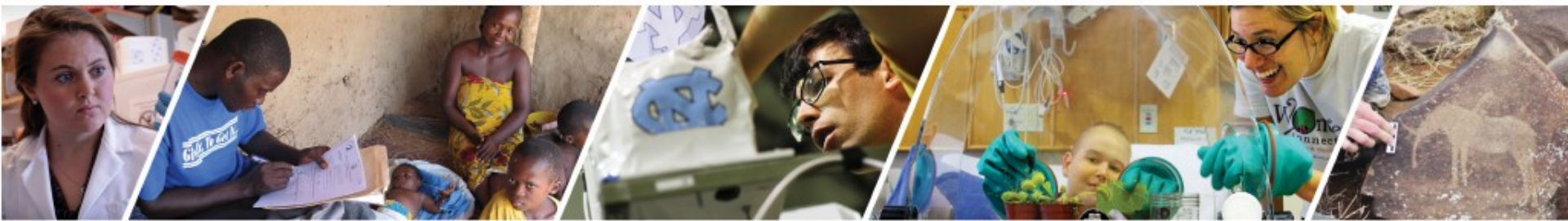


OSR Reports and Queries

.....

Dan Stroupe, Sponsored Projects Accounting Manager
Jim Kelly, Assistant Director Sponsored Projects Accounting
Office of Sponsored Research



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Thursday, August 15, 2019
UNC Friday Conference Center

Today's Agenda

1. Running the GL Expense & Budget Report
2. Running OSR Financial Reports in Infoporte
 - a. OSR Payments Report
 - b. OSR Invoice Listing Report
 - c. OSR Payroll Accounting Report
3. Helpful Links
4. Questions & Answers



2019

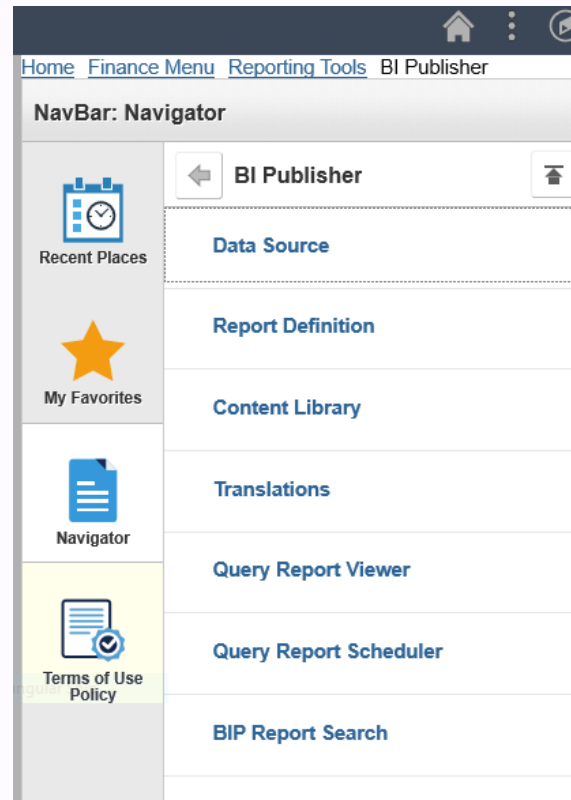
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Running the OSR GL Expense & Budget Report

1. Use Navigator to select in order, Finance Menu, Reporting Tools, and BI Publisher.



2. Select Query Report Viewer from list.

Query Report Viewer
Istroupe — FSPRD

Query Report Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search by begins with

[Advanced Search](#)



3. Type “NC_OSR” into “begins with” field and select Search.

Query Report Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search by

Report Name



begins with

nc_osr

Search

[Advanced Search](#)



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4. Select “View Report” link for “NC_OSR_GL_C1” to run by contract number and see expenses for all project IDs on the award or link for “NC_OSR_GL_P1” to run for single project ID.

Query Report Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

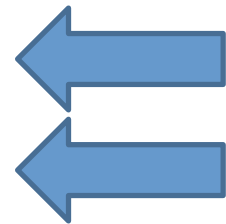
*Search by begins with

[Advanced Search](#)

[Search Results](#) [Show Template Prompts](#)

Report Definition

Report Name	Description	Data Source ID	*Format	Burst	View Report
NC_OSR_GL_C1	OSR Contract Inv Exp/Bud Rpt	NC_OSR_PROJ_INVOICE_PDF_CONT1	PDF	N	View Report
NC_OSR_GL_P1	OSR Project GL Exp & Bud Rpt	NC_OSR_PROJ_INVOICE_PDF_PROJ1	PDF	N	View Report



*Contract number can be found under Awards tab in Ramses.
By using this Axx number, one can run the report for all
related project IDs at once.

RAMSeS UNC-CH Proposal and Award Development For immediate

HOME MY DASHBOARD HELP REPORTING ADMIN LOGOUT

Project Administration

Project No: [A17-0548 \(Prime: \)](#) Lead PI: [Stephen Orton](#) Project Dates: 8/01/2016 - 7/31/2019
PS Project Manager: [Kathryn Cheek](#) Sponsored Projects Specialist: [Andrea Flor \(32\)](#) Total Obligated : \$1,263,000.00
Project Title: Emerging Leaders in Public Health Program

Modification #1, linked to IPF 17-5726, created subaccount 5108072 ELPH Evaluation Supplement, as well as Subcontract 5108073 to Dinkin and Associates.

General **Awards** PS Project IDs Billing Personnel Proposals Subcontracts Events

Awards for this Project [Add Award](#) [Manage Parenting](#)

Award No.	Sponsor Award No.	Award Amount	Award Type	Official Report Date	Reporting Designation	Begin Date	End Date	PeopleSoft Feed Date
A17-0548-001	R-1604-259936	\$1,100,000.00		10/07/2016	Obligated			10/07/2016
A17-0548-002	R-1604-259936	\$110,000.00		7/26/2017	Obligated			
A17-0548-003	R-1604-259936	\$53,000.00		9/06/2018	Obligated			

View 1 - 3 of 3 Page 1 of 1

[Print](#)

5. Type appropriate information into popup window and select OK button.

Query Report Viewer
Istroupe — FSPRD

Query Report Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search by begins with

[Advanced Search](#)

Search Results [Show Template Prompts](#)

Report Definition

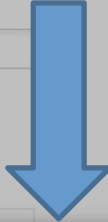
Report Name	Description	Data Source ID
NC_OSR_CT_NB	NC_OSR_PROJ_INVOICE_NOBIL_CONT	NC_OSR_PROJ_INVOICE_NOBIL_CONT
NC_OSR_GL_C1	OSR Contract Inv Exp/Bud Rpt	NC_OSR_PROJ_INVOICE_PDF_CONT1
NC_OSR_GL_CT	OSR Contract GL Exp & Bud Rpt	NC_OSR_PROJ_INVOICE_PDF_CONT
NC_OSR_GL_P1	OSR Project GL Exp & Bud Rpt	NC_OSR_PROJ_INVOICE_PDF_PROJ1
NC_OSR_GL_PJ	OSR Project GL Exp & Bud Rpt	NC_OSR_PROJ_INVOICE_PDF_PROJ
NC_OSR_PJ_NB	NC_OSR_PROJ_INVOICE_NOBIL_PROJ	NC_OSR_PROJ_INVOICE_NOBIL_PROJ

NC_OSR_PROJ_INVOICE_PDF_CONT1

Contract

FY

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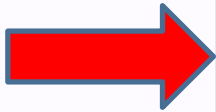
6. New page will open with PDF report.

(Report contains cumulative expenses since beginning of award, including pre-conversion costs from Finanseer.)

OSR GL Expense & Budget Report						Fiscal Year	2019
Contract Tree	A18-0722-001 CH_GM_OSR_INVOICE1				Period	11	
Expense Node	Account	Descr	Budget	LTD Exps	Avail Bal	FY Exps	Per Exps
Project: 5109433							
SALARIES	510000	Personnel Cost Budget	98,490.00				
SALARIES	511120	EHRA Non Teach On Campus		43,907.86		27,711.10	2,519.19
SALARIES	511170	EHRA Non Teach Student Monthly		10,379.51		10,379.51	1,141.01
			98,490.00	54,287.37	44,202.63	38,090.61	3,660.20
FRINGE	515000	Fringe Benefits Budget	22,871.00				
FRINGE	515120	Social Security-OASDI		2,287.84		1,300.59	153.18
FRINGE	515130	Social Security-Hospital Insur		625.21		394.32	35.83
FRINGE	515410	ORP-TIAA Retirement		3,003.28		1,895.42	172.31
FRINGE	515420	ORP-TIAA Health Plan Benefits		2,778.97		1,776.38	161.49
FRINGE	515530	Medical Insurance-HMO Health P		1,650.67		1,076.44	99.60
FRINGE	516120	Staff Benefits Composite		271.44		190.45	18.30
FRINGE	521110	Transit Fees		162.80		114.20	10.97
FRINGE	521210	Core Data Services		293.12		205.65	19.76
			22,871.00	11,073.33	11,797.67	6,953.45	671.44
SUPPLIES	530000	Supplies and Materials Budget	700.00				
			700.00	0.00	700.00	0.00	0.00
TRAVEL_DOM	526100	Travel Domestic Budget	4,500.00				
			4,500.00	0.00	4,500.00	0.00	0.00
TRAINEE_TUITION	568810	Tuition-Graduate Assistant	23,574.00				
TRAINEE_TUITION	568810	Tuition-Graduate Assistant		5,121.50		5,121.50	
			23,574.00	5,121.50	18,452.50	5,121.50	0.00
FELLOWSHIP	569180	Fellowship-Non Serv Non St		5,121.50		5,121.50	
			0.00	5,121.50	(5,121.50)	5,121.50	0.00
MISC_EXPENSE	558900	Services Budget	295.00				
			295.00	0.00	295.00	0.00	0.00
RESTRICT_FUNDS	568795	Restrict Fund Res	206,494.00				
			206,494.00	0.00	206,494.00	0.00	0.00
DIRECT_COSTS SUB TOTAL			356,924.00	75,603.70	281,320.30	55,287.06	4,331.64
IDC	559000	Indirect Cost Budget	22,565.00				
IDC	559010	CG F&A Cost		9,804.15		6,756.67	649.75
			22,565.00	9,804.15	12,760.85	6,756.67	649.75
INDIRECT_COSTS SUB TOTAL			22,565.00	9,804.15	12,760.85	6,756.67	649.75



***Please note that Grand Total for award may include Cost Share.**



OSR GL Expense & Budget Report						
Contract Tree	A18-0722-001 CH_GM_OSR_INVOICE1				Fiscal Year Period	2019 11
Expense Node	Account	Descr	Budget	LTD Exps	Avail Bal	FY Exps Per Exps
Project: 5109549						
SUBCONTRACTS	569486	Subcontracts-Greater Than 25K	77,678.00			
SUBCONTRACTS	569486	Subcontracts-Greater Than 25K		24,812.11		24,812.11
			77,678.00	24,812.11	52,865.89	24,812.11
DIRECT_COSTS SUB TOTAL			77,678.00	24,812.11	52,865.89	24,812.11
			93,474.00			
			93,474.00	0.00	93,474.00	0.00
_COST_SHARING SUB TOTAL			93,474.00	0.00	93,474.00	0.00
PROJECT: 5109549 TOTAL (Including COST SHARE, if required)			171,152.00	24,812.11	146,339.89	24,812.11
CONTRACT: A18-0722-001 GRAND TOTAL			918,502.00	224,235.75	694,266.25	191,725.77

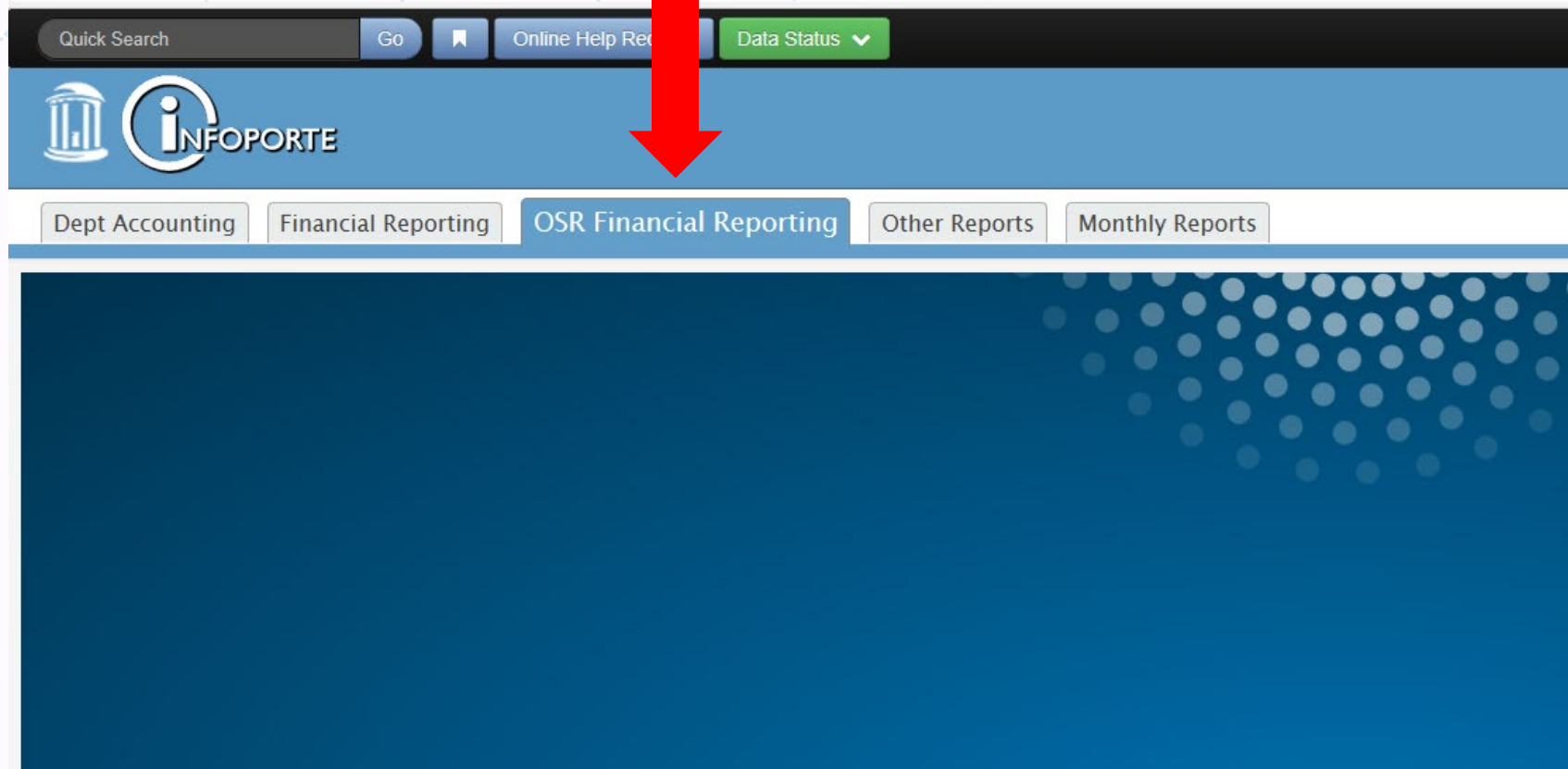


Running SAS Reports in Infoporte

1. Select Finance button in upper right corner.



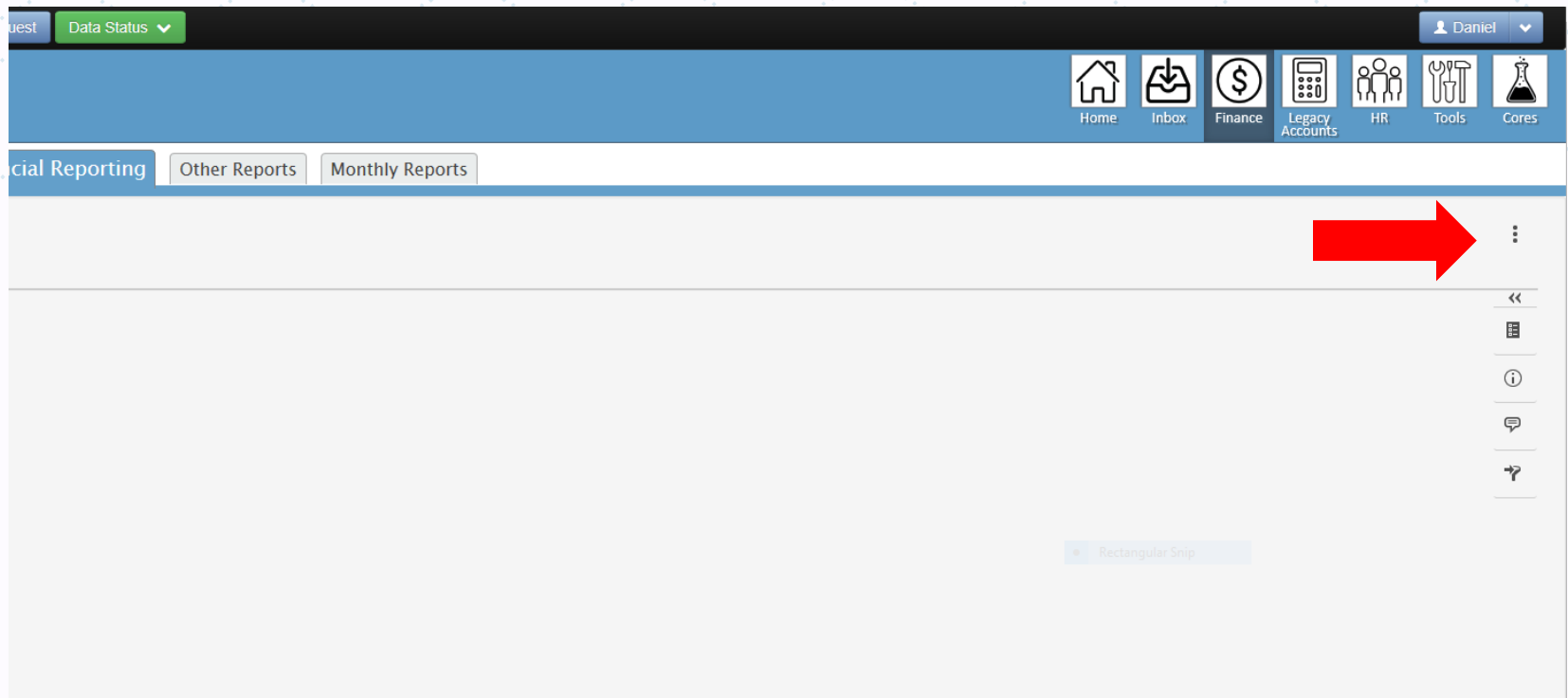
2. Select OSR Financial Reporting tab.



The screenshot displays the INFOPORTE web application interface. At the top, there is a navigation bar with a search field, user profile (Daniel), and various utility icons (Home, Inbox, Finance, Legacy Accounts, HR, Tools, Cores). Below this is a breadcrumb trail: Dept Accounting > Financial Reporting > OSR Financial Reporting > Other Reports > Monthly Reports. The main content area is titled "Report Listing-OSR" and contains a sub-section "OSR Reports". A note states: "** To see reports in different categories, click on the buttons at the top. Each button will display a listing of reports associated under that category. **". Below this, there are three report categories listed with brief descriptions:

- OSR Payments Report**: This report displays all AR payment transactions that have hit a cash account for that project which include AR Direct Journals, AR payments, AR worksheet items and AR maintenance transactions.
- OSR Invoice Listing Report**: This report shows all invoices that have been provided to the sponsor and can be used to track who has been billed.
- Payroll Accounting Report**: This report shows payroll expenses by financial accounting date for reconciliation and grants billing.

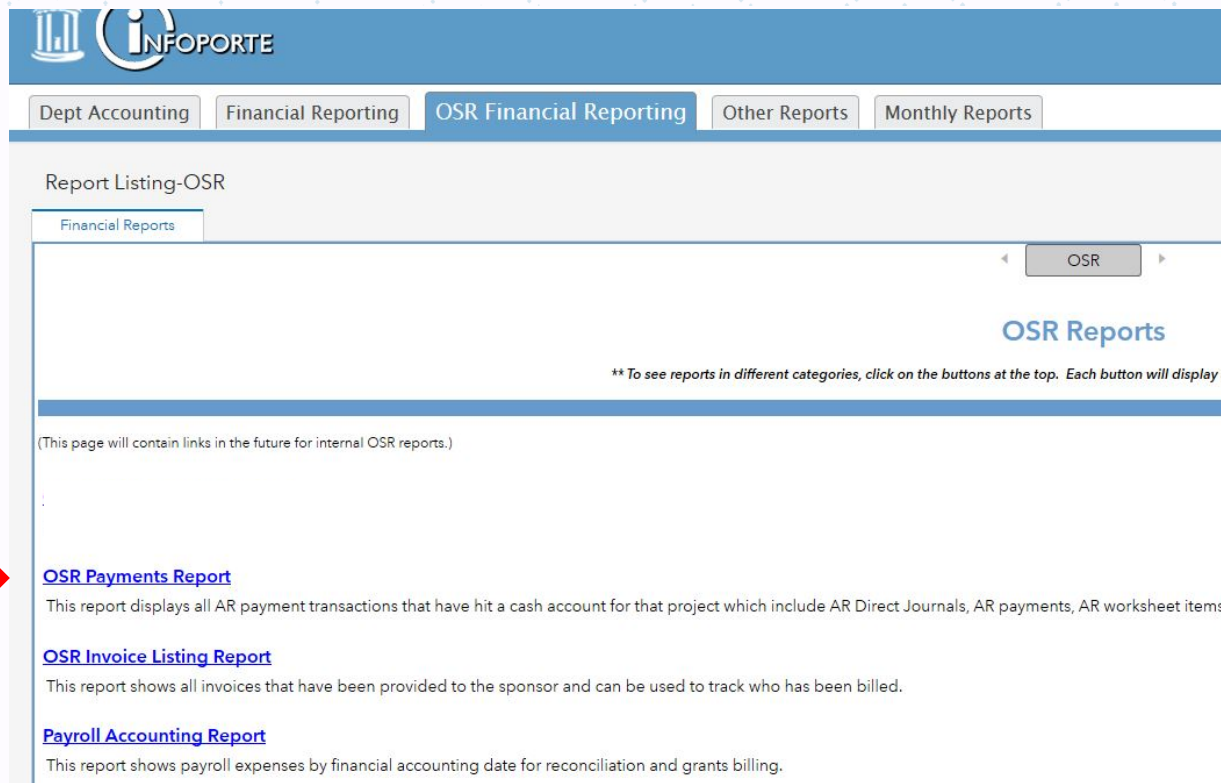
OSR Financial Reports only provide data from October 1, 2014.



It may be necessary to select 3 dots in upper right corner and Refresh report if no reports show up in list.

OSR Payments Report

1. Select OSR Payments Report link.



The screenshot displays the INFOPORTE web application interface. At the top, there is a navigation bar with the INFOPORTE logo and several menu items: "Dept Accounting", "Financial Reporting", "OSR Financial Reporting", "Other Reports", and "Monthly Reports". Below this, the "Report Listing-OSR" section is visible, with a sub-tab for "Financial Reports". A dropdown menu is open, showing "OSR" as the selected category. The main content area is titled "OSR Reports" and contains a blue horizontal bar with the text: "** To see reports in different categories, click on the buttons at the top. Each button will display". Below this, a message states: "(This page will contain links in the future for internal OSR reports.)". A red arrow points to the "OSR Payments Report" link, which is the first item in the list. The description for this report is: "This report displays all AR payment transactions that have hit a cash account for that project which include AR Direct Journals, AR payments, AR worksheet items". Other links visible include "OSR Invoice Listing Report" and "Payroll Accounting Report".

Report Listing-OSR

Financial Reports

OSR

OSR Reports

*** To see reports in different categories, click on the buttons at the top. Each button will display*

(This page will contain links in the future for internal OSR reports.)

[OSR Payments Report](#)
This report displays all AR payment transactions that have hit a cash account for that project which include AR Direct Journals, AR payments, AR worksheet items

[OSR Invoice Listing Report](#)
This report shows all invoices that have been provided to the sponsor and can be used to track who has been billed.

[Payroll Accounting Report](#)
This report shows payroll expenses by financial accounting date for reconciliation and grants billing.



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One can toggle between Summary format or Detail format.



Quick Search Go Online Help Request Data Status

iNFOPORTE

Dept Accounting Financial Reporting **OSR Financial Reporting** Other Reports Monthly Reports

OSR Payments Report

Summary **Detail**

OSR Payments Summary

Contract Number	Project ID	GL Unit	Fund	Dept	Source	Account	Amount	GL Distrib	App Jnl Template
A00-0008-009	5030906	UNCCH	25210	427001	49000	111999	(\$53,813.36)	D	AR_MAINT
A00-0008-009	5030906	UNCCH	25210	427001	49000	111002	\$2,970.83	D	AR_MAINT
A00-0008-009	5030906	UNCCH	25210	427001	49000	111999	\$112,160.55	D	AR_PAYMENT
A00-0008-009	5030906	UNCCH	25210	427001	49000	111999	(\$44,565.17)	D	AR_CASHFIX
A00-0008-009	5030906	UNCCH	25210	427001	49999	111002	\$242.84	D	AR_MAINT
A00-0008-009	5030906	UNCCH	25210	427001	49000	111002	\$44,565.17	D	AR_CASHFIX
A00-0008-009	5030906	UNCCH	25210	427001	49000	111099	\$0.00	D	AR_MAINT
A00-0008-009	5030906	UNCCH	25210	427001	49000	113802	\$0.00	D	AR_MAINT
A00-0008-009	5030906	UNCCH	25210	427001	49999	111999	\$1,889.04	D	AR_MAINT
A00-0008-009	5030906	UNCCH	25210	427001	49999	111002	(\$629.68)	D	AR_CASHFIX



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It is recommended to run by Contract Number (AXX-XXXX-XXX) rather than by Project ID.

OSR Financial Reporting Other Reports Monthly Reports

Contract Number Project ID

Line Item	Source	Account	Amount	GL Distrib	App Jnl Template
101	49000	111999	(\$53,813.36)	D	AR_MAINT
101	49000	111002	\$2,970.83	D	AR_MAINT
101	49000	111999	\$112,160.55	D	AR_PAYMENT
101	49000	111999	(\$44,565.17)	D	AR_CASHFIX
101	49999	111002	\$242.84	D	AR_MAINT
101	49000	111002	\$44,565.17	D	AR_CASHFIX
101	49000	111099	\$0.00	D	AR_MAINT
101	49000	113802	\$0.00	D	AR_MAINT
101	49999	111999	\$1,889.04	D	AR_MAINT
101	49999	111002	(\$629.68)	D	AR_CASHFIX
101	49999	111999	(\$2,761.56)	D	AR_PAYMENT
101	49999	111999	\$629.68	D	AR_CASHFIX
101	49000	111999	\$53.11	D	AR_PAYMENT
101	49000	111002	(\$12.49)	D	AR_CASHFIX
101	49000	111999	(\$65.60)	D	AR_MAINT
101	49000	111999	\$12.49	D	AR_CASHFIX
101	49000	111999	(\$110,258.02)	D	AR_CASHFIX
101	49999	111999	\$646.52	D	AR_CASHFIX



2. Select Contract Number button. Type in Contract Number and hit enter. You may then select check box for contract. Report populates immediately.

The screenshot displays the OSR Financial Reporting interface. At the top, there is a navigation bar with icons for Home, Inbox, Finance, Legacy Accounts, HR, Tools, and Cores. Below this, there are tabs for 'OSR Financial Reporting', 'Other Reports', and 'Monthly Reports'. The main content area features a table with the following columns: 'apt', 'Source', 'Account', 'Amount', 'GL Distrib', and 'App Jrnl Template'. A dropdown menu titled 'Contract Number' is open, showing a search field 'Enter Contract Number Parameter...' and a list of contract numbers with checkboxes and corresponding values.

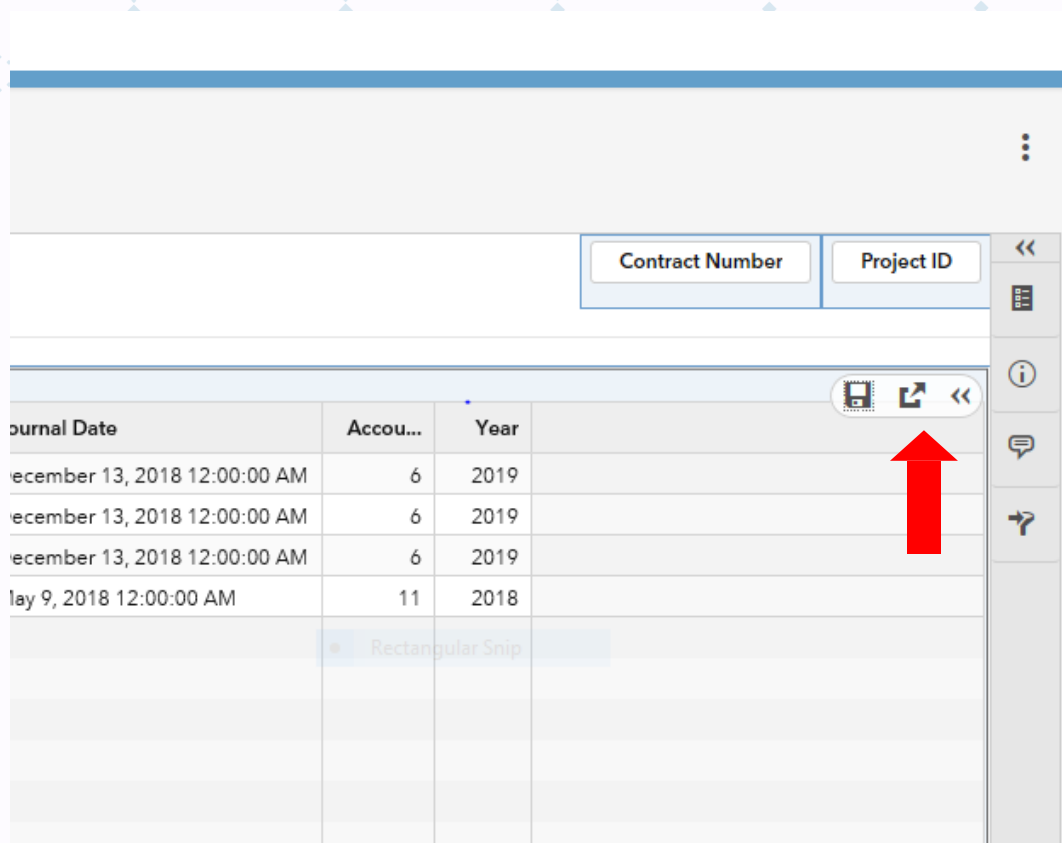
apt	Source	Account	Amount	GL Distrib	App Jrnl Template
:7001	49000	111999	(\$53,813.36)	D	AR_MAINT
:7001	49000	111002	\$2,970.83	D	AR_MAINT
:7001	49000	111999	\$112,160.55	D	AR_PAYMENT
:7001	49000	111999	(\$44,565.17)	D	AR_CASHFIX
:7001	49999	111002	\$242.84	D	AR_MAINT
:7001	49000	111002	\$44,565.17	D	AR_CASHFIX
:7001	49000	111099	\$0.00	D	AR_MAINT
:7001	49000	113802	\$0.00	D	AR_MAINT
:7001	49999	111999	\$1,889.04	D	AR_MAINT
:7001	49999	111002	(\$629.68)	D	AR_CASHFIX
:7001	49999	111999	(\$2,761.56)	D	AR_PAYMENT
:7001	49999	111999	\$629.68	D	AR_CASHFIX
:8201	49000	111999	\$53.11	D	AR_PAYMENT
:8201	49000	111002	(\$12.49)	D	AR_CASHFIX
:8201	49000	111999	(\$65.60)	D	AR_MAINT

Contract Number dropdown menu items:

- A00-0008-009 104
- A00-0010-006 16
- A00-0016-007 153
- A00-0388-012 51
- A00-0490-007 171
- A00-0621-010 45
- A00-0717-006 119



3. Expand white circle with double arrows and select Export data button.



The screenshot shows a data table with columns for Journal Date, Account, and Year. Above the table are filters for Contract Number and Project ID. A toolbar at the top right of the table contains icons for print, export, and refresh. A red arrow points to the export icon, which is a white circle containing a double arrow.

Journal Date	Accou...	Year
December 13, 2018 12:00:00 AM	6	2019
December 13, 2018 12:00:00 AM	6	2019
December 13, 2018 12:00:00 AM	6	2019
May 9, 2018 12:00:00 AM	11	2018



Make sure that Excel workbook is selected as File type.

The image shows a screenshot of a software interface with a dialog box titled "Export Data" overlaid on a data table. The dialog box has the following sections:

- Rows:** A text input field containing "1-4".
- Columns:** A list of checkboxes, all of which are checked:
 - Select all
 - Contract Number
 - Project ID
 - Accounting Date
 - GL Unit
 - Deposit BU
 - Deposit ID
 - Fund
- Options:** A list of checkboxes:
 - Formatted data (checked)
 - Detailed data (unchecked)
- File type:** A dropdown menu currently showing "Excel workbook (*.xlsx)". A large red arrow points to this dropdown.
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

The background table has columns: "Deposit BU", "Deposit ID", "Fund", "Dept", "Journal ID", "Journal Date", and "Accou...".

Exporting Detail version of Report will provide Deposit ID.

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Filtered by Contract Number												
2													
3	Contract Number	Project ID	Accounting Date	GL Unit	Deposit BU	Deposit ID	Fund	Dept	Source	Account	Amount	GL Distrib	App Jnl Ter
4	A18-0722-001	5109433	December 13, 2018 12:00:00 AM	UNCCH	CHOSP	9267	25210	440100	49200	111002	\$202,406.00	D	ARDEPCASH
5	A18-0722-001	5109433	December 13, 2018 12:00:00 AM	UNCCH	CHOSP	9267	25210	440100	49200	111999	\$202,406.00	D	AR_PAYMEI
6	A18-0722-001	5109433	December 13, 2018 12:00:00 AM	UNCCH	CHOSP	9267	25210	440100	49200	111999	-\$202,406.00	D	ARDEPCASH
7	A18-0722-001	5109433	May 9, 2018 12:00:00 AM	UNCCH			25210	440100	49200	111002	\$191,100.00	D	AR_MAINT
8													
9													

Custom sorting will help show flow of cash as payments are received.

The screenshot shows the Microsoft Excel interface with a 'Sort' dialog box open. The background spreadsheet is filtered by 'Contract Number'. The visible data is as follows:

Contract Number	Project ID	Accounting Date
A18-0722-001	5109433	December 13, 2018 12
A18-0722-001	5109433	December 13, 2018 12
A18-0722-001	5109433	December 13, 2018 12
A18-0722-001	5109433	May 9, 2018 12

The 'Sort' dialog box is configured with the following settings:

- My data has headers:**
- Sort by:** Deposit ID (Values, A to Z)
- Then by:** Account (Values, Z to A)
- Then by:** Amount (Values, Largest to Smallest)

Subtotal by Deposit ID to distinguish different payments.

Excel ribbon: Get External Data, Get & Transform, Connections, Sort & Filter, Data Tools.

Formula Bar: Contract Number

Contract Number	Project ID	Accounting Date	GL Unit	Depo	Amount	GL Distrib	App Jrnل Template
A18-0722-001	5109433	December 13, 2018 12:00:00 AM	UNCCH	CHOS	\$202,406.00	D	AR_PAYMENT
A18-0722-001	5109433	December 13, 2018 12:00:00 AM	UNCCH	CHOS	\$-202,406.00	D	ARDEPCASH
A18-0722-001	5109433	December 13, 2018 12:00:00 AM	UNCCH	CHOS	\$202,406.00	D	ARDEPCASH
A18-0722-001	5109433	May 9, 2018 12:00:00 AM	UNCCH	CHOS	\$191,100.00	D	AR_MAINT

Subtotal

At each change in:
Deposit ID

Use function:
Sum

Add subtotal to:

- Amount
- GL Distrib
- App Jrnل Template
- Journal ID
- Journal Date
- Accounting Period

Replace current subtotals

Page break between groups

Summary below data

Remove All OK Cancel

Filtered by Contract Number														
Contract Number	Project ID	Accounting Date	GL Unit	Deposit BU	Deposit ID	Fund	Dept	Source	Account	Amount	GL Distrib	App Jrn	Template	Jour
A18-0722-001	5109433	December 13, 2018 12:00:00 AM	UNCCH	CHOSP	9267	25210	44010	49200	111999	\$202,406.00	D	AR_PAYMENT	ARPI	
A18-0722-001	5109433	December 13, 2018 12:00:00 AM	UNCCH	CHOSP	9267	25210	44010	49200	111999	-\$202,406.00	D	ARDEPCASH	ARC	
A18-0722-001	5109433	December 13, 2018 12:00:00 AM	UNCCH	CHOSP	9267	25210	44010	49200	111002	\$202,406.00	D	ARDEPCASH	ARC	
					9267 Total					\$202,406.00				
A18-0722-001	5109433	May 9, 2018 12:00:00 AM	UNCCH			25210	44010	49200	111002	\$191,100.00	D	AR_MAINT	ARM	
					Grand Total					\$393,506.00				

This project had two payments equaling \$393,506.



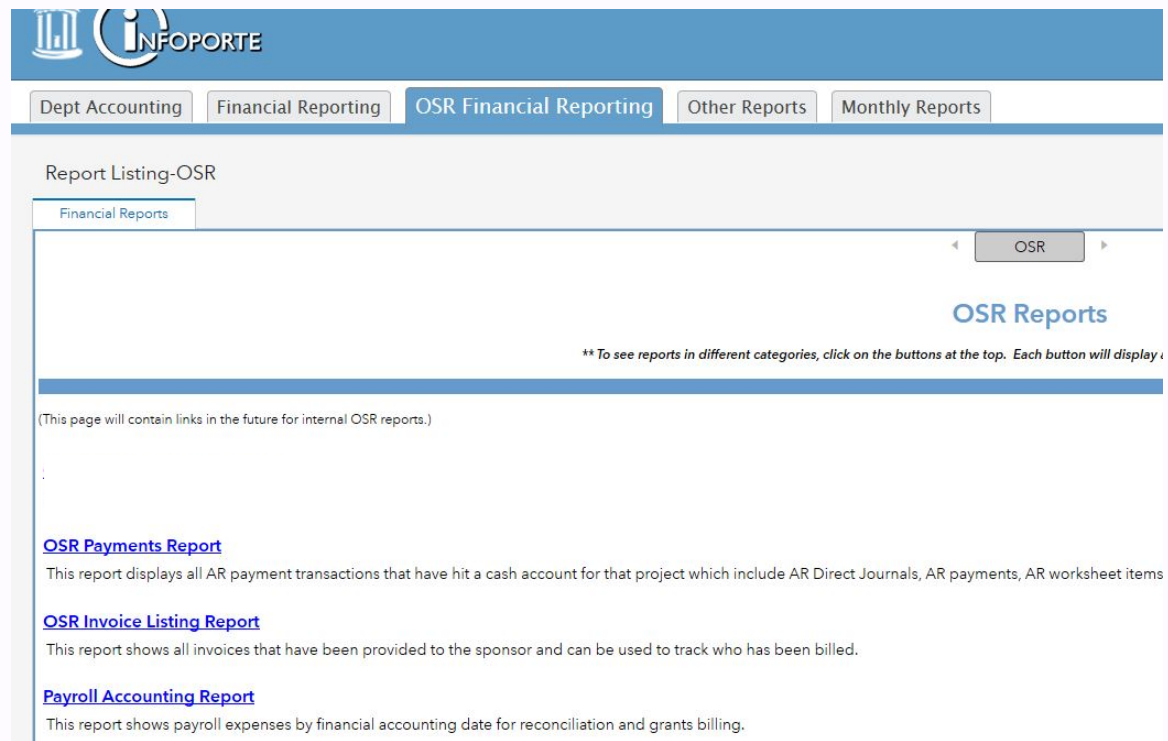
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OSR Invoice Listing Report

1. Select report link.



The screenshot displays the INFOPORTE web application interface. At the top, there is a navigation bar with the INFOPORTE logo and several menu items: "Dept Accounting", "Financial Reporting", "OSR Financial Reporting", "Other Reports", and "Monthly Reports". Below this, the page is titled "Report Listing-OSR" and has a sub-tab for "Financial Reports". A "OSR" button is visible in the top right corner of the content area. The main content area is titled "OSR Reports" and includes a note: "** To see reports in different categories, click on the buttons at the top. Each button will display i". Below this, there is a placeholder text: "(This page will contain links in the future for internal OSR reports.)". Three report links are listed:

- [OSR Payments Report](#)
This report displays all AR payment transactions that have hit a cash account for that project which include AR Direct Journals, AR payments, AR worksheet items
- [OSR Invoice Listing Report](#)
This report shows all invoices that have been provided to the sponsor and can be used to track who has been billed.
- [Payroll Accounting Report](#)
This report shows payroll expenses by financial accounting date for reconciliation and grants billing.

A large red arrow points to the "OSR Invoice Listing Report" link.



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Again, it is recommended to run report by Contract Number AXX-XXXX-XXX to capture all invoices for an award!

OSR Invoice Listing Report

Section 1

Business Unit	Invoice	Invoice Date	Bill to Sponsor ID	Sponsor Name	Contract Number	Project ID	Project Description	Invoice From Date	Invoice To Date	Invoice Amount	Reference Award N	Department Descrip...	Billi
CHOSR	GM00143498	Dec/13/2018	20239	Rite and Alex Hillma...	A18-0722-001	5109433	Improving Maternal and Ch...	.	.	\$202,406.00		Sch of Nursing	200
CHOSR	GM00137883	May/09/2018	20239	Rite and Alex Hillma...	A18-0722-001	5109433	Improving Maternal and Ch...	.	.	\$191,100.00	706390780 Beeber,Linda S 440100	Sch of Nursing	200

Contract Number A18-0722-001

Contract Number A18-0722-001 2



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As with other SAS reports, OSR Invoice Listing Report can be exported to Excel.

Export Data

Rows:
1-3

Columns:

- Select all
- Business Unit
- Invoice
- Invoice Date
- Bill to Sponsor ID
- Sponsor Name
- Contract Number
- Project ID

Options:

- Formatted data
- Detailed data

File type:
Excel workbook (*.xlsx)

OK Cancel

Sponsor Name	Contract Number	Project ID	Amount	Reference Award Number	PI ID	PI Name
and Alex Hillma...	A18-0722-001	510943	6.00		706390780	Beeber,Linda S
and Alex Hillma...	A18-0722-001	510943	0.00		706390780	Beeber,Linda S
			Sum:			
						\$393,506.00



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OSR Invoice Listing Report.xlsx [Read-Only] - Excel

File Home Insert Page Layout Formulas Data Review View Developer Add-ins Acrobat Power Pivot Tell me what you want to do...

Clipboard Font Alignment Number Styles

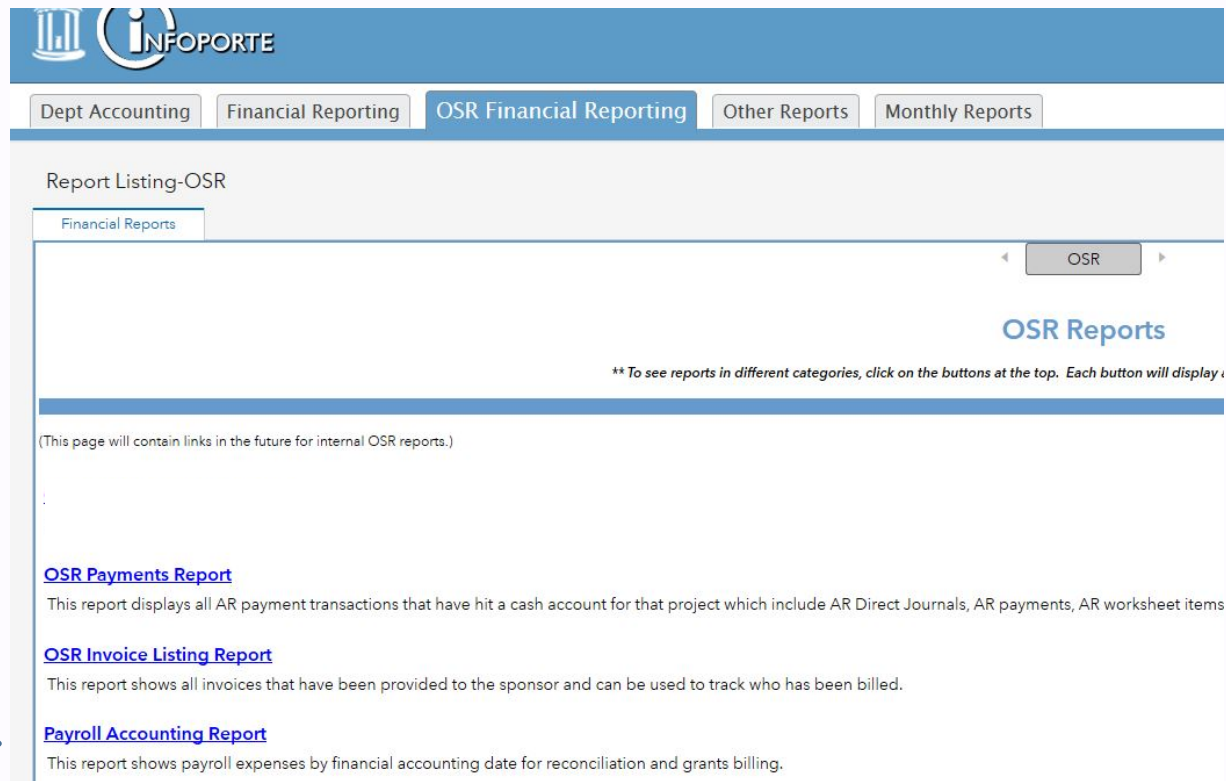
Calibri 11 General Normal Bad Good Neutral Check Cell Explanatory... Input Linked Cell

L11

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Business Unit	Invoice	Invoice Date	Bill to Sponsor ID	Sponsor Name	Contract Number	Project ID	Project Description	Invoice From Date	Invoice To Date	Invoice Amount	Reference Award Number	PI
2	CHOSR	GM0014	13Dec2018	20239	Rita and Alex Hi	A18-0722-001	5109433	Improving Maternal and Child O			\$202,406.00		706
3	CHOSR	GM0013	09May2018	20239	Rita and Alex Hi	A18-0722-001	5109433	Improving Maternal and Child O			\$191,100.00		706
4											Sum: \$393,506.00		
5													
6													
7													
8													
9													
10													
11													
12													
13													
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19													

OSR Payroll Accounting Report

1. Select report link.



The screenshot shows the INFOPORTE system interface. At the top, there is a navigation bar with the INFOPORTE logo and several menu items: "Dept Accounting", "Financial Reporting", "OSR Financial Reporting", "Other Reports", and "Monthly Reports". Below this, the "Report Listing-OSR" section is visible, with a sub-tab for "Financial Reports". A dropdown menu is open, showing "OSR". The main content area is titled "OSR Reports" and contains a note: "** To see reports in different categories, click on the buttons at the top. Each button will display i". Below this, there is a placeholder text: "(This page will contain links in the future for internal OSR reports.)". Three report links are listed:

- [OSR Payments Report](#)
This report displays all AR payment transactions that have hit a cash account for that project which include AR Direct Journals, AR payments, AR worksheet items
- [OSR Invoice Listing Report](#)
This report shows all invoices that have been provided to the sponsor and can be used to track who has been billed.
- [Payroll Accounting Report](#)
This report shows payroll expenses by financial accounting date for reconciliation and grants billing.

A red arrow points to the "Payroll Accounting Report" link.



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[View Report](#)

Answer the prompts below and click the View Report button to continue .

Payroll Accounting Report

*Select a Business Unit:

Available:

(all possible values)

UNCCH

UNCGA

Selected :

(all possible values)

*Please enter the Fiscal Year

Available:

(all possible values)

015

Selected:

(all possible values)

[Reset to Default](#)



2. Scroll down to Accounting Dates.

SAS Web Report Studio • Payroll Accounting Report

file

Answer the prompts below and click the View Report button to continue.

2025

*Select Accounting Dates:

Range

Range type:

From:

July 01, 2019

To:

Today (July 20, 2019)

*Select a Fund Code:

Available: Rows 1 - 100

(all possible values)

10100-Gen Adm-Control Fund

10118-Gen Adm-ARRA Race to

10141-Gen Adm-UNC CPTV

10142-Gen Adm-Community S

Selected:

(all possible values)



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3. Select Custom and choose accounting dates for period that is to be reviewed.

Answer the prompts below and click the View Report button to continue.

2023

***Select Accounting Dates:**

Range

Range type:
Custom

From:
July 01, 2018

To:
June 30, 2019

***Select a Fund Code:**

Available: Rows 1 - 100

(all possible values)
10100-Gen Adm-Control Fund
10118-Gen Adm-ARRA Race to

Selected:
(all possible values)

Report can be run by:

Fund Code

Source

Account

Expense Type

Department

Project ID (Contract Number is not available for this report!)

Employee

Payroll Run.

Payroll information is only available since conversion (October 1, 2014). October 2014 occasionally has anomalies with October 2, 2014, bi-weekly payroll. Please compare with Infoporte transaction detail for period.



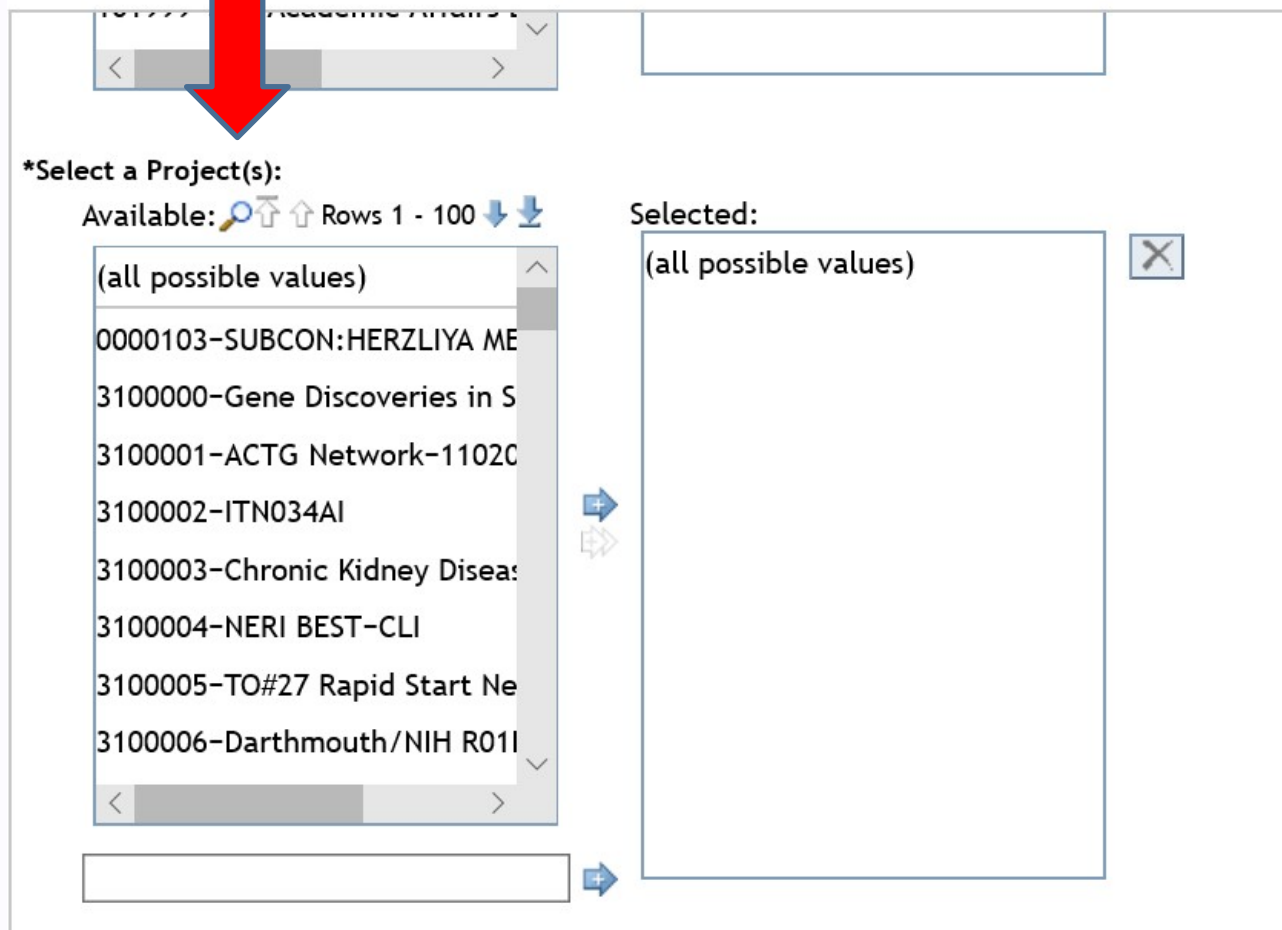
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4. Select magnifying glass under section that is to be reviewed.

Answer the prompt below and click the View Report button to continue.



The screenshot shows a web form with a red arrow pointing to a magnifying glass icon in the 'Available:' section. The form has two main sections: 'Available:' and 'Selected:'. The 'Available:' section contains a search bar with a magnifying glass icon, a list of project names, and a 'View Report' button. The 'Selected:' section is currently empty. The project names listed are: (all possible values), 0000103-SUBCON:HERZLIYA ME, 3100000-Gene Discoveries in S, 3100001-ACTG Network-11020, 3100002-ITN034AI, 3100003-Chronic Kidney Diseas, 3100004-NERI BEST-CLI, 3100005-TO#27 Rapid Start Ne, and 3100006-Darthmouth/NIH R01I.

***Select a Project(s):**

Available:    Rows 1 - 100  

(all possible values)

0000103-SUBCON:HERZLIYA ME

3100000-Gene Discoveries in S

3100001-ACTG Network-11020

3100002-ITN034AI


3100003-Chronic Kidney Diseas



3100004-NERI BEST-CLI


3100005-TO#27 Rapid Start Ne

3100006-Darthmouth/NIH R01I

Selected:

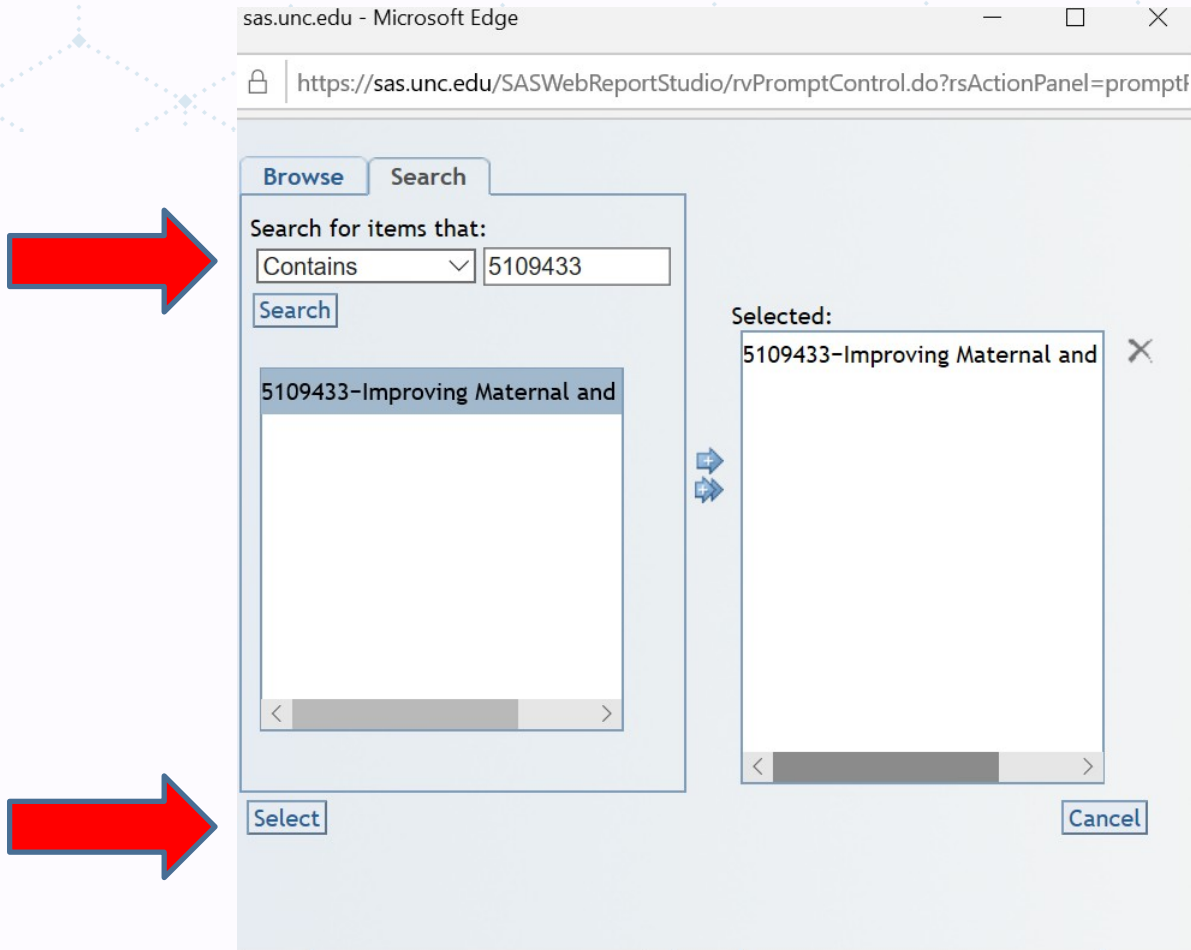
(all possible values) 





5. Type in identifier to be researched.
6. Select Search button to add to list on left.
7. Double click on item or use arrow to move to Selected list on right.
8. Click Select button to proceed.



9. Select View Report button at right top or right bottom of screen when ready.

Roll Accounting Report sas 1 / 1

View Report button to continue.

Selected:

- 5109433-Improving Maternal and

View Report

View Report



10. Report can take a few minutes to compile data! Once data appears, right click in center and select Export Table to send to Excel.

Payroll Accounting Report

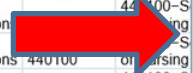
This report shows payroll expenses by financial accounting date for reconciliation and grants billing purposes.

To limit results, right click on the summary data table and select Filter and Rank.

Applied filters: Fiscal Year equal to (all possible values) AND Account equal to (all possible values) AND Accounting Date (Date) between July 01, 2018 -- June 30, 2019 and null AND Business Unit GL equal to (all possible values) AND Employee alues) AND Fund Code equal to (all possible values) AND Run ID equal to (all possible values) AND Project ID equal to 5109433 AND Source equal to (all possible values) AND MOU Description (Prompt) equal to (all possible values) AND Depart

Fiscal Year	Accounting Date (Date)	Employee ID	Name	Fund Code	Source	Account	Account Description	Expense Type	Department ID	Department ID Description	Program Code	Project ID	Project End Date	Cost Code 1	Cost Code 2	Cost Code 3	Paycheck Number	Run ID	Pay Begin Date
1 2019	2019-05-31			25210	49200	521110	Transit Fees	4-Allocations	440100	440100-Sch of Nursing		5109433	31-DEC-2019				3031544	M11-053119	01-MAY-201
2 2019	2019-06-28			25210	49200	521110	Transit Fees	4-Allocations	440100	440100-Sch of Nursing		5109433	31-DEC-2019				3063971	M12-063019	01-JUN-201
3 2019	2019-06-28			21101	13001	521110	Transit Fees	4-Allocations	440100	440100-Sch of Nursing	10000	5109433	31-DEC-2019				3063971	M12-063019	01-JUN-201
4 2019	2019-06-28			25210	49200	521210	Core Data Services	4-Allocations	440100	440100-Sch of Nursing		5109433	31-DEC-2019				3063971	M12-063019	01-JUN-201
5 2019	2019-06-28			21101	13001	521210	Core Data Services	4-Allocations	440100	440100-Sch of Nursing							3063971	M12-063019	01-JUN-201
6 2019	2019-06-28			25210	49200	521210	Core Data Services	4-Allocations	440100	440100-Sch of Nursing							3069002	M12-063019	01-JUN-201
7 2019	2019-06-28			25210	49200	521110	Transit Fees	4-Allocations	440100	440100-Sch of Nursing							3069002	M12-063019	01-JUN-201
8 2019	2019-06-28			25210	49200	516120	Staff Benefits Composite	4-Allocation	440100	440100-Sch of Nursing							3063971	M12-063019	01-JUN-201
9 2019	2019-06-28			21101	13001	521110	Transit Fees	4-Allocations	440100	440100-Sch of Nursing							3062736	M12-063019	01-JUN-201
10 2019	2019-06-28			21101	13001	521210	Core Data Services	4-Allocations	440100	440100-Sch of Nursing							3062736	M12-063019	01-JUN-201
11 2019	2019-06-28			25210	49200	516120	Staff Benefits Composite	4-Allocations	440100	440100-Sch of Nursing		5109433	31-DEC-2019				3069002	M12-063019	01-JUN-201
12 2019	2019-06-28			25210	49200	521110	Transit Fees	4-Allocations	440100	440100-Sch of Nursing		5109433	31-DEC-2019				3062736	M12-063019	01-JUN-201

- Assign Data ...
- Total ...
- Percent of Total ...
- Filter and Rank ...
- Conditional Highlighting ...
- Export Table ...
- Data Source Details Properties



11. When popup window appears, confirm that Excel is in Export to field and select OK.

Export - Microsoft Edge

https://sas.unc.edu/SASWebReportStudio/exportTableGraphData.do?CMDID=80806&u

Rows:

- All rows
- Rows

From: To:

Columns:

- All columns
- Selected columns:

- Fiscal Year
- Accounting Date (D
- Employee ID
- Name
- Fund Code
- Source
- Account
- Account Description

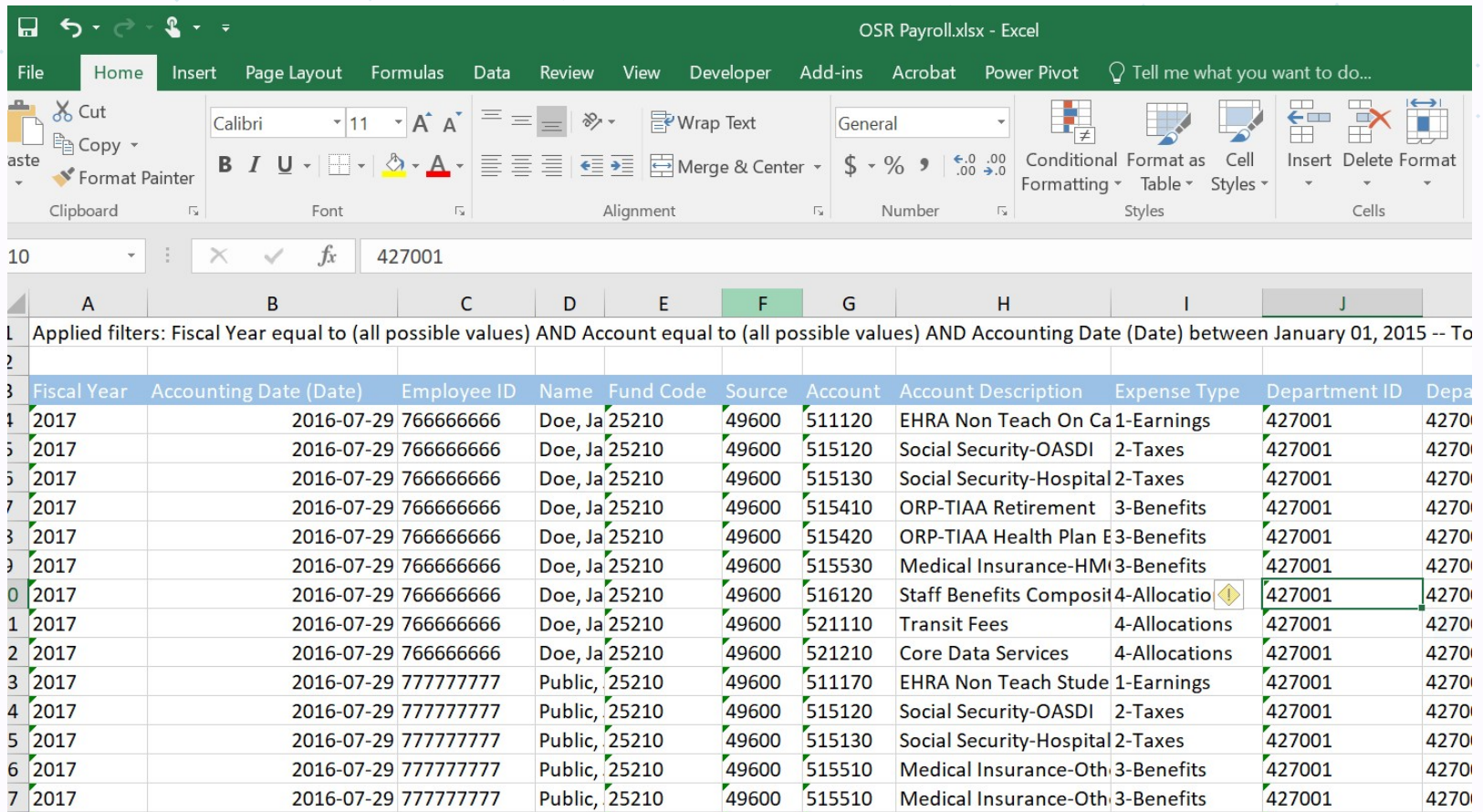
Export to: Excel (*.xlsx)

Save as: Tab separated values (.tsv) file

Comma separated values (.csv) file



12. Once Excel file is open, one can sort or pivot data to review as needed.



OSR Payroll.xlsx - Excel

File Home Insert Page Layout Formulas Data Review View Developer Add-ins Acrobat Power Pivot Tell me what you want to do...


Clipboard Font Alignment Number Styles Cells

10 427001

	A	B	C	D	E	F	G	H	I	J	
1	Applied filters: Fiscal Year equal to (all possible values) AND Account equal to (all possible values) AND Accounting Date (Date) between January 01, 2015 -- To										
2											
3	Fiscal Year	Accounting Date (Date)	Employee ID	Name	Fund Code	Source	Account	Account Description	Expense Type	Department ID	Depa
4	2017	2016-07-29	766666666	Doe, Ja	25210	49600	511120	EHRA Non Teach On Ca	1-Earnings	427001	4270
5	2017	2016-07-29	766666666	Doe, Ja	25210	49600	515120	Social Security-OASDI	2-Taxes	427001	4270
5	2017	2016-07-29	766666666	Doe, Ja	25210	49600	515130	Social Security-Hospital	2-Taxes	427001	4270
7	2017	2016-07-29	766666666	Doe, Ja	25210	49600	515410	ORP-TIAA Retirement	3-Benefits	427001	4270
8	2017	2016-07-29	766666666	Doe, Ja	25210	49600	515420	ORP-TIAA Health Plan E	3-Benefits	427001	4270
9	2017	2016-07-29	766666666	Doe, Ja	25210	49600	515530	Medical Insurance-HM	3-Benefits	427001	4270
0	2017	2016-07-29	766666666	Doe, Ja	25210	49600	516120	Staff Benefits Composit	4-Allocatio	427001	4270
1	2017	2016-07-29	766666666	Doe, Ja	25210	49600	521110	Transit Fees	4-Allocations	427001	4270
2	2017	2016-07-29	766666666	Doe, Ja	25210	49600	521210	Core Data Services	4-Allocations	427001	4270
3	2017	2016-07-29	777777777	Public,	25210	49600	511170	EHRA Non Teach Stude	1-Earnings	427001	4270
4	2017	2016-07-29	777777777	Public,	25210	49600	515120	Social Security-OASDI	2-Taxes	427001	4270
5	2017	2016-07-29	777777777	Public,	25210	49600	515130	Social Security-Hospital	2-Taxes	427001	4270
6	2017	2016-07-29	777777777	Public,	25210	49600	515510	Medical Insurance-Oth	3-Benefits	427001	4270
7	2017	2016-07-29	777777777	Public,	25210	49600	515510	Medical Insurance-Oth	3-Benefits	427001	4270



PivotTable Fields

Choose fields to add to report: 

Search

- Fiscal Year
- Accounting Date
- Employee ID
- Name
- Fund Code
- Source
- Account
- Account Description
- Expense Type
- Department ID
- Department ID Description
- Program Code
- Project ID
- Project End Date
- Cost Code 1

Drag fields between areas below:

FILTERS

- Pay Cycle
- Fund Code
- Accounting Date

COLUMNS

- Expense Type

ROWS

- Name
- Pay Start
- Pay End

VALUES

- Sum of Monetar...

Defer Layout Update UPDATE

Sum of Monetary An		Expense Type						
Name	Pay Start	Pay End	1-Earnings	2-Taxes	3-Benefits	4-Allocations	Grand Total	
Doe, Jane	7/1/2016	7/31/2016	\$ 2,311.93	\$ 165.04	\$ 413.33	\$ 30.98	\$ 2,921.28	
	8/1/2016	8/31/2016	\$ 2,619.98	\$ 184.82	\$ 456.58	\$ 35.11	\$ 3,296.49	
	9/1/2016	9/30/2016	\$ 2,465.95	\$ 173.27	\$ 435.03	\$ 33.04	\$ 3,107.29	
	10/1/2016	10/31/2016	\$ 2,613.91	\$ 184.55	\$ 436.12	\$ 33.04	\$ 3,267.62	
	11/1/2016	11/30/2016	\$ 2,465.95	\$ 173.27	\$ 435.03	\$ 33.04	\$ 3,107.29	
	12/1/2016	12/31/2016	\$ 2,465.95	\$ 172.35	\$ 439.08	\$ 33.04	\$ 3,110.42	
Doe, Jane Total	1/1/2017	1/31/2017	\$ 2,465.95	\$ 180.64	\$ 449.44	\$ 33.04	\$ 3,129.07	
	2/1/2017	2/28/2017	\$ 2,465.95	\$ 180.64	\$ 449.44	\$ 33.04	\$ 3,129.07	
	3/1/2017	3/31/2017	\$ 2,465.95	\$ 180.64	\$ 449.44	\$ 33.05	\$ 3,129.08	
	4/1/2017	4/30/2017	\$ 2,465.95	\$ 180.64	\$ 449.44	\$ 33.05	\$ 3,129.08	
	5/1/2017	5/31/2017	\$ 2,465.95	\$ 180.64	\$ 412.44	\$ 33.05	\$ 3,092.08	
	6/1/2017	6/30/2017	\$ 443.95	\$ 32.54	\$ 80.94	\$ 5.95	\$ 563.38	
Doe, Jane Total			\$ 27,717.37	\$ 1,989.04	\$ 4,906.31	\$ 369.45	\$ 34,982.17	
Public, John Q	7/1/2016	7/31/2016	\$ 1,750.00	\$ 133.87	\$ 179.58	\$ 23.45	\$ 2,086.90	
	8/1/2016	8/31/2016	\$ 1,750.00	\$ 133.87	\$ 179.58	\$ 23.45	\$ 2,086.90	

Great for identifying where allocated benefits belong or if Salaries and Fringes are allowable.



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Helpful Links

1. Symposium Presentations

<https://research.unc.edu/sponsored-research/train/#trnSymposium>

2. Who is my Access Request Coordinator?

https://ccinfo.unc.edu/files/2017/03/Infoporte-Admin_Access-Request-Coordinator-list.pdf

3. Other

a. Ramses Billing Tab Guidance

<https://research.unc.edu/files/2019/04/OSR-RAMSeS-Billing-Tab-Guidance.pdf>

b. OSR Backbone Guidance

<https://research.unc.edu/files/2019/04/OSR-Backbone-Guidance.pdf>



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Q & A