

Arts & Sciences Managers' Meeting Minutes
February 8, 2017

Speakers

Kristen Register
Budget Analyst

Mark Richardson
Assistant Dean for Finance Business Center

**Kristen Register –
SAS Summary**

Please see the attached pages to these minutes regarding the SAS Summary Report instructions. Please remember that there is a calculation in the School Reports that removes June and half of May to calculate student projections. These amounts are not 100% accurate, but they are close to being a true projection than what is available in InfoPorte.

**Finance
Announcements**

College Report: Trust Funds by Owning Department will start to have some new features in the coming weeks that will help you with reinvestment decisions, including number of years of payout remaining and percentage of payout used. More will be released soon.

eCRT for July 2016-December 2016 is about to begin:

- Make any corrections on grant sources now, once they are certified you will no longer be allowed to make changes
- New effort reporting period starts March 1st
- They will have 60 days to certify
- April 28th is the last day
- There are eCRT trainings going on this week and next, signup here: [ecrt Training Registration](#)

New F&A Rates: OSR has negotiated a new F&A rate for projects, starting 7/1/17 the rate will move from 52% to 55.5% for new and competing renewal budgets (see 1/27/17 attached email with the minutes).

Budget Pre-Checks: Don't forget to Budget Pre-check all budget transactions to catch errors and help Central Offices approve and post more efficiently.

Annual Report and Stewardship:

- Annual Report and Stewardship will be kicking off in the next few weeks.
 - This system allows faculty to comment on how they are using stewarded trust funds, and add in their accomplishments for the year.
 - This will also be an opportunity for Chairs to make faculty position requests

Payroll End-Dates for Payroll:

Beginning with the M07 and B15 payroll distributions, funding end dates will be treated as hard end dates in the payroll distribution process, and any payroll charges with expired funding end dates will be sent to payroll suspense.

- We encourage you to review suspense transactions using the Current Suspense Charges Report and the [Suspense Analysis Report](#), and move those charges to the appropriate funding source as soon as possible

- Also review the [Funding End Date Notification Report](#) to see those sources which may be sent to suspense when this process resumes and submit the appropriate ePAR action to update the employee's funding sources as needed
 - The Funding End Date Notification Report shows appointments
- Training on these reports is available at ccinfo.unc.edu

1099 Reporting for Independent Contractors:

- The university is responsible for reporting all payments to independent contractors on 1099 statements, including fees *and* reimbursed expenses.
- Fees and reimbursed expenses were reported together, in the same box, on 2016 1099 statements.
- It is the responsibility of the independent contractor to keep a record of all payments they receive and to account for the fee and expense deductions on their tax returns.

How to Run a CAS Summary Report for State, F&A, & Trust report in School Reports

Dashboard

Home

School Info

School Reports

FAQ

Log-in to Infoporte & select the 'School Reports' tab within the Home page.

[CAS - Summary Report State, F&A, Trust](#)

Once you have selected the 'School Reports' tab, find the 'CAS-Summary Report State, F&A, Trust' report and click the link to open.

There are multiple filters provided within the report to extract the data you are looking for:

1. **Budget Period:** select the year & if you would like to include projections
2. **Accounting Period:** to select the month you would like to view—leave blank if you would like to view all
- 3 & 4. **Division & Department:** will only be able to view your specific department
5. **Ledger:** to select the fund type you would like to view (State, F&A, and Trusts only) - leave blank if you would like to view all
6. **Chartfield String:** to select a specific chartfield string—this will update itself once a division & department are chosen—leave blank if you would like to view all
7. **Source Code & Description:** to select a specific source—leave blank if you would like to view all
8. **Program Code & Description:** to select a specific program—this will update if you select a department, chartfield string, &/or source code.

Summary Report: State, F&A, Trust

Budget Period	Accounting Period	Division	Department	Ledger	Chartfield String	Source Code and Desc	Program Code and Desc
<input checked="" type="checkbox"/> Projections <input type="checkbox"/> 2018 <input checked="" type="checkbox"/> 2017 <input type="checkbox"/> 2016 <input type="checkbox"/> 2015 <input type="checkbox"/> 2007	<input type="checkbox"/> 01 - July <input type="checkbox"/> 02 - August <input type="checkbox"/> 03 - September <input type="checkbox"/> 04 - October <input type="checkbox"/> 05 - November <input type="checkbox"/> 06 - December	<input type="checkbox"/> Deans Office <input checked="" type="checkbox"/> Fine Arts & Humanities <input type="checkbox"/> Global Programs <input type="checkbox"/> Natural Sciences & M... <input type="checkbox"/> Social Sciences <input type="checkbox"/> Undergrad Education	<input type="checkbox"/> Romance Studies <input type="checkbox"/> Sexuality Studies <input checked="" type="checkbox"/> Study of American South <input type="checkbox"/> Womens and Gender Stds <input type="checkbox"/> Writing for Screen Stage	<input type="checkbox"/> STATE <input type="checkbox"/> F&A <input type="checkbox"/> TRUST	<input type="checkbox"/> 20152-12001-312200-10000 <input type="checkbox"/> 20152-12001-312200-C13... <input type="checkbox"/> 241xxx-16275-312200-10000 <input type="checkbox"/> 271xxx-14101-312200 <input type="checkbox"/> 271xxx-14101-312200-10000 <input type="checkbox"/> 271xxx-14101-312200-C13...	<input type="checkbox"/> 12001 - State Funds <input type="checkbox"/> 14101 - Facilities & Admin <input type="checkbox"/> 15153 - Davis Oral History <input type="checkbox"/> 16275 - Csas Residual <input type="checkbox"/> 19457 - Ctr Amer South Sal... <input type="checkbox"/> 46480 - Southern Cultures ...	<input type="checkbox"/> - <input type="checkbox"/> 10000 - General Operating ... <input type="checkbox"/> C1306 - DO Allocation <input type="checkbox"/> C1309 - Program Instr Bud... <input type="checkbox"/> C1317 - Research Funds <input type="checkbox"/> C3267 - MaynorLowery Mali...

Department	Chartfield	Source and Program Description	Budget Amount	Expense Amount	Encumbered Amount	Pre-Encumbered Amount	Projections	Balance
Study of American South	292xxx-46480-312200-10000	Southern Cultures Un - General Operating Expense	\$0.00	\$40,034.91	\$0.000	\$0.00	\$0.00	(\$40,034.91)
	292xxx-50340-312200	Hutchins Lecture Fd	\$0.00	\$0.00	\$0.000	\$0.00	\$0.00	
	292xxx-50340-312200-10000	Hutchins Lecture Fd - General Operating Expense	\$43,272.56	\$11,627.45	\$0.000	\$0.00	\$0.00	\$31,645.11
	292xxx-50382-312200-10000	Southern Music Fund - General Operating Expense	\$275.19	\$0.00	\$0.000	\$0.00	\$0.00	\$275.19
	292xxx-50389-312200-10000	Southern Culture Gift - General Operating Expense	\$19,496.83	\$3,950.00	\$0.000	\$0.00	\$0.00	\$15,546.83
292xxx-50515-312200-10000	Sounds Of South Sch - General Operating Expense	\$12,595.03	\$1,000.00	\$0.000	\$0.00	\$0.00	\$11,595.03	

Negative balances will be in parentheses inside a red box

If you right click within the report, you will be provided with an option to export to Excel. The PDF will only show what is viewable on the current screen.