Three Primary Challenges

• Managing Multi-Year Grants
• Retroactive Salary Redistributions
• Sponsor Invoicing
Managing Multi-Year Grants

• Implemented Controls on Project End Dates

• Delays in loading continuation funding on multi-year grants have resulted in salary/fringes going to suspense accounts

• Analyzing reconfigurations to be implemented this summer

• Meanwhile we have extended project end dates on 630 projects that were multi-year and had expanded authority (BBA of ~ $87M)
Retroactive Salary Changes

• Suspense Transactions need to be moved in appropriate circumstances

• Delivered functionality for retros cannot be used in many cases

• Have developed a short-term solution for handling this retroactive salary changes
Retroactive Salary Changes

- Will be available early next week
- Security mirrors security on funding swap form in CC
- Routes to campus units and OSR when project involved
- Once approved, posts to CC nightly
- Posts to the GL as a journal entry in Finance ONLY
- Payroll/HR actions will not show in Infoporte (for now)
Sponsor Invoicing

• Invoicing is behind schedule due to manual/tedious reconciliation of converted legacy data

• OSR has engaged Huron to provide additional support staff to work through the backlog

• Urgent needs should be directed to Vanessa Peoples
Reporting Options

Nicole Šebík
Change Management &
Training Development
Balances & Transactions
Use InfoPorte’s Ledger Rollup tab for balances

<table>
<thead>
<tr>
<th>Account</th>
<th>Budget</th>
<th>Pre-Encumbered</th>
<th>Encumbered</th>
<th>Actuals LTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>510000 Personnel Cost Budget</td>
<td>504,566.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>511120 EPA Non Teach On Campus</td>
<td>0.00</td>
<td>0.00</td>
<td>13,928.31</td>
<td>256,465.10</td>
</tr>
<tr>
<td>511170 EPA Non Teach Student Monthly</td>
<td>0.00</td>
<td>0.00</td>
<td>7,363.71</td>
<td>140,061.82</td>
</tr>
<tr>
<td>512120 SPA On Campus</td>
<td>0.00</td>
<td>0.00</td>
<td>3,045.29</td>
<td>41,050.60</td>
</tr>
<tr>
<td>512210 SPA Overtime</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>468.91</td>
</tr>
<tr>
<td>512510 SPA Severance Wages Reserve</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>320.70</td>
</tr>
<tr>
<td>512710 SPA Longevity Payment</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>239.19</td>
</tr>
<tr>
<td>514120 Non Student Temp Wages</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,041.00</td>
</tr>
<tr>
<td>514510 Student Temp Wages</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2,490.80</td>
</tr>
<tr>
<td><strong>Subtotal 510000 Personnel Cost Budget</strong></td>
<td><strong>504,566.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>24,337.31</strong></td>
<td><strong>442,138.12</strong></td>
</tr>
<tr>
<td>515000 Fringe Benefits Budget</td>
<td>107,151.50</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>515010 Fringe Benefits - Encumbrances</td>
<td>0.00</td>
<td>0.00</td>
<td>10,741.59</td>
<td>0.00</td>
</tr>
<tr>
<td>515120 Social Security-OASDI</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>14,008.70</td>
</tr>
<tr>
<td>515130 Social Security-Hospital Insur</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>4,258.89</td>
</tr>
<tr>
<td>515210 State Retirement</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>13,313.23</td>
</tr>
</tbody>
</table>
Use InfoPorte’s Transactions tab for transactions

- Description, Reference 1, and Reference 2 columns
- Trans ID column displays info based on transaction type

Balances & Transactions

Grants Tabs
Grant Profile

Get a high-level view by department or PI

<table>
<thead>
<tr>
<th>Budget</th>
<th>Actuals</th>
<th>MTD Actuals</th>
<th>Encumbrance</th>
<th>Pre-encumbrance</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,432,858</td>
<td>1,432,776</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>82</td>
</tr>
<tr>
<td>602,206</td>
<td>602,203</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>1,667,981</td>
<td>1,608,939</td>
<td>0</td>
<td>73,138</td>
<td>0</td>
<td>-14,097</td>
</tr>
<tr>
<td>2,355,459</td>
<td>2,253,743</td>
<td>6,410</td>
<td>211,292</td>
<td>0</td>
<td>-109,576</td>
</tr>
<tr>
<td>1,503,901</td>
<td>1,356,831</td>
<td>1,104</td>
<td>35,094</td>
<td>0</td>
<td>111,976</td>
</tr>
<tr>
<td>2,408,929</td>
<td>1,826,685</td>
<td>14,240</td>
<td>70,173</td>
<td>0</td>
<td>512,071</td>
</tr>
<tr>
<td>1,429,031</td>
<td>930,875</td>
<td>1,730</td>
<td>429</td>
<td>0</td>
<td>497,726</td>
</tr>
<tr>
<td>258,630</td>
<td>258,630</td>
<td>0</td>
<td>32</td>
<td>0</td>
<td>-32</td>
</tr>
<tr>
<td>1,010,324</td>
<td>904,778</td>
<td>5,672</td>
<td>23,360</td>
<td>0</td>
<td>82,186</td>
</tr>
<tr>
<td>113,370</td>
<td>113,370</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>911,128</td>
<td>737,343</td>
<td>605</td>
<td>36,705</td>
<td>0</td>
<td>137,080</td>
</tr>
</tbody>
</table>
Screen displays

• Project details – description, type, budget control, project start/end dates, KK start/end dates

• Award details – reference award and contract numbers, award title, sponsor, budget start/end dates, milestones

• Other Details – F&A rate and type

• Rollup Details – embedded OSR Ledger Rollup

• Actuals by Year – fiscal years 2013, 2014, 2015

• Personnel Details – name, actual salary funding %, estimated salary and estimated fringes per year, salary paid (as of 10/1/14)
NOTE: For the 630 projects with expanded authority, the Project Schedule End Date is now the true project end date, not the budget end date. OSR and InfoPorte are working on how to provide date clarification on this page.
SAS Reports
Using SAS

- All of the reports work similarly
- Each time you change a filter, the data automatically recalculates
- Double-click on the rows to drill down to more detail, if available
- Click on a column header to sort by the column
  — You’ll notice a small arrow by the sorted column header
Using SAS

• Export to Excel by right-clicking on the table and choose Export to List, Export to Crosstab, etc.

• Many reports have links at the top that go to other parts of the report
Helpful Hints

Getting a better view

1. Commonly displayed icons.
2. Click on the line around the data table.
3. Click on Maximize to see the results on a full screen.
4. Click on Minimize to return to normal view.
Helpful Hints

Using the Department filter

- Really useful when you have access to multiple departments
- Narrows results as you filter from higher level
Two grants SAS reports are embedded in the Grant Profile tab

- Totals by high-level expense categories
- Totals at detail account level
**Accounting Period**

- Based on the fiscal year
- Select all for LTD

Right click inside the filter to select all the periods

<table>
<thead>
<tr>
<th>Accounting Period/Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/2014</td>
</tr>
<tr>
<td>02/2014</td>
</tr>
<tr>
<td>03/2014</td>
</tr>
<tr>
<td>04/2014</td>
</tr>
<tr>
<td>05/2014</td>
</tr>
<tr>
<td>06/2014</td>
</tr>
<tr>
<td>07/2014</td>
</tr>
<tr>
<td>08/2014</td>
</tr>
</tbody>
</table>
C&G Expenditures – Summary

Also filter by any combination of dept, project ID, or source
## C&G Expenditures – Summary

### Good view of directs by type of expense

<table>
<thead>
<tr>
<th>Project ID</th>
<th>Expenditure Group</th>
<th>Budget</th>
<th>Actuals</th>
<th>Encumbrances</th>
<th>Remaining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>5031636</td>
<td>1 - Direct Expense</td>
<td>504,566.00</td>
<td>430,231.71</td>
<td>14,474.16</td>
<td>59,860.13</td>
</tr>
<tr>
<td></td>
<td></td>
<td>107,151.50</td>
<td>85,792.64</td>
<td>0.00</td>
<td>21,358.86</td>
</tr>
<tr>
<td></td>
<td></td>
<td>23,091.50</td>
<td>83,038.77</td>
<td>15.00</td>
<td>-59,962.27</td>
</tr>
<tr>
<td></td>
<td></td>
<td>187,982.00</td>
<td>177,719.20</td>
<td>-0.00</td>
<td>10,262.80</td>
</tr>
<tr>
<td></td>
<td></td>
<td>173,324.12</td>
<td>90,605.94</td>
<td>0.00</td>
<td>82,718.18</td>
</tr>
<tr>
<td></td>
<td></td>
<td>29,649.13</td>
<td>29,626.97</td>
<td>0.00</td>
<td>22.16</td>
</tr>
<tr>
<td></td>
<td>Subtotal: 1 - Direct Expense</td>
<td>1,025,764.25</td>
<td>897,015.23</td>
<td>14,489.16</td>
<td>114,259.86</td>
</tr>
<tr>
<td></td>
<td>2 - Indirect Expense</td>
<td>478,136.57</td>
<td>406,560.49</td>
<td>0.00</td>
<td>71,576.08</td>
</tr>
<tr>
<td></td>
<td>Subtotal: 2 - Indirect Expense</td>
<td>478,136.57</td>
<td>406,560.49</td>
<td>0.00</td>
<td>71,576.08</td>
</tr>
<tr>
<td></td>
<td>3 - Cost Share</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>Subtotal: 3 - Cost Share</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>Subtotal: 5031636</td>
<td>1,503,900.82</td>
<td>1,303,575.72</td>
<td>14,489.16</td>
<td>185,835.94</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>1,503,900.82</td>
<td>1,303,575.72</td>
<td>14,489.16</td>
<td>185,835.94</td>
</tr>
</tbody>
</table>
C&G Expenditures – Account Level

• Same filters as C&G Expenditures – Summary report
• More granular detail with totals by account category, and detail account number
Other useful SAS reports

• Finance > Financial Reporting > Misc. tab
  — Suspense Activity Report

• Home > School Reports *(available in SOM only)*
  — Line Descriptions for Deposits
    o Great for viewing clinical trial (projects 3’s and 4’s) revenue
  — C&G Expenditures Report
    o First two tabs are same as in the Grants Profile area of InfoPorte
    o Third tab has the account-level detail transactions for export to Excel
  — Recharge/Cores Report
    o Summary by revenue and expense
    o Summary by detail account; export detail transactions
The Help Desk is the place to go!

- Ensure your question isn’t lost – tracking number with a time and date stamp
- Include specific examples and screenshots if possible
- It’s ok to submit a help ticket to ask, “How do I...?”
- It’s a way to request enhancements
- Two key ways:
  - 919-962-HELP
  - help.unc.edu
Reporting
InfoPorte 6.3.1 Highlights

- Released Feb. 23 – Nicole showed you some of these highlights
- Account balance numbers are now correct and match the way we budget
- Ledger Rollup tab has been re-organized:
  - Shows chartfield strings & associated accounts from a ledger inquiry
  - Accounts listed at a detail level with full account number & description
- Ledger Rollup tab links go directly to the Transactions tab
  - Easier to see connection between balances and transactions that make up the balance
- Funding report lets departments see the funding information for all employees who are paid off of any of their accounts, whether they are in the department or not
InfoPorte 6.4 Release

• Targeted for the week of March 16

• Features:
  – Cost Code Reporting
  – Additional Grant Reporting
  – Ledger Roll-up/Transactions
    • Direct/Indirect subtotals
    • Grand totals
    • Adding additional ledgers:
      – Program
      – State Parent
      – F&A Parent
      – Cost Code1,2,3
      – FAMODET
  – HR - Eliminates the duplication of dollars on the funding reports
Reporting

Upcoming area of focus

• Cash reporting for campus
• Grants reporting
• Reports needed by Campus for Fiscal Year End Planning and Management
• Cost Code processing and reporting
• InfoPorte performance
• Evaluation and adjustments to the SAS Financial reports
More Reporting Info at ccinfo.unc.edu Website
Multi-Year Grants
Solutions for Multi-Year Grants

• Andy and Vanessa spoke to the short term solution:
  – Extend project end dates

• Long term solution:
  – Reconfigure ConnectCarolina to recognize and control expenditures based on active budget period and status rather than project end-date
  – A significant change that will require at least 5 months analysis, design, configuration and testing to ensure a smooth transition and avoid unintended consequences
Commitment Accounting: Permanent Encumbrance and Retroactive Funding Transfer Solutions
Moving Labor Charges Off Suspense

• ConnectCarolina currently provides limited ability to move labor expenses off suspense and to correct funding errors

• Andy spoke to the short term solution:
  – Departmental personnel will be able to transfer actual expenses for a person and pay period from one fund to another
  – Expect to introduce this new functionality in week of March 16
  – Includes reporting showing projected labor expenses

• Long term fixes targeted for July 1, 2015
  – New, robust retroactive funding transfer functionality
  – New, more accurate information on anticipated labor expenses
Labor Encumbrance Solution

Earnings and Fringe Allocations at the Employee Level for the Following Populations:
• Permanent faculty and staff
• Graduate students and post-docs with positions or appointments
• But NOT hourly temporary and student employees

Periods:
• Through Funding end-date and/or
• Through Job end-date
• For Bi-weekly, non-OSR employees, through last pay day of fiscal year

Frequency:
• Annually at the beginning of the fiscal year
• Daily throughout the year to include changes including hires, job changes, terminations and funding changes

Will NOT:
• Use pre-encumbrances
• Create future-dated funding grids
Future Retro Funding Change Features

• Based on actuals rather than budget
• Enables user to search by person or PID and Pay Period
• Displays actuals with both $ and %
• Enables entry of changes by either $ or % but not both
• Enables retros across pay periods and into the future
• Allows retros on retros
• Allows Provisional budget-checking (are funds available now?) at the time of the original entry

--more--
Future Retro Funding Change Features, cont’d.

• Budget-checking, encumbrance of new funds, and posting of encumbrances to GL occurs nightly when transactions are fully approved
• Provides a fillable form to document justification
• Provides three (3) levels of workflow (Preparer -> Dept. Financial Approver -> MOU Financial Approver -> OSR or Budget Office
• Allows retros to cross fiscal years
• DESIRED FOR PAYROLLS PAID AFTER 10/1/2014
• Provides reports on retros by person by pay period and by funding
• Enables a department to see all charges to funds they own
New Retro Solution: Open Questions

- Should it be possible to do retros not just by person but also by fund?
- Should lump sum payments be available for retros?
- Who can see what
- What workflow solution will be needed?
- Can electronic signatures be used on justifications?
Other Activities
Our Priorities Right Now

• Employing laser focus on financial reporting
• Building effective labor encumbrance and retroactive funding transfer functionality
• Resolving other issues as they arise
• Reaching out to support campus and obtain feedback
• Engaging campus to evaluate and prioritize enhancements
  – Addressing largest pressure points
  – Adding needed functionality
  – Keeping up with system maintenance
CBM / Bill Presentation

• CBM (Customer Billing Management) Priorities
  – Allow multi line updates of chart strings
  – Improve processes for managing budget errors
  – Enhance communication on Department Default validation of chart strings
  – Enhance communication on Modify Charges validation of chart strings

• Bill Presentation Priorities
  – Modify Date Filters to use Accounting Periods
  – Add ConnectCarolina journal ID
Change is a Messy and Uncertain Journey into the Unknown
This has been a major change with NEW:
- Chart of accounts
- Business processes
- Budget rules
- Applications
- Reporting system

New systems typically reduce productivity in the early months for campus and for central offices because it takes time to become efficient using a new system.

Bugs, business process snags, miscalculations about what would work cause uncertainty.

Your heavy workload and tight timelines exacerbate the pressures.
The Process of Transition

Can I cope?

At Last something’s going to change!

What impact will this have? How will it affect me?

Happiness

Fear

This is bigger than I thought!

Did I really do that

Guilt

Depression

Who am I?

Disillusionment

I’m off!! … this isn’t for me!

Denial

Change? What Change?

Gradual Acceptance

I can see myself in the future

Moving Forward

This can work and be good

Hostility

I’ll make this work if it kills me!!

Help and Feedback

• Continuing support:
  – Additional training
  – Webinars
  – Live demos in large venues
  – Computer-based training
  – User Group meetings and ConnectCarolina Liaisons
  – Small group sessions for Finance to ask unit-specific questions
  – Online User Forum
  – Outreach

• Monitoring issues and soliciting feedback:
  – Monitoring help desk tickets for trends; daily meetings
  – Listening to feedback from forums mentioned above
  – Specific help desk queue for campus to submit enhancement suggestions
Questions?
User Info at ccinfo.unc.edu Website

ConnectCarolina User Information

Home  Finance  HR/Payroll  Student  OSR  Reporting  Training  Access  User Groups  System Help  Issues/Fixes

Home

Search this site  Go

SPOTLIGHT

Issues/Fixes

Login to Connect CAROLINA

UPCOMING TRAINING

HAPPENING NOW

Check out the Training Schedule

7 Key Financial Concepts

Learn more about key financial concepts that may help you better use ConnectCarolina through a recorded webinar, extensive documentation and a quiz to test your knowledge. Read more...
User Group Meetings

- February 20: HR topic
- March 20: Finance topic
- March 25: Finance topic
- April 22: Finance topic
- April 17: HR topic
You Have Done a Lot of Great Work!

October 1, 2014 – January 31, 2015

• 32,538 purchase requisitions entered
• 34,716 purchase orders created
• 150,625 vouchers paid
• 704 projects created
• 16,810 departmental deposits processed
• 31,254 personnel actions processed
• 176,000 paychecks issued
• Tens of thousands of W2s, 1099s, and 1098Ts issued
Questions?