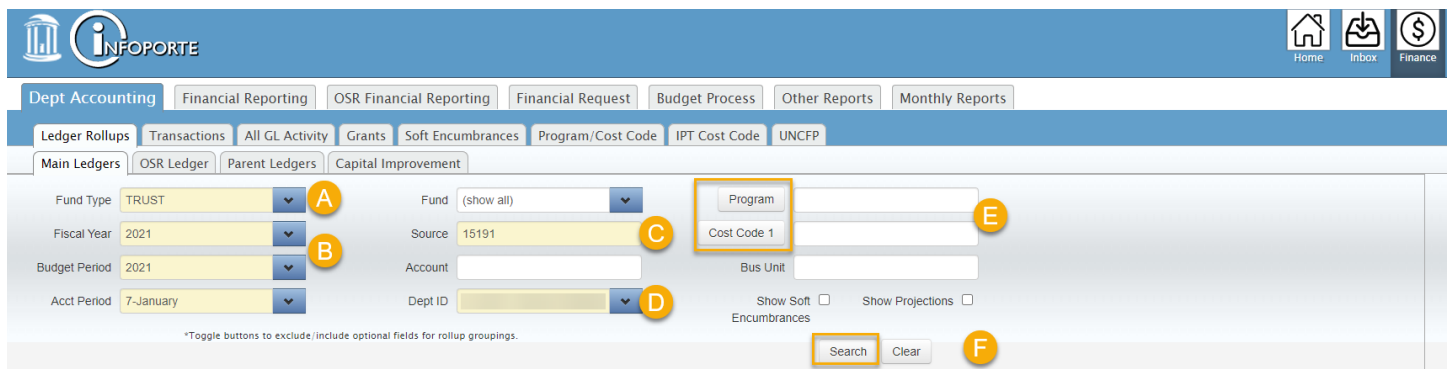# Trust Funds

Understanding what search parameters to use in Ledger Rollup, School Reports (Tableau), and Budget Overview to view fund groups: 241, 281, 282, 291, 292, 295, 298 (endowment principal), and 299 (Med Foundation)

Infoporte Ledger Rollup

Recommended to use ledger rollup to view balances when your department is not the owning department of a given source (i.e. Dean's Office commitment fund if allocated in trust)

1. Navigate to *Infoporte > Finance > Dept Accounting > Ledger Rollup > Main Ledgers*. Then follow the steps below:

   a. **Select the *Fund Type*: "Trust"**

   b. **Select current *Fiscal Year* and *Budget Period*.** For trusts, two fiscal years will **_not_** need to be selected (i.e. if you are viewing budget for FY 2018, select FY 2018 and Budget Period 2018)

   c. **Enter a *Source***

   d. **Select your *Dept ID***

   e. **Deselect the *Program* and *Cost Code 1* buttons so that they are highlighted gray vs. blue if you do not budget by program/cost code**

   f. **Click *Search***

   Note: it is recommended to begin with a broad search, and then narrow your parameters if necessary

2. This particular source is **not** budgeted by account, so the results will not display in account groupings. 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.

Ledger Totals	Budget	Pre-Encumbered	Encumbered	Actuals	Available Balance	Budget MTD	Actuals MTD
Grand Total Expense	60,497,130.13	-73,792.20	3,096,503.25	18,250,144.85	39,224,274.23	0.00	0.00

Ledger Group: FAST – Business Unit: UNCCH – Fund Code: 29100 – Source: 15191 – Department:

Account	Budget	Pre-Encumbered	Encumbered	Actuals	Available Balance	Budget MTD	Actuals MTD
500100 All Other Expenses	295,529.15	0.00	0.00	0.00		0.00	0.00
515120 Social Security-OASDI	0.00	0.00	0.00	2,786.14		0.00	0.00
515130 Social Security-Hospital Insur	0.00	0.00	0.00	651.60		0.00	0.00

See campuses' [Reconciling in Infoporte](#) document for further instruction on using Infoporte Ledger Rollup.

Infoporte Tableau Reports

SOM Actuals/Ledger Report - Comprehensive Financial Summary

This report provides a summary of your trust funds beginning balances, revenues, expenses, and ending balance. It will also show who the owning department of a given source is.

Department Rev Exp Summary View tab

1. Navigate to *TarHeelReports > SOM > SOM Reports > SOM Actuals/Ledger Report - Comprehensive Financial Summary > Department Rev Exp Summary View tab*. Then follow the steps below:

   a. **Select the *Accounting Period(s).*** Be sure to include period "0" to see your beginning balance. If no selections are made it will pull the most recent financials.

   b. **To see all trust funds in your department, select the following *Fund Groups*: 241, 281, 282, , 291, 292, 295, 298 (endowment principal)**

   c. **Select your *Department(s)***

Note: If you want to see one source at a time simply enter your Source without choosing a Fund Group and the result will display with the one source you entered.

2. The result will display the beginning balance, revenue, and expenses by source and fund group.
   a. The *Owning Department* column will show who owns the source
   b. The *Department and Description* column will show who has spent on a given source

Department Rev Exp Summary View

Source	Source Desc	Owning Department Id	Fund Group	Department And Description	Beg Funding Balance	Revenue	Account 462180 Foundation Related Gifts	Tfr Rev - 48XXXX	Total Revenue	Equity Adjustment	Expense	Account 559139 Foundation Grant Transfer	Tfr Expense - 58XXXX	Total Expense	End Funding Balance
Grand Total					127,280.78	-2,316.84	0.00	0.00	-2,316.84	0.00	13,995.89	0.00	0.00	13,995.89	115,601.73
			241		128,048.68	-2,250.00	0.00	0.00	-2,250.00	0.00	3,178.54	0.00	0.00	3,178.54	127,120.14

Recharge/Cores Report – to view fund group 295

This report pulls all SOM recharge/core activity. Revenues and expenses are broken out by Accounting Period via columns.

Recharge Actuals Report Rev/Exp tab

1. Navigate to *TarHeelReports > SOM > SOM Reports > Recharge/Cores Report*. Then follow the steps below:
   a. **Select the Accounting Period(s).** Be sure to include period "0" to see your beginning balance.
   b. **Select your *Source(s)* OR select your *Department ID(s)* to view all sources within your department**

See screenshot on following page.

Recharge Actuals Report Rev/Exp

Datasource: The Actuals/Ledger is the source for this report

Business Unit: UNCCH
Classfield Type: (All)
Department Filter: (All)
Fiscal Year: 2021
Month Select (A): (Multiple values)
Dept Level6 Description: (All)
Dept Level5 Description: (All)
Dept Level4 Description (B): (All)
Classfield (B): (All)
Fund Group: 295
Fund Cd And Desc: (All)

Department Filter	Classfield	Classfield S..	Classfield Long Descr	0 - Beginni.. / 1 Beginnin..	01 - July 2 Expense	01 - July 3 Revenue	02 - August 2 Expense	02 - August 3 Revenue	Grand Total
Grand Total				1,875,807.57	-3,916,645.39	2,096,654.77	-3,196,626.95	3,005,826.63	-134,983.37
	19126	0-17433	RSS Billing Cont Prof Dev	0.00					0.00
	19141	UNC Air Op	UNC Air Operations	152,574.00	-13,976.00	7,733.30	-13,075.00	9,381.00	142,637.30
	19032	0-17414	Liv Cards	1,605.89		0.00		450.00	2,055.89
	19049	0-17654	Campus Card Office	0.00					0.00
	19422	0-17211	Psychometric Lab Dep	0.00					0.00
	19441	0-17593	Copy Service Mahp	278.72	-693.62	414.90	-414.90	414.90	0.00
	19442	0-17597	Mahp Career Fair	0.00			-525.87	525.87	0.00
	19547	0-17097	DEXA Research Imaging	2,297.95				560.00	2,857.95
	19010	0-17020	P&A Liab Ins Clear	0.00					0.00
	19117	0-17070	Nursing Faculty Practice	0.00					0.00
	19130	EPA Buildi	EPA Building Lease - BOA	0.00					0.00
	19131	EMSPIC Dat	EMSPIC Data Extractions	6,200.00	-6,200.00				0.00
	19096	0-17072	Health on Wheels	-362.43					-362.43
	19466	0-17485	Pulmonary Copy Serv	4,965.54	-193.26		339.31		5,111.59
	19613	Marsico Cl	Marsico Clinical Research Cent	9,489.81	-21,385.70		-843.95	7,231.30	-5,508.54
	19631	Ackland Fa	Ackland Facilities Fees	-42.00					-42.00
	19117	0-17070	Nursing Faculty Practice	0.00					0.00
	19512	0-17017	Imaging Res Svc Ctr	-4,248.49					-4,248.49
	19616	Neuroscien	Neuroscience Service Center	0.00					0.00
	19423	0-17216	Ped Electron Micro L	4,166.66	-4,193.66	27.00			0.00
	19490	UMS	Univ Mail Services	0.00					0.00
	19558	0-17481	Flow Cytometry Fac	0.00					0.00
	19578	0-17749	Gene Therapy Vector	0.00					0.00
	19046	0-17649	Live & Learn Ctr	-81.64					-81.64
	19506	0-17006	Biospecimen Process	850.78					850.78

2. The result will display your expense and revenue by accounting period for the search parameters that were entered.

ConnectCarolina Budget Overview

1. Navigate to *ConnectCarolina > Main Menu > Finance Menu > Commitment Control > Review Budget Activities > Budgets Overview.*
2. If you have not already done so, create a Trust Inquiry. To do this, click on *Add a New Value*, name your inquiry, and click *Add*.

Budgets Overview

Find an Existing Value | Add a New Value

Inquiry Name: TRUST

Add

3. Once you click *Add* this will bring you to the *Budget Inquiry Criteria* page where you will enter in your search criteria.
   a. Select "Ledger Group" from *Ledger Group/Set*
   b. Select "FAST" from the *Ledger Group* lookup icon to see your **Trust revenue and expenses**
   c. Enter in the following chartfields depending on the type:
      i. Endowment Income (281 & 282): *Fund, Source* and *Department*
      ii. Recharge/Core (295): *Source* and *Department*
      iii. Residuals (241): *Source* and *Department*

iv. Contract Trusts: *Source* and *Department*
d. Click *Save* in order for this budget inquiry to be used with the same search criteria in the future
e. Click *Search*

4. Under *Ledger Totals* you will see a snapshot of your budget, expenses, encumbrances, and the available budget. Under *Budget Overview Results* your budget will display based on where your department has activity on the funds for this trust.

Note: You will only see budget if you have submitted a budget journal, or if the system has created the budget from the automatic budget create process. The system does not reflect any carryforward of funds.