InfoPorte System Updates

Release 6.4, April 6, 2015

- Special Edition: Finance- & HR-related changes to personnel encumbrances
- Finance
- Grants
- HR
- Faculty Dashboard – no updates
- Access Updates – no updates
- General

Summary of the Changes

Special Edition: Finance- & HR-related changes to personnel encumbrances

- ConnectCarolina no longer calculates personnel encumbrances. InfoPorte now displays information from a new personnel projection tool. In Finance, you can see this information on the Main Ledgers and the Transactions tabs. There is also a new report in HR. (click here for more information)

Finance

- All the ledger rollups are now under one main tab called Ledger Rollups, with tabs underneath for the different ledgers. There are three new rollups for parent, FAMODET, and capital improvement ledgers. (click here for more information)
- The Ledger Rollup tab now has grand total lines for revenues and expenses. (click here for more information)
- The OSR Ledger Rollup tab now shows direct and indirect charges separately. (click here for more information)
- The Main Ledgers tab now includes a column for soft encumbrances entered in InfoPorte. (click here for more information)
- The Reference 2 column of the Transactions tab now shows the purchase requisition ID associated with a voucher. (click here for more information)
- The GL Transactions tab has been renamed the GL Activity tab. (click here for more information)
- If your school or division budgets on ConnectCarolina cost code or program, a new report makes it easier to see a quick summary of budget and actuals for all your cost codes and programs on one page. From there, you can drill down to more detailed balances, and then to the transactions that make up those balances. (click here for more information)
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- The function that allowed you to replace ConnectCarolina cost codes with InfoPorte cost codes has been removed (this was called the “cost code override” function). ([click here for more information](https://ccinfo.unc.edu))

Grants

- The Grants Details tab now shows more information about how your grants are defined, gives a quick snapshot of the grant’s financial status, and has more accurate personnel allocations. ([click here for more information](https://ccinfo.unc.edu))

HR

- In some cases, the Employee List, Payroll tab, and the HR SAS reports showed duplicate entries if a position was funded and an employee was in the position (reports showed one line for the position funding and another for the employee occupying the position). This problem has been corrected.

General

- A new webpage collects information about reporting in one place: the Reporting tab on the ccinfo.unc.edu website. ([click here for more information](https://ccinfo.unc.edu))
Special Edition: Finance- & HR-related changes to personnel encumbrances

The ConnectCarolina team developed a new personnel projection tool to address the problems with personnel encumbrances in ConnectCarolina. InfoPorte now displays the information from the new personnel projection tool.

Listed here are highlights of the tool and how it works to help you better understand the information you see in InfoPorte.

- Projections are for UNC employees, except hourly students and hourly temporary employees.
- At this time, projections are calculated through 6/14/2015 for bi-weekly employees, and 6/30/2015 for monthly employees, regardless of fund type.
- Projections are for Regular Earnings only. Fringe benefits currently display as zero, but will be available by the end of April. Remember, projections are based on regular earnings, not earnings like overtime, clinical compensation, and so on.
- Projections are calculated using an employee’s most recent compensation (regular earnings only), multiplied by the number of pay periods remaining in FY15. For example, a faculty member is paid $120,000 per year. As of today, April 6, there are three monthly pay periods left. The projection is calculated as: $120,000 ÷ 12 pay periods × 3 pay periods remaining = $30,000.00 projected
- Projections are recalculated after every payroll is run. The recalculation isn’t specific to bi-weekly, or monthly employees. Instead when the calculation is run, it looks at an employee’s latest effective dated payroll change for that payroll period. For example, the faculty member in the previous example receives a raise on the 15th of April, and now earns $144,000 per year. You will see April, May and June projections updated after the April 17 biweekly payroll is run. $144,000 ÷ 12 pay periods × 3 pay periods remaining = $36,000.00 projected
- Biweekly employee projections are prorated by work days, and monthly employees by calendar days, which include Saturdays and Sundays. Let’s look at a biweekly employee as an example:
  - Funding for a biweekly employee changes on April 14, which is in the middle of pay period B21.
  - B21 is for work dates April 6-April 19, and pays on May 1.
  - B20 payroll is paid on April 17. The projection calculation runs closely behind the payroll pay date.
  - The projection calculation for B21 will distribute April 6, 7, 8, 9, 10 and 13 on the original funding, and April 14, 15, 16, and 17 on the new funding.
- The projections are calculated on active employees, as of their last payroll date. For example, an employee is paid on April 30, and terminated on May 1. The process runs and calculates projections for May and June, because he was an active employee in April. When the next process after May 1 runs, the employee will no longer be active, and will have no projections.
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- Projections are calculated beyond the funding end date. For example, my grant ends April 30, but projections are still calculated for May and June.

Work continues on the projections tool. The next round of changes will provide projections for employer-paid fringe benefits, and for General Administration employees.

Personnel encumbrances replaced by new “Projected” columns on Main Ledger tab; Detail available on Transactions tab and Salary Projection report

ConnectCarolina no longer calculates personnel encumbrances. InfoPorte now displays information from the new personnel projection tool. In Finance, you can see this information on the Main Ledgers and the Transactions tabs. In HR, you can see this information on the Payroll tab’s Salary Projections report.

Main Ledgers tab

The Main Ledgers tab includes four new columns:

1. Soft-Encumb Amt – total of soft encumbrances entered in InfoPorte
2. Projected Earnings – total of projected earnings; replaces personnel encumbrances
3. Projected Fringe – total of employer-paid benefits and taxes; replaces personnel encumbrances. Fringe benefits currently display as zero, but will be available by the end of April.
4. IPT Balance – in effect, the true available balance

To see the four new columns, you’ll need to set the Show Projections filter to “Yes” and click on Search.
The new columns display to the right of the Available Balance column.

Click on the account’s hyperlink, to go to the Transactions tab and see the transactions that comprise the projected earnings and projected fringe amounts.

Transactions tab
The easiest way to see the projections transactions is by clicking from the Main Ledgers tab to the Transactions tab. When you do, you’ll notice that the projections and any expense transactions are displayed on the screen.

The Ledger and Trans Type columns help you identify the projections. The Ledger column has the ledger group (for example, STATE or TRUST), followed by HR Projection in parentheses. The Trans Type is HR_Projection. You’ll also notice the employee’s name is provided in the Description column, and PID in Reference 1.
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The total of the HR_Projections equals the total of the projected columns on the Main Ledgers tab.

You can also go directly to the Transactions tab to search for HR projections. You’ll need to use the Advanced filters: Trans Type and Show Projected.

To see only HR projections, select HR_Projections in the Trans Type filter.

To include HR projections with other transaction types, select Yes in the Show Projected filter, and use only this filter.
Salary Projections report
The Salary Projections report (HR > Payroll > Salary Projections) has detail not available on the Transactions tab, including distribution percentage, total taxes, and more.

You can run the report by pay period begin or end date, department, chartfield string, employee, or a combination of filters.

Note: Pay Begin Date and Pay End Date limit the results to those particular periods.

If the same filters are used (don’t use Pay Begin Date or Pay End Date) the totals on the Salary Projections report tie back to those on the Main Ledgers and Transactions tabs.

Helpful information about the Salary Projections report
- Most filters (Source, for example) require you to scroll and select the value you need, instead of entering it (Program, for example). Selecting values lets you choose multiple values at the same time.
- Right click on the information returned to export to Excel.
Details include pay group, employee name and ID, position number, and complete chartfield string. Other detail information is:

- **Dist Percent** – distribution percentage for the chartfield string
- **Earnings** – earnings projection for the corresponding chartfield string
- **Total Deductions** – employer-paid deductions (health, dental, retirement, and so on). This information currently displays as zero, but will be available by the end of April.
- **Total Taxes** – employer-paid State and Federal taxes. This information currently displays as zero, but will be available by the end of April.
- **Check Date** – date the employee will be paid using this distribution method
- **Pay Begin Date** – beginning of the payroll period
- **Pay End Date** – end of the payroll period
- **Start Date** – If there is a mid-period change in the funding, the start date changes for the distribution created. If there is no mid-period change, the date is the same as Pay Begin Date.
- **End Date** – If there is a mid-period change in the funding, the end date changes for the distribution created. If there is no mid-period change, the date is the same as the Pay End Date.
- **As of Date** – effective date from the Department Budget Table (DBT) used for creating projections; most relevant if there is a mid-period funding change.
Details about the other changes in this version

The ledger information is now under one main Ledger Rollups tab, and several new tabs have been added
All the ledger rollups have been brought under one main tab called Ledger Rollups, with tabs underneath for the different ledgers. The Main Ledgers tab contains the F&A, State, and Trust ledger group balances. The OSR Ledger tab contains contract and grant balances. There are also three new sub-tabs: Parent Ledgers, FAMODET, and Capital Improvement.

![Image]

There is still a single Transactions tab. The Transactions tab shows the transactions based on the ledger and other search criteria you enter. The ledgers available are Capital Improvement, F&A, FAMODET, OSR, State, and Trust.

Except for Parent Ledgers, the ledger rollups operate the same in that each chartfield string and account in the search results is a link that takes you to the transactions that comprise the balance of that chartfield string or account. Parent Ledgers do not link to the Transactions tab.

The new sub-tabs are explained further below.
Parent Ledgers tab

The Parent Ledgers tab contains the budget information for State and F&A parent ledgers. The parent ledger balances are most useful to MOU Leads.

The parent ledgers show the cumulative budget amount for all the departments within a school or division. For example, the College of Arts and Sciences has a parent budget, and all the departments within the College, such as Biology, have a child budget that is a subset of the parent budget.

The search fields on the Parent Ledgers tab change based on the ledger you select. This is driven by the chartfields the ledger is budgeted on.

- **F&A PAR**
  The F&A parent budget does not budget by Account, so this field does not appear when you select the F&A parent ledger.
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- STATE PAR

The State Parent ledger budgets by account, fund, source, and department. That’s why all four of these search fields appear when you select the State parent ledger.
FAMODET tab

FAMODET are the budget ledgers used by Business Services & Administration, Energy, Environment, Health & Campus Safety, and Facilities Services.

There are three different FAMODET budget rule sets. All three rule sets budget on source, account, and department. Project ID is optional. Program and cost codes are used for some of the rule sets and not others. All the chartfields appear when you select the FAMODET ledger, even though not all FAMODET ledgers budget on program and cost code.
Capital Improvement tab

The Capital Improvement budget ledger is used by Facilities Services.

Capital Improvement budgets on fund and source. The fund field allows you to search by the first three digits from the dropdown menu, or you can enter the whole fund code.
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The Main Ledgers tab now has Grand Total lines for Revenues and Expenses

The Main Ledgers tab under the Ledger Rollups tab now has a Grand Total Revenue and Grand Total Expense line. These lines appear at the bottom of the screen and are the total of the revenues and expenses in the Available Balance column.

The Grand Total Revenue line only appears for State and Trust ledgers and not for F&A, since departments do not process revenue transactions for F&A.

This is the grand total of all revenues and expenses in the Available Balance column.
The OSR Ledger Rollup tab shows separate totals for Direct and Indirect costs

The OSR Ledger Rollup tab now shows separate totals for direct and indirect costs.

<table>
<thead>
<tr>
<th>Ledger Rollups</th>
<th>Transactions</th>
<th>GL Activity</th>
<th>Grant Profile</th>
<th>Soft Encumbrances</th>
<th>Program/Cost Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Ledgers</td>
<td>OSR Ledger</td>
<td>Parent Ledgers</td>
<td>FAMDET</td>
<td>Capital Improvement</td>
<td></td>
</tr>
<tr>
<td>Direct Total</td>
<td>789,351.21</td>
<td>41,978.57</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>559000 Indirect Cost Budget</td>
<td>376,071.38</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>559010 Indirect Cost-On Campus</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal 559000 Indirect Cost Budget</td>
<td>376,071.38</td>
<td>49,966.66</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indirect Total</td>
<td>376,071.38</td>
<td>49,966.66</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Main Ledgers tab includes a column for Soft Encumbrances

A soft encumbrance is a way to earmark funds for future use, and exists only in InfoPorte. If you have access, you can create soft encumbrances in the Soft Encumbrance tab. Soft encumbrances are included in the IPT Balance column. To see the Soft Encumbrance column, you'll need to set the Show Projections filter to “Yes” and click on Search. For those of you already using the Soft Encumbrances feature, you can now easily see how the soft encumbrances affect your balance.
**InfoPorte System Updates**

**Can now see the Purchase Req ID associated with a Voucher**

The Reference 2 column on the Transactions tab now shows you the PO number and the purchase requisition ID associated with a voucher. This will make it much easier to reconcile ePro Vendor Catalog orders. That’s because the purchase requisition eventually becomes a voucher to process payment to the vendor. It is the voucher that you reconcile, but typically you have the purchase requisition ID as backup.

**NOTE:** This change didn’t make it into the new version released today (4/6), but will be available in InfoPorte before the end of the week.

<table>
<thead>
<tr>
<th>Description</th>
<th>Trans Type</th>
<th>Trans ID</th>
<th>Reference 1</th>
<th>Reference 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000000020_STAPLES_BUSINESS</td>
<td>AP_VOUCHER</td>
<td>50132935_3256362396</td>
<td>2000240101 1000028750</td>
<td></td>
</tr>
</tbody>
</table>

**The GL Transactions tab renamed to the GL Activity tab**

The GL Transactions tab has been renamed the GL Activity tab to better represent the information contained in the tab.

The GL Activity tab is used to reconcile cash advances, but otherwise, is only used by a few departments on campus.

The lines on the GL Activity tab do not represent individual transactions. Each line on the GL Activity tab represents a journal entry in the actuals ledger that was generated from transactions entered in a ConnectCarolina subsystem. Subsystems are the various areas of ConnectCarolina where you enter transactions, such as purchase requisitions and vouchers.

Additional documentation and training on this tab is forthcoming.
Cost Code tab renamed Program/Cost Code tab, and now shows program and cost code info on one page

The Cost Code tab has been renamed the Program/Cost Code tab, and now lets you see a summary of all your programs and cost codes on a single screen.

**Note:** Our current program and cost code budget definitions do not let us report program or cost code information by Foundation, and do not record revenue transactions. A solution is being worked on to meet this need and will be available for the next fiscal year, FY16. The solution will allow you to report foundation and revenue transactions you enter in FY16.

There are five tabs underneath the Program/Cost Code tab:

- **Summary** – search for a specific ConnectCarolina program or cost code; also shows a summary of the ConnectCarolina programs and cost codes below the search fields.
  
  **Note:** You can search for your programs and cost codes by using the % wildcard. For example, if your cost codes begin with the letter “A”, you can type A% to see all cost codes that start with A.

- **Rollup** – shows Ledger Rollup information for ConnectCarolina programs and cost codes.

- **Transactions** – shows transaction information for ConnectCarolina programs and cost codes.

- **List** – lets you to search for specific ConnectCarolina cost codes.

- **IPT List** – is the same thing as the Cost Code tab prior to this release. It shows a listing of InfoPorte Cost Codes and provides the ability to create and edit those cost codes.

**Notes:**

- **The PeopleSoft Cost Code report under the Financial Reporting tab has been removed.**

- **To see information on your InfoPorte cost codes, you can use the Cost Code report under the Financial Reporting tab. This report will eventually be replaced by a report similar to the new Program/Cost Code Rollup tab.**
Drilldown on the Program/Cost Code tab to see balances and the transactions that make up those balances

There is drilldown capability on the ConnectCarolina program and cost codes. For example, when you click a ConnectCarolina cost code from the Summary tab, the Ledger Rollup information appears for that cost code. From the Ledger Rollup information, you can click individual accounts to see the transactions that comprise the account totals.
Can no longer override ConnectCarolina Cost Codes

In the past, InfoPorte let you replace a cost code that was entered in ConnectCarolina with an InfoPorte cost code. This feature was confusing and used incorrectly by many InfoPorte users, and so has been removed. You can still add additional cost codes to transactions in InfoPorte, but you can no longer use InfoPorte to replace a cost code that was entered in ConnectCarolina. Remember, any cost codes you add in InfoPorte do not make their way back to ConnectCarolina.

Grant Details tab shows more information about your grants

The following enhancements have been made to the Grant Details tab.

1. Additional fields have been added to the Project Details section. These are:
   - Rebudgetary Allowability
   - Invoice Frequency (aka billing frequency)
   - OSR Post-Award Administrator
   - Prime/Sub Indicator
   - Prime Project Start Date
   - OSR Financial Reporter
   - Prime Account Number
   - Prime Project End Date
   - Original Proposal
2. The Financials section now shows separate total lines for Direct and Indirect costs. The Balance (Direct only) line does not include indirect costs. The Balance line is a total of direct and indirect costs.

The calculations are:

Budget = Direct Total Budget + Indirect Total Budget

Balance (Direct only) = Direct Total Budget – Actuals (Direct) – Encumbrance – Pre-encumbrance

Balance = Budget – Actuals (Direct) – Actuals (Indirect) – Encumbrance – Pre-encumbrance

<table>
<thead>
<tr>
<th>Financials</th>
<th>MTD</th>
<th>Life To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget</td>
<td></td>
<td>1,165,422.59</td>
</tr>
<tr>
<td>Actuals (Direct)</td>
<td>0.00</td>
<td>687,801.94</td>
</tr>
<tr>
<td>Actuals (Indirect)</td>
<td>0.00</td>
<td>326,104.72</td>
</tr>
<tr>
<td>Encumbrance</td>
<td></td>
<td>59,570.70</td>
</tr>
<tr>
<td>Pre-encumbrance</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Balance (Direct only)</td>
<td></td>
<td>41,978.57</td>
</tr>
<tr>
<td>Balance</td>
<td></td>
<td>91,945.23</td>
</tr>
</tbody>
</table>

The Balance does not include cost share.

3. The Rollup Details section at the bottom of the Grant Details tab now has lines for direct and indirect budget information, as well as cost share total (if applicable) for the project.

<table>
<thead>
<tr>
<th>588810 Tuition-Graduate Assistant</th>
<th>Budget</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subtotal: 588810 Tuition-Graduate Assistant</td>
<td>5,876.00</td>
<td>1,959.00</td>
</tr>
<tr>
<td>Direct Total</td>
<td>789,351.21</td>
<td>41,978.57</td>
</tr>
<tr>
<td>559000 Indirect Cost Budget</td>
<td>376,071.38</td>
<td></td>
</tr>
<tr>
<td>559010 Indirect Cost-On Campus</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Subtotal: 559000 Indirect Cost Budget On Campus</td>
<td>376,071.38</td>
<td>49,966.66</td>
</tr>
<tr>
<td>Indirect Total</td>
<td>376,071.38</td>
<td>49,966.66</td>
</tr>
<tr>
<td>Cost Share Total</td>
<td>0.00</td>
<td>-36,404.85</td>
</tr>
</tbody>
</table>
4. The information in the Personnel Details section is now correct. This section now shows: actual funding from the grant and the percent to total, cost share amount and percent, and percent of each person’s total effort on the grant.

<table>
<thead>
<tr>
<th>Name</th>
<th>Grant Amount</th>
<th>Grant %</th>
<th>Cost Share Amount</th>
<th>Cost Share %</th>
<th>Effort Total %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Doe</td>
<td>0.00</td>
<td>0.0%</td>
<td>10,962.00</td>
<td>4.7%</td>
<td>4.7%</td>
</tr>
<tr>
<td>John Doe</td>
<td>45,000.00</td>
<td>100.0%</td>
<td>0.00</td>
<td>0.0%</td>
<td>100.0%</td>
</tr>
<tr>
<td>Jimmy Doe</td>
<td>39,912.00</td>
<td>60.0%</td>
<td>0.00</td>
<td>0.0%</td>
<td>60.0%</td>
</tr>
<tr>
<td>Jessie Doe</td>
<td>22,600.00</td>
<td>50.0%</td>
<td>0.00</td>
<td>0.0%</td>
<td>50.0%</td>
</tr>
<tr>
<td>Totals</td>
<td>107,412.00</td>
<td></td>
<td>10,962.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Information about reporting collected in one place

Past release notes, webinars, information about the reporting task force—all reporting information has been collected in one place: the Reporting tab on the ccinfo.unc.edu website.