
Running the Foundation Report

About this Document

This document describes the purpose and unique aspects of the Foundation 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 Foundation Report.

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

Purpose of this Report

The Foundation Report shows opening and closing fund balances for foundation sources, among other account totals relevant to foundation reporting. The Foundation Report is based on the GL Actuals ledger.

The Foundation Report has two tabs - summary and detail. The summary tab shows opening and closing balances, revenue and expense totals, donor contributions and other investment balances. The detail view shows detail activity by account.

Who Uses this Report

This report is used by business managers of campus departments who need to see balances for foundation sources based on GL Actuals.

Access to the Foundation report is more limited than the Dept Accounting side of InfoPorte. Access is granted by InfoPorte Administrator, and then only on an approved, need-to-have basis.

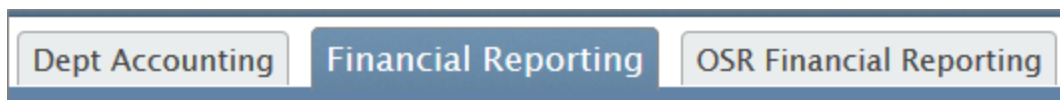
Ledger the Report Pulls From

This report is based on the GL Actuals ledger.

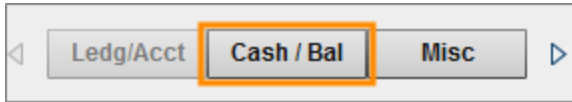
Running the Report

Follow these steps to navigate to the CFS report:

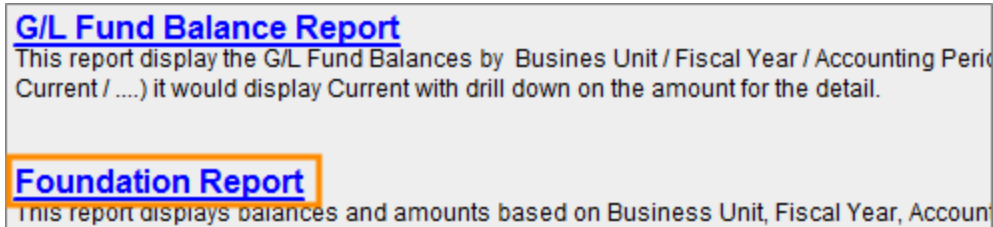
1. Navigate to Finance > Financial Reporting.



2. Select the **Cash/Bal** tab.



3. Select the **Foundation Report** link.



Report Filters

Complete the combination of filters for the balance you want. The table below provides guidelines for each filter. Common searches are to run the report for the whole foundation business unit, or for a single source.

Tables:	Do the following:
Business Unit	Select the applicable foundation business unit.
Fiscal Year	Select the fiscal year for the balance 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	Select a fund group if you want to see balances for a particular fund group. Transactions for foundations all use fund codes beginning with 299.
Fund	Select a fund if you want to see balances for a particular fund. Transactions for foundations all use fund codes beginning with 299.
Source	Enter the Source if you want to see a balance for a specific source.
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.

Foundation Summary Foundation Detail

Business Unit: CHBUS Fiscal Year: 2016 Accounting Period: (missing values) 0 - Beginning Balance Fund G: 201 211

Department Level 3

Arts and Sciences
 AVC Campus Enterprises

◀ Level 3 Level 4 Level 5 Level 6 Department ▶

Fund Source

20101-Acad Affairs - Reg Term Instr B0006-Kfbsf-Wachovia Profe
 20102-Acad Affairs - Sum Term Instr

Report Results

The report has two tabs:

- Foundation Summary
- Foundation Detail

Foundation Summary Foundation Detail

Foundation Summary

The summary tab shows information by source. Notice that the source is the first column. For each source, the report shows asset accounts such as donor contribution and reinvestment, opening fund balance, total revenue and expenses, the closing balance, and the payout amount.

Source	Source Description	FUND_CO...	FUND_DESCRIPTION	Department ID	
Total					
B0006	Kfbsf-Wachovia Profe	29910	Foundation Endow Perm Rest	330500	K F
		29920	Foundation Endow Inc Temp Rest	330500	K F

Donor Contribution (122110, 122112, 122113, 122120)	UPMIFA (Account 122117)	Reinvestment (Account 122115)	Cash (111.. or 112..)	YTD Other Assets & Liabilities	Opening Fund Balance
\$490,000.00	\$0.00	\$400,319.99	\$51,585.62	\$0.00	\$941,825.69
\$490,000.00	\$0.00	\$400,319.99	\$0.00	\$0.00	\$890,319.99
\$0.00	\$0.00	\$0.00	\$51,585.62	\$0.00	\$51,505.70

Revenue	Revenue Transfers (Account begins with 48*)	Expenses	Expense Transfers (Account begins with 58*)	Other Expenses (Account begins with 559*)	Equity Adjustments	Closing Fund Balance	Payout (Account 433110)
\$79.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$941,905.61	\$
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$890,319.99	\$
\$79.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$51,585.62	\$

Foundation Detail

The Foundation 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.

Foundation Detail							
Fiscal Year	Accounting_Per...	BUSN_AND_DE...	FUND_CODE	FUND_DESCRIL...	Source ▲	Source Descri...	ACCOUNT
2015	05 - November	UNCCH-UNC ...	20151	Acad Affairs - ...	12001	Academic Aff...	527240
2015	05 - November	UNCCH-UNC ...	20151	Acad Affairs - ...	12001	Academic Aff...	211220
2015	03 - September	UNCCH-UNC ...	20151	Acad Affairs - ...	12001	Academic Aff...	512120

ACCOUNT_DES..	Department ID	Department De..	Donor Contribu..	UPMIFA (Accou..	Opening Fund Balance	Revenue
Computer/Dat...	550501	University Libr...	\$0.00	\$0.00	\$0.00	\$0.00
Payroll Tax-FI...	550501	University Libr...	\$0.00	\$0.00	\$0.00	\$0.00
SPA On Cam...	552000	Law Library	\$0.00	\$0.00	\$0.00	\$0.00

Revenue Trans..	Expenses	Expense Trans..	Other Expense..	Equity Adjustm..	Closing Fund Balance	Payout (Accou...
\$0.00	\$52,100.85	\$0.00	\$0.00	\$0.00	(\$52,100.85)	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$22,071.86	\$0.00	\$0.00	\$0.00	(\$22,071.86)	\$0.00

You can see the sum of each column at the bottom of the table in yellow. This will match the Foundation Summary tab totals.

Donor Contribu...	UPMIFA (Accou...	Opening Fund Balance	Revenue	Revenue Trans..	Expenses	Expense Trans..
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$16,397.71	\$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	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	(\$11,908.97)	\$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	\$44,521.72	\$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	\$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	\$0.00	\$0.00	\$30.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sum:	Sum:	Sum: \$17,083,591.89	Sum:	Sum:	Sum:	Sum:
\$36,129,611.37	\$638,424.66		\$2,194,973.99	\$541,876.05	\$17,710,787.67	(\$96,766.29)

Other Expense..	Equity Adjustm...	Closing Fund Balance	Payout (Accou...
\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$16,397.71	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	(\$11,908.97)	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$44,521.72	\$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	\$0.00	(\$30.00)	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00
Sum:	Sum: \$0.00	Sum: \$2,185,641.60	Sum:
\$20,778.95			\$3,337.50

