Running the F&A Formula Allocation Report

VERSION: September 2019

Running the F&A Formula Allocation Report

Purpose of the F&A 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.

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 the project's department, not principal investigator's (PI) home department.
- Project
- Principal Investigator Home Job Department
- Principal Investigator
- DLAM (Division of Laboratory Animal Medicine)

Who Uses This Report

This report is primarily used by research administrators and business managers.

Where the Information Comes From

This reports pulls information from the General Ledger's Actuals ledger.

Where to Find the Report

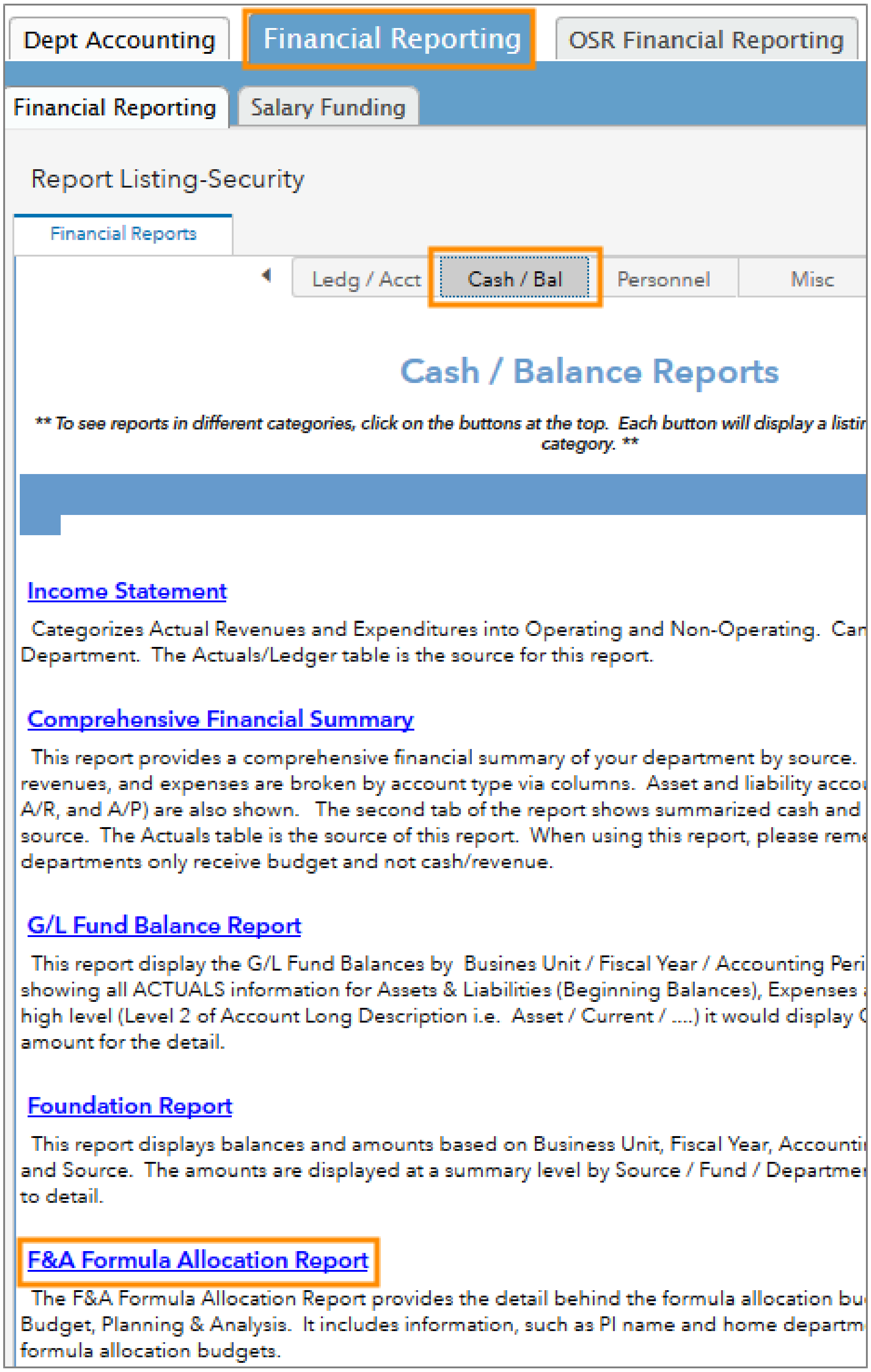
The F&A Formula Allocation Report is located in InfoPorte under the Financial Reporting tab, on the Cash/Bal tab. This report is a SAS report. For more information on working with SAS reports, see *Running SAS VA Reports , page 1*.

How to Run the F&A Formula Allocation Report

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

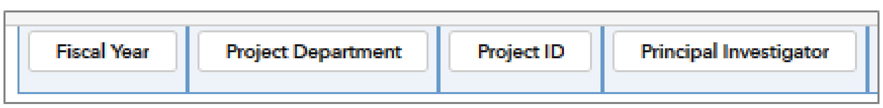
1. In InfoPorte, navigate to:

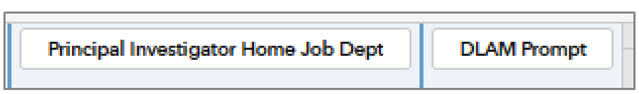
   Finance > Financial Reporting tab> Cash/Bal tab > F&A Formula Allocation Report



2. Complete the combination of filters for the information you want to see. The table below provides guidelines for each filter. You can select multiple values in each field.

In this field:	Do the following:
Fiscal Year	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.
Project Department	Select the project department. Remember that formula allocation is calculated based on the project's department, not the PI's home department.
Project	Select the project ID if you want to see the report by project.
Principal Investigator Home Job Department	Select the principal investigator's home department, if you want to see the report based on projects in the PI's home department.
Principal Investigator	Select the principal investigator if you want to see the report based on principal investigator.
DLAM Prompt	Choose one of the following: • Leave the filter blank to see projects regardless of the animal tax. • Select Yes to see projects that have the animal tax. • Select No to see projects without the animal tax.





Result: The system displays the report results based on the filters you selected.

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
2019	25210	49000	559010	426601		5110031	SUBCON:EAST CAROLINA UNIVERSIT
2019	25210	49000	559010	428601		5100867	Modulation of dendritic spikin
2019	25210	49000	559010	428601		5108646	SUBCON:UNIVERSITY OF MINNES...
2019	25210	49000	559010	412017	MC202	3100092	Evaluation of a Rapid Diagnost

- 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 ANIMAL, 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 C...	Project Dept (...	Project Dept D...	Resource T...	Dept R...	Dept Allocat...	Dean's Office R...	Dean's Office All...
$19,735.33	426601	Enviro Med Ast...	ANIMA	6.000%	$1,184.12	.	.
$19,569.52	428601	Neuroscience C...	ANIMA	6.000%	$1,174.17	.	.
$13,875.00	428601	Neuroscience C...	ANIMA	6.000%	$832.50	.	.
($171.24)	412017	Pediatrics-Infec...	CTFC	15.600%	($26.71)	24.400%	($41.78)

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

PI PID	PI Name	PI Home Job D...	PI Home Job Dept Descr	DLAM Indica...	F&A R...
704218...	JASPERS,ILONA	412002	Peds-AIR	Yes	56%
703206...	WEINBERG,RICHARD J	422001	Cell Biology and Physiology	Yes	52%
720280...	SMITH,SPENCER L	422001	Cell Biology and Physiology	Yes	56%
720388...	JHAVERI,RAVI RAMESH	412017	Pediatrics-Infectious Disease	No	56%

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:

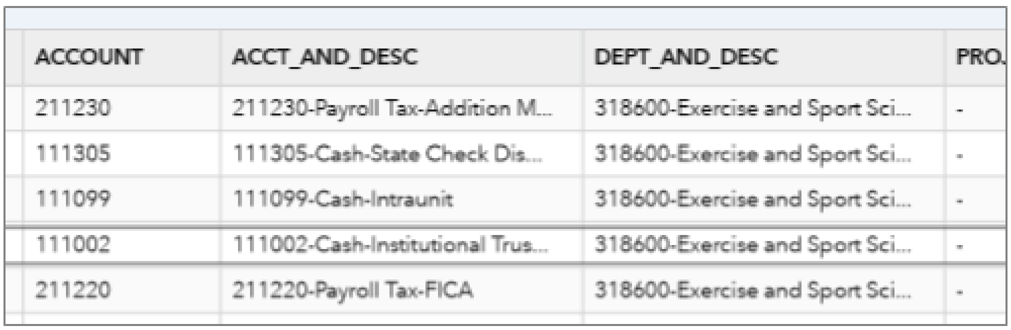
- PI PID and Name – if the PI for the project changes
- PI Home Job Department and Description – if the PI for the project changes
- Project Department – if the department name changes (not very common)

Exporting to Excel

Export search results to Excel to save a report.

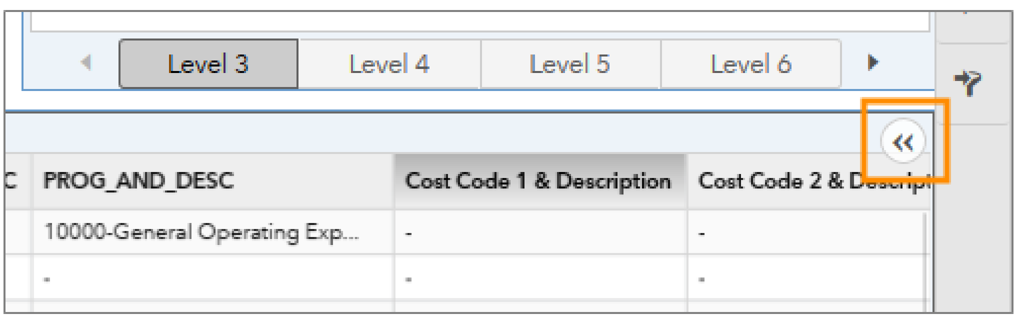
To export search results to Excel, do this:

1. Click on any row in the search results:

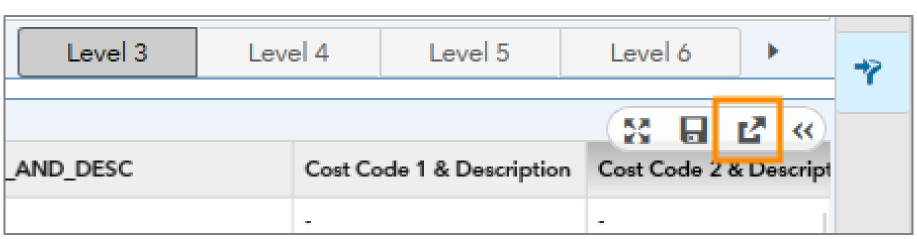


ACCOUNT	ACCT_AND_DESC	DEPT_AND_DESC	PROJ
211230	211230-Payroll Tax-Addition M...	318600-Exercise and Sport Sci...	-
111305	111305-Cash-State Check Dis...	318600-Exercise and Sport Sci...	-
111099	111099-Cash-Intraunit	318600-Exercise and Sport Sci...	-
111002	111002-Cash-Institutional Trus...	318600-Exercise and Sport Sci...	-
211220	211220-Payroll Tax-FICA	318600-Exercise and Sport Sci...	-

Result: The system displays a double arrow in the upper right-hand corner of the search results.



2. Click the double arrow and then click the Export Data button.



3. Choose the report criteria you need.

4. Click **OK**.

   Note: Excel downloads don't work well in Internet Explorer. If you have problems downloading the report, save the file before opening it.