**Contract & Grant Funds**

*Understanding what search parameters to use in Ledger Rollup, Infoporte Reports (SAS), and Budget Overview in order to view your C&G funds (fund 252)*

**Infoporte OSR Ledger Rollup**

1. Navigate to Infoporte > Finance > Dept Accounting > OSR Ledger Rollup. 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. Click Search

   ![Infoporte OSR Ledger Rollup](image)

   **Note:** it is recommended to begin with a broad search (i.e. entering your project ID only), and then narrow your parameters if necessary.

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 top of the page. The totals are listed separately by direct total, indirect total, cost share total, and grand total.

   ![Infoporte OSR Ledger Rollup](image)

   See campuses’ **Financial Reporting and Reconciliation** document for further instruction on using Infoporte OSR Ledger Rollup, as well as the Grant Profile tab.
Infoporte Reports (SAS)

C&G Expenditures – Summary

This report will show you similar information as the OSR Ledger Rollup and Grant Profile tabs, however it will display in a more summarized format if needed.

1. Navigate to Infoporte > Finance > Grants > OSR Campus Reports > C&G Expenditures - Summary. Then follow the steps below:
   a. Select the Accounting Period(s)/Fiscal Year. If an Accounting Period(s)/Fiscal Year(s) is not selected, the data will display with life-to-date information.
   b. Enter in the Project ID
   c. Optional selections: Department, Source. By not selecting any of these, all sources and departments will display for the Project ID entered (if applicable), including cost share.

2. The result will show the budget, actuals, encumbrances, and remaining balance by account grouping.

C&G Expenditures – Account Level

This report will show you similar information as the OSR Ledger Rollup and Grant Profile tabs. However, it will display the specific accounts used in transactions. Use the same search parameters from the C&G Expenditures – Summary report.
ConnectCarolina Budget Overview

1. Navigate to ConnectCarolina > Main Menu > 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 C/G expense child budget
   c. Enter in 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.

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