UTA
Knowledge Services
OFFICE OF CONTINUOUS IMPROVEMENT

Cost Share Management

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General Information

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.

Budget

An email notification is sent to the receiving department and PI notifying them of the award setup.

Departments will complete a budget transfer journal to move the funding from the department cost center to the project's cost share Chartfield String. Once the transfer is complete, the department can begin spending.

> **Note**: The budget transfer journal will need to be completed each year for Awards with multi-year cost share.

Chartfield String

Cost Share chartfield string contains a Project ID + Cost Center.

Cost Share SpeedType (SpeedChart) begins with "CS".

> **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. CS20011401, CS20011402, etc.).

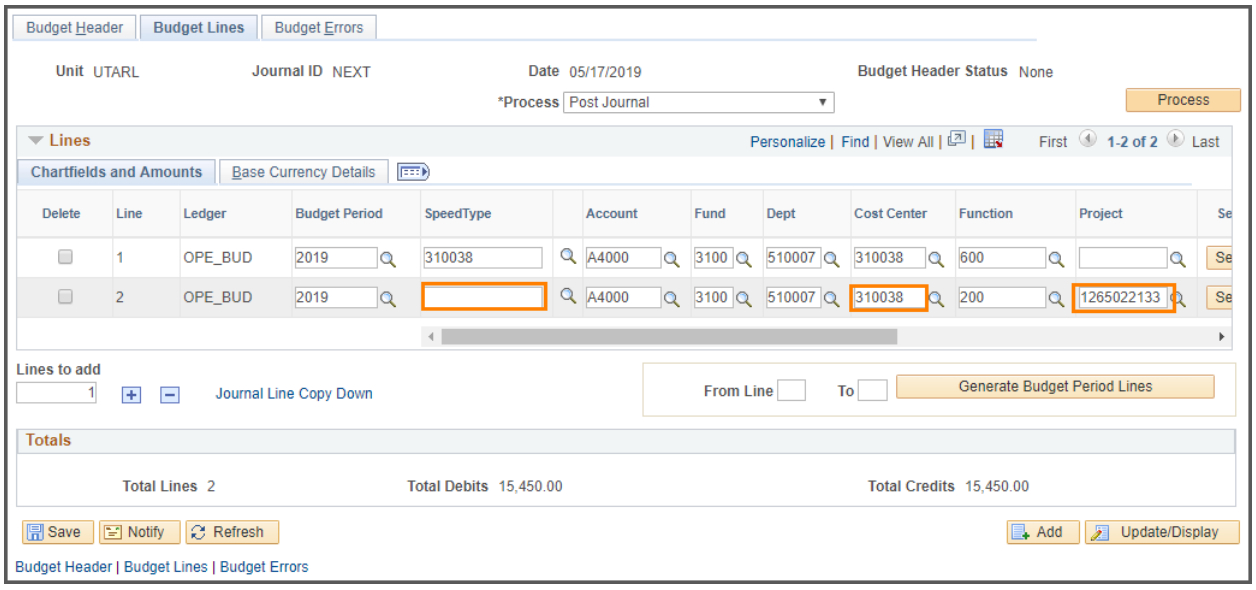
Cost Share Fund codes exclude the following Sponsored codes: 5100, 5200, 5300, or 5400.

Cost Share ChartField String								
SpeedType	**Account**	**Fund**	**Dept**	**Function**	**PC BU**	**Project**	**Activity**	**Cost Center**
CS20011400	62101	**2100**	625000	400	UTASP	**1261005200**	1	**200114**
Non-Cost Share ChartField String								
SpeedType	**Account**	**Fund**	**Dept**	**Function**	**PC BU**	**Project**	**Activity**	**Cost Center**
1261005200	**62101**	**5100**	**625101**	**200**	**UTASP**	**1261005200**	**1**	**---**

Cost Share Transactions

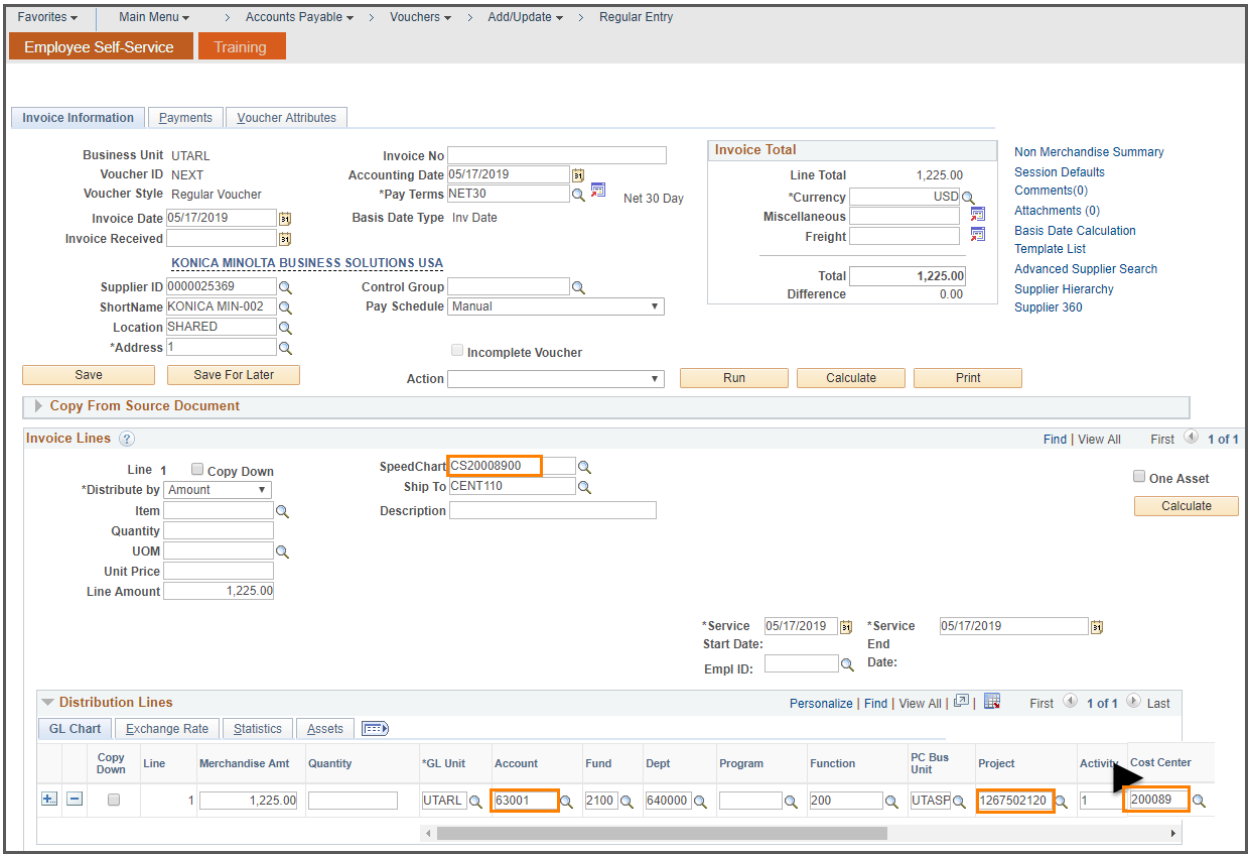
Budget Transfer

- 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.



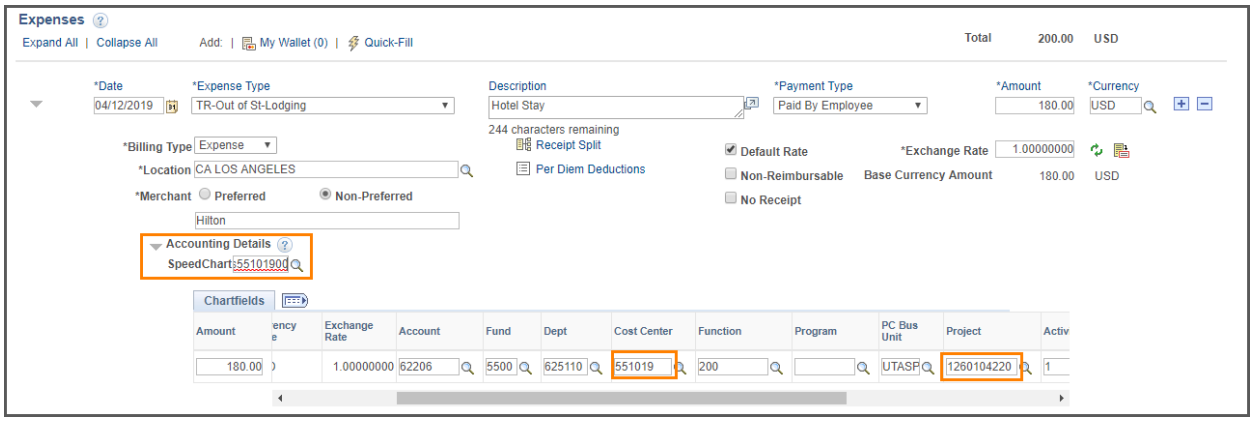
Payment Voucher

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



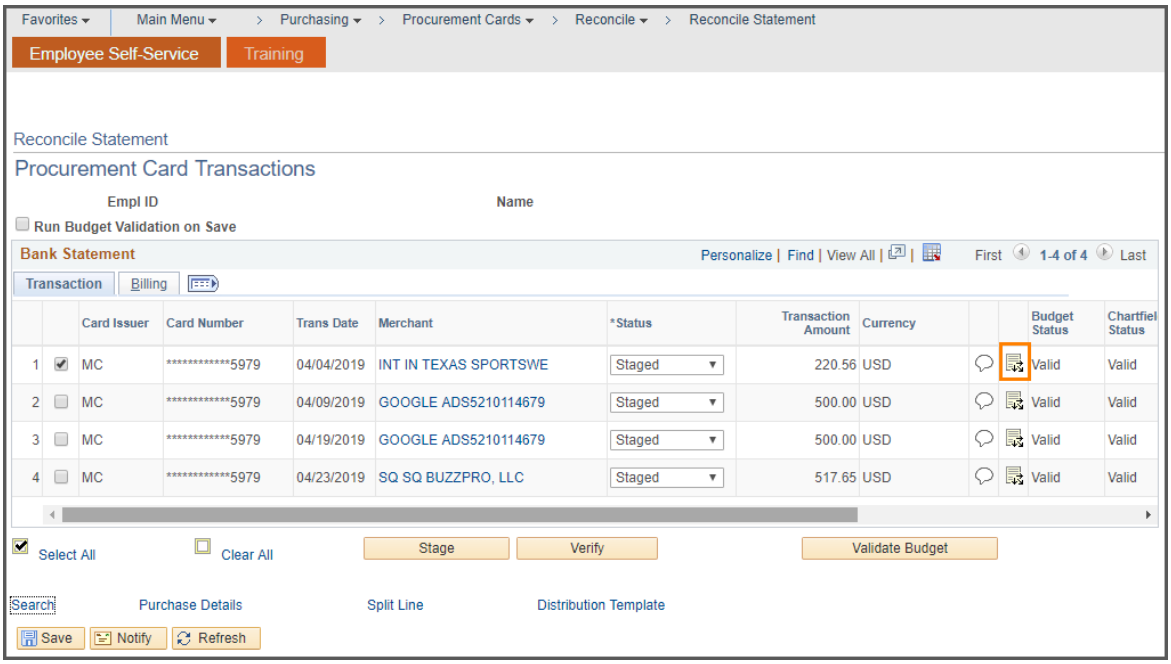
Expense Report

- 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.



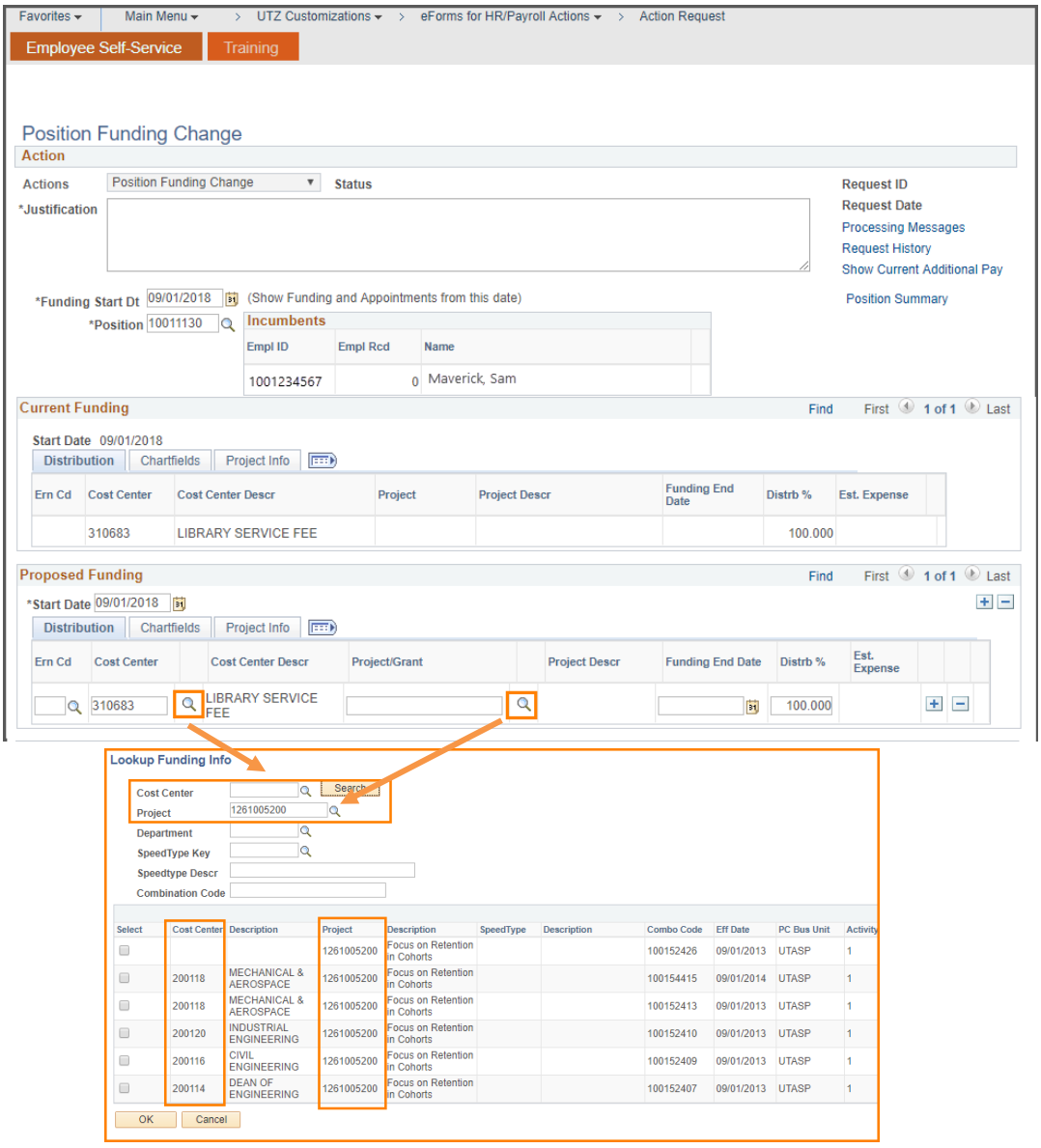
ProCard Statement

- 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.



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.

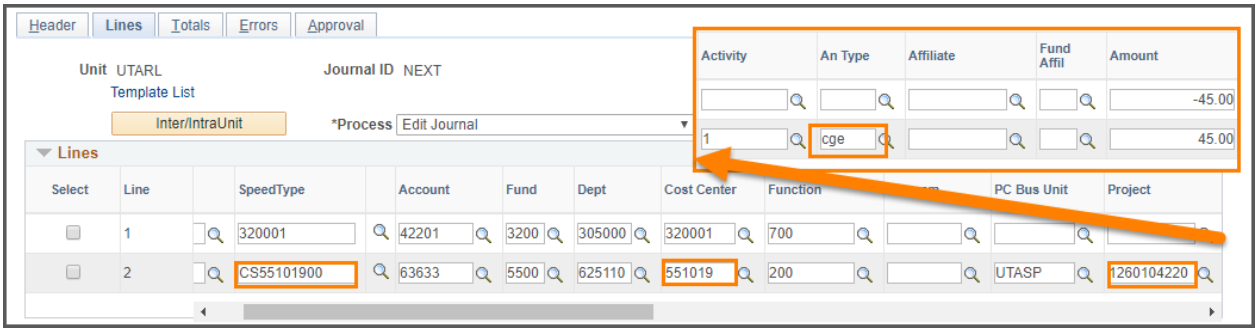


Inter-Departmental Transfer Journal

- 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).



View Award Information:

The Award Profile page provides important information for an award. This page contains details for the sponsor and the associated projects. Each award must have at least one project. The Award Profile page is used to review information, such as status of the award, award start and end date, and the associated projects.

1. To view the Award Profile page, begin by navigating to the **NavBar >Navigator > Financials > Grants > Awards > Award Profile**
2. Enter the Project Costing **Business Unit** "UTASP".
3. Enter the desired search criteria (e.g. Award ID, or Project number, or PI ID).
4. Click **Search**. If multiple awards meet your criteria, select one below. The Award Profile page is displayed.

View Project Information:

The Project page provides important information for a project. The project is where all financial activity occurs. There must be at least one primary project associated with an award. The Project Information page is used to review details, such as the status of the project, and the project start and end date.

1. To view Project Information, begin by navigating to the **NavBar >Navigator > Financials > Grants > Awards > Project**
2. Enter the Project Costing **Business Unit** "UTASP".
3. Enter the **Project** number that you want to view.
4. Click **Search**. The Project page is displayed.

View Project Budget Accounts:

The Project Budget Detail page displays all the budget accounts (e.g. G4020) associated with a specific Project, a description of the budget account and dollar amount budgeted for each account.

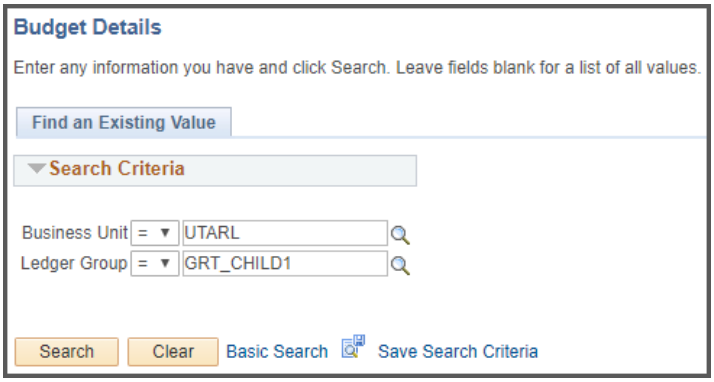
1. To view Project Budget Accounts, begin by navigating to the **NavBar >Navigator > Financials > Grants > Awards > Project Budgets**
2. Enter the Project Costing **Business Unit** "UTASP".
3. Enter the **Project** number that you want to view.
4. Click **Search**. The Project Budgets page is displayed.

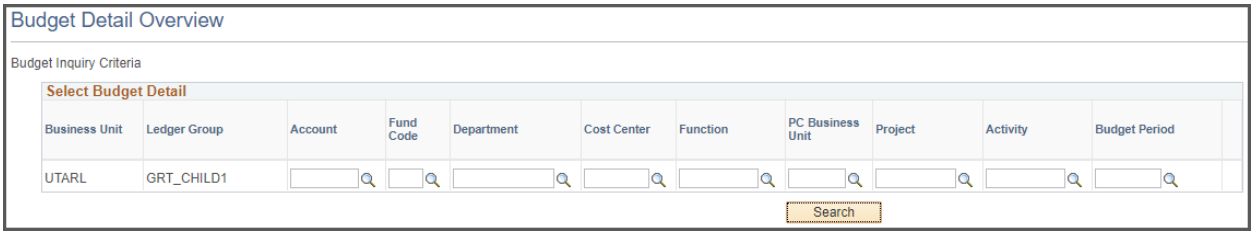
View Available Balance

Commitment Control - Budget Details

The Commitment Control module is used to view budget activity. This module allows you to monitor and review expenses, pre-encumbrances, encumbrances and the available balance for a Sponsored Project or Cost Center.

1. Begin by navigating to **NavBar >Navigator > Financials > Commitment Control > Review Budget Activities > Budget Details**
2. From the **Budget Details** search page:
   a. If necessary, enter **Business Unit** "UTARL".
   b. Enter or lookup a **Ledger Group.**



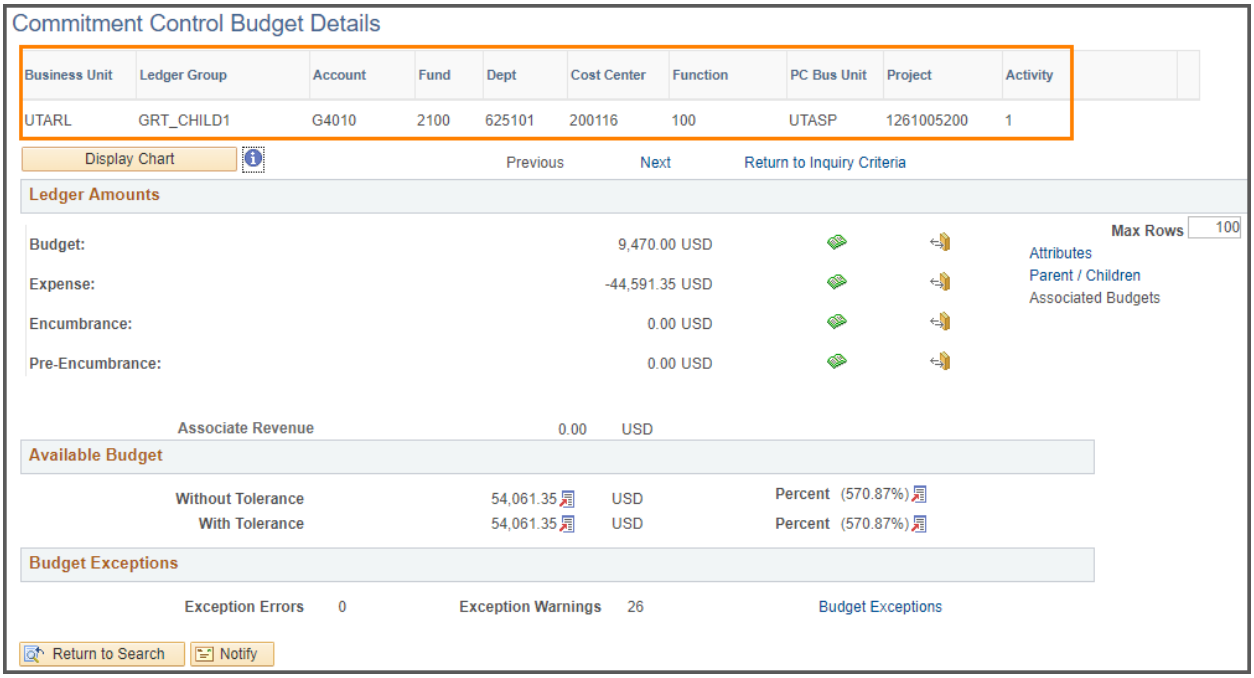


To view the overall balance for the Cost Share portion of the Project select ledger "**GRT_PARENT**" and click **Search**

To view activity for a specific Cost Share and Budget Account (e.g. G4110) select ledger "**GRT_CHILD1**" and click **Search**

   c. If known, enter the desired **Account** (Budget Account).
   d. If known, enter the Cost Sharing Cost Center.
   e. Enter "UTASP" in the **PC Business Unit** field.
   f. If known, enter the **Project** number you want to view.
   g. Click **Search**. The Search Results table is displayed. Select the appropriate **Fund** code to view the Cost Share (e.g. 2100) or Sponsored (e.g. 5100) budget activity.

3. The **Budget Details** page is displayed. This page provides a summary of budget activity:
   a. The **Ledger Amounts** section contains:
      - Total dollar amount budgeted for the Sponsored Project or Cost Share.
      - Total expenses charged against the budget (e.g. AP Vouchers, Expense Reports, Journals, etc.).
      - Total encumbrances charged against the budget (e.g. Purchase Orders and Travel Authorizations).
      - Total pre-encumbrance charged against the budget (e.g. Requisitions).
   b. To view specific details for each **Ledger Amounts**, click the appropriate icon or link:



      - The **Drill to Ledger** icon (green book) displays ledger details. This section allows you to view budget information by Accounting Period. In addition, it will provide the transaction amount for each period.
      - The **Activity Log** icon (gold book) displays transaction line details.
      - The **Parent/Children** link displays budget account information for the Sponsored Project or Cost Share. If viewing information at the Parent level, this section provides all budget accounts established for the Project. This link is only available (active) when viewing information for a Sponsored Project or Cost Share.
   c. The **Available Budget** section indicates the total amount remaining in the budget. This dollar amount is determined by the total of the Budget less Expenses, Encumbrances, and Pre-Encumbrances.

Definitions

The **Accounting Period** indicates the month in which the transaction took place. The Accounting Periods are:

1 = Sept	**4** = Dec	**7** = Mar	**10** = June	**998** = Year-end Adjusting Entries
2 = Oct	**5** = Jan	**8** = Apr	**11** = July	
3 = Nov	**6** = Feb	**9** = May	**12** = Aug	

The **Budget Account** is used to identify the purpose of the funds. Listed below are the most common Cost Share Budget Accounts:

Sponsored Projects Budget Accounts			
G4010	Salaries	**G4100**	Rentals & Leases
G4020	Fringe Benefits	**G4105**	Rental Equipment
G4040	Equipment Fabrication	**G4110**	Travel - Domestic
G4050	Equipment Capital	**G4120**	Travel - Foreign
G4070	Consultants	**G4130**	Participant Expenses
G4082	STEM Tuition	**G4140**	Scholarship & Fellowship
G4090	Other Direct Costs	**G4150**	Tuition & Fees

Fiscal Year: is the established period of time when the university's annual financial records commence and conclude. UT Arlington operates on a 12-month accounting period which runs from Sept 1st through Aug 31st. The fiscal year is designated by the calendar year in which it ends. For example, spending that incurred on November 14, 2015 belongs to fiscal year 2016.

Budget Period: is a pool of money for which funds are available to spend. The budget period usually coincides with the fiscal year calendar; but it can be independent of a fiscal year. For example, if you process a Requisition for a service contract on July 15, 2016 and changed the Budget Date to Sept 1, 2016; the expense will be processed in fiscal year 2016 and the funds will be taken from budget period 2017.

Generate Sponsored Award Summary Report

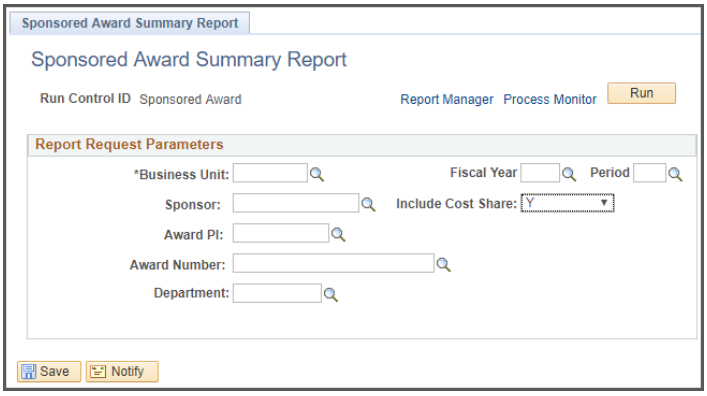
The Sponsored Award Summary Report provides a summary of each Award by budget account (e.g. G4010 = Salaries, G4020 = Fringe, etc.). This report is used to review billing, receivable, and overall burn rates. For those projects established with a Cost Share chartfield string and

Speedtype (CSXXXXXX), the Sponsored Award Summary Report allows you to monitor Cost Share totals.

Note: Burn rate is a calculation of sponsored percent expended or encumbered divided by the percentage of time elapsed.

The Sponsored Award Summary Report does not provide transaction level data.

1. To generate the Sponsored Award Summary Report, navigate to the: **NavBar >Navigator > Financials > UTZ Customizations > Grants Management > Reports > Sponsored Award Summary Report**
2. The **Sponsored Award Summary Report** search page is displayed.
   - **First Time User - Create a Run Control ID:**
     i. Click the **Add a New Value** tab.
     ii. Provide a meaningful name for your Run Control ID (up to 30 characters, no spaces, case-sensitive).
     iii. Click the **Add** button. Proceed to step 3.
   - **Returning Users - Use an Existing Run Control ID**
     i. From the **Find Existing Value** page, enter the **Run Control ID** in the **Search by** field.
     ii. Click **Search**. Proceed to step 3.
     Optional: You may leave the Search By field blank and click the Search button. If you have created only one Run Control, the Sponsor Award Summary Report page displays. If you have multiple Run Controls, a Search Results table will display where you must select the appropriate Run Control ID to use.
3. The **Sponsored Award Summary Report** page is displayed. This page is used to enter the parameters for the report:
   - **First Time Users**: The fields on the page are blank. You will be required to provide the conditions for your report. Proceed to step 4.
   - **Returning Users**: The fields on the page will default with the settings that were last used or saved. Proceed to step 5.



4. Enter **UTASP** in the **Business Unit** field. (required field)
5. Complete or update the remaining report parameters:
   - The following fields are required. Enter or lookup:
     i. **Fiscal Year** (e.g. 2019)

ii. **Accounting Period** (e.g. 1 = Sept, 2 = Oct, 3 = Nov, etc.)

- Provide information for at least one of the following fields:
  i. Name of the **Sponsor** (e.g. SPN00004 = Department of Labor)
  ii. The **Include Cost Share** field defaults with "N" (No). If necessary, select "Y" **(Yes) to include Cost Share (e.g. CSXXXXXX) information.**
  iii. Empl ID of the **Award PI** (e.g. 100067890)
  iv. **Award Number**
  v. **Department** 6-digit number (e.g. 625123)

6. Click the **Save** button to save the conditions of your report.
7. To generate the report, click the **Run** button.
8. The **Process Scheduler Request** page is displayed. If necessary, change the **Format** field to "**PDF**" (Portable Document Format) and then click **OK** to return to the **Sponsored Award Summary Report** page.
   - **Optional**: To send the report to additional users, click the Distribution link and enter the recipient's information (e.g. Empl ID).
9. A **Process Instance** number is now assigned (e.g. 1895241). This number is used to track your report from the Process Monitor page. Click the **Process Monitor** link.
10. The Process Monitor page is used to view the status of the report. Initially, the Run Status is "Queued" and the Distribution Status is "N/A". It may be necessary for you to click the **Refresh** button multiple times (every 20 seconds), until the Run Status is "Success" and the Distribution Status is "Posted". Once the statuses have changed to the appropriate values (Success and Posted), click the **Go back to Sponsored Award Summary Report** link.
11. From the **Sponsored Award Summary Report** page, click the **Report Manager** link to view the report.
12. The **Report Manager** page is displayed. The report will generate two output files. Select the report with the file extension **.pdf** (e.g. UTZ_FJ503.pdf) located under the **Report** column.
13. From the **File List** grid, click the file name to open the report (e.g. UTZ_Fj503.pdf).
    - **Note**: Depending on your browser, you may be presented with a dialog box prompting you to Save or Open the report; or the report may open immediately in a new window.

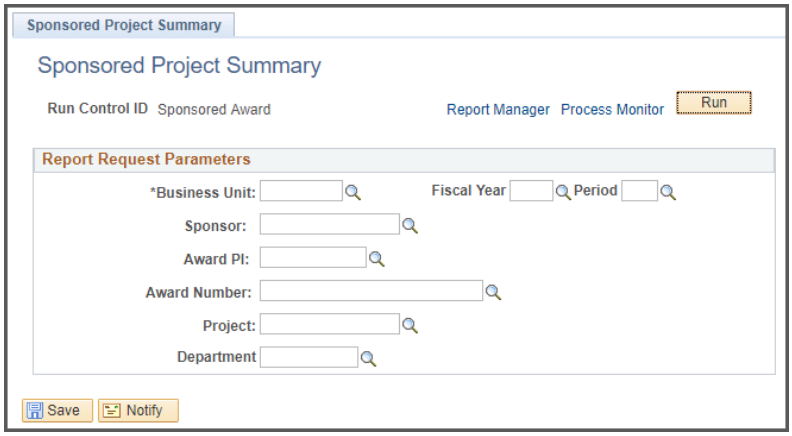
Generate Sponsored Project Summary Report

The **Sponsored Project Summary Report** provides a summary of Project activity by budget account (e.g. G4010 = Salaries, G4020 = Fringe, etc.). This report is used to review billing, receivable, and overall burn rates. For those projects established with a Cost Share chartfield string and Speedtype (CSXXXXXX), the Sponsored Project Summary Report allows you to monitor Cost Share totals.

Note: Burn rate is a calculation of sponsored percent expended or encumbered divided by the percentage of time elapsed.

The Sponsored Project Summary Report does not provide transaction level data.

1. To generate the Sponsored Project Summary Report, navigate to the: **NavBar >Navigator > Financials > UTZ Customizations > Grants Management > Reports > Sponsored Project Summary Report**
2. The **Sponsored Project Summary Report** search page is displayed.
   - **First Time User - Create a Run Control ID:**
     i. Click the **Add a New Value** tab.
     ii. Provide a meaningful name for your Run Control ID (up to 30 characters, no spaces, case-sensitive).
     iii. Click the **Add** button. Proceed to step 3.
   - **Returning Users - Use an Existing Run Control ID**
     i. From the **Find Existing Value** page, enter the **Run Control ID** in the **Search by** field.
     Optional: You may leave the **Search By** field blank and click the **Search** button. If you have created only one Run Control, the **Sponsor Project Summary Report** page displays. If you have multiple Run Controls, a **Search Results** table will display where you must select the appropriate Run Control ID to use.
3. The **Sponsored Project Summary Report** page is displayed. This page is used to enter the parameters for the report:
   - **First Time Users:** The fields on the page are blank. You will be required to provide the conditions for your report. Proceed to step 4.
   - **Returning Users:** The fields on the page will default with the settings that were last used or saved. Proceed to step 5.



4. Enter **UTASP** in the **Business Unit** field. (required field)
5. Complete or update the remaining report parameters:
   - The following fields are required. Enter or lookup:
     i. **Fiscal Year** (e.g. 2019)
     ii. **Accounting Period** (e.g. 1 = Sept, 2 = Oct, 3 = Nov, etc.)
   - Provide information for at least one of the following fields:
     i. Name of the **Sponsor** (e.g. SPN00004 = Department of Labor)
     ii. Empl ID of the **Award PI** (e.g. 100067890)

iii. **Award Number**
iv. **Project** number (e.g. 1264908490)
v. **Department** 6-digit number (e.g. 625123)

6. Click the **Save** button to save the conditions of your report.
7. To generate the report, click the **Run** button.
8. The **Process Scheduler Request** page is displayed. If necessary, change the **Format** field "**PDF**" (Portable Document Format) and then click **OK** to return to the **Sponsored Project Summary Report** page.
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    Once the statuses have changed to the appropriate values (Success and Posted), click the Go back to **Sponsored Project Summary Report** link.
11. From the **Sponsored Project Summary Report** page, click the **Report Manager** link to view the report.
12. The **Report Manager** page is displayed. The report will generate two output files. Select the report with the file extension .**pdf** (e.g. UTZ_FJ501.pdf) located under the **Report** column.
13. From the **File List** grid, click the file name to open the report (e.g. UTZ_Fj501.pdf).
    Note: Depending on your browser, you may be presented with a dialog box prompting you to **Save** or **Open** the report; or the report may open immediately in a new window.