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

This guide is designed to show you in UAccess Analytics 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 Income/Expense report which will show you how to identify cost share your account is funding. The second part will guide you through the Payroll Expenditure Listing report so that you can view specific detail of cost share that posted to your source account.

Part 1: Income/Expense report

To start, login to UAccess Analytics and go to the General Financial Management dashboard and select the Income/Expense tab. Within this screen, enter your account and other desired filters and click Apply. Choose the Report View of "Account Details".

The report will show both expenses posted directly to the source account, and cost share expenses funded by the source account. The report will group cost share within the appropriate expense type category. For example, personnel cost share is grouped in the Personnel Services section of this report. You can then click on a dollar amount in blue font under the Current Month Actuals column to drill down and see specific transaction detail. In this example we will drill down on the 1,000 transaction for object code 7932 Cost Share Transfers Personnel. To drill down, click the amount, and then click the popup that says "Account Detail: Transactions".

A new screen will appear with the detail of the transaction. The screen will tell you the cost share on this object code 7932 was cost share generated from account 4098800. To see the detail of the expense itself such as who the employee being cost shared is, you can view the payroll expenditure listing for the cost share subaccount on 4098800, which is explained in Part 2 of this guide.

Part 2: The Payroll Expenditure Listing.

To see the specific detail of the cost share salaries such as the individual names and hours, you can use the Payroll Expenditure Listing. In this example, account 4098800 is entered from the above example, and the Payroll Listing shows the specific salaries. You need to set the filters for fiscal year, month, etc. to match the Income/Expense report filters you were using. Then change the report view to "Summary by Account and Employee Name". Notice the 1,000 of salaries matches the 1,000 of cost share salaries from the above screenshots. You can then set the report view to a different detailed view to see more information.