

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

1. Navigate to *Infoporte > Finance > Dept Accounting > Ledger Rollup > Main Ledgers*. Then follow the general steps below:
 - a. **Select Fund Type: "F&A"**
 - b. **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 2021, select both FY 2020 AND 2021 and Budget Period 2021).
 - c. **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.
 - d. **Select your Dept ID**
 - e. **Deselect the Program button so that it is highlighted gray vs. blue if you do not budget by program code**
 - f. **Click Search**

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

2. 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	Actuals	Available Balance	Budget MTD	Actuals MTD	
Grand Total Expense	480,694.49	0.00	0.00	304,794.03	175,900.46	0.00	35,480.70	

Ledger Group: FAST - Business Unit: UNCCH - Fund Code: 27100 - Source: 14101 - Department								
Account	Budget	Pre-Encumbered	Encumbered	Actuals	Available Balance	Budget MTD	Actuals MTD	
500100 All Other Expenses	282,783.49	0.00	0.00	0.00		0.00	0.00	
515120 Social Security-QASDI	0.00	0.00	0.00	10,742.91		0.00	1,606.69	
515130 Social Security-Hospital Insur	0.00	0.00	0.00	3,206.28		0.00	375.76	
515210 State Retirement	0.00	0.00	0.00	32,675.28		0.00	3,376.21	
515420 ORP-TIAA Health Plan Benefits	0.00	0.00	0.00	2,286.02		0.00	339.17	
515450 ORP-Fidelity	0.00	0.00	0.00	2,439.44		0.00	361.93	
515530 Medical Insurance-HMO Health P	0.00	0.00	0.00	12,586.53		0.00	1,510.78	
515710 Financial Support - Academic	0.00	0.00	0.00	341.39		0.00	14.70	

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

Infoporte School Reports (Tableau)

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 *TarHeelReports > SOM > SOM Dashboard > SOM Financial Dashboard > Research & 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 navigating to the *Export to Excel for External Use* tab.

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 *TarheelReports > SOM > Budget > SOM Budget Vs Actuals Report > Summary by Fund Type tab*, and follow the steps below:
 - a. **Select your Dept and Description**
 - b. **Select Fund Code Type: "Overhead"**

Account Type New	Fund Code Type New (group)	2016	2017	2018	2019	2020 Budget	2020	2020 Actuals vs Budget
1) Revenue	Overhead	\$310,383.58	\$198,366.28	\$516,024.46	\$419,966.14	\$509,022.66	\$104,441.53	\$-404,581.13
	Total	\$310,383.58	\$198,366.28	\$516,024.46	\$419,966.14	\$509,022.66	\$104,441.53	\$-404,581.13
2) Expense	Overhead	\$-261,143.64	\$-82,006.38	\$-377,887.08	\$-463,421.31	\$-227,196.35	\$-148,918.94	\$78,277.41

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).

Direct-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 *TarheelReports > SOM > Research > Direct-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.

Direct Indirect Cost Estimate

This is a GL view of the admin department within the School of Medicine. The report lists the MOST RECENT project information. For example, only the current principal investigator is listed.

Fiscal Year	Project Id	Prime Award	Proj Description	Admin Dept	Principal Investigator	PI Appt Dept	Project Type	Fa Rate	Fa Rate Type	Fa Rate Type Description	Fa Funded R.	Direct Cost	Indirect Cost	Clinical Tax	Animal Tax	Dept 15.6%	School F&A
2021	Grand Total																
	4027823	412601	PROTOCOL C0168203	412620	Lugo-Somolinos Aida	412610	Industry	OR	On Campus - Organized Rese.	26.4	13,306.66	3,513.07	224.64	0.00	515.16	128.79	
Accounting Period	4027739	412601	PROTOCOL P19-023	412620	Lugo-Somolinos Aida	412610	Industry	OR	On Campus - Organized Rese.	26.4	334.94	106.91	8.84	0.00	15.88	3.92	
	4028021	412601	ABDO-0081	412601	Lugo-Somolinos Aida	412610	Industry	OR	On Campus - Organized Rese.	26	35,614.09	14,757.99	1,100.64	0.00	2,164.11	541.03	
Prime Award Department	4028071	412601	MH-0110	412601	Lugo-Somolinos Aida	412610	Industry	OR	On Campus - Organized Rese.	26	184.76	3,802.91	310.63	0.00	584.05	148.01	
(Multiple values)	4028541	412601	CC-10034.FSQR.010	412620	Lugo-Somolinos Aida	412610	Industry	OR	On Campus - Organized Rese.	26	17,771.61	0.00	0.00	0.00	0.00	0.00	
Admin Dept	4028562	412601	RD-98.SPR18184	412601	Lugo-Somolinos Aida	412610	Industry	OR	On Campus - Organized Rese.	26	2,710.25	-314.95	-25.20	0.00	-46.16	-11.55	
(All)	4028600	412601	D5440.C00001	412620	Lugo-Somolinos Aida	412610	Industry	OR	On Campus - Organized Rese.	26	1,102.54	-19.33	-1.55	0.00	-2.33	-0.71	
PI Appt Dept	4028661	412601	SD-003	412601	Lugo-Somolinos Aida	412610	Industry	OR	On Campus - Organized Rese.	26	1,120.64	0.00	0.00	0.00	0.00	0.00	
(All)	4028685	412601	ACZONE.225676-007	412601	Lugo-Somolinos Aida	412610	Industry	OR	On Campus - Organized Rese.	26	0.00	1,802.52	128.23	0.00	235.05	58.76	
Project Id	4028735	412601	ANZ735-AD-302	412601	Lugo-Somolinos Aida	412610	Industry	OR	On Campus - Organized Rese.	26	444.73	2,226.82	178.15	0.00	326.54	81.64	
(All)	4180122	412620	SD-006	412601	Lugo-Somolinos Aida	412610	Industry	CTN	On Campus - Clinical Trials R.	26	1,932.90	0.00	0.00	0.00	0.00	0.00	
Principal Investigator	4180122	412620	SD-006	412620	Lugo-Somolinos Aida	412610	Industry	CTN	On Campus - Clinical Trials R.	26	7,731.61	140.26	11.22	0.00	20.57	5.14	
	4180263	412626	Valiant V81-126A-201	412601	Lugo-Somolinos Aida	412610	Industry	CTN	On Campus - Clinical Trials R.	26	5,485.27	0.00	0.00	0.00	0.00	0.00	
	4180491	412620	PROTOCOL D51070-03	412601	Lugo-Somolinos Aida	412610	Industry	CTN	On Campus - Clinical Trials R.	26	3,362.69	0.00	0.00	0.00	0.00	0.00	
	4180654	412620	PROTOCOL B7931004	412601	Lugo-Somolinos Aida	412610	Industry	CTN	On Campus - Clinical Trials R.	26	13,450.76	0.00	0.00	0.00	0.00	0.00	
	4180654	412620	PROTOCOL B7931004	412601	Lugo-Somolinos Aida	412610	Industry	CTN	On Campus - Clinical Trials R.	26	3,595.46	0.00	0.00	0.00	0.00	0.00	
	4180654	412620	PROTOCOL B7931004	412601	Lugo-Somolinos Aida	412610	Industry	CTN	On Campus - Clinical Trials R.	26	14,101.60	0.00	0.00	0.00	0.00	0.00	

- The result will show the projects and direct 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 > Navigator > Finance Menu > Commitment Control > Review BudgetActivities > 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*.

Budgets Overview

Inquiry Name

- 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 Inquiry Criteria
Budget Overview

Inquiry F&A Description

Amount Criteria **Search** **F** Clear **Reset**

Budget Type
 *Business Unit UNCCCH **Q** Ledger Group/Set Ledger Group **A** Ledger Group FAST **C** **B**
 View Stat Code Budgets
 Display Chart F&A, State, Trst Exp Comb

Time Span
 *Type of Calendar Detail Budget Period

Budget Criteria

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	FAST	KA	2021 Q	2021 Q	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

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

Save **E** **ty** **Refresh**

Budget Status

<input checked="" type="checkbox"/>	Open
<input checked="" type="checkbox"/>	Closed
<input checked="" type="checkbox"/>	Hold

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
 Type of Calendar Detail Budget Period
 Amounts in Base Currency USD
 Revenue Associated:

[Return to Criteria](#) Max Rows [Display Options](#)

Ledger Totals (5 Rows)

Budget	675,566.03	Net Transfers	304,871.54
Expense	675,930.03		
Encumbrance	0.00		
Pre-Encumbrance	0.00		
Budget Balance	-364.00		
Associate Revenue	0.00		
Available Budget	-364.00		

Budget Overview Results

Details	Budget Transaction Types	Ledger Group	Account	Fund	Dept	Program	Source	Cost Code 1	Budget Period	Budget	Expense
1		FAST	500100	27100			14101		2021	712,788.81	120,931.90
2		FAST	500100	27100		10000	14101		2021	469.90	0.00
		FAST	000000	27100		MS215	001		2021	235,603.29	0.00