applies, for example:  458710 Fees-Short Course Registration 458810 Fees-Application 458850 Fees-Special Student
<i>Selected Purposes:</i> 01 Reg Term Instr 10 Org'd Research 30 Student Financial Aid 52 General Acad Supp 93 AHEC Health Sci Supp			

**Notes**

- State budgets must be balanced. For state receipts where revenues are variable, *both a State Revenue Budget and a State Expense Budget need to be established.*
- Fund is budgeted at the *detail* level; it is necessary to specify the appropriate *purpose* in the Fund.

**Ledger Group: TRUST\_REV (Description: Trust Revenue Budget)**

Fund	Source	Department	Account
24100 Educ & Self-Supp 28100 Endow Inc-Unres 28200 Endow Inc-Restr 29100 Univ Trust-Unres 29200 Univ Trust-Restr 29500 Auxiliary	Specific Source	Specific	Not budgeted

**Notes**

- Trust funds encompass educational and self-supporting (non-state receipts, conference and worships, residuals), university endowment income, university trust, and auxiliary.
- The budget for trust funds is determined as the **greater of associated revenues or budgeted revenue.**
- Most trust funds will not require any budget journals. As funds are collected, spending authority increases.
- For trust funds where spending may happen before revenues are generated (i.e. recharge centers or conference accounts), only a trust revenue budget is required – *there is no need to budget on the expense side.*

**Ledger Group: COST\_CODE, COST\_CODE2, COST\_CODE3 (Description: Cost Code Expense Budgets)**

<b>Cost Code 1</b>	or	<b>Cost Code 2</b>	or	<b>Cost Code 3</b>
Specific cost code		Specific cost code		Specific cost code

**Notes**

- Each cost code chartfield is a separate Ledger Group.
- SPH cost codes have been generally set up in the Cost Code 1 chartfield, which corresponds to the COST\_CODE Ledger Group.

## Appendix 2. Excel PivotTable Tips

### Overview and Requirements

- PivotTables enable you to aggregate, analyze, and drilldown detailed data quickly and easily.
- Requirements: a “flat file” table\* that looks like this:

Date	Object Code	Obj Desc	Amount
10/1	1210	SPA	\$500
10/1	1310	EPA	\$750
11/1	1110	EPA NT	\$250
12/1	1210	SPA	\$800

**Top row = HEADERS.** All must be present. If one column header is blank, the result will be messed up. (Excel versions <2010 will not even create it.)

**DATA in the body.** This could be any type of data and most useful if at least one column can be added up (e.g. financial data), but it is not necessary depending on your needs.

- NOTE: aggregated or “crosstab” data won’t work – cannot have headers along rows like this:

	Column header 1	Column header 2	Column header 3
Row header			
Row header			

### Initial Setup of Row and Column Labels

- Highlight a data table (headers and body) you’d like to summarize.
- Go to the Insert menu → Choose “PivotTable”.
- A new sheet will be added showing the following PivotTable wizard:

Your table headers will appear in this list as “fields” for you to choose. Drag any of these down to either the “**Column labels**” or “**Row Labels**” to create the indices of your PivotTable.

Drag fields that may be aggregated into the “**Values**” box.

Any field may also be used in the “**Report Filter**” box (next section).

- Experiment with different fields in the column label or row label.
- Multiple levels of labels may be used either in the column or row label.

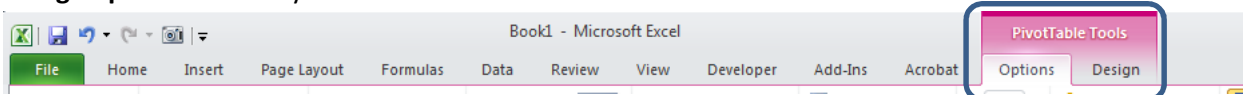
\* “table” used in this write-up means an abstract structure of data where there is a header row and data in the body. It does not refer to the formal Excel Table object.

## Filters and Slicers

- **Filters** allow you to only show meaningful information, such as removing budget and encumbrance transactions from true financial transactions (e.g. Filter on “Code” to exclude the 50’s range).
- **Slicers allow you to visualize the specific filters:** (Excel 2010 only). Click anywhere on your PivotTable. Select Insert → Slicer. Choose the field for which you’d like to filter and click OK (you can choose more than one). Turn filter items on or off by clicking them. Multiple items may be selected using Ctrl (select each item individual) or Shift (click on two ends of a range) while clicking.

## Design and Display Options

- **Design options:** Click anywhere on the PivotTable to see the “PivotTable Tools” menu.



- Choose any of the preset color-schemes. Choose to “band” rows or columns.
- **PivotTable placement:** The default is a newly-created sheet but you can move it to an existing sheet. You can put two separate PivotTables adjacent to each other. In the PivotTable Tools “Options” ribbon, choose “Move PivotTable” in the “Actions” area and select a range. Be careful if there is a lot of existing data because the PivotTable will overwrite whatever is there.
- **Field settings:** Set number format and subtotal preferences: Choose a field from the “Row Labels” box and click “Field Settings...”. (You can also right-click from a field directly from the PivotTable and choose Field Settings.)
- **Tip: Use the Classic PivotTable View** to enable better presentation of multiple levels of row labels. Right-click on the PivotTable, choose “PivotTable Options...”, choose the “Display” table, and check “Classic PivotTable layout”
- **Control which lines subtotal:** You can turn off subtotals for more succinct reporting especially if some fields are just descriptors (e.g. object code name).
- **PivotCharts:** Just like how PivotTables are dynamic summaries of data, PivotCharts are dynamic charts based off of your PivotTable. These are only useful if your data facilitates charting. To add, click on your PivotTable, and select “PivotChart” from the PivotTable Tools Options ribbon under Tools. Choose the type of chart that you’d like to present.

## Other Tips and Further Training

- **Lynda.com course: Excel 2010 Pivot Tables in Depth**
- **Create an Index for VLOOKUP:** The PivotTable effectively creates a **unique index** as each column label and row label. This is useful if you want to understand a range of values in a data set for the purpose of doing a VLOOKUP.
- **Ensure a clean flat file:** Finan\$eer automatically adds a “total” row in the data, try to exclude this to ensure integrity of the PivotTable.