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Cost Share

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Cost Share Overview

Cost Share

Cost Share is the portion of a project's costs that are paid from sources other than the funds provided by the sponsor.

Cost Sharing occurs either when a sponsor requires, or the University commits in a proposal, funds beyond those awarded by the sponsoring agency.

- The primary department for which the sponsored project or program is affiliated with is ultimately responsible for meeting cost sharing commitments.



Cost Share Overview

Establishing Cost Share Budget

The PI (Principle Investigator) works with the Department Chair/Dean/Provost or VP of Research to identify the source of funds for the Cost Share during the proposal submission (BlueSheet) process.

Once the Cost Share is setup, the PI/Department will be notified via email.

A Budget Transfer journal should be completed by the Department to move funds from the designated Cost Center to the Cost Share to establish a budget for the anticipated expenses, such as:

- A1000 = AP/Classified Salaries
- A4000 = Operating Expenses
- A3000 = Fringe



Once the Budget Transfer is complete, the department can begin spending.

Note: The Budget Transfer journal should be completed each year for Awards with multi-year cost share.

Cost Share Overview

Identifying Cost Share Accounts:

Cost Share chartfield values contain a Project ID + Cost Center.

Cost Share ChartField String								
SpeedType	Account	Fund	Dept	Function	PC Bus Unit	Project	Activity	Cost Center
CS20011400	62101	2100	625000	200	UTASP	1261005200	1	200114

Non-Cost Share ChartField String								
SpeedType	Account	Fund	Dept	Function	PC Bus Unit	Project	Activity	Cost Center
1261005200	62101	5100	625101	200	UTASP	1261005200	1	---

Cost Share Fund codes exclude the following Sponsored codes:

5100 = Federal Sponsored Programs

5200 = State Sponsored Programs

5300 = Local Sponsored Programs

5400 = Private Sponsored Programs

Cost Share Overview

Example of ChartField Combination for Cost Share

- The table below illustrates an office supply expense charged to a Cost Share:

ChartField	Value	Description
Business Unit	UTARL	UT Arlington
Account (GL Account)	63003	Office Supplies
Department	625000	Engineering
Cost Center	200114	Dean of Engineering
Fund	2100	E&G General Funds
Function	200	Research
Business Unit (Project Costing)	UTASP	UTA Sponsored Programs
Project ID	1261005200	UTA Sponsored Project
Activity ID	1	UTA Activity ID



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Cost Share
“View ChartField Combinations”

ChartField Combinations

View ChartField Combinations

- ChartField values can be viewed from the SpeedTypes page in UT Share.
- A SpeedType (SpeedChart) is a combination of values used to quickly populate data into chartfields.
- The SpeedType (SpeedChart) for a Cost Share begins with “CS” + the Cost Center number (e.g. CS200116).

Note: If there are multiple Projects (with cost share) funded by the same Cost Center, the last two digits of the SpeedType will increase incrementally (e.g. CS20011600, CS20011601, CS20011602).

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

Find an Existing Value

Search Criteria

SetID = UTARL

SpeedType Key begins with CS200116

User ID begins with

Primary Permission List begins with

Type of SpeedType = One User

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-32 of 32 Last

SetID	SpeedType Key	User ID	Primary Permission List	Type of SpeedType
UTARL	CS200116	(blank)	(blank)	Universal
UTARL	CS20011600	(blank)	(blank)	Universal
UTARL	CS20011601	(blank)	(blank)	Universal
UTARL	CS20011602	(blank)	(blank)	Universal
UTARL	CS20011603	(blank)	(blank)	Universal
UTARL	CS20011604	(blank)	(blank)	Universal
UTARL	CS20011605	(blank)	(blank)	Universal
UTARL	CS20011606	(blank)	(blank)	Universal
UTARL	CS20011607	(blank)	(blank)	Universal
UTARL	CS20011608	(blank)	(blank)	Universal
UTARL	CS20011609	(blank)	(blank)	Universal
UTARL	CS20011610	(blank)	(blank)	Universal
UTARL	CS20011611	(blank)	(blank)	Universal
UTARL	CS20011612	(blank)	(blank)	Universal

ChartField Combinations

View ChartField Combinations

1. Begin by navigating to the:
NavBar > Navigator > Financials > Set Up Financials /Supply Chain > Common Definitions > Design ChartFields > Define Values > Speed Types
2. The **SetID** defaults with “UTARL”. Leave the default value.
3. Enter the Cost Share (e.g. CS200118) in the **SpeedType Key** field.
4. Select **Universal (All Users)** from the **Type of SpeedType** drop-down menu.
5. Click **Search**.

Favorites > Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > SpeedTypes

Employee Self-Service Training

SpeedTypes

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

Find an Existing Value

▼ Search Criteria

SetID = ▼ UTARL 🔍

SpeedType Key begins with ▼ CS200118

User ID begins with ▼ 🔍

Primary Permission List begins with ▼ 🔍

Type of SpeedType = ▼ Universal (All Users) ▼

Case Sensitive


Search Clear Basic Search 🔍 Save Search Criteria

ChartField Combinations

View ChartField Combinations

- The SpeedType page displays the chartfield values required for processing or viewing transactions in UT Share. The chartfield values for a Cost Share include:
 - Business Unit (UTARL)
 - Fund Code
 - Department
 - Cost Center
 - Function
 - PC Bus Unit
 - Project
 - Activity

SpeedType

SetID UTARL  Publish Data

SpeedType Key **CS200118**

Type of SpeedType Universal (All Users)

Description CS 1261005200 Michael

Account

Fund Code	2100	E&G General Funds
Department	625102	Mech and Aero Engineering
Cost Center	200118	MECHANICAL & AEROSPACE
Function	100	Instruction
Program Code		
PC Business Unit	UTASP	UT Arlington Sponsored Program
Project	1261005200	Focus on Retention in Cohorts
Activity	1	

Affiliate

Fund Affiliate



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Cost Share Transactions

Cost Share Transactions

Budget Transfer

- The Budget Transfer form is used to move funds within and between accounts.
- Cost Share (e.g. CS310038) SpeedTypes will not work on this form with the “OPE” ledger. You must manually enter the chartfield values.

Budget Header | Budget Lines | Budget Errors

Unit UTARL Journal ID NEXT Date 05/17/2019 Budget Header Status None

*Process Post Journal Process

▼ Lines Personalize | Find | View All | First 1-2 of 2 Last

Chartfields and Amounts Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Account	Fund	Dept	Cost Center	Function	Project	Se
<input type="checkbox"/>	1	OPE_BUD	2019	310038	A4000	3100	510007	310038	600		Se
<input type="checkbox"/>	2	OPE_BUD	2019		A4000	3100	510007	310038	200	1265022133	Se

Lines to add: 1 Journal Line Copy Down From Line To Generate Budget Period Lines

Totals: Total Lines 2 Total Debits 15,450.00 Total Credits 15,450.00

Save Notify Refresh Add Update/Display

Budget Header | Budget Lines | Budget Errors

Cost Share Transactions

Payment Voucher

- The Payment Voucher is used to request payment for goods and/or services involving Purchase Orders or Non-Purchase Orders.
- Enter the Cost Share in the SpeedChart field and tab-out of the field to populate the chartfield values.

The screenshot displays the SAP Employee Self-Service interface for creating a Payment Voucher. The interface is divided into several sections:

- Invoice Information:** Includes fields for Business Unit (UTARL), Invoice No., Accounting Date (05/17/2019), Voucher ID (NEXT), Voucher Style (Regular Voucher), Invoice Date (05/17/2019), Invoice Received, Supplier ID (0000025369), ShortName (KONICA MIN-002), Location (SHARED), and *Address (1). It also shows *Pay Terms (NET30) and Basis Date Type (Inv Date).
- Supplier Information:** Displays the supplier name (KONICA MINOLTA BUSINESS SOLUTIONS USA), Control Group, and Pay Schedule (Manual).
- Invoice Total:** Shows Line Total (1,225.00), *Currency (USD), Miscellaneous, Freight, Total (1,225.00), and Difference (0.00).
- Invoice Lines:** Contains a table with columns for Line, Copy Down, *Distribute by, Item, Quantity, UOM, Unit Price, and Line Amount. The first line is highlighted with a line amount of 1,225.00.
- SpeedChart and Ship To:** The SpeedChart field is set to CS20008900, and the Ship To field is set to CENT110.
- Distribution Lines:** A table with columns for GL Chart, Exchange Rate, Statistics, Assets, Line, Merchandise Amt, Quantity, *GL Unit, Account, Fund, Dept, Program, Function, PC Bus Unit, Project, Activity, and Cost Center. The first line is highlighted with a Merchandise Amt of 1,225.00, *GL Unit of UTARL, Account of 63001, Fund of 2100, Dept of 640000, Program of 200, PC Bus Unit of UTASR, Project of 1267502120, Activity of 1, and Cost Center of 200089.

- If processing a Non-PO Voucher, you must enter the GL Account (e.g. 63001)

Cost Share Transactions

Expense Report

- The Expense Report is used to request reimbursement for non-travel and travel expenses. Payment will be made to an employee for approved purchases or travel expenses made on behalf of the University.
- Enter the Cost Share in the SpeedChart field and tab out of the field to populate the chartfield values.

Expenses ?

Expand All | Collapse All Add: My Wallet (0) | Quick-Fill

Total 200.00 USD

*Date: 04/12/2019 ? *Expense Type: TR-Out of St-Lodging Description: Hotel Stay *Payment Type: Paid By Employee *Amount: 180.00 *Currency: USD + -

*Billing Type: Expense 244 characters remaining Default Rate *Exchange Rate: 1.00000000 ? ?

*Location: CA LOS ANGELES ? Receipt Split Non-Reimbursable Base Currency Amount: 180.00 USD

*Merchant: Preferred Non-Preferred No Receipt

Hilton

Accounting Details ?

SpeedChart: 55101900 ?

Chartfields ?

Amount	Agency	Exchange Rate	Account	Fund	Dept	Cost Center	Function	Program	PC Bus Unit	Project	Activ
180.00		1.00000000	62206 ?	5500 ?	625110 ?	551019 ?	200 ?		UTASP ?	1260104220 ?	1

Cost Share Transactions

ProCard Statement

- The Procurement Card Transactions page is used to manage purchasing card transactions loaded into UT Share
- SpeedCharts for the ProCard statements are managed by the Office of Disbursements. If a speedchart is not available in the “lookup” table, send an email to paymentcard@uta.edu to request the Cost Share to be added.

Reconcile Statement
Procurement Card Transactions

Empl ID Name

Run Budget Validation on Save

Bank Statement Personalize | Find | View All | First 1-4 of 4 Last

Transaction	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status
1	MC	*****5979	04/04/2019	INT IN TEXAS SPORTSWE	Staged	220.56	USD	Valid	Valid
2	MC	*****5979	04/09/2019	GOOGLE ADS5210114679	Staged	500.00	USD	Valid	Valid
3	MC	*****5979	04/19/2019	GOOGLE ADS5210114679	Staged	500.00	USD	Valid	Valid
4	MC	*****5979	04/23/2019	SQ SQ BUZZPRO, LLC	Staged	517.50	USD	Valid	Valid

Select All Clear All Stage Verify Validate Budget

Search Purchase Details Split Line Distribution Template Save Notify Refresh

Line 1 PO Qty 1.0000 UOM EA

Billing Date 05/17/2019 Billing Amount 220.56 USD Unit Price 220.56000

SpeedChart CS55101000 Transaction Unit Price 220.56000 *Distribute By Amount

Distributions Personalize | Find | View All | First 1 of 1 Last

Amount	Currency	*GL Unit	*Account	Fund	Dept	Cost Center	Function	Program	PC Bus Unit	Project
220.56	USD	UTARL		5500	625110	551010	200		UTASF	1260101070

OK Cancel Refresh

Cost Share Transactions

eForms

- eForm is an electronic form used to process various human resources, payroll and position funding transactions.
- To search for a Cost Share, click the **Cost Center** or **Project** lookup icon. Currently, the SpeedType field is not working. Enter the **Cost Center** or **Project** number associated with the Cost Share and then click **Search**. Make your selection from the search results table.
- The **Funding End Date** is required for Cost Shares. It should be the end of the assignment, the project or fiscal year; whichever date is first.

Position Funding Change

Action

Actions: Position Funding Change Status

*Justification

*Funding Start Dt: 09/01/2018 (Show Funding and Appointments from this date)

*Position: 10011130 Incumbents

Empl ID	Empl Rcd	Name
1001234567	0	Maverick, Sam

Current Funding

Start Date: 09/01/2018

Ern Cd	Cost Center	Cost Center Descr	Project	Project Descr	Funding End Date	Distrb %	Est. Expense
	310683	LIBRARY SERVICE FEE				100.000	

Proposed Funding

*Start Date: 09/01/2018

Ern Cd	Cost Center	Cost Center Descr	Project/Grant	Project Descr	Funding End Date	Distrb %	Est. Expense
	310683	LIBRARY SERVICE FEE				100.000	

Lookup Funding Info

Cost Center: [Search]

Project: 1261005200 [Search]

Department: [Search]

SpeedType Key: [Search]

Speedtype Descr: [Search]

Combination Code: [Search]

Select	Cost Center	Description	Project	Description	SpeedType	Description	Combo Code	Eff Date	PC Bus Unit	Activity
<input type="checkbox"/>	200118	MECHANICAL & AEROSPACE	1261005200	Focus on Retention in Cohorts			100152426	09/01/2013	UTASP	1
<input type="checkbox"/>	200118	MECHANICAL & AEROSPACE	1261005200	Focus on Retention in Cohorts			100154415	09/01/2014	UTASP	1
<input type="checkbox"/>	200120	INDUSTRIAL ENGINEERING	1261005200	Focus on Retention in Cohorts			100152413	09/01/2013	UTASP	1
<input type="checkbox"/>	200116	CIVIL ENGINEERING	1261005200	Focus on Retention in Cohorts			100152410	09/01/2013	UTASP	1
<input type="checkbox"/>	200114	DEAN OF ENGINEERING	1261005200	Focus on Retention in Cohorts			100152407	09/01/2013	UTASP	1

OK Cancel

Cost Share Transactions

Inter-Departmental Transfer Journal

- IDT Journals are used to record charges for services between departments across campus (i.e. Facilities, Telecommunications, etc.).

Note: Cost Share accounts are rarely used on IDTs.

- If applicable, enter the Cost Share in the SpeedType field and tab out of the field to populate the chartfield values.
- The An Type (Analysis Type) is required when using a Cost Share. This code is used to categorize transactions for Project Costing (CGE = Cost Share GL Expense, CPY = Cost Share Payroll, CSF = Cost Share Student Financial).

Activity	An Type	Affiliate	Fund Affil	Amount
				-45.00
1	cge			45.00

Select	Line	SpeedType	Account	Fund	Dept	Cost Center	Function	PC Bus Unit	Project
<input type="checkbox"/>	1	320001	42201	3200	305000	320001	700		
<input type="checkbox"/>	2	CS55101900	63633	5500	625110	551019	200	UTASP	1260104220



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[**View Budget & Expenses**](#)

View Budget & Expenses

Review Cost Share Budget & Expenses:

- Commitment Control is used to view budget and expense activity such as:
 - Original Budget
 - Available Balance
 - Transaction Details
 - Pre-Encumbrances and Encumbrances
- Recommended pages for viewing Cost Share details in Commitment Control :
 - Budget Overview
 - Navigation: NavBar > Navigator > Financials > Commitment Control > Review Budget Activities > Budget Overview
 - Budget Details
 - Navigation: NavBar > Navigator > Financials > Commitment Control > Review Budget Activities > Budget Details



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**View Budget & Expenses
“Budget Overview”**

Budget Overview

Commitment Control: Budget Overview

The Budgets Overview page is used to view the overall budget and expense activity. To get started, navigate to the Budget Overview page:

1. Enter your **Inquiry Name** and click **Search**.
2. Enter the **Budget Type** information:
 - **Business Unit:** "UTARL".
 - **Ledger Group/Set:** "Ledger Group"
 - **Ledger Group:** "GRT_CHILD1"
3. Enter the **ChartField Criteria**:
 - To view the overall balance for the Sponsored Project and Cost Share, enter the Project ID only.
 - Or,
 - To view details for a specific Cost Share, enter the Project ID + Cost Center.
4. Click **Search**.

The screenshot shows the 'Budgets Overview' page with the following elements:

- Navigation:** Favorites, Main Menu, Commitment Control, Review Budget Activities, Budgets Overview.
- Buttons:** Employee Self-Service, Training.
- Search Section:** 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Includes 'Find an Existing Value' and 'Add a New Value' buttons. A search criteria dropdown is set to 'Inquiry Name' with a 'begins with' filter. A callout '1' points to the 'Inquiry Name' input field.
- Budget Type Section:** Includes 'Amount Criteria', 'Search', 'Clear', and 'Reset' buttons. 'Ledger/Activity Log Integrity' and 'Act Log Internal Integrity' are also present. A callout '2' points to the 'Business Unit' field (value: UTARL), 'Ledger Group/Set' dropdown (value: Ledger Group), and 'Ledger Group' field (value: GRT_CHILD1).
- Time Span Section:** Includes 'View Stat Code Budgets' and 'Display Chart' checkboxes.
- Budget Criteria Table:**

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	GRT_CHILD1				<input checked="" type="checkbox"/>	<input type="checkbox"/>
- ChartField Criteria Table:**

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	i		Update/Add
Dept	%	%	i		Update/Add
Fund	%	%	i		Update/Add
Function	%	%	i		Update/Add
Cost Centr	%	%	i		Update/Add
Project	1261005200	%	i		Update/Add
Activity	%	%	i		Update/Add
- Budget Status Section:**

<input checked="" type="checkbox"/>	Open
<input checked="" type="checkbox"/>	Closed
<input checked="" type="checkbox"/>	Hold
- Bottom Buttons:** Save, Notify, Refresh, Add, Update/Display. A callout '4' points to the 'Save' button.

Budget Overview

Ledger Totals (16 Rows)									
Budget	673,153.00	Net Transfers	0.00						
Expense	651,667.95								
Encumbrance	0.00								
Pre-Encumbrance	0.00								
Budget Balance	21,485.05								
Associate Revenue	0.00								
Available Budget	21,485.05								

Budget Overview Results										
Personalize Find View All First 1-16 of 16 Last										
		Ledger Group	Account	Account Description	Fund	Fund Code Description	Dept	Department Description	Cost Center	Project
1		GRT_CHILD1	G4020	L4 Fringe Benefits	2100	E&G General Funds	625104	Industrial Engineering	200120	1261005200
2		GRT_CHILD1	G4010	L4 Salaries	2100	E&G General Funds	625104	Industrial Engineering	200120	1261005200
3		GRT_CHILD1	G4010	L4 Salaries	2100	E&G General Funds	625102	Mech and Aero Engineering	200118	1261005200
4		GRT_CHILD1	G4020	L4 Fringe Benefits	2100	E&G General Funds	625102	Mech and Aero Engineering	200118	1261005200
5		GRT_CHILD1	G4010	L4 Salaries	2100	E&G General Funds	625102	Mech and Aero Engineering	200118	1261005200
6		GRT_CHILD1	G4010	L4 Salaries	2100	E&G General Funds	625101	Civil Engineering	200116	1261005200
7		GRT_CHILD1	G4020	L4 Fringe Benefits	2100	E&G General Funds	625101	Civil Engineering	200116	1261005200

Commitment Control: Budget Overview

Ex 1: View Sponsored and Cost Share Budget Activity:

In this example, all activity for the project is returned:

- The total Budget, Expense, Encumbrance and Pre-Encumbrance includes Sponsored and Cost Share budget information.
- Cost Share chartfield values are distinguished by the combination of Project ID + Cost Center. In this example, Cost Share funds are committed from several different Cost Centers and departments.
- To view specific details for each dollar amount, select the appropriate link from the Budget Overview Results table.

Budget Overview

Inquiry Results

Business Unit UTARL
 Ledger Group GRT_CHILD1
 Type of Calendar Detail Budget Period
 Amounts in Base Currency USD
 Revenue Associated:

Return to Criteria Max Rows Display Options

Ledger Totals (2 Rows)

			Net Transfers
Budget	7,341.00		
Expense	33,876.76		
Encumbrance	0.00		
Pre-Encumbrance	0.00		
Budget Balance	-26,535.76		
Associate Revenue	0.00		
Available Budget	-26,535.76		

Budget Overview Results [Personalize](#) | [Find](#) | [View All](#)

		Ledger Group	Account	Account Description	Fund	Fund Code Description	Dept	Department Description	Cost Center	Project	ChartField1 Description
1		GRT_CHILD1	G4010	L4 Salaries	2100	E&G General Funds	625104	Industrial Engineering	200120	1261005200	INDUSTRIAL ENGINEERING
2		GRT_CHILD1	G4020	L4 Fringe Benefits	2100	E&G General Funds	625104	Industrial Engineering	200120	1261005200	INDUSTRIAL ENGINEERING

Return to Criteria *Notes

Commitment Control: Budget Overview

Ex 2: View Details for a Specific Cost Share

In this example, only the cost share portion of the project is returned:

- The total Budget, Expense, Encumbrance and Pre-Encumbrance includes Cost Share budget only.
- The Cost Share chartfield values are distinguished by the combination of Project ID + Cost Center.
- To view specific details for each dollar amount, select the appropriate link in the Budget Overview Results table.



- View Budget Overview



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**View Budget & Expenses
“Budget Details”**

View Budget & Expenses

Commitment Control: Budget Details

The Budget Details page is used to view budget and expense activity. This page provides the same data as the Budgets Overview but at a more granular level.

Ex 1: View Sponsored and Cost Share Budget Activity

1. Navigate to the **Budgets Details** page.
2. Make sure the **Business Unit** is defaulting with "UTARL".
3. Enter **Ledger Group**: GRT_PARENT
4. Enter "UTASP" for the **PC Business Unit**.
5. Enter the **Project ID**.
6. Click **Search**.
7. From the **Search Results** table, click the **View Detail** link associated with the appropriate **Fund** code to view the overall balance for the Cost Share (e.g. 2100) or Sponsored portion (e.g. 5100) of the Project .

Note: Cost Share Fund codes exclude the following Sponsored codes: 5100, 5200, 5300, or 5400.

Budget Details

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

[Find an Existing Value](#)

▼ **Search Criteria**

Business Unit = ▼ UTARL 🔍

Ledger Group = ▼ GRT_PARENT 🔍

3

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Budget Detail Overview

Budget Inquiry Criteria

Select Budget Detail						
Business Unit	Ledger Group	Account	Fund Code	PC Business Unit	Project	Budget Period
UTARL	GRT_PARENT	<input type="text"/>	<input type="text"/>	UTASP	1261005200	<input type="text"/>

6 [Search](#)

Budget Details								
Personalize Find View All Print Refresh								
	Business Unit	Ledger Group	Account	Fund Code	PC Business Unit	Project	Budget Period	View Details
1	UTARL	GRT_PARENT	G1000	2100	UTASP	1261005200		View Details
2	UTARL	GRT_PARENT	G1000	5100	UTASP	1261005200		View Details

[Return to Search](#) [Notify](#)

View Budget & Expenses

Commitment Control: Budget Details

Ex 1: View Sponsored and Cost Share Budget Activity (Cont'd)

In this example, the overall balance for the Project is returned:

- The total Budget, Expense, Encumbrance and Pre-Encumbrance balances are displayed.
- To view specific details for a **Ledger Amount**, click the “Drill to Activity Log icon” (gold closed book).
- The **Parent & Children** section displays the original budget and the total expenses for each Cost Share chartfield string. In this example, Cost Share funds are committed from several different Cost Centers and departments.

Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund	PC Bus Unit	Project
UTARL	GRT_PARENT	G1000	2100	UTASP	1261005200

ⓘ Previous Next Return to Inquiry Criteria

Ledger Amounts

Budget:	34,581.00 USD					Max Rows 100
Expense:	61,330.37 USD					
Encumbrance:	0.00 USD					
Pre-Encumbrance:	0.00 USD					

Associate Revenue 0.00 USD

Available Budget

Without Tolerance	-26,749.37 USD	Percent (-77.35%)
With Tolerance	-26,749.37 USD	Percent (-77.35%)

Budget Exceptions

Exception Errors	0	Exception Warnings	199	Budget Exceptions
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Parent & Children Budgets

Parent Budget Child Budget Amounts in Base Currency USD

Children

Ledger Group	Account	Fund	Dept	Cost Center	Function	PC Bus Unit	Project	Activity	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget	Percent
1 GRT_CHILD1	G4010	2100	625000	200114	400	UTASP	1261005200	1		10,889.00	41,237.75	0.00	0.00	-30,348.75	-278.71
2 GRT_CHILD1	G4020	2100	625000	200114	400	UTASP	1261005200	1		3,263.00	12,373.71	0.00	0.00	-9,110.71	-279.21
3 GRT_CHILD1	G4010	2100	625101	200116	100	UTASP	1261005200	1		9,470.00	-44,591.35	0.00	0.00	54,061.35	570.87
4 GRT_CHILD1	G4020	2100	625101	200116	100	UTASP	1261005200	1		2,835.00	-4,421.60	0.00	0.00	7,256.60	255.96
5 GRT_CHILD1	G4020	2100	625102	200118	100	UTASP	1261005200	1		180.00	2,778.71	0.00	0.00	-2,598.71	0.00
6 GRT_CHILD1	G4010	2100	625102	200118	200	UTASP	1261005200	1		0.00	0.00	0.00	0.00	0.00	0.00
7 GRT_CHILD1	G4010	2100	625102	200118	100	UTASP	1261005200	1		603.00	20,076.39	0.00	0.00	-19,473.39	0.00
8 GRT_CHILD1	G4010	2100	625104	200120	100	UTASP	1261005200	1		5,650.00	33,200.00	0.00	0.00	-27,550.00	-487.61
9 GRT_CHILD1	G4020	2100	625104	200120	100	UTASP	1261005200	1		1,691.00	676.76	0.00	0.00	1,014.24	59.98

View Budget & Expenses

Commitment Control: Budget Details

Ex 2: View Details for a Specific Cost Share

To view activity for a specific Cost Share and Budget Account (e.g. 4010):

1. Navigate to the **Budgets Details** page.
2. Make sure the **Business Unit** is defaulting with "UTARL".
3. Enter **Ledger Group**: GRT_CHILD1
4. Enter the **Cost Center**.
5. Enter "UTASP" for the **PC Business Unit**
6. Enter the **Project ID**.
7. Click **Search**.
8. From the **Search Results** table, click the **View Detail** link associated with the desired Budget Account (e.g. 4010).

Budget Details

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

[Find an Existing Value](#)

Search Criteria

Business Unit =

Ledger Group =

Budget Detail Overview

Budget Inquiry Criteria

Select Budget Detail

Business Unit	Ledger Group	Account	Fund Code	Department	Cost Center	Function	PC Business Unit	Project	Activity	Budget Period
UTARL	GRT_CHILD1	<input type="text"/>	<input type="text"/>	<input type="text"/>	200120	<input type="text"/>	UTASP	1261005200	<input type="text"/>	<input type="text"/>

Budget Details

Personalize | Find | View All |

Business Unit	Ledger Group	Account	Fund Code	Department	Cost Center	Function	PC Business Unit	Project	Activity	Budget Period	View Details
1 UTARL	GRT_CHILD1	G4010	2100	625104	200120	100	UTASP	1261005200	1		View Details
2 UTARL	GRT_CHILD1	G4020	2100	625104	200120	100	UTASP	1261005200	1		View Details

First 1-2 of 2 Last

View Budget & Expenses

Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund	Dept	Cost Center	Function	PC Bus Unit	Project	Activity
UTARL	GRT_CHILD1	G4010	2100	625104	200120	100	UTASP	1261005200	1

Display Chart



Previous

Next

Return to Inquiry Criteria

Ledger Amounts

					Max Rows
Budget:	5,650.00 USD				100
Expense:	33,200.00 USD			Attributes	
Encumbrance:	0.00 USD			Parent / Children	
Pre-Encumbrance:	0.00 USD			Associated Budgets	
Associate Revenue	0.00 USD				

Available Budget

Without Tolerance	-27,550.00
With Tolerance	-27,550.00

Budget Exceptions

Exception Errors	0	Exception Warnings
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Return to Search

Notify

Commitment Control: Budget Details

Ex 2: View Details for a Specific Cost Share (Cont'd)

In this example, only the cost share portion for a specific Budget Account (e.g. G4010) is displayed:

- The total Budget, Expense, Encumbrance and Pre-Encumbrance displays in the Ledger Amounts section.
- To view specific details for a Ledger Amount, click the "Drill to Activity Log icon" (gold closed book).



- View Budget Details



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Cost Share Reports

Cost Share Reports

Reports with Cost Share Details:

Listed below are recommended reports for Cost Share information:

- **Monthly Financial Statements**

- Navigation: NavBar > Navigator > FMS Reporting Tools > BI Publisher > Query Report Scheduler

- **Sponsored Project Summary Report**

- Navigation: NavBar > Navigator > Financials > UTZ Customizations > Grants Management > Reports > Sponsored Project Summary Report



Cost Share Reports



MONTHLY FINANCIAL STATEMENT For SPONSORED PROJECTS

Department **123456** - Name of Dept As Of Fiscal Year **2016**, Period Ending **9/30/2015**
 Grant: **1261005200** - Focus on Retention in Cohorts Cost Shared w/ Cost Center **200120** POI [100067890 - Jane Dolan]
 Important Note: Summary Balances may vary when compared against transaction detail balances due to timing of encumbrance processing and other
 Expense Summary for Grant: **1261005200** **Amounts reflect Life-To-Date Balances

Account	Fiscal Year	Period	1) Budget	2) Encumbrance	4) Expense	Balance
G4020 - L4 Fringe Benefits						
	2016					
		1	0.00	0.00	-121.66	-121.66
Summary Balance						

Monthly Financial Statements

The Monthly Financial Statement provides:

- A summary of the Cost Share budget.
- Transaction details for expenses.

Note: Cost Share expenses and budgets appear on a separate page from the sponsored portion of the project.

Budget Account G4020 - L4 Fringe Benefits for Grant 1261005200 - Focus on Retention in Cohorts

Transaction Detail: Payroll Originating from HR

Fiscal Year	Period	Account #	Trans Type	Reference #	Posted Amount
2016	1	57302 - OASI Employer Match	Payroll	Ref Jml# HPY0103862 Check# 1100107146 Employee ID# 1000123456 Sam Maverick	108.00
2016	1	57701 - Workers Compensation	Payroll	Ref Jml# HPY0103862 Check# 1100107146 Employee ID# 1000123456 Sam Maverick	2.21
2016	1	57702 - Unemployment Compensation	Payroll	Ref Jml# HPY0103862 Check# 1100107146 Employee ID# 1000123456 Sam Maverick	6.83
2016	1	57701 - Workers Compensation	Payroll	Ref Jml# HPY0103862 Check# 1100109989 Employee ID# 1000123456 Sam Maverick	2.31
2016	1	57701 - Workers Compensation	Payroll	Ref Jml# HPY0103862 Check# 1100110022 Employee ID# 1000123456 Sam Maverick	2.31
Payroll Originating from HR Total:					121.66

Cost Share Reports

Sponsored Project Summary Report

The Sponsored Project Summary Report displays:

- Sponsored and Cost Share information for the Project. This includes inception to date budget, expense, encumbrance, available balance, and percent available.
- There are subtotals for both sections, as well as a Project total.

	Sponsored Project Summary Report Fiscal Year: 2016 As of Accounting Period: 7
--	--

Award:	Project:
Sponsor:	Project PI:
Sponsor Award Number:	Project Title:
Department:	Project Dates:
Activity:	Activity Dates:

Category	Current Period Expenses	Inception to date Budget (A)	Inception to date Expense (B)	Budget-Expense (A)-(B) = (C)	Encumbrance (D)	Available Balance (A)-(B)-(D)=(E)	% Available (E) / (A)
Sponsored							
G4010-Salaries	0.00	27,698.00	13,438.76	14,259.24	11,527.05	2,732.19	10.00
G4020-Fringe Benefits	0.00	4,709.00	60.45	4,648.55	0.00	4,648.55	99.00
G4082-STEM Tuition	0.00	6,759.00	6,758.00	1.00	0.00	1.00	0.00
G4090-Other Direct Costs	0.00	2,536.00	0.00	2,536.00	0.00	2,536.00	100.00
G4110-Travel - Domestic	0.00	2,000.00	0.00	2,000.00	100.00	1,900.00	95.00
G4120-Travel - Foreign	0.00	1,500.00	0.00	1,500.00	0.00	1,500.00	100.00
Total Direct Costs	0.00	45,202.00	20,257.21	24,944.79	11,627.05	13,317.74	29.46
G4180-F&A	0.00	19,798.00	6,854.97	12,943.03	0.00	12,943.03	65.00
Sponsored Total	0.00	65,000.00	27,112.18	37,887.82	11,627.05	26,260.77	40.40
Cost Share							
G4010-Salaries	0.00	1,000.00	0.00	1,000.00	0.00	1,000.00	100.00
G4090-Other Direct Costs	300.00	2,700.00	1,885.62	814.38	0.00	814.38	30.00
Total Direct Costs	300.00	3,700.00	1,885.62	1,814.38	0.00	1,814.38	49.04
Cost Share Total	300.00	3,700.00	1,885.62	1,814.38	0.00	1,814.38	49.04
Activity Total	300.00	68,700.00	28,997.80	39,702.20	11,627.05	28,075.15	40.87
Project Total	300.00	68,700.00	28,997.80	39,702.20	11,627.05	28,075.15	40.87



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Where to get help?

Contacts & Resources

Grants and Contract Services:

- Email: ogcs@uta.edu

Grant Accounting:

- Email: gca@uta.edu

Support & Help:

- <https://uta.service-now.com/selfservice>
- Call: 817-272-2155

Training Resources:

- <https://www.uta.edu/business-affairs/training/>
 - Register for UT Share Classes
 - Join Business Affairs Listserv
 - View and/or Print UT Share Training Materials
 - UPK
 - Training Guides
 - Job Aid
 - Quick References