Trust Funds

Understanding what search parameters to use in Ledger Rollup, School Reports (Tableau), 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 > Main Ledgers. 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.

See campuses’ Reconciling in Infoporte document for further instruction on using Infoporte Ledger Rollup.
Infoporte Tableau 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 TarHeelReports > SOM > SOM 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

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 TarHeelReports > SOM > SOM Reports > Recharge/Cores 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

See screenshot on following page.
2. The result will display your expense and revenue by accounting period for the search parameters that were entered.

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.

Budgets Overview

Find an Existing Value  Add a New Value

Inquiry Name: TRUST

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.