



Understanding the Search Results on Fund Balance Reports

VERSION: September 2019

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Overview

Search results for fund balances on SAS reports are presented at a summary and detail level. At either level, the system displays results across several columns or rows. See the tables below for field descriptions.

Key Fields

Here are the two key fields to look for on the Fund Balance reports:

- **Beginning Fund Balance:** Shows how much money is in the fund at the beginning of the fiscal year you selected in the search filters.
- **Ending Fund Balance:** Shows how much money is in the fund at the end of the accounting period you selected in the search filters.

Comprehensive Financial Summary Report

Ledgers/Actuals Source Report with Fund Group - Summary

The table below defines each field in the search results on the Summary tab.

This field:	Is defined as:
Source Code	A five-digit code that identifies where the money is coming from within the major fund group. It shows the source of funds at a detailed level, such as an individual gift, an individual scholarship, or a specific activity. Sources are grouped in ranges of similar-acting sources. 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.
Source Description	Name of the source.
Fund Group	The code for the major fund group from which an entity is spending. The fund group is the first three digits of the fund code. It represents a high-level grouping of funds such as State funds or Endowment funds.
Beg Fund Balance	The beginning balance of the fund for the fiscal year selected.
Grants Rev - 42XXXX	The dollar amount in grant revenue accounts.
Gifts Rev - 46XXXX	The dollar amount in gift revenue accounts.

This field:	Is defined as:
Investment Rev – 43XXXX	The dollar amounts in investment revenue accounts.
Sales and Svcs Rev – 44XXXX	The dollar amounts in sales and service revenue accounts.
Tfr Rev – 48XXXX	The revenue amounts transferred from other funds and sources.
Other Rev	The dollar amount in these revenue accounts: <ul style="list-style-type: none"> • 45XXXX (Fees, Licenses & Fines) • 47XXXX (Misc.) • 49XXXX (Appropriations)
Total Revenue	Total amount in all types of revenue accounts.
Equity Adjustments	Transfers on 3XXXXX (Fund Balance) accounts.
Per Expense - 51XXX	Personnel expenses.
NPer & Not Tfr Expense	Non-personnel and non-transfer expenses.
Tfr Expense - 58XXXX	Transfer expenses.
Total Expense	Total of all types of expense accounts.
Ending Fund Balance	The ending balance of the fund for the accounting period selected. It equals the Beginning Fund Balance plus Total Revenue minus Total Expense.
YTD Total Assets & Liabilities	The current total of all 1XXXXX (Asset) accounts and 2XXXXX (Liabilities) accounts. Equals the amount in the Ending Fund Balance column.
Claim on Cash	The dollar amounts in these cash accounts: <ul style="list-style-type: none"> • 111000 to 111399 • 111999

This field:	Is defined as:
Other Cash	The dollar amounts in all other cash accounts: <ul style="list-style-type: none"> • 111400 to 111499 (Capital Improvements Cash) • 111801 and 121101 (Petty Cash) • 111802, 121102, and 121103 (Imprest Cash) • 111803 (Bank Card Cash) • 111804, 111806, 111812, and 121104 (Cash with Fiscal Agent) • 111807 (Capital Improvements Cash Clearing) • 111808 (Capital Improvements Receipts) • 111809 (Bond Proceeds Adjustments) • 111810 (Petty Cash – Restricted) • 111811 (Cash with Fiscal Agent – Overseas)
Investments – 112 & 122	Investment transactions. The account codes for investment accounts begin with 112 and 122 respectively.
Receivables – 113, 114, 115, 123, 124 & 125	Accounts Receivable transactions. The account codes for receivable items begin with the first three digits listed in the field name.
Other Assets	All other assets outside of Cash, Other Cash, Investments, and Receivables.
Payables – 211, 212, 213, 214, 221, 223, 224, & 227	Accounts Payable transactions. The account codes for payable items begin with the first three digits listed in the field name.
Other Liabilities	Other payables outside of the ones listed in the Payables column.

Ledgers/Actuals Source Report with Fund Group - Detail

The table below defines each field in the search results on the Detail tab.

This field:	Is defined as:
Fiscal Year	The financial year. The fiscal year runs from July 1 to June 30.
Accounting Period	Each calendar month in the fiscal year. July = 1, August = 2, September = 3 and so on until ending with June = 12. The Beginning Balance period is 0.

This field:	Is defined as:
Busn_And_Desc	The business unit the transaction falls under, and a description. The University's main business units are: <ul style="list-style-type: none"> • UNCCH = University transactions • UNCGA = General Administration transactions • CHxxx = Foundation transactions
Fund Group	The code for the major fund group from which an entity is spending. The fund group is the first three digits of the fund code. It represents a high-level grouping of funds such as State funds or Endowment funds.
Fund Description	The name of the fund group code.
Fund_CD_And_Desc	The five-digit fund code and name. The code includes the fund group followed by the two-digit purpose code that shows how it's being spent, such as on research or instruction, or what type of instruction.
Source	A five-digit code that identifies where the money is coming from within the major fund group. It shows the source of funds at a detailed level, such as an individual gift, an individual scholarship, or a specific activity. Sources are grouped in ranges of similar-acting sources. 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.
Account Type	The type of transaction. There are five types: <ul style="list-style-type: none"> • 1 = Assets • 2 = Liabilities • 3 = Fund Balance • 4 = Revenue • 5 = Expenses
Account Summary Desc	A specific description of the account type, such as Personnel for the Expenses account type.
Account	A six-digit code that identifies the accounting classification of transactions. The first digit identifies the broadest level of classification while the remaining digits break down the account type into further subgroups as explained in the Chartfield Structure reference.
Acct_And_Desc	The account's six-digit code and descriptive name.
Dept_And_Desc	Who is using the funds. Shows the six-digit department number and descriptive name.

This field:	Is defined as:
Proj_And_Desc	A unique project ID assigned by either OSR for a contract or grant, or Accounting Services for a capital improvement project, and a descriptive name.
Prog_And_Desc	A five-digit program code beginning with one or two letters and assigned by a school or division to track spending for specific activities.
Cost Code 1 & Description	A 10-digit code assigned by a school or division to track a group of specific costs such as those for a lab or a chair package, and a descriptive name.
Cost Code 2 & Description	
Cost Code 3 & Description	
Claim on Cash	The dollar amounts in these cash accounts: <ul style="list-style-type: none"> • 111000 to 111399 • 111999
Cap Improvement Cash	The dollar amounts in capital improvement accounts 111400 to 111499. On the Summary tab, they're included in the Other Cash amount.
Petty Cash	The dollar amounts in petty cash accounts 111801 and 121101. On the Summary tab, they're included in the Other Cash amount.
Imprest Cash	The dollar amounts in imprest cash accounts 111802, 121102, and 121103. On the Summary tab, they're included in the Other Cash amount.
Bank Card Cash	The dollar amounts in bank card cash account 111803. On the Summary tab, they're included in the Other Cash amount.
Cash with Fiscal Agent	The dollar amounts in cash with fiscal agent accounts 111804, 111806, 111812, and 121104. On the Summary tab, they're included in the Other Cash amount.
Cap Improvements Cash Clearing	The dollar amounts in capital improvements cash clearing account 111807. On the Summary tab, they're included in the Other Cash amount.
Cap Improvements Receipts	The dollar amounts in capital improvements receipts account 111808. On the Summary tab, they're included in the Other Cash amount.
Bond Proceeds Adjustments	The dollar amounts in bond proceeds adjustments account 111809. On the Summary tab, they're included in the Other Cash amount.
Petty Cash_Restricted	The dollar amounts in petty cash account 111810. On the Summary tab, they're included in the Other Cash amount.

This field:	Is defined as:
Cash with Fiscal Agent – Overseas	The dollar amounts in cash with fiscal agent - overseas account 111811. On the Summary tab, they're included in the Other Cash amount.
Total Amount	The total of all columns or rows.

GL Fund Balance Report

G/L Fund Balance (Summary Level of All Tabs)

The table below defines the fields in search results at the summary level for each of the four report tabs. You won't see all the fields listed here on every summary tab.

This field:	Is defined as:
Fund Description	<p>Either the three-digit major fund group code, or the full five-digit fund code, and its name. [A major fund group represents a high-level grouping of funds such as State funds or Endowment funds. A fund adds the two-digit purpose code at the end to show how it's being spent, such as on research or instruction, or what type of instruction.</p> <p>Example: The fund group 281 represents unrestricted endowment funds. There are several funds under this fund group including 28102 (Regular Term Instruction) and 28103 (Summer Term Instruction).</p>
Account Type	<p>Identifies the type of account the transaction falls under. There are five types:</p> <ul style="list-style-type: none"> • 1 = Assets • 2 = Liabilities • 3 = Fund Balance • 4 = Revenue • 5 = Expenses
Account Summary Desc	A specific description of the account type, such as Personnel for the Expenses account type.
Acct_And_Desc	The account's six-digit code and descriptive name.

This field:	Is defined as:
Acct_Level4_Name	<p>The Level 4 account classification of the transaction. Account classifications are groupings of similar account codes. There are four possible levels of classifications, with Level 1 being the most general, and Level 4 being the most specific.</p> <p>Example: Account 522470 (PC Support Services) has these account levels:</p> <ul style="list-style-type: none"> • Level 1 - Expense • Level 2 - Purchased Services • Level 3 - Contractual Services • Level 4 - Information Technology
Dept Level 6	The specific department that is using the funds.
Source	A five-digit code that identifies where the money is coming from within the major fund group. It shows the source of funds at a detailed level, such as an individual gift, an individual scholarship, or a specific activity. Sources are grouped in ranges of similar-acting sources. 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.
Total Amount	The total of all columns or rows.
Total Amount - Beginning Balance	The total beginning balance of your funds for the fiscal year selected.
Total Amount - Current Year Activity	The total net amount of changes to assets and liabilities for the accounting period selected.
Total Amount - Year to Date	The ending fund balance for the accounting period selected.

G/L Fund Balance (Detail Level of All Tabs)

The table below defines the fields in search results at the detail level for each of the four report tabs. All but the Total fields are identical on each tab's detail view.

This field:	Is defined as:
Fiscal Year	The financial year. The fiscal year runs from July 1 to June 30.
Accounting Period	Each calendar month in the fiscal year. July = 1, August = 2, September = 3 and so on until ending with June = 12. The Beginning Balance period is 0.

This field:	Is defined as:
Busn_And_Desc	<p>The business unit the transaction falls under and a description. The University's main business units are:</p> <ul style="list-style-type: none"> • UNCCCH = University transactions • UNCGA = General Administration transactions • CHxxx = Foundation transactions.
Fund Description	<p>The three-digit fund group code and descriptive name. The fund group is the first three digits of the fund code. It represents a high-level grouping of funds such as State funds or Endowment funds.</p>
Fund_CD_And_Desc	<p>The five-digit fund code and descriptive name. The code includes the fund group followed by the two-digit purpose code that shows how it's being spent, such as on research or instruction, or what type of instruction.</p>
Source	<p>A five-digit code that identifies where the money is coming from within the major fund group. It shows the source of funds at a detailed level, such as an individual gift, an individual scholarship, or a specific activity. Sources are grouped in ranges of similar-acting sources. 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. Identifies where the money is coming from within the major Fund Group.</p>
Account Type	<p>Identifies each type of transaction. There are five types:</p> <ul style="list-style-type: none"> • 1 = Assets • 2 = Liabilities • 3 = Fund Balance • 4 = Revenue • 5 = Expenses
Account Summary Desc	<p>A specific description of the account type, such as Personnel for the Expenses account type.</p>
Acct_And_Desc	<p>The account's six-digit code and descriptive name.</p>
Dept_And_Desc	<p>The department's six-digit code and descriptive name.</p>
Proj_And_Desc	<p>A unique project ID assigned by either OSR for a grant or Accounting Services for a capital improvement project, and a descriptive name.</p>
Prog_And_Desc	<p>A five-digit program code beginning with one or two letters and assigned by a school or division to track specific activities.</p>

This field:	Is defined as:
CF1_And_Desc	A 10-digit code assigned by a school or division to track a group of specific costs such as those for a lab or a chair package, and a descriptive name.
CF2_And_Desc	
CF3_And_Desc	
Total Amount	The total of all columns or rows.
Total Amount - Beginning Balance	The beginning fund balance for the fiscal year selected.
Total Amount - Current Year Activity	The total net amount of changes to assets and liabilities for the accounting period selected.
Total Amount - Year to Date	The ending fund balance for the accounting period selected.

