

State Monthly Management Reports

December 16, 2016



Our Presenters

- **Chris Minter:** Instructional Designer and Trainer for ConnectCarolina and InfoPorte
- **Nicole Šebik:** ConnectCarolina Business Systems Analyst

Webinar Format

- Presentation, followed by Q&A
- Use the chat window to type your questions
- We'll answer questions during the Q&A segment in the order they're received
- The webinar recording will be posted on ccinfo.unc.edu



State Monthly Management Reports

Reports to help you with reconciliation each month.

The Challenge with Reconciling Today

- Today: you can use the Ledger Rollups and Transactions tabs in InfoPorte to reconcile.
- The challenge: information can change daily as transactions are approved, posted, or deleted.
- Even if a month is closed, budget balances can change as pre-encumbrances and encumbrances are relieved.

How the New Reports Help

- Not affected by financial activity after the close of the month.
- Snapshots of the State budget ledgers and State transactions, so the information on them doesn't change.
- No need to use InfoPorte's filters to correctly generate the report, so there is less chance of errors.
- Just choose your department, the fiscal year, the accounting period, and the report you want.
- Download the report as a PDF or as an Excel (CSV) spreadsheet.

Five State Reports

5

reports so far (more on the way for F&A and Trust):

- State Summary
- State Rolled Up Summary
- State Details
- State Rolled Up Details
- State Parent Summary

Three State Summary Reports

3

State summary reports
(similar to Main Ledgers tab in InfoPorte)

1. State Summary

- Based on child (department) expense and revenue ledgers
- Chartfield strings broken out by program
- Useful for departments

2. State Rolled Up Summary

- Same as State Summary, except chartfield strings are not broken out by program

3. State Parent Summary

- Based on parent (school/division) expense
- Chartfield strings broken out by program
- Useful for MOU leads

Two State Details Reports

2

State details reports

(similar to the transactions tab in InfoPorte)

1. STATE Details

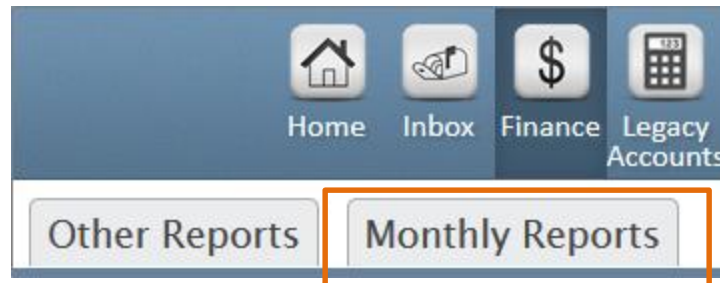
- Based on expense and revenue ledgers
- Chartfield strings broken out by program

2. STATE Rolled Up Details

- Same as STATE Details, except chartfield strings are not broken out by program

Demonstration

To access the reports ...



Search for the report you want ...

Search	<input type="text"/>
Enter department, fiscal year, and/or acctg period	
Business Unit	UNCCH
Department ID	318300:Chemistry
Fiscal Year	2017
Accounting Period	04 - October
<input type="button" value="Get Reports"/>	

Search for the report you want...

Search	<input type="text" value="318300 2017 04"/>
	<small>Enter department, fiscal year, and/or acctg period</small>
Business Unit	<input type="text" value="(show all)"/> <input type="button" value="v"/>
Department ID	<input type="text" value="(show all)"/> <input type="button" value="v"/>
Fiscal Year	<input type="text" value="2017"/> <input type="button" value="v"/>
Accounting Period	<input type="text"/> <input type="button" value="v"/>
	<input type="button" value="Get Reports"/>

Selecting your report

The screenshot shows a web interface for selecting reports. At the top, there are three tabs: 'Budget Process', 'Other Reports', and 'Monthly Reports'. Below the tabs, a search bar contains the text 'Search: UNCCH 318300 2017 04'. To the right of the search bar are two checkboxes: 'All PDF' and 'All Excel'. Below these are four rows of report entries, each with a selection checkbox, a PDF icon, and an Excel icon. The first row, 'UNCCH_318300_2017_4_STATE_DETAIL_WITH_PROGRAM', has its selection checkbox checked and is highlighted with an orange box. At the bottom of the interface, a 'Download Reports' button is highlighted with an orange box.

Report Name	Select	PDF	Excel
UNCCH_318300_2017_4_STATE_DETAIL_WITH_PROGRAM	<input checked="" type="checkbox"/>		
UNCCH_318300_2017_4_STATE_DETAIL	<input type="checkbox"/>		
UNCCH_318300_2017_4_STATE_SUMMARY	<input type="checkbox"/>		
UNCCH_318300_2017_4_STATE_SUMMARY_WITH_PROGRAM	<input type="checkbox"/>		

[Download Reports](#)

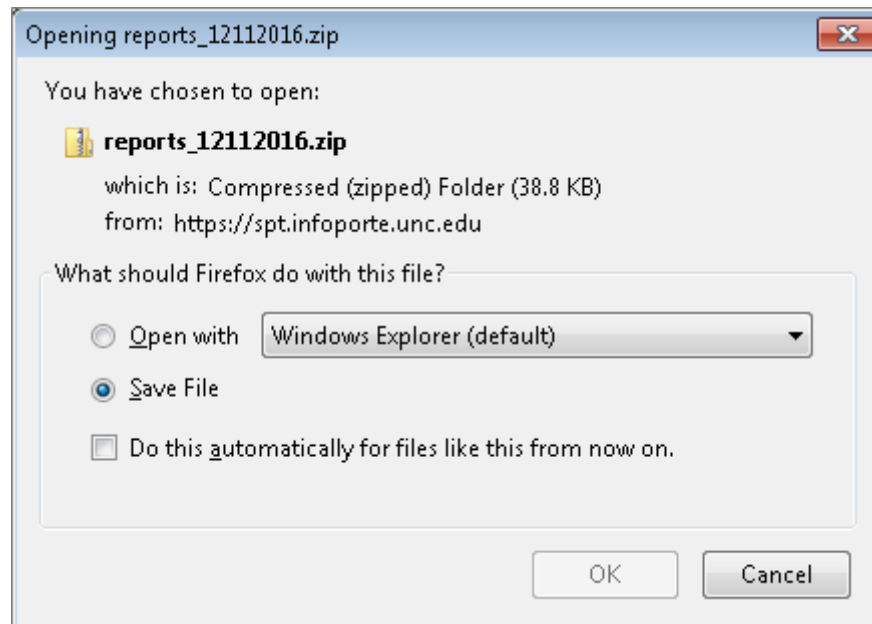
Selecting multiple reports

Financial Request Budget Process Other Reports **Monthly Reports**

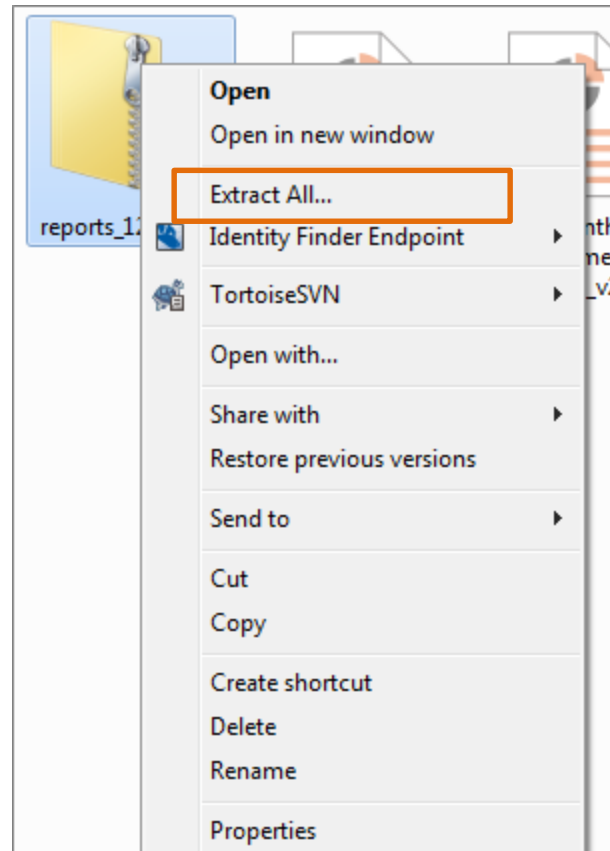
Search: 318300 2017 04

	<input type="checkbox"/> All PDF	<input checked="" type="checkbox"/> All Excel
<input checked="" type="checkbox"/> UNCCH_318300_2017_4_STATE_DETAIL_WITH_PROGRAM	<input checked="" type="checkbox"/> PDF	<input checked="" type="checkbox"/> Excel
<input type="checkbox"/> UNCCH_318300_2017_4_STATE_DETAIL	<input type="checkbox"/> PDF	<input checked="" type="checkbox"/> Excel
<input checked="" type="checkbox"/> UNCCH_318300_2017_4_STATE_SUMMARY	<input checked="" type="checkbox"/> PDF	<input checked="" type="checkbox"/> Excel
<input type="checkbox"/> UNCCH_318300_2017_4_STATE_SUMMARY_WITH_PROGRAM	<input type="checkbox"/> PDF	<input checked="" type="checkbox"/> Excel

Saving multiple files in zip folder



Unzipping the folder



Monthly Financial Report - STATE SUMMARY
 318300 - Chemistry
 Month Ending: Oct 31 2016

Description	YTD Budget	Pre/Enc	YTD Rev/Exp	Avail Bal	Pay Proj
GRAND TOTAL REVENUE	\$6,979.00	\$0.00	\$-3,635.79	\$10,614.79	\$0.00
GRAND TOTAL EXPENSE	\$7,323,281.95	\$22.50	\$3,060,756.92	\$4,262,502.53	\$0.00

10:50 Tuesday, December 6, 2016 1

Adj Avail Bal	MTD Budget	MTD Rev/Exps
\$10,614.79	\$0.00	\$0.00
\$4,262,502.53	\$360,532.66	\$848,180.44

Column	Description
YTD Budget	Year-to-date budget
Pre/Enc	Total of pre-encumbrances and encumbrances
YTD Rev/Exp	Year-to-date revenue or expenses
Avail Bal	YTD Budget - Pre/Enc - YTD Rev/Exp = Available Balance
Pay Proj	Payroll projections shows personnel expense projections
Adj Avail Bal	Available Balance - Payroll Projections = Adjusted Available Balance
MTD Budget	Total of budget journals and transfers for the month
MTD Rev/Exps	Total of revenue or expenses for the month

Monthly Financial Report - STATE SUMMARY
 318300 - Chemistry
 Month Ending: Oct 31 2016

Description	YTD Budget	Pre/Enc	YTD Rev/Exp	Avail Bal	Pay Proj
Bus Unit: UNCCH - Fund: 20101 - Source: 12001 (Academic Affairs Approp 16020) - Dept: 318300 - Prog: 10000 (Gen Op Exp)					
511100 EPA Non Teach Budget	215,371.00	0.00	0.00		0.00
511120 EPA Non Teach On Campus	0.00	0.00	38,791.56		0.00
511140 EPA Non Teach Supplement	0.00	0.00	12,333.20		0.00
SUBTOTAL 511100 EPA Non Teach Budget	\$215,371.00	\$0.00	\$51,124.76	\$164,246.24	\$0.00
512100 SPA Regular Salaries Budget	896,135.00	0.00	0.00		0.00
512120 SPA On Campus	0.00	0.00	268,864.85		0.00
SUBTOTAL 512100 SPA Regular Salaries Budget	\$896,135.00	\$0.00	\$268,864.85	\$627,270.15	\$0.00
512700 SPA Longevity Payment Budget	9,308.00	0.00	0.00		0.00
512710 SPA Longevity Payment	0.00	0.00	9,308.00		0.00
SUBTOTAL 512700 SPA Longevity Payment Budget	\$9,308.00	\$0.00	\$9,308.00	\$0.00	\$0.00
513100 EPA Teach Budget	4,629,268.00	0.00	0.00		0.00
513120 EPA Teach On Campus	0.00	0.00	1,439,413.26		0.00
SUBTOTAL 513100 EPA Teach Budget	\$4,629,268.00	\$0.00	\$1,439,413.26	\$3,189,854.74	\$0.00
514100 Non Student Temp Budget	2,000.00	0.00	0.00		0.00
SUBTOTAL 514100 Non Student Temp Budget	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00
514500 Student Temp Wages Budget	473.00	0.00	0.00		0.00

Excel (CSV format)

R_DESCRIPTION												
	A	B	C	D	E	F	G	H	I	J	K	L
1	R_DESCRIP	R_CHARTF	R_BUDGET	R_PREENCR	R_EXPENS	R_AVAIL_	R_PROJEC	R_ADJ_AVR	R_BUDGET	R_EXPENSE	AMOUNT_MTD	
2	GRAND TCZ_NULL		6979	0	-3635.79	10614.79	0	10614.79	0	0		
3	GRAND TCZ_NULL		7323282	22.5	3060757	4262503	0	4262503	360532.7	848180.4		
4	Bus Unit: UNCCH - Fund: 20101 - Source: 12001 (Academic Affairs Approp 16020) - Dept: 318300											
5	511100 EP	Bus Unit: U	410690	0	0		0		-3000	0		
6	511120 EP	Bus Unit: U	0	0	42749.92		0		0	9697.89		
7	511140 EP	Bus Unit: U	0	0	12333.2		0		0	3083.3		
8	511170 EP	Bus Unit: U	0	0	40716.9		0		0	11284.57		
9	SUBTOTAL	Bus Unit: U	410690	0	95800.02	314890	0	314890	-3000	24065.76		
10	512100 SP	Bus Unit: U	896135	0	0		0		0	0		
11	512120 SP	Bus Unit: U	0	0	268864.9		0		0	58434.09		
12	SUBTOTAL	Bus Unit: U	896135	0	268864.9	627270.2	0	627270.2	0	58434.09		
13	512700 SP	Bus Unit: U	9308	0	0		0		3989	0		
14	512710 SP	Bus Unit: U	0	0	9308		0		0	3989		
15	SUBTOTAL	Bus Unit: U	9308	0	9308	0	0	0	3989	3989		
16	513100 EP	Bus Unit: U	5334433	0	0		0		187521	0		
17	513120 EP	Bus Unit: U	0	0	1552546		0		0	387510.3		
18	513170 EP	Bus Unit: U	0	0	394087		0		0	162526.3		

Monthly Financial Report - STATE DETAIL
 318300 - Chemistry
 Month Ending: Oct 31 2016

Bus Unit: UNCCH - Fund: 20101 - Source: 12001 (Academic Affairs Approp 16020) - Dept: 318300 - **Prog: 10000 (Gen Op Exp)**

Acct	Acct Descr	Prog	Project	Cost Code 1	Cost Code 2	Cost Code 3	Description	Trans Type	Trans ID
	515500 Medical Insurance Budget								
515500	MedInsBud	10000					Fringe Benefit Pool AA	GL_BD_JRNL	0000266043_14-OCT-2016
515500	MedInsBud	10000					Fringe Benefit Pool AA	GL_BD_JRNL	0000270812_28-OCT-2016

Reference1	Reference2	Amount	Acct Dt
		3,554.91	
		20,728.30	
SUBTOTAL 515500 Medical Insurance Budget		\$24,283.21	

Getting Access to the Reports

Do you have access to the Finance section in InfoPorte?

- **Yes I have access!**
 - Great! Then you have access to these reports too.
- **No, sadly, I don't have access.**
 - That's a shame. Ask your InfoPorte Administrator to submit a help request to get you access.

IMPORTANT! These reports use ConnectCarolina security not InfoPorte's custom security.



Resources

- [Quick Reference Guide to Finance Reporting on ccinfo](#)
- We'll post these slides on ccinfo.unc.edu today
- We'll post this webinar on ccinfo.unc.edu in a day or two

Q & A