Tips for Reconciling in Infoporte

Ledger Rollup/OSR Ledger Rollup Tab

1. Navigate to Infoporte > Dept Accounting > Ledger Rollup/OSR Ledger Rollup. Then follow the steps below:
   a. Select the Accounting Period
   b. Enter the necessary chartfields of the fund type you want to reconcile
      i. **State**: Source – Dept. ID
      ii. **F&A**: Source – Dept. ID
      iii. **OSR**: Source – Project ID
      iv. **Trust**: Source, with two exceptions
         1. Endowments: Fund – Source to see principal and income
         2. Trusts allocated across multiple departments: Source – Dept. ID
   c. Click Search
   d. Export the results to PDF

2. Print the first page, Ledger Rollup Summary

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**Note:** the combination of chartfields you use to reconcile depends on the fund type.
Transactions Tab

1. Navigate to Infoporte > Dept Accounting > Transactions. Then follow the steps below:
   a. Select the Ledger type you want to reconcile
   b. Select the Accounting Period(s)
   c. Enter the necessary chartfields of the fund type you want to reconcile
      i. **State**: Source – Dept. ID
      ii. **F&A**: Source – Dept. ID
      iii. **OSR**: Source – Project ID
      iv. **Trust**: Source, with two exceptions
         1. Endowments: Fund – Source to see principal and income
         2. Trusts allocated across multiple departments: Source – Dept. ID
      d. Click Search
      e. Sort your transactions by Account
      f. Export to Excel if you prefer to reconcile your transactions on paper. **If you prefer to reconcile electronically in Infoporte without exporting to Excel, skip to step 4.**

   ![Image of Infoporte interface](image)

2. Once in Excel, remove or hide the blank columns/data that might not be necessary for reconciling (i.e. *Bus Unit, Bdgt Prd*, etc.). Insert Subtotals by Account.
3. Adjust the print area to whichever view makes it easiest for you to reconcile. Print the Excel spreadsheet to begin your reconciliation.

4. To reconcile electronically in Infoporte select the transaction row(s) you want to reconcile, and click the Reconcile button. To highlight multiple concurrent rows at a time, click and drag the mouse. To only select a few transactions at a time that are rows apart, hold down the "Ctrl" button while clicking on the rows.

Note: the “Actuals MTD” total on the Ledger Rollup Summary should tie out to the transaction grand total in the Excel spreadsheet.
**Additional Reconciliation & Transaction Tab Tips and Tricks**

- It’s not recommended to use the *Ledger Rollup/OSR Ledger Rollup* transactions to reconcile, as it does not contain as many descriptions or references as the *Transactions* tab.
- Hover over a chartfield for a descriptor of that particular chartfield.

Below is a list of how the common transactions will display in Infoporte:
<table>
<thead>
<tr>
<th>Vendor ID &amp; Name</th>
<th>Voucher ID</th>
<th>Invoice #</th>
<th>Payment Ref. #</th>
<th>Payment Date</th>
<th>PO #</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000000009/FISHER SCIENTIFIC COMPANY LLC</td>
<td>AP_VOUCHER 500911078506621</td>
<td>2000001696623-DEC-2014</td>
<td>20000015839</td>
<td>97.28</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vendor ID &amp; Name</th>
<th>Voucher ID</th>
<th>Invoice #</th>
<th>Payment Ref. #</th>
<th>Payment Date</th>
<th>Legacy PO #</th>
<th>Reconciliation Ready?</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000032000/WHITLOCK GROUP</td>
<td>AP_VOUCHER 50099970136193-1</td>
<td>0000014816/12-DEC-2014</td>
<td>P405109</td>
<td>1,983.20</td>
<td>Y</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Journal ID</th>
<th>Document Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising 1749-00033-0004</td>
<td>GL_JOURNAL 0000014340/15-DEC-2014</td>
<td>1,392.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Journal ID</th>
<th>Posted Date</th>
<th>Transaction Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>USPS 36121601031006596</td>
<td>GL_JOURNAL PCD201501327-JAN-2015</td>
<td>01-07-2015</td>
<td>50.02</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Employee PID</th>
<th>Description</th>
<th>Trans Type</th>
<th>Trans ID</th>
<th>Reference 1</th>
<th>Reference 2</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hopkins, John</td>
<td>HR_PAYROLL 22-DEC-2014</td>
<td>700011111</td>
<td>3.53</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Excel Tips and Tricks

- For an alternative to creating subtotals in Excel, you can sort the data by Account, Amount, etc., in order to see it in a uniform manner.
  1. Click on the Column header you want to sort
  2. Navigate to the Sort and Filter dropdown box
  3. Select Sort A to Z

- For an alternative to creating subtotals, or sorting in Excel, you can filter the data by your preferred column header.
  1. Under Sort and Filter, select Filter. Drop-down menus will appear next to each cell heading.
  2. Click on any drop-down menu, which will provide you with options for filtering
  3. Select the filters you would like to see displayed, and click OK