
Running the G/L Fund Balance Report

About this Document

This document describes the purpose and unique aspects of the GL Fund Balance 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 GL Fund Balance report.

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

Purpose of this Report

The GL Fund Balance report shows balances based on the GL Actuals ledger. Because the report is based on GL Actuals, it is most widely used for fund 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 GL Fund Balance report has four tabs, and all of them show a beginning and ending fund balance and a summary and detail view on the same screen. Each tab varies as follows:

- The first tab presents results by fund group and account type.
- The second tab presents results by fund group, account type and account.
- The third tab presents results by department and account type, and lets you drill down to the source.
- The fourth tab shows changes in assets and liabilities by account.

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 GL Fund Balance Report is one tool managers can use to find amounts based on GL Actuals.

Access to the GL Fund Balance 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 GL Fund Balance report is based on the GL Actuals ledger.

Running the Report

Follow these steps to navigate to the GL Fund Balance report:

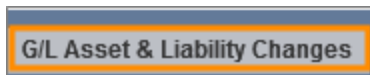
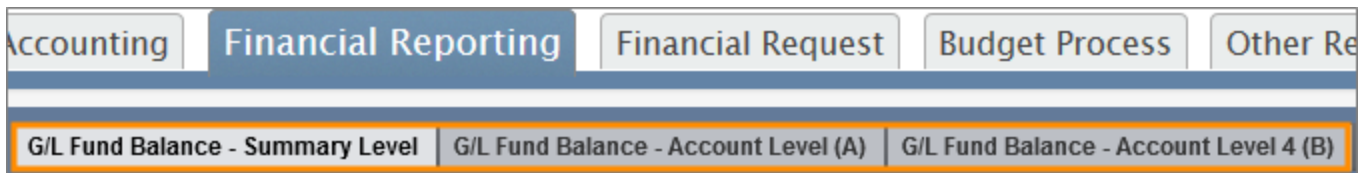
1. Navigate to Finance > Financial Reporting.
2. Select the **Cash/Bal** tab.
3. Select the **GL Fund Balance Report** link.

The screenshot shows a web interface for Financial Reporting. At the top, there are three tabs: 'Dept Accounting', 'Financial Reporting' (which is highlighted with an orange border), and 'Financial Req'. Below these tabs, there are three sub-tabs: 'Ledg/Acct', 'Cash / Bal' (highlighted with an orange border), and 'Misc'. The main heading is 'Cash / Balance Reports' in red. Below this, there is a note: '** To see reports in different categories, click on the buttons at the top. Each reports associated under that category. **'. There are three report links listed: 'Income Statement', 'Comprehensive Financial Summary', and 'G/L Fund Balance Report' (which is highlighted with an orange border). Each link has a brief description of the report's content.

4. Do one of the following:

- Stay on the **G/L Fund Balance - Summary Level** tab to see revenue and expense totals summarized by fund group and account type, along with the beginning and ending fund balance. A detail level shows each expense and revenue amount by account and accounting period.

- Click the **G/L Fund Balance - Account Level (A)** tab to see revenue and expense totals summarized by fund group, account type and account, along with the beginning and ending fund balance. A detail level shows each expense and revenue amount by account and accounting period.
- Click the **G/L Fund Balance - Account Level 4 (B)** tab to see revenue and expense totals summarized by department, source, and account type, along with the beginning and ending fund balance. A detail level shows each expense and revenue amount by account and accounting period.
- Click the **G/L Asset & Liability Changes** tab to see asset and liability changes summarized by department, fund group and account along with the beginning and ending fund balance, called the year-to-date total amount on this screen. A detail level shows each change by account and accounting period.



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.

In this field:	Do the following:
Business Unit	Select uncch , uncga , 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. Note: To find a balance for a single trust fund, you just need to enter the source. Other chartfields are not necessary.

In this field:	Do the following:
Fund Code	If you want to see a balance for a specific fund, select a fund . Note: 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. Note: 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.

Leave the default values in the other search fields.

Business Unit: Business Ur | Fiscal year: 2015 | Accounting Period (include Period 0 for Beg Bal): 0, 1 | Fund Group: 2..., 2..., 2..., 2... | Fund Code: 20100-Acad Affai..., 20101-Acad Affai..., 20102-Acad Affai..., 20103-Acad Affai... | Source: 14264-Pharmd Ap

Department Level 4

- Academic Initiatives
- Accessibility Services
- Alumni Assoc Office
- Arts and Sciences Deans OffDiv
- Ath Director of Athletics
- AVC Adm and Bus Services
- AVC Facilities Services
- AVC Finance
- AVCEEHC
- Budget Control
- Campus Health Services
- Campus Y

◀ Dept Level 4 Dept Level 5 ▶

Report Results

G/L Fund Balance - Summary Level tab

If you chose the Summary Level tab, review the balances. Scroll down or right to see more rows and columns, or maximize the windows by displaying and clicking the Maximize icon.

G/L Fund Balance - Summary Level				
Fund Description ▲	Account Type ▲	Account Summary Desc ▲	Total Amount	
241 - Educ & Gen	(missing)	Net Position	\$0.00	
	Subtotal: (missing)		\$0.00	
	1-Beginning Balances	Current	\$28,311.27	
	Subtotal: 1-Beginning Balances		\$28,311.27	
	2-Revenue	Fees, Licenses - Fines	\$46,200.00	
	Subtotal: 2-Revenue		\$46,200.00	
	3-Expenses	Other Expenses and Adjustment		(\$1,804.04)
		Personnel		(\$45,283.06)
		Purchased Services		(\$943.87)
		Supplies		(\$135.86)
Subtotal: 3-Expenses		(\$48,166.83)		
Subtotal: 241 - Educ & Gen			\$26,344.44	
Total			\$26,344.44	

This is the fund ending balance. →

G/L Fund Detail							
Fiscal Year	Accounting Period ▲	Busines...	Fund Description	Fund	Source	Account Type	
2015	0	UNCCH...	241 - Educ & Gen	24100-Edu...	14264-Phar...	1-Beginning B...	
2015	0	UNCCH...	241 - Educ & Gen	24101-Edu...	14264-Phar...	1-Beginning B...	
2015	0	UNCCH...	241 - Educ & Gen	24100-Edu...	14264-Phar...	1-Beginning B...	

& ...	Project & Desc...	Program & De...	Chartfield1 & D...	Chartfield2 & D...	Chartfield3 & D...	Total Amount
p_...						(\$17,214.72)
p_...				0126811100-...		\$28,311.27
This is the fund ending balance. →						Sum: \$26,344.44

G/L Fund Balance Account Level (A) Tab

If you chose the Account Level (A) tab, review the balances. Scroll down or right to see more rows and columns, or maximize the windows by displaying and clicking the Maximize icon in each window.

G/L Fund Balance - Account Level						
Fund Descri...	Account Type	Account Summ...	Account & Description	Total Amount		
241 - Educ & Gen	(missing)	Net Position	331000-Fund Bal-GASB Unrestric	\$0.00		
		Subtotal: Net Position		\$0.00		
	Subtotal: (missing)			\$0.00		
	1-Beginning Balances	Current		111002-Cash-Institutional Trus	\$0.00	
				111099-Cash-Intraunit	\$28,311.27	
				111105-Cash-Disbursement Servi	\$0.00	
				111107-Cash-Payroll ACH Disbur	\$0.00	
				111999-Cash-Clearing	\$0.00	
		211100-Accounts	\$0.00			

Fund Descri...	Account Type	Account Summ...	Account & Description	Total Amount
241 - Educ & Gen	1-Beginning Balances	Current	211499-Payroll Deduction-Clear	\$0.00
		Subtotal: Current		\$28,311.27
	Subtotal: 1-Beginning Balances			\$28,311.27
	2-Revenue	Fees, Licenses - Fines	458810-Fees-Application	\$46,200.00
		Subtotal: Fees, Licenses - Fines		\$46,200.00
	Subtotal: 2-Revenue			\$46,200.00
	3-Expenses	Other Expenses and Adjustment	559610-Fees-Electronic Payment	(\$1,804.04)
		Subtotal: Other Expenses and Adjustment		(\$1,804.04)
		Personnel	514120-Non Student	(\$41,875.91)

Subtotal: 3-Expenses			(\$48,166.84)
Subtotal: 241 - Educ & Gen			\$26,344.43
Total			\$26,344.43

This is the fund ending balance. →

G/L Fund Detail

Fiscal Year	Accounting Period	Busines...	Fund Description	Fund	Source	Account Type
2015	0	UNCCH...	241 - Educ & Gen	24100-Edu...	14264-Phar...	1-Beginning B...
2015	0	UNCCH...	241 - Educ & Gen	24101-Edu...	14264-Phar...	1-Beginning B...
2015	0	UNCCH...	241 - Educ & Gen	24100-Edu...	14264-Phar...	1-Beginning B...

& ...	Project & Desc...	Program & De...	Chartfield1 & D...	Chartfield2 & D...	Chartfield3 & D...	Total Amount
						(\$17,214.72)
				0126811100-...		\$28,311.27
Sum:						\$26,344.44

This is the fund ending balance. →

G/L Fund Balance Account Level 4 (B) Tab

If you chose the Account Level 4 (B) tab, review the balances. Scroll down or right to see more rows and columns, or maximize the windows by displaying and clicking the Maximize icon in each window.

G/L Fund Balance - Account Level				
Account Ty...	(missing)	1-Beginning Balances	2-Revenue	
ACCT_LE...	(missing)	(missing)	FEES_LICENSE_FINES	OTHER_EXPENSES
Dept Level 6	Total Amount	Total Amount	Total Amount	Total Amount
<input checked="" type="checkbox"/> <input type="checkbox"/> SOP-Office of Student Affairs	\$0.00	\$28,311.27	\$46,200.00	(\$2,541.20)
Total	\$0.00	\$28,311.27	\$46,200.00	(\$2,541.20)

Click the plus sign to display the Source column to the right.

3-Expenses		Total
OTHER_PERSONNEL	SALARY_BENEFITS	
Total Amount	Total Amount	Total Amount
(\$342.57)	(\$45,283.06)	\$26,344.44
(\$342.57)	(\$45,283.06)	\$26,344.44

This is the fund ending balance.

G/L Fund Detail						
Fiscal Year	Accounting Period	Busines...	Fund Description	Fund	Source	Account Type
2015	0	UNCCH...	241 - Educ & Gen	24100-Edu...	14264-Phar...	1-Beginning B...
2015	0	UNCCH...	241 - Educ & Gen	24101-Edu...	14264-Phar...	1-Beginning B...
2015	0	UNCCH...	241 - Educ & Gen	24100-Edu...	14264-Phar...	1-Beginning B...

& ...	Project & Desc...	Program & De...	Chartfield1 & D...	Chartfield2 & D...	Chartfield3 & D...	Total Amount
						(\$17,214.72)
				0126811100-...		\$28,311.27
						Sum: \$26,344.44

This is the fund ending balance.

G/L Asset & Liabilities Tab

If you chose the Asset & Liabilities tab, review the balances. Scroll down in either the Summary or Detail section to see more rows, or maximize the windows.

G/L Asset & Liability Report

Dept Level 6	Fund D...	Accou...	Account & Description	Total Amount - Beginning Balance	Total Amount - Current Year Activity	Total Amount - Year to Date
SOP-Office of Student Affairs	241 - Educ & Gen	Current	111002-Cash-Institutional Trus	\$0.00	\$67,411.33	\$67,411.33
			111099-Cash-Intraunit	\$28,311.27	(\$39,168.17)	(\$10,856.90)
			111105-Cash-Disbursement Servi	\$0.00	(\$135.86)	(\$135.86)
			111107-Cash-Payroll ACH Disbur	\$0.00	(\$30,074.14)	(\$30,074.14)
			111999-Cash-Clearing	\$0.00	\$0.00	\$0.00
			211100-Accounts Payable-PS Con	\$0.00	\$0.00	\$0.00
			211220-Payroll Tax-FICA	\$0.00	\$0.00	\$0.00

SOP-Office of Student Affairs	241 - Educ & Gen	Subtotal: Current		\$28,311.27	(\$1,966.84)	\$26,344.43
		Net Position	331000-Fund Bal-GASB Unrestric	\$0.00	\$0.00	\$0.00
		Subtotal: Net Position		\$0.00	\$0.00	\$0.00
Subtotal: 241 - Educ & Gen				\$28,311.27	(\$1,966.84)	\$26,344.43
Subtotal: SOP-Office of Student Affairs				\$28,311.27	(\$1,966.84)	\$26,344.43
Total				\$28,311.27	(\$1,966.84)	\$26,344.43

This is the fund ending balance.

G/L Detail

Fiscal Year	Accounti...	Business Unit ...	Fund Description	Fund	Source	Account Type
2015	3	UNCCH-UNC ...	241 - Educ & ...	24100-Educ & ...	14264-Pharm...	1-Beginning B...
2015	3	UNCCH-UNC ...	241 - Educ & ...	24100-Educ & ...	14264-Pharm...	1-Beginning B...
2015	4	UNCCH-UNC ...	241 - Educ & ...	24101-Educ&...	14264-Pharm...	1-Beginning B...
2015	6	UNCCH-UNC ...	241 - Educ & ...	24101-Educ&...	14264-Pharm...	1-Beginning B...

Chartfield3 &..	Total Amount -Beginning Bala...	Total Amount - Current Year Activity	Total Amount -Year to Date
	\$0.00	\$21,434.78	\$21,434.78
	\$0.00	\$80.00	\$80.00
	\$0.00	(\$21,434.78)	(\$21,434.78)
	\$0.00	\$12,320.00	\$12,320.00
Sum:	\$28,311.27	Sum: (\$1,966.84)	Sum: \$26,344.43

This is the fund ending balance.