

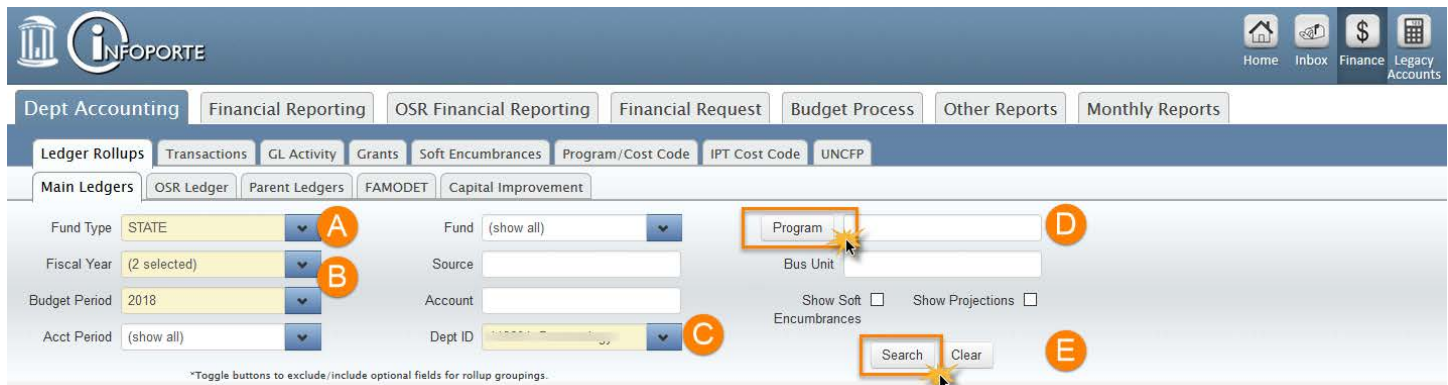
# State Funds

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**

*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		Budget	Pre-Encumbered	Encumbered	Revenue/Expenses	Available Balance	Budget MTD	Rev/Exp MTD
Grand Total Expense		377,375.17	0.00	0.00	17,825.68	359,549.49	99,919.35	-445.90

Ledger Group: FAST - Business Unit: UNCCH - Fund Code: 21101 - Source: 13001 - Department:								
Account	Budget	Pre-Encumbered	Encumbered	Revenue/Expenses	Available Balance	Budget MTD	Rev/Exp MTD	
<a href="#">511120 EHRA Non Teach On Campus</a>	0.00	0.00	0.00	499.66		0.00	0.00	
Subtotal 511100 EHRA Non Teach Budget	0.00	0.00	0.00	499.66	-499.66	0.00	0.00	
<a href="#">513100 EPA Teach Budget</a>	374,910.00	0.00	0.00	0.00		100,000.00	0.00	
<a href="#">513120 EHRA Teach On Campus</a>	0.00	0.00	0.00	11,386.01		0.00	-362.21	
<a href="#">513140 EHRA Teach Supplemental Pay</a>	0.00	0.00	0.00	3,346.88		0.00	0.00	
Subtotal 513100 EPA Teach Budget	374,910.00	0.00	0.00	14,732.89	360,177.11	100,000.00	-362.21	
<a href="#">515100 Social Security Budget</a>	287.34	0.00	0.00	0.00		10.11	0.00	
<a href="#">515120 Social Security-OASDI</a>	0.00	0.00	0.00	72.41		0.00	15.16	
<a href="#">515130 Social Security-Hospital Insur</a>	0.00	0.00	0.00	214.93		0.00	-5.05	

See campuses' [Financial Reporting and Reconciliation](#) document for further instruction on using Infoporte Ledger Rollup.

# 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.

*Note: the same search parameters will be used for the second tab: SOM State – Personnel Accounts – 511, 512, 513*

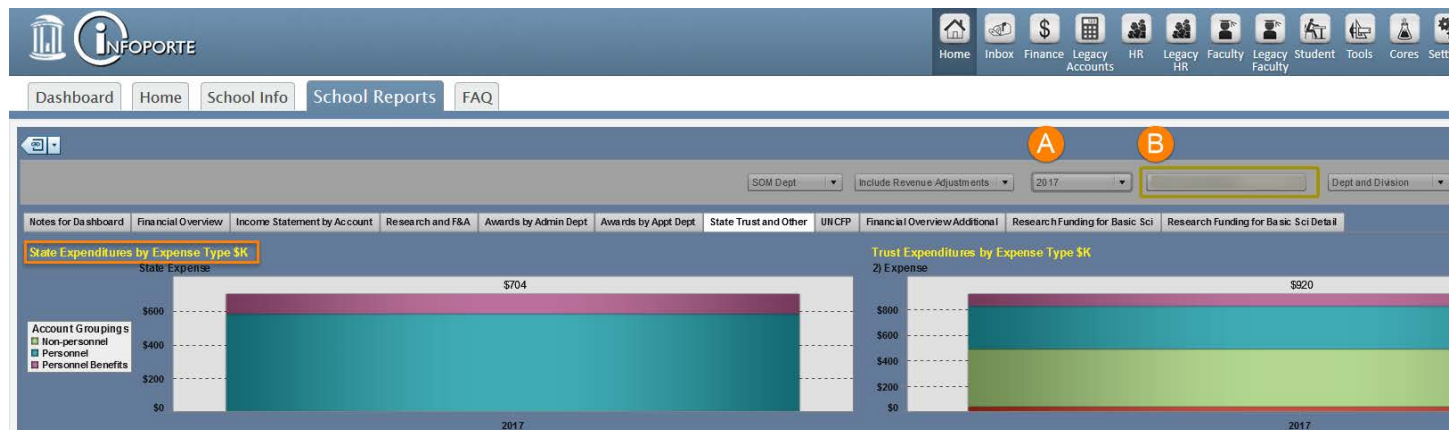
DepartmentSelect	FUND_TO_LABEL	Source to	DEPARTMENT_DETAIL	Budget	EXPENSE_AMOUNT	ENCUMBERED_AMOUNT	PRE_ENCUMBERED_AMOUNT	FMS Balance
Total				\$377,375	\$17,826	\$0	\$0	\$359,549
	21101-Health Affairs - Reg Term	13001 - Health Affairs Approp 16021		\$377,375	\$17,826	\$0	\$0	\$359,549

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"**

Account Type New	Account Mapping for IS	2014	2015	2016	2017	2018 Budget	2018 Actuals	2018 Budget vs. Actuals
1) Revenue	State	\$968,677	\$395,695	\$655,511	\$564,426	\$304,263	\$0	(\$304,263)
Subtotal: 1) Revenue		\$968,677	\$395,695	\$655,511	\$564,426	\$304,263	\$0	(\$304,263)
01 EPA Salaries		(\$1,103,274)	(\$331,664)	(\$275,340)	(\$237,518)	(\$304,263)	\$0	\$304,263
10 PA Benefits		\$0	(\$0)	\$180	\$0	\$0	\$0	\$0

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*

Budget Inquiry Criteria

Budget Overview

Inquiry: STATE Description: State

Amount Criteria

Search F Reset

Budget Type

\*Business Unit: UNCCH Ledger Group/Set: Ledger Group A Ledger Group: FAST B

☐ View Stat Code Budgets

☐ Display Chart

Time Span

\*Type of Calendar: Detail Budget Period

Budget Criteria

Personalize Find View All 1 of 1 Last

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	FAST	KA	2018	2018	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	i		Update/Add
Dept			i		Update/Add
Fund	%	%	i		Update/Add
Source	13001	13001	i		Update/Add
Program	%	%	i		Update/Add
Cost Code 1	%	%	i		Update/Add

Budget Status

☒ Open

☒ Closed

☒ Hold

Save E Return to Search Previous in List Next in List Notify Refresh Add Update/Display

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.

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 (19 Rows)

Budget:	377,375.17	Net Transfers:	100,010.00
Expense:	17,825.68		
Encumbrance:	0.00		
Pre-Encumbrance:	0.00		
Budget Balance:	359,549.49		
Associate Revenue:	0.00		
Available Budget:	359,549.49		

Budget Overview Results

Personalize Find View All 1-19 of 19 Last

	Ledger Group	Fund	Source	Account	Dept	Program	Cost Code 1	Budget Period	Budget	Expense	Encumbrance
1	FAST	21101	13001	513100				2018	119,250.000	0.000	
2	FAST	21101	13001	513100		10000		2018	251,286.000	0.000	