



# Running the G/L Fund Balance Report

VERSION: September 2019



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# 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.

## Where the Information Comes From

The GL Fund Balance report is based on the GL Actuals ledger.

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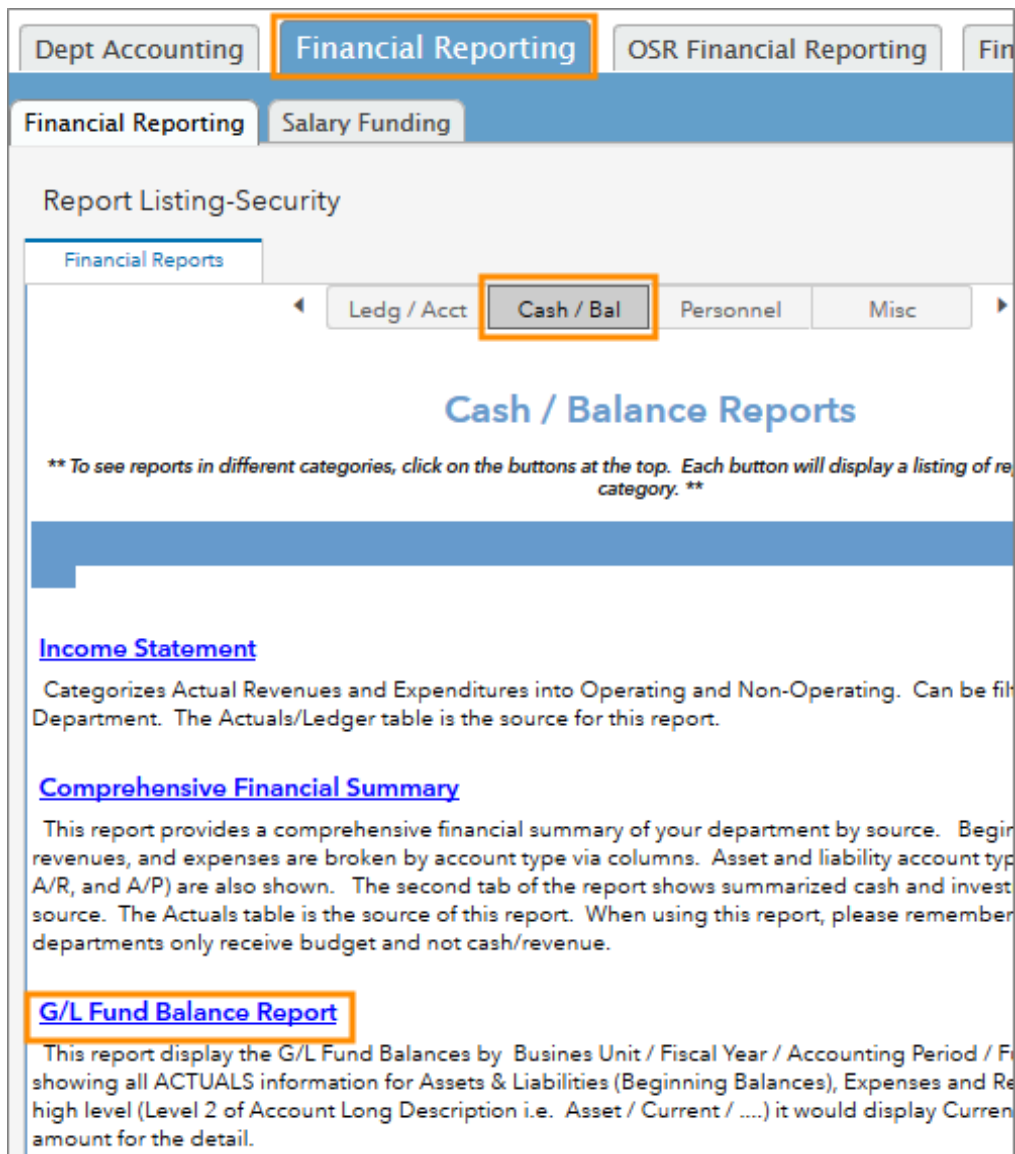
## How to Run this Report

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

1. Open InfoPorte and navigate to:

**Navigate to Finance > Financial Reporting > Cash/Bal tab**

2. Select the **GL Fund Balance Report** link.

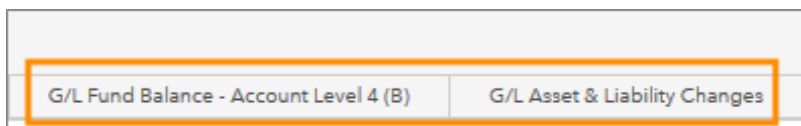
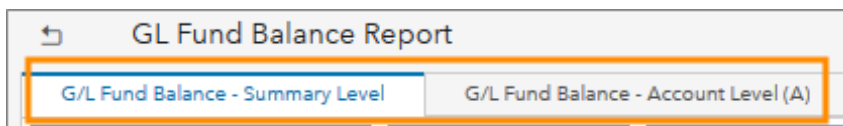


3. Do one of the following:

- 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 <b>uncch</b> , <b>uncga</b> , 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.

In this field:	Do the following:
Fund Group	If you want to see a balance for an entire fund group, select a fund group.  <b>Note:</b> To find a balance for a single trust fund, you just need to enter the source. Other chartfields are not necessary.
Fund Code	If you want to see a balance for a specific fund, select a fund .  <b>Note:</b> 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.  <b>Note:</b> 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.

<b>Business Unit</b> BUSINESS_UNIT	<b>Fiscal year</b> 2019	<b>Accounting Period (include Period 0 for Beg Bal)</b> <input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
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<b>Fund Group</b> <input type="checkbox"/> 201 <input type="checkbox"/> 211 <input type="checkbox"/> 221 <input type="checkbox"/> 241	<b>Fund Code</b> <input type="checkbox"/> 20100-Acad Affairs - Gen Fund Ctrl <input type="checkbox"/> 20101-Acad Affairs - Reg Term Instr <input type="checkbox"/> 20102-Acad Affairs - Sum Term Instr <input type="checkbox"/> 20103-Acad Affairs - Extension Instr
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<b>Source</b> Enter SOURCE...	<b>Project</b> Enter PROJECT_ID...
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**Department Level 4**

- (missing values)
- Academic Initiatives
- Accessibility Services
- AHEC
- Allied Health Sciences
- Arts and Sciences Deans OffDiv
- Ath Director of Athletics
- AVC Campus Enterprises
- AVC Campus Safety and Rsk Mgmt
- AVC Facilities Services

Level 4    Level 5    Level 6

## 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.

G/L Fund Balance - Summary Level			
Fund Description ▲	Account Type ▲	Account Summary Desc ▲	Total Amount
201 - Acad Affairs	(missing)	Net Position	\$0.00
		Net Position -Adjustments	\$0.00
	Subtotal: (missing)		\$0.00
	1-Beginning Balances	(missing)	\$0.00
		Current	\$4,102,683.83
Subtotal: 1-Beginning Balances		\$4,102,683.83	
Subtotal: 201 - Acad Affairs			\$4,102,683.83
211 - Health Affairs	(missing)	Net Position	\$0.00
		Net Position -Adjustments	\$0.00
	Subtotal: (missing)		\$0.00

Subtotal: 29901-Agency Funds - Bank 002	\$398.00
Total	\$3,172,672.26

This is the fund ending balance. →





Subtotal: 3-Expenses		(\$48,166.84)
Subtotal: 241 - Educ & Gen		\$26,344.43
Total	This is the fund ending balance.	\$26,344.43

G/L Fund Detail				
Period	BUSN_AND_DESC	Fund Description	FUND_CD_AND_DESC ▲	SOURCE
0	UNCCH-UNC at Chapel ...	221 - AHEC	22191-AHEC Operations	14001-AH-Appropriation/Cent...
0	UNCCH-UNC at Chapel ...	221 - AHEC	22191-AHEC Operations	14001-AH-Appropriation/Cent...
0	UNCCH-UNC at Chapel ...	221 - AHEC	22191-AHEC Operations	14001-AH-Appropriation/Cent...
1	UNCCH-UNC at Chapel ...	221 - AHEC	22191-AHEC Operations	14001-AH-Appropriation/Cent...
0	UNCCH-UNC at Chapel ...	221 - AHEC	22191-AHEC Operations	14001-AH-Appropriation/Cent...
0	UNCCH-UNC at Chapel ...	292 - Restricted Funds	29200-Restricted Funds	50355-Allied Health Scienc

Account Type	Account Summary Desc	ACCT_AND_DESC	DEPT_AND_DESC	PROJ_AND_DESC
1-Beginning Balances	Current	111099-Cash-Intraunit	400501-AHEC - Area L	-
1-Beginning Balances	Current	111005-Cash-Area Health Edu...	400501-AHEC - Area L	-
1-Beginning Balances	Current	111305-Cash-State Check Dis...	400501-AHEC - Area L	-
3-Expenses	Aid and Public Assistance	569343-Grants-To AHEC and...	400501-AHEC - Area L	-
1-Beginning Balances	Current	111100-Cash-ETSF Check Disb...	400501-AHEC - Area L	-
1-Beginning Balances	Current	111098-Cash-Interunit	400501-AHEC - Area L	-

PROJ_AND_DESC	PROG_AND_DESC	CF1_AND_DESC	CF2_AND_DESC	CF3_AND_DESC	Total Amount
-	-	-	-	-	(\$214,715.00)
-	-	-	-	-	\$57,001.00
-	-	-	-	-	(\$3,918,659.00)
-	-	-	-	-	(\$90,224.00)
-	-	-	-	-	(\$25,000.00)
-	-	-	-	-	(\$21,000.00)
Sum:					(\$4,212,597.00)

### 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 Type ▲	(missing)	1-Beginning Bal...			
ACCT_LEVEL4_NAME ▲	(missing)	(missing)	ASSET_OTHER_...	CONTRIB_DONATION_T...	FEES_LICENSE_FL...
Dept Level 6 ▲	Total Amount	Total Amount	Total Amount	Total Amount	Total Amount
+ VC Development	\$0.00	(\$1,272,601.40)	-	-	-
+ VC Finance and Operations	\$0.00	(\$2,085,392.30)	-	-	-
+ VC for Res	\$0.00	(\$2,598,106.28)	-	-	-
+ VC Workforce Strat Equity...	\$0.00	\$1,630,699.46	-	-	-
+ Wm Ida Friday Ctr-Cont Educ	\$0.00	(\$285,930.33)	-	\$385.00	\$342,805.10
+ Womens and	\$0.00	(\$416,173.03)	-	\$6,517.00	-
+ World View	\$0.00	\$85,704.24	-	\$15.00	-
+ WUNC-FM	\$0.00	\$73,854.20	-	-	-
<b>Total</b>	<b>\$0.00</b>	<b>\$4,337,187.04</b>	<b>(\$38,811,066.21)</b>	<b>\$10,432,832.09</b>	<b>\$214,588,022.98</b>

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

2-Revenue						
GRANTS2	HOSPITAL & MED SA...	INTRAGOV_TRA...	INVESTMENT_I...	MISC	OTHER_EXP_...	SALES OF SERVL...
Total Amount	Total Amount	Total Amount	Total Amount	Total Amount	Total Amount	Total Amount
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	\$150,000.00	-	-	-	-
-	-	-	-	-	-	-
\$278,992.00	-	(\$43,178.53)	-	-	-	\$22,625.30
-	-	-	-	-	-	-
-	-	-	-	-	-	\$3,800.00
-	-	-	-	-	-	-
<b>\$230,930,0...</b>	<b>\$97,258,170.78</b>	<b>\$49,489,150.64</b>	<b>\$189,188.48</b>	<b>(\$139,552,...</b>	<b>\$150,045.00</b>	<b>\$25,351,667.67</b>

3-Expenses			
STATE_APPR...	CONTRACTED_SV...	HCS_CONTRACTED_...	OTHER_EXPEN...
Total Amount	Total Amount	Total Amount	Total Amount
-	-	-	(\$9,241.25)
-	-	(\$5,938.40)	(\$85,298.41)
-	(\$660.00)	(\$2,273.30)	(\$105,879.49)
-	-	-	(\$1,052.91)
-	(\$9,561.48)	-	(\$177,965.31)
-	-	-	(\$7,620.50)
-	(\$3,723.33)	-	(\$33,974.15)
-	-	-	(\$3,750.00)
<b>\$40,498,327.00</b>	<b>(\$4,746,238.37)</b>	<b>(\$12,886,818.61)</b>	<b>(\$82,953,607.71)</b>

OTHER_PERSON...	SALARY_BENEF...	TRANSFERS1	Total
Total Amount	Total Amount	Total Amount	Total Amount
-	(\$75.27)	-	(\$1,281,917.92)
(\$648.43)	(\$98,287.72)	-	(\$2,275,565.26)
(\$1,092.86)	(\$166,636.74)	-	(\$2,724,648.67)
-	(\$67,273.07)	-	\$1,562,373.48
(\$3,532.56)	(\$520,951.36)	-	(\$396,312.17)
(\$469.69)	-	-	82)
(\$250.73)	(\$40,095.06)	-	\$11,475.97
(\$98.63)	(\$14,208.73)	(\$4,694.91)	\$51,101.93
(\$2,534,138.81)	(\$121,325,644....	(\$61,360,0...	\$4,541,904,902...

This is the fund ending balance.

G/L Fund Detail						
Fiscal Y...	Accounting Period	BUSN_AND_DESC	Fund Description	FUND_CD_AND_DESC	▲	SOURCE
2015	1	UNCCH-UNC at Chapel ...	252 - C&G Restr	25210-C&G Restr - Organized...		49000-Federal Agencies
2015	1	UNCCH-UNC at Chapel ...	252 - C&G Restr	25210-C&G Restr - Organized...		49000-Federal Agencies
2015	1	UNCCH-UNC at Chapel ...	252 - C&G Restr	25210-C&G Restr - Organized...		49000-Federal Agencies
2015	0	UNCCH-UNC at Chapel ...	252 - C&G Restr	25210-C&G Restr - Organized...		49300-Business And Industr
2015	1	UNCCH-UNC at Chapel ...	252 - C&G Restr	25210-C&G Restr - Organized...		49000-Federal Agencies
2015	1	UNCCH-UNC at Chapel ...	252 - C&G Restr	25210-C&G Restr - Organized...		49000-Federal Agencies
2015	0	UNCCH-UNC at Chapel ...	252 - C&G Restr	25210-C&G Restr - Organized...		49000-Federal Agencies

Account Type	Account Summary Desc	ACCT_AND_DESC	DEPT_AND_DESC	PROJ_AND_DESC
3-Expenses	Personnel	515510-Medical Insurance-Other	427001-UNC McAllister Heart I...	5033674-
3-Expenses	Other Expenses and Adjustme...	559010-CG F&A Cost	428801-Alcohol Studies Center	5033270-
3-Expenses	Personnel	515530-Medical Insurance-HM...	423001-Biochemistry and Biop...	5030561-
1-Beginning Balances	Current	111099-Cash-Intraunit	463501-Epidemiology	5058949-
3-Expenses	Personnel	515510-Medical Insurance-Other	427001-UNC McAllister Heart I...	5033541-
3-Expenses	Personnel	515120-Social Security-OASDI	411480-Med-Pulmonary	5037708-
1-Beginning Balances	Current	111099-Cash-Intraunit	422501-Microbiology and Imm...	5030336-

PROG_AND_DESC	CF1_AND_DESC	CF2_AND_DESC	CF3_AND_DESC	Total Amount
-	-	4285321812-Social Security-O...	-	\$16.77
-	-	4286201812-Social Security-O...	-	(\$11.82)
-	-	-	-	(\$119,403.28)
-	-	4285371812-Social Security-O...	-	(\$4.86)
-	-	5332638983-Indirect Cost-On...	-	(\$7,864.64)
-	-	5332628983-Indirect Cost-On...	-	(\$2,950.49)
-	-	4285321812-Social Security-O...	-	\$16.77
Sum:				\$4,541,904,902...

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				Total Amount -Beginning Balance	Total Amount - Current Year Activity	Total Amount -Year to Date	
Dept Level 6 ▲	Fund Description ▲	Account Summary Desc ▲	ACCT_AND_DESC ▲				
	Restr						
	Subtotal: 252 - C&G Restr			\$80,947.20	\$0.00	\$80,947.20	
		Current	111099-Cash-Intraunit	(\$7,093.00)	\$0.00	(\$7,093.00)	
		Subtotal: Current			(\$7,093.00)	\$0.00	(\$7,093.00)
WUNC-FM	271 - F&A	Net Position	331000-Fund Bal-GAS...	\$0.00	\$0.00	\$0.00	
		Subtotal: Net Position			\$0.00	\$0.00	\$0.00
	Subtotal: 271 - F&A			(\$7,093.00)	\$0.00	(\$7,093.00)	
Subtotal: WUNC-FM				\$73,854.20	\$0.00	\$73,854.20	
Total				\$4,337,187.04...	\$0.00	\$4,337,187.04...	

This is the fund ending balance.

G/L Fund Detail					
Fiscal Y...	Accounting Period	BUSN_AND_DESC	Fund Description	FUND_CD_AND_DESC	SOURCE
2015	0	UNCCH-UNC at Chapel ...	252 - C&G Restr	25210-C&G Restr - Organized...	49000-Federal Agencies
2015	0	UNCCH-UNC at Chapel ...	252 - C&G Restr	25210-C&G Restr - Organized...	49100-Educ And Research Insti...
2015	0	UNCCH-UNC at Chapel ...	252 - C&G Restr	25210-C&G Restr - Organized...	49100-Educ And Research Insti...
2015	0	UNCCH-UNC at Chapel ...	252 - C&G Restr	25210-C&G Restr - Organized...	49000-Federal Agencies
2015	0	UNCCH-UNC at Chapel ...	252 - C&G Restr	25210-C&G Restr - Organized...	49000-Federal Agencies
2015	0	UNCCH-UNC at Chapel ...	252 - C&G Restr	25210-C&G Restr - Organized...	49100-Educ And Research Insti...
2015	0	UNCCH-UNC at Chapel ...	252 - C&G Restr	25210-C&G Restr - Organized...	49100-Educ And Research Insti...

Account Type	Account Su...	ACCT_AND_DESC ▲	DEPT_AND_DESC	PROJ_AND_DESC	PROG_AND_DESC
1-Beginning Balances	Current	113402-AR-CHOSR ...	631100-Carolina Population C...	5030274-	-
1-Beginning Balances	Current	113402-AR-CHOSR ...	412002-Peds-AIR	5047072-	-
1-Beginning Balances	Current	113402-AR-CHOSR ...	412002-Peds-AIR	5047072-	-
1-Beginning Balances	Current	113402-AR-CHOSR ...	631100-Carolina Population C...	5030099-	-
1-Beginning Balances	Current	113402-AR-CHOSR ...	631100-Carolina Population C...	5030099-	-
1-Beginning Balances	Current	113402-AR-CHOSR ...	412002-Peds-AIR	5047072-	-
1-Beginning Balances	Current	113402-AR-CHOSR ...	412002-Peds-AIR	5047072-	-

CF2_AND_DESC	CF3_AND_DESC	Total Amount -Beginning B...	Total Amount - Current Year Activity	Total Amount -Year to...
5302741421-Non Stude...	-	\$0.00	\$0.00	\$0.00
5470728983-Indirect C...	-	\$0.00	\$0.00	\$0.00
5470723225-Core Data ...	-	\$0.00	\$0.00	\$0.00
5300996981-Subcontra...	-	\$0.00	\$0.00	\$0.00
-	-	\$0.00	\$0.00	\$0.00
5470721876-ORP-Fidelity	-	\$0.00	\$0.00	\$0.00
5470721873-ORP-TIAA ...	-	\$0.00	\$0.00	\$0.00
		Sum: \$4,337,187,047.81	Sum: \$0.00	Sum: \$4,337,187,047.81

This is the fund ending balance.

