Running the F&A Formula Allocation Report

About this Document

This document explains the F&A Formula Allocation Report, which uses the SAS Web Report Studio reporting tool. This document also explains the key navigation features of SAS Web Report Studio. For additional information about SAS Web Report Studio, see *Running Reports using SAS Web Report Studio.*

Overview of the Formula Allocation Report

The F&A Formula Allocation Report shows the amount of formula allocation, by project, distributed to a department for a fiscal year. Formula allocation represents one component of the Facilities & Administrative (F&A) budget given to a department each fiscal year. The formula allocation amount is based on several factors:

- the amount spent in certain accounts by a project in a fiscal year

- the type of project

- the school or division

For the details of how formula allocation is calculated, see **Understanding Your Formula Allocation** on ccinfo.unc.edu/Resources.
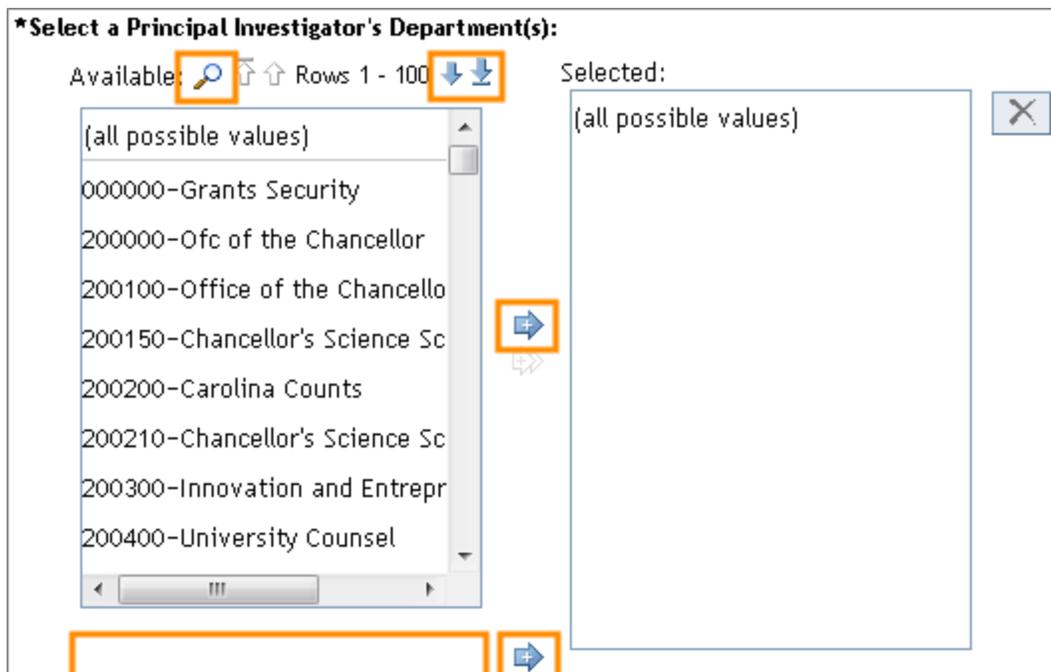
The F&A Formula Allocation Report allows you to view formula allocation amounts by six possible data points:

- Fiscal Year

- Project Department. **Note!** The formula allocation amount is calculated based on Project Department, not Principal Investigator Home Job Department.

- Project

- Principal Investigator Home Job Department

- Principal Investigator

- DLAM (Division of Laboratory Animal Medicine)

Using SAS Web Report Studio Filters

You can complete search filters in Web Report Studio by direct data entry, using the search feature, or scrolling through values. The key features of SAS Web Report Studio filters are explained below. Remember to see *Running Reports using SAS Web Report Studio* for more information on Web Report Studio navigation.

- The search filters have two panes, the Available pane and the Selected pane. You need to move the value you want to the Selected pane using one of these methods: 1) freeform data entry, 2) the magnifying glass search feature, or 3) the up and down arrows.

- To use the freeform data entry field, enter a value in the field and click the arrow. Make sure the value appears in the Selected pane.

- To use the magnifying glass search feature, click the magnifying glass, search and select the value, click the single arrow to move the value to the Selected column, and then click the Select button. Make sure the value appears in the Selected pane. See steps 4 - 10 in the example in this document for an illustration.

- Use the single or double arrows to scroll up or down all the values.

- The "all possible values" option is the default for all filters.

- You cannot leave a search field blank. If you don't select a specific value, leave the default of "all possible values".

- If you use the freeform field to enter a value, you need to manually remove the "all possible values" option by selecting it and clicking the "x". But, if you use the magnifying glass or scroll arrows and select a value from the list, the "all possible values" option automatically disappears.

- You can select multiple values in a <u>consecutive</u> range by pressing and holding the **Shift** key, selecting the values you want, and clicking the single arrow. You can select multiple values in a <u>non-consecutive</u> range by pressing and holding the **Ctrl** key, selecting the values, and clicking the single arrow.
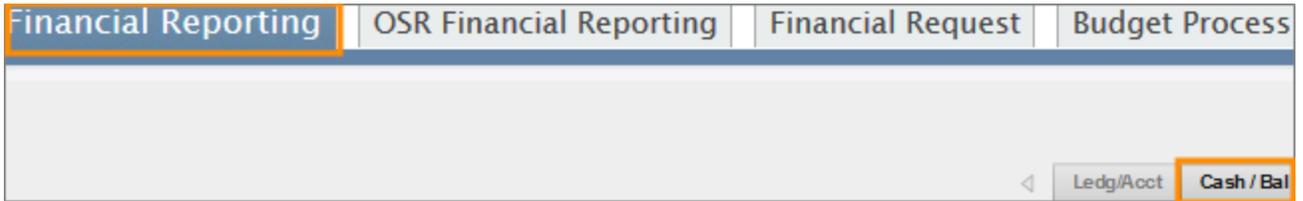
Steps - Running the F&A Formula Allocation Report

Follow these steps to run the F&A Formula Allocation Report:

1. In InfoPorte, navigate to: Finance > Financial Reporting > Cash/Bal tab

| Financial Reporting	OSR Financial Reporting	Financial Request	Budget Process

◁ Ledg/Acct | Cash/Bal

2. Click the **Reset to Default** link towards the top right of the page. Do this every time you run the report to make sure you clear any values from a previous run.

Reset to Default ▲

3. Select the fiscal year. The fiscal year is always a prior year, since formula allocation is calculated once a fiscal year is closed.
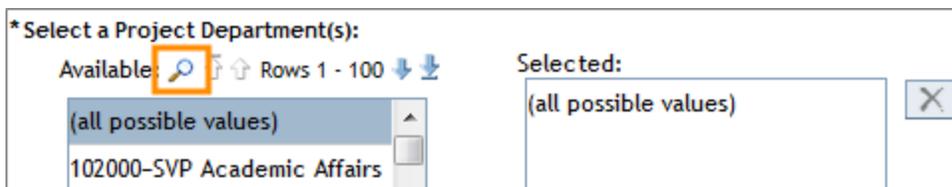
   Note: The Formula Allocation Report provides data as of fiscal year 2016. Data for fiscal year 2015 was provided manually via spreadsheets to MOU leads.

   Formula Allocation
   ***Select a Fiscal Year:**
   2016 ▾
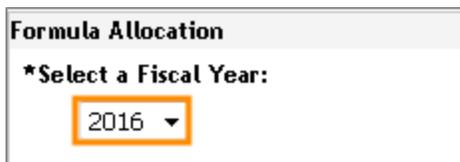
4. The second filter on the report is project department. If you want to view the report by project department, enter or search for the value you want. Remember that formula allocation is calculated based on the project department, not PI department.

   In this example, we will use the magnifying glass to search for project department 318300.

   Click the magnifying glass.

   *Select a Project Department(s):
   Available: 🔍 ⬆ Rows 1 - 100 ⬇ ⬇   Selected:
   (all possible values)   (all possible values)   ✕
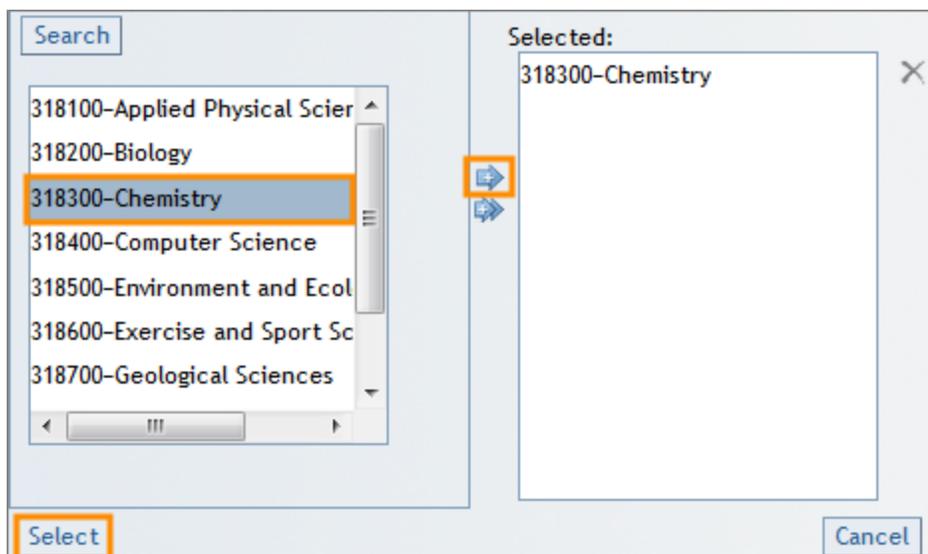   102000–SVP Academic Affairs

5. Select the operand you want. In this example, we use **Starts with**.

6. Enter the value you want. In this example, we enter 318 to see all values beginning with 318.

7. Click the **Search** button.
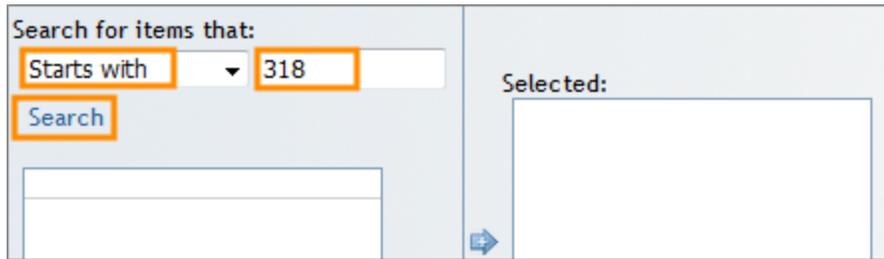
Result: The search results show the values that begin with 318.

8. Select the value (or values) from the search results.

9. Click the single arrow. **Note:** The double arrow moves all values from the Available to the Selected column.

10. Click the **Select** button.

Result: The system displays the values you selected in the Selected pane.

11. The third filter is project. If you want to view the report by project, enter or select the value you want. Otherwise, leave the default of "all possible values".

12. The fourth filter is principal investigator home job department. If you want to view the report by principal investigator home job department, enter or select the value you want. Otherwise, leave the default of "all possible values".

13. The fifth filter is the principal investigator. If you want to view the report by principal investigator, enter or select the value you want. Otherwise, leave the default of "all possible values".

14. The sixth filter is DLAM. The default is No, which means the default view shows results without DLAM rows and will match the department formula allocation budget balance. If you want to include DLAM rows, select Yes.

*DLAM Indicator Prompt
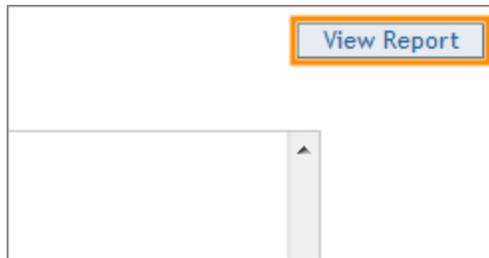DLAM Indicator
Available:
(all possible values)
Yes
No

Selected:
No

15. Click the **View Report** button in the top right or bottom right corner.

Result: The system displays the report results. You can click the double left arrow to collapse the Table of Contents pane and expand the report view.

Report Results

The three screens below show the results of the F&A Formula Allocation Report. In the system, these screens are consecutive going across the page.

- The first set of columns show the chartfields from the transaction.

  - Each unique chartfield string has an earned F&A amount.

  - There could be multiple rows for the same Project ID if any of the chartfields are different.

  - The Indirect Cost amount is based on the Project ID and Account.

FY	Fund	Source	Account	Department	Program	Project ID	Project Description
2016	25210	49000	559010	318300		5044705	Alkane Methathesis and Dehydro
2016	25210	49100	559010	318300		5044705	Alkane Methathesis and Dehydro
2016	25210	49200	559010	318300		5044705	Alkane Methathesis and Dehydro

- The next set of fields show the amounts, as follows:

  - **Total Indirect Cost** – total indirect cost for each unique chartfield string.

  - **Project Dept** – the department used in the allocation formula.

  - **Resource Type** – type of research, such as ANIMA, that determines the tax rate. Resource Type on some projects is blank.

  - **Dept Rate** – the tax rate applied to the department.

  - **Dept Allocation** – the amount distributed to the department.

  - **Dean's Office Rate** – the tax rate applied to the dean's office.

  - **Dean's Office Allocation** – the amount distributed to the dean's office.

Total Indirect Cost	Project Dept (used in allocation)	Project Dept Descr	Resource Type	Dept Rate	Dept Allocation	Dean's Office Rate	Dean's Office Allocation
$-553.34	318300	Chemistry		15.600%	$-86.32	3.900%	$-21.58
$61,026.36	318300	Chemistry		15.600%	$9,520.11	3.900%	$2,380.03
$-5,967.84	318300	Chemistry		15.600%	$-930.98	3.900%	$-232.75

- The next set of columns shows the PI PID, PI name, PI department and description.

PI PID	PI Name	PI Home Job Dept	PI Home Job Dept Descr	DLAM Indicator
720286253	Miller,Alexander James Minden	318300	Chemistry	No
720286253	Miller,Alexander James Minden	318300	Chemistry	No
720286253	Miller,Alexander James Minden	318300	Chemistry	No

Note: A few of the tables for the report are not effective dated. They always contain whatever the latest values are, not the history. This means these fields may change with different instances of running the report. However, the amount of formula allocation to the department for each project does not change.
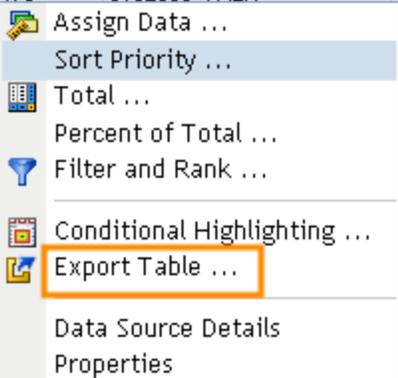
The fields that may change are:

- PI PID and Name – if the PI for the project changes

- PI Home Job Department and Description – if the PI for the project changes

- Project Department – if the department name changes (not very common)

Working with the report data

To work with the data from the online view, right-click in any cell. A menu appears with options for viewing and working with the data, such as sorting and exporting.

Refreshing the Page

Once you've run the report and want to refresh the page to run it again with a new set of data, click **Data > Refresh Data** from the top toolbar.

You can also close and print the report from the File menu.