

**Finding a Fund
Balance for Trust and
OSR Funds with
the Comprehensive
Financial Summary
Report**

VERSION: September 2019

Finding a Fund Balance for Trust and OSR Funds with the Comprehensive Financial Summary Report

Overview

A fund balance represents the life-to-date net worth of a fund. One way to find the fund balance is by running the Comprehensive Financial Summary Report, a SAS report in InfoPorte. The source of this report is the GL Actuals ledger.

Use the report to check your fund balance at any time to see where your funds stand on the GL Actuals Ledger. The balance reflects only posted transactions. You can also compare the fund balance to the budget balance for your fund to see how far apart they are.

The report has three tabs:

- A summary tab shows a summary of your fund by source. It has beginning and ending fund balance, revenue, expenses, cash and year-to-date total assets and liabilities.
- A detail tab shows the individual transactions that make up the totals on the summary view. It lists the transactions by account.
- A cash and investment tab shows summarized cash and investment accounts by source. It's best for looking at a cash balance for your funds.

You can also find a fund balance by running the G/L Fund Balance Report. For more information, see [Finding a Fund Balance for Trust and OSR Funds with the G/L Fund Balance Report](#).

How to Run the Report

Follow these steps to find a funding balance for trust and OSR Funds with the Comprehensive Financial Summary Report:

1. Open InforPorte and navigate to:

Finance Menu > Financial Reporting tab > Cash/Bal tab

2. Choose the **Comprehensive Financial Summary** link.

The screenshot shows the INFOPORTE system interface. At the top, there is a navigation bar with icons for Home, Inbox, Finance, HR, and Tools. Below this is a secondary navigation bar with tabs for 'Dept Accounting', 'Financial Reporting' (which is highlighted with an orange box), 'OSR Financial Reporting', and 'Financial Request'. Underneath, there are more specific tabs for 'Financial Reporting' and 'Salary Funding'. The main content area is titled 'Report Listing-Security' and contains a sub-tab 'Financial Reports'. Below the sub-tab is a navigation bar with buttons for 'Ledg / Acct', 'Cash / Bal' (highlighted with an orange box), 'Personnel', and 'Misc'. The main heading for the content is 'Cash / Balance Reports'. A note below the heading reads: '** To see reports in different categories, click on the buttons at the top. Each button will display a listing of reports associated under that category. **'. Below this note are three report descriptions: 'Income Statement', 'Comprehensive Financial Summary' (highlighted with an orange box), and 'G/L Fund Balance Report'.

Result: The system displays the Comprehensive Financial Summary report with the Ledger/Actuals Source Report with Fund Group - Summary tab showing.

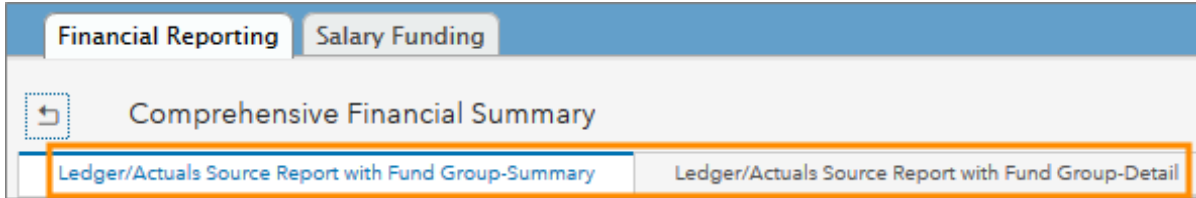
Note: The system automatically starts searching and returning results when you open a tab, or each time you change the search filters. There is no Search button on the SAS report screens.

3. Do one of the following:

- To see a summary view of the report, stay on the **Ledger/Actuals Source Report with Fund Group - Summary Tab**. The summary view shows your

fund balances by source.

- To see a detail view of the report, click on the **Ledger/Actuals Source Report with Fund Group - Detail Tab**. The detail view shows transactions that make up your fund balance by accounting period and account.



1. Fill in the search fields.

- For Trust funds, it's best to filter on source to narrow your results, but with these trusts, enter an additional filter:
 - For trusts allocated across multiple departments, enter a source and department ID.
 - For endowment trusts, enter a source and fund code. Depending on which fund you enter, your results will include principal or income, as appropriate.
 - **Note:** Sources for endowments have more than one fund. Some funds are for income, another is for principal.
- For OSR funds, it's best to filter on project.

In this field:	Do the following:
Business Unit	<p>The business unit represents the UNC-Chapel Hill schools and divisions, UNC General Administration, and foundations.</p> <p>Enter the business unit for the balance you want to see. Possible values include:</p> <ul style="list-style-type: none"> • uncch for University transactions • uncga for General Administration transactions • chXXX for foundation transactions. Each foundation has its own business unit. Most begin with CH, and are followed by three letters identifying the foundation, such as CHBUS for the Business Foundation and CHLAW for the Law School Foundation. <p>Note: Based on your user profile, the system may fill in this value for you. Change the value if necessary.</p>

In this field:	Do the following:
Fiscal Year	<p>The fiscal year runs from July 1 to June 30. The default value is the current fiscal year. You can change this to a different fiscal year if you need to.</p> <p>Leave the default value if you want to see your fund balance for the current fiscal year.</p> <p>Notes: If you need to see the previous fiscal year, be sure to change the Budget Period to the prior year too.</p>
Accounting Period	<p>The accounting period is a numeric representation of each calendar month starting with 0 as the Beginning Balance period. July = 1, August = 2, September = 3 and so on until ending with June = 12. The accounting periods align with the fiscal year.</p> <p>Mark all accounting periods starting with 0 through the current period, to get your current beginning and ending fund balance.</p> <p>Tip: Right-click inside the Accounting Period area and choose Select All to mark all periods at once.</p>
Fund Code	<p>The five-digit fund code represents two things:</p> <ul style="list-style-type: none"> • the major fund group, which is a high-level grouping of funds such as State funds or Endowment funds • the general purpose of the fund <p>The first three digits identify the fund group; the last two identify the purpose.</p> <p>Only mark fund codes for endowment trust funds. Depending on which fund you enter, your results will include principal or income, as appropriate.</p>
Source	<p>Source identifies where the money is coming from within the major fund group. It identifies the source of the funds at a specific level of detail, such as an individual gift, scholarship, or activity. The source has five digits. Source ranges only work with specific fund ranges. The Chartfield Structure insert document called Fund Ranges With Their Matching Source Ranges shows a list of all fund ranges and the corresponding range of sources.</p> <p>Enter the source if you're searching for a trust fund balance.</p>
Project	<p>Project identifies a unique ID assigned by either OSR for a grant or Accounting Services for a capital improvement project.</p> <p>Enter the project ID if you're searching for fund balances for contracts or grants.</p>

In this field:	Do the following:
Department	<p>The department represents who is using the funds and contains six digits. The first three digits specify the high-level organizational unit. A list of department ranges is found in the Chartfield Structure reference.</p> <p>Only select a department if the trust, contract or grant you're searching for is shared by multiple departments. Otherwise, do not mark anything.</p> <p>If you do need to mark a department, start by marking the highest level, Level 3, which is the default filter and represents a school or division. Drill through the filters by clicking Level 4, Level 5, and so on to narrow the results. Mark the appropriate department at each level, until you find the smallest level you need, and mark it.</p>

5. Leave all of the default values in the other search fields.

Ledger/Actuals Source Report with Fund Group-Summary

Fiscal Year: 2019

Business Unit: BUSINESS_UNIT

Fund Group:

- 201
- 211
- 221
- 241
- 252

Fund Code:

- 201 - Acad Affairs
- 211 - Health Affairs
- 221 - AHEC
- 241 - Educ & Gen
- 252 - C&G Restr

Cash and Investments - Ledger/Actuals Source Report

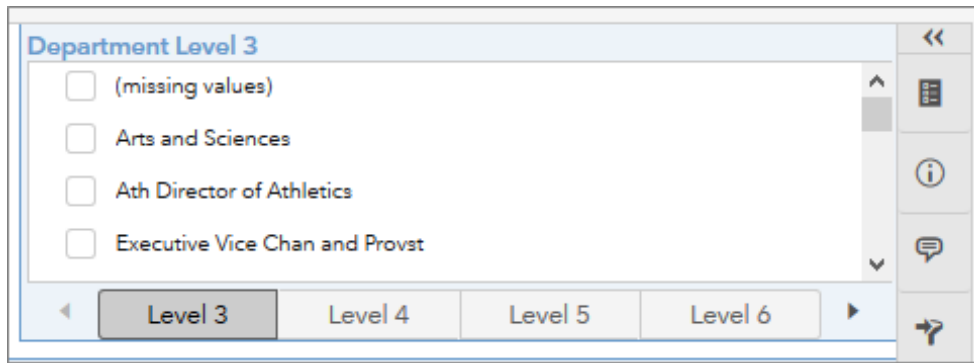
Accounting Period (Include Period 00 for Beg Bal):

- 00 - Beginning Balance
- 01 - July
- 02 - August
- 03 - September
- 04 - October

Source: Enter SOURCE...

Project ID: Enter PROJECT_ID...

Tip: Right-click in this area and choose **Select All** to mark all accounting periods at once if you need to choose all months.



Result: The system displays your fund balances in the lower half of the screen. See the screenshots for the tab you chose in the respective procedure below. For descriptions of each field in the search results, see [Understanding the Search Results on Fund Balance Reports](#).

Ledger/Actuals Source Report with Fund Group - Summary Tab

1. If you chose the summary tab, review the balances, and scroll to the right to see all the columns including the ending fund balance.

Notes:

- Expense amounts display as positive numbers. But the system subtracts the total expense from the starting fund balance, adds the total revenue, and shows the correct ending fund balance.
- Liability amounts display as positive numbers. But the system subtracts the total liabilities from the total assets to show the correct YTD (Year-to-Date) Total Assets and Liabilities balance, which represents the total of all asset accounts that begin with 1, and all liability accounts that begin with 2.
- The ending fund balance should equal the YTD Total Assets & Liabilities balance.
- The three screens below do not represent all columns on the report due to space constraints. The first screen shows the left side of the search results, the second screen shows the middle, and so on.

Tfr Rev - 48XXXX	Other Rev	Total Revenue	Equity Adjustments	Per Expense - 51XXXX	NPer & Not Tfr Expense
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$33,739.09	\$359.53
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$17.76	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$3.62	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

These search results show balances for a Trust fund.

Double-click any amount to display the detail behind it on the second report tab called Ledger/Actuals Source Report with Fund Group - Detail.

NPer & Not Tfr Expense	Tfr Expense - 58XXXX	Total Expense	Ending Fund Balance	YTD Total Assets & Liabilities	Claim on Cash
\$288.12	\$0.00	\$288.12	\$2,233.20	\$2,233.20	\$2,233.20
\$4.48	\$0.00	\$747.24	\$124,440.79	\$124,440.79	\$124,440.79
\$0.00	\$0.00	\$0.00	\$1,968.65	\$1,968.65	\$1,968.65
\$0.00	\$0.00	\$0.00	(\$2,038.37)	(\$2,038.37)	(\$2,038.37)
\$0.00	\$0.00	\$0.00	\$1,825.78	\$1,825.78	\$1,825.78

Although the expense total displays as a positive number, the system subtracts it from the starting balance and displays the correct amount in the Ending Fund Balance column.

Ledger/Actuals Source Report with Fund Group - Detail Tab

1. If you chose the detail tab, review the totals on the detail tab, and scroll to the right to see all the columns.

Notes:

- The Accounting Period is on the left and the total amounts for each transaction detail are on the far right.

- The three screens below do not represent all rows on the report due to space constraints. The first screen shows the left side of the search results, the second screen shows the middle, and so on.

Ledger - Detail Level					
Fiscal Year ▲	Accounting Period	BUSN_AND_DESC	Fund Group	Fund Descrip...	FUND_CD_AND_DESC
2019	0	UNCCH-UNC at Chapel ...	297	29730-Invest...	29730-Investment in Plant Funds
2019	0	UNCCH-UNC at Chapel ...	221	221 - AHEC	22193-AHEC Health Sciences S...
2019	0	UNCCH-UNC at Chapel ...	211	211 - Health ...	21101-Health Affairs - Reg Ter...
2019	0	UNCCH-UNC at Chapel ...	285	28542-Prof Cl...	28542-Prof Clini Svcs - UNC FA...

SOURCE	Account Type	Account Summary Desc	ACCOU...	ACCT_AND_DESC
49000-Federal Agencies	0-Beginning Balances	Current	111099	111099-Cash-Intra...
14001-AH-Appropriation/Cent...	0-Beginning Balances	Current	111099	111099-Cash-Intra...
13001-HA-Appropriation/Cent...	0-Beginning Balances	Current	111099	111099-Cash-Intra...
17354-UNC WENDOVER AV G...	0-Beginning Balances	Current	111099	111099-Cash-Intra...

DEPT_AND_DESC	PROJ_AND_DESC	PROG_AND_DESC	Cost Code 1 & Description	Cost Code 2 & Description
412620-Dermatology-Research	-	-	-	-
412699-Dermatology - AHEC	-	-	-	-
412801-Radiology	-	-	-	-
412809-Radiology - Neuroradi...	5033610-	-	-	-

Cost Code 3 & Description	Claim on Cash	Cap Improvement Cash	Petty C...	Imprest Cash	Bank Card Cash
-	(\$10,399.00)	\$0.00	\$0.00	\$0.00	\$0.00
-	(\$54.66)	\$0.00	\$0.00	\$0.00	\$0.00
-	(\$860,875.95)	\$0.00	\$0.00	\$0.00	\$0.00
-	(\$11.72)	\$0.00	\$0.00	\$0.00	\$0.00

Cash With Fiscal Agent	Cap Improvements Cash Clear...	Cap Improvements Recei...	Bond Proceeds Adjustments
\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00

Petty Cash - Restricted	Cash With Fiscal Agent - Over...	Total Amount
\$0.00	\$0.00	(\$10,399.00)
\$0.00	\$0.00	(\$54.66)
\$0.00	\$0.00	(\$860,875.95)
\$0.00	\$0.00	(\$11.72)

Exporting to Excel

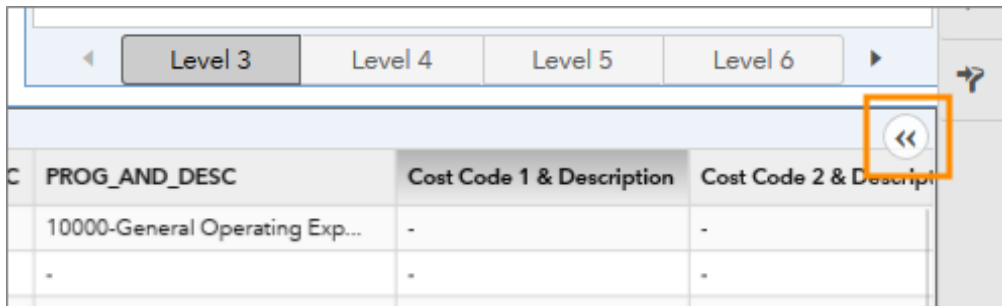
Export search results to Excel to save a report. You can export either summary or detail views of search results.

To export search results to Excel, do this:

1. Click on any row in the search results:

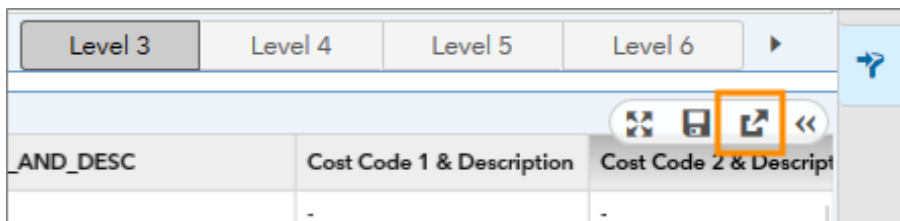
ACCOUNT	ACCT_AND_DESC	DEPT_AND_DESC	PROJ
211230	211230-Payroll Tax-Addition M...	318600-Exercise and Sport Sci...	-
111305	111305-Cash-State Check Dis...	318600-Exercise and Sport Sci...	-
111099	111099-Cash-Intraunit	318600-Exercise and Sport Sci...	-
111002	111002-Cash-Institutional Trus...	318600-Exercise and Sport Sci...	-
211220	211220-Payroll Tax-FICA	318600-Exercise and Sport Sci...	-

Result: The system displays a double arrow in the upper right-hand corner of the search results.



The screenshot shows a search results interface with a navigation bar at the top containing buttons for 'Level 3', 'Level 4', 'Level 5', and 'Level 6'. Below the navigation bar is a table with columns: 'C', 'PROG_AND_DESC', 'Cost Code 1 & Description', and 'Cost Code 2 & Description'. The first row of data shows '10000-General Operating Exp...' with dashes in the cost code columns. A double arrow icon (two left-pointing chevrons) is highlighted with an orange box in the upper right corner of the table area.

2. Click the double arrow and then click the Export Data button.



The screenshot shows the same search results interface as the previous one. In addition to the double arrow icon, a button with an export icon (a document with an arrow) is highlighted with an orange box. This button is located in the upper right corner of the table area, next to the double arrow icon.

3. Choose the report criteria you need.
4. Click **OK**.

Note: Excel downloads don't work well in Internet Explorer. If you have problems downloading the report, save the file before opening it.

Note: If you create a pivot table after exporting the results to Excel, be sure to change the expense total to a negative number since it will be exported as a positive number. Otherwise, your ending fund balance won't display correctly on the report.