**School Reports Include:**

**CAS-Endowment Market Values:** This report shows trust funds by source owner including the total market value, book value and estimated payout for selected CAS department. The report summarizes the original value of the investments, the market value of the funds and the split of the original value between donor equity and non-donor equity. The report is particularly useful information during the initial years of the fund to determine whether or not it may be subject to underwater regulations. This report also provides estimated payout which can also be utilized to assist with budget planning.

- **Source of data:** Data warehouse tables from University Accounting System; Data updates approximately 6 weeks after the close of the month.
- **Suggested Use:** To see estimated payout to assist with budget planning for future year, to see if source is at risk for being underwater when payout will not be received for use.
- **Additional Notes**
  - Select 1 month at a time
  - Market value should always be higher than book value or it is underwater and payout will not be provided
  - “7” sources receive payout in June
  - “C” and “U” sources receive payout in August

**CAS-Summary Report State, F&A and Trust:** This report summarizes the state, F&A and trust budget, expenditures, encumbrances, and projections to provide a budget balance available in a summary level by fund-source-department-program (for all College departments)

- **Source of data:** Data warehouse KK tables; Data loads each day usually by 8am but is dependent on InfoPorte load to be complete before it will load, rules are in place to exclude fringe benefits budget and expense on state and E&T (source 14295) and include on the ‘fringe only’ tab. Rules are in place to create two lines for main state (program 10000) for academic units to split out carryover and non-carryover.
- **Suggested Use:** To see snapshot of your budget balance on each chartfield string.
• **Additional Notes**
  - *Currently projections do NOT include fringe*
  - *This is just budget balance, not cash*
  - *“CO” means carryover*
  - *Summary tab plus fringe tab should equal what is in infoporte*

---

**CAS-Expenditure Summary**: Shows total expenditures by fund type at a selected point in time (split by state, F&A, trust, auxiliary, and contracts and grants) for selected CAS department.

- **Source of data**: Data warehouse KK tables; Data loads each day usually by 8am but is dependent on InfoPorte load to be complete before it will load.
- **Suggested Use**: To see total expenditure by fund type by department or account group, generally for reporting after fiscal year is complete.
- **Additional Notes**
  - *This report is beneficial for seeing what you have spent in the past and/or to help project in the future.*

---

**CAS-Trust Funds by Owning Department**: Shows trust funds by source owner including the progress from total opening fund balance, total revenue, total expenses, and ending fund balance at a selected point in time for selected CAS department.

- **Source of data**: Data warehouse GL actuals tables; Data loads each day usually by 8am but is dependent on InfoPorte load to be complete before it will load.
- **Suggested Use**: To see CASH balance for trust funds by owner, this should match budget balance if you own the fund, if you don’t own the fund it will not show up in this report for your department.

---

**CAS-State Funds Carryover**: For Academic Departments with carryover instructional funds (program C1302), shows total budget minus expense/encumbrance to show expected carryover balance at a selected point in time.

- **Source of data**: Data warehouse KK tables; Data loads each day usually by 8am but is dependent on InfoPorte load to be complete before it will load, rules are in place to only include academic units (ie: Departments like Biology, Linguistics, Sociology, etc) with carryover instructional budget for savings to be transferred (state program 10000) and instructional budget balance (state program C1302).
- **Suggested Use**: To see how much instructional budget you will have to carryover at year-end and to see if you have any salary savings to move from state program 1000 to C1302.
- **Additional Notes**
  - *Total of CAS-State Funds Carryover and Non-Carryover should total the same as total state funds in InfoPorte.*
CAS-State Funds Non-Carryover: Shows any non-carryover state funds available at a point in time (excludes carryover instructional funds) for selected CAS department.

- **Source of data:** Data warehouse KK tables; Data loads each day usually by 8am but is dependent on InfoPorte load to be complete before it will load, rules are in place to exclude academic units (ie: Departments like Biology, Linguistics, Sociology, etc) carryover instructional budget savings to be transferred (state program 10000) and instructional budget balance (state program C1302)
- **Suggested Use:** To see how much state funds you have to spend for year-end (I recommend choosing all account filters except ‘fringe benefits’ to get a true balance).
- **Additional Notes**
  - Total of CAS-State Funds Carryover and Non-Carryover should total the same as total state funds in InfoPorte.

CAS-State Funds Perm EHRA Salary Savings: For academic departments with carryover instructional funds (program C1302), shows total permanent budget minus expense/projections to show expected savings per person at a point in time.

- **Source of data:** Oracle table from a College Database called EPA; Data loads nightly however data is updated quarterly and after raise process. This data is manually entered and data decorated based on permanent transfer made on state funds account codes 511100 and 513100.
- **Suggested Use:** To see salary savings per person, however this report will not take into account temporary adjustments made for a person during the year, we’re working on this in phase II.

CAS-Indirect Cost Allocations: This report summarizes the formula allocations made for all projects. You can select the project department (the department that received the formula allocation) to see what makes up the total allocation to that department. You may also select the home department of the PI to see the department that received the allocation for your PI’s

- **Source of data:** Spreadsheet provided by central campus once a year.
- **Suggested Use:** To see how F&A formula allocation was calculated from previous year’s indirects and allocated into the current year.
### Overview
This report shows trust funds by source owner including the total market value, book value and estimated payout for selected CAS department. The report summarizes the original value of the investments, the market value of the funds and the split of the original value between donor equity and non-donor equity. The report is particularly useful information during the initial years of the fund to determine whether or not it may be subject to underwater regulations.

This report also provides estimated payout which can also be utilized to assist with budget planning.

#### Choose Department

#### Choose one Fiscal Year and Month

#### Endowment Market Values

<table>
<thead>
<tr>
<th>Business Unit Or School</th>
<th>Division</th>
<th>Owning Department</th>
<th>Year and Month</th>
<th>Source</th>
<th>Donor Book Value</th>
<th>Non-Donor Book Value</th>
<th>Donor Market Value</th>
<th>Non-Donor Market Value</th>
<th>CAS Projected Payout</th>
<th>Underwater Status</th>
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<tbody>
<tr>
<td>CAS - Endowment Market Values</td>
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</tbody>
</table>

**Donor Book Value:** Initial donation(s)
**Non-Donor Book Value:** Amount Reinvested
**Donor Market Value:** The market value of the donation(s)
**Non-Donor Market Value:** The market value of the reinvestments

Compare market value and book value to ensure market value is higher otherwise it’s underwater and unavailable for use until it’s no longer underwater.

Shows anticipated amount for payout for use the following year.
Overview: This report provides summarized state, F&A and trust budget, expenditures, encumbrances and projections to provide a budget balance available in a summary level by fund-source-department and program.

Choose Department

Choose a Budget Period and Projections (to include salary projections)

Shows the total balance available by source.
Expenditures by Fund Type Summary

**Overview:** This report provides a summary of the total expenditures by the department at a point in time. The columns represent the source of funds for the expenditures (i.e. state funds, facilities and administrative funds, trust funds, etc.). The rows break out the expenditures by classification (i.e. non-teaching salaries, teaching salaries, staff salaries, supplies, travel, etc.).

---

### Total Expenses by Fund Type

<table>
<thead>
<tr>
<th>Fund Type</th>
<th>State &amp; State Receipts</th>
<th>F&amp;A</th>
<th>Trust</th>
<th>Auxiliary</th>
<th>C &amp; G</th>
<th>Loan &amp; Capital</th>
<th>Total</th>
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<tbody>
<tr>
<td><strong>Subtotal Salaries and Benefits</strong></td>
<td>$41,085.52</td>
<td>$373.96</td>
<td>$11,684.43</td>
<td>$2,588.00</td>
<td>$6,029.14</td>
<td>$92,481.95</td>
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</table>
**Trust Funds by Owning Department (All Trust Funds)**

**Overview:** This report summarizes beginning balance, transactions and ending balance of all trust sources under departmental control at a point in time. Filters narrow results left to right.

```
Choose UNCCH
Choose Department
Choose Fiscal Year
Choose All Fund Groups except 298, 29910, 29920, and 29930
```

### Trust Funds by Owning Department

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Division</th>
<th>Owning Department</th>
<th>Transaction Department</th>
<th>Fiscal Year</th>
<th>Accounting Period</th>
<th>Fund Type</th>
<th>Fund Group</th>
<th>Source Group</th>
<th>Source</th>
<th>Source Description</th>
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<tbody>
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#### Trust

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<thead>
<tr>
<th>Domain</th>
<th>Fin.</th>
<th>Source</th>
<th>Fund Group</th>
<th>Opening Fund Balance</th>
<th>Gifts Rev</th>
<th>Invest Rev</th>
<th>Rev Transfers</th>
<th>Other Rev</th>
<th>Alloc from Related Fund</th>
<th>Total Revenue</th>
<th>Expenses</th>
<th>Expenses Transfers</th>
<th>Alloc to Univ</th>
<th>Total Expenses</th>
<th>Ending Fund Balance</th>
<th>Years of Payout Available</th>
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</thead>
<tbody>
<tr>
<td>Trust</td>
<td></td>
<td></td>
<td>202</td>
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</tbody>
</table>

Ending Fund Balance shows remaining amount available to spend.
Trust Funds by Owning Department with multiple transaction departments (All Trust Funds)

Overview: This report summarizes beginning balance, transactions and ending balance of all trust sources under departmental control at a point in time with a breakout by department. Filters narrow results left to right.

Choose All Fund Groups except 298, 29910, 29920, and 29930

Choose UNCCH

Choose Department

Choose Fiscal Year

Click w/Transaction Department Tab to see breakout by transaction department

Shows transaction department

Shows expenses to-date by department
**Overview:** Transactions for endowment principal funds only. You will want to review this report for substantial additions to the endowment accounts. These additions will generate additional earnings in the fund beginning in subsequent years. These endowments produce payouts annually to be used for spending in the department for the purpose stated in the gift agreement. Filters narrow results left to right.

**Ending Fund Balance** shows amount of principal funds invested (also known as Book Value).
Trust Funds by Owning Department (Foundation Expendable: Source C5XXX or U5XXX)

Overview: This report summarizes beginning balance, transactions and ending balance of Foundation Expendable Sources (Source: C5XXX or U5XXX) under departmental control at a point in time for a specific source. Foundation expendable funds are transferred in August (refer to gift agreement for exclusions). Filters narrow results left to right.

Choose All Business Units  
Choose Department  
Choose Fiscal Year  
Choose Source Group C5 or U5 to narrow results to Foundation Endowments  
Choose specific source

Allocation from Related Fdtn (462180): Receipt of Foundation expendable funds
Allocation to University (559139): Sending Foundation expendable funds to the University for spending

Ending Fund Balance on fund 292 shows amount available to spend
**Trust Funds by Owning Department (Foundation Endowment: Source C0XXX or U0XXX)**

**Overview:** This report summarizes beginning balance, transactions and ending balance of Foundation Endowment Sources (Source: C0XXX or U0XXX) under departmental control at a point in time for a specific source. Filters narrow results left to right.

---

### Revenue Transfers (48XXX): Reinvested Funds (from income)

- Allocation from Related Fdtn (462180): Receipt of Foundation Payout

### Expense Transfers (58XXX): Reinvesting Funds (to principal)

- Allocation to University (559139): Sending Foundation Payout to the University for spending

---

### Table

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Division</th>
<th>Owning Department</th>
<th>Transaction Department</th>
<th>Fiscal Year</th>
<th>Accounting Period</th>
<th>Fund Type</th>
<th>Fund Group</th>
<th>Source Group</th>
<th>Source Description</th>
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</thead>
<tbody>
<tr>
<td>CHASS</td>
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<td>African...</td>
<td>African...</td>
<td>2018-2019</td>
<td>2018-2019</td>
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<td>Anthropology</td>
<td>Anthropology</td>
<td>2018-2019</td>
<td>2018-2019</td>
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<td>17</td>
<td>70</td>
<td>C0006-Gilman Cell Prof</td>
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<td>Art &amp; Art Hi...</td>
<td>Art...</td>
<td>2018-2019</td>
<td>2018-2019</td>
<td>29910</td>
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<td>U0</td>
<td>C0011-Stone Endowed Prof</td>
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<td>Arts and...</td>
<td>Arts and...</td>
<td>2018-2019</td>
<td>2018-2019</td>
<td>29920</td>
<td>50</td>
<td>U0</td>
<td>C0013-Atlanta Prof-So Cut</td>
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<td>2018-2019</td>
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<td>C0014-Honors Professorship</td>
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**Revenue Transfers (48XXX):**

- Shows amount of payout reinvested (cash transferred from 29920 to 29910)

**Expense Transfers (58XXX):**

- Shows amount paid out from the endowment to the University for spending (cash transferred from fund 29920 to 292)

**Ending Fund Balance:**

- Ending Fund Balance on fund 292 shows amount available to spend
State Funds Carryover with Projections

Overview: Summarizes the state budget and expenditures of EPA salary dollars (on program 10000 and C1302) at a point in time. The total of the budget available at year-end will be carried over to the next fiscal year (i.e. added to or deducted from your instructional allocation). This report is only applicable for departments with tenure track faculty that have salary savings that may be carried over.

Choose Fiscal Year
Choose Department
Choose EHRA Faculty and EHRA Non-Faculty (exclude fringe)

Tuition, fellowship and nonpersonnel expenses are not allowed on C1302.

Carryover Balance
**State Funds Non-Carryover with Projections**

**Overview:** Summarizes the state budget and expenditures for all non-carryover funds at a point in time. The Dean’s Office will seek reimbursement for any deficit of $500 or more at the end of the fiscal year. This report is applicable for all departments.

Choose Fiscal Year

Choose Department

Choose all options except fringe benefits (fringe benefits are excluded because they are covered by the fringe pool)

Non-Carryover Balance (Funds expire 6/30)
**Overview:** This report shows the expected salary savings per person at a point in time. It shows the permanent budget by person minus expenses and projections to calculate the amount of available savings.

### State Funds Perm EHRA Salary Savings Report

<table>
<thead>
<tr>
<th>Department</th>
<th>Account Rollup</th>
<th>Perm Budget</th>
<th>Expense</th>
<th>Balance</th>
<th>Projections</th>
<th>Balance loss Projections</th>
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<tbody>
<tr>
<td>EHRA Faculty</td>
<td></td>
<td>$2,127,657.00</td>
<td>$447,404.73</td>
<td>$1,680,172.27</td>
<td>$1,359,325.18</td>
<td>$321,847.09</td>
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<tr>
<td>EHRA Non-Faculty/Stipsends</td>
<td></td>
<td>$0.00</td>
<td>$4,999.98</td>
<td>$4,999.98</td>
<td>$13,010.83</td>
<td>$(18,010.81)</td>
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<tr>
<td><strong>Subtotal</strong></td>
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<td><strong>$2,127,657.00</strong></td>
<td><strong>$452,404.71</strong></td>
<td><strong>$1,675,172.29</strong></td>
<td><strong>$1,371,336.01</strong></td>
<td><strong>$303,836.28</strong></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$2,127,657.00</strong></td>
<td><strong>$452,404.71</strong></td>
<td><strong>$1,675,172.29</strong></td>
<td><strong>$1,371,336.01</strong></td>
<td><strong>$303,836.28</strong></td>
</tr>
</tbody>
</table>

**Choose Fiscal Year and Projections:**

**Choose Department:**

Total amount of salary savings available to be transferred to your instructional budget.

Shows the total amount of salary savings per person.
Indirect Cost Formula Allocation

**Overview:** This report summarizes the formula allocations made for all projects. You can select the project department (the department that received the formula allocation) to see what makes up the total allocation to that department. You may also select the home department of the PI to see the department that received the allocation for your PI’s. **Currently only shows allocation for FY15, FY16, and FY17.**

Total Dept Allocation shows amount allocated to F&A for formula allocation, indicated with Reference 1 ‘FORMALLOC.’