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# Running a Comprehensive Financial Summary Report

## About this Document

This document describes the purpose and unique aspects of the Comprehensive Financial Summary report, which uses the SAS VA reporting tool. This document does not cover general navigational features of SAS VA reports, but rather focuses on the specific purpose and information found on the Comprehensive Financial Summary report.

For more information about the general features of SAS VA reports, see *Running SAS VA Reports*.

## Purpose of this Report

The Comprehensive Financial Summary (CFS) report shows balances based on the GL Actuals ledger. Because the report is based on GL Actuals, it is most widely used for fund and cash balances for trust funds, and sometimes OSR funds. It is less meaningful for State and F&A balances, since those fund groups are managed on a budgetary basis.

The CFS report has three views - a summary view, a detail view, and a view for just cash and investments. The summary view shows beginning and ending fund balances, total amounts in main expense and revenue groups, and totals for cash and investments. The summary view shows information by source.

The detail view shows detail activity by account. The cash and investments view provides a standalone view for cash and investments.

## Who Uses this Report

This report is used by business managers of campus departments who have a need to see balances based on GL Actuals. For day-to-day management of balances for any fund group, the InfoPorte Ledger Rollup reports are the main reports. The Ledger Rollup reports are based on budget ledgers, not GL Actuals. The CFS Report is one tool managers can use to find amounts based on GL Actuals.

Access to the CFS report is more limited than the Ledger Rollups reports. Access is granted by InfoPorte Administrators, and then only on an approved, need-to-have basis.

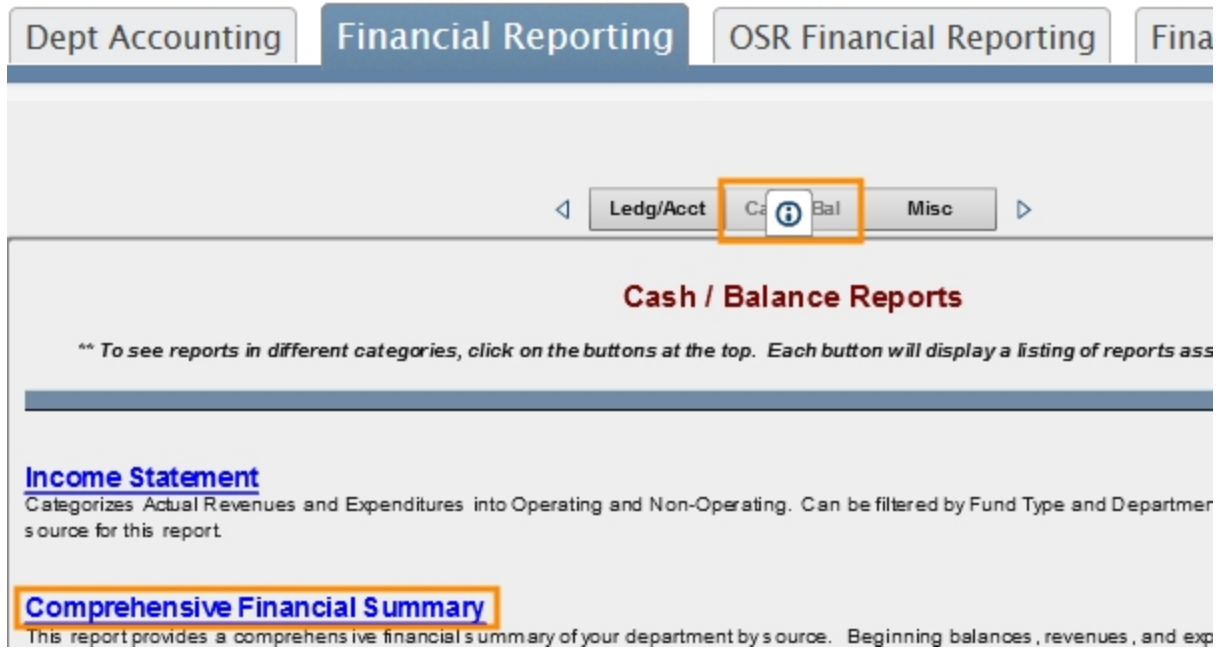
## Ledger the Report Pulls From

The CFS report is based on the GL Actuals ledger.

## Running the Report

Follow these steps to navigate to the CFS report:

1. Navigate to Finance > Financial Reporting.
2. Select the **Cash/Bal** tab.
3. Select the **Comprehensive Financial Summary** link.



## Report Filters

Complete the combination of filters for the balance you want. The table below provides guidelines for each filter. To find a balance for a single trust fund, the only chartfield needed is the source code.

Tables:	Do the following:
Business Unit	Select <b>uncch</b> , <b>uncga</b> , or a foundation business unit.
Fiscal Year	Select the fiscal year for the balances you want.
Accounting Period	Select all the accounting periods up to the period for which you want a balance. For example, if you want a report as of April 30, select accounting periods 0 through 10. Always include period 0 for a year-to-date balance.
Fund Group	If you want to see a balance for an entire fund group, select a fund group.  <b>Note:</b> To find a balance for a single trust fund, you just need to enter the source. Other chartfields are not necessary.

Tables:	Do the following:
Fund Code	If you want to see a balance for a particular fund, select a fund. <b>Note:</b> To find a balance for a single trust fund, you just need to enter the source. Other chartfields are not necessary.
Source	If you want to see a balance for a single source, enter the source. No other chartfields are necessary.
Project	Enter the Project ID if you want to see a balance for a project. <b>Note:</b> To find a balance for a single project, you just need to enter the project. Other chartfields are not necessary.
Department	Select a department level or specific department if you want to see the report by department. Use the arrows by the Department field to scroll through the department levels.

### Report Results

The Comprehensive Financial Summary has three tabs:

- Ledger/Actuals Source Report with Fund Group-Summary
- Ledger/Actuals Source Report with Fund Group-Detail

- Cash and Investments - Ledger/Actuals Source Report

Ledger/Actuals Source Report with Fund Group-Summary	Ledger/Actuals Source Report with Fund Group-Detail
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Cash and Investments - Ledger/Actuals Source Report
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### Ledger/Actuals Source Report with Fund Group-Summary tab

The summary tab shows information by source. Notice that the source is the first column. For each source, the report shows beginning and ending balances. The columns in between the beginning and ending balances are totals of key expense and revenue account groups. The columns following the ending balance are for cash, investments, and other asset and liability account groups.

Source Code	Source Description	Fund Group	Beg Funding Balance
Total			\$936,015.94
70167	Couch John N & Else	282	\$197,794.37
		297	(\$2,674.06)
		298	\$740,895.63

Ints Rev - XXXX	Gifts Rev - 46XXXX	Investment Rev - 43XXXX	Sales and Svcs Rev - 44XXXX	Tfr Rev - 48XXXX	Other Rev	Total Revenue
\$0.00	\$0.00	\$166.52	\$0.00	\$0.00	\$0.00	\$166.52
\$0.00	\$0.00	\$166.52	\$0.00	\$0.00	\$0.00	\$166.52
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Equity Adjustments	Per Expense - 51XXXX	NPer & Not Tfr Expense	Tfr Expense - 58XXXX	Total Expense	Ending Fund Balance	YTD Total Assets & Liabilities
\$0.00	\$88,231.18	\$37,458.72	\$0.00	\$125,689.90	\$810,492.56	\$810,492.56
\$0.00	\$88,231.18	\$36,138.97	\$0.00	\$124,370.15	\$73,590.74	\$73,590.74
\$0.00	\$0.00	\$1,319.75	\$0.00	\$1,319.75	(\$3,993.81)	(\$3,993.81)
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$740,895.63	\$740,895.63

Claim on Cash	Other Cash	Investments - 112 & 122	Receivables - 113, 114, 115, 123, 124 & 125	Other Assets	Payables - 211, 212, 213, 214, 221, 223, 224 & 227	Other Liabilit
\$59,761.74	\$0.00	\$740,895.63	\$13,856.00	(\$3,993.81)	\$27.00	
\$59,761.74	\$0.00	\$0.00	\$13,856.00	\$0.00	\$27.00	
\$0.00	\$0.00	\$0.00	\$0.00	(\$3,993.81)	\$0.00	
\$0.00	\$0.00	\$740,895.63	\$0.00	\$0.00	\$0.00	

**Note:** For this report, the natural sign for revenue (4xxx), liability (2xxxx), and fund balance (3xxxx) accounts is reversed. If you were to use the GL Ledger Inquiry report in ConnectCarolina using the same data set, you would see the opposite sign for these accounts.

The way to read the example above is that this source has a total value of \$810,492.56. The GL Ledger Inquiry report would show this amount as \$-810,492.56, the natural sign for fund balance accounts (3xxxxx).

### Ledger/Actuals Source Report with Fund Group-Detail tab

The Ledger/Actuals Source Report with Fund Group-Detail tab shows each instance of a transaction hitting an account. Note that it does not show transaction information, such as the document ID. It shows the accounting date, chartfields, and amount of each instance of a chartfield string being used.

The screens below show all the fields in the detail view as you would read from left to right.

Ledger Detail						
Fiscal Year	Accounting Period	BUSN_AND_DESC	Fund Group	Fund Descriptor	FUND_CD_AND...	SOURCE
2018	1	UNCCH-UNC at Chapel Hill	252	252 - C&G Restr	25210-C&G R...	49000-Federa...
2018	1	UNCCH-UNC at Chapel Hill	211	211 - Health ...	21101-Health ...	13001-Health ...

SOURCE	Account Type	Account Summ...	ACCOUNT	ACCT_AND_DESC	DEPT_AND_DESC	PROJ_AND_DE...
49000-Federa...	5-Expenses	Purchased Ser...	528320	528320-Fees-Re...	318300-Chemistry	5100275-
13001-Health ...	5-Expenses	Purchased Ser...	527120	527120-Telepho...	427430-TEACC...	-

Cost Code 1 & ...	Cost Code 2 & ...	Cost Code 3 & ...	Claim on Cash	Cap Improvem...	Petty Cash	Imprest Cash	Bank Card
-	-	-	\$0.00	\$0.00	\$0.00	\$0.00	\$
-	-	-	\$0.00	\$0.00	\$0.00	\$0.00	\$

Card Cash	Cash With Fiscal Agent	Cap Improvem...	Cap Improvem...	Bond Proceed...	Petty Cash - Re..	Cash with Fisc...	Total Amount
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$138.98

## Cash and Investments-Ledger/Actuals Source Report tab

The Cash and Investments-Ledger/Actuals Source Report tab only shows cash and investments. These columns also appear on the summary view. The cash and investments view provides a quick way to see cash balances.

There are two cash columns, Claim on Cash and Other Cash. See the table below for the accounts that comprise each column.

**Note:** The Investments - 112 & 122 column remains.

Source Code ▲	Source Description ▲	Fund Group ▲	Claim on Cash	Other Cash	Investments - 112 & 122
<b>Total</b>			<b>\$100,892.25</b>	<b>\$0.00</b>	<b>\$386,864.22</b>
<b>71067</b>	<b>Schopler Dist Prof</b>	<b>282</b>	\$100,892.25	\$0.00	\$0.00
		<b>298</b>	\$0.00	\$0.00	\$386,864.22

The table below includes the accounts reflected in the Other Cash column.

Account Range:	Type of Account
111400 to 111499	Cap Improvements Cash
111801 and 121101	Petty Cash
111802, 121101, and 121103	Imprest Cash
111803	Bank Card Cash
111804, 111806, 111812, and 121104	Cash with Fiscal Agent
111807	Cap Improvements Cash Clearing
111808	Cap Improvements Receipts
111809	Bond Proceeds Adjustments
111810	Petty Cash - Restricted
111811	Cash with Fiscal Agent - Overseas