Trust Funds

Understanding what search parameters to use in Ledger Rollup, SAS Reports, and Budget Overview

**Infoporte Ledger Rollup**

Recommended to use ledger rollup to view your Dean’s Office balance if allocated in clinical/trust

1. Navigate to Infoporte>Finance>Dept Accounting>Ledger Rollup. Then follow the steps below:
   a. Select the Ledger: “Trust”
   b. Leave the current Fiscal Year and Budget Period that defaults
   c. Select your Dept ID
   d. Enter in Source
   e. If you **do not** budget by Program, Cost Code 1, or Cost Code 3 unselect the buttons so that they are highlighted gray vs. blue.
   f. Enter in the Bus Unit
   g. Click Search

2. This particular source is **not** budgeted by account, so the results will not display in account groupings. The **Budget** and **Available Balance** totals are displayed at the bottom of the page.

*Note: If an Acct Period had been selected in the search parameters, the Budget MTD and Actuals MTD columns would show the sum of the budget transactions and actuals transactions for that respective accounting period.*
Infoporte SAS Reports

Faculty Physician Report (based on your access) – use to view fund: 28542
Use this report to view your clinical revenue and expenditures.

UNCFP Revenue Report tab
1. Navigate to Infoporte>Home>School Reports>Faculty Physician Report>UNCFP Revenue. Then follow the steps below:
   a. Select the Period(s)
   b. Select your Department and/or Division

   Note: If you ONLY want to see your budget, select all periods ending with budget (i.e. “01- July Budget”). If you ONLY want to see your actuals, select all periods without budget (i.e. “01- July”). Select both periods to see both budget and actuals.

2. The result will display the revenue budget and the revenue actuals brought in at each account level for the accounting periods that were selected. If you want to see the expenditures navigate to the next tab: UNCFP Expenditures Report.

UNCFP Expenditures Report tab
Enter the same search parameters that were used in the UNCFP Revenue tab. The result will display the expenditures at each account level for the accounting periods that were selected.

Summary Report tab
This tab is used to see a snapshot of your budget, actuals, encumbrances, and remaining balance at a very high level by entering in the same search parameters used in the first two tabs.

For Export to Excel (All Accounts) tab
This tab is used to export the revenue and expenditure data to excel using the search parameters you entered. It has been formatted without the subtotals so that you can manipulate the data easier. You will use the same parameters as in the first two tabs.

Note: The Period Selection search parameters work the same as in the UNCFP Revenue Report, except that when you select period actuals (i.e. “01 – July”), this will result with an actuals column AND an encumbrances column.

This report provides a summary of your department by fund group.

**Ledger/Actuals Source Report with Fund Group tab**

1. Navigate to *Infoporte>Finance>Financial Reporting>Cash/Bal>Comprehensive Financial Summary*. Then follow the steps below:
   a. Select the *Accounting Period(s)*. Be sure to include period “O” to see your beginning balance.
   b. Select the *Fund Group(s)*
   c. Optional selections: *Fund Code*, *Department* and/or *Division*

2. The result will display the beginning balance, revenue, and expenses by source and fund group. The columns represent beginning balance, revenue groupings, expense grouping, and ending balance. If you scroll past fund balance you will see the asset and liability groupings.

**Cash and Investments – Ledger/Actuals Source Report tab**

This tab shows the summarized cash and investment amounts by fund group and/or source. You will use the same search parameters as in the first tab.


It is recommended to use this report to view one fund and one source at a time.

**Fund Balance – Summary Level tab**

1. Navigate to *Infoporte>Finance>Financial Reporting>Cash/Bal>Funding Balance Report*. Then follow the steps below:
   a. Select the *Fiscal Year*
   b. Select the *Accounting Period(s)*. Be sure to include period “O” to see your beginning balance.
   c. Enter the *Source*
   d. Optional selections: *Fund Group*, *Fund Code*, *Department*
2. The result will display the beginning balance, revenue, expenses, and ending balance for the search parameters you entered. The Fund Detail is listed below the Summary table.

**Fund Balance – Account Level (A) tab**
The results will show you your balance by detailed account. Use the same search parameters from the first tab.

**Fund Balance – Account Level 4 (A) tab**
The results will show you your balance by drill down capability on department and source.

**Fund Balance – Asset & Liability Changes tab**
Use the same search parameters from the first tab.

This report allows you to view a monthly comparison of revenue and expense.

1. Navigate to Infoporte>Finance>Financial Reporting>Cash/Bal>Income Statement. Then follow the steps below:
   a. Select the Accounting Period(s).
   b. Select the Fund Group and/or Fund Code
   c. Optional selection: Department
Recharge/Cores Report (based on your access) – use to view fund group: 295, 297
This report pulls all SOM recharge/core activity. Revenues and expenses are broken out by Accounting Period via columns. This report is based on the Actuals ledger, so it will not match KK.

Recharge Actuals Report Rev/Exp tab
1. Navigate to Infoporte>Home>School Reports>Core/Recharge Report. Then follow the steps below:
   a. Select the Accounting Period(s)
   b. Select your Fund Group(s)
   c. Select your Source(s)

2. The result will display your expense and revenue by accounting period for the search parameters that were entered.

Recharge Actuals Report by Account tab
You will enter the same search parameters on this tab as on the Recharge Actuals Report Rev/Exp tab. However, the display will show you additional account level detail.

Foundation Report – use to view fund group: 299
Use this report to view your Foundation funds
1. Navigate to Infoporte>Finance>Financial Reporting>Foundation Report. Then follow the steps below:
   a. Select your Fiscal Year
   b. Select the Accounting Period(s). Be sure to include period “O” to see your beginning balance.
   c. Optional selections: Fund Group(s), Source, Dept ID
ConnectCarolina Budget Overview

1. Navigate to ConnectCarolina>Main Menu>Finance Menu>Commitment Control>Review Budget Activities>Budgets Overview.

2. If you have not already done so, create a Trust Inquiry. To do this, click on Add a New Value, name your inquiry, and click Add.

3. Once you click Add this will bring you to the Budget Inquiry Criteria page where you will enter in your search criteria.
   a. Select “Ledger Inquiry Set” from Ledger Group/Set
   b. Select “PGO-Trust” from the Ledger Inquiry Set lookup icon to see your Trust revenue and expenses
   c. Enter in the following chartfields depending on the type
      i. Endowment Income: Fund – Source
      ii. Clinical: Fund – Dept
      iii. Recharge/Core: Source
      iv. Residuals: Source
   d. Click Save in order for this budget inquiry to be used with the same search criteria in the future
   e. Click Search
4. On the left side under Ledger Totals you will see a snapshot of your budget, expenses, encumbrances, and the available budget. On the right side under Ledger Totals you will see your revenue estimate, recognized revenue, available budget, and uncollected revenue. Under Budget Overview Results your budget will display based on where your department has activity on the funds for this trust.

**Note:** You will only see budget if you have submitted a budget journal, or if the system has created the budget from legacy. The system does not necessarily reflect any carryforward of funds.