Clinical/FP Funds

Understanding what search parameters to use in the UNCFP Ledger Rollup and TarHeel Reports (Tableau) in order to see your Clinical/FP funds (fund 28542)
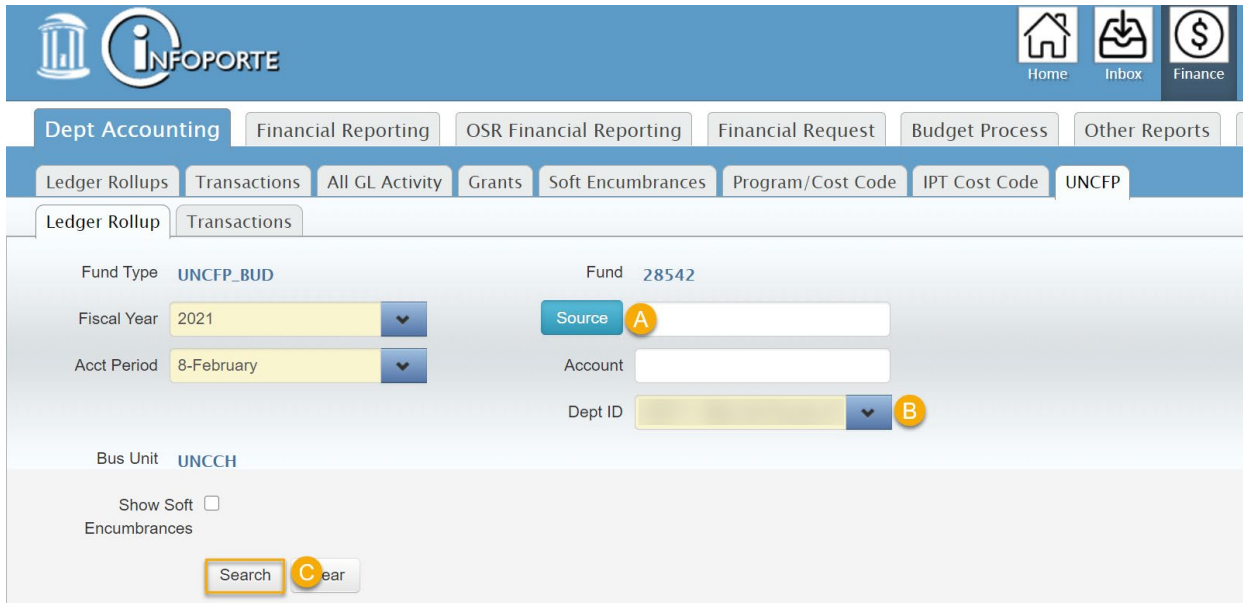
Infoporte UNCFP Ledger

Beginning in FY18 all UNCFP transactions (fund 28542) moved to the UNCFP tab in Infoporte. FY17 and before can be found on the regular Ledger Rollup and Transactions tabs.

1. Navigate to *Infoporte > Finance > Dept Accounting > UNCFP*. Then follow the steps below:
   a. **If you would like to see your sources broken out then leave the *Source* button highlighted blue. If you would like to see your sources rolled up for the department you selected unselect the *Source* button so that it is highlighted gray vs. blue.**
   b. *Select your *Dept ID**
   c. **Click *Search***

> *Note: You may notice that some departments are too large to view each individual FP source broken out on the UNCFP ledger. If this is the case the only way to view your funds is by a specific source OR all UNCFP funds rolled up*

2. UNCFP funds are budgeted by account groupings, so the budget and expenses are broken down for each account group. The Grand Total is displayed at the top of the page. Clicking a link takes you to the Transactions tab showing transactions for that account.

TarHeel Reports (Tableau)

SOM Budget vs. Actuals Report
Use this report to view your clinical revenue and expenditures compared to the UNCFP budget that was submitted.

1. Navigate to *TarHeel Reports > SOM > Budget > SOM Budget vs. Actuals Report > Summary by Fund Type tab*. Then follow the steps below:
   a. **Select your *Dept and Description* and/or *Dept and Division.***
   b. **Select *FP* from Fund Code Type**

2. *The result will display the budget, actuals, and budget vs. actuals for each fiscal year.*

FP Financial Statements
Use this report to view your days of cash available.

1. Navigate to *TarHeelReports > SOM > FP Reports > FP Financial Statements*. Then follow the steps below:
   a. **Select the *Period(s).*** The preset filter will pull one period less than there is ACTUALS ledger activity for.
   b. **Select your *Department* and/or *Dept ID***
   c. **Optional filters to further query the data: *Classfield***

2. The result will display the year-to-date expenses, expense per day, and the calculation to get days of cash onhand by department.

It is not recommended to view UNCFP funds in ConnectCarolina Budget Overview.