Trust Funds

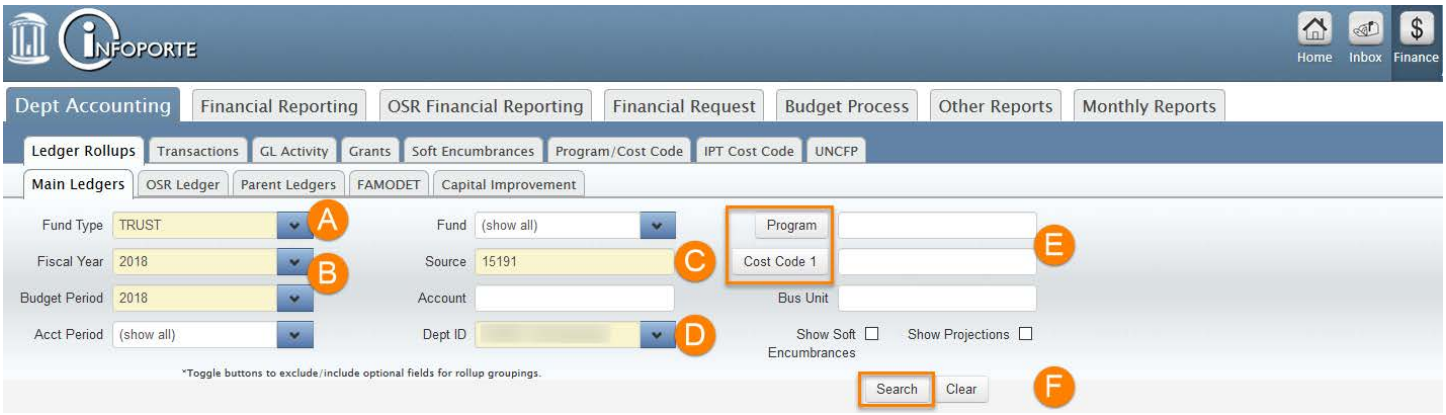
Understanding what search parameters to use in Ledger Rollup, School Reports (SAS), and Budget Overview to view fund groups: 241, 281, 282, 291, 292, 295, 298 (endowment principal), and 299 (Med Foundation)

Infoporte Ledger Rollup

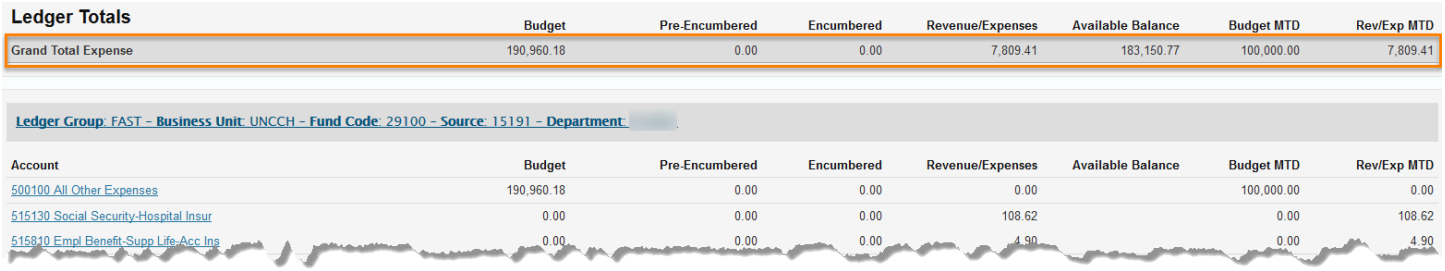
Recommended to use ledger rollup to view balances when your department is not the owning department of a given source (i.e. Dean's Office commitment fund if allocated in trust)

1. Navigate to *Infoporte > Finance > Dept Accounting > Ledger Rollup*. Then follow the steps below:
   a. **Select the *Fund Type*: "Trust"**
   b. **Select current *Fiscal Year* and *Budget Period*.** For trusts, two fiscal years will ***not*** need to be selected (i.e. if you are viewing budget for FY 2018, select FY 2018 and Budget Period 2018)
   c. **Enter a *Source***
   d. **Select your *Dept ID***
   e. **Deselect the *Program* and *Cost Code 1* buttons so that they are highlighted gray vs. blue if you do not budget by program/cost code**
   f. **Click *Search***

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



2. This particular source is **not** budgeted by account, so the results will not display in account groupings. 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

	Budget	Pre-Encumbered	Encumbered	Revenue/Expenses	Available Balance	Budget MTD	Rev/Exp MTD
Grand Total Expense	190,960.18	0.00	0.00	7,809.41	183,150.77	100,000.00	7,809.41

Ledger Group: FAST - **Business Unit**: UNCCH - **Fund Code**: 29100 - **Source**: 15191 - **Department**:

Account	Budget	Pre-Encumbered	Encumbered	Revenue/Expenses	Available Balance	Budget MTD	Rev/Exp MTD
500100 All Other Expenses	190,960.18	0.00	0.00	0.00		100,000.00	0.00
515130 Social Security-Hospital Insur	0.00	0.00	0.00	108.62		0.00	108.62
515810 Empl Benefit-Supp Life-Acc Ins	0.00	0.00	0.00	4.90		0.00	4.90

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

Infoporte SAS Reports

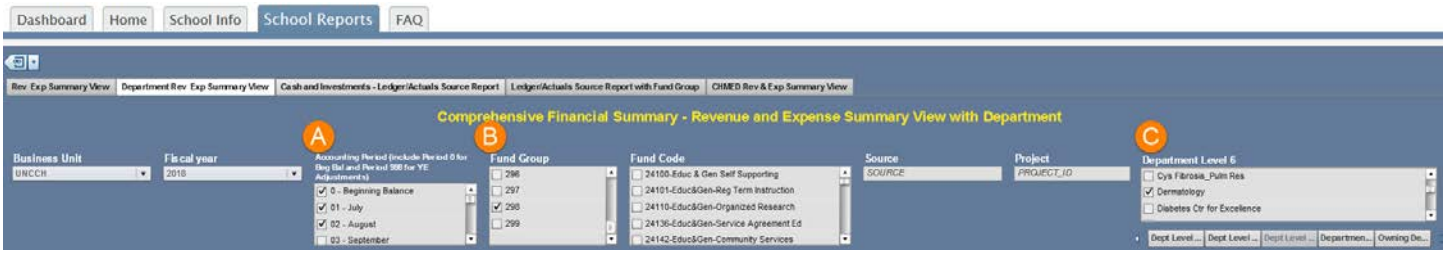
SOM Actuals/Ledger Report - Comprehensive Financial Summary

This report provides a summary of your trust funds beginning balances, revenues, expenses, and ending balance. It will also show who the owning department of a given source is.

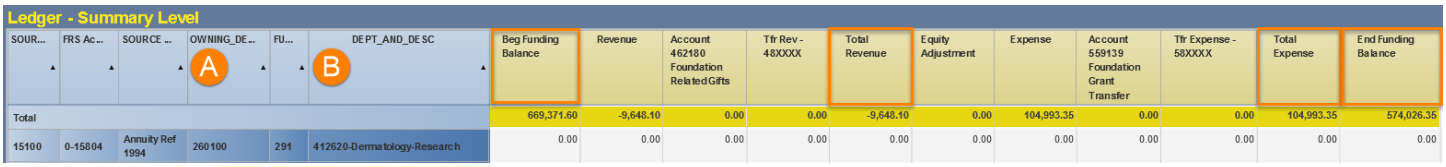
Department Rev Exp Summary View tab

> ***Note:*** *If you want to see one source at a time simply enter your Source without chooosing a Fund Group and the result will display with the one source you entered.*

1. Navigate to *Infoporte > Home > School Reports > SOM Actuals/Ledger Report - Comprehensive Financial Summary > Department Rev Exp Summary View tab*. Then follow the steps below:
    a. **Select the *Accounting Period(s).*** Be sure to include period "0" to see your beginning balance. If no selections are made it will pull the most recent financials.
    b. **To see all trust funds in your department, select the following *Fund Groups*: 241, 281, 282, , 291, 292, 295, 298 (endowment principal)**
    c. **Select your *Department(s)***



2. The result will display the beginning balance, revenue, and expenses by source and fund group.
    a. The *Owning Department* column will show who owns the source
    b. The *Department and Description* column will show who has spent on a given source



CHMED Rev & Exp Summary View tab

1. Navigate to *Infoporte > Home > School Reports > SOM Actuals/Ledger Report - Comprehensive Financial Summary > CHMED Rev & Exp Summary View tab*. Then follow the steps below:
    a. **Select the *Accounting Period(s).*** Be sure to include period "0" to see your beginning balance. If no selections are made it will pull the most recent financials.
    b. **Enter in a *Source* or select your *Department(s)* to view your Med Foundation sources**

> ***Note:*** *These balances are close estimates, but if you're looking for a balance in order to give it to your Chair/Director, please contact the Med Foundation for a final number.*

See screenshot on following page.

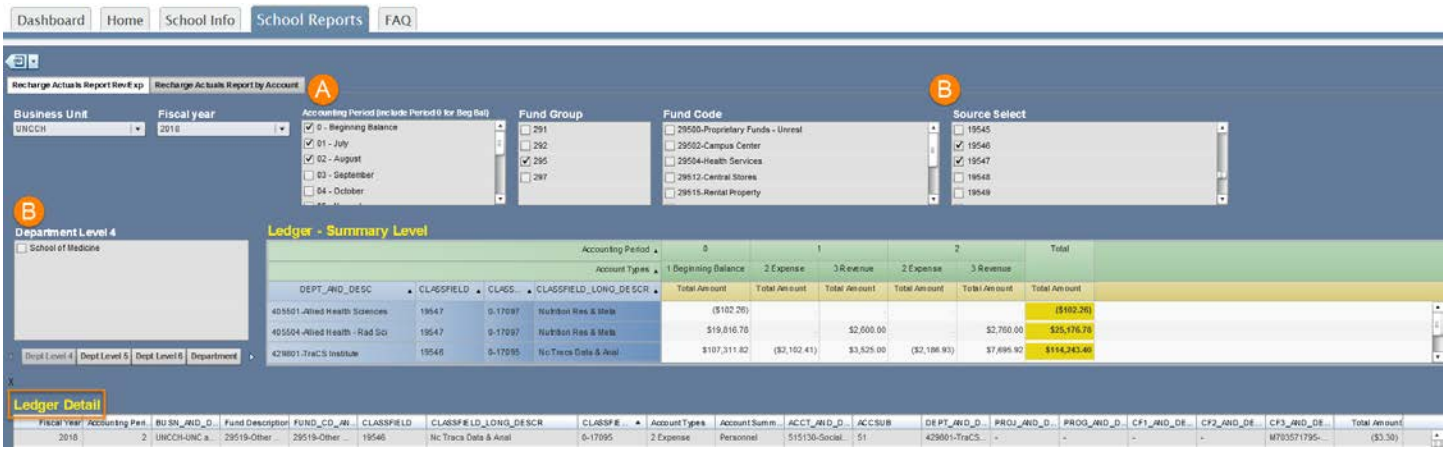
2. The result will show a similar view as the previous tab, which displays the beginning balance, revenue, and expenses by source and fund code.

Recharge/Cores Report – to view fund group 295

This report pulls all SOM recharge/core activity. Revenues and expenses are broken out by Accounting Period via columns.

Recharge Actuals Report Rev/Exp tab

1. Navigate to *Infoporte > Home > School Reports > 2. School Reports > Core/Recharge Report*. Then follow the steps below:
    a. **Select the Accounting Period(s).** Be sure to include period "O" to see your beginning balance.
    b. **Select your *Source(s)* OR select your *Department ID(s)* to view all sources within your department**



2. The result will display your expense and revenue by accounting period for the search parameters that were entered. There is additional detail in the "Ledger Detail" table.

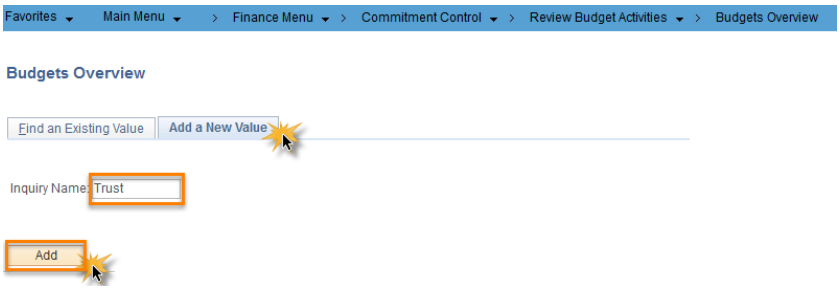
Recharge Actuals Report by Account tab

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.

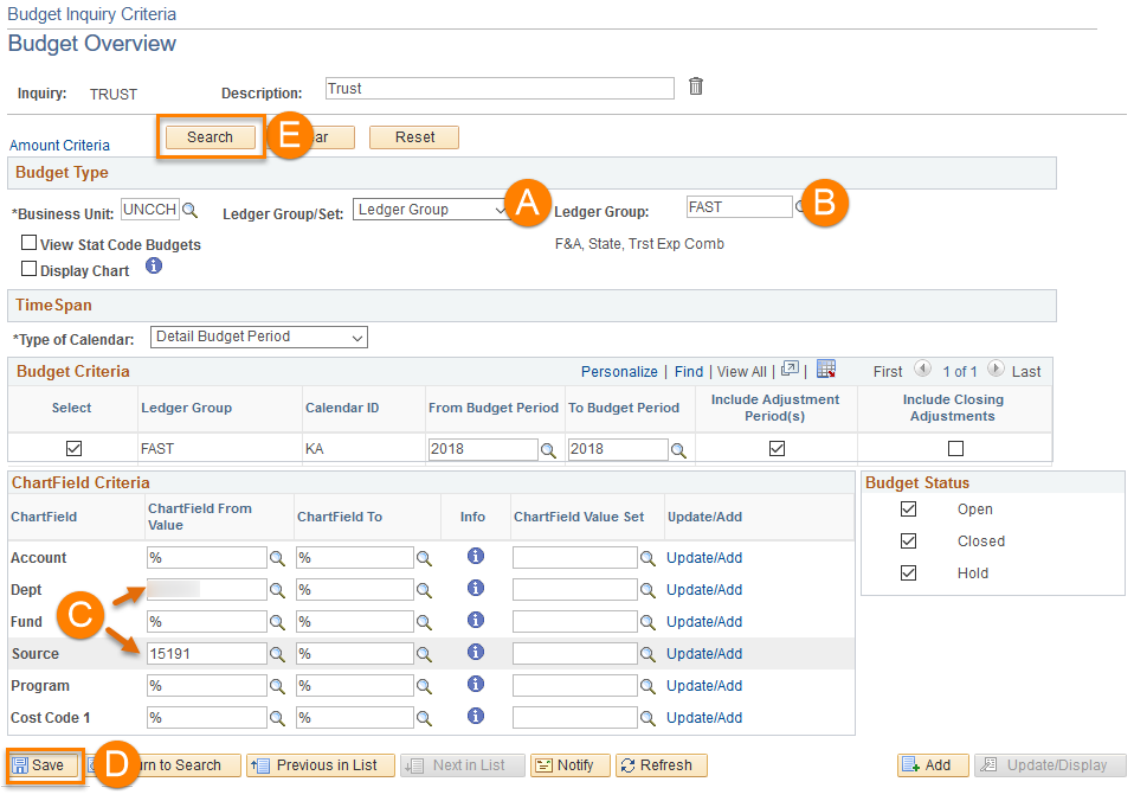
Continue to next page for additional reports.

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 Group" from *Ledger Group/Set*
   b. Select "FAST" from the *Ledger Group* lookup icon to see your **<u>Trust revenue and expenses</u>**
   c. Enter in the following chartfields depending on the type:
      i. Endowment Income (281 & 282): *Fund, Source* and *Department*
      ii. Recharge/Core (295): *Source* and *Department*
      iii. Residuals (241): *Source* and *Department*
      iv. Contract Trusts: *Source* and *Department*
   d. Click *Save* in order for this budget inquiry to be used with the same search criteria in the future
   e. 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 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 the automatic budget create process. The system does not reflect any carryforward of funds.*

Inquiry Results

Business Unit:	UNCCH	
Ledger Group:	FAST	F&A, State, Trust Expense
Type of Calendar:	Detail Budget Period	
Amounts in Base Currency:	USD	
Revenue Associated:	☑	

Return to Criteria **Max Rows:** 100 Display Options

Ledger Totals (11 Rows)

Budget:	27,975,003.37	**Net Transfers:**	-18,024,996.63
Expense:	724,022.88		
Encumbrance:	0.00		
Pre-Encumbrance:	0.00		
Budget Balance:	27,250,980.49		
Associate Revenue:	0.00		
Available Budget:	27,250,980.49		

Budget Overview Results Personalize | Find | View All | First 1-11 of 11 Last

	Ledger Group	Fund	Source	Account	Dept	Program	Cost Code 1	Budget Period	Budget	Expense	Encuml
1	FAST	29100	15191	500100				2018	27,975,003.370	543,767.840	
2	FAST	29100	15191	500100		MC202		2018	0.000	260.260	
3	FAST	29100	15191	500100		MC212		2018	0.000	398.570	