

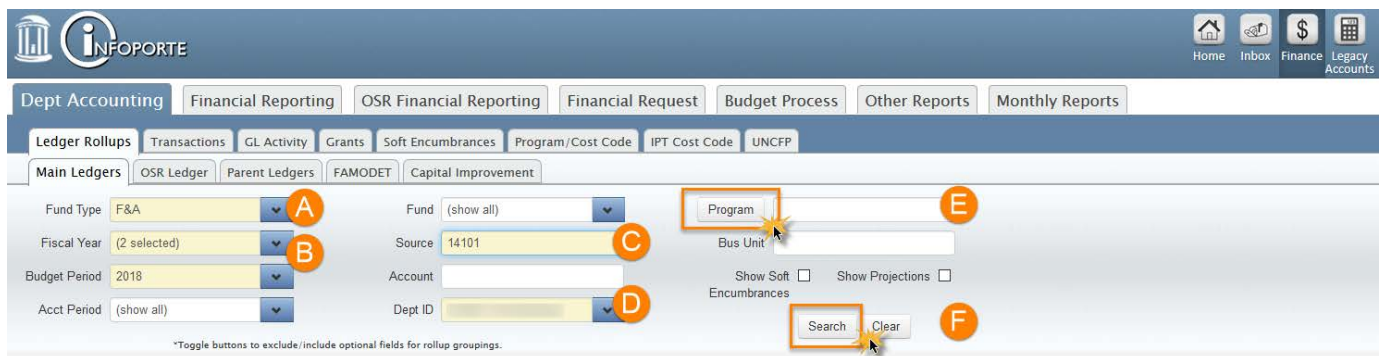
F&A/Overhead Funds

Understanding what initial search parameters to use in Ledger Rollup, School Reports (SAS), and Budget Overview in order to view your F&A/Overhead funds (fund 271)

Infoporte Ledger Rollup

- Navigate to *Infoporte > Finance > Dept Accounting > Ledger Rollup*. Then follow the general steps below:
 - Select Fund Type: "F&A"**
 - Leave default Fiscal Years and Budget Period.** Two Fiscal Years, and one Budget Period must be selected (i.e. if you are viewing the budget for FY 2018, select both FY 2017 AND 2018 and Budget Period 2018).
 - Enter Source: "14101".** If you want to see suspense activity, do not enter a source. However, suspense activity needs to be managed, not considered part of F&A. Suspense sources are: 14102, 14103, and 14104.
 - Select your Dept ID**
 - Deselect the Program button so that it is highlighted gray vs. blue if you do not budget by program code**
 - Click Search**

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



- F&A funds are **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	Revenue/Expenses	Available Balance	Budget MTD	Rev/Exp MTD
Grand Total Expense	122,564.24	0.00	0.00	7,523.85	115,040.39	0.00	5,691.40

Ledger Group: FAST - Business Unit: UNCCCH - Fund Code: 27100 - Source: 14101 - Department:							
Account	Budget	Pre-Encumbered	Encumbered	Revenue/Expenses	Available Balance	Budget MTD	Rev/Exp MTD
500100 All Other Expenses	122,564.24	0.00	0.00	0.00		0.00	0.00
524830 Rent/Lease-Reproduction Equip	0.00	0.00	0.00	324.35		0.00	109.69
526220 Travel In US Not NC-Ground	0.00	0.00	0.00	-393.63		0.00	0.00
527110 Bundled Voice/Data Services	0.00	0.00	0.00	1,131.00		0.00	377.00
527120 Telephone-Local Service	0.00	0.00	0.00	159.41		0.00	43.47
527140 Telephone-Other Comm Charges	0.00	0.00	0.00	95.28		0.00	31.76
527220 Telephone-Installation Service	0.00	0.00	0.00	819.38		0.00	0.00
7240 Student Educational Research	0.00	0.00	0.00	274.66		0.00	115.00

See campuses' [Financial Reporting and Reconciliation](#) document for further instruction on using Infoporte Ledger Rollup.

Infoporte School Reports (SAS)

Financial Breakdown – F&A

This report will show you the same information as the Ledger Rollup, however it will display in a more summarized format.

1. Navigate to *Infoporte > Home > School Reports > Financial Breakdown-F&A*. Then follow the steps below:
 - a. **Select your Department**
 - b. **Optional selection: Source.** If a source is not specifically selected, all F&A sources will display, which would include suspense sources.

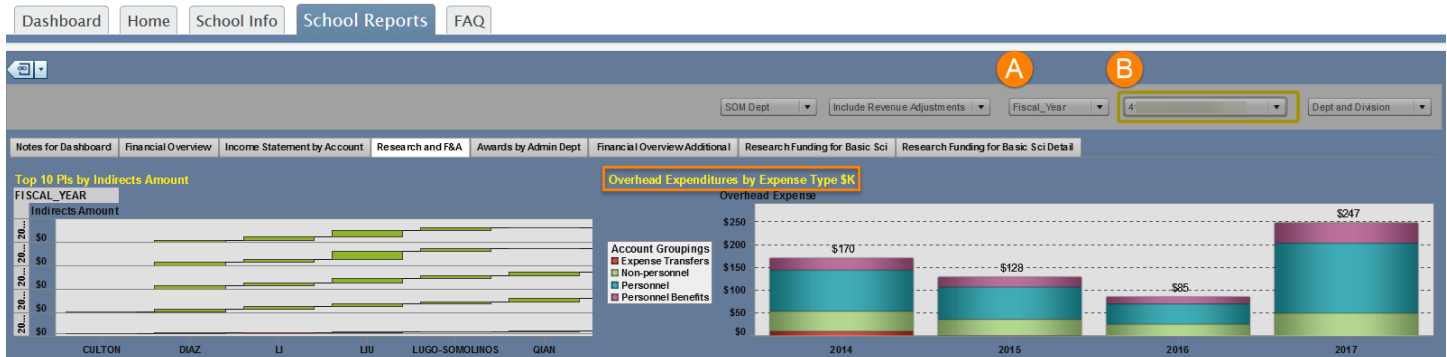
Department...	DEPARTME...	FUND_TO_LABEL	Source To	Budget	EXPENSE_AMOUNT	ENCUMBERED_AMOUNT	PRE_ENCUMBERED_A	FMS Balance
Total				\$211,257	\$33,897	\$50	\$0	\$177,310
		27100-F&A - General Fund Control	14101 - Facilities & Admin	\$122,584	\$1,942	\$0	\$0	\$120,622

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

SOM Departmental Financial Dashboard

This report displays a high level of all fund types over the last three years, but includes a tab specific to F&A funds.

1. Navigate to *Infoporte > Home > School Reports > SOM Dashboard > SOM Departmental Financial Dashboard > Research and F&A tab*, and follow the steps below:
 - a. **Optional selection: Fiscal Year.** Otherwise it will pull all available Fiscal Years.
 - b. **Select your Dept and Description.**



2. The result will show your department's Overhead expenditures by account groupings in a bar chart. You can export the data behind the graph by right clicking, and exporting bar chart.

SOM All Funds Budget Vs. Actuals Report

This report displays a high level of all fund types over the last three years, but includes selections specific to F&A funds. This report also includes the F&A budget for the current FY, as well as expense actuals. The actuals are updated quarterly.

1. Navigate to *Infoporte > Home > School Reports > Budget > SOM All Funds Budget Vs Actuals Report > Summary tab*, and follow the steps below:
 - a. **Select your Dept and Description**
 - b. **Select Fund Code Type: "Overhead"**

Account Type New	Account Mapping for IS	2014	2015	2016	2017	2018 Budget	2018 Actuals	2018 Budget vs. Actuals
1) Revenue	Overhead	\$172,436	\$110,681	\$73,826	\$379,186	\$68,192	\$0	(\$68,192)
Subtotal: 1) Revenue		\$172,436	\$110,681	\$73,826	\$379,186	\$68,192	\$0	(\$68,192)
	01 EPA Salaries	(\$35,861)	(\$42,432)	(\$1,985)	(\$91,801)	(\$10,260)	\$0	\$10,260
	05 EPA Student Salaries	(\$9,679)	\$0	\$0	\$0	\$0	\$0	\$0

2. The result will show you previous Fiscal Years F&A budget and expenses. It will also include the proposed current year budget and expenses, as well as the actuals for the current Fiscal year (actuals are updated quarterly).

Indirect Cost Report

This report estimates Indirect cost amounts for all SOM projects. For planning purposes this report provides clinical trial tax, animal tax, and F&A allocation estimates. As a reminder, the Indirects earned this year will be next year's F&A formula allocation budget. Be sure to note the last date this report was updated.

1. Navigate to *Infoporte > Home > School Reports > 2) SOM Reports > Indirect Cost Report* and follow the steps below:
 - a. **Select the Fiscal Year for which you want to see the Indirects.** The FY will default to the most recent.
 - b. **Select your Prime Award Dept(s).** You can also search by *PI Appointing Department*, and *Admin Department for Full Award*, however searching by Prime Award Department will show you a closer estimate to your actual F&A formula allocation.

Dashboard Home School Info **School Reports** FAQ

SOM Indirect Cost Estimate Report -
**Please note, when looking at Fiscal Year 2018 results, data is currently available through August (Accounting Period 2).*

Fiscal Year **2018** Accounting Period **01 - July** Prime Award Dept - the Project level Dept **412400** Admin Dept for full Award - please note, a project can have more than one admin department **400101** PI Appt Dept **(missing values)** Project ID **(missing values)** PI Name **PRINCIPAL_INVESTIGATOR_NAME**

412601 **412620** **412001** **400101** **405501** **315600** **315800** **3100001** **3100002** **3100003**

PROJ#	Prime ...	DESCRIPTION	Admin Dept	PRINCIPAL_INVESTIG...	PI Appt Dept	Project Type...	Indirect Cost	Clinical Tax Estimate	Animal Tax 6%	Dept 15.6% Less Tax	School F&A Returned 3.9%
Total							92,902.98	1,399.01	4,830.50	13,699.62	3,424.91
4027623	412601	PROTOCOL C016203	412620	Lugo-Somerville, Ade	412602	Industry	168.17	10.78	0.00	24.68	6.17
4027729	412601	PROTOCOL P10423	412620	Lugo-Somerville, Ade	412602	Industry	209.55	13.41	0.00	30.73	7.60

- The result will show the projects and indirect costs associated with the selected departments, along with a few additional details (i.e, project name, PI name, PI appointing department, etc.).

ConnectCarolina Budget Overview

- Navigate to *ConnectCarolina > Main Menu > Finance Menu > Commitment Control > Review Budget Activities > Budgets Overview*
- 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*.

Favorites Main Menu > Finance Menu > Commitment Control > Review Budget Activities > Budgets Overview

Budgets Overview

Find an Existing Value Add a New Value

Inquiry Name **F&A**

Add

- Once you click *Add* this will bring you to the *Budget Inquiry Criteria* page where you will enter in your search criteria.
 - Select **"Ledger Group"** from *Ledger Group/Set*
 - Select **"FAST"** from the *Ledger Group* lookup icon to see your **F&A expense budget**
 - Enter in your *Dept ID*, or your department range
 - Enter in the state *Source* **"14101"** or other F&A-related criteria. If you want to view suspense sources enter in the source range from 14101 -14104.
 - Click *Save* in order for this budget inquiry to be used with the same search criteria in the future
 - Click *Search*

Budget Overview

Inquiry: F&A Description: F&A

Amount Criteria **F** Search Clear Reset

Budget Type

*Business Unit: UNCCH Ledger Group/Set: Ledger Group **A** Ledger Group: FAST **B**

☐ View Stat Code Budgets F&A, State, Trst Exp Comb

☐ Display Chart **i**

Time Span

*Type of Calendar: Detail Budget Period

Budget Criteria Personalize Find View All **1 of 1** Last

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	FAST	KA	2018	2018	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	i		Update/Add
Dept			i		Update/Add
Fund	%	%	i		Update/Add
Source	14101	14101	i		Update/Add
Program	%	%	i		Update/Add
Cost Code 1	%	%	i		Update/Add

Budget Status

- ☒ Open
- ☒ Closed
- ☒ Hold

E Save Turn to Search Previous in List Next in List Notify Refresh Add Update/Display

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.

Inquiry Results

Business Unit: UNCCH

Ledger Group: FAST F&A, State, Trust Expense

Type of Calendar: Detail Budget Period

Amounts in Base Currency: USD

Revenue Associated: ☒

Return to Criteria Max Rows: 100 Display Options

Ledger Totals (17 Rows)

Budget:	211,854.85	Net Transfers:	0.00
Expense:	39,474.28		
Encumbrance:	50.25		
Pre-Encumbrance:	0.00		
Budget Balance:	172,330.32		
Associate Revenue:	0.00		
Available Budget:	172,330.32		

Budget Overview Results

Personalize Find View All **1-17 of 17** Last

		Ledger Group	Fund	Source	Account	Dept	Program	Cost Code 1	Budget Period	Budget	Expense	Encumbrance
1		FAST	27100	14101	500100				2018	4,785.230	0.000	
2		FAST	27100	14101	500100				2018	-1,441.090	126.250	
3		FAST	27100	14101	510000	143904			2018	0.000	-383.890	