

Contract & Grant Funds

Understanding what search parameters to use in Ledger Rollup, Tableau Reports, and Budget Overview

Infoporte OSR Ledger Rollup

1. Navigate to *Infoporte>Finance>Dept Accounting>Ledger Rollups>OSR Ledger*. Then follow the steps below:
 - a. Leave the current *Fiscal Year(s)* that default. All years of the project will pre-select automatically.
 - b. Enter in the *Project ID*
 - c. Enter in the *Bus Unit*
 - d. Click *Search*

2. Contract & Grant funds are budgeted by account groupings, so the budget and available balance information is broken down for each account group, as well as an overall total which is displayed at the bottom of the page.

Note: The Actuals LTD column shows the sum of the actual transaction balance from start of the budget year. The Actuals MTD column shows the sum of the actual transactions for the current month.

Ledger Group: OSR - Business Unit: UNCCH - Business Unit PC: CHOSR - Fund Code: 25210 - Source: 49000 - Department: 425201 - Project ID: 5031257

Account	Budget	Pre-Encumbered	Encumbered	Actuals	Available Balance	Budget MTD	Actuals MTD
510000 Personnel Cost Budget	1,122,115.00	0.00	0.00	0.00			0.00
511120 EHRA Non Teach On Campus	0.00	0.00	0.00	618,796.72			0.00
511170 EHRA Non Teach Student Monthly	0.00	0.00	0.00	93,567.04			0.00
512120 SHRA On Campus	0.00	0.00	0.00	393,927.54			0.00
512210 SHRA Overtime	0.00	0.00	0.00	234.47			0.00
512510 SHRA Severance Wages Reserve	0.00	0.00	0.00	3,504.50			0.00
512710 SHRA Longevity Payment	0.00	0.00	0.00	2,997.85			0.00
514120 Non Student Temp Wages	0.00	0.00	0.00	2,392.50			0.00
514510 Student Temp Wages	0.00	0.00	0.00	16,560.00			0.00
514910 Bonus Incentive Wages	0.00	0.00	0.00	1,285.82			0.00
Subtotal 510000 Personnel Cost Budget	1,122,115.00	0.00	0.00	1,133,266.44	-11,151.44		0.00

ConnectCarolina Budget Overview

1. Navigate to *ConnectCarolina>Navigator>Finance Menu>Commitment Control>Review Budget Activities>Budgets Overview*
2. If you have not already done so, create a Contract & Grant Inquiry. To do this, click on *Add a New Value*, name your inquiry, and click *Add*.

Admin WorkCenter

Budgets Overview

Find an Existing Value **Add a New Value**

Inquiry Name

Add

3. Once you click *Add* this will bring you to the *Budget Inquiry Criteria* page where you will enter in your search criteria.
 - a. Select "Ledger Group" from *Ledger Group/Set*
 - b. Select "OSR" from the *Ledger Group* lookup icon to see your **Contract/Grants expense child budget**
 - c. Enter in your *Project ID* (or additional chartfields depending on what you want to see)
 - d. Click *Save* in order for this budget inquiry to be used with the same search criteria in the future
 - e. Click *Search*

Budget Inquiry Criteria

Budget Overview

Inquiry C&G Description Contracts & Grants

Amount Criteria **Search** **E** Clear Reset

Budget Type

*Business Unit UNCCCH Ledger Group/Set Ledger Group **A** Ledger Group OSR **B**

View Stat Code Budgets
Display Chart

Contracts/Grants Exp Child Bud

Time Span

*Type of Calendar Detail Budget Period

Budget Criteria

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	OSR				<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%			Update/Add
Dept	%	%			Update/Add
Fund	%	%			Update/Add
Source	%	%			Update/Add
PC Bus Unit	%	%			Update/Add
Project	5031257 C				Update/Add
Activity	%	%			Update/Add

Budget Status

<input checked="" type="checkbox"/>	Open
<input checked="" type="checkbox"/>	Closed
<input checked="" type="checkbox"/>	Hold

Save **D** Refresh **Add** Update/Display

4. Under *Ledger Totals* you will see a snapshot of your budget, expenses, encumbrances, and the available budget. Under *Budget Overview Results* your budget will display based on the Account the funds are budgeted at.



Note: Budget Overview will show you your life-to-date budget thru the current day.

Inquiry Results

Business Unit **UNCCH**
 Ledger Group **OSR**
 Type of Calendar **Detail Budget Period**
 Amounts in Base Currency **USD**
 Revenue Associated:

[Return to Criteria](#) Max Rows Display Options

Ledger Totals (30 Rows)

Budget	2,631,568.00	Net Transfers	0.00
Expense	2,815,593.67		
Encumbrance	0.00		
Pre-Encumbrance	0.00		
Budget Balance	-184,025.67		
Associate Revenue	0.00		
Available Budget	-184,025.67		

Budget Overview Results

	Details	Budget Transaction Types	Ledger Group	Account	Fund	Dept	Source	PC Bus Unit	Project	Activity	Budget	Expense
1			OSR				49999	CHOSR	5031257	1	0.00	196,224
2			OSR	510000	25210	425201	49000	CHOSR	5031257	1	1,122,115.00	1,133,266
3			OSR	514810	25210	425201	49000	CHOSR	5031257	1	0.00	0
4			OSR	515000	25210	425201	49000	CHOSR	5031257	1	327,030.15	299,962
5			OSR	522928	25210	425201	49000	CHOSR	5031257	1	60,006.00	72,789
6			OSR	523000	25210	425201	49000	CHOSR	5031257	1	23,565.00	61,490