# Funding Reports

**What the reports do, when to use them, and why**

## OVERVIEW

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## REPORT DETAILS

### SOM Funding

**Navigation:** TarHeel Reports > SOM > HR/Funding tab  
**Data Source:** payroll  
**Updated:** every weekday morning by 10 am

<table>
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<th>Report</th>
<th>Description</th>
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<tr>
<td>SOM Payroll – Summary</td>
<td>Shows the salary distribution by major fund type (by percentage and amount). Can be viewed by person, employee type, or department.</td>
<td>- See the funding history of an individual, project, source, or department.</td>
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<tr>
<td>SOM Payroll</td>
<td>Shows wage, fringe, and tax expense amounts by accounting period</td>
<td>- Prepare personnel for a progress report.</td>
</tr>
<tr>
<td>SOM Payroll – WAGES ONLY</td>
<td>Show wages only expense amounts by accounting period</td>
<td>- See SOM Funding handout for additional detail.</td>
</tr>
</tbody>
</table>

**To Note:**  
- All retro actions processed in the short-term retro tool were loaded in period 4 of FY16, so you would not get an accurate funding history prior to October 2015. November 2015 – present is inaccurate.

### SOM Program Code on Faculty Funding

**Navigation:** TarHeel Reports > SOM > HR/Funding tab  
**Data Source:** payroll  
**Updated:** every weekday morning by 10 am

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<td>SOM Payroll for 2017 Program Code Checking</td>
<td>Shows FY17 payroll data by program code grouping (Admin, Clinical, Research, Education, funding lines not coded, etc.)</td>
<td>- See how employees have been program coded. It’s also an easy way to see who does not have a program code on their funding line and for which pay period, so that a PAAT can be processed.</td>
</tr>
<tr>
<td></td>
<td>Also includes the detail for export with the full chartfield string information</td>
<td></td>
</tr>
</tbody>
</table>

**For Clinical Departments:** to further query the data for cFTE purposes export the data to Excel and insert into a Pivot. You can filter by the program codes that...
### Faculty Productivity Current

**Navigation:** TarHeel Reports > SOM > HR/Funding tab  
**Data Source:** payroll, HR, Revenue Cycle, AAMC, FPSC, MGMA, and A SAHP  
**Updated:** every weekday morning by 10 am

- This tab shows the same information as the first tab, but does are identified as counting towards cFTE.  
- See [Program Code](#) handout for additional detail regarding running this report

- Shows current FY faculty productivity data  
- Uses program code to calculate cFTE  
- SOM report that shows cFTE based on “Clinical” Program Codes, as well as, benchmark data for SOM Faculty.

### Salary Projections

**Navigation:** Infoporte > HR > Payroll > Salary Projections tab  
**Data Source:** payroll  
**Updated:** when payroll runs

- Calculates salary projections using an employee’s most recent compensation multiplied by the remaining pay periods in the fiscal year.  
- Shows salary projections for employees in your unit, but not hourly students and hourly temporary employees.  
- Let's you filter by pay period begin or end date, chartfield, employee, or other information.

- Determine the amount of salary projected to be paid between now and the end of the fiscal year.  
- See [Infoporte release notes](#) for additional detail regarding this report

### Labor Expense Summary (PAAT)

**Navigation:** Infoporte > HR > Payroll > PAAT tab  
**Data Source:** payroll  
**Updated:** when payroll runs

- Shows the funding sources of labor expenses, by summary and detail  
- Mirrors the Labor Expense Report that was available in the Retroactive Funding Transfer Application (short- term retro tool)

- Review the funding sources of your labor expenses  
- Check a specific pay cycle distribution for an employee  
- This report is not generally used by the SOM Dean’s Office  
- See [PAAT report document](#) for additional detail regarding this report

### Salary Funding

**Navigation:** Infoporte > HR > Payroll > Salary Funding tab  
**Data Source:** ePAR funding grids  
**Updated:** when funding grid is updated or when payroll runs

- Shows either the current or historic funding grid for a given employee or department  
- Does not include lump sums, PAAT actions, or overtime

- See what someone's funding grids have looked like from the ePAR system historically and currently without having to pull up the ePAR  
- See what Empl Record is associated with each appointment  
- See the [Salary Funding](#) report guide for additional detail
### BMS

**Navigation:** Infoporte > Finance > Other Reports > BMS Report tab  
**Data Source:** Commitment Control ledgers  
**Updated:** when payroll runs

- Projects out personnel on state funds based on the most recent payroll  
- Can search by department or PID  
- Determine the amount of salary projected to be paid between now and the end of the fiscal year.  
- See [June 15 Infoporte Release Notes](#) for additional detail regarding this report

**To Note:**
- Do not use the Emp Type field to filter results. Leave it defaulted to “show all” to ensure you get accurate search results.

### Funding End Date Notification

**Navigation:** ConnectCarolina > Payroll Accounting Reports > Funding End Date Notification  
**Data Source:** payroll  
**Updated:** when payroll runs

- Shows appointments and positions in which the current or future funding contains a chartfield string that needs one of the following criteria:  
  - The chartfield string is inactive  
  - The chartfield string contains a funding end that is set to expire by the forecast date entered in the report  
  - The chartfield string is being charged to suspense

- The purpose of the Funding End Date Notification Report is to help you:  
  - prevent payroll charges from going to suspense based on an inactive chartfield string or funding end date  
  - show employees who will continue going to suspense based on current funding

- See [Funding End Date Notification Report](#) for additional detail

### Current Suspense Charges

**Navigation:** ConnectCarolina > PAAT > Current Suspense Analysis  
**Data Source:** payroll  
**Updated:** when payroll runs

- Shows a list of charges for a department or school that have gone to the suspense account, broken down by employee and pay period

- Check an employee’s payroll that is sitting in your suspense account

- See the [PAAT Student Guide](#) for additional detail on running this report

### UNC Suspense Analysis

**Navigation:** ConnectCarolina > Payroll Accounting Reports > UNC Suspense Analysis  
**Data Source:** payroll  
**Updated:** when payroll runs

- This report also shows payroll already charged to suspense.

- The Suspense Analysis Report provides additional detail, such as the chartfield string in error, the funding end date, and the number of days the charge has been in suspense

- Identity personnel transactions that are in suspense in order to process a PAAT  
- It is a complementary report to the Current Suspense Charges Report.  
- See [Suspense Analysis Report](#) document for additional detail and how to run the report

*Last Updated 04.21*