InfoPorte System Updates

Release 6.3.1   February 20, 2015

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

Finance

- The key change for this release is that the accounts on the Ledger Rollup tab are now organized the same way that we budget. The accounts that display in InfoPorte have been updated to match how each fund type is budgeted in ConnectCarolina, so the balances you see on the Ledger rollup screen reflect the budgeted amount for that account.

- The presentation of your balance information on the Ledger Rollup tab been reorganized so that when you enter your search parameters, the results appear in order by chartfield string and then the accounts within that chartfield string. These changes apply to both the Dept Accounting > Ledger Rollup and OSR Ledger Rollup tabs. (click here for more information)

- The Dept Accounting > Transactions tab now shows account totals on the *online* view and the PDF export. The Excel file no longer contains account totals, making it easier for you to manipulate the downloaded file for reconciliation. (click here for more information)

- When you search by a specific accounting period on the Ledger Rollup and OSR Ledger Rollup tabs, you can now see year-to-date transactions (life-to-date for OSR) on the Transactions tab. (click here for more information)

- The Dept Accounting > Grants Profile tab now includes the OSR Ledger Rollup summary information. When you choose a specific grant on the Grants Profile tab, you see the grant information (such as grant end date, who the PI is, the title of grant, and so on) and you also see financial information that is exactly the same as the Ledger Rollup tab. So you can see both your grant information and your ledger rollup information on the same screen. (click here for more information)

HR

You can now put in a request to your ARC for campus views to the HR Funding Report in which you can see the funding information for all employees who are paid off of any of your accounts, whether they are in your department or not. So, if you are in the Chemistry department and you fund part of a salary for an employee in School of Medicine, you can now (once granted access to this report) see your money that is going to this salary; you can also see the distribution of the actuals. The navigation to this report is HR > Reports > Funding Report.
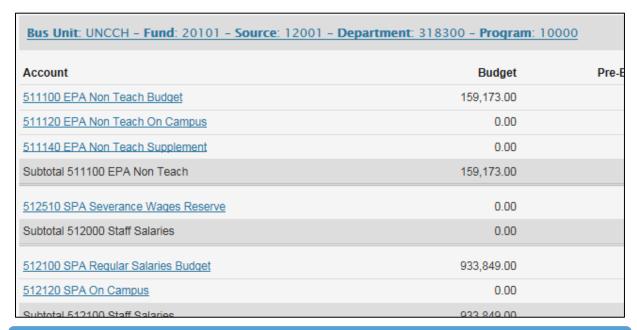
InfoPorte System Updates

Updated display on the Dept Accounting > Ledger Rollup and OSR Ledger Rollup tabs

The information on the Ledger Rollup tabs now more closely matches how we budget. In addition, the display on the Ledger Rollup and OSR Ledger Rollup tabs now shows your account information at a more detailed level, and there is now a closer link between the Ledger Rollup and Transactions tabs, so that you can more easily see the connection between your balances and the transactions that make up those balances.
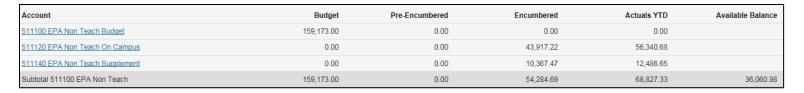
The specific updates are:

1. Each chartfield string in your search displays as a header in the search results.

2. Under each chartfield string, the accounts are grouped in high-level categories according to the budgeting requirements of each fund type. For example, State account groups are EPA Non Teach, Staff Salaries, etc.

3. The budget account displays above the account group to which it belongs. These accounts display at either a rolled up or detailed level based on the way the fund type (State, F&A, OSR, Trust) is budgeted.

4. The available chartfields in the search parameters change based on the ledger you select. This is driven by how each fund type is budgeted.

Account	Budget	Pre-E
511100 EPA Non Teach Budget	159,173.00	
511120 EPA Non Teach On Campus	0.00	
511140 EPA Non Teach Supplement	0.00	
Subtotal 511100 EPA Non Teach	159,173.00	
512510 SPA Severance Wages Reserve	0.00	
Subtotal 512000 Staff Salaries	0.00	
512100 SPA Regular Salaries Budget	933,849.00	
512120 SPA On Campus	0.00	
Subtotal 512100 Staff Salaries	933,849.00	

Bus Unit: UNCCH – Fund: 20101 – Source: 12001 – Department: 318300 – Program: 10000
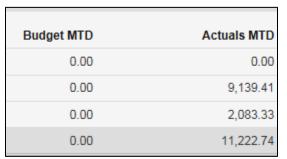
5. The budget and available balance information displays for each account group, as follows:

- Budget – the budgeted amount for the budget period
- Pre-encumbered– the current pre-encumbered amount (purchase requisitions, including ePro orders)
- Encumbered – the current encumbered amount (purchase orders and payroll encumbrances)
- Actuals YTD – expenses (campus journals, vouchers, and payroll expenses)
- Available balance – equals budget, minus pre-encumbered amount, minus encumbered amount, minus actuals YTD amount

Account	Budget	Pre-Encumbered	Encumbered	Actuals YTD	Available Balance
511100 EPA Non Teach Budget	159,173.00	0.00	0.00	0.00	
511120 EPA Non Teach On Campus	0.00	0.00	43,917.22	56,340.68	
511140 EPA Non Teach Supplement	0.00	0.00	10,367.47	12,486.65	
Subtotal 511100 EPA Non Teach	159,173.00	0.00	54,284.69	68,827.33	36,060.98

6. The Budget MTD and Actuals MTD columns show the sum of budget transactions and actuals transactions, respectively, for the month you select in the Acct Period field.

In the example below, if you select 5-November in the Acct Period field, the amounts that show in the Budget MTD column reflect the sum of all budget transactions for 5-November. The Actuals MTD column shows the sum of all actuals transactions for 5-November.

Ledger Rollup	OSR Ledger Rollup	Tran
Ledger	STATE	
Fiscal Year	2015	
Budget Period	2015	
Acct Period	5-November	

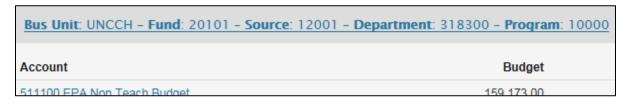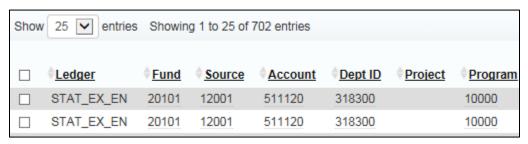| Budget MTD	Actuals MTD
0.00	0.00
0.00	9,139.41
0.00	2,083.33
0.00	11,222.74

7. Each chartfield string on the Ledger Rollup screen is a hyperlink. Clicking the link takes you to the Transactions tab and shows you the transactions contained in the chartfield string you selected.
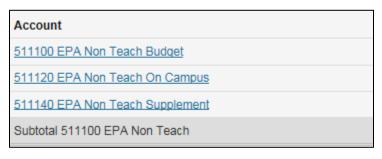
   In the example below, clicking the chartfield string displays the transactions with that string. Notice there are 702 entries.

   Bus Unit: UNCCH – **Fund**: 20101 – **Source**: 12001 – **Department**: 318300 – **Program**: 10000

Account	Budget
511100 EPA Non Teach Budget	159,173.00

   Show 25 ▼ entries   Showing 1 to 25 of 702 entries

☐	Ledger	Fund	Source	Account	Dept ID	Project	Program
☐	STAT_EX_EN	20101	12001	511120	318300		10000
☐	STAT_EX_EN	20101	12001	511120	318300		10000

8. In addition to the chartfield string, each account on the Ledger Rollup screen is a hyperlink. Clicking the link takes you to the Transactions tab and shows you the transactions that comprise the totals for the account you selected.

   In the example below, clicking the 511100 EPA Non Teach Budget link displays the transactions that comprise the totals for that account within that chartfield string.

Account
511100 EPA Non Teach Budget
511120 EPA Non Teach On Campus
511140 EPA Non Teach Supplement
Subtotal 511100 EPA Non Teach

☐	Ledger	Fund	Source	Account	Dept ID	Project	Program
☐	STAT_EX_BD	20101	12001	511100	318300		10000

9. The Ledger rollup search fields are now dynamic according to the fund type, so for example when you search for a state fund, it displays the search fields that are useful in working with state funds. In the Ledger Rollup search fields, there are toggles on the optional chartfields for each fund type. For example, the Program search field appears with a toggle for the State

ledger. When you select the Trust ledger, the Program, Cost Code 1, and Cost Code 3 chartfields appear with a toggle.

The toggle drives which chartfields display in your search results. When the toggle is on (toggle button is blue), your search results show chartfield strings with the optional chartfield. When the toggle is off (toggle button is gray), the chartfield strings with the optional chartfield search results do not appear separately in the search results but are included in the rolled up chartfield string. For example:

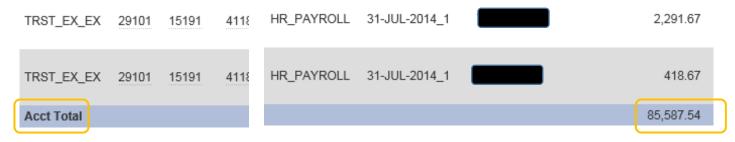Suppose you budget on both these chartfield strings:

- 21101-13001-420102-M2031
- 21101-13001-420102

If you leave the Program toggle **on** (blue), your search results display chartfield strings 21101-13001-420102-M2031 and 21101-13001-420102 separately. If you leave the toggle button off, only chartfield string 21101-13001-420102 appears in your search results but includes transactions with 21101-13001-420102-M2031.

The toggles do not affect your balances. They only affect the chartfield strings that display in your search results.

The Dept Accounting > Transactions tab displays account totals for the online view

The online view and the PDF export of the Dept Accounting > Transactions tab now have account totals so you can match the account totals from the Ledger rollup. However, the Excel file does not contain totals, to make it easier for you to manipulate the data in the downloaded file as needed for reporting.

Note: The bottom of each page of the Transactions tab always shows an account total even if the last account of that screen carries over to the next screen. The total shown is the grand total for that account, not the total of that account on each screen.

Searching by a specific accounting period on the Ledger Rollup shows YTD transactions on the Transactions tab

When you select a specific accounting period on the Dept Accounting > Ledger Rollup tab and click a chartfield string from your search results, the transactions that display will be YTD, not just the accounting period selected.

In the example below, accounting period 5 is selected from the Ledger Rollup tab. Clicking the 512120 SPA On Campus link shows the YTD transactions for that account.

Note: This works the same way for the OSR Ledger Rollup tab, except that the transactions that display are life-to-date rather than YTD.

| Acct Period | 5-November | | Program | |

Bus Unit: UNCCH – **Fund:** 21101 – **Source:** 13001 – **Department:** 452400 – **Program:** 10000

Account	Budget	Pre-Encumbered
512510 SPA Severance Wages Reserve	0.00	0.00
Subtotal 512000 Other SPA Budget	0.00	0.00
512100 SPA Regular Salaries Budget	131,895.00	0.00
512120 SPA On Campus	0.00	0.00

HR_PAYROLL	30-SEP-2014_1
HR_PAYROLL	21-NOV-2014_1
HR_PAYROLL	21-NOV-2014_1
HR_PAYROLL	15-OCT-2014_1

InfoPorte System Updates

The Grant Profile > Grant Details tab contains the OSR Ledger Rollup information for each grant

The OSR Ledger Rollup information appears on the Grant Profile > Grant Details tab for each grant. When you navigate to the Dept Accounting > Grant Profile tab and search for a specific grant, the Grant Details tab for that grant appears. If you scroll down the Grant Details page, you will see the OSR Ledger Rollup information, which shows the chartfield strings and related accounts charged to that grant.

Dept Accounting	Financial Reporting	Financial Request

Ledger Rollup	OSR Ledger Rollup	Transactions	GL Transactions	Grant Profile

Grant Profile	Grant Details

Project Details

When you pull up a specific grant and scroll down…….

Project ID **5053355**

Project S

Project Description **Nutrition–Related NCD Preventi**

Bus Unit: UNCCH – **Fund**: 25210 – **Source**: 49000 – **Department**: 631100 – **Project**: 5053355

Account	Budget	Pre-Encumbered	
510000 Personnel Cost Budget	80,878.00	0.00	
511120 EPA Non Teach On Campus	0.00	0.00	
511170 EPA Non Teach Student Monthly	0.00	0.00	
514120 Non Student Temp Wages	0.00	0.00	
514210 Non Student Temp OT Wages	0.00	0.00	
Subtotal 510000 Personnel Cost Budget	80,878.00	0.00	38,
515000 Fringe Benefits Budget	14,811.13	0.00	
515120 Social Security-OASDI	0.00	0.00	

…you will see the chartfield strings and related accounts charged to that grant.