III. Balance Reporting Options

	Option 1- ConnectCarolina Budget Overview	Option 2- Infoporte Ledger Rollup	Option 3- Infoporte Financial Reporting (SAS)
Overview	• Provides expenses, (pre-) encumbrances, and balances by detailed chartfield string *down to the account* • An aggregated balance is also shown • Report is based on real-time ConnectCarolina data	• Summarizes budgets, (pre-) encumbrances, and balances, by *categorized accounts* • Sorted by source; *fund purposes are aggregated* • Similar to Account Objects tab of Finanseer • As of 2/2/2015 there is no grand total across sources • Drills down to detailed transactions • All Infoporte data is *one day in arrears*	• Provides a suite of 12 reports; most useful: "Financial Breakdown" reports and the Funding Balance Report • Summarizes budgets, (pre-) encumbrances, and expenses at an *aggregated level summarized by fund and source* • Similar to Overview tab of Finanseer • Two levels of drilldowns are available • All Infoporte data is *one day in arrears*
Best For	• Looking for a budget at a specific chartfield, such as to verify whether sufficient budget exists for an planned transaction • Downloading details to Excel for pivot table analysis • *"Chartfield focus"*	• Getting a quick overview of overall spending in a Source • Downloading to PDF for record-keeping • *"Source focus"*	• Reporting on trust balances (Use the Funding Balance Report) • Reviewing aggregated financial information across accounts (e.g. total non-personnel at a glance) • *"Fund-source-dept focus"*
Navigation and Directions	*Main Menu > Finance Menu > Commitment Control > Review Budget Activities > Budgets Overview* 1. Name or Choose your named search. 2. Choose the correct Ledger Group. 3. Enter your chartfield parameters. 4. Save your search if you like (optional). 5. Click "Search" to run the search. Evaluate or download results by clicking the icon.	*Infoporte > Dept Accounting > (OSR) Ledger Rollup (The Ledger Rollup tab houses F&A, STATE, and TRUST transactions; OSR balances are found in the OSR Ledger Rollup tab.)* 1. Choose the appropriate Ledger. 2. The Fiscal Year and Budget Year should default to the current year. 3. Select or enter other search parameters, such as departments, funds, sources, or accounts, etc. 4. The balance will only calculate if you leave Acct Period as "show all". 5. Click "Search" to run the search. 6. Click the Excel or PDF icons to download the resulting reports.	*Infoporte > Financial Reporting > [choose the appropriate report]* 1. Choose the appropriate report. 2. Select or enter other search parameters such as fiscal year or budget period (make sure this is selected), funds, sources, depts, or accounts, etc. 3. The results update automatically. 4. Click on the data area and choose Export Crosstab 1 / Select All to download to Excel. Click "OK" when the "Save As" windows comes up.

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Tips	1. For detailed instructions on running the overview, please refer to the SPH Finance ConnectCarolina page for Budget Inquiries: http://sph.unc.edu/sph-finance/connectcarolinaupdates/budget-inquiries/ 2. ***Refer to the Budget Definition (see Appendix 1).*** 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., ○ For F&A, you might have entered the Fund as 27101 instead of the appropriate pool level of **27100**. (It's recommended you leave the Fund blank for searching.) ○ 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 **513100**) ○ For Trust, you might have entered the Fund at the transaction level instead of at the budget pool level (e.g. **24100** or **29500**) 3. ConnectCarolina uses "%" as a wildcard search parameter. 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.	1. The Actuals MTD column only shows the transactions *for the last month as filtered by the Acct Period*. 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. 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. 4. If soft encumbrances or projections are used, only this reporting option will show the Infoporte balance ("IPT Balance").	*1.* For State, Trust, and F&A ***be sure to select the proper Budget Period (i.e. 2015) or data will not be correct.*** This field does not appropriately default. 2. The report will automatically show the departments for which you have access. 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. 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. 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.