

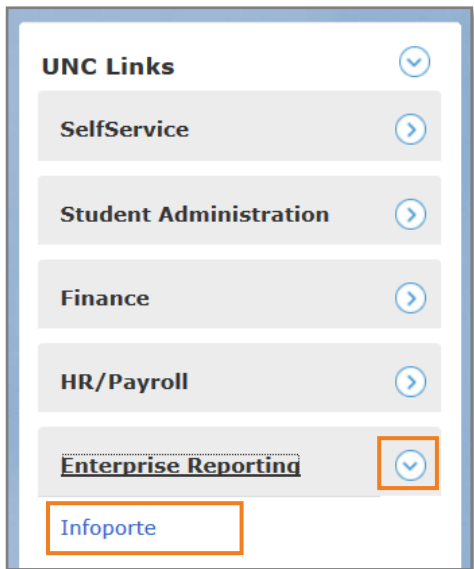
Helpful Reports

As a faculty administrator, you may find these three reports in InfoPorte useful from an administrative perspective. Each of these reports gives you specific information about your employees, students, or funding.

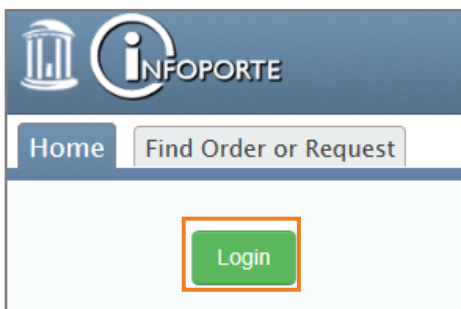
How to Get to Reports in InfoPorte

To log in to InfoPorte, follow these steps.

1. Log in to ConnectCarolina with your Onyen.
2. Click the blue **Enterprise Reporting** button.
3. Click the **InfoPorte** link.



4. Click the green **Login** button.



Result: The system displays your Home page.

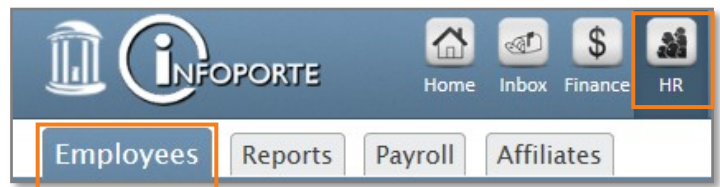
Finding Your Access Request Coordinator or InfoPorte Administrator

Your Access Request Coordinator (ARC) or InfoPorte Administrator is someone in your school or division who processes requests for access to ConnectCarolina and InfoPorte. Follow these steps to find your ARC or InfoPorte Administrator.

1. Go to CCinfo.unc.edu
2. Click **Get Access > Useful Links**.
3. Click the blue **Access Request Coordinators (ARCs) and InfoPorte Administrators** link for a complete list by school and division.

HR > Employees Report

The **HR > Employees** report shows detailed information about employees in your reporting chain. You can see information such as PID, position number, pay status, and total salary, and you can click an employee's name to see more bio-demographic information. You can also use this report to see the charging instructions for an employee's pay.



How to Get Access

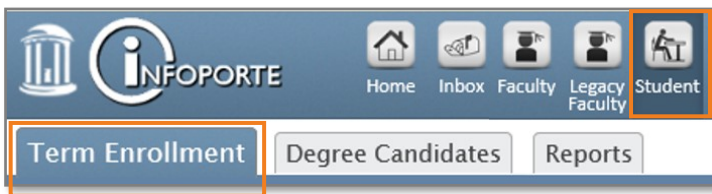
Access to this report is given automatically when you have at least one employee reporting directly to you.

Student > Term Enrollment

The **Student > Term Enrollment** report provides a list of students who are (or were) enrolled in a given term. You can choose to show students by any combination of:

- term,
- enrollment status,
- academic plan,
- program,
- organization,
- group, and
- career

The report lets you see bio-demographical and academic information for all students activated for a given term.



How to Get Access

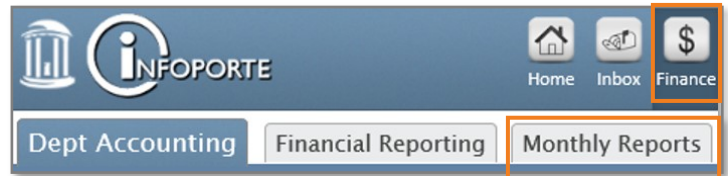
For access to this report, work with your Access Request Coordinator (ARC). You can find out who the ARC for your school is by going to CCinfo.unc.edu and clicking **Get Access > Useful Links**.

How to Get More Information

For more information about how to use these reports and other faculty-specific information, go to CCinfo.unc.edu/faculty.

Finance > Monthly Reports

The Monthly Management Reports, located at **Finance > Monthly Reports**, are a static snapshot of the previous month's transactions and budget balances, taken the night Accounting Services closes the month. These reports help with your department's month-end reconciliation. The Monthly Management Reports are made up of summary and detailed reports for State, Facilities & Administration (F&A), and Trust funds.

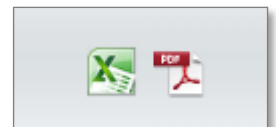


How to Get Access

If you have Finance access in ConnectCarolina, you have access to these reports. If you don't, work with your InfoPorte Administrator (often the same person as your Access Request Coordinator but not

Downloading Reports to Excel or PDF

You can download the reports listed in this document to Excel or Adobe PDF by clicking the Excel or PDF icon on the right side of the screen.



For the **HR > Employees** and **Student > Term Enrollment** reports, you can choose which fields you want to export by clicking the dropdown list above the icons. For the Monthly Management Reports, the fields that are exported are pre-determined.