

---

# Ledger Group Drill-Down Report - All Ledgers

## About this Document

This document describes the purpose and unique aspects of the Ledger Group Drill-Down 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 Ledger Group Drill-Down report.

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

## Purpose

The Ledger Group Drill-Down report shows balances based on the Commitment Control ledgers. It is basically the same information you find on the Ledger Rollups reports.

The Ledger Group Drill-Down report has three tabs. The first tab is an overview that shows balances at the whole fund group level, such as all F&A or all State funds. The second tab is a summary level, which allows you to search for a specific chartfield combination, such as a specific State or Trust fund. The third tab is a detail view that shows detail activity by account.

## Who Uses this Report

This report is for anyone responsible for managing a campus department's budget balances. However, access to this report is more restricted than the Ledger Rollups reports. Access is granted by InfoPorte Administrators, and then only on an approved, need-to-have basis.

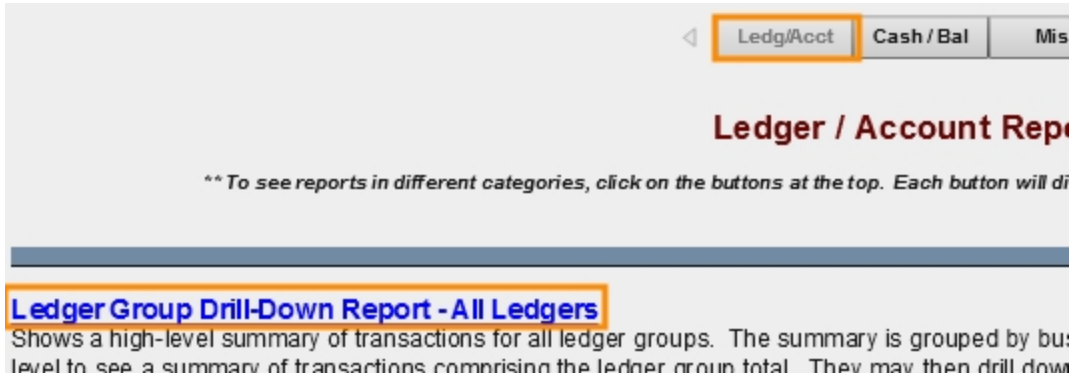
## Ledger the report pulls from

This report is based on the Commitment Control ledgers. This is a key difference from most other SAS VA finance reports, which pull from the GL Actuals ledger.

## Running the Report

Follow these steps to navigate to the Ledger Group Drill-Down report:

1. Navigate to Finance > Financial Reporting.
2. Select the **Ledg/Acct** tab.
3. Select the **Ledger Group Drill-Down - All Ledgers** link.



## Report Filters

The Ledger Group Drill-Down Report has three tabs:

- Ledger Groups - Overview
- Ledger Group Summary
- Ledger Group Detail



Complete the combination of filters for the balance you need. It is not necessary to complete every filter. Only select values on the filters that fit the balance you are looking for.

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 balance you want.
Ledger Group	Select the ledger group according to 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 1 through 10.
Budget Period	Select the budget period according to the balance you want. Only use the budget periods ending in MXX for FAMODET ledgers.
Fund (Summary and Detail view)	Enter a fund to see balances by a specific fund.
Source (Summary and Detail view)	Enter a source to see balances by a specific source.
Account (Summary and Detail view)	Select an account to see balances by a specific account.

<b>Tables</b>	<b>Do the following:</b>
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.

UNCCH | 2016

**Ledger Group**  
 F&A  
 FAMODET  
 FAMODET\_RV  
 STATE  
 STATE REVENUE  
 TRUST  
 TRUST REVENUE

**Accounting Period**  
 01 - July  
 02 - August  
 03 - September  
 04 - October  
 05 - November  
 06 - December  
 07 - January

**Budget Period**  
 (missing values)  
 2013  
 2014  
 2014M01  
 2014M03  
 2014M08  
 2014M10

**Fund**  
 (missing values)  
 20100-Acad Affairs - Ge  
 20101-Acad Affairs - Re  
 20102-Acad Affairs - Su  
 20103-Acad Affairs - Ex  
 20105-Acad Affairs - Sc  
 20110-Acad Affairs - Or

**Source**  
 (missing values)  
 01001-Temp Pool-Stif Inves  
 01015-Med Stu Dis Ins  
 01040-Cci Grant Repayments  
 01042-Intermediate Pool  
 01043-Temp Pool Diver Inv  
 01044-Cemetery Pettigrew  
 01045-Project Managemt

**Account**  
 -  
 421410 - Non Exchg Grant-Federal  
 424610 - Non Exchg Grant-Non Profit  
 424620 - Non Exchg Grant-Private Comp  
 424630 - Non Exchg Grant-Other  
 425210 - Non Exchg Grant-NC Agency  
 426110 - Refund To Grantors  
 426130 - Private F-A Receipts

**Department Level 3**  
 (missing values)  
 Arts and Sciences  
 Ath Director of Athletics  
 AVC Campus Enterprises  
 AVC Campus Safety & Risk M  
 AVC Facilities Services

Level3 | Level4

## Report Results

### Ledger Groups - Overview tab

The Ledger Groups - Overview tab shows the total budget, pre-encumbrance, encumbrance, and expense amounts for the ledger group you searched by. It also shows the available balance based on these amounts.

Please note that the Actual Amount column equals expenses. It does not mean it is pulling from the GL Actuals ledger.

Ledger Groups Overview							
Unit	Fiscal Year	Ledger ... ▲	Budget Amount	Pre-Encumbered Amount	Encumbered Amount	Actuals Amount	FMS Balance
	2015	TRUST	\$704,762,976...	(\$39,660,147.80)	\$62,326,964.88	\$805,665,640.07	\$76,430,519.24

### Ledger Groups Summary tab

The Ledger Group Summary tab provides a summary by fund group of the transactions that make up the ledger group's ledger totals.

When applying filters on the Summary tab, to display FAMODET and FAMODET\_RV, and UNC Faculty Physicians totals under Budget Period, you will need to select the monthly budget periods (2015M01, for example).

Ledger Group Summary						
Ledger Group...	Fund Group	Budget Amount	Pre-Encumbered Amount	Encumbered ... ▲	Actuals Amo...	FMS Balance
TRUST	285	\$66,894,401.68	(\$566,830.21)	(\$295,869.98)	\$32,202,867...	\$35,554,234.28
TRUST	282	\$98,107,870.27	(\$113,640.29)	(\$36,237.59)	\$31,119,314...	\$67,138,433.59
TRUST	297	\$34,820,435.73	(\$15,000.00)	(\$21,678.78)	\$65,137,774...	(\$30,280,659.87)

### Ledger Group Detail tab

The Ledger Group Detail tab provides the individual transactions that make up the totals on the previous two tabs.

Filters are applied when you drill down from the Ledger Groups Summary tab, but you can change the filters and use them in any combination you want.

Ledger Group Detail								
Ledger Group-ORIG	Ledger	Amount	Fund Code	Source ▼	Departme...	Account	Project ID	Cost Code 1
TRUST	TRST_EX_EX	(\$91)	28542	71339-Norfleet...	413601	558921		
TRUST	TRST_EX_EX	(\$91)	28542	71339-Norfleet...	413601	558921		
TRUST	TRST_EX_BD	(\$13)	28507	18021-A E Fin...	271100	511100		