Agenda

1. Cost Share Overview
2. View ChartField Combinations
3. Cost Share Transactions
4. Viewing Budget and Expenses
5. Cost Share Reports
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.
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.
Identifying Cost Share Accounts:

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

<table>
<thead>
<tr>
<th>Cost Share ChartField String</th>
<th>SpeedType</th>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Function</th>
<th>PC Bus Unit</th>
<th>Project</th>
<th>Activity</th>
<th>Cost Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS20011400</td>
<td>62101</td>
<td>2100</td>
<td>625000</td>
<td>200</td>
<td>UTASP</td>
<td>1261005200</td>
<td>1</td>
<td>200114</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-Cost Share ChartField String</th>
<th>SpeedType</th>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Function</th>
<th>PC Bus Unit</th>
<th>Project</th>
<th>Activity</th>
<th>Cost Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>1261005200</td>
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<td>5100</td>
<td>625101</td>
<td>200</td>
<td>UTASP</td>
<td>1261005200</td>
<td>1</td>
<td>---</td>
<td></td>
</tr>
</tbody>
</table>

- 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
Example of ChartField Combination for Cost Share

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

<table>
<thead>
<tr>
<th>ChartField</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>UTARL</td>
<td>UT Arlington</td>
</tr>
<tr>
<td>Account (GL Account)</td>
<td>63003</td>
<td>Office Supplies</td>
</tr>
<tr>
<td>Department</td>
<td>625000</td>
<td>Engineering</td>
</tr>
<tr>
<td>Cost Center</td>
<td>200114</td>
<td>Dean of Engineering</td>
</tr>
<tr>
<td>Fund</td>
<td>2100</td>
<td>E&amp;G General Funds</td>
</tr>
<tr>
<td>Function</td>
<td>200</td>
<td>Research</td>
</tr>
<tr>
<td>Business Unit (Project Costing)</td>
<td>UTASP</td>
<td>UTA Sponsored Programs</td>
</tr>
<tr>
<td>Project ID</td>
<td>1261005200</td>
<td>UTA Sponsored Project</td>
</tr>
<tr>
<td>Activity ID</td>
<td>1</td>
<td>UTA Activity ID</td>
</tr>
</tbody>
</table>
Cost Share

“View 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).
View ChartField Combinations

1. Begin by navigating to the:
   Main Menu > 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.
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
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 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: Main Menu > Commitment Control > Review Budget Activities > Budget Overview
  - Budget Details
    - Navigation: Main Menu > Commitment Control > Review Budget Activities > Budget Details
View Budget & Expenses
“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.
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.
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
View Budget & Expenses
“Budget Details”
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.
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

**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).
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
Cost Share Reports
Reports with Cost Share Details:
Listed below are recommended reports for Cost Share information:

- **Monthly Financial Statements**
  - Navigation: Main Menu > FMS Reporting Tools > BI Publisher > Query Report Scheduler

- **Sponsored Project Summary Report**
  - Navigation: Main Menu > UTZ Customizations > Grants Management > Reports > Sponsored Project Summary Report
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.

Expense Summary for Grant: 1261005200

<table>
<thead>
<tr>
<th>Account</th>
<th>Fiscal Year</th>
<th>Period</th>
<th>1) Budget</th>
<th>2) Encumbrance</th>
<th>3) Expense</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>G4020</td>
<td>2016</td>
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<td>0.00</td>
<td>0.00</td>
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<td>-121.66</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Current Period Expenses</th>
<th>Inception to date Budget (A)</th>
<th>Inception to date Expense (B)</th>
<th>Budget − Expense (A) − (B) = (C)</th>
<th>Encumbrance (D)</th>
<th>Available Balance (A) − (B) − (D) = (E)</th>
<th>% Available (E) / (A)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsored</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>G4010-Salaries</td>
<td>0.00</td>
<td>27,698.00</td>
<td>13,438.76</td>
<td>14,259.24</td>
<td>11,527.05</td>
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<td>G4020-Fringe Benefits</td>
<td>0.00</td>
<td>4,709.00</td>
<td>60.45</td>
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<td>G4082-STEM Tuition</td>
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<td>G4090-Other Direct Costs</td>
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<td>2,536.00</td>
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<td>G4110-Travel - Domestic</td>
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<td>G4120-Travel - Foreign</td>
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<td>1,500.00</td>
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<td>Total Direct Costs</td>
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<tr>
<td>G4010-Salaries</td>
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<td>0.00</td>
<td>1,000.00</td>
<td>0.00</td>
<td>1,000.00</td>
<td>100.00</td>
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<tr>
<td>G4090-Other Direct Costs</td>
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<td>814.38</td>
<td>0.00</td>
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<tr>
<td>Total Direct Costs</td>
<td>300.00</td>
<td>3,700.00</td>
<td>1,885.62</td>
<td>1,814.38</td>
<td>0.00</td>
<td>1,814.38</td>
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</tr>
<tr>
<td>Cost Share Total</td>
<td>300.00</td>
<td>3,700.00</td>
<td>1,885.62</td>
<td>1,814.38</td>
<td>0.00</td>
<td>1,814.38</td>
<td>49.04</td>
</tr>
</tbody>
</table>

Main Menu > UTZ Customization > Grants Management > Reports > Sponsored Project Summary
Where to get help?
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