F&A/Overhead Funds
Understanding what search parameters to use in Ledger Rollup, SAS Reports, and Budget Overview

Infoporte Ledger Rollup

1. Navigate to Infoporte>Finance>Dept Accounting>Ledger Rollup. Then follow the general steps below:
   a. Select the Ledger: “F&A”
   b. Leave the current Fiscal Year and Budget Period that defaults
   c. Select your Dept ID
   d. If you do not budget by Program, unselect the button so that it is highlighted gray vs. blue.
   e. Enter in the Bus Unit
   f. Click Search

![Infoporte Ledger Rollup](image)

2. F&A funds are not budgeted by account, so the results will not display in account groupings. The Budget and Available Balance totals are displayed at the bottom of the page.

Note: If an Acct Period had been selected in the search parameters, the Budget MTD and Actuals MTD columns would show the sum of the budget transactions and actuals transactions for that respective accounting period.
Infoporte SAS Reports

Financial Breakdown – F&A (based on your access)
This report will show you the same information as the Ledger Rollup, however it will display in a more summarized format. This is a customized report for SOM showing F&A fund balance.

1. Navigate to Infoporte>Home>School Reports>Financial Breakdown-F&A. Then follow the steps below:
   a. Select the Accounting Period(s)
   b. Select your Department
   c. Optional selections: Fund, Source. If no additional selections are made, all F&A funds and sources will display.

2. The result will show your department's budget, actuals, encumbrances, pre-encumbrances, and balance by F&A source.

* No additional SAS Reports are recommended to view F&A funds.

Note: F&A sources 14102, 14103, 14104 are for suspense related expenses only.
**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 an F&A Inquiry. To do this, click on **Add a New Value**, name your inquiry, and click **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 “F&A” from the Ledger Group lookup icon to see your F&A expense budget
   c. Enter in your Dept ID (or additional chartfields depending on what you want to see)
   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* your budget will give you 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 F&A funds, including Program Code if utilized.