

Release 6.5, May 18, 2015

- **Finance**
- **Grants**
- **HR**
- **Faculty**
- **Dashboard**
- **Access Updates** – no updates
- **General** – no updates
- **Coming Soon**

Summary of the Changes

Finance

- InfoPorte cost codes applied to soft encumbrances are now displayed on the Transactions tab in the IPT Cost Code column.
- The sign on F&A budget transfers was incorrectly reversed on the Transactions tab, though the total was displayed correctly on the Main Ledgers tab. This means on the detail transaction, a negative value displayed when it should have been positive, and vice versa. This problem is corrected.
- If your department uses InfoPorte to cost code transactions, a new report makes it easier to see a quick summary of budget and actuals for all of your IPT Cost Codes on one page. From there, you can drill down to more detailed balances, and then to the transactions that make up those balances. This report replaces the InfoPorte Cost Code Report, which was removed from the Financial Reporting screens. ([click here for more information](#))
- InfoPorte's Financial Reporting tab is home to the SAS reports, several of which have updates you should know about:
 - Suspense Activity Report is now available only to those who have enhanced financial reporting access. ([click here for more information](#))
 - Ledger Group Drill-Down Report – All Ledgers ([click here for more information](#))
 - Source List Report ([click here for more information](#))
 - Comprehensive Financial Summary ([click here for more information](#))

Grants

- Salary for hourly employees is now calculated on an annual basis. The calculation impacts employees listed in the Personnel Details section on the Grant Details screen. ([click here for more information](#))

HR

- In some cases, HR/Payroll reports showed duplicate funding sources, often resulting from a change made to an employee after 10/1/2014. This problem is corrected.
- Some positions with known incumbents displayed “None” on the Positions tab’s list and on the screen with the position’s details. This problem is corrected.
- In some cases, compensation for terminated hourly employees with an active and an inactive position was incorrectly summed, and not detailed per position. This problem is corrected.

Faculty

- Requests submitted on the New Faculty tab now display only the routes for departments you have access to.

Faculty Dashboard

- There are now two balances on the Dashboard tab: Balance and Balance (Direct only). ([click here for more information](#))

Coming Soon

- Work continues on the BMS Report. BMS stands for Budget Management System, and is a report used in legacy systems to manage personnel budgets on State funds. A version of the report is available in InfoPorte, but at this time does not include payroll actuals for July, August, and September. Before the end of this fiscal year, ConnectCarolina will have payroll actuals for July-September, and when it does, the new BMS Report will include payroll actuals for the entire fiscal year. Retroactive payroll changes and payroll projections (replacing the personnel encumbrances which are no longer available in ConnectCarolina) will also be included.

DETAILS ABOUT THE CHANGES: FINANCE

New IPT Cost Code tab makes it easier to manage transactions tagged in InfoPorte

If your department uses InfoPorte to cost code transactions, a new report makes it easier to see a quick summary of budget and actuals for all of your InfoPorte cost codes on one page. From there, you can drill down to more detailed balances, and then to the transactions that make up those balances.

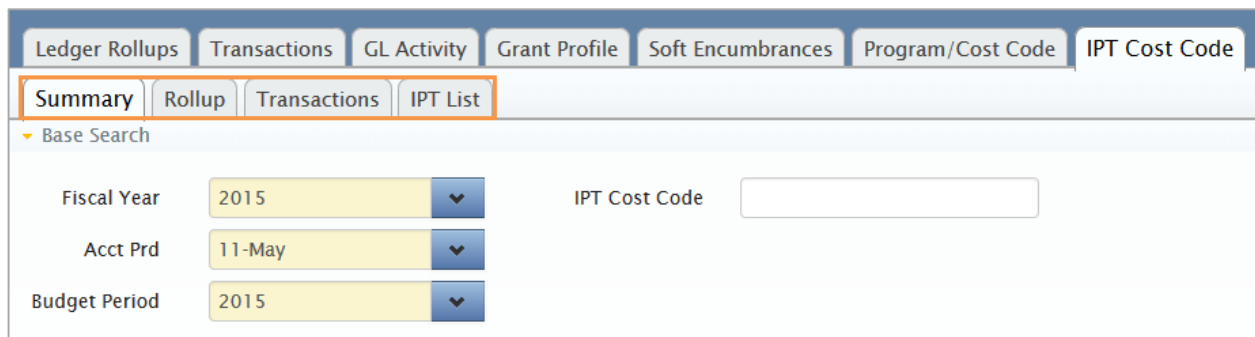
The IPT Cost Code tab includes only cost codes created in InfoPorte, and only transactions tagged with an InfoPorte cost code. The cost codes used in the Cost Code 1, Cost Code 2, and Cost Code 3 columns are not included in this tab.

There are four tabs underneath the IPT Cost Code tab.

- **Summary** – lets you search for a specific InfoPorte cost code; also shows a summary of the InfoPorte cost codes below the search fields.

Note: You can search for your InfoPorte cost codes by using the % wildcard. For example, if your InfoPorte cost codes begin with the letter “A”, you can type A% to see all InfoPorte cost codes that start with A.

- **Rollup** – shows information for InfoPorte cost codes summarized by account.
- **Transactions** – shows transaction information for InfoPorte cost codes.
- **IPT List** – lists InfoPorte cost codes and provides and lets you create and edit those cost codes.



The screenshot shows the 'IPT Cost Code' tab selected in the top navigation bar. Below it, the 'Summary' sub-tab is active. The 'Base Search' section contains three dropdown menus: 'Fiscal Year' set to 2015, 'Acct Prd' set to 11-May, and 'Budget Period' set to 2015. To the right of these is an empty text input field labeled 'IPT Cost Code'.

Drilldown on the IPT Cost Code tab to see balances and the transactions that make up those balances

IPT Cost Code lets you drill down to see details. For example, when you click an InfoPorte cost code from the Summary tab, the Rollup information appears for that InfoPorte cost code. From the Rollup information, you can click individual accounts to see the transactions that comprise the account totals.

InfoPorte System Updates

Summary Rollup Transactions IPT List

▼ Base Search

Fiscal Year: 2015
Acct Prd: 11-May
Budget Period: 2015

IPT Cost Code

Infoporte Cost Codes are not visible in the IPT Cost Code screen for the current day for any transactions to which they apply.

Show 500 entries Showing 1 to 90 of 90 entries

<u>IPT Cost Code</u>	<u>Description</u>
MAA-CSPSC	Medical Education Clinical Skills Patient Simulation Center non-personnel expense

Clicking here...

Account	IPT Budget
522928 - Service Agreement-Others	0.00
524110 - Repairs-Buildings	0.00

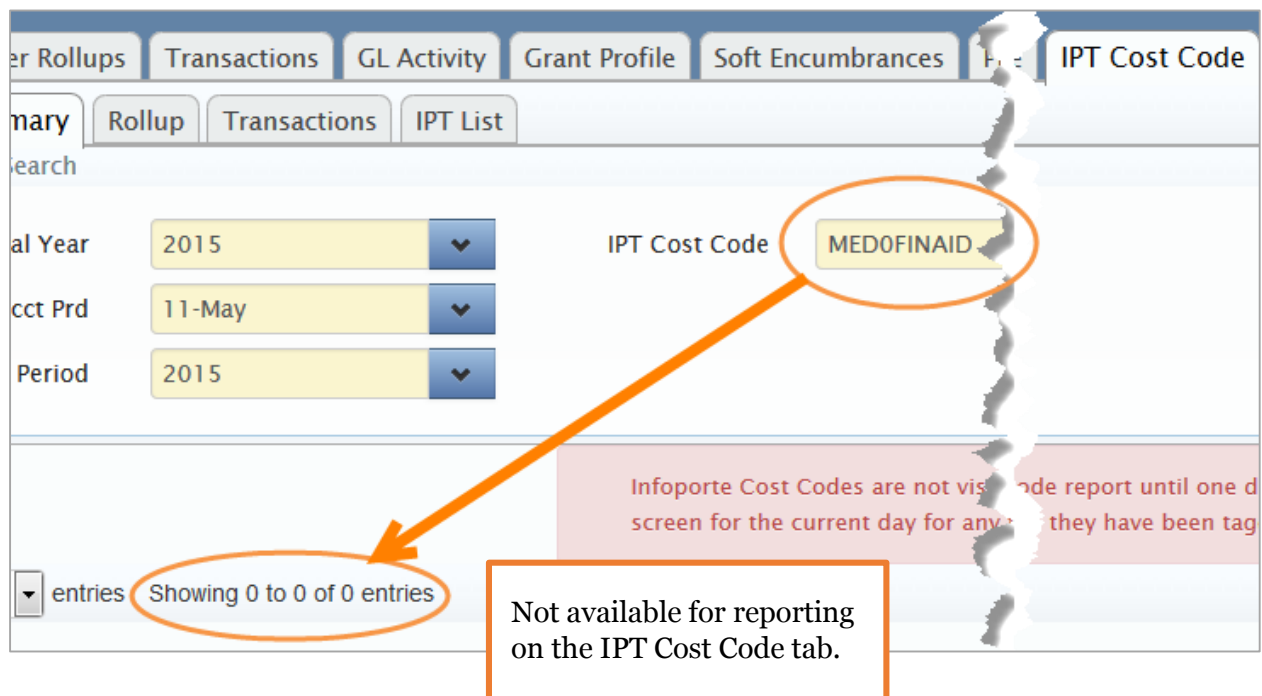
Shows the Rollup, and clicking here...

Bus Unit	Ledger	Fund	Source	Dept ID	Account	. Dt	IPT Cost Code
UNCCH	TRST_EX_EX	29101	15191	420202	522928	0/2015	MAA-CSPSC

Shows the transactions.

Important: When users tag transactions in InfoPorte, the selection list includes both IPT cost codes (which are created in InfoPorte) and ConnectCarolina cost codes (which are created in ConnectCarolina). However, the IPT Cost Code tab displays reports only for InfoPorte cost codes.

For example, cost code MEDOFINAID is a ConnectCarolina cost code. You can tag a transaction with this cost code, but you can't report on it in the IPT Cost Code tab.



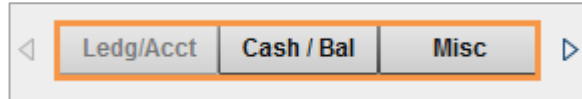
This is a known short-coming and will be addressed in a future InfoPorte release.

DETAILS ABOUT THE CHANGES: FINANCE, continued

Day-to-day and year-end efforts easier with enhancements to Financial Reporting reports

InfoPorte's Financial Reporting tab is home to the SAS reports, which are organized under three buttons:

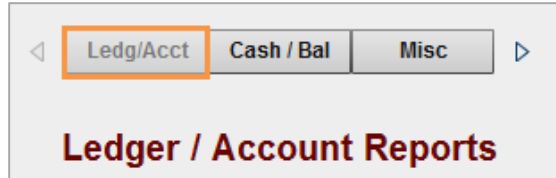
- Ldg/Acct
- Cash/Bal
- Misc



The Cash/Bal tab is available to campus; the other two tabs are available to those who have enhanced access to ConnectCarolina finance queries and InfoPorte Financial Reporting. These users are people designated by their MOU leads to have this access. The Ldg/Acct tab is detailed below, because of significant changes. With the exception of who may access the information, the Misc tab – home to the Suspense Activity Report and Transaction Finder Report – has not changed.

Ledger/Account Reports

In February the reports in this area were removed for updating, and more stringent data validation. Two reports are back, and a new report, Source List Report is available. The information in this section of Financial Reporting is based on the Commitment Control ledgers which are also the basis for the Main Ledgers and Transactions tabs. That means that if you use the same search criteria, the results will match.

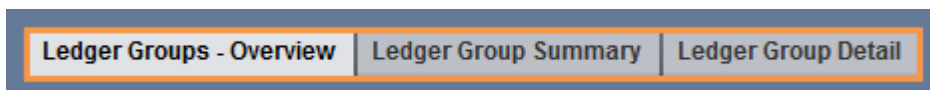


Ledger Group Drill-Down Report – All Ledgers

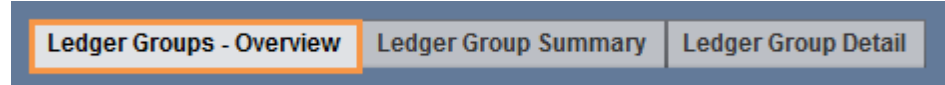
This Ledger Group Drill-Down Report provides a high-level summary of transactions by ledger group. The summary is grouped by business unit, ledger group (for example, State and State revenue), fiscal year, ledger (budget, pre-encumbrance, and so on). This report does not include OSR and Capital Improvement ledgers due to the nature of life-to-date projects.

The Ledger Group Drill-Down Report has three tabs, each of which are detailed below:

1. Ledger Groups – Overview
2. Ledger Group Summary
3. Ledger Group Detail



Ledger Groups – Overview tab



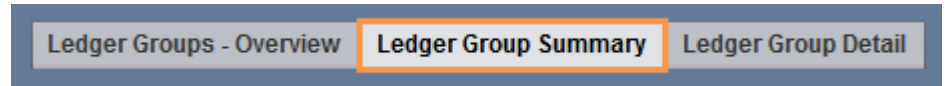
The screenshot shows a navigation bar with three tabs: "Ledger Groups - Overview" (highlighted with an orange border), "Ledger Group Summary", and "Ledger Group Detail".

The Ledger Groups – Overview tab provides the total of budget, actuals, encumbrances, and pre-encumbrances, and the balance by ledger group.

Use the filters in any combination you want:

- Business Unit – defaults to your primary business unit, UNCCH or UNCGA.
- Fiscal Year – defaults to the current fiscal year
- Ledger Group – defaults to F&A
- Accounting Period – defaults to July through December
- Budget Period – defaults to the current budget period, which corresponds to the current fiscal year
 - **Note:** To display FAMODET and FAMODET_RV, you will need to select the monthly budget periods (2015M01, for example).
- Department Level

Ledger Group Summary tab



The screenshot shows a navigation bar with three tabs: "Ledger Groups - Overview", "Ledger Group Summary" (highlighted with an orange border), and "Ledger Group Detail".

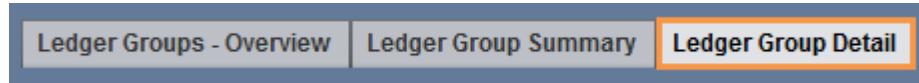
The Ledger Group Summary tab provides a summary by fund group (for example, 291 to see totals of unrestricted trust funds) of the transactions that make up the ledger group's ledger totals.

Filters are applied when you drill down from the Ledger Groups – Overview tab, but you can change the filters and use them in any combination you want:

- Business Unit – defaults to your primary business unit, UNCCH or UNCGA.
- Fiscal Year – defaults to the current fiscal year, or the value used when you drilled down from the Ledger Groups – Overview tab
- Ledger Group – defaults to F&A, or the value used when you drilled down from the Ledger Groups – Overview tab
- Accounting Period – defaults to July through December, or the value used when you drilled down from the Ledger Groups – Overview tab
- Budget Period – defaults to the current budget period, which corresponds to the current fiscal year, or the value used when you drilled down from the Ledger Groups-Overview tab
 - **Note:** To display FAMODET, FAMODET_RV, and UNC Faculty Physicians' trust totals, you will need to select the monthly budget periods (2015M01, for example).
- Fund

- Source
- Account
- Department Level

Ledger Group Detail tab



The Ledger Group Detail tab provides the individual transactions that make up the totals on the previous two tabs.

Filters are applied when you drill down from the Ledger Groups Summary tab, but you can change the filters and use them in any combination you want. See the Ledger Group Summary tab section for information about the filters, and how to use them.

Drilldown capability

As its name suggests, this report lets you drill down to see more information. For example, when you double-click on a line on the Ledger Groups – Overview tab, the summary information displays for that ledger group.

Ledger Groups Overview						
Business Unit	Fiscal Year	Ledger Gr...	Budget Amount	Actuals Amount	FMS Balance	
UNCCH	2015	TRUST	\$18,345,850.49	\$6,531,214.47	\$11,845,961.31	

Double-clicking on the line...

Ledger Group Summary						
Ledger Gr...	Fund Group	Budget Amount	Actuals Amount	FMS Balance		
TRUST	241	\$308,714.21	\$521,266.51	(\$207,712.06)		
TRUST	252	\$0.00	\$0.00	\$79.19		
TRUST	282	\$3,196,139.61	\$973,982.22	\$2,248,089.99		
TRUST	284	\$15,110.00	\$97,500.00	\$502,500.00		

Shows the Ledger Group Summary tab, and double-clicking here...

Ledger Group Detail							
Account	Fund Code	Source	Department ID	Account	Project ID	Cost Code 1	Cost Code 2
500100	24100	14264-Pharmd Applic Fee	450201	500100			
	24100	16200-Lee Residual Fund					

Shows the individual transactions on the Ledger Group Detail tab.

List of Funds by Purpose Code

This report did not change.

Source List Report

The Source List Report provides totals by source by ledger group, regardless of department, or any other chartfield value. At the highest level, you can see the total of budget, pre-encumbrances, encumbrances, actuals, and the balance.

Use the filters in any combination you want:

- Business Unit – defaults to your primary business unit, UNCCH or UNCGA.
- Fiscal Year – defaults to the current fiscal year
- Source
- Ledger Group – defaults to F&A
- Accounting Period – defaults to July through December
- Budget Period – defaults to the current budget period, which corresponds to the current fiscal year
 - **Note:** To display FAMODET, FAMODET_RV, and UNC Faculty Physicians' trust totals, you will need to select the monthly budget periods (2015M01, for example).
- Department Level

Ledger Group

 F&A
 FAMODET
 FAMODET_RV
 STATE
 STATE REVENUE
 TRUST
 TRUST REVENUE

Accounting Period

 01 - July
 02 - August
 03 - September

Budget Period

 2014M12
 2015
 2015M01
 2015M02
 2015M03
 2015M04
 2015M05
 2015M06

Helpful Hint: Leave the source filter blank, and select a ledger group to see all of the sources in that group.

Source List Summary

Source	Ledger Group	Budget Amount	Pre Encumbered Amount	Encumbered Amount	Actuals Amount	FMS Balance
14101-Facilities & Admin	F&A	\$294,125,129.08	(\$8,308,796.61)	\$14,572,729.73	\$106,746,621.31	\$181,114,574.65
14102-F&A Payroll Suspense	F&A	\$0.00	(\$143.19)	(\$143.19)	\$6,218,933.94	(\$6,218,647.56)
14103-NC Suspense	F&A	\$0.00	\$0.00	(\$31,319.67)	\$3,163,970.56	(\$3,132,650.89)
14104-F&A JV import suspense	F&A	\$0.00	(\$78.00)	\$0.00	\$79,442.08	(\$79,364.08)
Total		\$294,125,129.08	(\$8,309,017.80)	\$14,541,266.87	\$116,208,967.89	\$171,683,912.12

Comprehensive Financial Summary

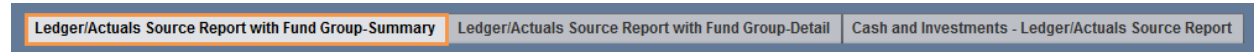
Found on Financial Reporting's Cash/Bal tab, the Comprehensive Financial Summary was updated to, in particular, provide better reporting on cash accounts. This report is particularly helpful when you need your beginning and ending fund balances. You can look at all funds on this report, though it's particularly useful for trust funds (including auxiliary and recharge), clinical trials, and some contracts. It's not as useful for State expense and F&A expense, because these funds do not have beginning and ending fund balances. Some State revenue has beginning and ending balances, but the balance is held by the Budget Office.

The Actuals Ledger is the source for the information in this report.

The Comprehensive Financial Summary now has three tabs:

- Ledger/Actuals Source Report with Fund Group-Summary
- Ledger/Actuals Source Report with Fund Group-Detail
- Cash and Investments-Ledger/Actuals Source Report

Ledger/Actuals Source Report with Fund Group-Summary tab

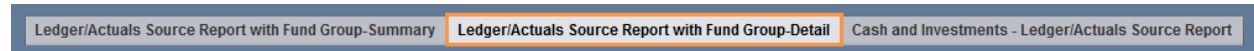


This tab has four new columns:

- Equity Adjustments – reflects transfers on 3xxxxx (fund balance), accounts.
 - **Note:** ConnectCarolina has controls to prevent future entries on these accounts.
- YTD Total Assets & Liabilities – total of all 1xxxxx (assets) accounts and 2xxxxx (liabilities) accounts; will equal the End Funding Balance column.
- Claim on Cash – account range 111000 to 111399, and account 111999.
- Other Cash – all other cash accounts. See table below for more detail.

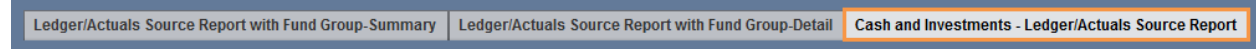
Equity Adjustments	YTD Total Assets & Liabilities	Claim on Cash	Other Cash
0.00	\$61,062.96	\$63,160.85	0.00

Ledger/Actuals Source Report with Fund Group-Detail tab



The Ledger/Actuals Source Report with Fund Group-Detail tab provides the individual transactions that make up the totals on the previous tab.

Cash and Investments-Ledger/Actuals Source Report tab



The Cash Current and Non-Current columns are replaced with the new Claim on Cash and Other Cash columns; the Investments – 112 & 122 column remains.

	Claim on Cash	Other Cash	Investments - 112 & 122
	\$17,823.08	0.00	0.00

This table includes the accounts reflected in the Other Cash column.

Account Range	Type of Account
111400 to 111499	Cap Improvements Cash
111801 and 121101	Petty Cash
111802, 121102, and 121103	Imprest Cash
111803	Bank Card Cash
111804, 111806, 111812, and 121104	Cash with Fiscal Agent
111807	Cap Improvements Cash Clearing
111808	Cap Improvements Receipts
111809	Bond Proceeds Adjustments
111810	Petty Cash – Restricted
111811	Cash with Fiscal Agent – Overseas

Important: For presentation, liability (2xxxxx) and revenue (4xxxxx) accounts are displayed with positive values. If you export the report to Excel, you should change the expense transactions to negative values by multiplying by -1.

For example, my End Funding Balance is 17,741.30.

	End Funding Balance
5	17,741.30

If I create an Excel pivot table from the detail data, I see:


Row Labels	Sum of Total Amount
0-Beginning Balances	24,962.23
1-Assets	(7,139.15)
2-Liabilities	81.78
4-Revenue	113,918.93
5-Expenses	121,139.86
Grand Total	252,963.65

The Grand Total is not my ending funding balance.

I have to remember the equation:

$$\text{Beginning Balances} + \text{Revenue} - \text{Expenses} = \text{End Funding Balance}$$

$$24,962.23 + 113,918.93 - (121,139.86 \times -1) = 17,741.30$$



	End Funding Balance	
5	17,741.30	

DETAILS ABOUT THE CHANGES: GRANTS

[Grant Profile Details](#) tab shows more information about your grants

Salary for hourly employees is now calculated on an annual basis. The calculation impacts hourly employees listed in the Personnel Details section of the Grant Details screen.

The calculation is: Employee's hourly rate × 2,088 hours in year = total compensation

Note: The number of hours in a year changes depending on the fiscal year; for 2015, it's 2,088.

The Personnel Details' Grant % column is calculated from the Grant Amount column divided by the employee's total compensation.

Personnel Details					
Name	Grant Amount	Grant %	Cost Share Amount	Cost Share %	Effort Total %
Jane Doe	0.00	0.0%	10,962.00	4.7%	4.7%
John Doe	45,000.00	100.0%	0.00	0.0%	100.0%
Jimmy Doe	39,912.00	60.0%	0.00	0.0%	60.0%
Jessie Doe	22,500.00	50.0%	0.00	0.0%	50.0%
<i>Totals</i>	<i>107,412.00</i>		<i>10,962.00</i>		

DETAILS ABOUT THE CHANGES: DASHBOARD

[Directs-only balance on Dashboard](#)

There are now two balances on the Dashboard tab: Balance and Balance (Direct only). The Balance column includes indirects.

Dashboard					
Project/Program	Balance	Balance (Direct only)	Budget Begin	Budget End	Funding Source
505	97,647	89,546	04/2012	03/2016	NIH National Institute
510	302,226	193,139	02/2015	01/2016	NIH National Institute