Finance Reporting Using InfoPorte

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1 Finance Reporting 101

In this chapter, you will learn about:

- the InfoPorte Finance Application

Finance Reporting Using InfoPorte

Overview

Your department's transactions and many of its daily business activities are recorded in ConnectCarolina. Use InfoPorte to view reports related to these transactions and to determine the state of your department's financial affairs.

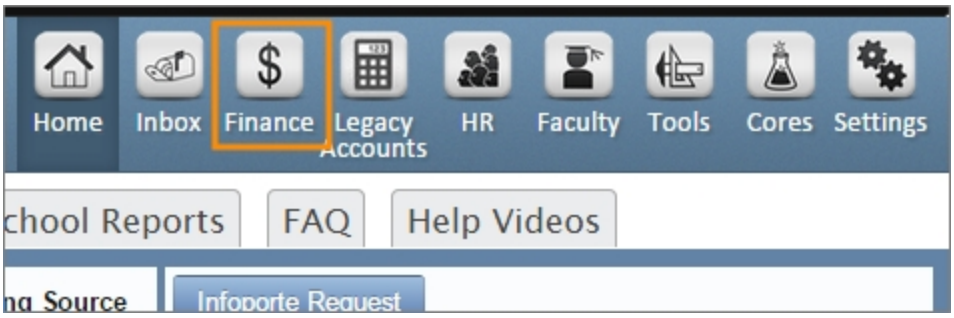
Use the Right Browser

We recommend you use Chrome or Firefox when working in InfoPorte. InfoPorte runs faster and more reliably in these browsers than with Internet Explorer. Using Internet Explorer is a possibility, but internal functionality, like exporting data or downloading search results as an Excel spreadsheet, may not work as expected when using Internet Explorer.

Navigate to InfoPorte Finance Reporting

You have two choices to get to InfoPorte: from the ConnectCarolina portal, click on the **Enterprise Reporting** button, then the **Infoporte** link; or, point your browser to http://infoporte.unc.edu.

After logging in, click on the **Finance** button in the upper-right hand corner of the page.

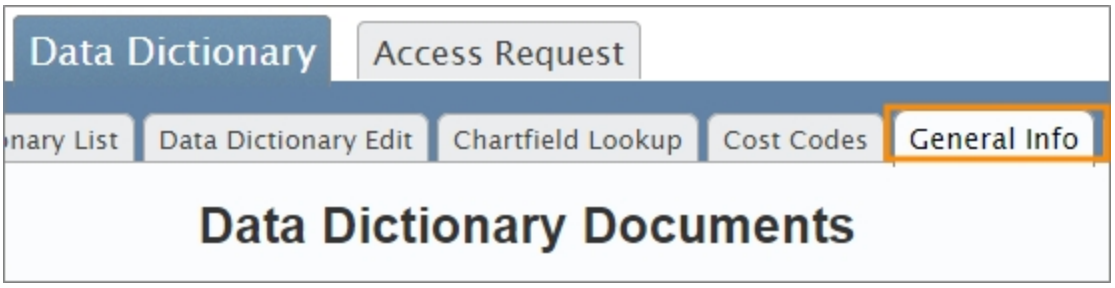


The buttons you see are directly related to your access, so you may have more or fewer buttons than displayed here.

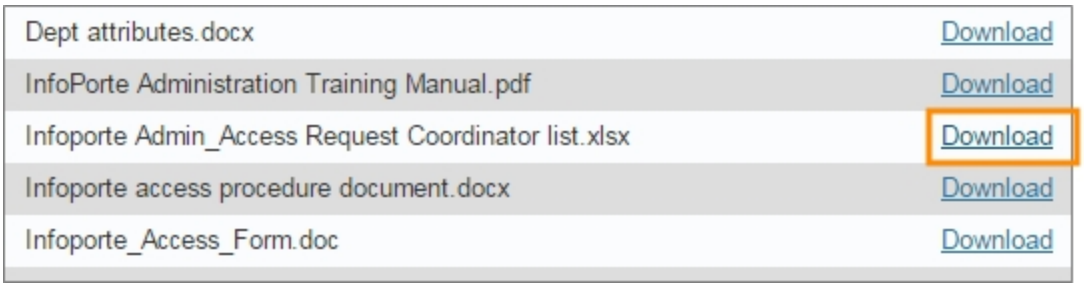
Access to the Finance Application in InfoPorte

If you don't see the Finance button, you don't yet have access to this application. Ask your InfoPorte Access Request Coordinator to work with you to get access. Not sure who your InfoPorte Access Request Coordinator is? You can find this person's name without being logged in.

In the upper right-hand corner of the page, click on the **Tools** button, then **Data Dictionary > General Info**.



Scroll down the page to find the InfoPorte Admin/Access Request Coordinator list, then click on the corresponding **Download** link to download and open an Excel spreadsheet.

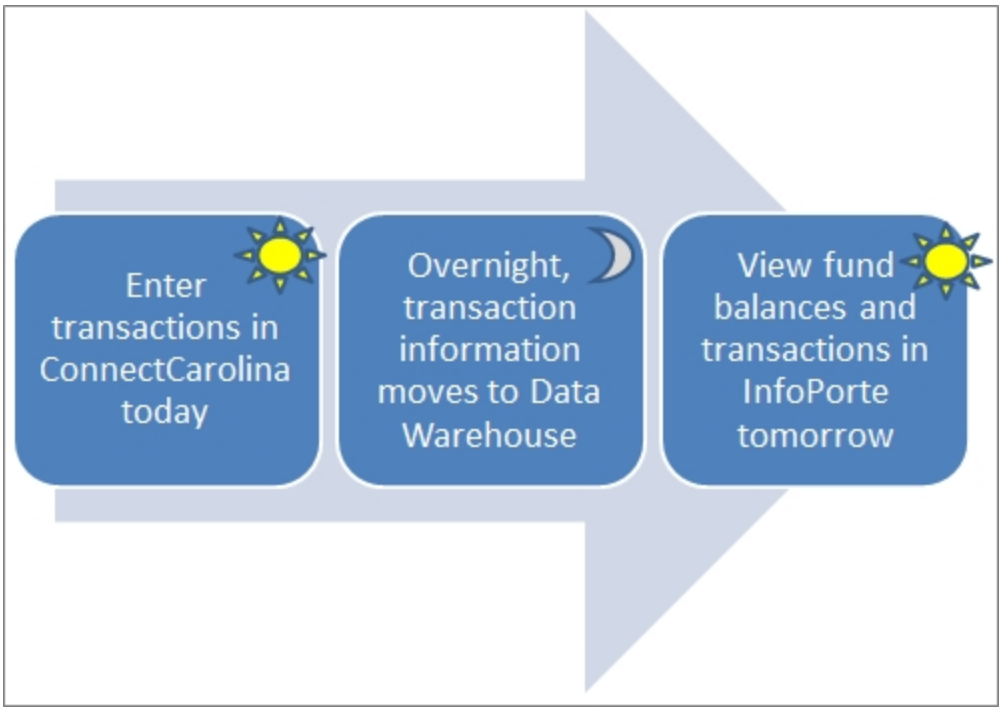


When the file opens, find your school or department, and then look to the right to find your InfoPorte Access Request Coordintor. This may be a different person than your ConnectCarolina Access Request Coordinator.

Just like in ConnectCarolina, the information you have access to in InfoPorte is limited to the access you should have access to: you'll see data for your department and other groups that you are supposed to see, not for the entire University.

The Nature of Information in the InfoPorte Finance Application

Information related to the transactions and other day-to-day business activities you enter in ConnectCarolina today are available in InfoPorte tomorrow. Nightly, ConnectCarolina's transactional information is collected and pushed to the Data Warehouse, which is in turn pushed to InfoPorte.



When there is no activity in ConnectCarolina, your ConnectCarolina and InfoPorte totals will match. But by and large, because of the delay created by the overnight batch process to move the data from one system to another, the information in ConnectCarolina is almost never in balance with the information in InfoPorte.

Within the InfoPorte web application, the information from ConnectCarolina is segmented into two areas: native InfoPorte and SAS Reports. You can heavily manipulate and filter the information within native InfoPorte, and then download it as a spreadsheet to Excel. There, you can further filter it, or create pivot tables, charts, graphs, or other representations. You can also download native InfoPorte information in PDF format.

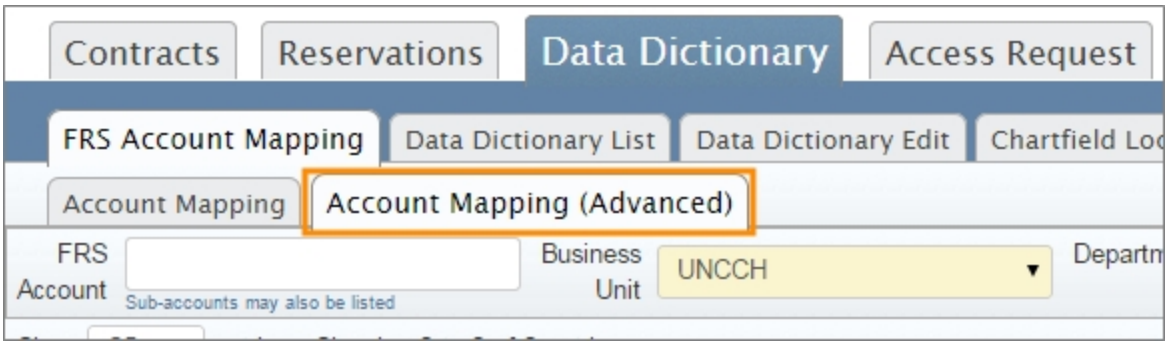
Information for SAS Reports can also be filtered, although to a limited degree, and downloaded to Excel.

Across the board, the information in InfoPorte is only as good as the information in ConnectCarolina. If you find an error in your InfoPorte information, it is very likely that there is an error in ConnectCarolina. To correct invalid or incorrect InfoPorte data, you should make – or ask the department that created the error to make – the correction in ConnectCarolina with the appropriate correcting entry. After any necessary approvals are granted, the corrected information will be available in InfoPorte the following business day.

The information transfer from ConnectCarolina to InfoPorte is a one-way street. Information never moves back upstream from InfoPorte to ConnectCarolina. What happens in InfoPorte stays in InfoPorte. This is a critical thing to remember if you enter cost codes or any other information in InfoPorte; that information will never be carried back to ConnectCarolina.

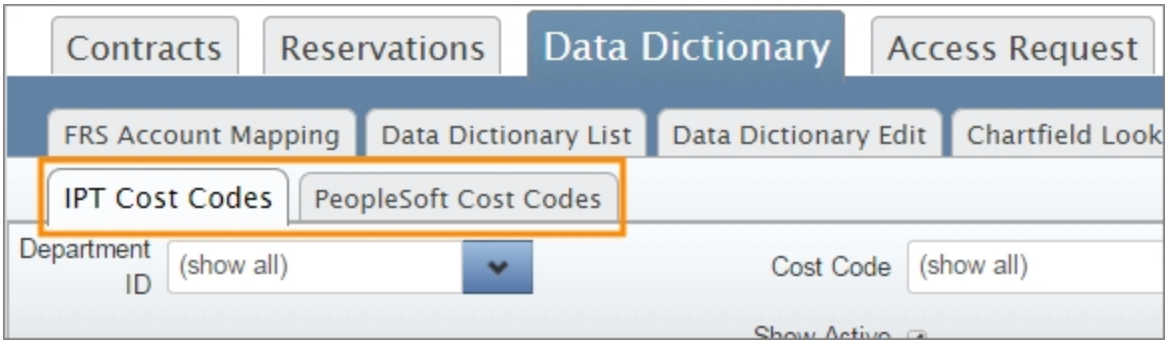
Translating Old Language to New Language

Due to the tenure of the University's legacy systems, like FRS, many people around campus think in terms of FRS Accounts and Object Codes, which ConnectCarolina does not use. To help ease the transition, InfoPorte provides a map from FRS' Account and Object Code to ConnectCarolina's chartfield string. Find this information in InfoPorte's Tools application. Click on the **Tools** button, then **Data Dictionary** > **Account Mapping (Advanced)**.



It's important to remember that this mapping is current as of October 2014, and it is not being maintained. As time marches on, you'll become familiar with the new language of ConnectCarolina, and this tool will become less useful to you as you begin thinking in the "new speak" of ConnectCarolina. In addition, you'll also find that the information in the mapping has become outdated, and you'll use it less for that reason as well.

A tool to search for an InfoPorte cost code or ConnectCarolina cost code is also available in InfoPorte's Tools application. Click on the **Tools** button, then **Data Dictionary** > **Cost Codes** > **IPT Cost Codes** (for InfoPorte cost codes) or **PeopleSoft Cost Codes** (for ConnectCarolina cost codes).



General Tips for Working in InfoPorte

Saving and Bookmarking Searches

As you work in InfoPorte, you may find that you look up the same information on a regular basis. InfoPorte allows you to save not only the InfoPorte page where you perform this search, but also the search values you use.

To save a search, navigate to the page and enter the values for your search. Click on the bookmark icon above the InfoPorte logo and to the right of the Quick Search bar. Enter a name for this search, and click on the Add button.

When you want to access any saved search, click on the bookmark icon, then choose the search you want to access. Saving every single search you do in InfoPorte may result in too many to be useful, so be judicious when deciding which ones to save.

Filling in InfoPorte Pages

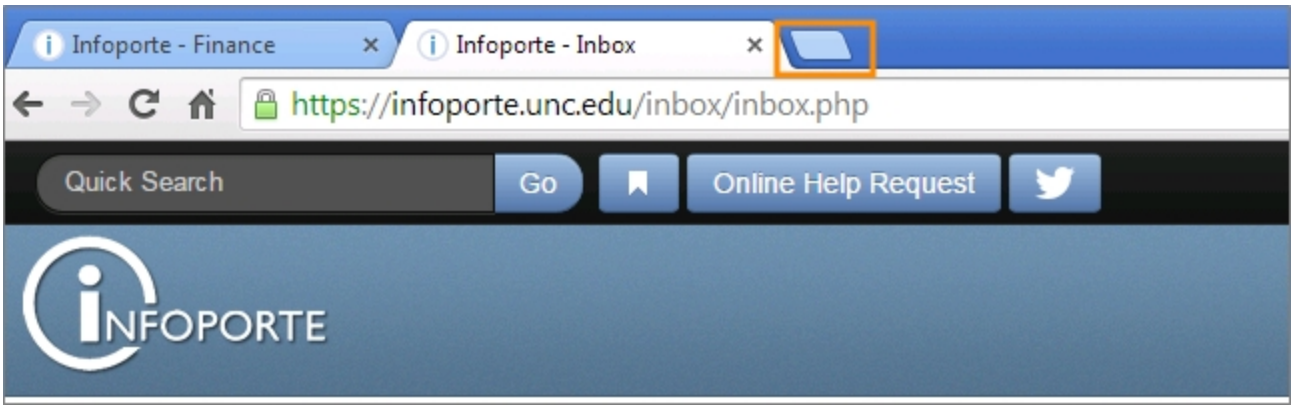
As a web page, InfoPorte was designed to be responsive, meaning that fields may seem to move around as you expand or reduce the size of your browser window. Especially when you're getting information from SAS, but also in general, it's a good idea to fill in the fields available to you from top to bottom, left to right.

And, don't panic if fields seem to overlap each other. You may have magnified the resolution on your browser, which is compunded when you increase or decrease the size of the window.

The specific process for increasing or decreasing your browser's magnification varies from browser to browser, but may be as simple as Ctrl-Equal or Ctrl-Minus.

Working in Multiple InfoPorte Sessions

It's useful to have multiple InfoPorte browser tabs open as you work with information in InfoPorte. To do this, after logging into InfoPorte, press the Ctrl button on your keyboard (Command key on a Mac) while clicking on a New Tab in your browser.



You'll be logged in to InfoPorte in both browser tabs, and can work in either, or both, simultaneously. If you have two monitors, or if a single monitor is large enough, you can tear off one of the open tabs and see the information side by side.

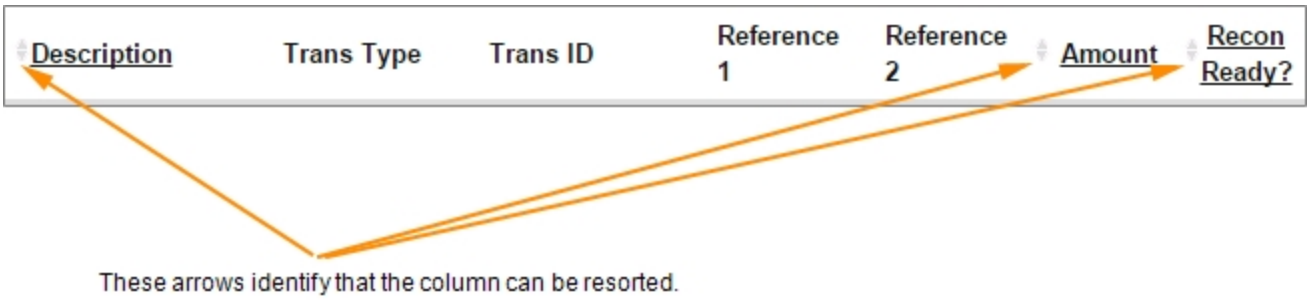
The InfoPorte team communicates system status updates, maintenance window information, and other news via their Twitter account. Stay in the know - click the Twitter icon to follow the InfoPorte team's Twitter feed.

Viewing InfoPorte System Notifications

Across the top of the browser window, above the InfoPorte logo and the Quick Search bar, you'll see any system or other status notification messages. These are visible only after logging in to InfoPorte.

Sorting Data

On many of the tabs inside the Finance application, you can reorder the information as it makes sense to you. If you see the up and down arrows next to the column heading, click on the column heading to sort or reverse sort your data.



The columns have their own default sort order. When you export the information to an Excel spreadsheet, the default order is restored.

A Basic Primer in Ledgers and Finance Terminology

The information on the Ledger Rollup and Transactions pages is driven by ConnectCarolina's Commitment Control (KK) module. To understand the financial information you see in InfoPorte, it's important to understand a few key KK concepts.

There are four expense ledgers, and three revenue ledgers. The accounts within the expense ledger group begin with the digit 5 while the accounts within the revenue ledger group begin with a 4.

The four expense ledgers are Budget, Pre-encumbrances, Encumbrances, and Expense. The three revenue ledgers are Budget, Recognized, and Collected.

For more information about Commitment Control and the role it serves, see *Understanding Commitment Control, page 1*.

The Expense Ledgers

The Budget ledger includes budget journal and budget transfer transactions.

The Pre-encumbrances ledger includes only ePro Vendor Catalog orders and purchase requisitions. Purchase orders are specifically excluded.

The Encumbrances ledger includes purchase orders and personnel transactions, including fringe benefits. No other transactions are encumbered. Remember that the data in InfoPorte has a direct correlation with the information you enter in ConnectCarolina. In ConnectCarolina, you encumber money for personnel but do not associate this encumbrance with a specific person's PID, or Onyen, or other identifying characteristic. As a result, in InfoPorte you can view encumbered amounts for personnel spending, but you can't see who those encumbered dollars are for.

The Expense ledger is for everything else, including all voucher types, personnel expenses, and campus journals.

Anything that passes the budget check process is included in the appropriate ledger.

The Revenue Ledgers

The Budget ledger identifies what income you estimate and expect to come in during the fiscal year.

The Recognized ledger identifies what monies have actually come in during the fiscal year.

The Collected ledger applies only to those schools and departments that use ConnectCarolina's AR/Billing module, and the amounts on this ledger are excluded from the Ledger Rollup.

Ledgers on the Transactions Page

For campus, the F&A and OSR ledgers only budget on expense, so the Transactions page only offers expense ledgers for these funds. (F&A does in fact budget on revenue, but it's a Central Office function.)

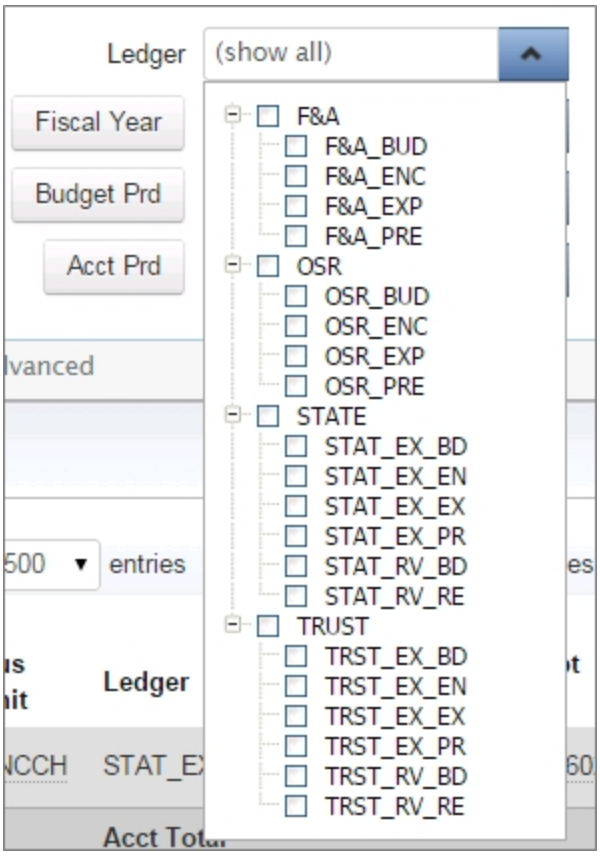
The F&A or OSR fund name precedes the expense ledger abbreviations, which have the following definitions:

- BUD - budget transactions
- ENC - encumbrance transactions
- EXP - expense transactions
- PRE - pre-encumbrance transactions

In the State and Trust funds, we budget on both expense and revenue, and ledgers for both are included in the Ledger field on the Transactions page.

Again, the fund abbreviation precedes the expense or revenue ledger abbreviations. For State and Trust funds, the abbreviations are defined as:

- EX_EX - an expense ledger expense
- EX_BD - an expense ledger budget
- EX_EN - an expense ledger encumbrance
- EX_PR - an expense ledger pre-encumbrance
- RV_BD - a revenue ledger budget
- RV_RE - a revenue ledger recognized receipt



Terminology

Fiscal Year: begins July 1 and ends June 30; to illustrate, FY2015 begins July 1, 2015 and ends June 30, 2016.

Budget Period: is used in association with the Fiscal Year for all fund types except OSR; OSR does not use Budget Periods, while UNC Faculty Physicians and FAMODET use monthly budget periods.

Accounting Period: within each Fiscal Year, there are 12 Accounting Periods; each Accounting Period corresponds to one calendar month, so Accounting Period 1 is always July, Accounting Period 2 is always August, and so on through Accounting Period 12, which is always June.

Associated Revenue: applies to Trust funds only, and represents revenues received; for most trust funds, spending is guided by associate revenue rather than budget.