
Running the Source List Report

About this Document

This document describes the purpose and unique aspects of the Source List 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 Source List report.

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

Purpose of this Report

The Source List Report provides total budget amounts by source. It includes total amounts for budget, pre-encumbrance, encumbrance, expense, and total available budget balance.

Ledger the report pulls from

This report is based on the Commitment Control ledgers.

Running the Report

Follow these steps to navigate to the Source List report:

1. Navigate to Finance > Financial Reporting.
2. Select the **Ledg/Acct** tab.
3. Select the **Source List Report** link.



[Source List Report](#)

Shows a high-level summary of Source List. This report is based on

Report Filters

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.

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.
Source	If you want to see balances for a specific source, select a sources.
Ledger Group	If you want to see balances for sources within an entire ledger group, select a ledger group.
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 for the source balances you want. To display FAMODET, FAMODET_RV, and UNC Faculty Physicians' trust totals, you will need to select the monthly budget periods, such as 2015M01.
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.

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Source

- C0141-Schwab Fellowship Fnd
- C0142-City & Regiona Anniv
- C0143-Coker Mem College Fe

Ledger Group

- FAMODET_RV
- STATE
- STATE REVENUE

Accounting Period

- 01 - July
- 02 - August
- 03 - September

Budget Period

- 2015M12
- 2016
- 2016M01

Department

- 316600-Urban and Regional Stds C
- 316601-Community Capital
- 318100-Applied Physical Sciences
- 318200-Biology
- 318300-Chemistry
- 318400-Computer Science

◀ Level 5 Level 6 Department ▶

Report results

The report shows the budget balance for the sources in your search, including the starting budget amount, the pre-encumbered amount, encumbered amount, expenses, and available balance. Note that expenses are indicated by "actuals" and the available balance is indicated by "FMS Balance".

Source ▲	Ledger Group ▲	Budget Amount
12001-Academic Affairs Approp 16	STATE	\$2,622,352.91
12563-Summer School Receipts	STATE	\$261,821.33
Total		\$2,884,174.24

Pre Encumbered Amount	Encumbered Amount	Actuals Amount	FMS Balance
(\$0.00)	\$9,313.56	\$7,820,517.25	(\$5,207,413.69)
\$0.00	\$0.00	\$283,374.27	(\$21,500.00)
(\$0.00)	\$9,313.56	\$8,103,891.52	(\$5,229,013.69)

