Finance Reporting: Updates and Info

ConnectCarolina User Group

July 24, 2015

ConnectCarolina InfoPorte

Welcome

Anita Collins

ConnectCarolina

Change Management Lead

Deep Dive Topic for Today

Finance Reporting

Reminders

- The Help Desk is the best way to ensure your question or issue doesn't get lost. Two key ways:
  - 919-962-HELP
  - help.unc.edu

- We have people joining over the web.
- The recording of this session will be available on **ccinfo.unc.edu** in a few days.

Agenda

Topic	Presenter
Validating the information in InfoPorte—Scott Jackson • What's been done? • How can you know your numbers are accurate?	Scott Jackson
Process for requesting new reports	Tricia Hennessey
Getting access to InfoPorte	Anita Collins
New Reporting guide on ccinfo.unc.edu	Chris Minter
InfoPorte topics and tips: • How to make a change to a posted CBM charge • Reviewing grant balances and grant details • Quick Reference for prompt query fields • Some SAS reports you might not be aware of	Susan McDonough
What's up next in InfoPorte	Susan McDonough

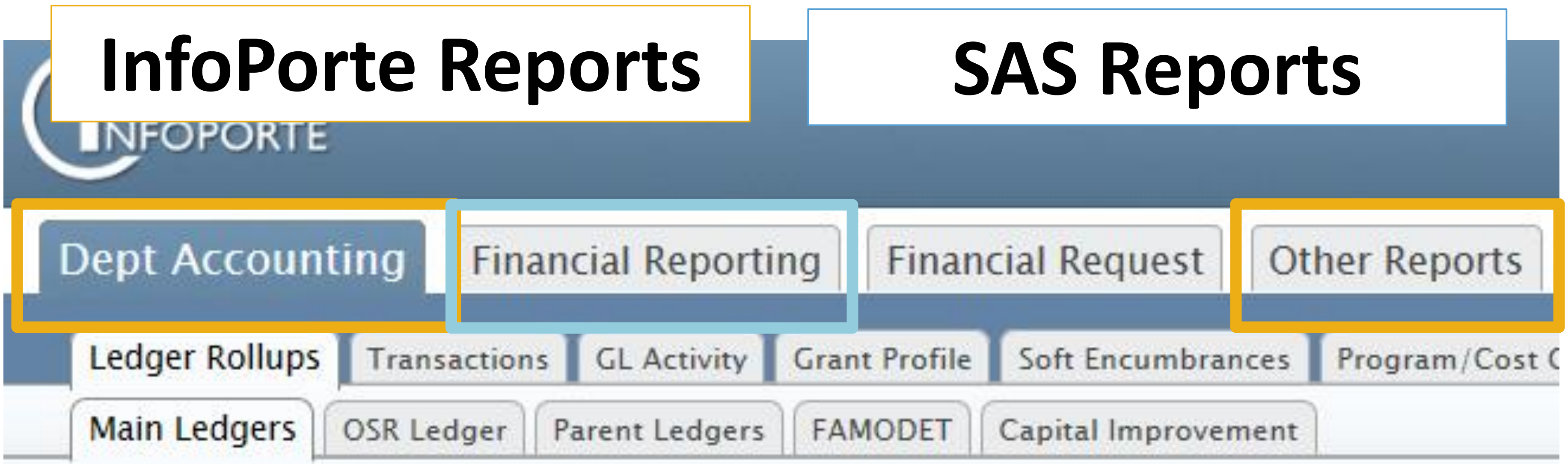
Validating the Information in InfoPorte

Scott Jackson

Executive Director of Enterprise Reporting & Departmental Systems

Making sure the information on campus reports is accurate is a **top priority**.

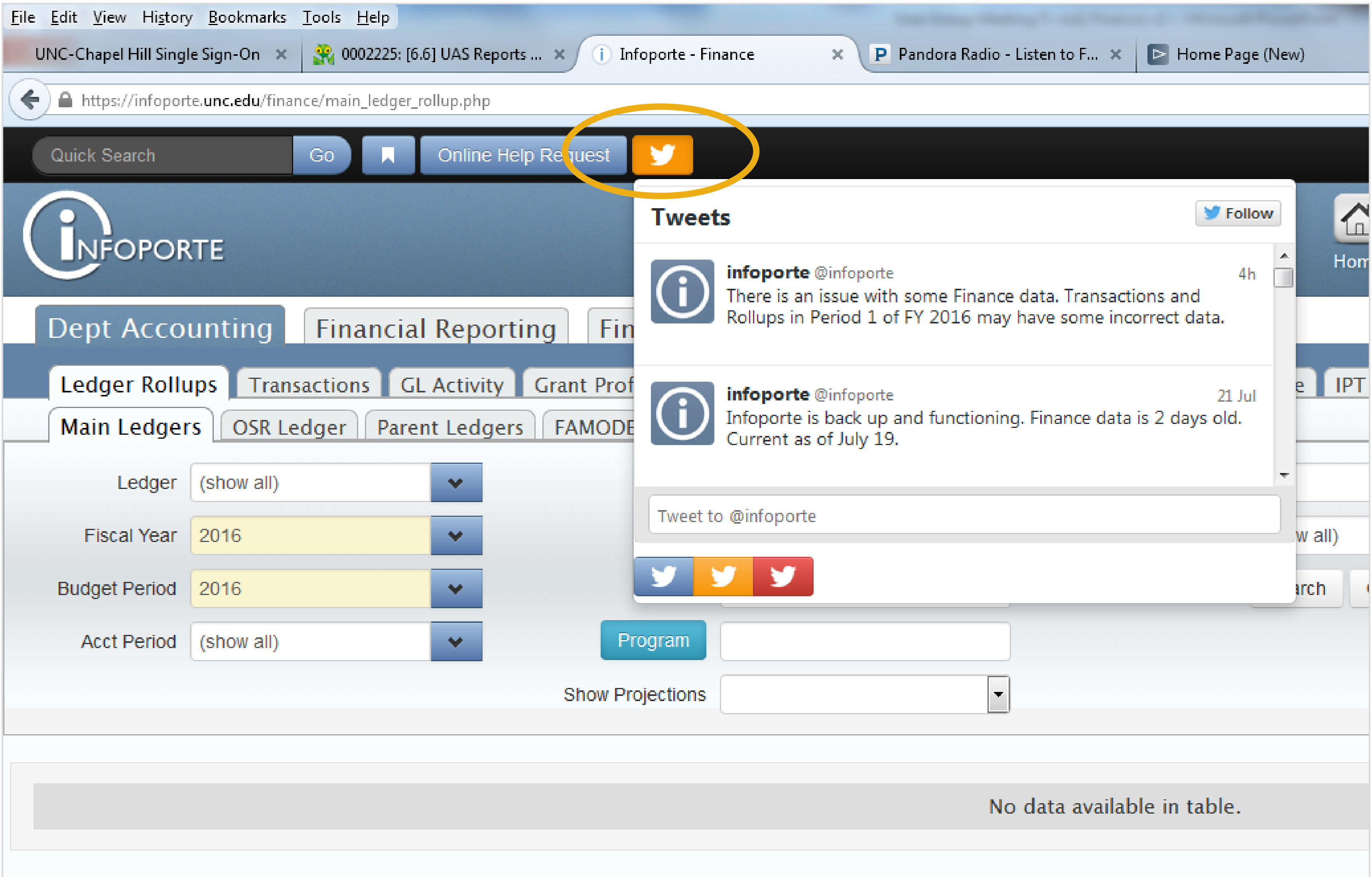
Before we start: InfoPorte vs. SAS Reports



Nightly process (for both SAS and InfoPorte Reports):

1. Data is pulled in on a nightly basis from ConnectCarolina into the data warehouse (Infoporte).
2. Each night a validation process runs to compare the data in ConnectCarolina with the data in the Warehouse (Infoporte).
   a) Validates the total number of records
   b) Validates the total dollars
   c) Sends an email summary to multiple people for review
3. If an exception is identified we:
   - Tweet the issue (and it shows up on the home page of InfoPorte)
   - Post a notice to the ConnectCarolina home page (the Portal)

What the Notification Looks like in InfoPorte



Coming Soon: Data Status indicator

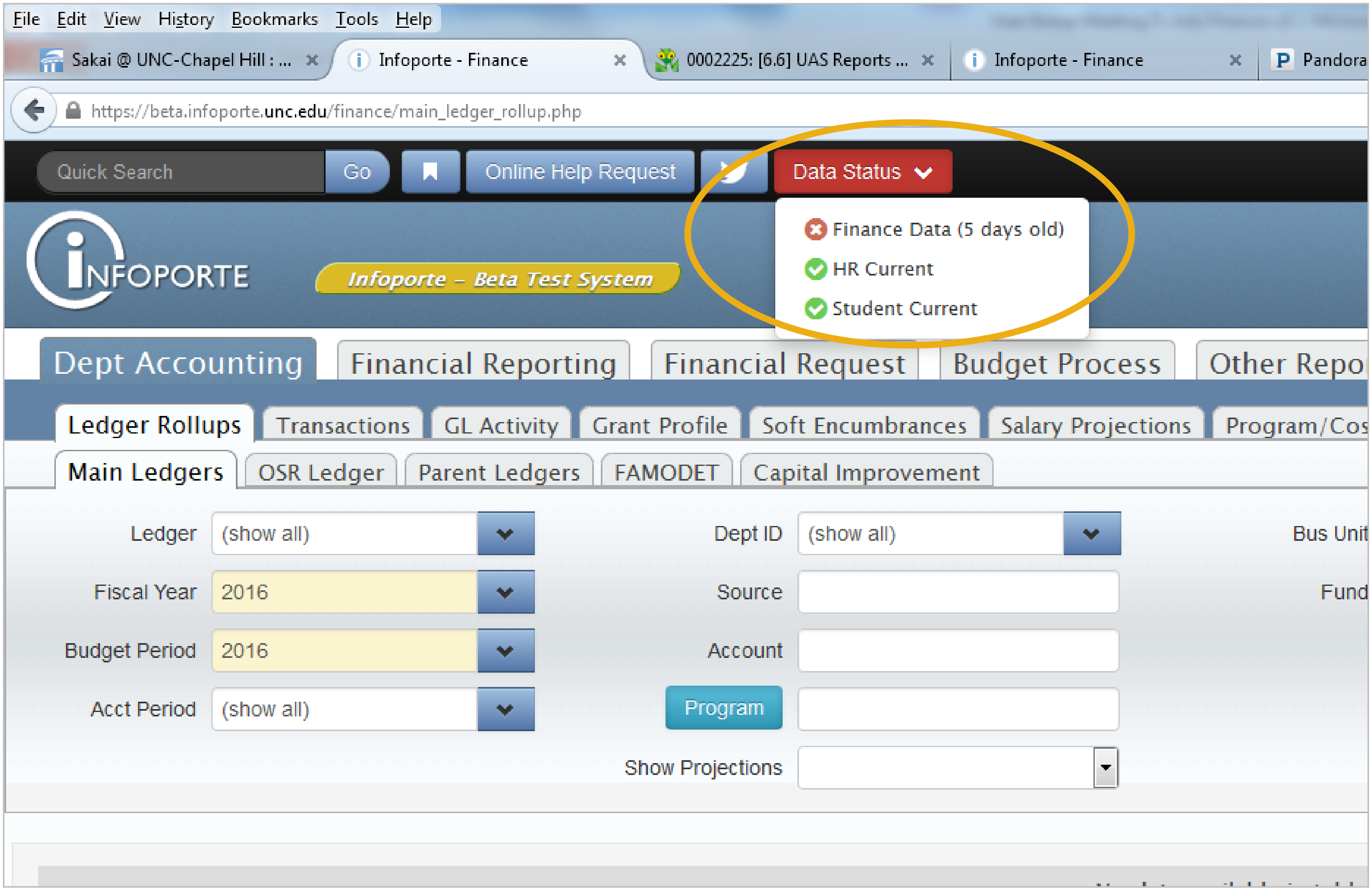
1. A process will run that compares ConnectCarolina HR, Finance, and Student data with the Warehouse (Infoporte) data.

2. When you log in to InfoPorte, you'll see a Data Status icon on the home page and on all Infoporte pages.

3. A Green checkmark will show that the data is good, and a red X will show that the data is older than one day.

Note: SAS data will NOT be included in this validation. We'll add a Data Status indicator for SAS in a future release.

Coming soon: Data status indicator



Validating the Reports in InfoPorte

Starting in February, before a report is released:

1. An Infoporte Business Analyst tests the report and the data in our Alpha test environment.
2. Once the report is approved in this environment:
   a) The report is moved to the Beta test environment (which matches production but the data is one week old).
   b) A Finance, HR, or Student Business Analyst does a detailed data validation.
3. Then subject matter experts and end users perform the final testing on the report.
4. The report is then moved to production, where you can start using it.

Validating the Reports in InfoPorte

Recent example:

- HR Funding Report: We delayed releasing the report until more thorough testing can be completed.

How can you help?

If you see numbers you think are incorrect, contact the Help Desk or create a help ticket through help.unc.edu. It's important that we log these cases.

One thing first though: Please double-check your report filters before you submit a ticket.

help.unc.edu

Coming Soon: Process for requesting new reports

Tricia Hennessey

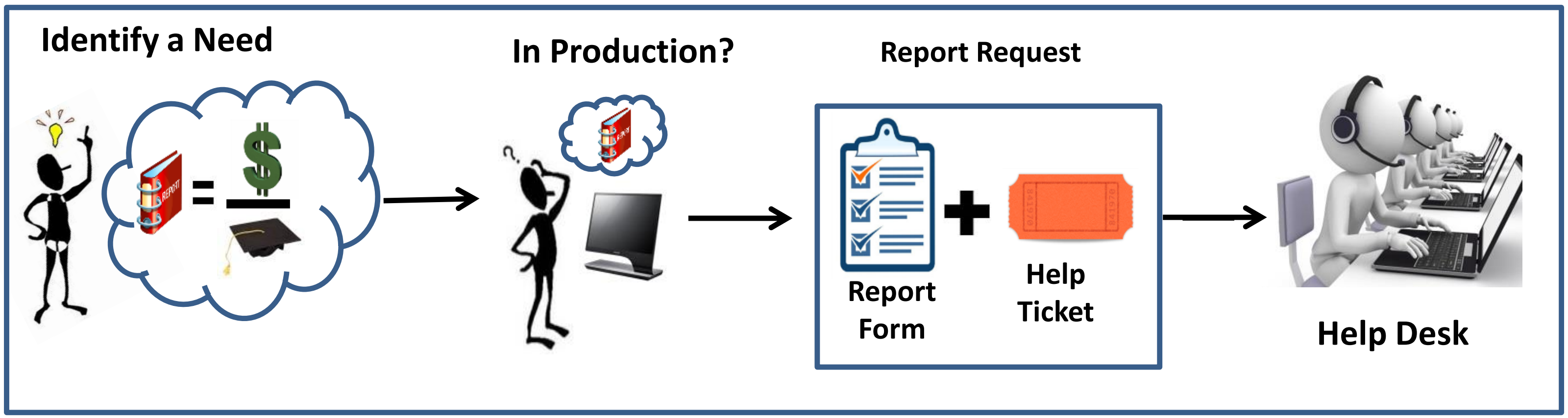
Exec Director of Continuous Improvement & Business Intelligence

A New Process

- Responding to campus feedback, we have developed a new process for requesting new reports and report enhancements.
- You'll use the same process for requesting Finance, HR/Payroll, and Student Admin reports.
- We had to focus all our time and resources on fiscal year end, but now we can roll out this new process.

The New Process

1. Submit Report Request



2. Prioritize and Build

ConnectCarolina InfoPorte

File Edit View History Bookmarks Tools Help

In the Works | ConnectCar... × Reporting | ConnectCaroli... ×

ccinfo.unc.edu/reporting-2/

English Gartner GMail Onyen ScienceDirect SQL Assistance UNC Maps UNC SharePoint New Folder BMC Remedy Mid Tier... Outlook Web App Index of /ocr GEGeek Evernote UNC ITS JIRA

THE UNIVERSITY *of* NORTH CAROLINA *at* CHAPEL HILL

ConnectCarolina User Information

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

Home » Reporting

Search this site Go

Reporting

Text: + −

Click here for a new guide that catalogues and describes the **Finance reports** and their uses. The guide is searchable and includes report descriptions, tips for how to use the reports and links to related training.

New Report Requests

Want to request a new report or query? There is a new process in place to make your request. Please download the instructions and the new report request form.

Short-Term Retro Tool Suspense Reports: A new report is now available that allows Retroactive Funding Transfer Application users to quickly see the status of short-term retro tool actions so that labor expenses still in suspense or in process can be addressed before fiscal year end. Read more for details, training and documentation.

The form looks like this…

Report Information Request Form

Requester Information section (all required)

Name	Requester first and last names
Email and Phone Contact	Requester email address and phone number
Department Name	Requester's department name
Department Number (6 digit)	######

Requirement Details (all required)

Requirement #	Enter Remedy Ticket #, if available
Type of Request	Is this a New Report, a Report based on a Legacy Report (*provide legacy report's name*), or a modification to an Existing Report? (*provide existing report's name*)
Report Description	In one-two sentences describe the problem, or concern you're attempting to resolve with this report request and how the report assists with the solution
Report Initiator and Audience	State who you expect to run the report and what the intended audience is for the report. Can be a person or group.
Needed By	Specific date report is this needed by and why?
Frequency	How often will the report be run? ad-hoc (*as needed*), daily, monthly, quarterly, yearly, one time only, other

Content and Layout (please supply if possible)

Selection Criteria	What criteria should be used to decide what data is displayed in the report? Are there specific field values you would want to enter when running the report to control the output (ie, prompts)?
Columns Needed	Please list the columns you need on the report in order of how you'd like them to appear in the report
Calculation Needs	Yes or No. Are there any columns of data that need to be reported on that are to be calculated or derived using other data?
Sorts	How should the report be sorted?
Format	Is there a specific format the report is needed in?
Download	Should the report be available to download to Excel?

Additional Information (please supply if possible)

Please send back as an attachment accompanying this document any of the following you have:

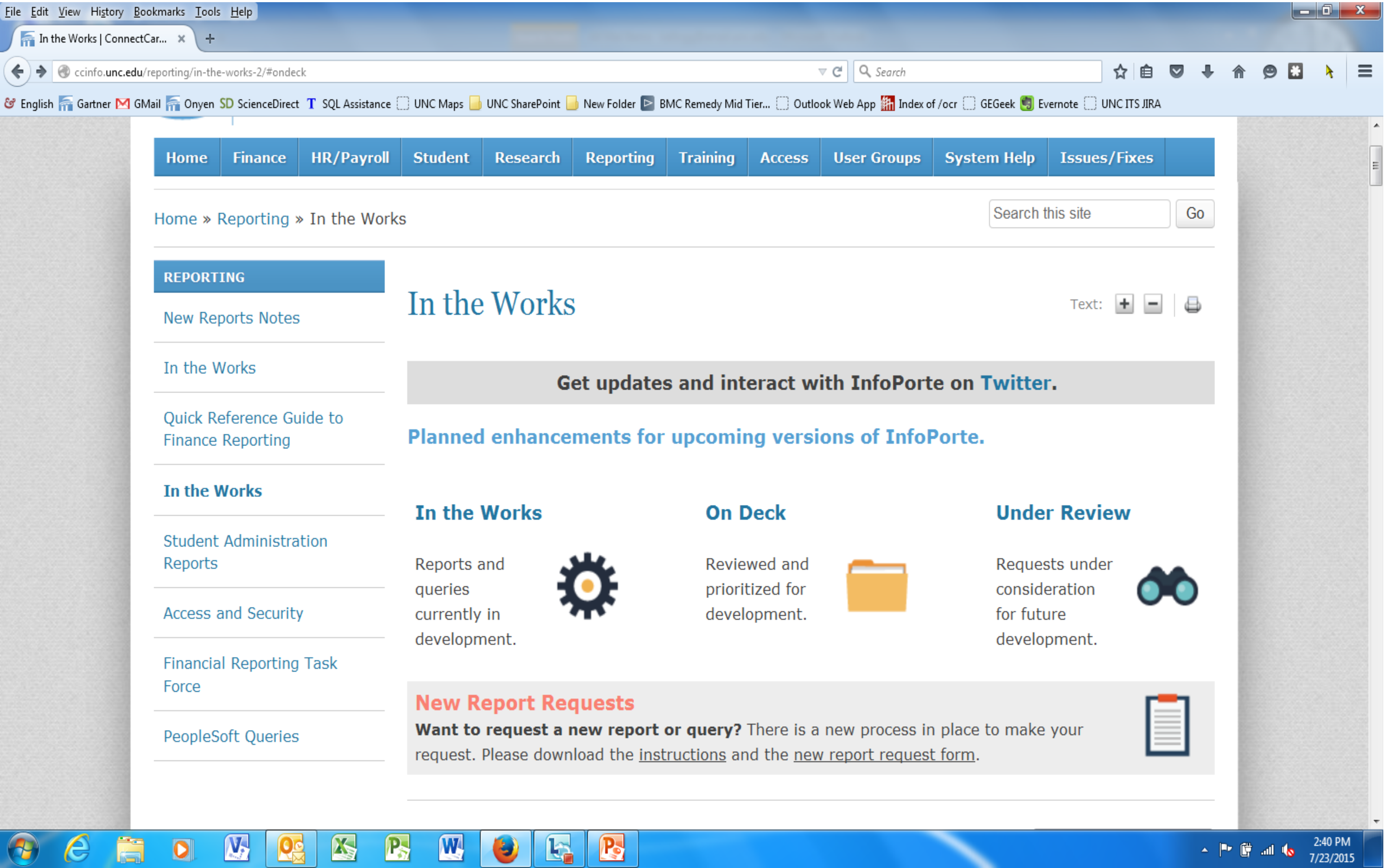
- Mockup of the Report you envision
- Screen Shots of something similar or the fields you need
- Example of an existing report this request is based off of

Report Requests: Submitting a Request

- **New Request Form**: Gives the reporting team the information they need to move the request through the process.
  - A link to the new form will be on the Reporting page of the ccinfo.unc.edu website.
  - Instructions for completing the form will also be available on the ccinfo.unc.edu website.

REMINDER: Please check to make sure the report or enhancement doesn't already exist or isn't already on the list to be developed before you submit the form.

- You'll be able to see this on ccinfo **In The Works** page


File Edit View History Bookmarks Tools Help
In the Works | ConnectCar...
ccinfo.unc.edu/reporting/in-the-works-2/#ondeck
Search
English Gartner GMail Onyen ScienceDirect SQL Assistance UNC Maps UNC SharePoint New Folder BMC Remedy Mid Tier... Outlook Web App Index of /ocr GEGeek Evernote UNC ITS JIRA
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In the Works
Quick Reference Guide to Finance Reporting
In the Works
Student Administration Reports
Access and Security
Financial Reporting Task Force
PeopleSoft Queries
In the Works
Text:
Get updates and interact with InfoPorte on Twitter.
Planned enhancements for upcoming versions of InfoPorte.
In the Works
Reports and queries currently in development.
On Deck
Reviewed and prioritized for development.
Under Review
Requests under consideration for future development.
New Report Requests
Want to request a new report or query? There is a new process in place to make your request. Please download the instructions and the new report request form.
2:40 PM
7/23/2015

Search:

Area	Report Name	Description	Target Date
In the works			
Finance	Vacation Leave Accrual	93 FLY225 Leave Accruals Summary Report	7/31/2015
Finance	CAFR Audit Trails	228 Audit trails for bal sheet and income statement; CAFR Financial Stmts - Drill Down	8/17/2015
Finance	Foundation Financial Statement	Here is our auditor request of reports and data that we prepare. The ones in yellow are critical reports that we would need to get data out of PS or InfoPorte. Tab 2 & 3 are the financial statements that we provide from our subsystem. I talked with	6/30/2015
Finance	GASB Loan Detail	157 WF Standard Reports Repository_GASB Loans Audit Details/scholarship allowance	7/31/2015
Finance	GASB Loan Summary	157 WF Standard Reports Repository_GASB Loans Audit Summary	7/31/2015
Finance	Construction	221 Construction Commitments / WF	7/31/2015

ccinfo.unc.edu/reporting/in-the-works-2/#ondeck

On Deck — *Back to top*

Finance	BMS Report (State ledger)	BMS Report: General BMS Report Delivery Requirement	9/30/2015
Finance	HR Funding Report	Funding Report: Add Cost Code 1 to the funding report	10/30/2015
Finance	HR Funding Report	Funding Report: employee name logic, PID/employee filter, budget Null correction, Organize columns, sorting, separate numbers/text, ACTUALS: accounting period filter, better definition of categories, include budget?, formatting, SOURCE: unclear intentions	10/30/2015
Finance	HR Funding Report	Funding Report: Format consistently between the tabs	10/30/2015
Finance	HR Funding Report	Funding Report - Budget: Display future effective dated records for employees	10/30/2015
Finance	HR Funding Report	Add Funding End Date to Funding Report - Budget and Funding Report - Actuals reports	10/30/2015
Finance	C&G Expense By Agency	Contract and Grant report on Expenditures by Agency Type, extracting NIH separately from Federal	9/30/2015
Finance	BMS Enhancements (Beyond state ledgers)	Extend the BMS Report to beyond the STATE Ledger (new) - F&A and Trust	9/30/2015
Finance	Fields from BBAUD	Add back certain fields in BBAUD (detail requirements	8/30/2015

What the New Process Means to You

When this is live, what this will mean to you:

- Improved communication of reporting needs
- Timely response to help request submission
- Clearer expectations around:
  - Prioritization of your request
  - Development of report/enhancement
  - Delivery date of report or enhancement
- A new and improved **In The Works** web page on ccinfo.unc.edu will allow you to see what reports are In Progress, On Deck and Under Review
- **Next steps** : Reach out by email to requesters on old outstanding help ticket reporting requests and ask if request is still valid and needed; if yes, we ask that you submit a **new report request form** at help.unc.edu for review and prioritization

Getting Access to InfoPorte

Anita Collins

ConnectCarolina
Change Management Lead

Getting Access: ccinfo Has This Information

InfoPorte

Tools

Data Dictionary

General Info

Look for **Infoporte Admin/Access Request Coordinator list**

You don't have to have access to InfoPorte to get to this list.

New Reporting page on ccinfo.unc.edu (and other resources)

Chris Minter

ConnectCarolina Trainer

ccinfo.unc.edu

Reporting

Quick Reference Guide to Finance Reporting

http://ccinfo.unc.edu

InfoPorte: Some refreshers & helpful hints, What's coming next

Susan McDonough

ConnectCarolina Trainer

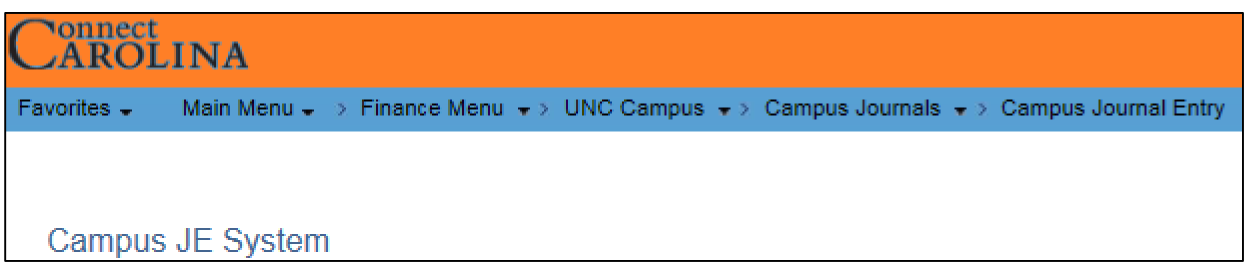
Correcting a CBM Charge

Changing a posted CBM entry

- If you need to correct a CBM charge that has already posted, here's what you need to do:
- First determine:

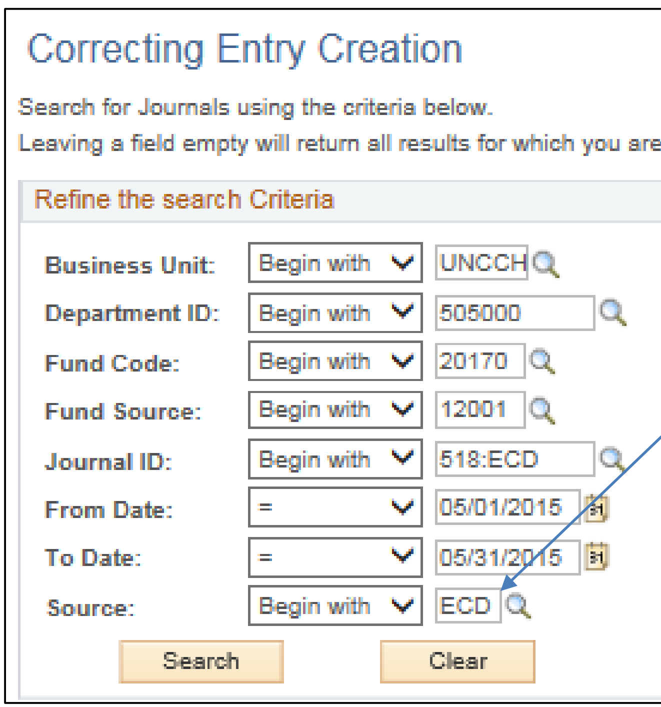
A. Was the charge made to your department incorrectly?
   - If yes, then call the appropriate billing area to fix the charge.
   - The corrected charge appears in the next month's CBM charges. You need to verify the correction was made.

B. Does the charge truly belong to your department and you just want to change the chartfield string?
   - You need to enter a Correcting Journal.



Correcting JE Campus Journal

- To find the journal line you need to correct, enter as many of the search fields as possible, especially:
  - The chartfields on the original transaction
  - Dates fields
  - Source field



Correcting Entry Creation

Search for Journals using the criteria below.
Leaving a field empty will return all results for which you are

Refine the search Criteria

Business Unit:	Begin with	UNCCH
Department ID:	Begin with	505000
Fund Code:	Begin with	20170
Fund Source:	Begin with	12001
Journal ID:	Begin with	518:ECD
From Date:	=	05/01/2015
To Date:	=	05/31/2015
Source:	Begin with	ECD

Search Clear

The **Source** field indicates where the transaction originated

Correcting JE Campus Journal

- The Source field:

Correcting Entry Creation

Search for Journals using the criteria below.
Leaving a field empty will return all results for which you are

Refine the search Criteria

Business Unit:	Begin with	UNCCH
Department ID:	Begin with	505000
Fund Code:	Begin with	20170
Fund Source:	Begin with	12001
Journal ID:	Begin with	518:ECD
From Date:	=	05/01/2015
To Date:	=	05/31/2015
Source:	Begin with	ECD

Search   Clear

<u>Other sources</u>:

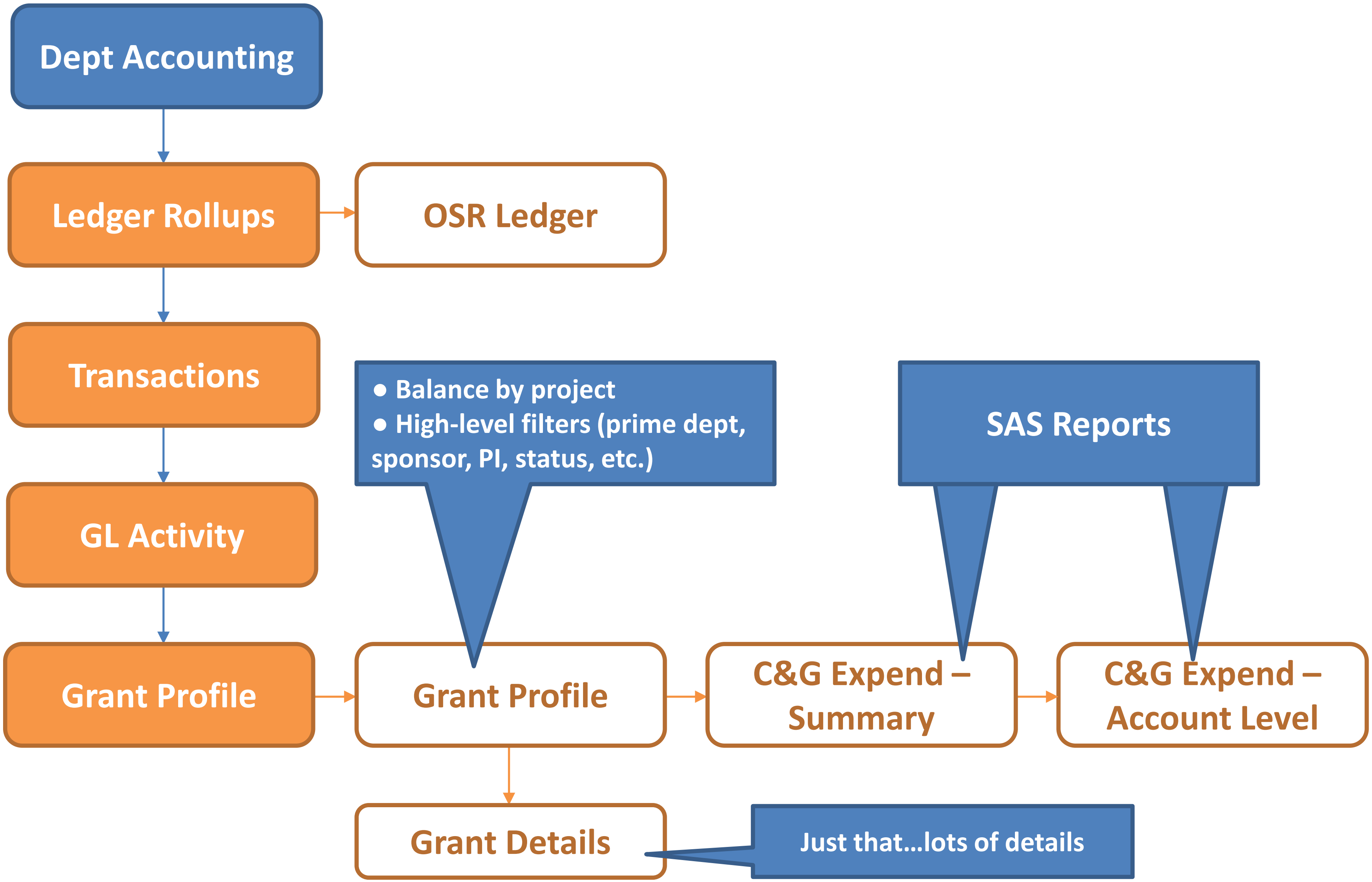
- Deposits – ARD
- PCard – PCD
- CABS – CAB

<u>CBM sources</u>:

INN	Carolina Inn
CRC	Computer Repair Center
DIS	Dispatch Services
ECD	ECommerce (FedEx, AirG
EHS	Environment, Health and
CEU	Friday Center CEU
FRI	Friday Center Conferenc
BKP	Iron Mountain Annual Re
PRT	Printing
DPS	Public Safety(DPS)
PRK	Public Safety(PRK)
RFS	Remedy Annual Maintena
RIZ	Rizzo Center
SSC	Student Stores
	Bil
CCC	Carolina Copy
AUX	Dining
ECO	ECommerce (AirGas Cylir
UTL	Energy Services
FSB	Facilities
FBA	Faculty Benefits Adminis
LSV	Laundry Services
TEL	Telecom
FB2	UNCFP: Graduate Medica

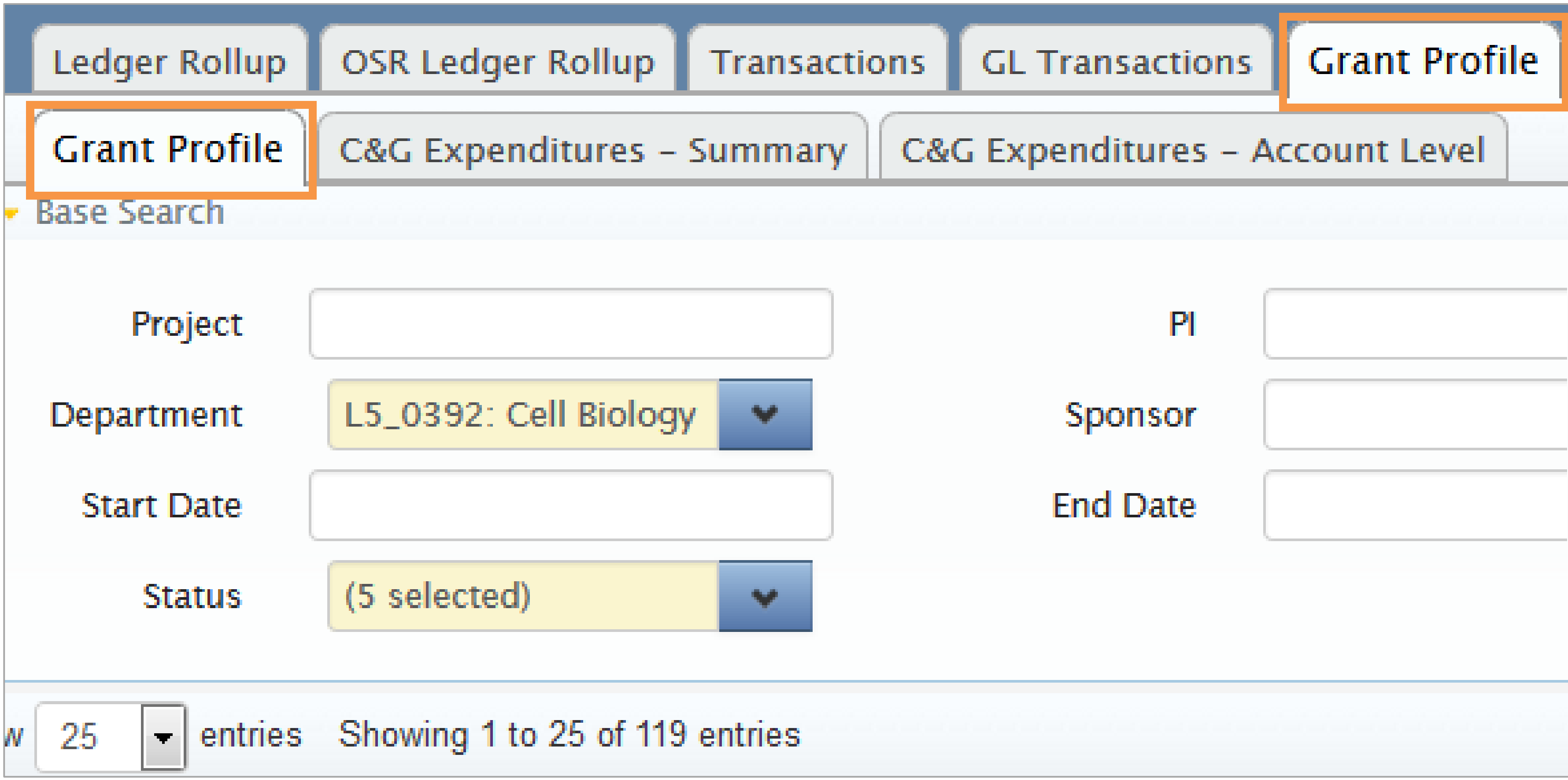
OSR Ledger Rollup
Grant Profile and Grant Details

Dept Accounting



Grant Profile

Get a high-level view by department or PI



Get a high-level view by department or PI

Project	PI
5030168 - Z0-1 & Cytoplasmic Scaffolding	Anderson,James M
5030169 - SUBCON:U ILL-CHICAGO	Anderson,James M
5030879 - Cell Adhesion and the Regulati	Burridge,Keith W T
5031111 - Renal Vascular Reactivity in H	Arendshorst,William J
5031636 - Role of Hormones & Growth Fact	Lund,Pauline K
5032270 - Epigenetic Regulation of Ube3a	Philpot,Benjamin D
5032459 - Cell Polarity Exocytosis	Brennwald,Patrick J
5032467 - SUBACCT:AZCARATE	Lund,Pauline K
5032568 - Defective CFTRdeltaF508 by Qu	Cyr,Douglas M
5032850 - SUBACCT:BERRIOS, J	Philpot,Benjamin D
5032911 - Aging intestinal stem cells an	Lund,Pauline K

Get a high-level view by department or PI

Start Date	End Date	Status
9/1/2009	8/31/2014	O - Open
9/1/2009	8/31/2014	O - Open
9/15/2010	8/31/2015	O - Open
12/15/2010	11/30/2015	O - Open
7/28/2011	6/30/2015	O - Open
12/9/2011	11/30/2016	O - Open
4/1/2012	1/31/2016	O - Open
4/1/2011	3/31/2014	O - Open
5/1/2012	4/30/2016	O - Open
12/9/2011	11/30/2014	O - Open
8/1/2012	6/30/2017	O - Open

Grant Profile

Budget	Actuals (Direct)	Actuals (Indirect)	MTD Actuals
6,000.00	5,903.97	0.00	5,903.97
12,600.00	186.37	0.00	186.37
886,998.00	302,458.90	156,550.94	26.91

Encumb	Pre-encumb	Balance (Direct only)	Balance
0.00	0.00	96.03	96.03
0.00	0.00	12,413.63	12,413.63
1,282.42	34.42	279,776.26	426,671.32

- Budget – Actuals (Direct) – Actual (Indirect) – Encumb – Pre-encumb = Balance
- MTD Actuals = Actuals for the current month
- Balance (Direct only) = current balance for Directs only

Drill down from the Grant Profile screen

Grant Details

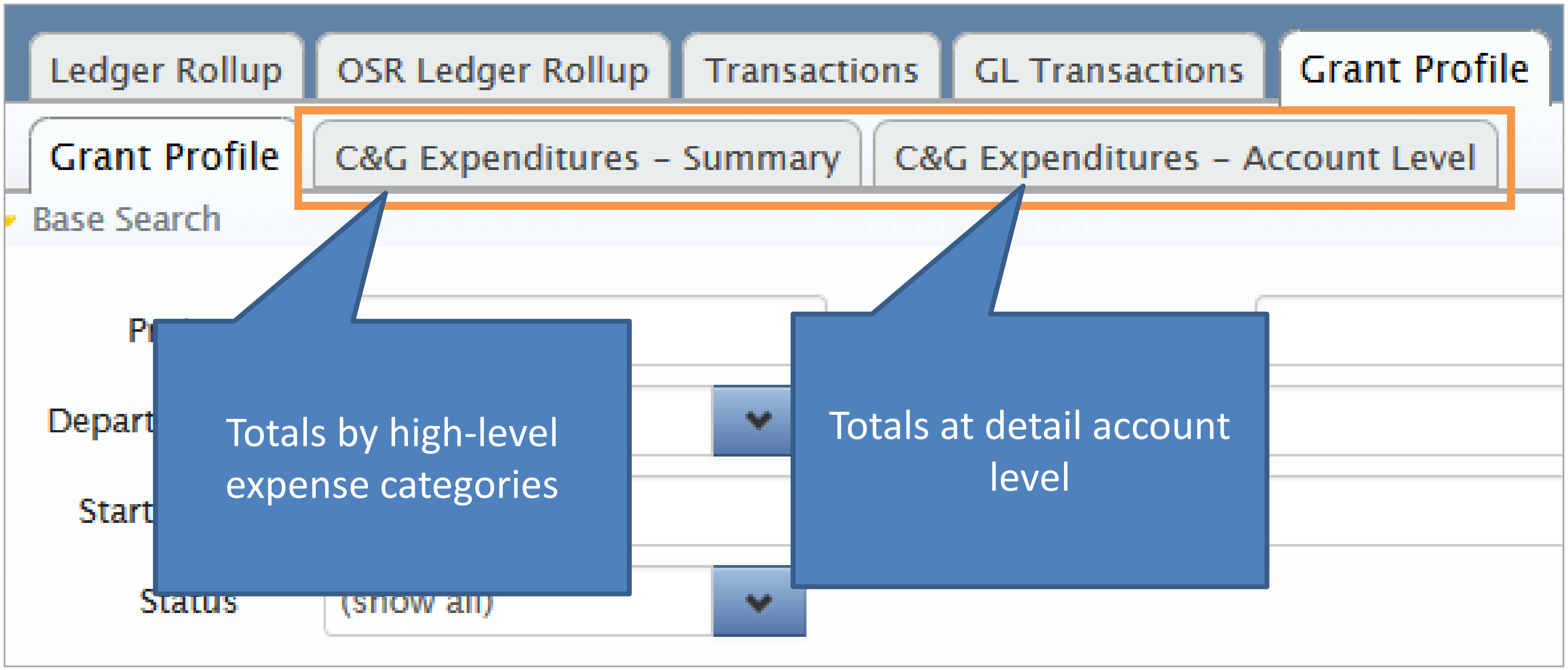
Screen displays

- 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)

Grants SAS Reports

Grants SAS Reports

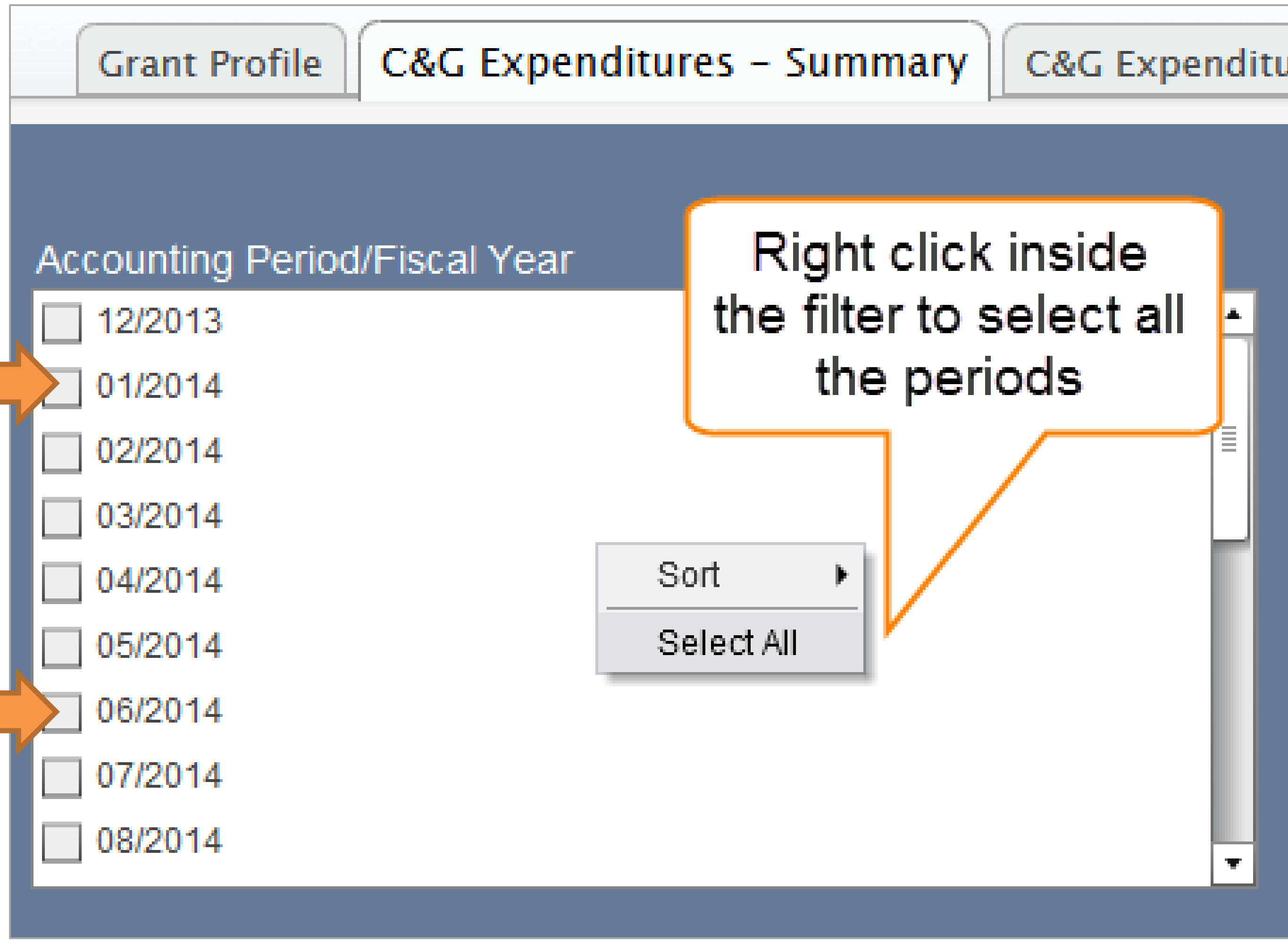
Two grants SAS reports are embedded in the Grant Profile tab



C&G Expenditures – Summary

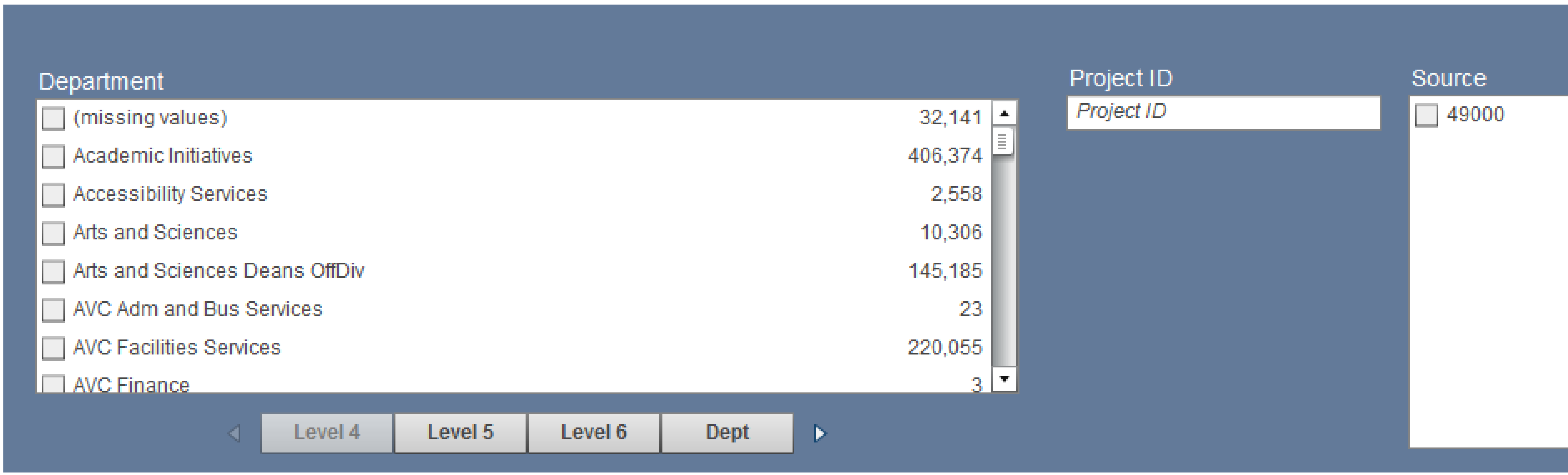
Accounting Period

- Based on the fiscal year
- Select all for LTD



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

Project ID ▲	Expenditure Group	Budget	Actuals	Encumbrances	Remaining Balance
5031636	1 - Direct Expense	504,566.00	430,231.71	14,474.16	59,860.13
		107,151.50	85,792.64	0.00	21,358.86
		23,091.50	83,038.77	15.00	-59,962.27
		187,982.00	177,719.20	-0.00	10,262.80
		173,324.12	90,605.94	0.00	82,718.18
		29,649.13	29,626.97	0.00	22.16
	Subtotal: 1 - Direct Expens	1,025,764.25	897,015.23	14,489.16	114,259.86
	2 - Indirect Expense	478,136.57	406,560.49	0.00	71,576.08
	Subtotal: 2 - Indirect Expen	478,136.57	406,560.49	0.00	71,576.08
	3 - Cost Share	0.00	0.00	0.00	0.00
	Subtotal: 3 - Cost Share	0.00	0.00	0.00	0.00
Subtotal: 5031636		1,503,900.82	1,303,575.72	14,489.16	185,835.94
Total		**1,503,900.82**	**1,303,575.72**	**14,489.16**	**185,835.94**

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

Project ID	Expenditure Group	Expenditure Type for CG	Account Budget Category	Account
5031636	1 - Direct Expens			
			Subtotal: Services Budget	
		Subtotal: g - Other Expenses and Adjustments 55X		
			Restrict Fund Res	568795

Budget	Actuals	Encumbrances	Remaining Balance
0.00	218.03	0.00	-218.03
0.00	5,048.06	0.00	-5,048.06
0.00	170,448.88	-0.00	-170,448.88
0.00	672.86	0.00	-672.86
187,982.00	177,719.20	-0.00	10,262.80
187,982.00	177,719.20	-0.00	10,262.80

Quick reference for RPT query prompts

Financial Reporting Queries in RPT

- The list of Financial Reporting queries is on ccinfo.unc.edu at this link

  https://ccinfo.unc.edu/files/2015/06/Financial-Reporting-Queries_0623.pdf

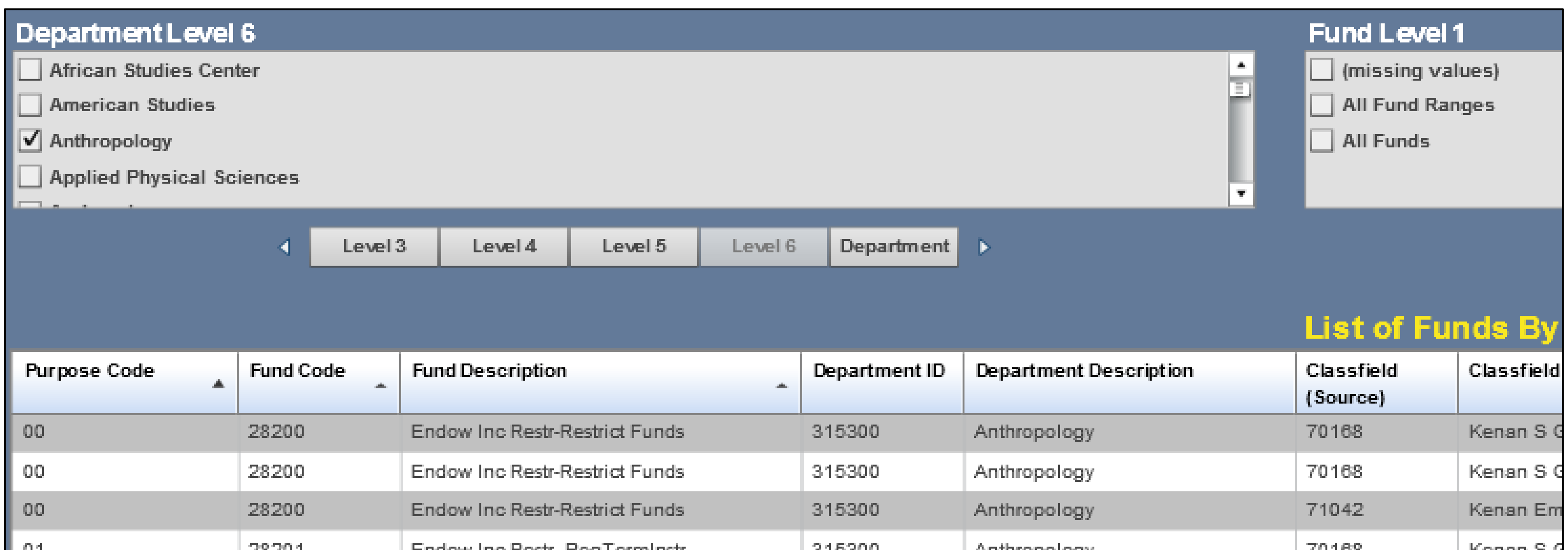
- We standardized the query prompts on these queries
- We added a list of prompt definitions in the link above

Prompt	**Definition**	**Not**
Acctg DT From	Beginning date for the date range in your query results	You dire sing
Acctg DT To	Ending date for the date range in your query results	You dire sing
Bud Per	Budget period Represents the transactions entered for a	All q annu

SAS Reports you might not now about

SAS Reports you might not be aware of

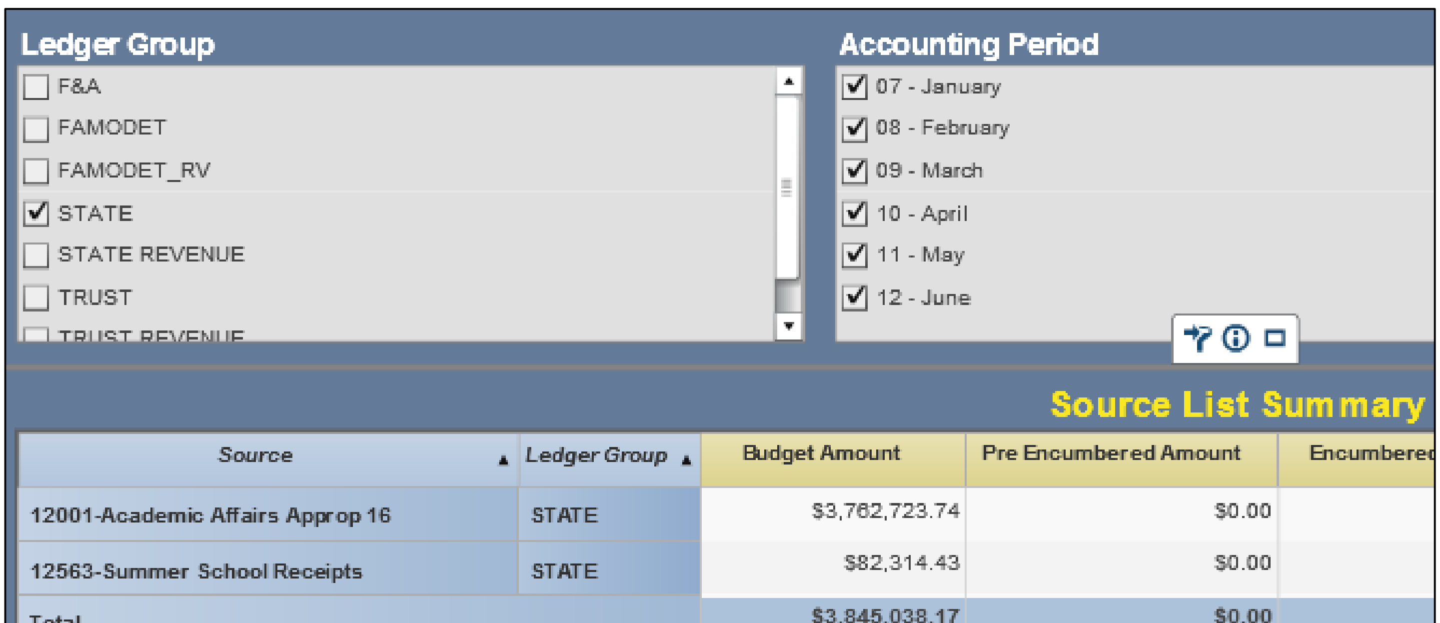
- List of Funds by Purpose Codes
  - Shows a list of funds by Purpose Code
    - Search prompts are department and fund
    - Breaks on unique chartfield strings
  - Basically, a quick way to see the detailed fund codes used by your department
  - You can also get to this by a combination of the Ledger Rollup and Transactions tabs



Purpose Code	Fund Code	Fund Description	Department ID	Department Description	Classfield (Source)	Classfield
00	28200	Endow Inc Restr-Restrict Funds	315300	Anthropology	70168	Kenan S G
00	28200	Endow Inc Restr-Restrict Funds	315300	Anthropology	70168	Kenan S G
00	28200	Endow Inc Restr-Restrict Funds	315300	Anthropology	71042	Kenan Em
01	28201	Endow Inc Restr- RegTermInstr	315300	Anthropology	70168	Kenan S G

SAS Reports you might not be aware of

- Source List Report
- Search prompts are ledger group, source, and department
- Shows a high-level financial summary by Source
  - Budget Amount
  - Pre Encumbered Amount
  - Encumbered Amount
  - Actuals Amount
  - Balance



ConnectCAROLINA InfoPorte

SAS Reports you might not be aware of

- Suspense Activity Report

511190 Report	Not 511190 but Suspense Source

- Shows account 511190 summary and details by department

		Accounting Period (1) ▲	Total	Subtotal: 9	9
		CLASSFIELD ▲			14101
FUN... ▲	Departm ent... ▲	DEPARTME... ▲	EXPENSE_AMOUNT	EXPENSE_AMOUNT	EXPENSE_AMOUNT
Total			0	7,092	7,092
27110	Anthropology	315300	0	7,092	7,092

- The second tab second tab shows the suspense source activity where the account is <u>not</u> 511190

			Accounting Period (1) ▲	Accounting Period (1)
			CLASSFIELD ▲	CLASSFIELD
ACC... ▲	FUN... ▲	DEPARTME... ▲	Departm ent... ▲	EXPENSE_AMOUNT
ACCOUNT	FUND_CODE	DEPARTMENT_ID	Department Description	

SAS Reports you might not be aware of

- Summer Salary and Overload Payment Report
  - Shows lump-sum payments for both nine-month and twelve-month employees who receive compensation for work during the summer months or overload payments.
  - Helps to manage the limits on summer compensation and overload payments.

Employee Full Name	Base Salary	Beg Amt Available	Summer Payment Amt	Payment Amt Available
[redacted]	$173,000.00	$57,660.90	$12,000.00	$45,660.90
[redacted]	$159,390.00	$53,124.69	$12,500.00	$40,624.69
[redacted]	$101,271.00	$33,753.62	$4,097.00	$26,534.62

What's Coming Next

Reports In Progress

- **Payroll Check Register** - shows employee earnings, taxes, deductions, and net pay.
- **Contracts & Grants Alert Report**
  - provides a symbol indicating if a grant is depleted, or 30/60/90 days from expiration
  - gives burn rate
- **Data Validation**
  - Displays a notice of the status of HR, Finance and Student data
- **Trust Funds by Owning Department**
  - New SAS report
  - Displays all trust funds for the owning department
- **Indirects for Admin**
  - New SAS report
  - Shows indirect costs by administrative department
  - Shows breakdown of certain tax and F&A calculations
- **Budget Definition (Ledger Roll Up)**
  - Updated to meet the requirements of the new budget definitions:
    - F&A Child, Trust 1, and Trust 2 now budget by account

Questions?