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**

   ![Infoporte Ledger Rollup Screen Shot]

   **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 Screen Shot]

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

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 “O” 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 “O” 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 Trust revenue and expenses
   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.