InfoPorte Release 6.4
Welcome!

• The purpose of this webinar is to cover the changes in InfoPorte with the 6.4 release

• Duration is approximately 60 minutes

• Use the chat window to type your questions
  • We will answer questions at the end

• The webinar recording will be posted on the Reporting tab on ccinfo.unc.edu
By the end of this webinar, you should be familiar with:

**Finance**
- New main Ledger Rollups tab with tabs below for different ledgers
- New Ledger rollups: Parent, FAMODET, and Capital Improvement
- Enhancements to Main Ledgers and OSR Ledger rollup information
- The Reference 2 column on the Transaction tab that shows the requisition ID for a voucher
Objectives

**Finance**
- New report showing a summary of budget and actuals for cost codes and programs on one page
- The removal of the “cost code override” function from InfoPorte

**Grants**
- Enhancements to the Grant Details tab
Objectives

**Personnel Encumbrance Changes**

- InfoPorte no longer displays personnel encumbrances.

- It displays personnel projections, calculated by a new personnel projection tool.

- You can see this data on the Main Ledgers and the Transactions tabs.

- There is also a new HR report that displays it.
Ledger Rollups Tab
Ledger Rollups tab

- One high-level tab called Ledger Rollups now houses all ledger tabs below

- Main Ledgers tab – contains F&A, State and Trust ledger group balances
- OSR Ledger tab – contains contract and grant balances
- 3 new sub-tabs – Parent Ledgers, FAMODET, and Capital Improvement
Let’s take a closer look at each of the 3 new sub-tabs
Parent Ledgers tab

• The new Parent Ledgers tab contains budget information for **State** and **F&A** parent ledgers
• Parent ledgers are most useful to MOU Leads.
• Balances on parent ledgers show the cumulative budget amount for all departments within a school or division:

For the College of Arts & Sciences, the parent ledger shows the budget amount at the college level, not the department.

• Search fields on the Parent Ledger tab change depending on which ledger you’re searching for because each one budgets on different chartfields.
Parent Ledgers tab – F&A PAR

- Here are the search fields for the F&A parent ledger:

  When you choose the F&A PAR ledger . . .

  ... the Account field disappears because F&A doesn’t budget by account.
Parent Ledgers tab – F&A PAR

• Here’s an example of F&A PAR ledger search results, using the School of Law:

The parent ledger here shows the F&A parent budget information. Notice the chartfields are the rolled-up chartfields.
FAMODET tab

- FAMODET ledgers are budget ledgers for Business Services & Administration, Energy, Environment, Health & Campus Safety, and Facilities Services.

- There are 3 different FAMODET budget rule sets.

- Some FAMODET rule sets budget on all chartfields.

- As a result, all chartfields display as search fields on the FAMODET ledger tab.
Capital Improvement tab

- Facilities Services uses the Capital Improvement budget ledger.
- The Capital Improvement ledger budgets on fund and source.

In the Fund field, you can search by the first three digits from the dropdown menu, or enter the whole fund code.
Main Ledgers tab

- Grand Total lines for Revenues and Expenses now display on the Main Ledgers tab at the bottom of the screen.
- The Grand Total Revenue line displays only for State and Trust ledgers since departments don’t process revenue transactions for F&A.

![Main Ledgers screenshot]

This is the grand total of all revenues and expenses in the Available Balance column.
Main Ledgers tab

• A soft encumbrances column now displays on the Main Ledgers tab:

<table>
<thead>
<tr>
<th>Available Balance</th>
<th>Soft-Encumb Amt</th>
<th>Projected Earnings</th>
<th>Projected Fringe</th>
<th>IPT Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>0.00</td>
<td>2,029.74</td>
<td>809.96</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0.00</td>
<td>15,166.25</td>
<td>1,379.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0.00</td>
<td>17,195.99</td>
<td>2,189.21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>44,655.07</td>
<td>0.00</td>
<td></td>
<td></td>
<td>25,269.87</td>
</tr>
</tbody>
</table>

• A soft encumbrance is a way to earmark funds for future use
  ➢ It’s only available in InfoPorte

• If you have access, you can create soft encumbrances on the Soft Encumbrances tab:
Let’s take a look at how you display the soft encumbrance column
Choose **Yes** in the Show Projections field after entering your other search filters. Click **Search**.

InfoPorte displays the soft encumbrance column. The IPT Balance includes any soft encumbrances.
OSR Ledger Rollup tab

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

[Image of OSR Ledger Rollup tab showing direct and indirect costs]
Transactions Tab
Transactions tab

• The Reference 2 column now displays the purchase requisition ID associated with a voucher.

• This will make it easier to reconcile vouchers that process payments for your purchase reqs.

  ➢ Since you typically don’t know the voucher number but do have the purchase requisition as backup, you can look up the vouchers with the purchase req ID.
Program/Cost Code Tab
Program/Cost Code tab

• The Cost Code tab was renamed the Program/Cost Code tab:

• You can see a summary of all your programs and cost codes on this screen

• NOTE:
  ➢ Our current program and cost code budget definitions don’t let us to report program or cost code information by Foundation, and do not record revenue transactions.
  ➢ A solution is coming next fiscal year, FY16. You’ll be able to report foundation and revenue transactions you enter in FY16.
Program/Cost Code tab

There are 5 tabs below the Program/Cost Code tab:

1. **Summary tab** – use to search for a specific ConnectCarolina program or cost code; summary info at bottom
2. **Rollup tab** – shows Ledger Rollup information for CC programs and cost codes
3. **Transactions tab** – shows Transaction information for CC programs and cost codes
4. **List tab** – use to search for specific CC cost codes
5. **IPT List tab** – Same as the Cost Code tab prior to this release; shows list of InfoPorte cost codes; use to create or edit those cost codes
Program/Cost Code tab

• Search for your programs and cost codes by using the % wildcard.

• **EXAMPLE:**

For cost codes that begin with the letters MA, type **MA%** to see all cost codes or programs that start with MA:
Program/Cost Code tab

You can drill down into programs and cost codes to see balances and transactions:

- Click the cost code link to see the Ledger Rollup on the Rollup tab (below).
- Click on a specific account on the Ledger Rollup to see the transactions for that account total (below).
- A list of transactions for the account displays on the Transactions tab.
Program/Cost Code tab

• Cost Code Override Feature Gone
  ➢ In the past, InfoPorte let you replace a cost code entered in ConnectCarolina with an InfoPorte cost code.
  ➢ This feature caused confusion and was used incorrectly by many InfoPorte users.
  ➢ As a result, the feature was eliminated.

• You can still add new cost codes to transactions in InfoPorte.
  ➢ Just remember that any cost codes you add in InfoPorte don’t make their way back to ConnectCarolina.
Grant Profile Tab
Grant Profile tab

- The Grant Details tab now shows more information about your grants.
- You see the Grant Details tab when you click a project link on the Grant Profile tab:

  ![Project Details](image)

- These fields were added to the Grant Details tab:
Grant Profile tab

• 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.
Grant Profile tab

- 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>Description</th>
<th>Budget</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>568810 Tuition-Graduate Assistant</td>
<td>5,876.00</td>
<td>1,959.00</td>
</tr>
<tr>
<td>Subtotal 568810 Tuition-Graduate Assistant</td>
<td>789,351.21</td>
<td>41,978.57</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>49,966.66</td>
</tr>
<tr>
<td>559010 Indirect Cost-On Campus</td>
<td>0.00</td>
<td>49,966.66</td>
</tr>
<tr>
<td>Subtotal 559000 Indirect Cost Budget</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>
Grant Profile tab

- The information in the Personnel Details section is now correct.

<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>22,500.00</td>
<td>50.0%</td>
<td>0.00</td>
<td>0.0%</td>
<td>50.0%</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>107,412.00</strong></td>
<td><strong>100.0%</strong></td>
<td><strong>10,962.00</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This column shows actual funding from a grant.

This column shows the percent to total.

This column shows the cost share amount.

This column shows the cost share percentage.

This column shows the percentage of each person’s total effort on the grant.
Personnel Encumbrance Changes
Personnel Encumbrance Changes

• Personnel encumbrances have been replaced with data calculated by a new personnel projection tool
  ➢ ConnectCarolina no longer calculates personnel encumbrances
  ➢ Instead, InfoPorte now displays information from the new personnel projection tool
  ➢ Work continues on the tool, and will soon provide projections for:
    ➢ employer-paid fringe benefits
    ➢ General Administration employees
Personnel Projection Tool

Here are some highlights of the current tool:

• Projections are for UNC employees, except hourly students and hourly temporary employees.

• At this time, projections are calculated through 6/14/2015 for biweekly employees, and 6/30/2015 for monthly employees, regardless of fund type.

• Currently, projections are for Regular Earnings only.

• Projections are calculated using an employee’s most recent compensation (regular earnings only), multiplied by the number of pay periods remaining in FY15.
  
  o For example, a faculty member is paid $120K. As of today, April 7, there are three monthly pay periods left in FY16.

  $120,000 ÷ 12 pay periods × 3 pay periods remaining = $30,000.00 projected
Personnel Projection Tool

• 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.
  o For example, the faculty member in the previous example receives a raise on the 15th of April, and now earns $144,000 per year.
  o 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
Personnel Projection Tool

- 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.
Personnel Projection Tool

• The projections are calculated on active employees, as of their last payroll date.
  o 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.

• Projections are calculated beyond the funding end date.
  o For example, my grant ends April 30, but projections are still calculated for May and June.
Personnel Projection Tool

• Here’s where you see the new projection information:
  ➢ In Finance – on the Main Ledgers and Transactions tab
  ➢ In HR – on the Payroll tab’s Salary Projections report
The Main Ledgers tab has 4 new columns:

<table>
<thead>
<tr>
<th>Available Balance</th>
<th>Soft-Encumb Amt</th>
<th>Projected Earnings</th>
<th>Projected Fringe</th>
<th>IPT Balance</th>
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</thead>
<tbody>
<tr>
<td>44,655.07</td>
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<tr>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. **Soft-Encumb Amt** – Shows a total of soft encumbrances entered in InfoPorte.

2. **Projected Earnings** – Shows a total of projected earnings. Replaces personnel encumbrances.

3. **Projected Fringe** – Shows a total of employer-paid benefits and taxes. Replaces personnel encumbrances.

4. **IPT Balance** – Shows “true” available balance:

<table>
<thead>
<tr>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>– Soft-Encumb Amt</td>
</tr>
<tr>
<td>– Projected Earnings</td>
</tr>
<tr>
<td>– Projected Fringe</td>
</tr>
<tr>
<td><strong>IPT Balance</strong></td>
</tr>
</tbody>
</table>
Main Ledgers tab

Choose **Yes** in the Show Projections field after entering your other search filters. Click **Search**.

InfoPorte displays the four new columns.
Main Ledgers Tab

• For any account on the Main Ledgers tab, you can see the transactions that comprise its projected earnings and projected fringe amounts.

• Click the account hyperlink to display the projections on the Transactions tab (next screen):

Click an Account hyperlink to see all the related transactions.
Transactions Tab

• After you click the hyperlink, the projections and any expense transactions show on the Transactions tab.

• The Ledger and Trans Type columns help 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. The employee’s name is displayed in the Description column, and PID in Reference 1.
Transactions Tab

- The total of the HR_Projections equals the total of the projected columns on the Main Ledgers tab:

![Transactions Tab](image)

![Main Ledgers Tab](image)
Transactions Tab

• You can also go directly to the Transactions tab to search for HR projections.

• You’ll need to use these Advanced filters:
  
  ➢ Trans Type – choose **HR_Projection** only if you want to see just HR projections.
  
  ➢ Show Projected – choose **Yes** to include HR projections with other transaction types, and use only this filter.
Salary Projections Report

- Display the Salary Projections report from the **HR** menu and choose **Payroll > Salary Projections**:
  
  - The report has detail not available on the Transactions tab, including distribution percentage, total taxes, and more.

![Salary Projections Report Interface](image)

- Pay Begin Date and Pay End Date limit results to those specific periods.

- **Helpful Hint:** Filters with scroll bars let you choose multiple values, and broaden your results. Examples: Fund Code, Source

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

• If the same filters are used, and you don’t use Pay Begin Date or Pay End Date, the totals on the report tie back to those on the Main Ledgers and Transactions tabs:

Right-click on the results to export to Excel.

$2,839.70
Salary Projections Report

- If the *same* filters are used, and you don’t use Pay Begin Date or Pay End Date, the totals on the report tie back to those on the Main Ledgers and Transactions tabs:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Source</th>
<th>Acct Period</th>
<th>Earnings</th>
<th>Total Deductions</th>
<th>Total Taxes</th>
</tr>
</thead>
<tbody>
<tr>
<td>21101</td>
<td>13001</td>
<td>511140</td>
<td>$405.97</td>
<td>$63.81</td>
<td>$98.19</td>
</tr>
<tr>
<td>21101</td>
<td>13001</td>
<td>511140</td>
<td>$405.97</td>
<td>$63.81</td>
<td>$98.19</td>
</tr>
<tr>
<td>21101</td>
<td>13001</td>
<td>511140</td>
<td>$405.97</td>
<td>$63.81</td>
<td>$98.19</td>
</tr>
<tr>
<td>21101</td>
<td>13001</td>
<td>511140</td>
<td>$405.86</td>
<td>$63.79</td>
<td>$98.17</td>
</tr>
</tbody>
</table>

Main Ledger tab filters:
- Ledger = State
- Fiscal Year = 2015
- Budget Period = 2015
- Acct Period = 8-February
- Dept ID = 424001
- Source = 13001
- Fund = 21101
- Show Projections = Yes

Transactions tab filters:
- Filters determined when I clicked on account 511140 on the Main Ledger tab
- Employees’ projections displayed, and I chose one employee to look at on the Salary Projections report.

Salary Projections report filters:
- Fund Code = 21101
- Source = 13001
- Department = 424001
- Employees’ projections displayed, and I looked at the same employee selected on the Transactions tab.
Ledger Rollups Screen

• All the ledger rollups are now under one main tab called Ledgers Rollups, with tabs underneath for the different ledgers.

• There are 3 new rollups for parent, FAMODET, and Capital Improvement ledgers.

• The Main Ledgers tab now has grand total lines for revenues and expenses.

• The Main Ledgers screen also shows a column for soft encumbrances entered in InfoPorte.

• The OSR Ledger tab now shows direct and indirect charges separately, with a separate line for cost share total.
Transactions Screen

- The Reference 2 column now shows the requisition ID associated with a voucher.

Program/Cost Code Screen

- The Cost Code tab was renamed the Program/Cost Code tab.
- A new report shows a quick summary of budget and actuals for cost codes and programs on one page. From there, drill to more detailed balances, and then to the transactions that make up those balances.
- The “cost code override” function was removed. You can longer replace ConnectCarolina cost codes with InfoPorte cost codes.
Summary Review

Grants Profile Screen

• The Grants Details tab now shows more information about how your grants are defined.
• It gives a quick snapshot of the grant’s financial status and has more accurate personnel allocations.

Personnel Encumbrance Changes

• InfoPorte no longer displays personnel encumbrances.
• It displays personnel projections, calculated by a new personnel projection tool.
• You can see this data on the main Ledgers and the Transaction tabs.
• There is also a new HR report that displays it.
Reference information

• Reporting tab of ccinfo
  http://ccinfo.unc.edu/reporting/
  – Recording of the webinar
  – Webinar PowerPoint
Thank You!