Clinical/FP Funds

Understanding what search parameters to use in the UNCFP Ledger Rollup and School Reports (SAS) in order to see your Clinical/FP funds (fund 28542)

Infoporte UNCFP Ledger

Beginning in FY18 all UNCFP transactions (fund 28542) moved to the UNCFP tab in Infoporte. FY17 and before can be found on the regular Ledger Rollup and Transactions tabs.

1. Navigate to Infoporte > Finance > Dept Accounting > UNCFP. Then follow the steps below:
   a. If you would like to see your sources broken out then leave the Source button highlighted blue. If you would like to see your sources rolled up for the department you selected unselect the Source button so that it is highlighted gray vs. blue.
   b. Select your Dept ID
   c. Click Search

Note: You may notice that some departments are too large to view each individual FP source broken out on the UNCFP ledger. If this is the case the only way to view your funds is by a specific source OR all UNCFP funds rolled up

2. UNCFP funds are budgeted by account groupings, so the budget and expenses are broken down for each account group. The Grand Total is displayed at the top of the page. Clicking a link takes you to the Transactions tab showing transactions for that account.

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Infoporte School Reports (SAS)

UNCFP Budget vs. Actuals Income Statement Report
Use this report to view your clinical revenue and expenditures compared to the UNCFP budget that was submitted.

UNCFP Budget v. Actuals Summary tab

1. Navigate to Infoporte > Home > School Reports >FP Reports > UNCFP Budget vs. Actuals Income Statement Report. Then follow the steps below:
   a. Select the Period(s). The preset filter will automatically default to all closed accounting periods, so adjust only if looking at a specific timeframe.
   b. Select your Department
   c. Optional filters to further query the data: Dept, Dept and Division, FP Source Select, Sources

2. The result will display the budget, actuals, and budget vs. actuals for each accounting period at an account grouping level.

UNCFP Budget v. Actuals by Dept tab

Enter the same search parameters that were used in the UNCFP Budget v. Actuals Summary tab. The result will display the budget and actuals by department and/or division (depending on the selections made).

UNCFP Budget v. Actuals by Account tab

Enter the same search parameters that were used in the UNCFP Budget v. Actuals Summary tab. The result will display the budget and actuals by detailed account.

UNCFP Balance Sheet Report
Use this report to view your days of cash available.

UNCFP Days of Cash by Dept

1. Navigate to Infoporte > Home > School Reports > FP Reports > UNCFP Balance Sheet Report. Then follow the steps below:
   a. Select the Period(s). The preset filter will automatically default to all closed accounting periods, so adjust only if looking at a specific timeframe.
   b. Select your Department and/or Dept and Divisions
   c. Optional filters to further query the data: FP Source Select, Sources

See screenshot on following page.
2. The result will display the year to date expenses, expense per day, and the calculation to get days of cash on hand by department.

It is not recommended to view UNCFP funds in ConnectCarolina Budget Overview.