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 2021, select both FY 2020 AND 2021 and Budget Period 2021).
   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

   ![Infoporte Ledger Rollup](image)

   **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.

   ![Infoporte Ledger Rollup](image)

See campuses’ Reconciling in Infoporte document for further instruction on using Infoporte Ledger Rollup.
Infoporte School Reports (Tableau)

**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 **TarHeelReports > SOM > SOM Dashboard > SOM Financial Dashboard > State Trust & 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 visiting the **Export to Excel for External Use** tab.

**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 **TarHeelReports > SOM > Budget > SOM Budget Vs Actuals Report > Summary by Fund Type 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 > Navigator > Finance Menu > Commitment Control > Review BudgetActivities > 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
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.

*See screenshot on following page.*
## Inquiry Results

### Ledger Totals (5 Rows)

- Budget: 48,950.54
- Expense: 205,244.81
- Uncarried: 0.00
- Pre-Uncarried: 0.00
- Budget Balance: -764,344.07
- Associate Revenue: 0.00
- Available Budget: -764,344.07

### Budget Overview Results

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<thead>
<tr>
<th>Details</th>
<th>Budget Transaction Types</th>
<th>Ledger Group</th>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Program</th>
<th>Source</th>
<th>Cost Code</th>
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