



UNIVERSITY OF  
**TEXAS**  
ARLINGTON

---

KNOWLEDGE  
SERVICES

# Managing Department Funds

# Agenda



Accounts Overview

Chart of Accounts

Commitment Control

Grants Management

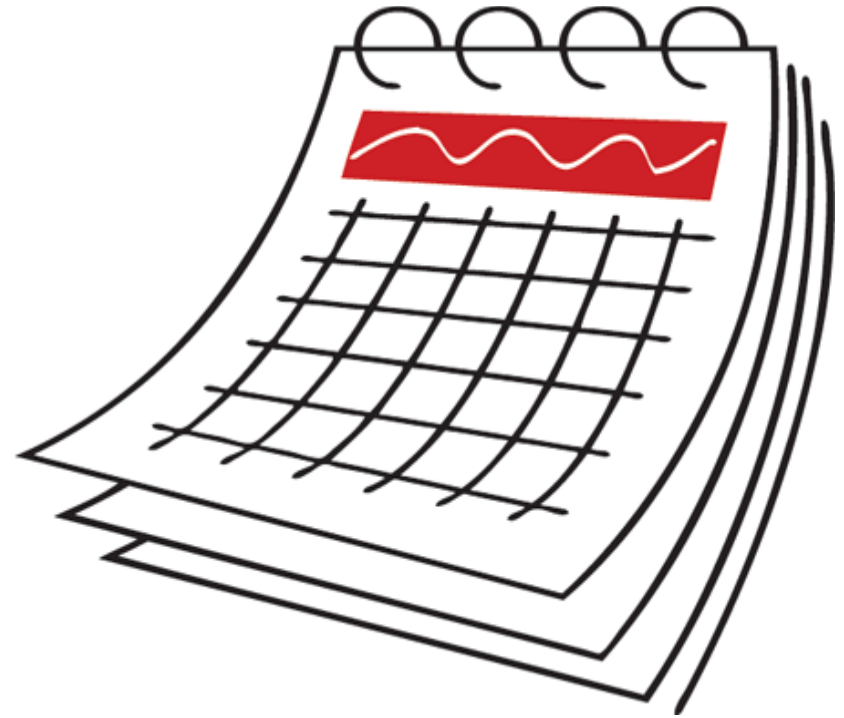
# Accounts Overview

# UTShare Terms

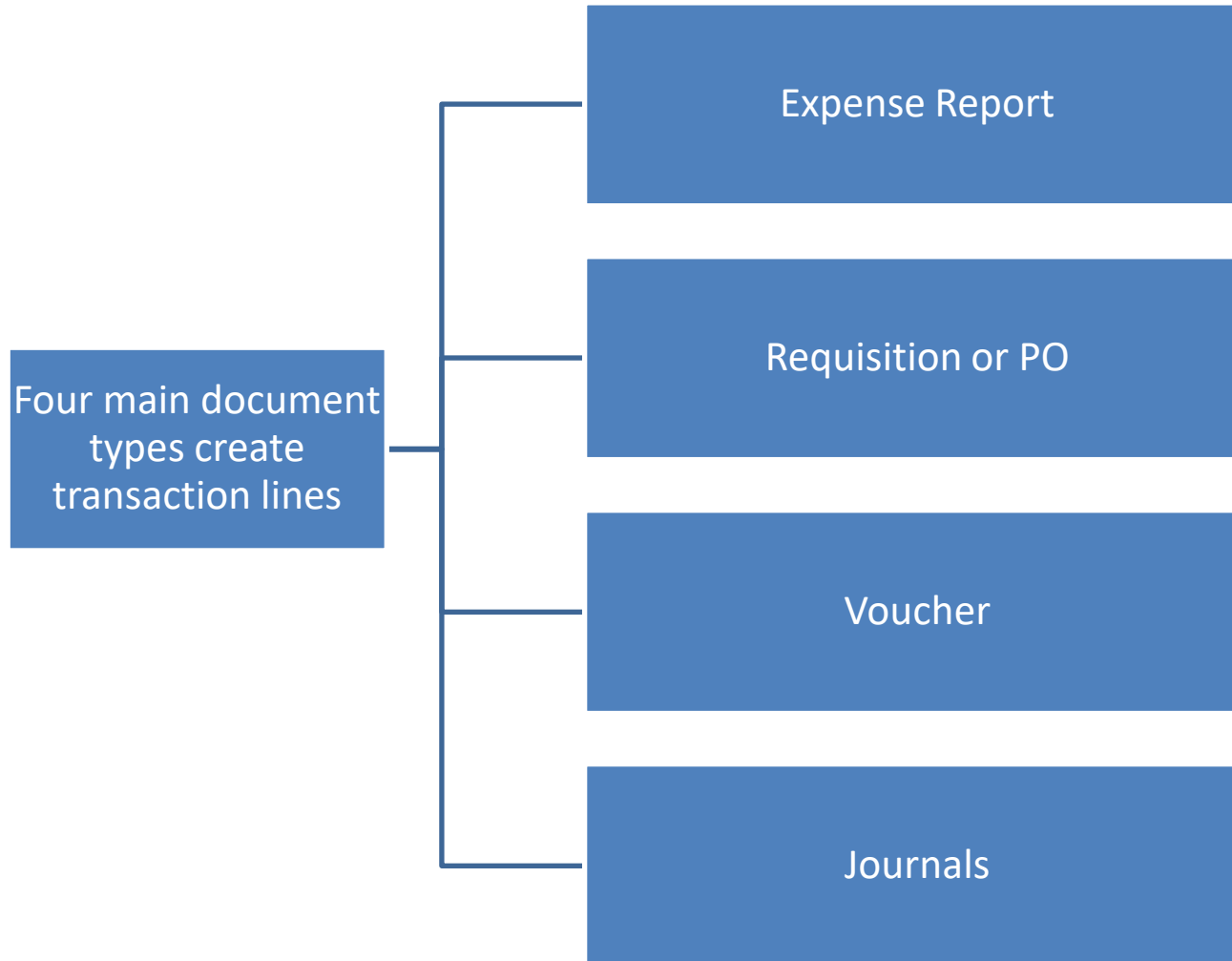
- **12-month Fiscal Year** ( Sept 1<sup>st</sup>- August 31<sup>st</sup>)
- **Budget Period** represents the timeframe in which the designated pool of funds is available to spend.

***Note:** Grants and Projects can have independent time frames.*

- **Accounting Period** represents a calendar month.
- **Transaction** is a business event having a monetary impact on the financial statements of a business.



# Transaction Examples



# UTShare Terms

**Budget check** verifies that there are available funds in the cost center/project.

## Common Budget Check Errors:

- Exceeds Budget Tolerance
- No Budget Exists
- Date Out of Bounds

Budget Checking Status: Valid

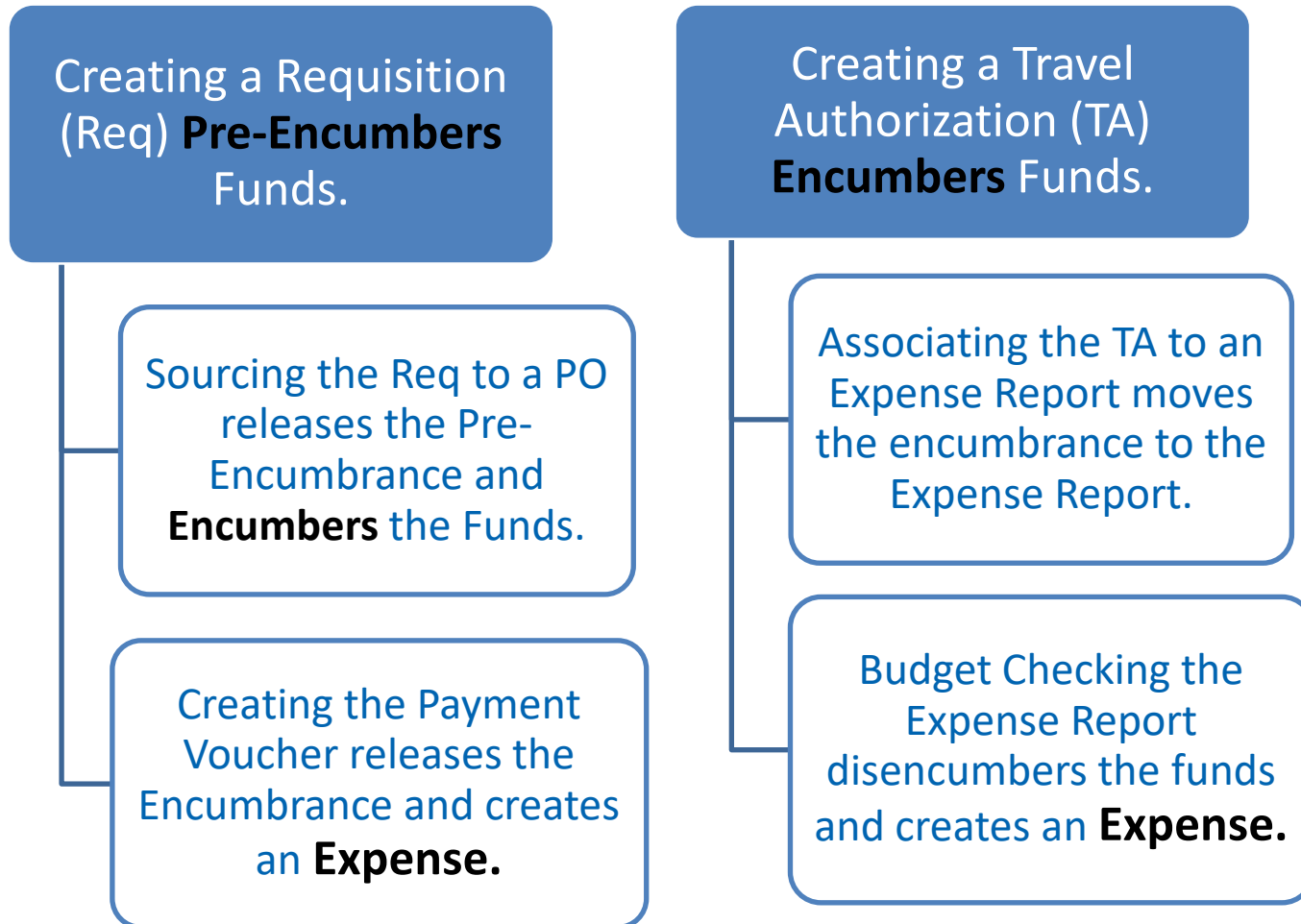


Budget Checking Status: Error



**Note:** *If a budget error occurs, a Budget Transfer may be necessary to move money into the correct account.*

# Encumbrances and Expenses



**Note:** *The Expense Report budget check will fail if the available budget on the specified fund is less than the encumbrance.*

# Chart of Accounts





# ChartField Structure

UT Share ChartFields	Field Length	Description
Business Unit (UTARL)	5	Specifies the UT Institution
Account (also referred to as General Ledger Account) (63003 – Office Supplies)	5	Identifies the Nature of the Transaction.
Department (320000 – Business Affairs)	6	Identifies the Department within an Organizational Structure
Cost Center (310157 – Accounting Services)	6	Used to Track the Financial Activity for Cost Centers
Fund (3105 – Designated Tuition)	4	Source of Funds
Function (700 – Institutional Support)	3	The NACUBO code is used to track expenditures based on federal requirements. It is a three-character field that combines information for NACUBO and Federal Reporting. (National Association of College and University Business Officers)
Project Costing Business Unit (Grant: UTASP or Plant Fund: UTAPF)	5	Designates Sponsored Research or Plant Fund
Project (Grant: 1261003380 or Plant Fund: AC500100)	10	Used to Track the Financial Activity for Projects
Activity ID (Grant: 01 or Plant Fund: 07, 51, 52, etc.)	Up to 15	Activities are the different tasks associated with a Project.

# Find an Existing ChartField

[← amara's Homepage](#) SpeedTypes

## SpeedTypes

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

▼ **Search Criteria**

SetID = ▼  🔍

SpeedType Key begins with ▼  🔍

User ID begins with ▼  🔍


Primary Permission List begins with ▼  🔍

Type of SpeedType = ▼  ▼

Case Sensitive


Basic Search

- One User
- One Permission
- One User
- Universal (All Users)**



# Find an Existing ChartField

SpeedType

SetID UTARL   Publish Data

**SpeedType Key 310172**

Type of SpeedType Universal (All Users)

Description BUS AFF TECHNOLOGY SERVICES

Account

Fund Code	3105	DES Designated Tuition
Department	320105	Business Technology Services
Cost Center	310172	BUS AFF TECHNOLOGY SERVICES
Function	700	Institutional Support

Program Code

PC Business Unit
Project
Activity

Affiliate

Fund Affiliate

Currency Code

Statistics Code

# SpeedTypes

- **SpeedTypes** are used on Journals:

The screenshot shows a journal entry form with the following fields and values:

Select	Line	*Unit	SpeedType	Account	Fund	Dept	Cost Center	Function	Program	PC Bus Unit	Project
<input type="checkbox"/>	1	UTARL	310172		3105	320105	310172	700			

- **SpeedCharts** are used on Expense Reports, Requisitions and Vouchers:

The screenshot shows a requisition form with the following details:

Cart Summary: Total Amount 900.00 USD

Expand lines to review shipping and accounting details

**Requisition Lines**

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Furniture		FACILITECH INC dba Business Interiors	6.0000	Each	150.0000	900.00			

**Shipping Line 1**

\*Ship To: CENT110  
Address: 1225 W. Mitchell St. Room 110, Arlington, TX 76019  
Attention To: Kosima X Ketcham  
Due Date: [ ]

**Accounting Lines**

\*Distribute By: Qty  
\*Liquidate By: Amt  
SpeedChart: 310172

**Accounting Lines**

Account	Fund	Dept	Cost Center	Function	Program	PC Bus Unit	Project	Activity	Affiliate	Fund Affiliate
63103	3105	320105	310172	700						

# Commitment Control

# Commitment Control

## View Budget Activity – Overview and Details

- Can see budget activity associated with a Project or Cost Center chartfield string (e.g. original budget, available balance, etc.).

## Transaction Details

- View Transaction Details that make-up Expense and Revenue totals.

## Review Future Fund Commitments

- Review the status of future commitments, including Pre-encumbrances (Requisitions) and Encumbrances (Purchase Orders, Travel, Salary).

## Flexible Budget Activity Views

- View budget activity for a specific accounting period or year-to-date.

# Ledgers

## Most commonly used ledgers at UTA:

### Cost Center Ledgers

- OPE\_CHILD1
- OPE
- OPR

### Grant Ledgers (Sponsored Projects)

- GRT\_PARENT
- GRT\_CHILD1

### Plant Fund Ledgers (Capital Project)

- PLANT\_PRNT
- PLANT

**Note:** The **DETAIL** ledger is used to view General Ledger Account information (e.g. 63003 = office supplies) for Cost Centers, Sponsored Projects and Capital Projects.



# Commitment Control Function

View Budget activity in an Overview or Details view.

**Balances** are updated as soon as transactions receive a **“Valid” budget check** even before approvals.

## Budget Overview

Inquiry Results

Business Unit: UTARL

Type of Calendar: Detail Budget Period

Amounts in Base Currency: USD

Revenue Associated:

[Return to Criteria](#) Max Rows:  [Display Options](#)

Ledger Totals (5 Rows)			
Budget:	620,623.04	Revenue Estimate:	582,678.00
Expense:	545,073.61	Recognized Revenue:	582,678.00
Encumbrance:	1,600.00	Available Budget:	0.00
Pre-Encumbrance:	0.00	Collected Revenue:	0.00
Budget Balance:	73,949.43	Uncollected Revenue (Rec.Coll):	582,678.00
Associate Revenue:	0.00		
Available Budget:	73,949.43		

Budget Overview Results

	Ledger Group	Account	Fund	Dept	Cost Cent	Function	Project	Budget Period	Budget	Expense	Encumbrance
1	OPE	A1000	3105	320105	310172	700		2014	337,154.000	286,949.730	0.000
2	OPE	A3000	3105	320105	310172	700		2014	85,836.000	72,456.310	0.000
3	OPE	A4000	3105	320105	310172	700		2014	32,471.040	20,505.570	1,600.000
4	OPE	A7000	3105	320105	310172	700		2014	165,162.000	165,162.000	0.000

## Budget Details

### Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund	Dept	Cost Cent	Function	Project	Budget Period
UTARL	OPE	A4000	3105	320105	310172	700		2014

ⓘ

#### Ledger Amounts

Budget:	32,471.04 USD			Max Rows: <input type="text" value="100"/>
Expense:	20,505.57 USD			<a href="#">Attributes</a>
Encumbrance:	1,600.00 USD			Parent / Children
Pre-Encumbrance:	0.00 USD			Associated Budgets
Associate Revenue:	0.00 USD			

#### Available Budget

Without Tolerance:	10,365.47 USD	Percent:	(31.92%)
With Tolerance:	10,365.47 USD	Percent:	(31.92%)

#### Budget Exceptions

Exception Errors: 0    Exception Warnings: 0    Budget Exceptions

# Budget Details

The **Budget Details** page allows you to view one “Ledger Group” at a time (OPE, OPR, Grant Parent or Grant Child).

## Cost Centers Ledgers:

- OPE\_CHILD1
- OPE
- OPR

## Grant Ledger (Sponsored Projects):

- GRT\_PARENT
- GRT\_CHILD1

## Plant Fund Ledger (Capital Projects):

- PLANT\_PRNT
- PLANT

### Budget Details

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

▼ Search Criteria

Business Unit =

Ledger Group =

# Budget Details

Enter criteria to view a narrow scope or broad scope view of financial activity.

The results page displays the available budget accounts based on the specified criteria. Click View Details to view Budget Details for the selected budget account.

**Budget Detail Overview**

Budget Inquiry Criteria

Select Budget Detail

Business Unit	Ledger Group	Account	Fund Code	Department	Function	Project	Cost Center	Budget Period
UTARL	OPE_CHILD1	<input type="text"/>	<input type="text"/>	320000	<input type="text"/>	<input type="text"/>	<input type="text"/>	2022

Search

**Budget Details** Personalize | Find | View All | First 1-2 of 2 Last

	Business Unit	Ledger Group	Account	Fund Code	Department	Function	Project	Cost Center	Budget Period	View Details
1	UTARL	OPE_CHILD1	B4000	3140	320000	700		310083	2022	View Details
2	UTARL	OPE_CHILD1	B4000	3140	320000	100		310086	2022	View Details

Return to Search Notify

# Budget Details

## Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund	Function	Project	Budget Period
UTARL	OPE_CHILD1	B1000				2022


Display Chart 

The Drill to Ledger icon displays ledger details by accounting period.

The Activity Log icon displays transaction activity for the ledger.




**Ledger Amounts**

Budget:	744,477.00 USD	
Expense:	467,293.66 USD	
Encumbrance:	237,703.66 USD	
Pre-Encumbrance:	0.00 USD	

-  Attributes
-  Parent / Children
-  Associated Budgets

Associate Revenue 0.00 USD

**Available Budget**

Without Tolerance	39,479.68 	USD	Percent (5.3%) 	Forecasts
With Tolerance	39,479.68 	USD	Percent (5.3%) 	

**Budget Exceptions**

Exception Errors 0      Exception Warnings 91      Budget Exceptions

 Return to Search     Notify

# Budget Details - Grants

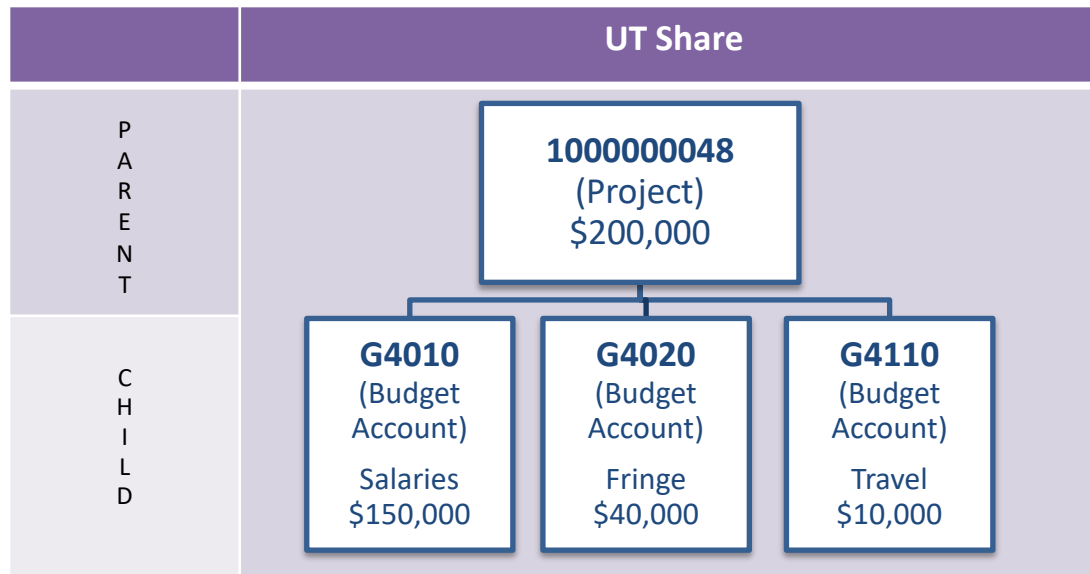
To view Grants budget information in Commitment Control, you must begin by selecting the appropriate Ledger. The two ledgers used for grants are:

## Grant Parent (GRT\_PARENT)

- The overall budget for the Project

## Grant Child (GRT\_CHILD1)


- The budget established for each Budget Account



# Grants








## Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund	Function	PC Bus Unit	Project	Activity
UTARL	GRT_CHILD1	G4020	5		UTASP	1261003360	1

[Display Chart](#) 

[Return to Inquiry Criteria](#)

### Ledger Amounts





Budget:	86,969.87 USD		
Expense:	28,033.84 USD		
Encumbrance:	0.00 USD		
Pre-Encumbrance:	0.00 USD		

Max Rows

[Attributes](#)  
[Parent / Children](#)  
[Associated Budgets](#)

[Associate Revenue](#) 0.00 USD

### Available Budget

Without Tolerance	58,936.03 	USD	Percent (67.77%) 
With Tolerance	58,936.03 	USD	Percent (67.77%) 

### Budget Exceptions

Exception Errors 0      Exception Warnings 8      [Budget Exceptions](#)

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

**The Drill to Ledger icon displays ledger details by accounting period.**

**The Activity Log icon displays transaction activity for the budget.**

**The Parent/Children link displays budget account information for the project.**

# Budget Accounts

## UTSHARE BUDGET ACCOUNTS

### Cost Center Budget Accounts

<b>B1000</b>	A&P Salaries
<b>B1100</b>	Classified Salaries
<b>B1200</b>	Wages
<b>B2000</b>	Faculty Salaries
<b>B2100</b>	Teaching Assistant Salaries
<b>B3000</b>	Staff Benefits
<b>B4000</b>	M&O
<b>B4100</b>	Travel
<b>B4200</b>	Utilities
<b>B4300</b>	Scholarships & Fellowships
<b>B4400</b>	Capital
<b>B6000</b>	Debt Service
<b>B7000</b>	Expense Transfers
<b>B7100</b>	State Agency Transfer Out
<b>B7200</b>	Non-Mandatory Transfer Out
<b>B7300</b>	Intrafund Transfer Out
<b>B9000</b>	Revenue

### Projects Budget Accounts

<b>G4010</b>	Salaries
<b>G4020</b>	Fringe Benefits
<b>G4040</b>	Equip Fabrication
<b>G4050</b>	Equipment Capital
<b>G4070</b>	Consultants
<b>G4082</b>	STEM Tuition
<b>G4090</b>	Other Direct Costs
<b>G4100</b>	Rentals & Leases
<b>G4105</b>	Rental Equipment
<b>G4110</b>	Travel - Domestic
<b>G4120</b>	Travel - Foreign
<b>G4130</b>	Participant Expenses
<b>G4140</b>	Scholar & Fellow
<b>G4150</b>	Tuition & Fees

## Class Activity

- View Budget Details Page





# Budget Overview

A budget inquiry is created to define the parameters/conditions required for using the Budget Overview page.

- You must create a budget overview inquiry (similar to a run control) if none exist.
- Can create multiple inquiries (Cost Center, Grant, General Ledger Account, etc.), or create one and change the criteria each time.

**Budgets Overview**

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

Inquiry Name:

**Budget Inquiry Criteria**  
Budget Overview

Inquiry: OPE\_CH\_OPR      Description: Op Exp and Rev for B Accts

**Budget Type**

\*Business Unit:       Ledger Group/Set:       Ledger Inquiry Set:

View Stat Code Budgets

**Time Span**

\*Type of Calendar:

**Budget Criteria**      Personalize | Find | View All |       First 1-2 of 2 Last

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	OPE_CHILD1	BY	<input type="text" value="2022"/>	<input type="text" value="2022"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	OPR	BY	<input type="text" value="2022"/>	<input type="text" value="2022"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**ChartField Criteria**

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	<input type="button" value="i"/>		Update/Add
Dept	<input style="width: 50px;" type="text" value="%"/>	<input style="width: 50px;" type="text" value="%"/>	<input type="button" value="i"/>	<input style="width: 50px;" type="text" value=""/>	Update/Add
Fund	<input style="width: 50px;" type="text" value="%"/>	<input style="width: 50px;" type="text" value="%"/>	<input type="button" value="i"/>	<input style="width: 50px;" type="text" value=""/>	Update/Add
Function	<input style="width: 50px;" type="text" value="%"/>	<input style="width: 50px;" type="text" value="%"/>	<input type="button" value="i"/>	<input style="width: 50px;" type="text" value=""/>	Update/Add
Cost Centr	<input style="width: 50px;" type="text" value="123456"/>	<input style="width: 50px;" type="text" value="%"/>	<input type="button" value="i"/>	<input style="width: 50px;" type="text" value=""/>	Update/Add
Project	<input style="width: 50px;" type="text" value="%"/>	<input style="width: 50px;" type="text" value="%"/>	<input type="button" value="i"/>	<input style="width: 50px;" type="text" value=""/>	Update/Add

**Budget Status**

Open  
 Closed  
 Hold

# Budget Overview

The **Budget Overview** page is used to:

- View budget activity for a single or multiple budget accounts.
- View a single ledger or combined ledger information.
- Displays the Available Budget and all transactions processed for a given Cost Center or Project.

Budget Inquiry Criteria  
Budget Overview

Inquiry OPE\_CH\_OPR Description Op Exp and Rev for B Accts

Amount Criteria Search Clear Reset Ledger/Activity Log Integrity Act Log Internal Integrity

Budget Type  
\*Business Unit UTARL Ledger Group/Set Ledger Group Ledger Group OPE  
 View Stat Code Budgets  
 Display Chart Operations - Expense

TimeSpan  
\*Type of Calendar Detail Budget Period

Budget Criteria Personalize Find View All First 1 of 1 Last

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	OPE	BY	2021	2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

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	123456	%	i		Update/Add
Project	%	%	i		Update/Add

Budget Status  
 Open  
 Closed  
 Hold

Save Notify Refresh Add Update/Display

# Budget Overview

Inquiry Results

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

[Return to Criteria](#)

Max Rows

[Display Options](#)

**Ledger Totals (4 Rows)**

Budget	3,171,398.30	Revenue Estimate	0.00
Expense	0.00	Recognized Revenue	0.00
Encumbrance	52,188.64	Available Budget	0.00
Pre-Encumbrance	0.00	Collected Revenue	0.00
Budget Balance	3,119,209.66	Uncollected Revenue (Rec-Coll)	0.00
Associate Revenue	0.00		
	3,119,209.66		

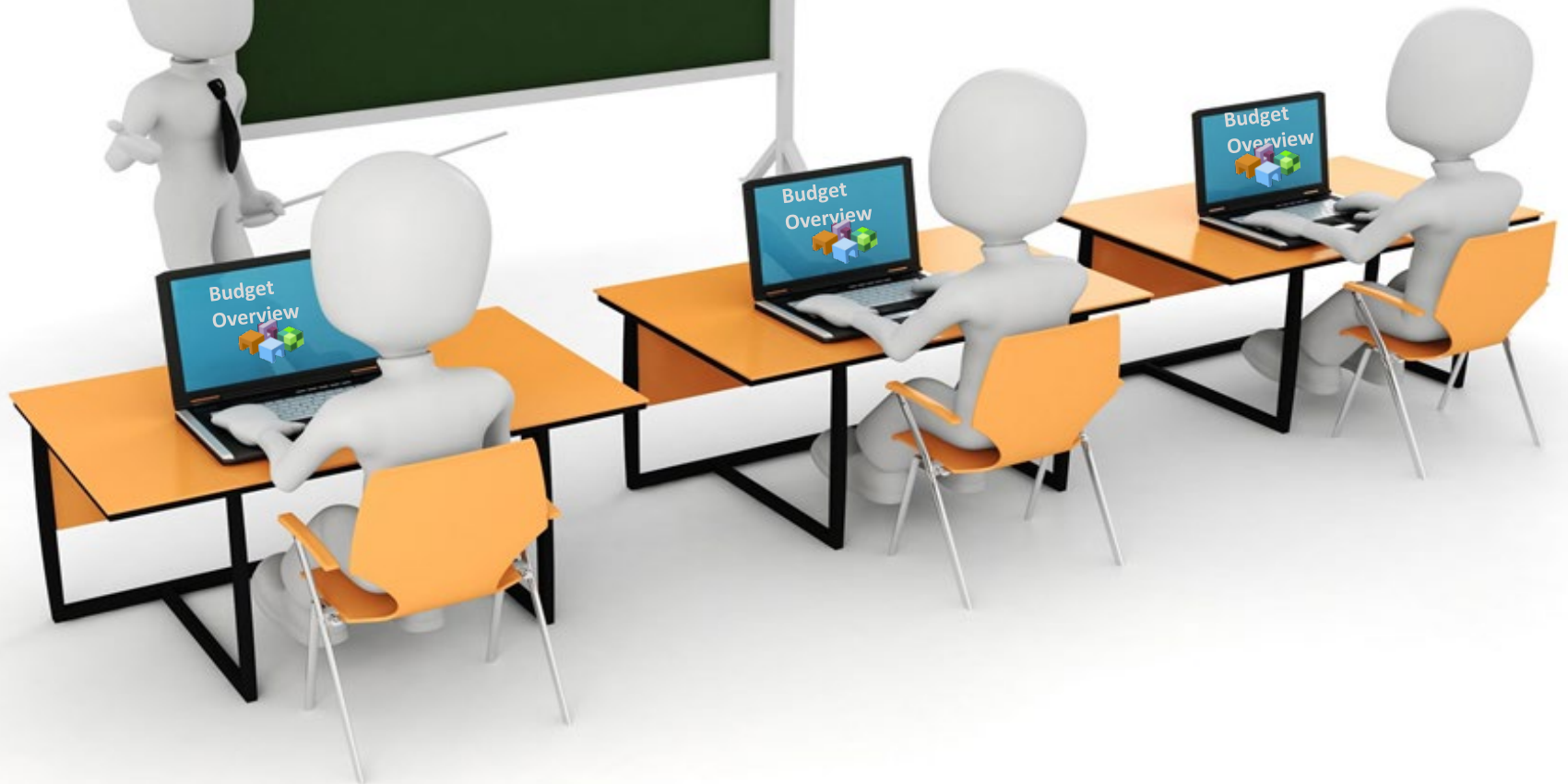
Displays Budget Details

Budget Overview Re										
Details	Transaction Types	Ledger Group	Account	Account Description	Fund	Fund Code Description	Dept	Department Description	Cost C	
1			OPE_CHILD1	B1100	Classified Salaries	2100	E&G General Funds	315205	Facilities Mgmt_Building Maint	200235
2			OPE_CHIL			2100	E&G General Funds	315205	Facilities Mgmt_Building Maint	200235
3			OPE_CHILD1	B3000	Staff Benefits	2100	E&G General Funds	315205	Facilities Mgmt_Building Maint	200235

Displays Budget Transaction Types

## Class Activity

- Create a Budget Overview Inquiry
- View Budget Overview Page



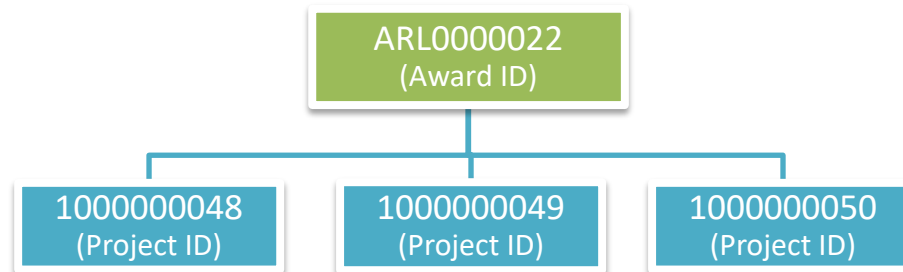
# Grants Management

# Grants Management – Overview

## Things to Know

A Grant consists of two main parts, an Award and a Project:

- The Award represents the funding from the sponsor and includes details such as the start and end dates, name of the PI, sponsor, and terms and conditions.
- The **Project** describes the way in which the funds are spent. It is used to track the financial part of the Award. **It is where the transactions occur.**
- An Award can have multiple Projects. As illustrated below.
- **Each Project within the Award will have its own budget.**
- The service dates for an Award and Project may differ. The Project dates will fall within the Award dates.



# Award Profile

[Award](#) [Funding](#) [Resources](#) [Certifications](#) [Terms](#) [Milestones](#) [Key Words](#) [Funding Inquiry](#)

Award ID CNV09-042

Reference Award Number DUE-0856796

Federal Award Identification Number

Title ARLINGTON UNDERGRADUATE RESEARCH BASED ACHIEVEMENT FOR

Long Description ARLINGTON UNDERGRADUATE RESEARCH BASED ACHIEVEMENT FOR STEM

195 characters remaining

Award PI Peterson,Lynn

Reporting Role

Sponsor NATIONAL SCIENCE FOUNDATION

Post Award Administrator

Purpose RSCHB

Status Accepted

Award Type Grant

Proposal ID CNV09-042

[View Proposal](#)

Version ID V101

Start Date 08/15/2009

End Date 12/31/2017

Hold Billing on Unpaid Cost

Hold Revenue on Unpaid Cost

[Manage Dates](#)

[View Contract](#)

[Contract Rates](#)

[Additional Information](#)

[Grant Administrator](#)

[Sponsor Website](#)

[CFDA](#)

[Maintain Attachments](#)

Primary Project PI Peterson,Lynn

## Associated Project

[Personalize](#) | [Find](#) | [Find](#)

First



1-2 of 2



Last

PC Business Unit	Project	Description
UTASP	1261003360	ARLINGTON UNDERGRADUATE RESEAR
UTASP	1261003361	ARLINGTON UNDERGRADUATE RESEAR

Go To:

[Sponsor](#)

[Protocols](#)

[Attributes](#)

[Department Credit](#)

[Notepad](#)

[Award Modifications](#)

[Supplemental Data](#)

# Project

- General Information
- Project Department
- Project Costing Definition
- Manager
- Location
- Phases
- Approval
- Justification
- User Fields
- Rates

Project 1261003360

Add to My Projects

Project Hierarchy

Description ARLINGTON UNDERGRADUATE RESEAR

Program

Processing Status Active

Project Status: GM – Receipts Only

Integration PC\_INT UTA Projects Integration

Project Type

Percent Complete 0.00 As Of

Project Health As Of

Contract Number: CNV09-042

### Project Schedule

Start Date 08/15/2009

End Date 12/31/2017

Additional Dates

### Description

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

Date/Time Stamp 05/03/14 1:27:10PM

User ID UTZ\_FI\_CNV2

#### Description:

ARLINGTON UNDERGRADUATE RESEARCH BASED ACHIEVEMENT FOR



200 characters remaining

#### Long Description:

ARLINGTON UNDERGRADUATE RESEARCH BASED ACHIEVEMENT FOR STEM



Save as Template

Copy Project

My Projects

Project Valuation

Project Team

Project Activities

Go To More

- Save
- Return to Search
- Previous in List
- Next in List
- Refresh

- Update/Display
- Include History



# Project Budget

## Budget Detail

Project 1260601770

Arc-Jet Flow Characterization

Budget Period 1

Begin Date 06/01/2019

End Date 05/31/2022

Finalize

Process Monitor

### Project Budget Summary

Cost Share Direct \$0.00

Currency USD

Total Budget \$89,128.00

Sponsor Budget \$89,128.00

Security Status None

### Budget Amounts for Period

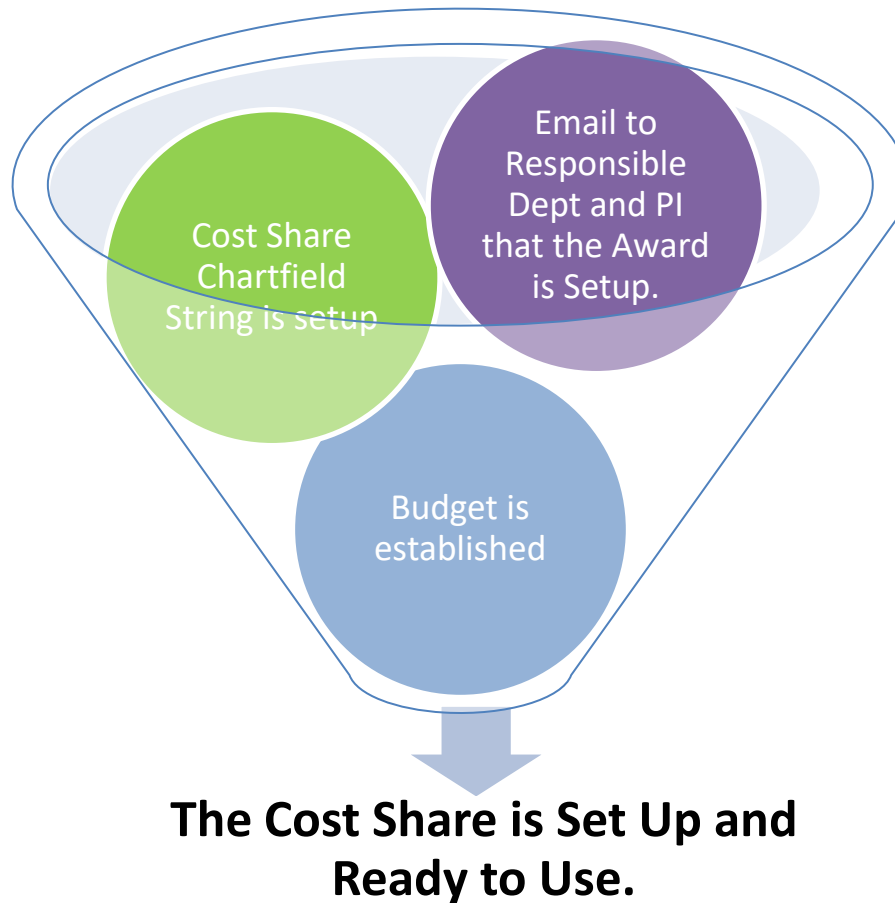
Personalize | Find | View All | First 1-6 of 6 Last

Account	Fund Code	Department	Cost Center	Function	Program Code	Activity	Analysis Type	Affiliate	Fund Affiliate	Budget Item	Amount	Currency
G4110	5100	625102		200		1	BUD			TRV_DOMESTIC L4	2,000.00	USD
G4010	5100	625102		200		1	BUD			SALARIES L4	25,917.00	USD
G4090	5100	625102		200		1	BUD			OTHER_DIRECT L4	15,000.00	USD
G4180	5100	625102		200		1	BUD			F & A L4	25,836.00	USD
G4050	5100	625102		200		1	BUD			EQUIP_CAPITL L4	15,000.00	USD
G4020	5100	625102		200		1	BUD			BENEFITS L4	5,375.00	USD

Save Return to Search Notify

# Grants Management - Cost Share

## Cost Share



# Cost Share – ChartField String

## Key differences between Non-Cost Share and Cost Share chartfield strings:

- Cost Share Chartfield strings contain a Project ID + Cost Center.
- Cost Share SpeedType (SpeedChart) begins with “CS”.
- Cost Share Fund codes exclude the following Sponsored codes: 5100, 5200, 5300, or 5400

Cost Share ChartField String								
SpeedType	Account	Fund	Dept	Function	PC Bus Unit	Project	Activity	Cost Center
CS20011400	62101	2100	625000	400	UTASP	1261005200	1	200114

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

# Resources

# Available Reports and Queries

Report /Query Name	Description	Navigation
Sponsored Award Summary Report	The <b>Sponsored Award Summary Report</b> 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, the Sponsored Award Summary Report allows you to monitor Cost Share totals.	<b>NavBar &gt; Menu &gt; Financials &gt; UTZ Customizations &gt; Grants Management &gt; Reports &gt; Sponsored Award Summary Report</b>
Sponsored Project Summary Report	The <b>Sponsored Project Summary Report</b> 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, the Sponsored Project Summary Report allows you to monitor Cost Share totals.	<b>NavBar &gt; Menu &gt; Financials &gt; UTZ Customizations &gt; Grants Management &gt; Reports &gt; Sponsored Project Summary Report</b>

**Note:** Your UT Share security role determines if you have access to the menu area; as well as the results.

# More Information

## Policies and Procedures

<https://www.uta.edu/policy/>

## Official University forms

<http://kb.uta.edu/0011544>

## Grant Questions

- Grants and Contract Services:
  - Email: [ogcs@uta.edu](mailto:ogcs@uta.edu)
  - Phone: 817-272-2105
- Grant Accounting:
  - Email: [gca@uta.edu](mailto:gca@uta.edu)

## Budget Questions

- Budgets, Planning and Analysis
  - Email: [bfp@uta.edu](mailto:bfp@uta.edu)
  - Phone: 817-272-5500

# More Information

## UTShare Support & Help:

- ServiceNow
- 817-272-2155
- Online Chat

## Training Resources:

- Visit Knowledge Services web page:

<https://www.uta.edu/business-affairs/training/>

- Register for UT Share Classes
- Join Business Affairs Listserv
- View and/or Print UT Share Training Materials
  - Training Guide
  - PowerPoint
  - Job Aids

# Questions?

