

# 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**

*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	Actuals	Available Balance	Budget MTD	Actuals MTD
Grand Total Revenue	164,631.00	0.00	0.00	-265.62	164,896.62	0.00	0.00
Grand Total Expense	351,566.93	0.00	0.00	130,958.66	220,608.27	3,142.66	17,001.52

Ledger Group: FAST - Business Unit: UNCCH - Fund Code: 21101 - Source: 13001 - Department							
Account	Budget	Pre-Encumbered	Encumbered	Actuals	Available Balance	Budget MTD	Actuals MTD
<a href="#">511100 EHRA Non Teach Budget</a>	168,364.00	0.00	0.00	0.00		0.00	0.00
<a href="#">511120 EHRA Non Teach On Campus</a>	0.00	0.00	0.00	75,702.02		0.00	9,462.91
<a href="#">511140 EHRA Non Teach Supplement</a>	0.00	0.00	0.00	34,243.66		0.00	4,280.51
Subtotal 511100 EHRA Non Teach Budget	168,364.00	0.00	0.00	109,945.68	58,418.32	0.00	13,743.42
<a href="#">513140 EHRA Teach Supplemental Pay</a>	0.00	0.00	0.00	2,500.08		0.00	0.00
Subtotal 513100 EHRA Teach Budget	0.00	0.00	0.00	2,500.08	-2,500.08	0.00	0.00
<a href="#">515810 Empl Benefit-Supp Life-Acc Ins</a>	0.00	0.00	0.00	-111.20		0.00	0.00
<a href="#">515830 Empl Benefit-MPPP Supp Retire</a>	0.00	0.00	0.00	-583.33		0.00	0.00
<a href="#">515840 Empl Benefit-Supp Long Tm Dis</a>	0.00	0.00	0.00	-123.58		0.00	0.00
<a href="#">515850 Empl Benefit-Vision Care</a>	0.00	0.00	0.00	-8.99		0.00	0.00

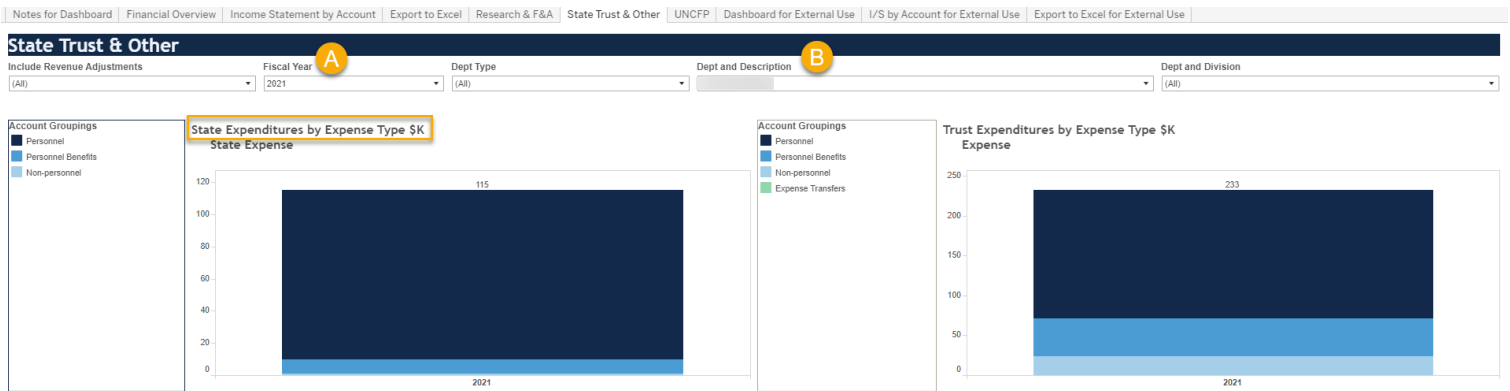
See campuses' [Reconciling in Infoporte](#) document for further instruction on using Infoporte Ledger Rollup.

# 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”*

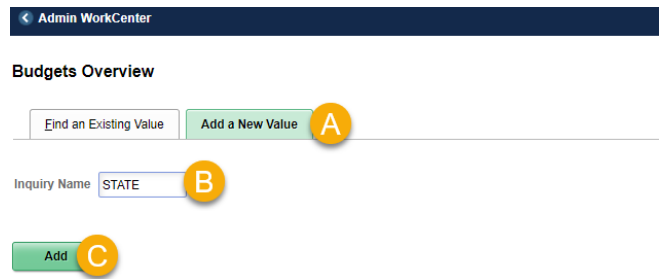
SOM All Funds Budget vs. Actuals Report								
Dept and Description		Dept and Division		Fund Code Type				
				State				
Account Type New	Fund Code Type New (group)	2016	2017	2018	2019	2020 Budget	2020	2020 Actuals vs Budget
1) Revenue	State	\$3,693,007.90	\$3,797,437.85	\$3,728,534.19	\$1,859,525.20	\$1,969,933.40	\$2,466,911.33	\$476,977.93
	Total	\$3,693,007.90	\$3,797,437.85	\$3,728,534.19	\$1,859,525.20	\$1,969,933.40	\$2,466,911.33	\$476,977.93
2) Expense	State	\$-3,689,073.01	\$-3,800,735.64	\$-3,729,721.25	\$-1,856,465.41	\$-1,969,933.40	\$-2,471,880.27	\$-481,946.87
	Total	\$-3,689,073.01	\$-3,800,735.64	\$-3,729,721.25	\$-1,856,465.41	\$-1,969,933.40	\$-2,471,880.27	\$-481,946.87
Grand Total		\$3,934.89	\$-3,297.79	\$-3,467.65	\$3,059.79	\$0.00	\$-1,968.94	\$-4,968.94

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).

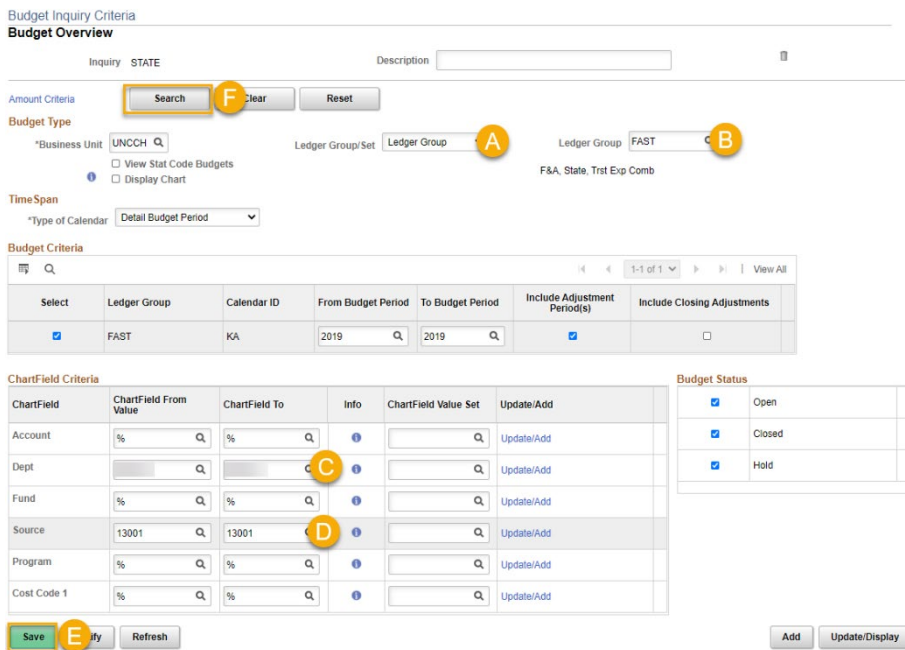
## ConnectCarolina Budget Overview

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

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.

See screenshot on following page.

Inquiry Results

Business Unit UNCCH  
 Ledger Group FAST  
 Type of Calendar Detail Budget Period  
 Amounts in Base Currency USD  
 Revenue Associated:

[Return to Criteria](#) Max Rows  Display Options

Ledger Totals (6 Rows)

Budget	40,900.54	Net Transfers	0.00
Expense	205,244.61		
Encumbrance	0.00		
Pre-Encumbrance	0.00		
Budget Balance	-164,344.07		
Associate Revenue	0.00		
Available Budget	-164,344.07		

Budget Overview Results

Details	Budget Transaction Types	Ledger Group	Account	Fund	Dept	Program	Source	Cost Code 1	Budget Period	Budget	Expense
1		FAST	511100	21101		MC243	13001		2019	0.00	161,058.37
2		FAST	515000	21101		MC243	13001		2019	0.00	1,932.70
3		FAST	515100	21101		MC243	13001		2019	6,977.00	6,977.00
4		FAST	515200	21101		MP003	13001		2019	30,375.62	30,375.62