State Funds

Understanding what initial search parameters to use in Ledger Rollup, School Reports (SAS), and Budget Overview in order to view your State funds (fund 201, 211, 221)

Infoporte Ledger Rollup

1. Navigate to Infoporte > Finance > Dept Accounting > Ledger Rollups, and then follow the steps below:
   a. Select Fund Type: “State”
   b. Leave default Fiscal Years and Budget Period. Two Fiscal Years, and one Budget Period must be selected (i.e. if you are viewing the budget for FY 2018, select both FY 2017 AND 2018 and Budget Period 2018).
   c. Select your Dept ID
   d. Deselect the Program button so that it is highlighted gray vs. blue if you do not budget by program code
   e. Click Search

   ![Diagram explaining steps]

   Note: it is recommended to begin with a broad search, and then narrow your parameters if necessary

2. State funds are budgeted by account groupings, so the budget and available balance information is 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.

   ![Ledger Totals Table]

   See campuses’ Financial Reporting and Reconciliation document for further instruction on using Infoporte Ledger Rollup.

V. 092717
Infoporte School Reports (SAS)

Financial Breakdown – State
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 budget and balance. The second tab shows budget and balances for personnel accounts 511xxx, 512xxx, and 513xxx.

1. Navigate to Infoporte > Home > School Reports > Financial Breakdown-State > SOM State Financial Expense Breakdown, and follow the steps below:
   a. Select your Department. All other parameters have been pre-selected for the current FY.

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

SOM Departmental Financial Dashboard
This report displays a high level of all fund types over the last three years, but includes a tab specific to state funds.

1. Navigate to Infoporte > Home > School Reports > SOM Dashboard > SOM Departmental Financial Dashboard > State Trust and Other tab, and follow the steps below:
   a. If looking at one specific FY, make a Fiscal Year selection.
   b. Select your Dept and Description.

2. The result will show your department’s State expenditures by account grouping in a bar chart. You can export the data behind the graph by right clicking, and exporting bar chart.
SOM All Funds Budget Vs. Actuals Report
This report displays a high level of all fund types over the last three years, but includes selections specific to state funds. This report also includes the State budget for the current FY, as well as expense actuals. The actuals are updated quarterly.

1. Navigate to Infoporte > Home > School Reports > Budget > SOM All Funds Budget Vs Actuals Report > Summary tab, and follow the steps below:
   a. Select your Dept and Description
   b. Select Fund Code Type: “State”

2. The result will show you previous Fiscal Years State budget and expenses. It will also include the proposed current year budget and expenses, as well as the actuals for the current Fiscal year (actuals are updated quarterly).

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 “FAST” from the Ledger Group lookup icon to see your State expense child budget
c. Enter in your Dept ID, or your department range

d. Enter in the state Source "13001" or other state-related criteria

e. Click Save in order for this budget inquiry to be used with the same search criteria in the future

f. Click Search

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.