

**Finding a Fund
Balance for Trust and
OSR Funds with
the G/L Fund Balance
Report**

VERSION: September 2019

Finding a Fund Balance for Trust and OSR Funds with the G/L Fund Balance 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 G/L Fund Balance 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 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.

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

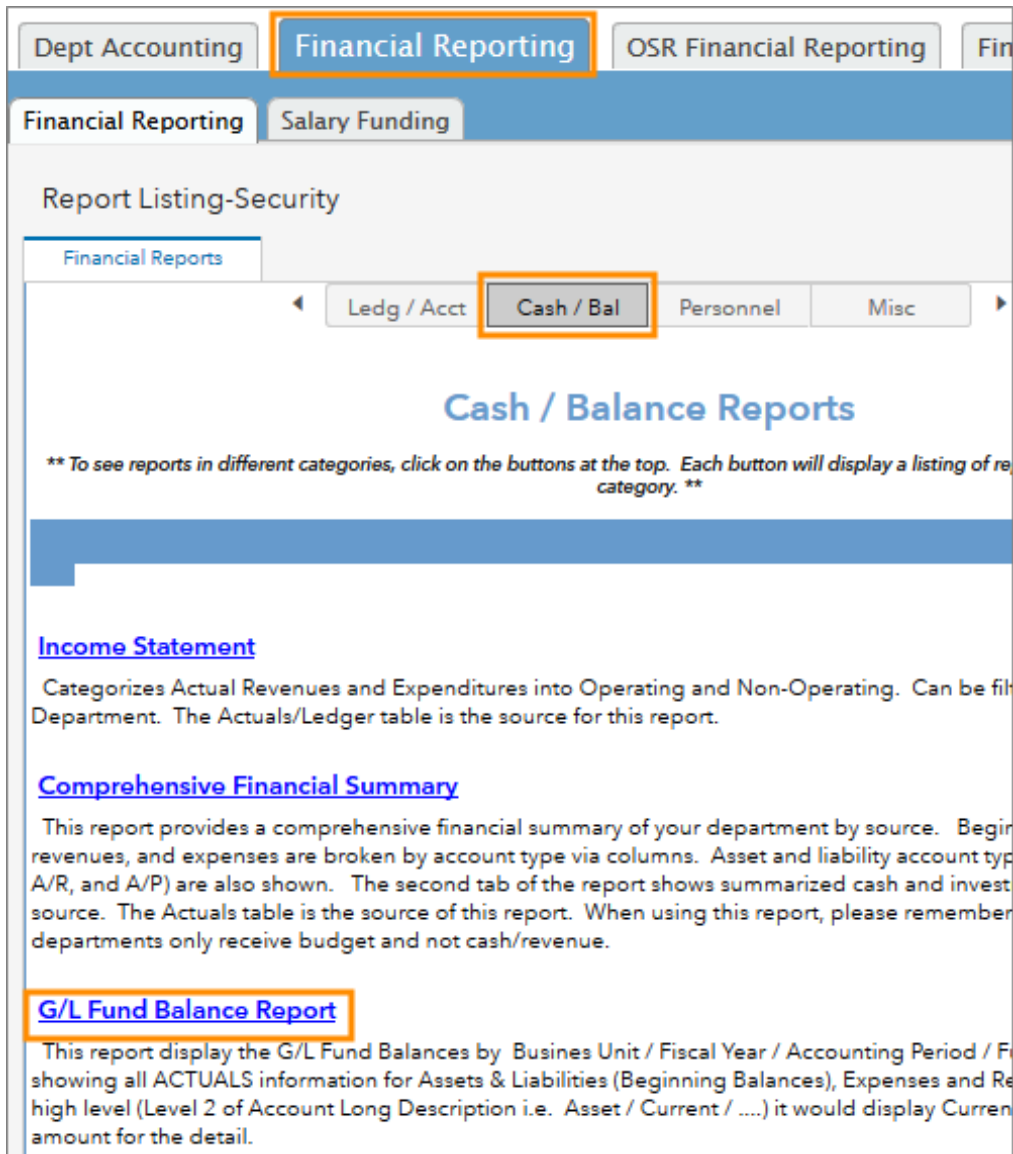
How to Run the Report

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 **G/L Fund Balance Report** link.



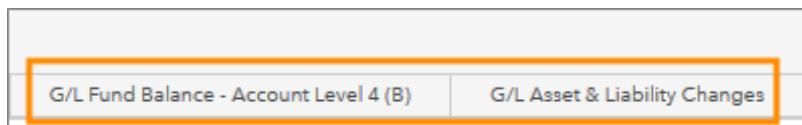
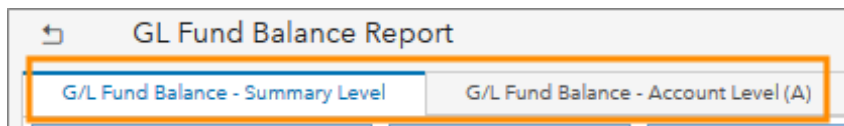
Result: The system displays the G/L Fund Balance Report with the G/L Fund Balance - Summary Level tab showing.

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:

- 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.

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- 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.



8. 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, some are 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> |
| 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 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 select fund codes for endowment trust funds. Depending on which fund you enter, your results will include principal or income, as appropriate.</p> |

| In this field: | Do the following: |
|----------------|---|
| 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> |
| 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 mark 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 4, 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 the default values in the other search fields.

The screenshot shows three search filter panels. The first panel, 'Business Unit', has a dropdown menu with 'BUSINESS_UNIT' selected. The second panel, 'Fiscal year', has a dropdown menu with '2019' selected. The third panel, 'Accounting Period (include Period 0 for Beg Bal)', has a list of radio buttons with '0' selected and '1', '2', and '3' unselected.

The screenshot shows two search filter panels. The first panel, 'Fund Group', has a list of radio buttons with '201', '211', '221', and '241' listed. The second panel, 'Fund Code', has a list of radio buttons with '20100-Acad Affairs - Gen Fund Ctrl', '20101-Acad Affairs - Reg Term Instr', '20102-Acad Affairs - Sum Term Instr', and '20103-Acad Affairs - Extention Instr' listed.

| | |
|---|--|
| Source <input type="text" value="Enter SOURCE..."/> | Project <input type="text" value="Enter PROJECT_ID..."/> |
|---|--|

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
→

Result: The system displays the fund balances for the tab you chose, with the summary in the middle of the screen and the detail at the bottom. 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](#).

G/L Fund Balance - Summary Level Tab

1. If you chose the Summary Level 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.

Note: The Detail Level screens below do not represent all rows and columns due to space constraints.

| G/L Fund Balance Summary Level | | | |
|---|--------------------------------|------------------------|--------------------|
| Fund Description ▲ | Account Type ▲ | Account Summary Desc ▲ | Total Amount |
| | (missing) | Net Position | \$0.00 |
| | Subtotal: (missing) | | \$0.00 |
| 291 - Unrestricted Funds | 1-Beginning Balances | (missing) | \$57,448,554.85 |
| | | Current | (\$129,938,937.94) |
| | | Non-Current | \$242,287,291.91 |
| | Subtotal: 1-Beginning Balances | | \$169,796,908.82 |
| Subtotal: 291 - Unrestricted Funds | | \$169,796,908.82 | |
| Total | | | \$169,796,908.82 |

These search results show balances for a Trust fund.

This is the fund ending balance. →

| G/L Fund Detail | | | | | |
|-----------------|-------------------|-------------------------|--------------------------|--------------------------|---------------------------|
| Fiscal Y... | Accounting Per... | BUSN_AND_DESC | Fund Description | FUND_CD_AND_DESC | SOURCE |
| 2019 | 0 | UNCCH-UNC at Chapel ... | 291 - Unrestricted Fu... | 29100-Unrestricted Fu... | 01047-CI Self Liquidating |
| 2019 | 0 | UNCCH-UNC at Chapel ... | 291 - Unrestricted Fu... | 29100-Unrestricted Fu... | 15165-Transplant Research |
| 2019 | 0 | UNCCH-UNC at Chapel ... | 291 - Unrestricted Fu... | 29100-Unrestricted Fu... | 10399-Ctr For Womens Hith |

| Account Type | Account Summary D... | ACCT_AND_DESC | DEPT_AND_DESC | PROJ_AND_DE... |
|----------------------|----------------------|-----------------------------------|----------------------------------|----------------|
| 1-Beginning Balances | Current | 111002-Cash-Institutional Trus... | 240100-FS-Administrative Serv... | - |
| 1-Beginning Balances | Current | 111099-Cash-Intraunit | 414035-Surgery - Transplant | - |
| 1-Beginning Balances | Current | 111802-Cash-Bank Unrestricted | 412401-OBGYN - Administration | - |

| PROG_AN... | CF1_AND_D... | CF2_AND_DESC | CF3_AND_DESC | Total Amount |
|------------|--------------|--------------|--------------|------------------|
| - | - | - | - | \$1,282,423.94 |
| - | - | - | - | \$22,092.60 |
| - | - | - | - | (\$2,500.00) |
| - | - | - | - | (\$50.00) |
| - | - | - | - | \$8,500.00 |
| - | - | - | - | \$89,368.26 |
| - | - | - | - | \$465.00 |
| Sum: | | | | \$169,796,908.82 |

This is the fund ending balance. →

G/L Fund Balance Account Level (A) Tab

1. If you chose the Account Level (A) 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.

Note: The screens below do not represent all rows and columns due to space constraints.

| G/L Fund Balance Account Level | | | | |
|---------------------------------------|--------------|------------------------------|--------------------------------------|----------------|
| Fund Description | Account Type | Account Summary Desc | ACCT_AND_DESC | Total Amount |
| | | Subtotal: Personnel | | (\$1,832.97) |
| | | | 521110-Transit Fees | (\$4.16) |
| | | Purchased Services | 521210-Core Data Services | (\$7.49) |
| | | | 527110-Bundled Voice/Data Services | (\$14.50) |
| 241 - Educ & Gen | 3-Expenses | Subtotal: Purchased Services | | (\$26.15) |
| | | Supplies | 537210-Supplies-Educational/Research | \$253.33 |
| | | Subtotal: Supplies | | \$253.33 |
| | | Subtotal: 3-Expenses | | (\$3,440.52) |
| | | Subtotal: 241 - Educ & Gen | | (\$912,457.54) |
| | | Total | | (\$912,457.54) |

This is the fund ending balance. →

| G/L Fund Detail | | | | | |
|------------------------|-------------------|-------------------------|------------------|------------------------------|--------------------------|
| Fiscal Y... | Accounting Per... | BUSN_AND_DESC | Fund Description | FUND_CD_AND_DESC | SOURCE |
| 2019 | 0 | UNCCH-UNC at Chapel ... | 241 - Educ &... | 24142-Educ&Gen-Community ... | 16607-Nc Opt-Ed |
| 2019 | 0 | UNCCH-UNC at Chapel ... | 241 - Educ &... | 24142-Educ&Gen-Community ... | 16704-Conference Account |
| 2019 | 0 | UNCCH-UNC at Chapel ... | 241 - Educ &... | 24142-Educ&Gen-Community ... | 16662-Mirt Funds |
| 2019 | 1 | UNCCH-UNC at Chapel ... | 241 - Educ &... | 24142-Educ&Gen-Community ... | 16704-Conference Account |

| Account Type | Account Summary Desc | ACCT_AND_DESC | DEPT_AND_DE... | PROJ_AND_DE... |
|----------------------|------------------------|-----------------------------------|-----------------|----------------|
| 1-Beginning Balances | Current | 111099-Cash-Intraunit | 318300-Chemi... | - |
| 1-Beginning Balances | Current | 111002-Cash-Institutional Trus... | 318300-Chemi... | - |
| 1-Beginning Balances | Current | 111002-Cash-Institutional Trus... | 318300-Chemi... | - |
| 2-Revenue | Sale, Service - Rental | 441899-Sales-Events Registr &... | 318300-Chemi... | - |

| PROG_AND... | CF1_AND_DESC | CF2_AND_DESC | CF3_AND_D... | Total Amount |
|-------------|--------------|--------------|--------------|-------------------------|
| - | - | - | - | \$0.00 |
| - | - | - | - | \$164,648.12 |
| - | - | - | - | (\$5.24) |
| - | - | - | - | \$150.00 |
| - | - | - | - | (\$256.01) |
| - | - | - | - | (\$15.48) |
| - | - | - | - | \$6,850.78 |
| | | | | Sum: (\$912,457....) |

This is the fund ending balance. →

G/L Fund Balance Account Level 4 (B) Tab

1. 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.

Note: The screens below do not represent all rows and columns due to space constraints.

| G/L Fund Balance - Account Level | | | | | | |
|----------------------------------|---------------|------------------------|----------------------|-----------------------|------------------------|--|
| Account type ▲ | (missing) | 1-Beginning ... | | | | |
| ACCT_LEVEL4_NAME ▲ | (missing) | (missing) | (missing) | CONTRIB_DONATION_T... | FEES_LICENSE_FL... | |
| Dept Level 6 ▲ | Total Amo... | Total Amount | Total Amo... | Total Amount | Total Amount | |
| + Urology | \$0.00 | \$106,688.19 | . | . | . | |
| + VC Development | \$0.00 | (\$14.50) | . | . | . | |
| + VC for Res | \$0.00 | \$1,733,160.98 | . | . | . | |
| + VC Innov Ent | \$0.00 | \$5,136.15 | . | . | . | |
| + VC Workforc | \$0.00 | (\$57,815.54) | . | . | . | |
| + Wm Ida Frid | \$0.00 | \$707,384.15 | . | . | \$5,207.75 | |
| + Womens and | \$0.00 | (\$7,159.72) | . | . | . | |
| + World View | \$0.00 | \$26,982.14 | . | . | . | |
| Total | \$0.00 | \$59,564,180.81 | \$3,555,27... | \$225.00 | \$25,019,711.48 | |

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

| 2-Revenue | | | | | | |
|---------------------|----------------------|-----------------------|--------------------|----------------------|---------------------|----------------------|
| GRANTS2 | HOSPITAL & MED SA... | INTRAGOV_TR... | INVESTMENT_I... | MISC | SALES OF SERVI... | (missing) |
| Total Amo... | Total Amount | Total Amount | Total Amount | Total Amount | Total Amount | Total Amo... |
| \$1,000.00 | . | . | . | . | . | . |
| . | . | . | \$0.09 | . | \$52,110.40 | . |
| . | . | . | . | . | . | . |
| . | . | . | . | . | . | . |
| . | . | . | . | . | . | . |
| . | . | . | . | . | \$4,975.00 | . |
| \$129,991.82 | \$3,625.00 | \$2,273,764.46 | \$17,446.15 | \$10,153,4... | \$582,771.26 | (\$54,426.29) |

| 3-Expenses | | | | | | Total |
|-----------------------|----------------------|-------------------------|----------------------|-------------------------|---------------------|------------------------|
| CONTRACTED_SV... | HCS_CONTRACTED_... | OTHER_EXPEN... | OTHER_PERSON... | SALARY_BENE... | TRANSFE... | Total Amount |
| Total Amount | Total Amount | Total Amount | Total Amount | Total Amount | Total Amo... | Total Amount |
| . | . | (\$150.00) | . | . | . | \$107,538.19 |
| . | . | . | . | . | . | (\$14.50) |
| (\$2,050.00) | . | . | . | . | (\$119,924... | \$1,663,297.47 |
| . | . | \$5,100.00 | . | . | . | \$10,236.15 |
| . | . | . | . | . | . | (\$57,815.54) |
| . | . | (\$2.00) | . | . | . | \$712,589.90 |
| . | . | . | . | . | . | (\$7,159.72) |
| (\$2,252.14) | . | (\$7,048.58) | (\$71.28) | (\$11,444.17) | . | \$11,140.97 |
| (\$341,332.80) | (\$84,667.28) | (\$4,211,344.09) | (\$35,332.21) | (\$4,786,336.55) | (\$525,12... | \$91,261,836.68 |

This is the fund ending balance.

G/L Asset & Liabilities Tab

1. 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.

Note: The Detail Level screens below do not represent all rows and columns due to space constraints.

| 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.

Exporting to Excel

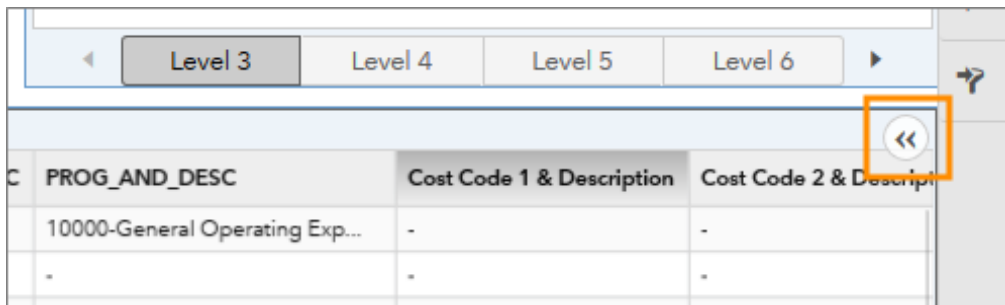
Export search results to Excel to save a report. You can export either summary or detail views of search results.

To export search results to Excel, do this:

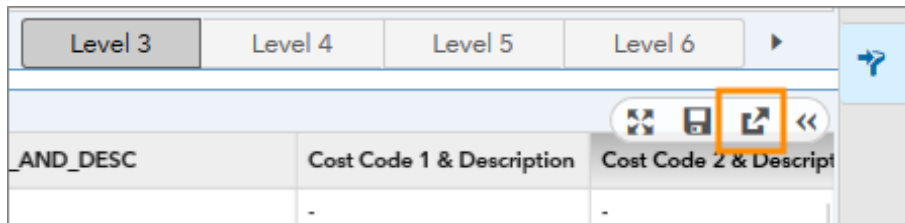
1. Click on any row in the search results:

| ACCOUNT | ACCT_AND_DESC | DEPT_AND_DESC | PRO. |
|---------|-----------------------------------|----------------------------------|------|
| 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.



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



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.