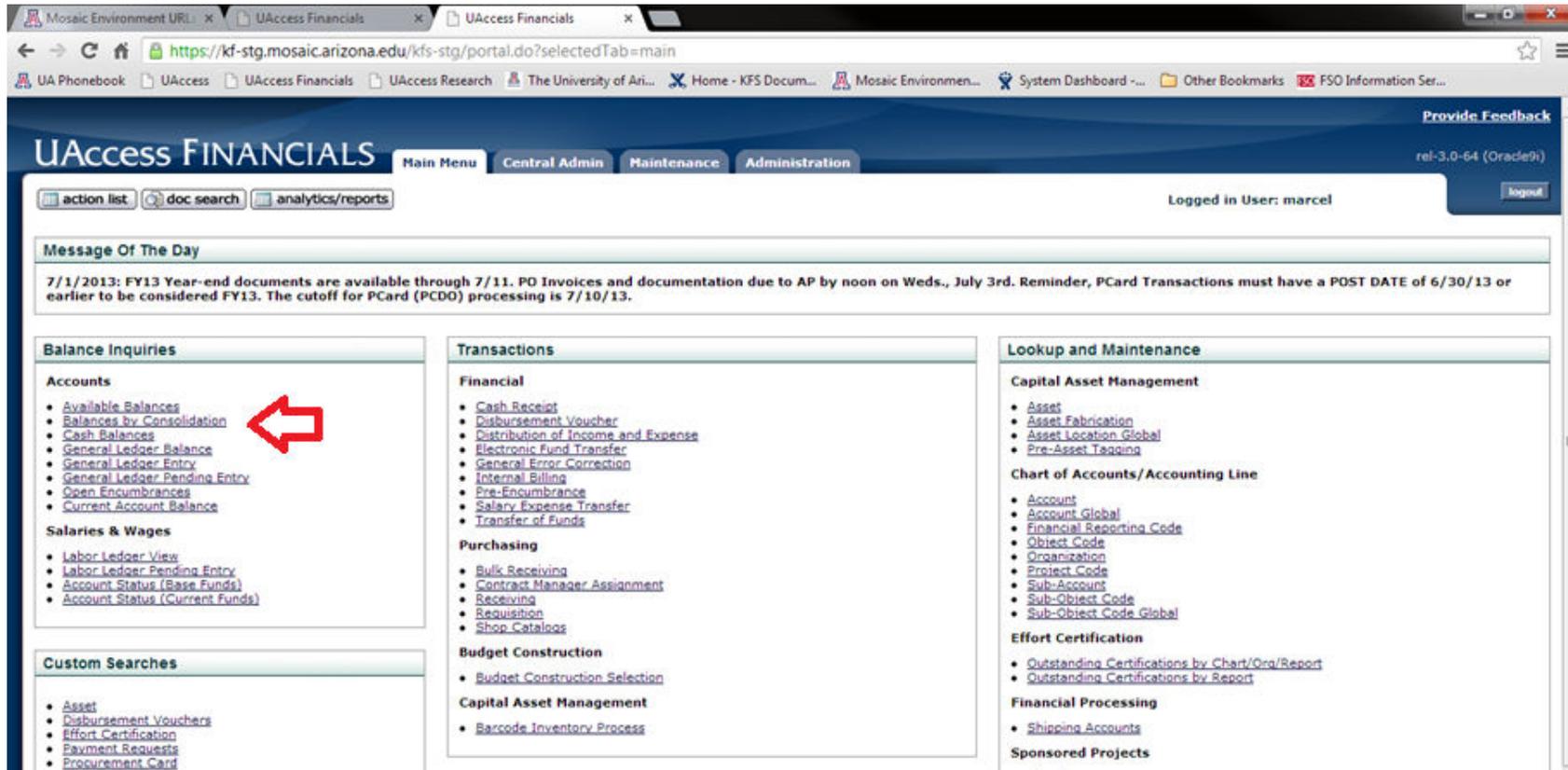


Sponsored Projects guide for reviewing cost share on source accounts in UAccess Financials

This guide is designed to show you in UAccess Financials how to identify cost share transactions that post to a source account that funds cost share, such as a state or indirect cost account. The guide is two parts. The first part will take you through screenshots of the Balances by Consolidation screen which will show you how to identify cost share your account is funding. The second part will guide you through the Salaries and Wages Account Status screen so that you can view specific detail of cost share that posted to your source account.

Part 1: Balances by Consolidation

To start, login to UAccess Financials and go to the Main Menu, and click the Balance by Consolidation link.



The screenshot displays the UAccess Financials web application interface. The browser address bar shows the URL: <https://kf-stg.mosaic.arizona.edu/kfs-stg/portal.do?selectedTab=main>. The page header includes the UAccess Financials logo and navigation tabs: Main Menu, Central Admin, Maintenance, and Administration. A "Provide Feedback" link is visible in the top right corner. The user is logged in as "marcel".

The main content area is divided into three columns:

- Balance Inquiries**
 - Accounts
 - Available Balances
 - Balances by Consolidation** (indicated by a red arrow)
 - Cash Balances
 - General Ledger Balance
 - General Ledger Entry
 - General Ledger Pending Entry
 - Open Encumbrances
 - Current Account Balance
 - Salaries & Wages
 - Labor Ledger View
 - Labor Ledger Pending Entry
 - Account Status (Base Funds)
 - Account Status (Current Funds)
 - Custom Searches
 - Asset
 - Disbursement Vouchers
 - Effort Certification
 - Payment Requests
 - Procurement Card
- Transactions**
 - Financial
 - Cash Receipt
 - Disbursement Voucher
 - Distribution of Income and Expense
 - Electronic Fund Transfer
 - General Error Correction
 - Internal Billing
 - Pre-Encumbrance
 - Salary Expense Transfer
 - Transfer of Funds
 - Purchasing
 - Bulk Receiving
 - Contract Manager Assignment
 - Receiving
 - Requisition
 - Shop Catalogs
 - Budget Construction
 - Budget Construction Selection
 - Capital Asset Management
 - Barcode Inventory Process
- Lookup and Maintenance**
 - Capital Asset Management
 - Asset
 - Asset Fabrication
 - Asset Location Global
 - Pre-Asset Tagging
 - Chart of Accounts/Accounting Line
 - Account
 - Account Global
 - Financial Reporting Code
 - Object Code
 - Organization
 - Project Code
 - Sub-Account
 - Sub-Object Code
 - Sub-Object Code Global
 - Effort Certification
 - Outstanding Certifications by Chart/Org/Report
 - Outstanding Certifications by Report
 - Financial Processing
 - Shipping Accounts
 - Sponsored Projects

This is the Balances by Consolidation screen which shows budget, actual expenses, and encumbrances on a summarized view. Enter your account and click search to view results. The financial system will group the cost share expenditures within the appropriate expense category. For example, personnel cost share is grouped into the PERS (Personnel) section of the screen. The Drill Down link on the PERS consolidation code can then be clicked to view specific personnel expenditures.

UAccess FINANCIALS Main Menu Central Admin Maintenance Administration rel-3.0-64 (Oracle9i)

action list doc search analytics/reports Logged in User: marcel

Balances By Consolidation Lookup

* Fiscal Year: 2014
 * Chart Code: UA
 * Account Number: 1230260
 Sub-Account Number:
 Consolidation Option: Consolidation Detail
 Include Cost Share Sub-Accounts: Include Exclude
 Include Pending Ledger Entry: No Approved All

search clear cancel

6 items retrieved, displaying all items.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Reporting Sort Code	Consolidation Code	Lookup By Level	Budget Amount	Actuals Amount	Encumbrance Amount	Variance
2014	UA	1230260	*ALL*	A	TRSF	Drill Down	0.00	293.03	0.00	293.03
2014	UA	1230260	*ALL*	B	PERS	Drill Down	356,402.03	2,663.81	0.00	353,738.22
2014	UA	1230260	*ALL*	B	GEXP	Drill Down	28,008.00	3,900.00	0.00	24,108.00
2014	UA	1230260	*ALL*	B	TRVL	Drill Down	4,550.00	1,750.00	0.00	2,800.00
2014	UA	1230260	*ALL*	B	SSUP	Drill Down	0.00	1,000.00	0.00	(1,000.00)
2014	UA	1230260	*ALL*	B	CPTL	Drill Down	0.00	2,350.00	0.00	(2,350.00)

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

Totals				
Type	Budget Amount	Actuals Amount	Encumbrance Amount	Variance
Income	0.00	0.00	0.00	0.00
Income From Transfers	0.00	293.03	0.00	293.03
Total Income	0.00	293.03	0.00	293.03
Expense	388,960.03	11,663.81	0.00	377,296.22
Expense From Transfers	0.00	0.00	0.00	0.00
Total Expense	388,960.03	11,663.81	0.00	377,296.22
Net Revenues		(11,370.78)		

This drilldown screen now shows the different types of personnel expenditures such as SALS (Salaries), WAGE (Wages), ERE (Employee Related Expenditures). If you click the Drill Down link for the first line "SALS", you will see specific object codes of Salaries.

3 items retrieved, displaying all items.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Consolidation Code	Level Code	Lookup By Object	Budget Amount	Actuals Amount	Encumbrance Amount	Variance
2014	UA	1230260	*ALL*	PERS	SALS	Drill Down	354,812.00	2,105.78	0.00	352,706.22
2014	UA	1230260	*ALL*	PERS	WAGE	Drill Down	1,297.00	0.00	0.00	1,297.00
2014	UA	1230260	*ALL*	PERS	ERE	Drill Down	293.03	558.03	0.00	(265.00)

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

Now you will see the specific object codes of salaries posted to your account. Notice the bottom line is object code 7932 – this is cost share salaries funded by your source account. In this example you can click the amount of 1,000 to drill further.

6 items retrieved, displaying all items.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Level Code	Budget Amount	Actuals Amount	Encumbrance Amount	Variance	See Pending Entry
2014	UA	1230260	*ALL*	1000	SALS	0.00	0.00	0.00	0.00	Drill Down
2014	UA	1230260	*ALL*	1120	SALS	131,833.00	1,105.78	0.00	130,727.22	Drill Down
2014	UA	1230260	*ALL*	1140	SALS	27,306.00	0.00	0.00	27,306.00	Drill Down
2014	UA	1230260	*ALL*	1150	SALS	179,614.00	0.00	0.00	179,614.00	Drill Down
2014	UA	1230260	*ALL*	1180	SALS	16,059.00	0.00	0.00	16,059.00	Drill Down
2014	UA	1230260	*ALL*	7932	SALS	0.00	1,000.00	0.00	(1,000.00)	Drill Down

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

On this drill down screen you see the 1,000 of cost share salaries posted to the account in the month of July. If you click the dollar amount of 1,000 one more time you will see which specific grant account created the cost share transaction.

General Ledger Balance Lookup

View Accumulate Amount

One item retrieved.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Beginning Balance Line Amount	Contracts Grants Beginning Balance Amount	Account Line Annual Balance Amount	
2014	UA	1230260	*ALL*	7932	*ALL*	AC	*ALL*	0.00	0.00	1,000.00	
				July	1,000.00	October	0.00	January	0.00	April	0.00
				August	0.00	November	0.00	February	0.00	May	0.00
				September	0.00	December	0.00	March	0.00	June	0.00
										Year End	0.00

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

The final drill down now shows you the cost share salary expense came from account 4098800 and posted 7/10/13. To see even more detail about the specific employee the cost share belongs to, we will use the Salaries and Wages Account Status lookup in part two of the guide.

General Ledger Entry Lookup

One item retrieved.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Fiscal Period	Document Type	Origin Code	Document Number	Transaction Ledger Entry Description	Transaction Ledger Entry Amount	Debit Credit Code	Transaction Date	Organization Document Number	Project Code	Organization Reference Id	Reference Document Type Code	Reference Origin Code	Reference Document Number	Pending Entry Approved Indicator
2014	UA	1230260	-----	7932	---	AC	TE	01	TF	CS	CSHR07/10	GENERATED COST SHARE FROM 4098800	1,000.00	D	07/10/2013		-----					

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

Part 2: Salaries and Wages Account Status (Current Funds)

To see the specific detail of the cost share salaries such as the individual names and hours, go to the Main Menu and click Account Status (Current Funds), located in the Salaries and Wages section.

The screenshot displays the UAAccess FINANCIALS web application. The browser address bar shows the URL: <https://kf-stg.mosaic.arizona.edu/kfs-stg/portal.do?selectedTab=main>. The page header includes the UAAccess FINANCIALS logo and navigation tabs: Main Menu, Central Admin, Maintenance, and Administration. A user is logged in as 'marcel'. A 'Message Of The Day' banner provides information about FY13 year-end documents. The main content area is organized into several sections:

- Balance Inquiries**
 - Accounts
 - Available Balances
 - Balances by Consolidation
 - Cash Balances
 - General Ledger Balance
 - General Ledger Entry
 - General Ledger Pending Entry
 - Open Encumbrances
 - Current Account Balance
 - Salaries & Wages
 - Labor Ledger View
 - Labor Ledger Pending Entry
 - Account Status (Base Funds)
 - Account Status (Current Funds)
- Custom Searches**
 - Asset
 - Disbursement Vouchers
 - Effort Certification
 - Payment Requests
 - Procurement Card
 - Proposals
 - Purchase Orders
 - Receiving
 - Requisitions
 - Transactions
 - Vendor Credit Memos
- Transactions**
 - Financial
 - Cash Receipt
 - Disbursement Voucher
 - Distribution of Income and Expense
 - Electronic Fund Transfer
 - General Error Correction
 - Internal Billing
 - Pre-Encumbrance
 - Salary Expense Transfer
 - Transfer of Funds
 - Purchasing
 - Bulk Receiving
 - Contract Manager Assignment
 - Receiving
 - Requisition
 - Shop Catalogs
 - Budget Construction
 - Budget Construction Selection
 - Capital Asset Management
 - Barcode Inventory Process
 - Auxiliary Units
 - Auxiliary Voucher
 - Service Billing
 - Year End Transactions
 - Year End Budget Adjustment
 - Year End Distribution of Income and Expense
 - Year End General Error Correction
- Lookup and Maintenance**
 - Capital Asset Management
 - Asset
 - Asset Fabrication
 - Asset Location Global
 - Pre-Asset Tagging
 - Chart of Accounts/Accounting Line
 - Account
 - Account Global
 - Financial Reporting Code
 - Object Code
 - Organization
 - Project Code
 - Sub-Account
 - Sub-Object Code
 - Sub-Object Code Global
 - Effort Certification
 - Outstanding Certifications by Chart/Org/Report
 - Outstanding Certifications by Report
 - Financial Processing
 - Shipping Accounts
 - Sponsored Projects
 - Award
 - Proposal
 - Vendor
 - Vendor
 - Vendor Contracts
 - Workflow
 - Account Delegate
 - Account Delegate Global
 - Account Delegate Model
 - Account Delegate Global from Model
 - Group
 - Organization Review

This screen will show you specific labor costs on an account. In the search screen for this example from Part 1, you would enter 4098800 into the account number field, choose consolidation option "Detail" and click search. That will return the labor detail on the 4098800 account, including the cost share on that account.

UAccess FINANCIALS

Account Status (Current Funds) Balance Inquiry

Fiscal Year: 2014
 Chart Code: UA
 Account Number: 4098800
 Sub-Account Number:
 Object Code:
 Sub-Object Code:
 Consolidation Option: Consolidated Detail
 Include Pending Ledger Entry: No Approved All

0 items found. Please refine your search criteria to narrow down your search.
 2 items retrieved, displaying all items.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Position Number	Person	July1 Budget Amount	YTD Actual	Outstanding Encum	Variance
2014	UA	4098800	CS001	1120	---	1835908		0.00	1,000.00	0.00	(1,000.00)
2014	UA	4098800	CS001	2118	---	1835908		0.00	265.00	0.00	(265.00)

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

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Now look for the cost share subaccount and salary object code you want to review. If you click the YTD actual amount of 1,000 a more detailed screen will appear.

Mosaic Environment URL: x UAccess Financials x UAccess Financials x UAccess Financials = Lool x UPK - UAccess Financials x

https://kf-stg.mosaic.arizona.edu/kfs-stg/portal.do?channelTitle=Account%20Status%20(Current%20Funds)&channelUrl=gModifiedInquiry.do?methodToCall=start&businessObjectClassN

UA Phonebook UAccess UAccess Financials UAccess Research The University of Ari... Home - KFS Docum... Mosaic Environmen... System Dashboard ~... Other Bookmarks FSO Information Ser...

Provide Feedback

UAccess FINANCIALS Main Menu Central Admin Maintenance Administration

rel-3.0-64 (Oracle9i)

action list doc search analytics/reports

Logged in User: marcel

Account Status (Current Funds) Balance Inquiry ?

* Fiscal Year: 2014

* Chart Code: UA

* Account Number: 4098800

Sub-Account Number:

Object Code:

Sub-Object Code:

Consolidation Option: Consolidation Detail

Include Pending Ledger Entry: No Approved All

search clear cancel

0 items found. Please refine your search criteria to narrow down your search.

2 items retrieved, displaying all items.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Position Number	Person	July 1 Budget Amount	YTD Actual	Outstanding Encum	Variance
2014	UA	4098800	CS001	1120	---	1835908		0.00	1,000.00	0.00	(1,000.00)
2014	UA	4098800	CS001	2118	---	1835908		0.00	265.00	0.00	(265.00)

Export options: CSV | spreadsheet | XML

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Server: uaf-007.mosaic.arizona.edu

The drill down will show you the month salaries posted to that account and for which person. If you click the 1,000 for the month of July, the system will drill down once more for the detail labor lines.

Mosaic Environment URL: x UAccess Financials x UAccess Financials x UAccess Financials :: Look x UPK - UAccess Financials x

https://kf-stg.mosaic.arizona.edu/kfs-stg/glBalanceInquiry.do?businessObjectClassName=org.kuali.kfs.module.ld.businessobject.LedgerBalance&financialObjectCode=1120&returnLocatio

UA Phonebook UAccess UAccess Financials UAccess Research The University of Ari... Home - KFS Docum... Mosaic Environmen... System Dashboard -... Other Bookmarks FSO Information Ser...

Labor Ledger View

One item retrieved.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Position Number	Object Type Code	Employee Name	Beginning Balance Line Amount	Contracts Grants Beginning Balance Amount	Account Line Annual Balance Amount																																	
2014	UA	4098800	CS001	1120	---	AC	1835908	EX		0.00	0.00	1,000.00																																	
<table border="1"> <tr> <td>July</td> <td>1,000.00</td> <td>October</td> <td>0.00</td> <td>January</td> <td>0.00</td> <td>April</td> <td>0.00</td> </tr> <tr> <td>August</td> <td>0.00</td> <td>November</td> <td>0.00</td> <td>February</td> <td>0.00</td> <td>May</td> <td>0.00</td> </tr> <tr> <td>September</td> <td>0.00</td> <td>December</td> <td>0.00</td> <td>March</td> <td>0.00</td> <td>June</td> <td>0.00</td> </tr> <tr> <td colspan="7"></td> <td>Year End</td> <td>0.00</td> </tr> </table>													July	1,000.00	October	0.00	January	0.00	April	0.00	August	0.00	November	0.00	February	0.00	May	0.00	September	0.00	December	0.00	March	0.00	June	0.00								Year End	0.00
July	1,000.00	October	0.00	January	0.00	April	0.00																																						
August	0.00	November	0.00	February	0.00	May	0.00																																						
September	0.00	December	0.00	March	0.00	June	0.00																																						
							Year End	0.00																																					

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

Now you will see the detailed labor view of the cost share expenditure which includes details like document type, doc number, position, Emplid, etc. To identify which source account is paying for that transaction you can click on the subaccount number CS001, and the title of the subaccount will include the source account.

Mosaic Environment URL: x UAccess Financials x UAccess Financials x UAccess Financials :: Look x UPK - UAccess Financials x

https://kf-stg.mosaic.arizona.edu/kfs-stg/glModifiedInquiry.do?businessObjectClassName=org.kuali.kfs.module.ld.businessobject.LedgerEntry&financialObjectCode=1120&returnLocation=

UA Phonebook UAccess UAccess Financials UAccess Research The University of Ari... Home - KFS Docum... Mosaic Environmen... System Dashboard -... Other Bookmarks FSO Information Ser...

Ledger Entry Lookup

One item retrieved.

University Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Fiscal Period	Document Type	Origin Code	Document Number	Position Number	Project Code	Transaction Ledger Entry Description	Transaction Ledger Entry Amount	Debit Credit Code	Transaction Date	Organization Document Number	Organization Reference ID	Reference Document Type Code	Reference Origin Code	Reference Document Number
2014	UA	4098800	CS001	1120	---	AC	EX	01	ST	01	2108225	1835908	-----	test cs	1000.00	D	07/10/2013					

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)