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iNFOPORTE

Running the Foundation Report

VERSION: July 2021

Running the Foundation Report

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.

Where the Information Comes From

This report is based on the GL Actuals ledger.

Getting to this Report

1. Go to **tarheelreports.unc.edu** and log in.

2. Click the menu button in the top left-hand corner of the screen and choose **Finance > General > Foundation**.

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.

Fields:	Do the following:
Business Unit	Select the applicable foundation business unit.

Fields:	Do the following:
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 -- click to view Detail

Business ... [UNCCH] Fund Group [(All)]

Fiscal Year [2021] Fund Code [(All)]

Accounting Period [00 - Beginning Balances] Source [ ]

Source ⇕	Source Description	Fund Code	Fund Description	Department Id	Department Description	Donor Contribution	Upmifa Account
Grand Total						-$245,190,126.28	$11,009,993.62
	Null	Null	Null	Null	Null	$0.00	$0.00
00998	PS Memo Bank Realignment	28100	Endow Inc U..	285000	UCM-Accounting..	$0.00	$0.00
		29100	Unrestricted ..	285000	UCM-Accounting..	$0.00	$0.00
		29101	Unrestr - Re..	285000	UCM-Accounting..	$0.00	$0.00
		29170	Unrestr - Ins..	285000	UCM-Accounting..	$0.00	$0.00
00999	Bank Trfs Fund Source	28100	Endow Inc Unrestr-Unr..	213420	Accounting Servi..	$0.00	$0.00
				285000	UCM-Accounting..	$0.00	$0.00
		28901	Parking Syst..	285000	UCM-Accounting..	$0.00	$0.00
		28902	Health Care ..	285000	UCM-Accounting..	$0.00	$0.00