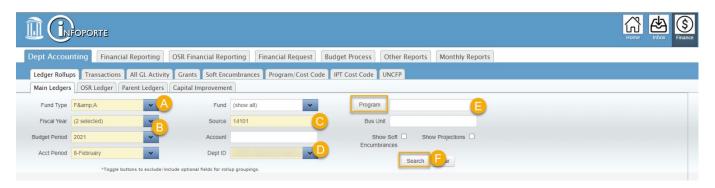


F&A/Overhead Funds

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 <u>AND</u> 2021 and Budget Period 2021).
- Note: it is recommended to begin with a broad search, and then narrow your parameters if necessary
- 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



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.



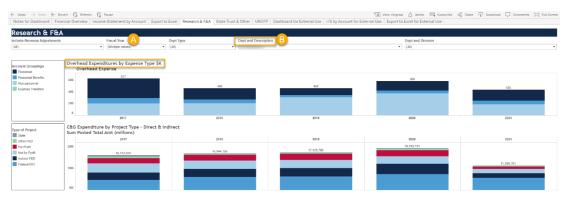
See campuses' Reconciling in Infoporte document for further instruction on using Infoporte Ledger Rollup.

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.

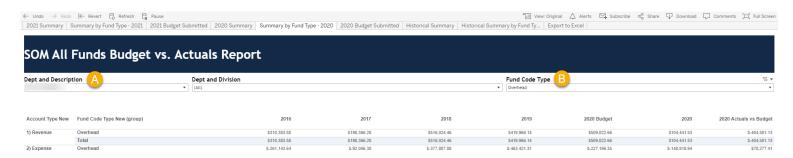


2. The result will show your department's Overhead expenditures by account groupings in a bar chart. You can export the data behind the graph by navigating to the *Export to Excel for External Use tab*.

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"

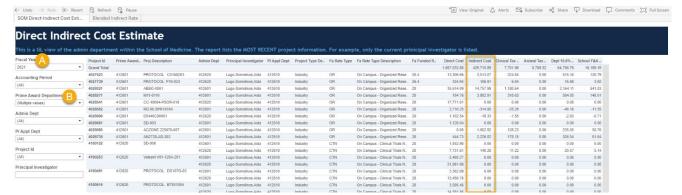


2. The result will show you previous Fiscal Years F&A budget and expenses. It will also include the proposed current year budget and expenses, as well as the actuals for the current Fiscal year (actuals are updated quarterly).

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.



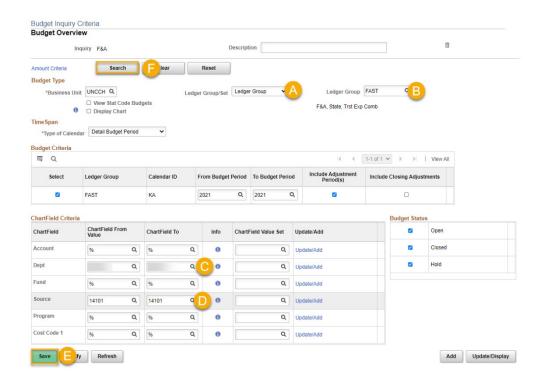
2. The result will show the projects and direct and indirect costs associated with the selected departments, along with a few additional details (i.e., project name, PI name, PI appointing department, etc.).

ConnectCarolina Budget Overview

- 1. Navigate to ConnectCarolina > Navigator > Finance Menu > Commitment Control > Review BudgetActivities > 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 "FAST" from the Ledger Group lookup icon to see your F&A expense budget
 - c. Enter in your Dept ID, or your department range
 - d. **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.
 - e. Click *Save* in order for this budget inquiry to be used with the same search criteria in the future
 - f. 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.

