

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

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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.

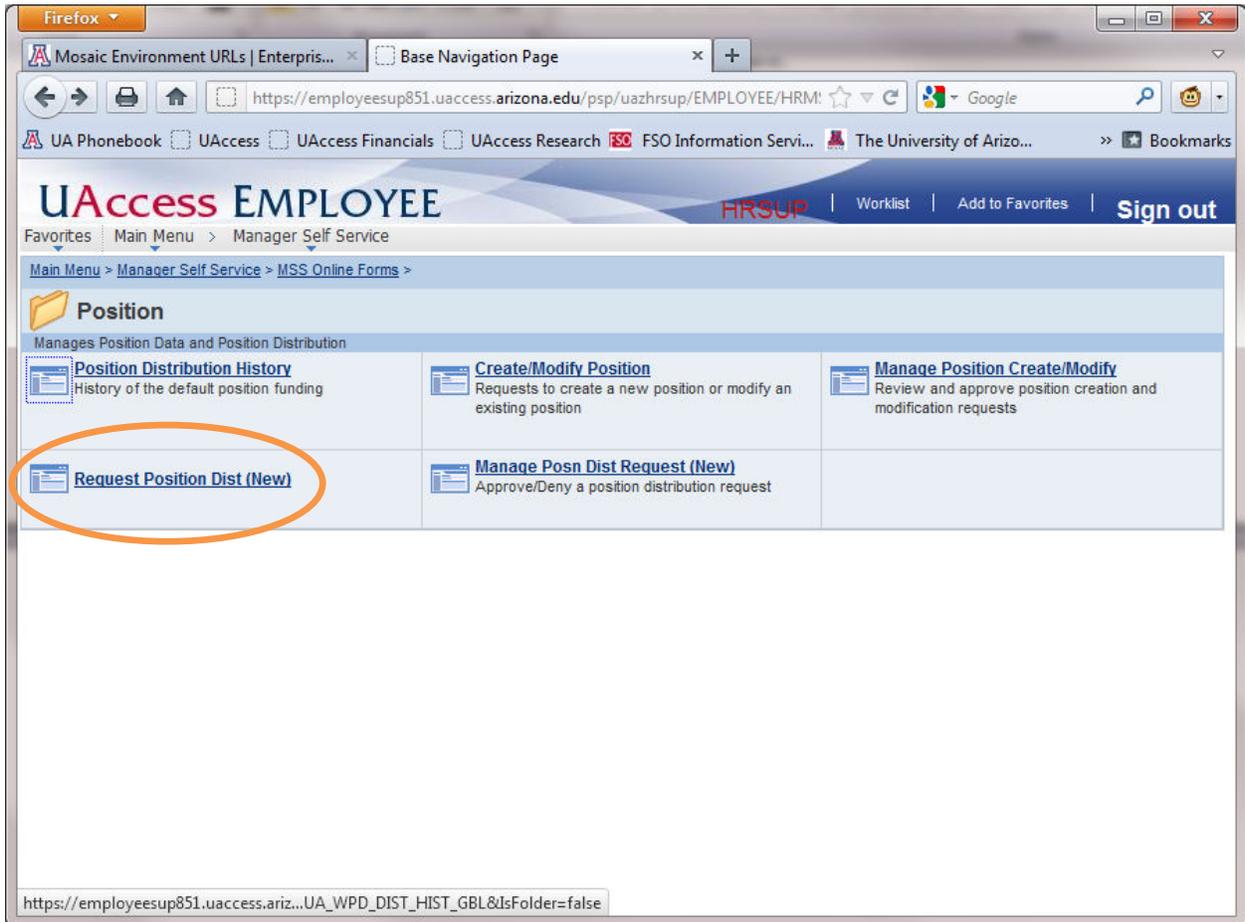
The subaccount in this example will be 3040900-CS001. Sponsored Projects will title the cost share subaccounts with the format "Cost Share, Description, Source Account". In this example, the title of the cost share subaccount would be "Cost Share, John Doe, 2410000". 2410000 would reflect the source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

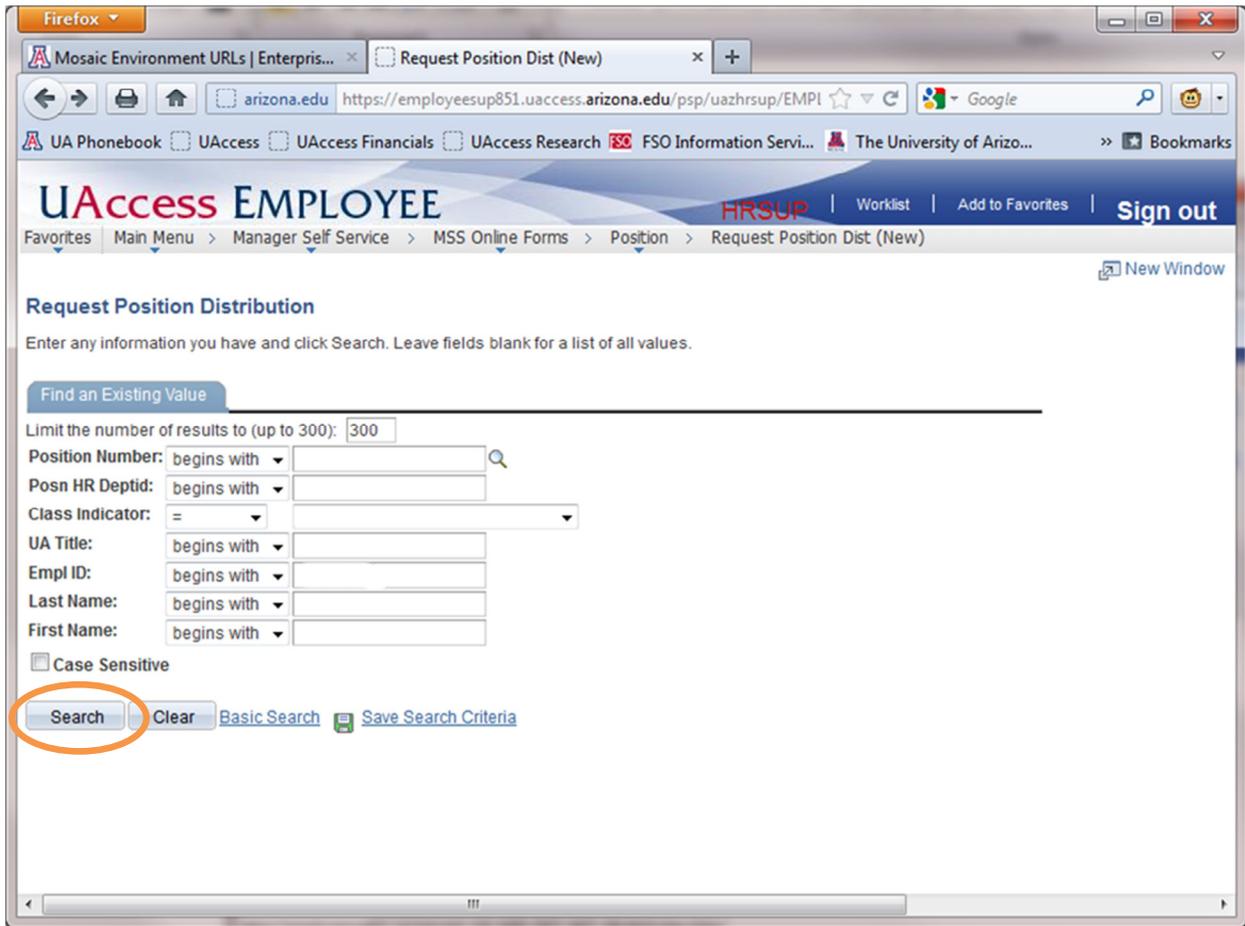
3. Posting Personnel – Preparing Position Distribution Funding to charge personnel to cost share subaccount

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.

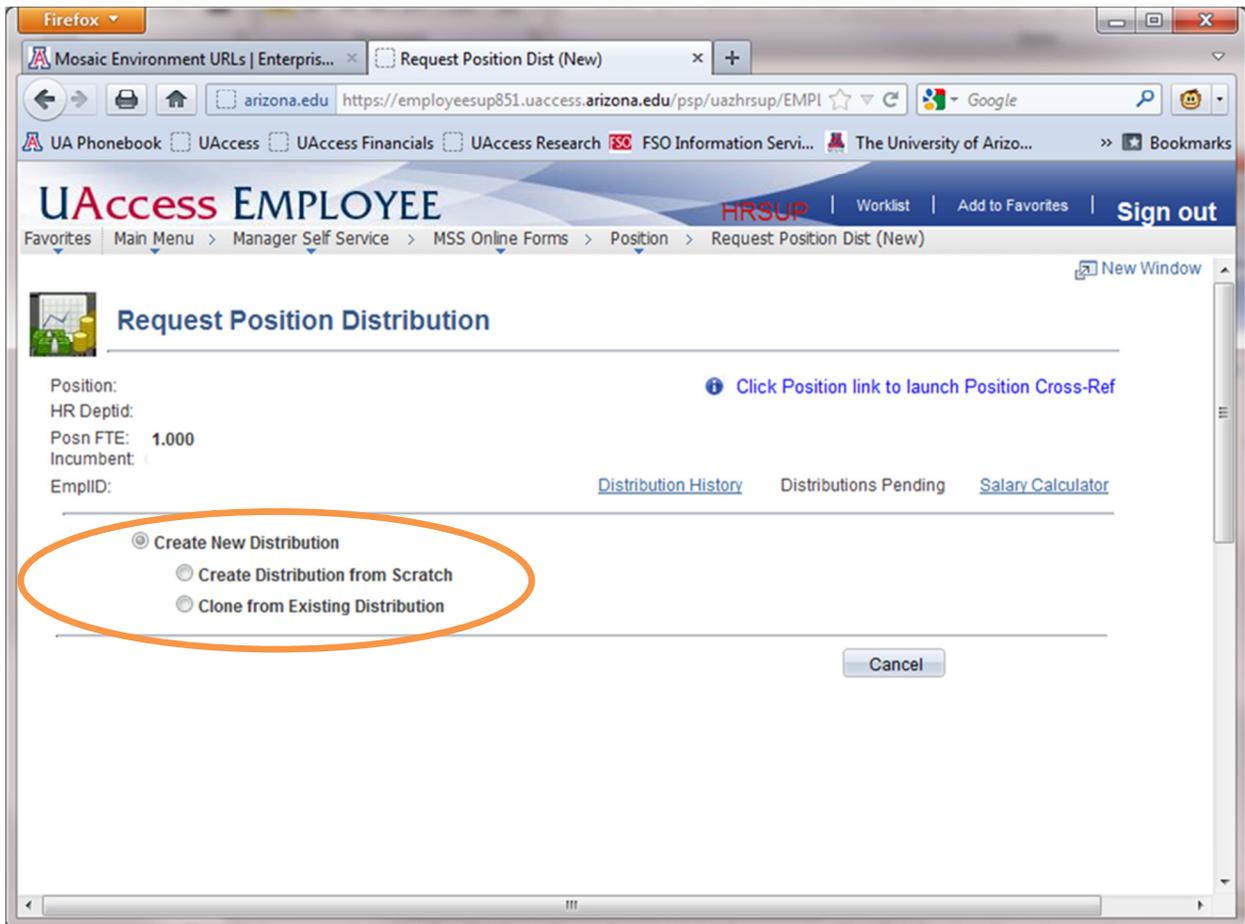
1. Login to UAccess Employee, and navigate to Manager Self Service – MSS Online Forms – Request Position Distribution (New).



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



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.



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

The screenshot shows a Firefox browser window with the URL <https://employeesup851.uaccess.arizona.edu/psp/uazhrsup/EMPLOYEE/HRMS>. The page title is "Request Position Dist (New)". The main heading is "Pick List - Clone from Existing Distribution". Below the heading is a table with the following data:

FY	Effective Date	Erncd	Chart	Acct	Acct Title	Sub-Acct	Sub-Obit	Project	CA Deptid	Dist%	User	Clone this Dist:
2012	07/01/2011		UA	2114000	SPON PROJ SERVICES				9001	100.000	Y	<input type="checkbox"/>

A "Cancel" button is located at the bottom center of the page. The "Clone this Dist:" checkbox in the table is circled in orange.

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

Request Position Distribution

Position: _____
HR Deptid: _____
Posn FTE: 1.000
Incumbent: _____
EmplID: _____

[Click Position link to launch Position Cross-Ref](#)

[Distribution History](#) [Distributions Pending](#) [Salary Calculator](#)

Distribution Header

*Effective Date: 01/09/2012 Transaction ID: 350997
Due By: 01/20/2012 Approval Status: Not Submitted
Fiscal Year: 2012
Default Object: 1150 Fiscal App/Fac Salaries (ere 4)

Default Accounting Distribution											
*Erncd	Chart	Acct	Acct Description	Sub-Acct	Sub-Obit	Project	Deptid	Dist %	User Flag		
All	Set Acctg	UA	SPON PROJ SERVICES				9001	100.000	add	delete	

Earnings Code-Specific Accounting Distribution

*Erncd	Chart	Acct	Acct Description	Sub-Acct	Sub-Obit	Project	Deptid	Dist %	User Flag		
	Set Acctg		Acct Description						add	delete	

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

Request Position Distribution

Position: [Click Position link to launch Position Cross-Ref](#)
HR Deptid:
Posn FTE: 1.000
Incumbent:

EmplID: [Distribution History](#) [Distributions Pending](#) [Salary Calculator](#)

Distribution Header

*Effective Date: 01/09/2012
Due By: 01/20/2012
Fiscal Year: 2012
Transaction ID: 350997
Approval Status: Not Submitted
Default Object: 1150 Fiscal App/Fac Salaries (ere 4)

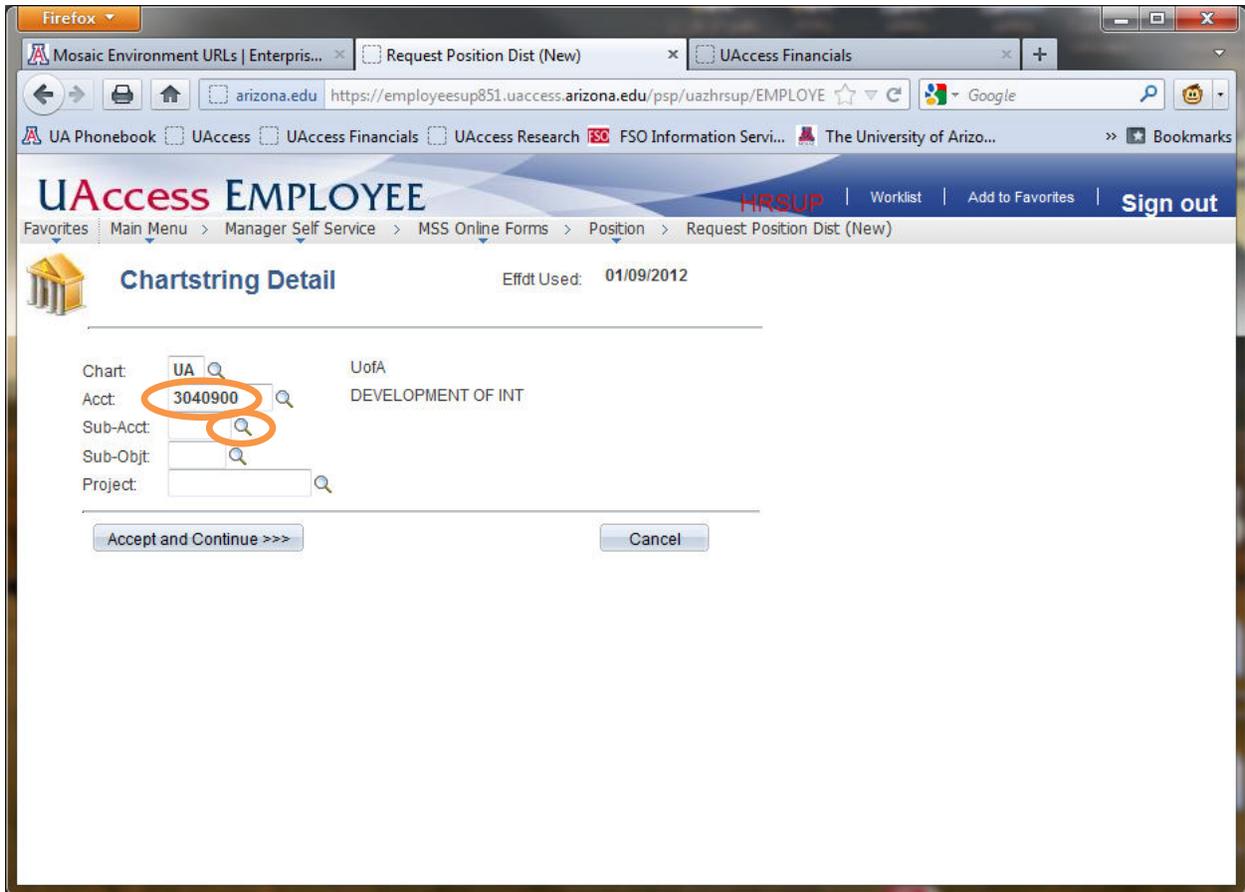
Default Accounting Distribution

*Erncd	Chart	Acct	Acct Description	Sub-Acct	Sub-Obit	Project	Deptid	Dist %	User Flag		
All	Set Acctg	UA	2114000	SPON PROJ SERVICES			9001	100.000		<input type="button" value="add"/>	<input type="button" value="delete"/>
All	Set Acctg			Acct Description						<input type="button" value="add"/>	<input type="button" value="delete"/>

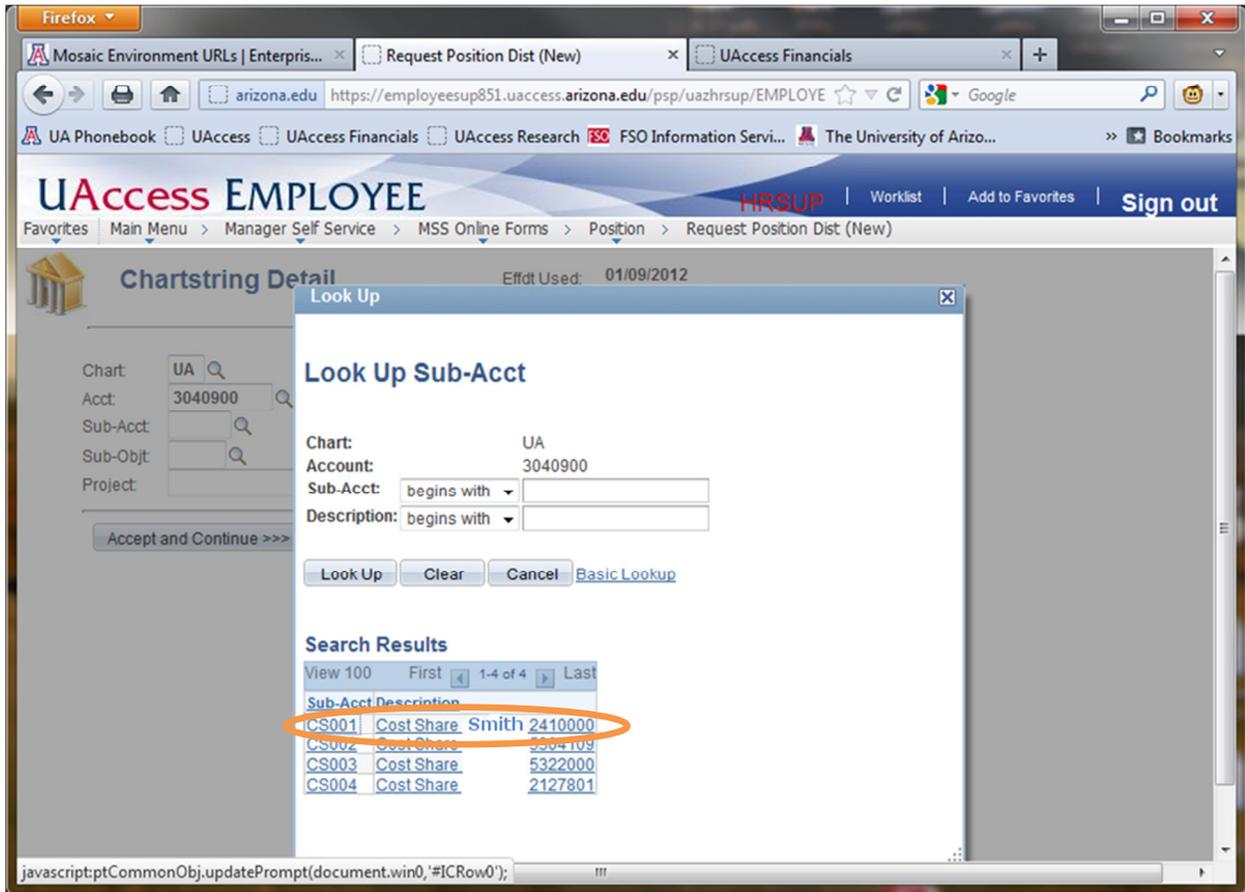
Earnings Code-Specific Accounting Distribution

*Erncd	Chart	Acct	Acct Description	Sub-Acct	Sub-Obit	Project	Deptid	Dist %	User Flag		
	Set Accto		Acct Description							<input type="button" value="add"/>	<input type="button" value="delete"/>

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".



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.



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

Mosaic Environment URLs | Enterpris... | Request Position Dist (New) | UAccess Financials

arizona.edu https://employeesup851.uaccess.arizona.edu/psp/uazhrsup/EMPLOYEE

UA Phonebook UAccess UAccess Financials UAccess Research FSO Information Servi... The University of Arizo... Bookmarks

UAccess EMPLOYEE HRSUP | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Manager Self Service > MSS Online Forms > Position > Request Position Dist (New)

Chartstring Detail Effdt Used: 01/09/2012

Chart: UA UofA
Acct: 3040900 DEVELOPMENT OF INT
Sub-Acct: CS001 Cost Share Smith 2410000
Sub-Objt:
Project:

Accept and Continue >>> Cancel

javascript:ptCommonObj.updatePrompt(document.win0,'#ICRow0');

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.

The screenshot shows the 'Request Position Distribution' screen in a Firefox browser. The page title is 'Request Position Distribution' and the URL is 'https://employeesup851.uaccess.arizona.edu/psp/uazhrsup/EMPLOYEE'. The page includes a navigation menu with 'Main Menu', 'Manager Self Service', 'MSS Online Forms', 'Position', and 'Request Position Dist (New)'. The main content area displays the following information:

- Position: [Click Position link to launch Position Cross-Ref](#)
- HR Deptid:
- Posn FTE: 1.000
- Incumbent:
- EmpID:
- [Distribution History](#) | [Distributions Pending](#) | [Salary Calculator](#)

The 'Distribution Header' section shows:

- *Effective Date: 01/09/2012
- Due By: 01/20/2012
- Fiscal Year: 2012
- Default Object: 1150 Fiscal App/Fac Salaries (ere 4)
- Transaction ID: 350997
- Approval Status: Not Submitted

The 'Default Accounting Distribution' table is as follows:

*Erncd	Chart	Acct	Acct Description	Sub-Acct	Sub-Objt	Project	Deptid	Dist %	User Flag
All	Set Acctq UA	2114000	SPON PROJ SERVICES				9001	100.000	add delete
All	Set Acctq UA	3040900	DEVELOPMENT OF INT	CS001			0709		add delete

The 'Earnings Code-Specific Accounting Distribution' table is partially visible below:

*Erncd	Chart	Acct	Acct Description	Sub-Acct	Sub-Objt	Project	Deptid	Dist %	User Flag
	Set Acctq		Acct Description						add delete

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%.

Request Position Distribution

Position: [Click Position link to launch Position Cross-Ref](#)

HR Deptid:

Posn FTE: 1.000

Incumbent:

EmplID: [Distribution History](#) [Distributions Pending](#) [Salary Calculator](#)

Distribution Header

*Effective Date: 01/09/2012 ^{BT} Transaction ID: 350997
Due By: 01/20/2012 Approval Status: Not Submitted
Fiscal Year: 2012
Default Object: 1150 Fiscal App/Fac Salaries (ere 4)

*Erncd	Chart	Acct	Acct Description	Sub-Acct	Sub-Objt	Project	Deptid	Dist %	User Flag
All	Set Acctq UA	2114000	SPON PROJ SERVICES				9001	90	add delete
All	Set Acctq UA	3040900	DEVELOPMENT OF INT	CS001			0709	10	add delete

Earnings Code-Specific Accounting Distribution

*Erncd	Chart	Acct	Acct Description	Sub-Acct	Sub-Objt	Project	Deptid	Dist %	User Flag
	Set Acctq		Acct Description						add delete

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.

The screenshot shows the UAccess EMPLOYEE HRSUP interface for a 'Request Position Dist (New)'. The breadcrumb trail is: Favorites > Main Menu > Manager Self Service > MSS Online Forms > Position > Request Position Dist (New). The form displays the following data:

All	Set Acctg	UA	3040900	DEVELOPMENT OF INT	CS001		0709	10	add	delete
-----	-----------	----	---------	--------------------	-------	--	------	----	-----	--------

Earnings Code-Specific Accounting Distribution

*Erncd	Chart	Acct	Acct Description	Sub-Acct	Sub-Obit	Project	Deptid	Dist %	User Flag	
	Set Acctg		Acct Description							add delete

Request Comments (2000 char)

Created By: MARCEL Last Updated By:
Submit Date: Last Update:

Attachments

View Attachment	Description	Attached File
<input type="radio"/> View Attachment		

+ Add Attachment - Delete Attachment

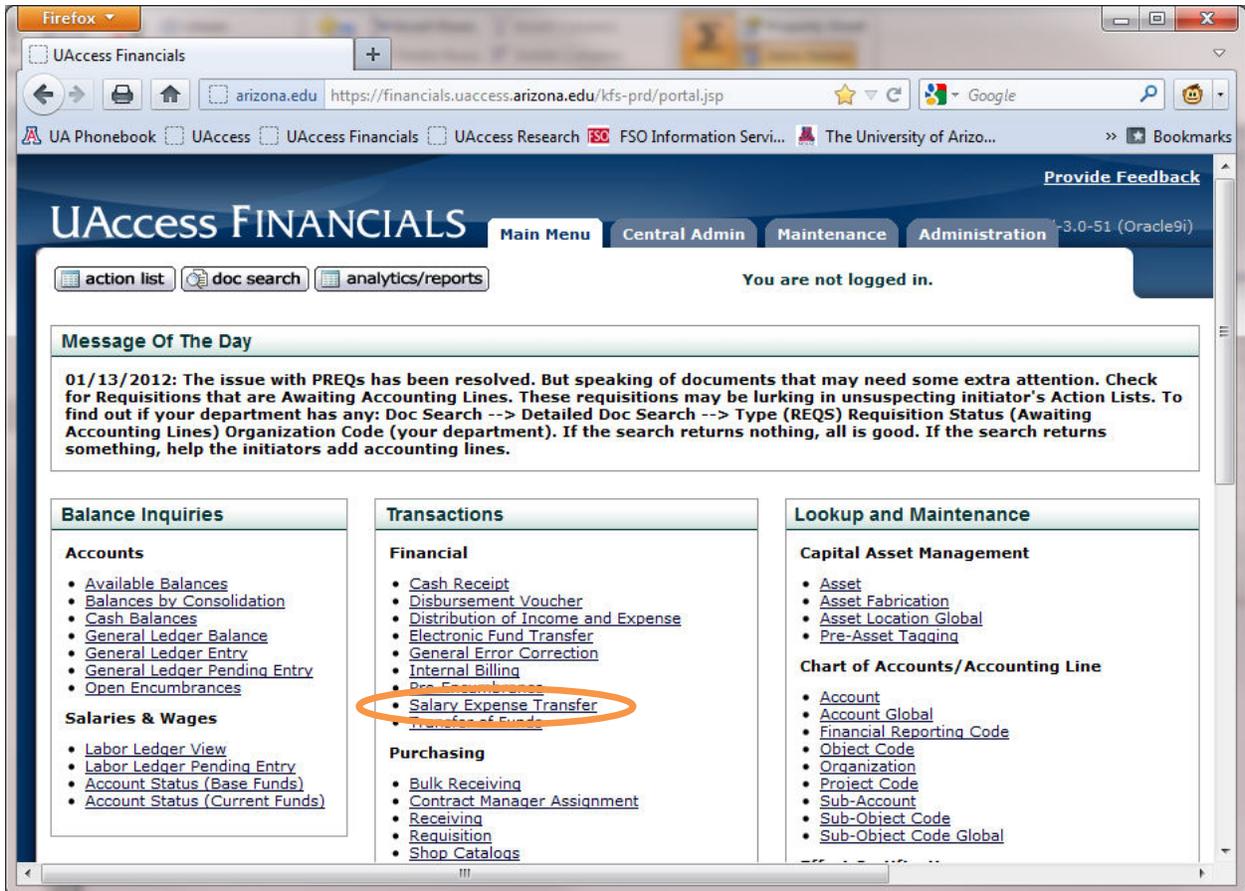
Buttons: Save for Later, Submit, Cancel

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



- 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.

The screenshot shows the UAccess Financials web application interface. The browser address bar displays the URL: <https://financials.uaccess.arizona.edu/kfs-prd/portal.do?channelTitle=>. The page title is "UAccess FINANCIALS". The user is logged in as "marcel".

The main content area displays a "Salary Expense Transfer" document. The document details are as follows:

Doc Nbr:	649080	Status:	INITIATED
Initiator:	marcel	Created:	01:15 PM 01/17/2012

Buttons for "expand all" and "collapse all" are visible, along with a note "* required field".

The "Document Overview" section contains the following fields:

* Description:	Transfer cost share salary
Explanation:	Retroactively adjusting cost share because new year of award funding was late
Org. Doc. #:	

The "Financial Document Detail" section shows a "Total Amount:" field.

The "Ledger Balance Importing" section contains the following fields:

* Fiscal Year:	2012
* Emp ID:	156009387

A "search" button is located below the Emp ID field.

- 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.

Ledger Balance Lookup for Salary Expense Transfer Document

* Fiscal Year: 2012
 * Employee ID:

search clear cancel return selected

Viewing rows 1 to 1

select all unselect all

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
2012	UA	2114000	-----	1150	---	AC	1865444	EX		0.00	0.00	29,396.53

<input type="checkbox"/> July	3,371.65	<input type="checkbox"/> August	4,214.56	<input type="checkbox"/> September	4,214.56	<input type="checkbox"/> October	6,532.56
<input type="checkbox"/> November	4,425.28	<input type="checkbox"/> December	4,425.28	<input type="checkbox"/> January	2,212.64	<input type="checkbox"/> February	0.00
<input type="checkbox"/> March	0.00	<input type="checkbox"/> April	0.00	<input type="checkbox"/> May	0.00	<input type="checkbox"/> June	0.00
						<input type="checkbox"/> Year End	0.00

select all unselect all

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.

Ledger Balance Lookup for Salary Expense Transfer Document

* Fiscal Year: 2012
* Employee ID: []

search clear cancel return selected

Viewing rows 1 to 1

select all unselect all

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
2012	UA	2114000	-----	1150	---	AC	1865444	EX		0.00	0.00	29,396.53

Month	Balance	Month	Balance	Month	Balance	Month	Balance
<input checked="" type="checkbox"/> July	3,371.65	<input checked="" type="checkbox"/> August	4,214.56	<input checked="" type="checkbox"/> September	4,214.56	<input type="checkbox"/> October	6,532.56
<input type="checkbox"/> November	1,125.00	<input type="checkbox"/> December	1,125.00	<input type="checkbox"/> January	2,212.64	<input type="checkbox"/> February	0.00
<input type="checkbox"/> March	0.00	<input type="checkbox"/> April	0.00	<input type="checkbox"/> May	0.00	<input type="checkbox"/> June	0.00
						<input type="checkbox"/> Year End	0.00

select all unselect all

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

The screenshot displays a web application interface for 'Accounting Lines'. The browser window shows the URL 'https://financials.uaccess.arizona.edu/kfs-prd/portal.do?channelTitle=Salary Expense Tran'. The page title is 'Accounting Lines'. The table below lists three accounting lines with the following data:

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Position	Pay FY	Pay Per	Pay Hrs	* Amount	Actions
1	UA University of Arizona- Management	2114000 SPON PROJ SERVICES		1150 Fiscal App/Fac Salaries (ere 4)				1865444	2012	02	0	4,214.56	delete bal inquiry copy
2	UA University of Arizona- Management	2114000 SPON PROJ SERVICES		1150 Fiscal App/Fac Salaries (ere 4)				1865444	2012	01	0	3,371.65	delete bal inquiry copy
3	UA University of Arizona- Management	2114000 SPON PROJ SERVICES		1150 Fiscal App/Fac Salaries (ere 4)				1865444	2012	03	0	4,214.56	delete bal inquiry copy
Total: 11,800.77													

Below the table, there is a section for 'Error Certification' with a 'hide' button. The text area contains the instruction: 'Describe in detail the expenditures that are being transferred:'. The total amount shown at the bottom of the table is 'Total: 0.00'.

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

The screenshot shows a web browser window displaying the 'Accounting Lines' interface. The browser address bar shows the URL: [https://financials.uaccess.arizona.edu/kfs-prd/portal.do?channelTitle=Salary Expense Tran](https://financials.uaccess.arizona.edu/kfs-prd/portal.do?channelTitle=Salary%20Expense%20Tran). The page title is 'Accounting Lines'. The interface includes a table with the following columns: * Chart, * Account Number, Sub-Account, * Object, Sub-Object, Project, Org Ref Id, * Position, Pay FY, Pay Per, Pay Hrs, * Amount, and Actions. Three rows are listed, each with an Amount of 1000. An orange oval highlights the Amount column. Below the table, there is an 'Error Certification' section with a text area for describing expenditures.

* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Position	Pay FY	Pay Per	Pay Hrs	* Amount	Actions
1 UA University of Arizona- Management	2114000 SPON PROJ SERVICES		1150 Fiscal App/Fac Salaries (ere 4)				1865444	2012	02	0	1000	delete bal inquiry copy
2 UA University of Arizona- Management	2114000 SPON PROJ SERVICES		1150 Fiscal App/Fac Salaries (ere 4)				1865444	2012	01	0	1000	delete bal inquiry copy
3 UA University of Arizona- Management	2114000 SPON PROJ SERVICES		1150 Fiscal App/Fac Salaries (ere 4)				1865444	2012	03	0	1000	delete bal inquiry copy

Total: 3000.77

To: Total: 0.00

Error Certification

Describe in detail the expenditures that are being transferred.:

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

The screenshot shows a web application interface for 'Accounting Lines'. It features two main sections: 'From' and 'To'. The 'From' section contains three rows of data, each representing a different line item. The 'To' section is currently empty. A 'copy all' button is circled in orange in the 'From' section header, and the 'To' section header is also circled in orange.

Accounting Lines													hide detail		
From													copy all	delete all	import lines
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Position	Pay FY	Pay Per	Pay Hrs	* Amount	Actions		
1	UA University of Arizona-Management	2114000 SPON PROJ SERVICES		1150 Fiscal App/Fac Salaries (ere 4)				1865444	2012	02	0	1,000.00	delete bal inquiry copy		
2	UA University of Arizona-Management	2114000 SPON PROJ SERVICES		1150 Fiscal App/Fac Salaries (ere 4)				1865444	2012	01	0	1,000.00	delete bal inquiry copy		
3	UA University of Arizona-Management	2114000 SPON PROJ SERVICES		1150 Fiscal App/Fac Salaries (ere 4)				1865444	2012	03	0	1,000.00	delete bal inquiry copy		
												Total: 3,000.00			
To													delete all	import lines	
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Position	Pay FY	Pay Per	Pay Hrs	* Amount	Actions		
1	UA University of Arizona-Management	2114000 SPON PROJ SERVICES		1150 Fiscal App/Fac Salaries (ere 4)				1865444	2012	02	0	1,000.00	delete bal inquiry		
2	UA University of Arizona-Management	2114000 SPON PROJ SERVICES		1150 Fiscal App/Fac Salaries (ere 4)				1865444	2012	01	0	1,000.00	delete bal inquiry		
3	UA University of Arizona-Management	2114000 SPON PROJ SERVICES		1150 Fiscal App/Fac Salaries (ere 4)				1865444	2012	03	0	1,000.00	delete bal inquiry		
												Total: 3,000.00			

Error Certification

Error Certification

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".

The screenshot displays the 'Accounting Lines' interface in a web browser. The 'From' section contains three lines with the following data:

* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Position	Pay FY	Pay Per	Pay Hrs	* Amount	Actions
1 UA University of Arizona-Management	2114000 SPON PROJ SERVICES		1150 Fiscal App/Fac Salaries (ere 4)				1865444	2012	02	0	1,000.00	delete, bal inquiry, copy
2 UA University of Arizona-Management	2114000 SPON PROJ SERVICES		1150 Fiscal App/Fac Salaries (ere 4)				1865444	2012	01	0	1,000.00	delete, bal inquiry, copy
3 UA University of Arizona-Management	2114000 SPON PROJ SERVICES		1150 Fiscal App/Fac Salaries (ere 4)				1865444	2012	03	0	1,000.00	delete, bal inquiry, copy

The 'To' section contains three lines with the following data:

* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Position	Pay FY	Pay Per	Pay Hrs	* Amount	Actions
1 UA University of Arizona-Management	3040900 DEVELOPMENT OF INT	CS001 Cost Share Ghishan 2410000	1150 Fiscal App/Fac Salaries (ere 4)				1865444	2012	02	0	1,000.00	delete, bal inquiry
2 UA University of Arizona-Management	3040900 DEVELOPMENT OF INT	CS001 Cost Share Ghishan 2410000	1150 Fiscal App/Fac Salaries (ere 4)				1865444	2012	01	0	1,000.00	delete, bal inquiry
3 UA University of Arizona-Management	3040900 DEVELOPMENT OF INT	CS001 Cost Share Ghishan 2410000	1150 Fiscal App/Fac Salaries (ere 4)				1865444	2012	03	0	1,000.00	delete, bal inquiry

The 'To' section also shows a total of 3,000.00. An orange box highlights the 'Account Number' and 'Sub-Account' fields for the first three lines in the 'To' section.

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”

The screenshot shows a web browser window with the URL [https://financials.uaccess.arizona.edu/kfs-prd/portal.do?channelTitle=Salary Expense Transfer&channelTitle=Salary Expense Transfer](https://financials.uaccess.arizona.edu/kfs-prd/portal.do?channelTitle=Salary%20Expense%20Transfer&channelTitle=Salary%20Expense%20Transfer). The page displays a table with columns for account numbers and amounts. Below the table, there is a section titled "Error Certification" with a "hide" button. The "Error Certification" section contains four text boxes, each with the text "Transferring cost share to cost share subaccount". Below the text boxes, there are four "show" buttons for "Labor Ledger Pending Entries", "Notes and Attachments (0)", "Ad Hoc Recipients", and "Route Log". At the bottom of the form, there are five buttons: "submit", "save", "blanket approve", "close", and "cancel". The "submit" button is circled in orange.

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.