

Logging into Infoporte:

infoporte.unc.edu

ConnectCarolina.unc.edu -> Reporting tab-> Infoporte (may require Duo login)



Infoporte is a hub for displaying, analyzing and working with ConnectCarolina data. Each night, updated human resources, payroll, financial and student information is copied from ConnectCarolina. In addition, information is imported from RAMSES (contracts and grants administration) and eCert (effort reporting).

Welcome to your home screen! Please note home screens, dashboards, and button differ based on each person's access.

The screenshot shows the InfoPORTE dashboard interface. At the top, there is a search bar and navigation buttons for 'Online Help Request' and 'Data Status'. The user's name 'Michelle' is displayed in the top right. Below the navigation bar, there are tabs for 'Dashboard', 'Home', 'School Info', 'FAQ', and 'Find Order or Request'. The main content area features a 'Principal Investigator' dropdown menu set to 'Arguello, Jaime Salvador (720281931)' and a 'Filter' input field. A table of active grants is displayed with the following columns: Award, Total Award Amount, Project, PI Name, Project Description, Project Status, Sponsor ID - Name, Project Begin Date, Project End Date, Direct Budget, Direct Expense, Pre-Enc / Encumbrance, Payroll Projection, Adjusted Direct Expense, and Direct Balance. The table contains one row of data with values: 415 0000, 510 700 00, 4151000.

Active grants will be displayed on the **Dashboard** tab. Available information include project award summaries, receipts, expenditures, and personnel detail by clicking on the links to the specific grant or program.

Buttons in the top right (Home, Inbox, Finance, HR, Tools, etc) are customized to individual access. Click the **Finance** button for information related to available funding or detailed transactions.

The screenshot shows the 'Ledger Rollups' section of the InfoPORTE interface. It includes a navigation bar with tabs for 'Dept Accounting', 'Financial Reporting', 'OSR Financial Reporting', 'Financial Request', 'Budget Process', 'Other Reports', and 'Monthly Reports'. Below this, there are sub-tabs for 'Ledger Rollups', 'Transactions', 'All GL Activity', 'Grants', 'Soft Encumbrances', 'Program/Cost Code', 'IPT Cost Code', and 'UNCF'. The 'Main Ledgers' sub-tab is selected, showing options for 'OSR Ledger', 'Parent Ledgers', and 'Capital Improvement'. The main area contains several filter fields: 'Fund Type' (select), 'Fund' (show all), 'Fiscal Year' (2 selected), 'Source', 'Budget Period' (2020), 'Account', 'Acct Period' (1-July), 'Dept ID' (show all), 'Program', and 'Bus Unit'. There are also checkboxes for 'Show Soft Encumbrances' and 'Show Projections'. Search and Clear buttons are located at the bottom of the filter section. A note at the bottom states: '*Toggle buttons to exclude/include optional fields for rollup groupings.' The bottom of the page displays the message 'No data available in table.'

The **Ledger Rollups** tab includes Main Ledger, OSR Ledger, Parent Ledgers and Capital Improvements. SILS' funds are in the Main Ledgers and OSR Ledger.

Main Ledgers provide a quick overview for State, F&A, and Trust Funds.

Useful options include Fund Type, Fiscal Year, Budget Period, Acct Period, Dept ID and Program. For an overview of your NON-OSR funds, enter your **program code** and **Dept ID 370101**.

Fiscal Year: Current and Prior (generally)

Budget Period : Current year

Acct Period: 12-June (projects to end of fiscal year)

Dept ID: 370101

Program:

Show Projections: Click to include anticipated payroll through end of fiscal year

Excel and PDF icons provide download options.

The screenshot shows the 'Main Ledgers' search interface. The 'Program' field is highlighted with a yellow oval and contains 'EA901'. The 'Dept ID' field is also highlighted with a yellow oval and contains '370101: Sch of Inform and'. Other filters include Fund Type, Fiscal Year (2 selected), Budget Period (2020), Acct Period (12-June), Fund (show all), Source, and Account. There are checkboxes for 'Show Soft Encumbrances' (unchecked) and 'Show Projections' (checked). Search and Clear buttons are at the bottom. On the right, there are icons for Excel and PDF downloads.

*Toggle buttons to exclude/include optional fields for rolup groupings.

Ledger Totals

	Budget	Pre-Encumbered	Encumbered	Actuals	Available Balance	Projected Earnings	Projected Fringe	IPT Balance
Grand Total Expense	5,007.78	0.00	0.00	29.03	4,978.75	0.00	0.00	4,978.75

Ledger Group: FAST - Business Unit: UNCCH - Fund Code: 27100 - Source: 14101 - Department: 370101 - Program Code: EA901

Account	Budget	Pre-Encumbered	Encumbered	Actuals	Available Balance	Projected Earnings	Projected Fringe	IPT Balance
500100 All Other Expenses	6,007.78	0.00	0.00	0.00		0.00	0.00	
527240 Computer/Data Process Service	0.00	0.00	0.00	29.03		0.00	0.00	
Subtotal 500100 All Other Expenses	6,007.78	0.00	0.00	29.03	5,978.75	0.00	0.00	5,978.75
510000 Personnel Cost Budget	-1,000.00	0.00	0.00	0.00		0.00	0.00	
Subtotal 510000 Personnel Cost Budget	-1,000.00	0.00	0.00	0.00	-1,000.00	0.00	0.00	-1,000.00
Expense Total	5,007.78	0.00	0.00	29.03	4,978.75	0.00	0.00	4,978.75

This is an example of a **Chart Field String** and its components Fund, Source, Department and Program Code.

Ledger Group: FAST – Business Unit: UNCCH – Fund Code: 27100 – Source: 14101 – Department: 370101 – Program Code: EA901


The **Fund Code** indicates which fund type is being displayed:









201xx or 211xx	State funds
271xx	F&A - F&A distribution and startup funds
241xx	Trust - workshops or conferences
282xx	Trust - expendable income from a UNC endowment
291xx	Trust - trust fund
292xx	Trust - gift fund or expendable income from an UNC-CH Foundation endowment
295xx	Trust - sales
298xx	Trust - UNC endowment

Entering the first three digits of Fund Code into Inporte will limit the display to only that fund type.

For State and F&A funds, the IPT (Infoporte) balance is the anticipated balance after projected salary and fringe are taken into account.

Clicking the blue **Account** links opens the **Transactions** tab and provides transactional details for that account code. Each person's screens are customized based on access so will appear differently.



 Home
  Inbox
  Finance
  Legacy Accounts
  HR
  Tools
  Cores
  Settings

Dept Accounting
Financial Reporting
OSR Financial Reporting
Financial Request
Budget Process
Other Reports
Monthly Reports

Ledger Rollups
Transactions
All GL Activity
Grants
Soft Encumbrances
Program/Cost Code
IPT Cost Code
UNCFP

▼ Base Search

Fund Type (show all) ▼

Fund (show all) ▼

Program EA901

Fiscal Year (2 selected) ▼

Source 14101

Project

Budget Prd 2020 ▼

Account 527240

Bus Unit UNCCCH

Acct Prd (12 selected) ▼

Dept ID (show all) ▼

▶ Advanced

▼ Additional Fields

Show Projections
 Show Account Totals

Show Comments
 Show All


Show 100 ▼ entries Showing 1 to 1 entries ◀ Previous Next ▶

<input type="checkbox"/>	Bus Unit	Ledger	Fund	Source	Dept ID	Account	Project	Program	Cost Code 1	Cost Code 3	Description	Trans Type	Trans ID	Reference 1	Reference 2	PAAT ID	Amount	Acct Dt
<input type="checkbox"/>	UNCCH	ACTUALS	27101	14101	370101	527240		EA901			MSFT E07008I3O2 TXN01054041	GL_JOURNAL	8770.PCD_17-JUL-2019	06/26/2019			29.03	7/17/2019
Acct Total																		
29.03																		

For Trust funds, things get more complicated with the potential for revenue. In many cases, there are two Ledger Totals: one for revenue and one for expense. The available balance may not be obvious.

If there is only a Grand Total Expense Ledger, the available balance will be shown as Available or IPT balance.

If there is a Grand Total Revenue Ledger, please ask Michelle for the balance, as the most reliable information is in another system. The best (almost certainly incorrect) estimate is the IPT Balance in the Grand Total Expense line.

 Infoporte Report		Ledger Rollup Summary							Run at 12:25 pm on 9/12/2019
	Budget	Pre-Encumb	Encumbered	Actuals	Balance	Proj Earns	Proj Fringe	IPT Balance	
GRAND TOTAL EXPENSE	185,223.56	0.00	0.00	34,945.84	150,277.72	36,704.30	10,563.50	103,009.92	
Ledger: FAST- Bus Unit: UNCCH - Fund: 24100 - Source: 16552 - Dept: 370101									
500100 All Other Expenses	185,223.56	0.00	0.00	0.00		0.00	0.00	185,223.56	
515010 Fringe Benefits - Encumbrances	0.00	0.00	0.00	0.00		0.00	10,563.50	-10,563.50	
515120 Social Security-OASDI	0.00	0.00	0.00	487.60		0.00	0.00	-487.60	
515130 Social Security-Hospital Insur	0.00	0.00	0.00	114.03		0.00	0.00	-114.03	
515420 ORP-TIAA Health Plan Benefits	0.00	0.00	0.00	519.69		0.00	0.00	-519.69	
515450 ORP-Fidelity	0.00	0.00	0.00	554.54		0.00	0.00	-554.54	
515530 Medical Insurance-HMO Health P	0.00	0.00	0.00	989.37		0.00	0.00	-989.37	
516120 Staff Benefits Composite	0.00	0.00	0.00	40.54		0.00	0.00	-40.54	
516130 Staff Benefits Terminal Leave	0.00	0.00	0.00	97.29		0.00	0.00	-97.29	
521110 Transit Fees	0.00	0.00	0.00	24.32		0.00	0.00	-24.32	
521210 Core Data Services	0.00	0.00	0.00	43.78		0.00	0.00	-43.78	
522928 Other Service Contracts	0.00	0.00	0.00	0.00		0.00	0.00	0.00	
558921 Meetings and Amenities	0.00	0.00	0.00	23,967.29		0.00	0.00	-23,967.29	
SUBTOTAL 500100 All Other Expenses	185,223.56	0.00	0.00	26,838.45	158,385.11	0.00	10,563.50	147,821.61	
511120 EHRA Non Teach On Campus	0.00	0.00	0.00	8,107.39		36,704.30	0.00	-44,811.69	
SUBTOTAL 510000 Personnel Cost Budget	0.00	0.00	0.00	8,107.39	-8,107.39	36,704.30	0.00	-44,811.69	
EXPENSE TOTAL	185,223.56	0.00	0.00	34,945.84	150,277.72	36,704.30	10,563.50	103,009.92	

The screenshot shows the INFOPORTE OSR Ledger interface. At the top, there are navigation tabs for 'Dept Accounting', 'Financial Reporting', 'OSR Financial Reporting', 'Financial Request', 'Budget Process', 'Other Reports', and 'Monthly Reports'. Below these are sub-tabs for 'Ledger Rollups' (Transactions, All GL Activity, Grants, Soft Encumbrances, Program/Cost Code, IPT Cost Code, UNCFP) and 'Main Ledgers' (Main Ledgers, OSR Ledger, Parent Ledgers, Capital Improvement). The main area contains a search filter section with dropdowns for Fund Type (OSR), Fiscal Year (8 selected), Acct Period (1-July), Project Status (5 selected), Fund (show all), Source, Account, Dept ID (show all), Project (5100714), and Bus Unit PC. There are also checkboxes for 'Show Soft Encumbrances' and 'Show Projections Encumbrances', and 'Search' and 'Clear' buttons. Below the filters is a table titled 'Ledger Totals' with columns: Budget, Pre-Encumbered, Encumbered, Actuals, Available Balance, Budget MTD, and Actuals MTD. The table shows data for Direct Total, Indirect Total, Project Sponsor Expense Total, Cost Share Total, and Grand Total. Below this is a link for 'Ledger Group: OSR - Business Unit: UNCCH - Business Unit PC: CHOSR - Fund Code: 25210 - Source: 49000 - Department: 370101 - Project ID: 5100714'. At the bottom is another table with columns: Account, Budget, Pre-Encumbered, Encumbered, Actuals, Available Balance, Budget MTD, and Actuals MTD, showing data for '510000 Personnel Cost Budget' and '511120 EHRA Non Teach On Campus'.

Ledger Totals							
	Budget	Pre-Encumbered	Encumbered	Actuals	Available Balance	Budget MTD	Actuals MTD
Direct Total	361,261.00	0.00	0.00	261,008.66	100,252.34		0.00
Indirect Total	157,439.00	0.00	0.00	119,905.06	37,533.94		0.00
Project Sponsor Expense Total (Direct Plus Indirect)	518,700.00	0.00	0.00	380,913.72	137,786.28		0.00
Cost Share Total	0.00	0.00	0.00	0.00	0.00		0.00
Grand Total (Project Sponsor Expense Plus Cost Share)	518,700.00	0.00	0.00	380,913.72	137,786.28		0.00

Ledger Group: OSR - Business Unit: UNCCH - Business Unit PC: CHOSR - Fund Code: 25210 - Source: 49000 - Department: 370101 - Project ID: 5100714							
Account	Budget	Pre-Encumbered	Encumbered	Actuals	Available Balance	Budget MTD	Actuals MTD
510000 Personnel Cost Budget	190,109.00	0.00	0.00	0.00			0.00
511120 EHRA Non Teach On Campus	0.00	0.00	0.00	68,297.38			0.00

Expenses charged directly to the project will have Fund Code 252xx in the chart field string.

[Ledger Group: OSR - Business Unit: UNCCH - Business Unit PC: CHOSR - Fund Code: 25210 - Source: 49000 - Department: 370101 - Project ID: 5100714](#)

Cost-share charges will appear at the bottom with Source Code 49999.

[Ledger Group: OSR - Business Unit: UNCCH - Business Unit PC: CHOSR - Source: 49999 - Project ID: 5100714](#)

The Transactions tab displays all transactions meeting specified criteria.

The Fund Type has options to drill down to specific fund types and transaction types. (show all) will include all transactions matching indicated criteria.

It important to note that all transactions - revenue, budget, expenses, encumbrances, and pre-encumbrances - are all the same sign in downloads.

The screenshot displays the INFOPORTE web application interface. At the top, there is a navigation bar with the INFOPORTE logo and a menu including Home, Inbox, Finance, Legacy Accounts, HR, Tools, Cores, and Setting. Below this is a secondary navigation bar with tabs for Dept Accounting, Financial Reporting, OSR Financial Reporting, Financial Request, Budget Process, Other Reports, and Monthly Reports. The main content area is titled 'Transactions' and includes sub-tabs for Ledger Rollups, All GL Activity, Grants, Soft Encumbrances, Program/Cost Code, IPT Cost Code, and UNCFP. A 'Base Search' section contains several filters: Fund Type (set to F&A - Expense), Fiscal Year, Budget Prd, and Acct Prd. A tree view for Fund Type is expanded, showing options like F&A, F&A - Budget (Exp), F&A - Pre-Encumb, F&A - Encumb, and F&A - Expense (checked). Other filters include Fund (show all), Source, Account, Program (EA611), Project, Bus Unit (UNCCH), and Dept ID (show all). Search and Clear buttons are present. At the bottom right, there are buttons for Reconcile, Unreconcile, and Tag Selected.