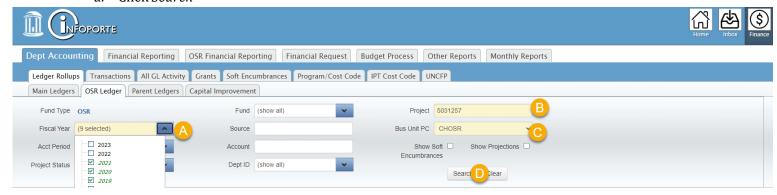# Contract & Grant Funds

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

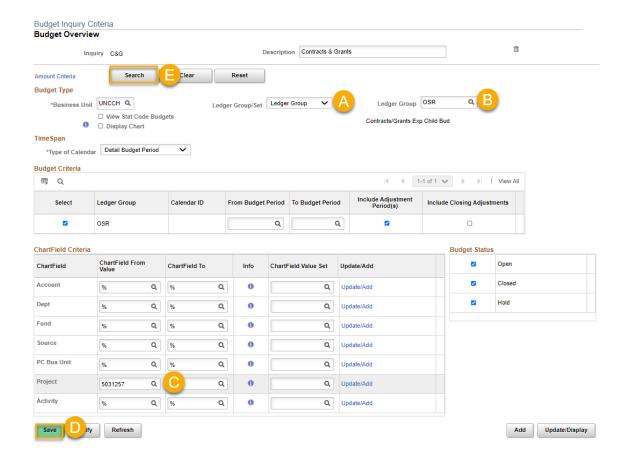| Account	Budget	Pre-Encumbered	Encumbered	Actuals	Available Balance	Budget MTD	Actuals MTD
510000 Personnel Cost Budget	1,122,115.00	0.00	0.00	0.00			0.00
511120 EHRA Non Teach On Campus	0.00	0.00	0.00	618,796.72			0.00
511170 EHRA Non Teach Student Monthly	0.00	0.00	0.00	93,567.04			0.00
512120 SHRA 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*.

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*

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.

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 100   Display Options   **Search**

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

1-30 of 30   View All

	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.