Finance Reporting in InfoPorte for OSR

Nicole Šebík
Finance Business Analysis
Overview
How do I get to InfoPorte?

• You can access InfoPorte in two ways:

  1. Go directly to InfoPorte, infoporte.unc.edu

  2. From ConnectCarolina, click Enterprise Reporting on the left
Navigation bar

- At the top of every page in InfoPorte
Overview: Finance

Financial Request

- To update a project’s budget, submit request to OSR through InfoPorte
  - Project budgets are entered in the ConnectCarolina Grants Module.
Overview: Exporting Data

Data may be exported to Excel or PDF

- The icons are on the right, top side of the page
- The SAS reports on the Financial Reporting tab may only be exported to Excel.
  - Right click on the row and select Export List Table.

Tip! Excel downloads sometimes don’t work well in Internet Explorer. If you have problems, save the file before you open it.
Save frequently-used report parameters

- Click on the Favorites button to choose a set of parameters you’ve created, or to create a new set.

Clicking the report name goes to the designated tab, fills in the filters, and runs the search.
Stay up to date with InfoPorte
False!
Where to look for what
Dept Accounting

Ledger Rollups → OSR Ledger

- View a project’s LTD available balance and other totals

Transactions

- View the transactions that comprise the available balance
- Accounts 4xxxxx and 5xxxxx only

GL Activity

- Posted transactions only
- All accounts included
- View deposits

Grant Profile

- View deposits

Grant Profile → C&G Expend – Summary 

C&G Expend – Account Level

- Posted transactions only
- All accounts included
- View deposits
OSR Ledger
Use OSR Ledger tab for balances

- Use current and all previous fiscal years for LTD
- Exclude to see Cost Share Total
- To filter one project at a time
## Budget to Actuals Information

**Ledger Group**: OSR - **Bus Unit**: UNCCH - **Fund**: 25210 - **Source**: 49000 - **Department**: 452100 - **Project**: 5032276

<table>
<thead>
<tr>
<th>Account</th>
<th>Budget</th>
<th>Pre-Encumbered</th>
<th>Encumbered</th>
<th>Actuals LTD</th>
<th>Available Balance</th>
<th>Actuals YTD</th>
<th>Actuals MTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>510000 Personnel COE</td>
<td>486,907.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>511120 EPA Non Teach</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>294,398.34</td>
<td>56,074.62</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>511170 EPA Non Teach</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>76,883.23</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Subtotal 510000 Pers</strong></td>
<td><strong>486,907.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>371,279.57</strong></td>
<td><strong>115,627.43</strong></td>
<td><strong>56,074.62</strong></td>
<td><strong>0.00</strong></td>
</tr>
</tbody>
</table>
### OSR Ledger

- **Direct Total**
- **Indirect Total**
- **Grand Total**
- **Cost Share Total** – when filtered by project alone

---

<table>
<thead>
<tr>
<th>Subtotal</th>
<th>Budget</th>
<th>Pre-Encumbered</th>
<th>Encumbered</th>
<th>Actuals</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Total</td>
<td>789,351.21</td>
<td>0.00</td>
<td>7,823.50</td>
<td>711,601.87</td>
<td>6,023.80</td>
</tr>
<tr>
<td>559000 Indirect Cost Budget</td>
<td>376,071.38</td>
<td>0.00</td>
<td>0.00</td>
<td>334,400.05</td>
<td>41,583.33</td>
</tr>
<tr>
<td>559010 Indirect Cost-Off Campus</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>334,400.05</td>
<td>41,583.33</td>
</tr>
<tr>
<td>Subtotal 559000 Indirect Cost Budget</td>
<td>376,071.38</td>
<td>0.00</td>
<td>0.00</td>
<td>334,400.05</td>
<td>41,583.33</td>
</tr>
<tr>
<td>Indirect Total</td>
<td>376,071.38</td>
<td>0.00</td>
<td>0.00</td>
<td>334,400.05</td>
<td>41,583.33</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget</th>
<th>Pre-Encumbered</th>
<th>Encumbered</th>
<th>Actuals (TD)</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand Total</td>
<td>1,185,422.59</td>
<td>0.00</td>
<td>7,823.50</td>
<td>1,046,092.12</td>
</tr>
<tr>
<td>Cost Share Total</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>36,018.50</td>
</tr>
</tbody>
</table>
Personnel encumbrances are replaced with projections

Set to Yes, and click search to see alternative columns
Show Projections = Yes

<table>
<thead>
<tr>
<th>Account</th>
<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>510000 Personnel Cost Budget</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>511120 EPA Non Teach On Campus</td>
<td>0.00</td>
<td>9,978.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>511170 EPA Non Teach Student Monthly</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Subtotal 510000 Personnel Cost Budget</td>
<td>115,827.43</td>
<td>0.00</td>
<td>9,978.00</td>
<td>0.00</td>
<td>105,649.43</td>
</tr>
</tbody>
</table>
Transactions
Home for all Revenue and Expense transactions

- Description, Trans ID, Reference 1, and Reference 2 columns display info based on transaction type

## Transactions

### Recon Ready column

- Reconcile when you see the “Y”
- Recon Ready = Posted

---

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Recon Ready?</th>
<th>Reconciled</th>
</tr>
</thead>
<tbody>
<tr>
<td>-12.53</td>
<td></td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>12.53</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>687.44</td>
<td></td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>687.44</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>218.86</td>
<td></td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>218.86</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>410.22</td>
<td></td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>410.22</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>420.00</td>
<td></td>
<td>Y</td>
<td></td>
</tr>
</tbody>
</table>

Payment comes after posting, and may occur several weeks after a transaction is ready to reconcile.
Filters are your friends!

- What type of transaction do I need?
- Which filters should I use to find the info I need?
- Remember the Advanced filters!
GL Activity
• 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 represents a journal entry in the actuals ledger that was generated from transactions entered in a ConnectCarolina subsystem.
    o Subsystems are the various areas of ConnectCarolina where you enter transactions, such as purchase requisitions and vouchers.

• Only place in Dept Accounting area to see OSR revenue.
  — Cash and Revenue aren’t the same thing.
    o Cash accounts start with 111xxx in most cases.
    o Revenue accounts start with 4xxxxx.
Grant Profile
Dept Accounting

Ledger Rollups → OSR Ledger

Transactions

GL Activity

Grant Profile

Grant Profile

C&G Expend – Summary

C&G Expend – Account Level

Grant Details

Just that...lots of details

● Balance by project
● High-level filters (prime dept, sponsor, PI, status, etc.)

SAS Reports
Get a high-level view by department or PI

<table>
<thead>
<tr>
<th>LTD</th>
<th>Budget</th>
<th>Actuals</th>
<th>MTD Actuals</th>
<th>Encumbrance</th>
<th>Pre-encumbrance</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>50305</td>
<td>1,432,858</td>
<td>1,432,776</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>82</td>
</tr>
<tr>
<td>45020</td>
<td>602,206</td>
<td>602,203</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>96771</td>
<td>1,667,981</td>
<td>1,608,939</td>
<td>0</td>
<td>73,138</td>
<td>0</td>
<td>-14,097</td>
</tr>
<tr>
<td>2,355</td>
<td>2,355,459</td>
<td>2,253,743</td>
<td>6,410</td>
<td>211,292</td>
<td>0</td>
<td>-109,576</td>
</tr>
<tr>
<td>63911</td>
<td>1,503,901</td>
<td>1,356,831</td>
<td>1,104</td>
<td>35,094</td>
<td>0</td>
<td>111,976</td>
</tr>
<tr>
<td>2,408</td>
<td>2,408,929</td>
<td>1,826,685</td>
<td>14,240</td>
<td>70,173</td>
<td>0</td>
<td>512,071</td>
</tr>
<tr>
<td>2,729</td>
<td>1,429,031</td>
<td>930,875</td>
<td>1,730</td>
<td>429</td>
<td>0</td>
<td>497,726</td>
</tr>
<tr>
<td>2,729</td>
<td>258,630</td>
<td>258,630</td>
<td>0</td>
<td>32</td>
<td>0</td>
<td>-32</td>
</tr>
<tr>
<td>1,010</td>
<td>1,010,324</td>
<td>904,778</td>
<td>5,672</td>
<td>23,360</td>
<td>0</td>
<td>82,186</td>
</tr>
<tr>
<td>1,010</td>
<td>113,370</td>
<td>113,370</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>911,128</td>
<td>737,343</td>
<td>605</td>
<td>36,705</td>
<td>0</td>
<td>0</td>
<td>137,080</td>
</tr>
</tbody>
</table>
Drill down from the Grant Profile screen

Project Details

Project ID: 5032276
Project Description: Tyrosine Protein Kinase
Project Type: FED – Federal
Prime Award Department: 450100 – SOP-Sch of Pharmacy
Rebudgetary Allowability: (005) All, except equipment
Project Schedule Start Date: 12/9/2011
KK Begin Date: 12/9/2011
Processing Status: –
Prime/Sub Indicator: Prime
Screen displays

• Project details – description, type, budget control, project start/end dates, KK start/end dates

• Award details – reference award and contract numbers, award title, sponsor, budget start/end dates, milestones

• Other Details – F&A rate and type

• Rollup Details – embedded OSR Ledger Rollup

• Actuals by Year – fiscal years 2013, 2014, 2015

• Personnel Details – name, actual salary funding %, estimated salary and estimated fringes per year, salary paid (as of 10/1/14)
Often, but not always

**NOTE:** For the ≈630 projects with expanded authority, the Project Schedule End Date is now the true project end date, not the budget end date. OSR and InfoPorte are working on how to provide date clarification on this page.
Grants SAS Reports
Helpful Hints

Using SAS

• All of the reports work similarly
• Each time you change a filter, the data automatically recalculates
• Double-click on the rows to drill down to more detail, if available
• Click on a column header to sort by the column
  — You’ll notice a small arrow by the sorted column header
Using SAS

• Export to Excel by right-clicking on the table and choose Export to List, Export to Crosstab, etc.

![Table with export options](image)

• Many reports have links at the top that go to other parts of the report
### Helpful Hints

#### Getting a better view

1. Commonly displayed icons.
2. Click on the line around the data table.
3. Click on Maximize to see the results on a full screen.
4. Click on Minimize to return to normal view.
Helpful Hints

Using the Department filter

- Really useful when you have access to multiple departments
- Narrows results as you filter from higher level
Two grants SAS reports are embedded in the Grant Profile tab.

- Totals by high-level expense categories
- Totals at detail account level
Accounting Period

- Based on the fiscal year
- Select all for LTD

Right click inside the filter to select all the periods
Also filter by any combination of dept, project ID, or source
C&G Expenditures – Summary

Good view of directs by type of expense

<table>
<thead>
<tr>
<th>Project ID</th>
<th>Expenditure Group</th>
<th>Budget</th>
<th>Actuals</th>
<th>Encumbrances</th>
<th>Remaining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 - Direct Expense</td>
<td>504,566.00</td>
<td>430,231.71</td>
<td>14,474.16</td>
<td>59,860.13</td>
</tr>
<tr>
<td></td>
<td></td>
<td>107,151.50</td>
<td>85,792.64</td>
<td>0.00</td>
<td>21,358.86</td>
</tr>
<tr>
<td></td>
<td></td>
<td>23,091.50</td>
<td>83,038.77</td>
<td>15.00</td>
<td>-59,962.27</td>
</tr>
<tr>
<td></td>
<td></td>
<td>187,982.00</td>
<td>177,719.20</td>
<td>0.00</td>
<td>10,262.80</td>
</tr>
<tr>
<td></td>
<td></td>
<td>173,324.12</td>
<td>90,605.94</td>
<td>0.00</td>
<td>82,718.18</td>
</tr>
<tr>
<td></td>
<td></td>
<td>29,649.13</td>
<td>29,626.97</td>
<td>0.00</td>
<td>22.16</td>
</tr>
<tr>
<td></td>
<td>Subtotal: 1 - Direct Expense</td>
<td>1,025,764.25</td>
<td>897,015.23</td>
<td>14,489.16</td>
<td>114,259.86</td>
</tr>
<tr>
<td></td>
<td>2 - Indirect Expense</td>
<td>478,136.57</td>
<td>406,560.49</td>
<td>0.00</td>
<td>71,576.08</td>
</tr>
<tr>
<td></td>
<td>Subtotal: 2 - Indirect Expense</td>
<td>478,136.57</td>
<td>406,560.49</td>
<td>0.00</td>
<td>71,576.08</td>
</tr>
<tr>
<td></td>
<td>3 - Cost Share</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>Subtotal: 3 - Cost Share</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>Subtotal: 5031636</td>
<td>1,503,900.82</td>
<td>1,303,575.72</td>
<td>14,489.16</td>
<td>185,835.94</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>1,503,900.82</td>
<td>1,303,575.72</td>
<td>14,489.16</td>
<td>185,835.94</td>
</tr>
</tbody>
</table>
C&G Expenditures – Account Level

- Same filters as C&G Expenditures – Summary report
- More granular detail with totals by account category, and detail account number

<table>
<thead>
<tr>
<th>Project ID</th>
<th>Expenditure Group</th>
<th>Expenditure Type for CG</th>
<th>Account Budget Category</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>5031636</td>
<td>1 - Direct Expend</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget</th>
<th>Actuals</th>
<th>Encumbrances</th>
<th>Remaining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td>218.03</td>
<td>0.00</td>
<td>-218.03</td>
</tr>
<tr>
<td>0.00</td>
<td>5,048.06</td>
<td>0.00</td>
<td>-5,048.06</td>
</tr>
<tr>
<td>0.00</td>
<td>170,448.88</td>
<td>-0.00</td>
<td>-170,448.88</td>
</tr>
<tr>
<td>0.00</td>
<td>672.86</td>
<td>0.00</td>
<td>-672.86</td>
</tr>
</tbody>
</table>

Subtotal: Services Budget

Subtotal: g - Other Expenses and Adjustments 55X

Restrict Fund Res | 568795
Other useful SAS reports for Contracts & Grants

- Finance > Financial Reporting > Misc. tab
  - Suspense Activity Report

- Home > School Reports *(available in SOM only)*
  - Line Descriptions for Deposits
    - Great for viewing clinical trial (projects 3’s and 4’s) revenue
  - C&G Expenditures Report
    - First two tabs are same as in the Grants Profile area of InfoPorte
    - Third tab has the account-level detail transactions for export to Excel
  - Recharge/Cores Report
    - Summary by revenue and expense
    - Summary by detail account; export detail transactions
The Help Desk is the place to go!

• Ensure your question isn’t lost – tracking number with a time and date stamp
• Include specific examples and screenshots if possible
• It’s ok to submit a help ticket to ask, “How do I...?”
• It’s a way to request enhancements
• Two key ways:
  — 919-962-HELP
  — help.unc.edu
What’s the best browser for ConnectCarolina?

Best Web Browsers
There are many web browser versions available. What browsers are recommended for accessing and using ConnectCarolina? Read more...
Questions?