

## Q9 - How do I reconcile F&A?

From the [Tools](#) page on the UTSW website, select **PeopleSoft**.

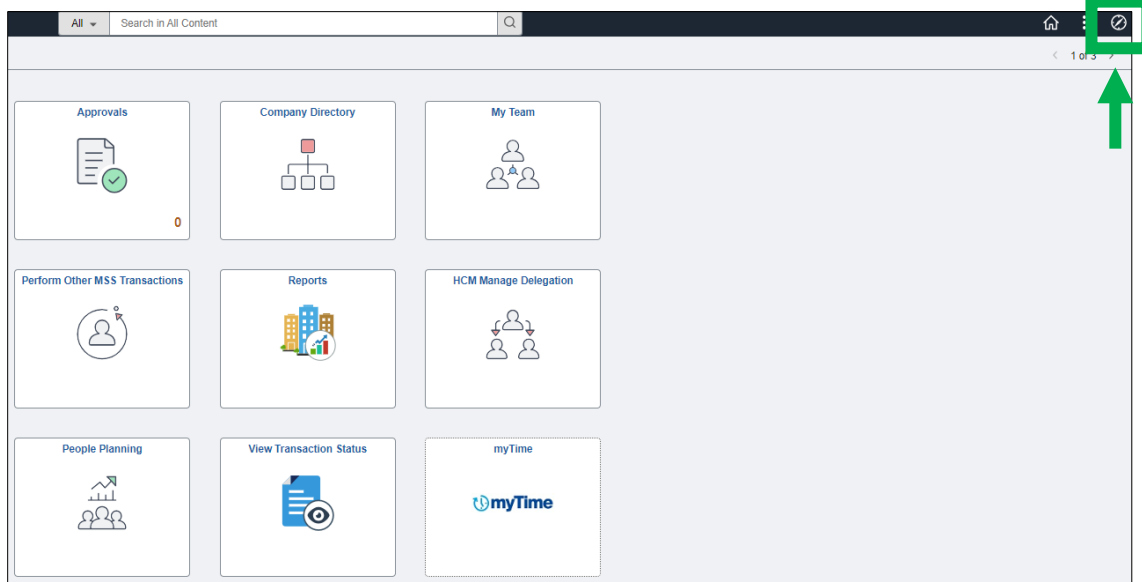
The screenshot shows the UTSW Medical Center website. The navigation bar includes 'About Us', 'Administration', 'Departments & Centers', 'Education', 'Hospital & Clinics', 'Human Resources', 'Research', 'Services', and 'Tools'. The 'Tools' menu is highlighted with a green box. Below the navigation bar, the 'Tools' page is displayed with a dark blue header. The page contains three columns of links. The 'PeopleSoft' link in the middle column is highlighted with a green box, and a red arrow points to it from the 'Tools' menu.

Column 1 (Left)	Column 2 (Middle)	Column 3 (Right)
<a href="#">A-Z Index</a>	<a href="#">i2b2 Clinical Research Data Warehouse Study Feasibility Application</a>	<a href="#">Profile+ (Updates to faculty profiles)</a>
<a href="#">ADAPT</a>	<a href="#">Kronos</a>	<a href="#">ReadySet</a>
<a href="#">Archibus</a>	<a href="#">Library</a>	<a href="#">RFDCap</a>
<a href="#">Clinical Trials</a>	<a href="#">MyChart</a>	<a href="#">Research Portal</a>
<a href="#">Compliance Report</a>	<a href="#">myTime Login</a>	<a href="#">Talent Acquisition Management</a>
<a href="#">CORE LIMS</a>	<a href="#">Net Guide</a>	<a href="#">Taleo Learn</a>
<a href="#">Doctor &amp; Faculty Profiles</a>	<a href="#">ORBIT - UTSW Reporting Portal</a>	<a href="#">TOPAZ</a>
<a href="#">eAgreements</a>	<a href="#">Outlook Web App (Children's)</a>	<a href="#">Total Professional Effort</a>
<a href="#">eGrants</a>	<a href="#">Outlook Web App (Parkland)</a>	<a href="#">TracDat</a>
<a href="#">eIRB</a>	<a href="#">Outlook Web App (UTSouthwestern)</a>	<a href="#">UTSW ServiceNow</a>
<a href="#">Entrada</a>	<a href="#">Pathfinder</a>	<a href="#">Velos</a>
<a href="#">Find A Doctor</a>	<a href="#">PeopleSoft</a>	<a href="#">Web Resources</a>
<a href="#">Focus On Faculty</a>	<a href="#">Phone Directory</a>	<ul style="list-style-type: none"><li><a href="#">Faculty (Faculty Corner)</a></li><li><a href="#">Postdocs (Graduate School of Biomedical Sciences)</a></li><li><a href="#">Students</a></li></ul>
<a href="#">Health System Portal</a>	<a href="#">Policy Library</a>	
<a href="#">iLab Operations</a>	<a href="#">Procurement Portal</a>	

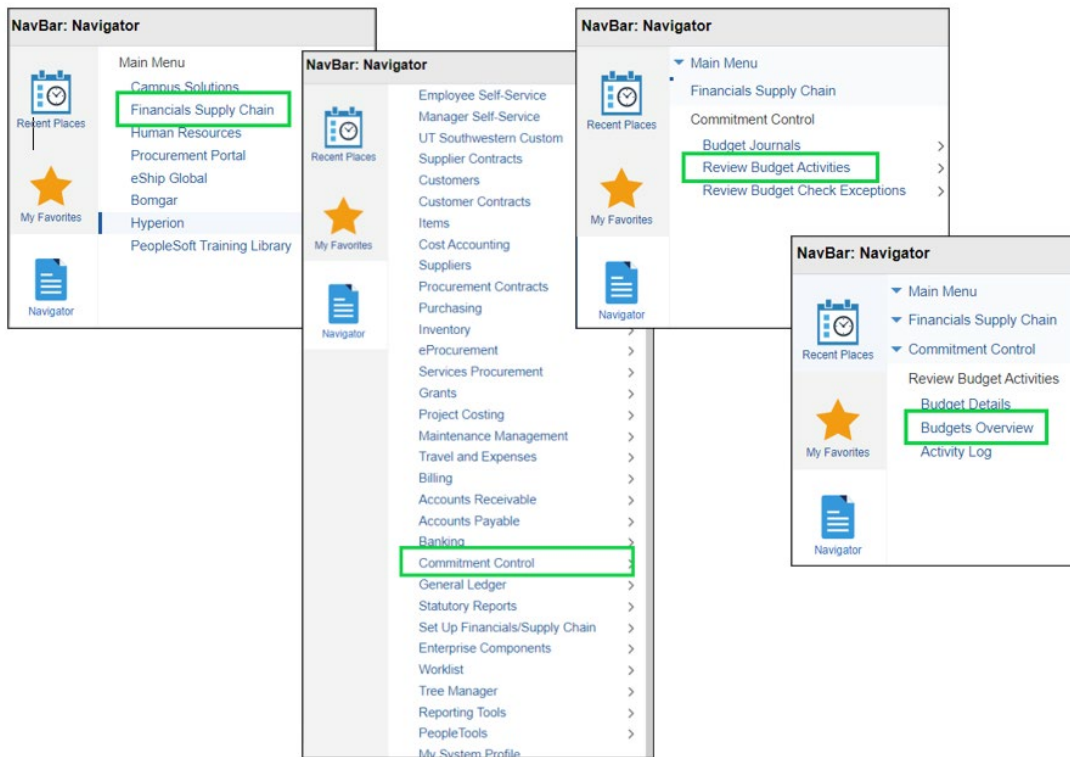
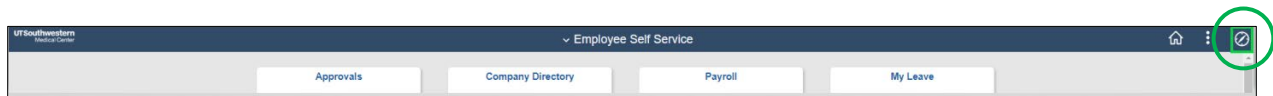
Login with your **UTSW User ID** and **Password**.

The screenshot shows the PeopleSoft Portal 9.2 login page. The page header includes the UTSW Medical Center logo and 'PeopleSoft Portal 9.2'. The login form consists of three main sections: 'User ID' with an input field, 'Password' with an input field, and 'Select a Language' with a dropdown menu set to 'English'. A blue 'Sign In' button is located at the bottom of the form, highlighted with a green box.

From the **Self-Service** page, click the **Navigation** tool located in the top right corner of the screen.



In this order, select **Menu**, **Financials Supply Chain**, **Commitment Control**, **Review Budget Activities**, and **Budgets Overview**.



From the Budgets Overview screen, click **Search**.

**Budgets Overview**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

Inquiry Name begins with  **X**

**Search** | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

Leave the **Inquiry Name** field blank and click **Search**.

Enter the **Project ID** number in field, scroll up the page, then click **Search**.

Employee Self Service | Budgets Overview

Inquiry BUDOVER | Description

Amount Criteria **Search** | Clear | Reset

**Budget Type**

\*Business Unit 20000 | Ledger Group/Set Ledger Group | Ledger Group KK\_GM\_CH

View Stat Code Budgets |  Display Chart | Grants Child Budget

**TimeSpan**

\*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"/>	KK_GM_CH		<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**ChartField Criteria**

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	% <input type="text"/>	% <input type="text"/>	<b>i</b>	<input type="text"/>	Update/Add
Dept	% <input type="text"/>	% <input type="text"/>	<b>i</b>	<input type="text"/>	Update/Add
Fund Type	% <input type="text"/>	% <input type="text"/>	<b>i</b>	<input type="text"/>	Update/Add
Source	% <input type="text"/>	% <input type="text"/>	<b>i</b>	<input type="text"/>	Update/Add
PC Bus Unit	% <input type="text"/>	% <input type="text"/>	<b>i</b>	<input type="text"/>	Update/Add
<b>Project</b>	<input type="text"/>	% <input type="text"/>	<b>i</b>	<input type="text"/>	Update/Add
Activity	% <input type="text"/>	% <input type="text"/>	<b>i</b>	<input type="text"/>	Update/Add

**Budget Status**

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

Save | Return to Search | Notify | Refresh | Add | Update/Display

Under the **Account Description** column, view **Facil & Admin Budget**. Move the gray scrollbar over to check the amount.

**Budget Overview Results**

Details	Budget Transaction Types	Account Description	Fund Code Description	Department Description	PC Business Unit Description	Project Description	Activity Description	ChartField1 Description	
1		Salary Budget	Federal Restricted Grants		Sponsored Programs Admin			National Institute of Health	4
2		Fringe Benefits Budget	Federal Restricted Grants		Sponsored Programs Admin			National Institute of Health	1
3		Other Mat & Supp Budget	Federal Restricted Grants		Sponsored Programs Admin			National Institute of Health	1
4		Furn & Equip (non-cap) Budget	Federal Restricted Grants		Sponsored Programs Admin			National Institute of Health	
5		Sub-recipient Payments Budget	Federal Restricted Grants		Sponsored Programs Admin			National Institute of Health	
6		Travel Budget	Federal Restricted Grants		Sponsored Programs Admin			National Institute of Health	
7		Facil and Admin Budget	Federal Restricted Grants		Sponsored Programs Admin			National Institute of Health	4
8		Renovation & Equip >5K Budget	Federal Restricted Grants		Sponsored Programs Admin			National Institute of Health	

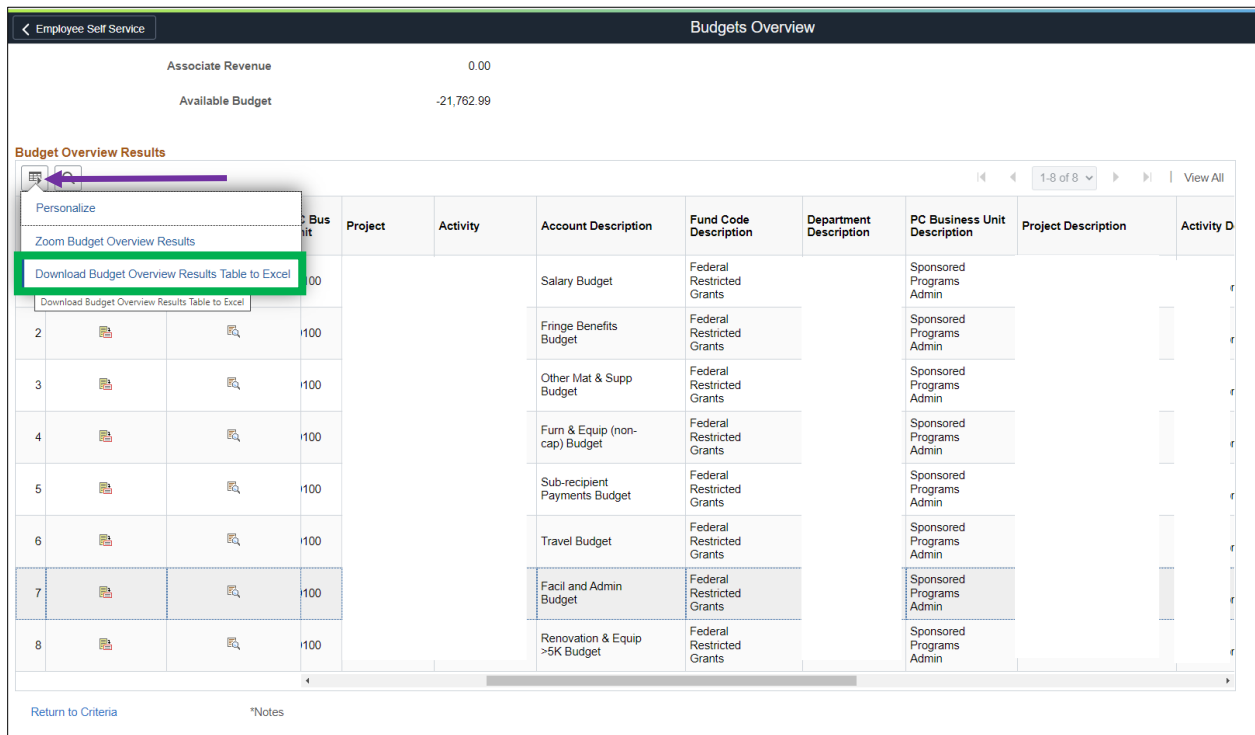
**Budgets Overview**

Associate Revenue 0.00  
Available Budget -21,762.99

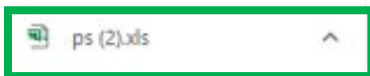
**Budget Overview Results**

Details	Budget Transaction Types	Description	ChartField1 Description	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget	Percent Available
1			National Institute of Health	484,983.80	495,843.15	0.00	0.00	-10,859.35	-2.24%
2			National Institute of Health	149,749.04	153,325.89	0.00	0.00	-3,576.85	-2.39%
3			National Institute of Health	141,619.96	140,675.77	20.00	0.00	924.19	0.65%
4			National Institute of Health	0.00	0.00	0.00	0.00	0.00	0.00%
5			National Institute of Health	41,838.67	41,838.00	0.00	0.00	0.67	0.00%
6			National Institute of Health	1,000.00	984.44	0.00	0.00	15.56	1.56%
7			National Institute of Health	497,458.73	505,762.27	0.00	0.00	-8,303.54	-1.67%
8			National Institute of Health	78,300.00	77,760.39	503.28	0.00	36.33	0.05%

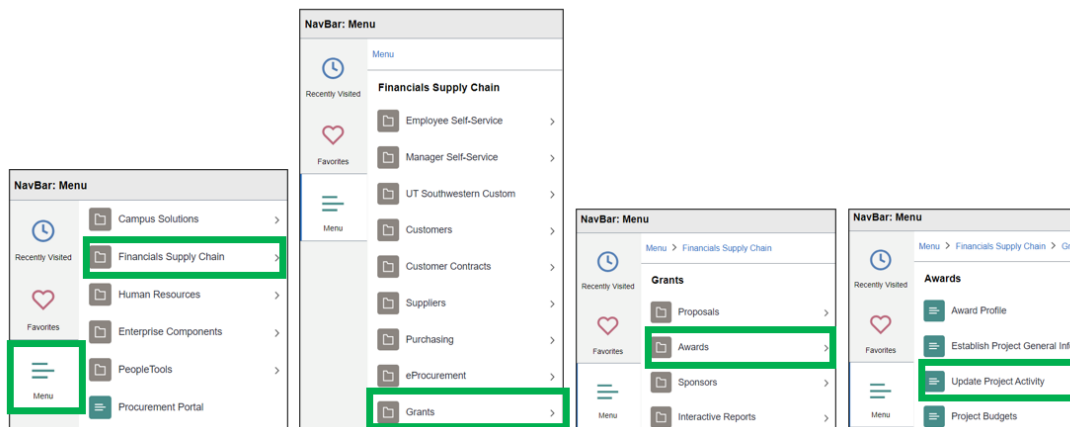
Hover over the **Grid Action Menu** below the **Budget Overview Results** header, then select the **“Download Budget Overview Results Table to Excel”** option.



Your Excel file will appear in your downloads at the bottom of the screen.



After budget has been downloaded, open the file now, or after you first check the F&A rates by clicking on the following pathway: **Menu -> Financials Supply Chain -> Grants -> Awards -> Update Project Activity**



Enter the **Business Unit (20100)** and **Project ID** into the fields, then click **Search**.

[Employee Self Service](#) Project Activity

### Project Activity

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

**Search Criteria**

Business Unit =

Project begins with

Activity begins with

WBS ID begins with

Project Description begins with

Activity Description begins with

Activity Type begins with

Processing Status =

Activity Owner begins with

New Milestone =

Include History  Correct History  Case Sensitive

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Click the **FA Rate** tab and confirm the rate from the **Funded** section.

Employee Self Service Update Project Activity

[General Information](#) | 
 [Definition](#) | 
 **[FA Rates](#)** | 
 [Location](#) | 
 [Attachments](#) | 
 [Quality](#) | 
 [User Fields](#) | 
 [Rates](#) >

Project Activity 000001  
 Description Description  
 FA Rate Status In Progress  Hold

**F&A Rate Info** 1 of 1 [View All](#)

Facilities Admin Rate ONRES

**Institution** On Campus

Institution MTDC   **Institution Rate** 1 of 3 [View All](#)  
 FA Base Eff Date 09/01/2014   FA Rate % 61.50

**Sponsor**

Sponsor   **Sponsor Rate** 1 of 3 [View All](#)  
 FA Base Eff Date 09/01/2014   FA Rate % 61.50

**Funded**

Funded MTDC   **Funded Rate** 1 of 1 [View All](#)  
 FA Base Eff Date 12/01/2018   FA Rate % 62.00

Once confirmed, return to the **Excel download**.

Open the [F&A Calc Excel spreadsheet](#) located in the document library on the SPA website.

To begin calculating F&A, scroll over to the **Budget** and **Expense** columns. Add the totals for both columns.

	A	B	D	E	F	I	J	P	Q	R	S	T	U
1	Ledger Group	Account	Fund Type	Source	PC Bus Unit	Account Description	Fund Code Description	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Percent Available
2	KK_GM_CH	501000	411	411130	20100	Salary Budget	Federal Restricted Grants	484,983.80	495,843.15	0	0	-10,859.35	-2.24
3	KK_GM_CH	508000	411	411130	20100	Fringe Benefits Budget	Federal Restricted Grants	149,749.04	153,325.89	0	0	-3,576.85	-2.39
4	KK_GM_CH	510000	411	411130	20100	Other Mat & Supp Budget	Federal Restricted Grants	141,619.96	140,675.77	20	0	924.19	0.65
5	KK_GM_CH	515000	411	411130	20100	Furn & Equip (non-cap) Budget	Federal Restricted Grants	0	0	0	0	0	0
6	KK_GM_CH	524000	411	411130	20100	Sub-recipient Payments Budget	Federal Restricted Grants	41,838.67	41,838.00	0	0	0.67	0
7	KK_GM_CH	542000	411	411130	20100	Travel Budget	Federal Restricted Grants	1,000.00	984.44	0	0	15.56	1.56
8	KK_GM_CH	568000	411	411130	20100	Facil and Admin Budget	Federal Restricted Grants	497,458.73	505,762.27	0	0	-8,303.54	-1.67
9	KK_GM_CH	591000	411	411130	20100	Renovation & Equip >5K Budget	Federal Restricted Grants	78,300.00	77,760.39	503.28	0	36.33	0.05
10								1,394,950.20	1,416,189.91				

In the same row, place a heading under any of the columns and label it **“Total Expenses.”** For the following rows below that, type:

- **Directs**
- **Indirects**
- **Difference between actual and posted indirects**

	A	B	D	E	F	I	J	P	Q	R	S	T	U
1	Ledger Group	Account	Fund Type	Source	PC Bus Unit	Account Description	Fund Code Description	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Percent Available
2	KK_GM_CH	501000	411	411130	20100	Salary Budget	Federal Restricted Grants	484,983.80	495,843.15	0	0	-10,859.35	-2.24
3	KK_GM_CH	508000	411	411130	20100	Fringe Benefits Budget	Federal Restricted Grants	149,749.04	153,325.89	0	0	-3,576.85	-2.39
4	KK_GM_CH	510000	411	411130	20100	Other Mat & Supp Budget	Federal Restricted Grants	141,619.96	140,675.77	20	0	924.19	0.65
5	KK_GM_CH	515000	411	411130	20100	Furn & Equip (non-cap) Budget	Federal Restricted Grants	0	0	0	0	0	0
6	KK_GM_CH	524000	411	411130	20100	Sub-recipient Payments Budget	Federal Restricted Grants	41,838.67	41,838.00	0	0	0.67	0
7	KK_GM_CH	542000	411	411130	20100	Travel Budget	Federal Restricted Grants	1,000.00	984.44	0	0	15.56	1.56
8	KK_GM_CH	568000	411	411130	20100	Facil and Admin Budget	Federal Restricted Grants	497,458.73	505,762.27	0	0	-8,303.54	-1.67
9	KK_GM_CH	591000	411	411130	20100	Renovation & Equip >5K Budget	Federal Restricted Grants	78,300.00	77,760.39	503.28	0	36.33	0.05
10								1,394,950.20	1,416,189.91				
11							Total Expenses						
12							Directs						
13							Indirects						
							Difference between actual and posted indirects						



Highlight which categories are F&A excluded. In this example, **Subrecipient Payments** and **Equipment** are excluded from F&A.

	B	F	I	P	Q	R	S	T	U
1	Account	PC Bus Unit	Account Description	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Percent Available
2	501000	20100	Salary Budget	492,741.00	488,934.82	0	0	3,806.18	0.77
3	508000	20100	Fringe Benefits Budget	149,749.04	150,831.12	0	0	-1,082.08	-0.72
4	510000	20100	Other Mat & Supp Budget	141,619.96	140,612.77	20	0	987.19	0.7
5	515000	20100	Furn & Equip (non-cap) Budget	0	0	0	0	0	0
6	524000	20100	Sub-recipient Payments Budget	83,700.00	41,838.00	0	0	0.67	0
7	542000	20100	Travel Budget	1,000.00	984.44	0	0	15.56	1.56
8	568000	20100	Facil and Admin Budget	489,701.53	499,893.29	0	0	-10,191.76	-2.08
9	591000	20100	Renovation & Equip >5K Budget	78,300.00	77,760.39	503.28	0	36.33	0.05
10			Total Expenses	1,436,811.53	1,400,854.83				
11			Directs						
12			Indirects						
13			Difference between actual and posted indirects						

Return to the **F&A Calc Spreadsheet**. Under **Award with Excluded Costs**, enter the F&A rate in decimal form. The typical F&A rate is 62%; therefore, enter as .6200.

Next, enter the **budget total** of the award found on the budget column of the **Excel download**.

Under the **Excluded Categories** box, enter the full amount budgeted for the following categories:

- **Equipment > 5,000.00** = 78,300.00
- **Subcontracts => \$25,000.00** (Sub-recipient payments budget category) = 58,700 (Total budget \$83,700 - \$25,000)

These will total and populate into the **Total Direct Cost excluded from F&A** line.

	A	B	C	D	E	F
1						
2		<b>Award with Excluded Costs</b>				
3		F&A Rate	0.6200	<-- Input		
4		Total Award	1,334,336.20			
5		Total Direct Cost	\$ 913,512.47	Calculate Amount		
6		Total Indirect Cost	\$ 481,437.73	Calculate Amount		
7		Total Direct Cost excluded from F&A	137,000.00			
8						
9						
35						
36		<b>Excluded Categories</b>		<b>Amount</b>		
37		TUITION				
38		SCHOLARSHIPS				
39		PATIENT CARE				
40		SUBCONTRACTS = > \$25,000.00		58,700.00		
41		EQUIPMENT > 5,000.00		78,300.00		
42		CAPITAL EXPENDITURES				
43		IRB & COVERAGE ANALYSIS FEES				
44		RENTAL OF OFF-SITE FACILITIES				
45		RENOVATIONS		-		
46				137,000.00		
47						
48						
49						

Copy and paste the **Total Direct Cost** and **Total Indirect Cost** from the F&A Calculator file onto the downloaded budget overview file.

	B	F	I	P	Q	R	S	T	U
1	Account	PC Bus Unit	Account Description	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Percent Available
2	501000	20100	Salary Budget	492,741.00	488,934.82	0	0	3,806.18	0.77
3	508000	20100	Fringe Benefits Budget	149,749.04	150,831.12	0	0	-1,082.08	-0.72
4	510000	20100	Other Mat & Supp Budget	141,619.96	140,612.77	20	0	987.19	0.7
5	515000	20100	Furn & Equip (non-cap) Budget	0	0	0	0	0	0
6	524000	20100	Sub-recipient Payments Budget	83,700.00	41,838.00	0	0	0.67	0
7	542000	20100	Travel Budget	1,000.00	984.44	0	0	15.56	1.56
8	568000	20100	Facil and Admin Budget	489,701.53	499,893.29	0	0	-10,191.76	-2.08
9	591000	20100	Renovation & Equip >5K Budget	78,300.00	77,760.39	503.28	0	36.33	0.05
10			Total Expenses	\$ 1,436,811.53	\$ 1,400,854.83				
11			Directs	\$ 939,352.80					
12			Indirects	\$ 497,458.73					
13			Difference between actual and posted indirects						

Next, find the difference between the calculated F&A and the posted using an Excel formula.

	B	F	I	P	Q	R	S	T	U
1	Account	PC Bus Unit	Account Description	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Percent Available
2	501000	20100	Salary Budget	492,741.00	488,934.82	0	0	3,806.18	0.77
3	508000	20100	Fringe Benefits Budget	149,749.04	150,831.12	0	0	-1,082.08	-0.72
4	510000	20100	Other Mat & Supp Budget	141,619.96	140,612.77	20	0	987.19	0.7
5	515000	20100	Furn & Equip (non-cap) Budget	0	0	0	0	0	0
6	524000	20100	Sub-recipient Payments Budget	83,700.00	41,838.00	0	0	0.67	0
7	542000	20100	Travel Budget	1,000.00	984.44	0	0	15.56	1.56
8	568000	20100	Facil and Admin Budget	489,701.53	499,893.29	0	0	-10,191.76	-2.08
9	591000	20100	Renovation & Equip >5K Budget	78,300.00	77,760.39	503.28	0	36.33	0.05
10			Total Expenses	\$ 1,436,811.53	\$ 1,400,854.83				
11			Directs	\$ 939,352.80					
12			Indirects	\$ 497,458.73					
13			Difference between actual and posted indirects		=P12-P8				
14									

The total will be \$7,757.20 as the Indirects for the Budget category.

For the **Expense** category, subtract the total expenses from the F&A, Equipment >5K, and the Sub-recipient cells and add back in the 25,000 that was taken out on the F&A Calculator file.

	B	F	I	P	Q	R	S	T	U
1	Account	PC Bus Unit	Account Description	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Percent Available
2	501000	20100	Salary Budget	492,741.00	488,934.82	0	0	3,806.18	0.77
3	508000	20100	Fringe Benefits Budget	149,749.04	150,831.12	0	0	-1,082.08	-0.72
4	510000	20100	Other Mat & Supp Budget	141,619.96	140,612.77	20	0	987.19	0.7
5	515000	20100	Furn & Equip (non-cap) Budget	0	0	0	0	0	0
6	524000	20100	Sub-recipient Payments Budget	83,700.00	41,838.00	0	0	0.67	0
7	542000	20100	Travel Budget	1,000.00	984.44	0	0	15.56	1.56
8	568000	20100	Facil and Admin Budget	489,701.53	499,893.29	0	0	-10,191.76	-2.08
9	591000	20100	Renovation & Equip >5K Budget	78,300.00	77,760.39	503.28	0	36.33	0.05
10			Total Expenses	\$ 1,436,811.53	\$ 1,400,854.83				
11			Directs	\$ 939,352.80	=Q10-Q8-Q9-Q6+25000				
12			Indirects	\$ 497,458.73					
13			Difference between actual and posted indirects	\$ 7,757.20					

To find the Indirect, multiply the Direct expense total by the F&A rate in decimal format.

	B	F	I	P	Q	R	S	T	U
1	Account	PC Bus Unit	Account Description	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Percent Available
2	501000	20100	Salary Budget	492,741.00	488,934.82	0	0	3,806.18	0.77
3	508000	20100	Fringe Benefits Budget	149,749.04	150,831.12	0	0	-1,082.08	-0.72
4	510000	20100	Other Mat & Supp Budget	141,619.96	140,612.77	20	0	987.19	0.7
5	515000	20100	Furn & Equip (non-cap) Budget	0	0	0	0	0	0
6	524000	20100	Sub-recipient Payments Budget	83,700.00	41,838.00	0	0	0.67	0
7	542000	20100	Travel Budget	1,000.00	984.44	0	0	15.56	1.56
8	568000	20100	Facil and Admin Budget	489,701.53	499,893.29	0	0	-10,191.76	-2.08
9	591000	20100	Renovation & Equip >5K Budget	78,300.00	77,760.39	503.28	0	36.33	0.05
10			Total Expenses	\$ 1,436,811.53	\$ 1,400,854.83				
11			Directs	\$ 939,352.80	\$ 806,363.15				
12			Indirects	\$ 497,458.73	=Q11*.62				
13			Difference between actual and posted indirects	\$ 7,757.20					

To find the difference between actual and posted Indirects for expenses, subtract the total indirect from the posted F&A under expenses.

	B	F	I	P	Q	R	S	T	U	V
1	Account	PC Bus Unit	Account Description	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Percent Available	
2	501000	20100	Salary Budget	492,741.00	488,934.82	0	0	3,806.18	0.77	
3	508000	20100	Fringe Benefits Budget	149,749.04	150,831.12	0	0	-1,082.08	-0.72	
4	510000	20100	Other Mat & Supp Budget	141,619.96	140,612.77	20	0	987.19	0.7	
5	515000	20100	Furn & Equip (non-cap) Budget	0	0	0	0	0	0	
6	524000	20100	Sub-recipient Payments Budget	83,700.00	41,838.00	0	0	0.67	0	
7	542000	20100	Travel Budget	1,000.00	984.44	0	0	15.56	1.56	
8	568000	20100	Facil and Admin Budget	489,701.53	499,893.29	0	0	-10,191.76	-2.08	
9	591000	20100	Renovation & Equip >5K Budget	78,300.00	77,760.39	503.28	0	36.33	0.05	
10			Total Expenses	\$ 1,436,811.53	\$ 1,400,854.83					
11			Directs	\$ 939,352.80	\$ 806,363.15					
12			Indirects	\$ 497,458.73	\$ 499,945.15					
13			Difference between actual and posted indirects	\$ 7,757.20	=Q12-Q8					
14										

The total will be 51.86.

- To make adjustments to the budget after this process, you may submit a [rebudget modification](#) in eGrants.
- To make adjustments to the expenses after this process, you may submit a ServiceNow ticket via [SPAOutreach@utsouthwestern.edu](mailto:SPAOutreach@utsouthwestern.edu) addressing it to the **SPA Award Maintenance** team.
- Please include the Excel files and justification for the adjustments.