How to Ensure your Trust/Auxiliary Budgets are Correct (Associated)

   - Choose: UNCCH
   - Choose Fiscal Year
   - Choose ALL
   - Choose all Except 298
   - Add Source #

2. Navigate to InfoPorte-Finance-Ledger Rollups
   - Add UNCCH
   - Add Current Fiscal Year and Budget Period
   - Add Source #

Ignore this section. All revenue should be included in budget above. This should NOT include program code.

Add (SAS) Beginning Fund Balance plus Revenue to equal (InfoPorte) Expense Budget (ie: 322.60+575=897.60)
Reasons the budget could be different:

1. Source is not included on the associated revenue table.
   ⇒ **Fix** by contacting Dean’s Office to add to table and prepare required budget entry.
   To Lookup the source/chartfield on the Associated Budget Table, go here in ConnectCarolina: (SAS report forthcoming)

   ![Main Menu > Finance Menu > Commitment Control > Define Control Budgets > Associated Budgets]

2. Program code on revenue: Any revenue (account code 4xxxxx) should exclude program otherwise it will not be taken into account when creating/adding new budget;
   ⇒ **Fix** by doing correcting entry and removing the program code.
   Example of incorrect revenue transaction

3. Timing: Revenue could be received today but budget will update tomorrow (typically 1 day delay);
   ⇒ **Fix**: Nothing, just check again the next day

4. Beginning Balance is incorrect: Budget includes carryforward funds (previous year’s ending fund balance) PLUS any new revenue received without program code
   ⇒ **Fix** by doing a budget journal equal to the difference or contact Dean’s Office
   Example of how to tell if beginning budget is correct:

   ![Budget Spreadsheet]

   Ending Fund Balance (from previous fiscal year) should create a matching beginning budget in next Fiscal Year)