State Funds

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

Infoporte Ledger Rollup

1. Navigate to Infoporte>Finance>Dept Accounting>Ledger Rollup. Then follow the steps below:
   a. Select the Ledger: “State”
   b. Leave the current Fiscal Year and Budget Period that defaults (If you want to see your future year budget for State funds, leave Fiscal Year set at “2015”, but change Budget Period to “2016”)
   c. Select your Dept ID
   d. If you do not budget by Program, unselect the button so that it is highlighted gray vs. blue.
   e. Enter in the Bus Unit
   f. Click Search

2. State funds are budgeted by account groupings, so the budget and available balance information is broken down for each account group, as well as an overall total which is displayed at the bottom of the page.

Note: you can narrow your search by entering in a source, but to see all State groupings, simply select State as your ledger.

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**

**Financial Breakdown – State (based on your access)**

This report will show you the same information as the Ledger Rollup, however it will display in a more summarized format. The first tab shows the State fund balance. The second tab shows balances for personnel accounts 511xxx, 512xxx, and 513xxx.

1. Navigate to *Infoporte>*Home>*School Reports>*Financial Breakdown-State>*SOM State – Personnel Accounts-511, 512, 513. Then follow the steps below:
   a. Select the *Accounting Period(s)*
   b. Select your *Department*
   c. Optional selections: *Fund Type, Fund, Source*. If no additional selections are made, all State funds and sources will display.

2. The result will show your department’s budget, actuals, encumbrances, pre-encumbrances, and balance by personnel account grouping.

*No additional SAS Reports are recommended to view State funds.*
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 State 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 Group” from Ledger Group/Set
   b. Select “State” from the Ledger Group lookup icon to see your State expense child budget
   c. Enter in your Dept ID (or additional chartfields depending on what you want to see)
   d. Click Save in order for this budget inquiry to be used with the same search criteria in the future
   e. Click Search

Note: If you want to see your future year budget for State funds, change From Budget Period and To Budget Period to “2016”
4. Under *Ledger Totals* you will see a snapshot of your budget, expenses, encumbrances, and the available budget. Under *Budget Overview Results* your budget will display based on where your department has activity on State funds by Account or Program Code.