# Sponsored Projects Guide to Posting Personnel and Non-Personnel Cost Share Expenditures in UAccess Financials

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- 2. Posting Personnel Cost Share Overview
- 3. Posting Personnel Cost Share Preparing Position Distribution Funding
- 4. Posting Personnel Cost Share Preparing a Salary Expense Transfer
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### 1. Introduction:

This guide is to demonstrate how to post cost share expenditures in the UAccess Financial system. As of 7/1/11, The University of Arizona is tracking cost share in UAccess Financials via dedicated cost share subaccounts. Cost sharing is defined as costs that are contributed by the institution for a sponsored project. Mandatory and voluntary committed cost share that is incurred by the University must be posted and tracked in the UAccess Financial cost share subaccount system. Third party cost share that is not charged in UAccess Financials will be subject to the Third Party cost share procedures that can be located in the Cost Share Policy and Procedure.

Cost share subaccounts are setup for each sponsored project account that has University cost share. Departments are responsible for then identifying and posting all mandatory and voluntary committed University cost share to these cost share subaccounts. Instructions for posting cost share will be explained below. For more information about cost share terminology and policy see the Cost Share Policy and Procedure.

#### 2. Posting Personnel Cost Share - Overview:

Personnel cost share must be posted to the cost share subaccount for which the personnel effort is being devoted.

Example: Professor John Doe devotes 10% effort on his NIH grant, account number 3040900, and does not request any salary support from the grant. Therefore, this is a cost share obligation since the University is paying for the cost of his effort on the grant which was quantified on the proposal. His cost shared effort needs to be tracked for the project per federal requirements, and this tracking is accomplished by setting up a cost share subaccount for the NIH grant, and posting his effort to the cost share subaccount.

Sponsored Projects will setup a cost share subaccount for the grant. The cost share subaccount number starts with the parent account number, and ends in a 5 digit subaccount number. The 5 digit subaccount number will begin with CS001 and sequentially increase if multiple cost share subaccounts are setup. The subaccount will be linked to the University source account that is specified by the department. Each subaccount can be linked to one source account, so multiple sources will require multiple subaccounts.

The subaccount in this example will be 3040900-CS001. Sponsored Projects will title the cost share subaccounts with the format "Cost Share, Description, Source Account". In this example, the title of the cost share subaccount would be "Cost Share, John Doe, 2410000". 2410000 would reflect the source account number provided by the department that pays for the cost share.

The position funding distribution in UAccess Employee must be then updated to utilize the cost share subaccount(s) to reflect the cost share activity each employee performs.

## 3. Posting Personnel – Preparing Position Distribution Funding to charge personnel to cost share subaccount

Using the above example, the following screenshots will show how prepare a position distribution update to assign 10% distribution for an individual to the cost share subaccount 3040900-CS001.

1. Login to UAccess Employee, and navigate to Manager Self Service – MSS Online Forms – Request Position Distribution (New).



2. Use the lookup screen fields to locate the employee, and click the Search button.

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3. Click on Create New Distribution, and then choose to either Create Distribution from Scratch, or Clone from Existing Distribution. For this example we will Clone.

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4. A list of distributions will appear, choose the one you wish to Clone.

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5. The position distribution screen will now appear. On the Default Accounting Distribution Line, click the add button to add a new account line.

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6. A new line will be added. Click the Set Acctg link to add an account.

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7. An account lookup screen will appear. Enter the grant account number in the "Acct" field, and then click the search icon next to the subaccount field which is called "Sub-Acct".

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8. This will bring up a subaccount lookup screen. Click on the cost share subaccount you wish to use. In this example we will use CS001.

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9. The account lookup screen will now be populated with the cost share account information. Click Accept and Continue.

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10. You will be returned to the position distribution screen. You will see the account line we previously added is now populated with the cost share subaccount we looked up. You can verify this by confirming the subaccount field "Sub-Acct" is filled with the cost share subaccount that you just added, which was CS001.

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11. Now modify the distribution percentages to assign 10% distribution onto the cost share subaccount to match the 10% effort being devoted. You will need to adjust other line(s) so the total is 100%.

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12. Now enter the appropriate comments and attachments as required by your department/college and HR policy, and submit the request by clicking the submit button.

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13. You have completed the position distribution for cost share! This person will now be charged 10% distribution to the cost share subaccount.

#### 4. Preparing a Salary Expense Transfer for Personnel cost share

Cost share effort should be posted directly to the cost share subaccount by updating the position funding plan to charge the effort directly to the cost share subaccount each pay cycle. However, if the award funding was late or corrections to cost share need to be made, the Salary Expense Transfer can be used to retroactively correct cost share distribution.

1. Login to UAccess Financials and click on the Salary Expense Transfer (SET) link

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2. The SET document will open. Fill out the Description and Explanation field as appropriate for your department and college. Then enter the Employee ID number in the Emp ID field and click search.

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* Description: Transfer cost share salary Org. Doc. #:	Retroactively adjusting cost share beca new year of award funding was late	ause
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3. The Labor Balance lookup screen will then show the labor balances by account and object code for the selected fiscal year. Up to one fiscal year of salary can be moved at a time with one SET, unless your department/college have more restrictive rules.

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4. Choose the month and account(s) balances to adjust by clicking the checkboxes, then clicking the return selected button. In the next screen you will be able to adjust the dollar amounts. For this example we will select July, August, and September.

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5. The lines have been returned to the SET screen.

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6. Now adjust the dollar amounts to what you want to transfer. In this example we will move 1000 for each month.

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7. Then click the copy all button to populate the To: section. The To: section will then display the copied rows.

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8. Now adjust the accounts in the To: section to the cost share subaccount by entering the parent account in the Account Number field, and the cost share subaccount in the Sub-Account field. For this example we are using 3040900-CS001 which is a cost share subaccount titled "Cost Share Ghishan 2410000".

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9. Click the submit button to submit the document to routing. If the Error Certification tab requires entries, fill it in with the description "Transferring cost share to cost share subaccount"

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Describe in detail the expenditures that are being transferred.	Transferring cost share to cost share <u>subaccount</u>	:
How did this expenditure benefit the project?	Transferring cost share to cost share <u>subaccount</u>	
How the error occurred?	Transferring cost share to cost share <u>subaccount</u>	
Why is the error correction late?	Transferring cost share to cost share <u>subaccount</u>	
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10. You have finished processing a Salary Expense Transfer (SET) for adjusting cost share!

#### 5. Posting Non-Personnel cost share

For Non-Personnel transactions within UAccess Financials, such as the General Error Correction, Disbursement Voucher or Internal Billing, utilize the subaccount field in UAccess Financials to use the cost share subaccount for posting.

For Non-Personnel transactions outside of UAccess Financials, utilize the cost share subaccount on the expense form.

For units that do not accept UAccess Financials subaccounts yet, utilize the source account, and then use the General Error Correction document to transfer the expense from the source account to the cost share subaccount after the expense posts.