Connect CAROLINA

Finance

Monthly Management Reports

VERSION: April 2017

Monthly Management Reports: State, F&A, and Trust

Purpose of These Reports

The Monthly Management Reports are a static snapshot of the previous month's transactions, taken the night that Accounting Services closes the month, to help with your department's month-end reconciliation.

The Monthly Management Reports are made up of five reports for each fund type:

- State

- F&A

- Trust

This report...	Shows...	That are similar to the ledgers on the...	And the chartfield strings...
Summary	available balances for expenses and revenue	Main Ledgers rollup tab	are broken out by program.
Rolled Up Summary	available balances for expenses and revenue	Main Ledgers rollup tab	are not broken out by program. That is, chartfield strings that are the same but have a different program are rolled up together.
Parent Summary (State and F&A only)	available balances for expenses and revenue	Parent Ledgers rollup tab	are not broken out by program. This report is similar to a rolled-up summary.
Details	budget, expense, and revenue transactions	Transactions tab	are broken out by program.
Rolled Up Details	budget, expense, and revenue transactions	Transactions tab	are not broken out by program. That is, chartfield strings that are the same but have a different program are rolled up together.

Who Uses These Reports

Primarily, financial staff responsible for reconciling expenses and revenue for their departments use these reports.

When to Use These Reports

If you're reconciling the expenses and revenue from a previous month, the Monthly Management Reports are useful because they do not change. The reports are fixed as soon as Accounting Services closes the month and won't be affected by any financial activity after the month-end close.

Where the Information Comes From

These reports pull information from the Commitment Control (KK) ledgers.

Where to Find the Reports

The Monthly Management Reports are generated for each department the night the previous month closes. You can download the reports in both PDF and Excel (CSV) formats. If you're downloading more than one report, InfoPorte creates a .zip file, which is a compressed file format. You'll need to extract the files before you can use them. Refer to the Extracting the Reports from the Zip File section in this document for more information.

> **Note:** Functionality to handle zip files is part of Windows, and you don't need to download any additional software to use them.

How to Run These Reports

Follow these steps to find the State Monthly Management Reports:

1. Open InfoPorte and navigate to:

   Finance > Monthly Reports tab

2. Choose the reports you need by doing one of the following:

   - Use the Search field if you want to find the reports you need by typing in your department number, accounting period, fiscal year, and fund type. If you enter only your department number, InfoPorte chooses the last closed month.

Note: The first State reports available are for FY2017, Accounting Period 04 (October). The first Trust and F&A reports are available for FY2017, Accounting Period 05 (November).

- Use the report filters if you want to find the reports you need by choosing options from a list:

In this field...	Choose the following...
Business Unit	**UNCH**, **UNCGA**, or the appropriate foundation business unit.
Department ID	The department number. You can choose one or more departments. **Note:** If you leave Department blank, the system displays the error "Department is not set or is incorrect format".
Fiscal Year	The fiscal year. You can only choose one.
Accounting Period	Enter the accounting period that corresponds to the month you need (for example, 01 is July). Or you can leave the Accounting Period blank to find the most recently-closed month.
Fund Type	Choose **F&A**, **STATE**, or **TRUST**.

2. Click **Get Reports**.

   Result: InfoPorte shows a list of reports that match the filters you chose, with checkboxes to choose PDF or Excel (CSV) format.
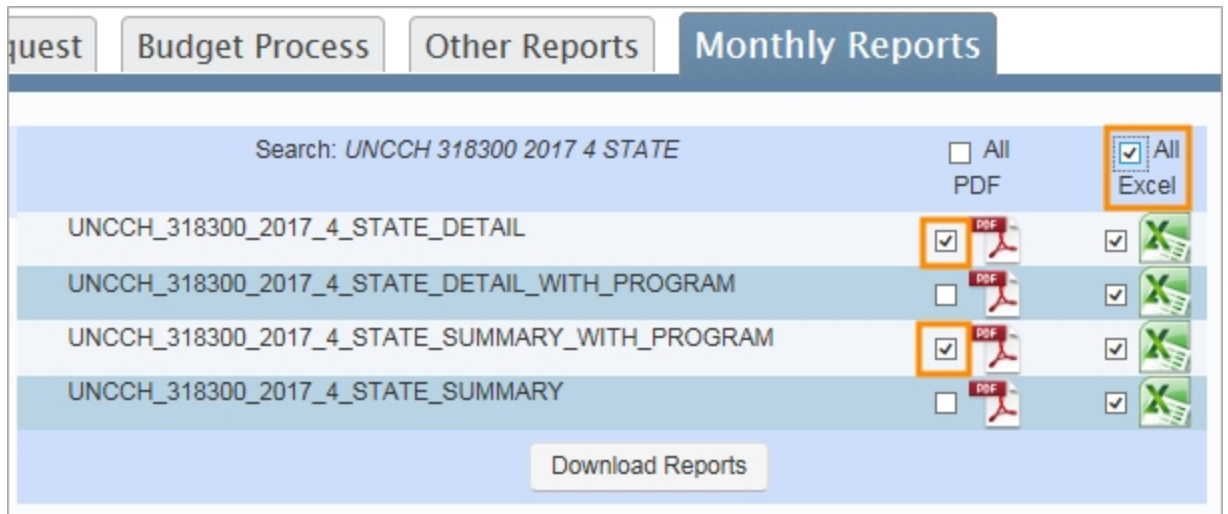

3. Check the individual reports you want to download, or check **All PDF** or **All Excel** to download all.

4. Click **Download Reports**.

   Result: The system asks you if you want to open or save the report.
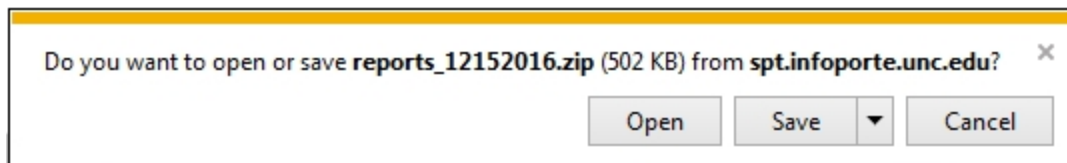
5. Do one of the following:

   - If you only check one report, choose **Save** to save the report to your computer or **Open** to view the report.

   - If you check more than one report, InfoPorte creates what's called a 'zip file' which compresses the files into one file so that it downloads more quickly. Choose Save and then follow the steps in "Extracting Your Reports from the Zip File."

Extracting the Reports from the Zip File

If you choose to download more than one report, InfoPorte creates a .zip file and you'll need to extract the reports to view them.

1. Open Windows Explorer and locate the .zip file you downloaded.

   Note: If you didn't choose a download location in step five above, check your Downloads folder for the .zip file.

2. Right-click on the .zip folder and choose **Extract All**.
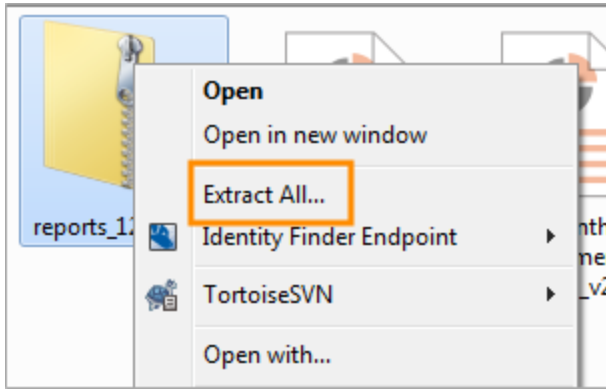
3. Enter or browse to the place you want the files saved to.

4. Click **Extract**.

   Result: Your computer displays the unzipped files in a new window.

What the Summary Reports Show

The Summary Reports show the following information for the accounting period selected.

Columns on the Summary Reports

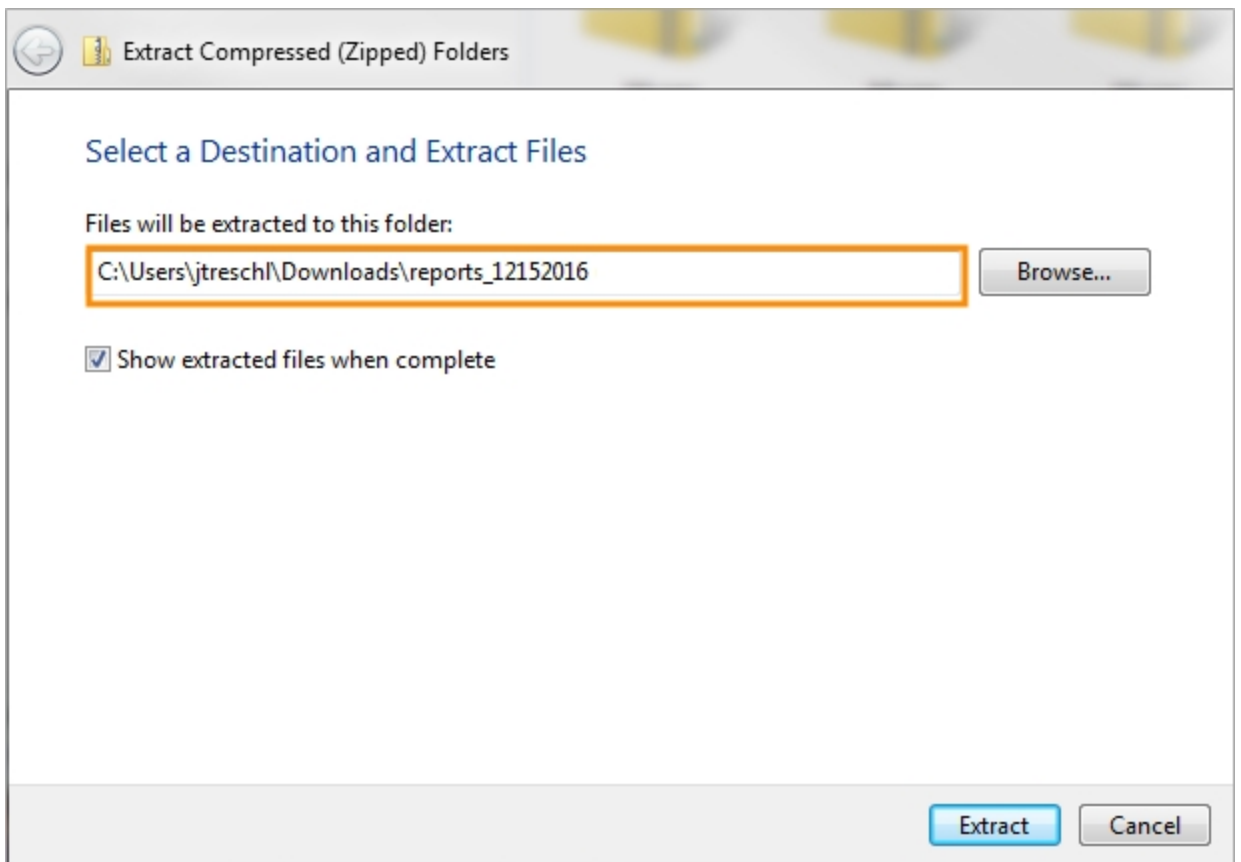| In this column...	You see this...
YTD Budget	Year-to-date budget balance.
Pre/Enc	Total of pre-encumbrances and encumbrances. Pre-encumbrances are the University's intention to pay for purchase requisitions, including ePro vendor catalog orders. Encumbrances are the University's commitment to pay for purchase orders.
YTD Rev/Exp	Year-to-date revenue or expenses.
Avail Bal	Available balance is calculated as YTD Budget - Pre/Enc - YTD Rev/Exp = Available Balance
Pay Proj	Payroll projections shows projected personnel expenses. The payroll projections are calculated automatically, outside of InfoPorte in ConnectCarolina.
Adj Avail Bal	Adjusted Available Balance calculated as Available Balance - Payroll Projections = Adjusted Available Balance
MTD Budget	This total is the sum of the changes to the budget for the month made by budget journals and transfers.
MTD Rev/Exps	Total of revenue or expenses for the month.

Sample State Summary Report

Monthly Financial Report – STATE SUM
318300 – Chemistry
Month Ending: Oct 31 2

Description	YTD Budget	Pre/Enc	YTD Rev/Exp	Avail Bal
Bus Unit: UNCCH – Fund: 20101 – Source: 12001 – Dept: 318300 – Prog: 10000				
511100 EPA Non Teach Budget	215,371.00	0.00	0.00	
511120 EPA Non Teach On Campus	0.00	0.00	38,791.56	
511140 EPA Non Teach Supplement	0.00	0.00	12,333.20	
SUBTOTAL 511100 EPA Non Teach Budget	$215,371.00	$0.00	$51,124.76	$164,

- STATE SUMMARY WITH PROGRAM   14:27 Wednesday, December 14, 2016   2
- Chemistry
y: Oct 31 2016

Avail Bal	Pay Proj	Adj Avail Bal	MTD Budget	MTD Rev/Exp
	0.00		0.00	0.00
	77,583.12		0.00	9,697.89
	24,666.64		0.00	3,083.30
$164,246.24	$102,249.76	$61,996.48	$0.00	$12,781.19

Sample Trust Summary Report

Monthly Financial Report
318300 – Chemi
Month Ending: Jan

Description	YTD Budget	Pre/Enc	YTD Rev/Exp	Avail
Bus Unit: UNCCH – Fund: 24100 – Source: 14294 (Bog E & T Fees) – Dept: 318300				
500100 All Other Expenses	30,000.00	0.00	0.00	
537210 Supplies-Educational/Research	0.00	0.00	556.08	
SUBTOTAL 500100 All Other Expenses	$30,000.00	$0.00	$556.08	
EXPENSE TOTAL	$30,000.00	$0.00	$556.08	

Bal	Pay Proj	Adj Avail Bal	MTD Budget	MTD Rev/Exp
	0.00		0.00	0.00
	0.00		0.00	0.00
$29,443.92	$0.00	$29,443.92	$0.00	$0.00
$29,443.92	$0.00	$29,443.92	$0.00	$0.00

Sample F&A Summary Report

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                                          Monthly Financial Repo
                                                   318300 - Che
                                          Month Ending: Ja
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Description	YTD Budget	Pre/Enc	YTD Rev/Exp	Avai
569180 Fellowship-Non Serv Non St	0.00	0.00	7,019.91	
SUBTOTAL 500100 All Other Expenses	$4,726,634.43	$31,378.93	$632,925.29	
510000 Personnel Cost Budget	2,403.76	0.00	0.00	
511120 EPA Non Teach On Campus	0.00	0.00	49,910.10	
511140 EPA Non Teach Supplement	0.00	0.00	11,249.77	
511170 EPA Non Teach Student Monthly	0.00	0.00	178,945.07	

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Report - F&A SUMMARY                         14:58 Friday, March 17, 2017
 Chemistry
: Jan 31  2017
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Avail Bal	Pay Proj	Adj Avail Bal	MTD Budget	MTD Rev/Exp
	0.00		0.00	3,356.75
$4,062,330.21	$29,473.95	$4,032,856.26	$1,000.00	$111,868.10
	0.00		0.00	0.00
	0.00		0.00	0.00
	6,250.15		0.00	1,249.99
	101,325.10		0.00	21,760.38

What the Detail Reports Show

The Detail Reports show the following information for each transaction during the accounting period you chose.

Columns on the Detail Reports

In this column...	You see this...
Account	The account tells how the money was spent. The six-character account number identifies the transaction's accounting classification. The first digit of the Account identifies the broadest level of classification (4 for revenue accounts, 5 for expense accounts) while the remaining digits break down the account type into further subgroups as explained in the Chartfield Structure quick reference card.
Acct Descr	The account description identifies the name of the account.
Program	The six-character program begins with one or two letters to identify the school or division. Identifying letters for each school and division are in the Chartfield Structure quick reference card. Program is used at your department's discretion to track the cost of specific activities.
Project	The project number is a unique identifier, assigned by either OSR for a grant or by Accounting Services for a capital improvement project.
Cost Code 1 Cost Code 2 Cost Code 3	Cost code contains ten characters and begins with one or two letters to identify the school or division. Identifying letters for each school and division are in the Chartfield Structure quick reference card. Cost Codes are used at your department's discretion to track the cost of specific activities.
Description	The description provides details about the transaction and is different for each type of transaction as explained in ConnectCarolina Financial Concepts: Reconciling in Infoporte.
Trans Type	The Trans Type field identifies the kind of transaction it is, as defined in Appendix C of the ConnectCarolina Financial Concepts: Reconciling in Infoporte.
Trans ID	The Trans ID field shows the unique identification number assigned to each transaction. The transaction ID is determined by the kind of transaction it is, as explained in ConnectCarolina Financial Concepts: Reconciling in Infoporte.
Reference 1 Reference 2	This reference information about the transaction is determined by the kind of transaction it is, as defined in Appendix C of the ConnectCarolina Financial Concepts: Reconciling in Infoporte. For vouchers, if you see a payment reference number and payment date in this column, that means the transaction has been paid.
Amount	This field shows the dollar amount of the transaction.
Acct Dt	The accounting date indicates the date the transaction was recorded as a commitment. This date is used as the default budget date.

Sample of State Detail Report

				Cost Code 1	Cost Code 2	Cost Code 3	
Acct	Acct Descr	Prog	Project				Description
	511100 EPA Non Teach Budget						
511100	EpaNTBud	C3694					Transfer Department commitment

Monthly Financial Rep...
318300 - Ch...
Month Ending: O...

Bus Unit: UNCCH - Fund: 20101 - Source: 12001 (Academic Affairs Approp 16020) - Dept: 3183...

...rt - STATE DETAIL   11:59 Monday, December 12, 2016   1
...emistry
...ct 31 2016

Trans Type	Trans ID	Reference1	Reference2	Amount	Acct Dt
GL_BD_JRNL	0000270129_26-OCT-2016		Dept Commitment	(3,000.00)	

Sample of Trust Detail Report

Monthly Financial Report - TRUS...
318300 - Chemistry
Month Ending: Jan 31 201...

Bus Unit: UNCCH - Fund: 28200 - Source: 70085 (Kenan William R Jr) - Dept: 318300

Acct	Acct Descr	Prog	Project	Cost Code 1	Cost Code 2	Cost Code 3	Description	Trans Type
521210	CoreDS	10005	5032713				CORE DATA FEE ALLOCATION	GL_JOURNAL
521210	CoreDS	10005	5105833				CORE DATA FEE ALLOCATION	GL_JOURNAL
521210	CoreDS	10005	5104972				CORE DATA FEE ALLOCATION	GL_JOURNAL

Trans Type	Trans ID	Reference1	Reference2	Amount	Acct Dt
GL_ JOURNAL	0000298864_31-JAN -2017			1.11	31JAN2017
GL_ JOURNAL	0000298864_31-JAN -2017			2.29	31JAN2017
GL_ JOURNAL	0000298864_31-JAN -2017			0.60	31JAN2017

Sample of F&A Detail Report

Bus Unit: UNCCH - Fund: 27100 - Source: 14101 (Facilities & Admin) - Dept: 318300

Acct	Acct Descr	Prog	Project	Cost Code 1	Cost Code 2	Cost Code 3	Description	Trans Type
537210	SupEdResc	C2095					097902A – FILTER PAPER 5 1/2C	GL_ JOURNAL
537210	SupEdResc	C3199		CCHJJOHNS N			14173C – RUB TUB RD 1/4ID APP	GL_ JOURNAL
537210	SupEdResc	C2095					14173C – RUB TUB RD 1/4ID APP	GL_ JOURNAL

Trans Type	Trans ID	Reference1	Reference2	Amount	Acct Dt
GL_ JOURNAL	0000290975_03-JAN -2017	201611181		(7.66)	03JAN2017
GL_ JOURNAL	0000290975_03-JAN -2017	201611181		72.41	03JAN2017
GL_ JOURNAL	0000290975_03-JAN -2017	201611181		(72.41)	03JAN2017