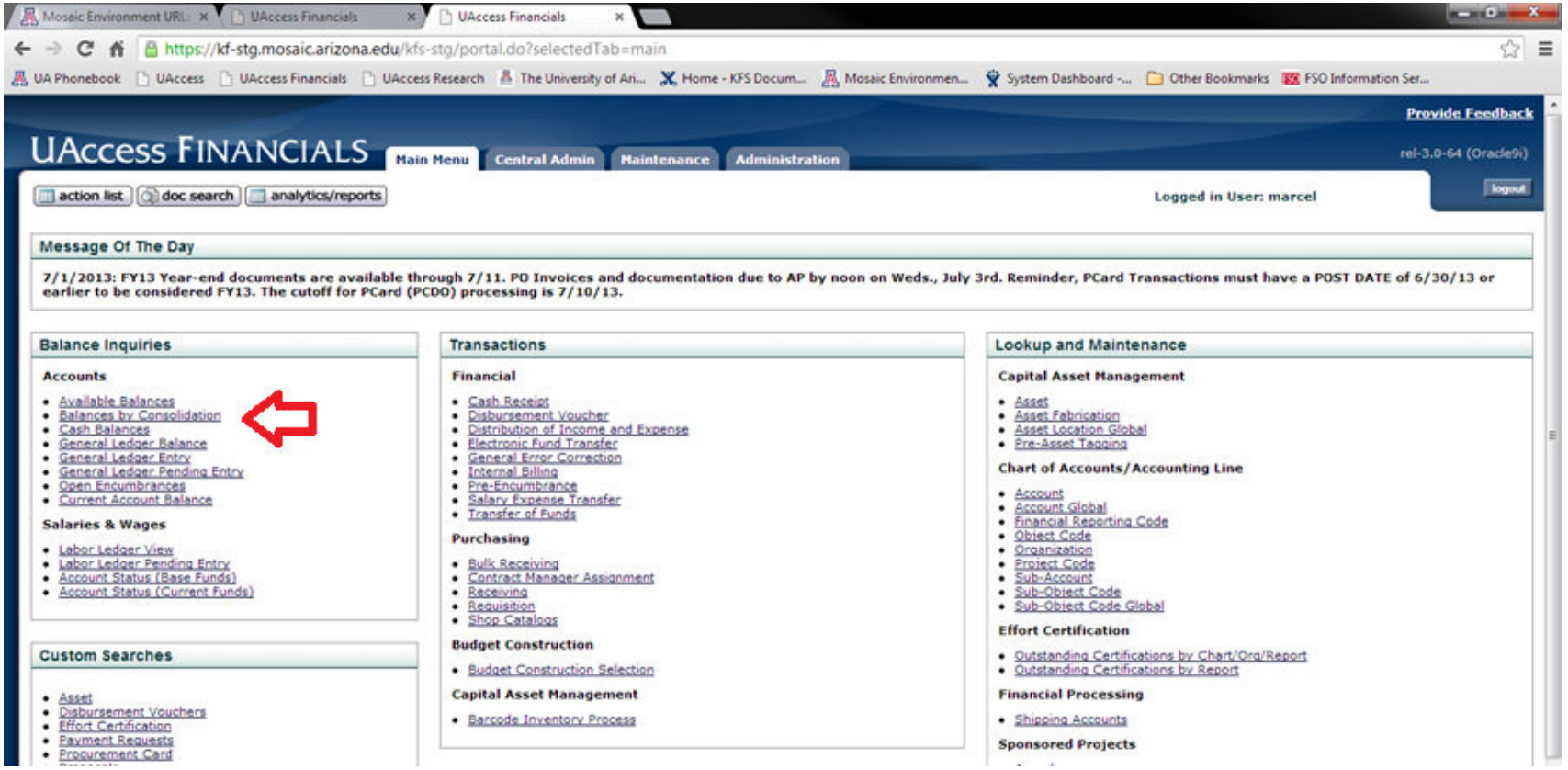
## Sponsored Projects guide for reviewing cost share on source accounts in UAccess Financials

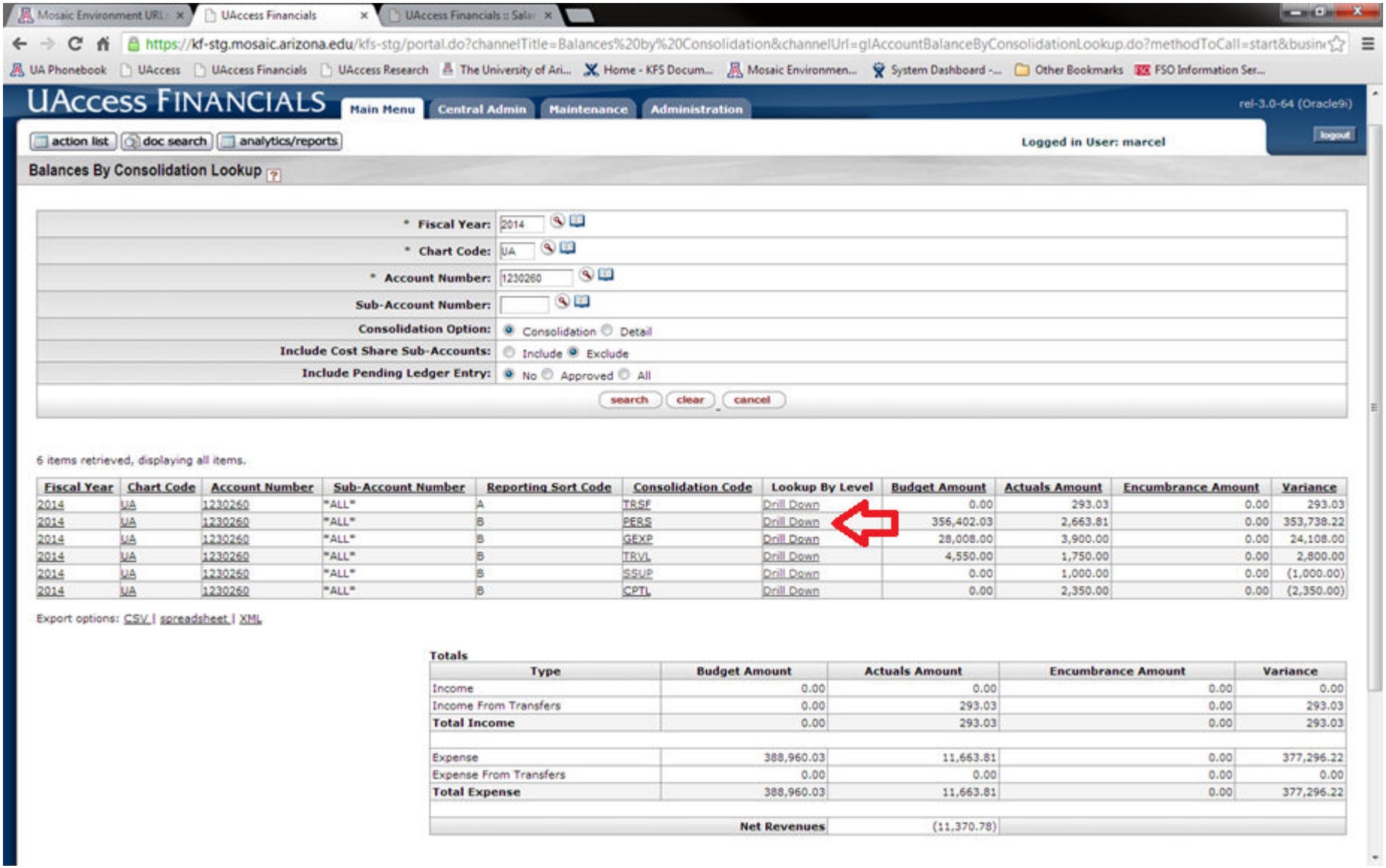
This guide is designed to show you in UAccess Financials how to identify cost share transactions that post to a source account that funds cost share, such as a state or indirect cost account. The guide is two parts. The first part will take you through screenshots of the Balances by Consolidation screen 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.



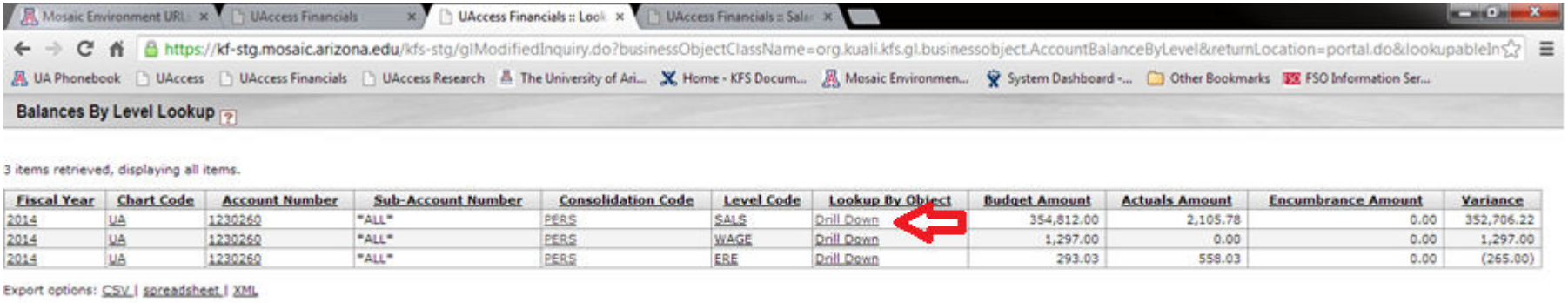
This is the Balances by Consolidation screen which shows budget, actual expenses, and encumbrances on a summarized view. Enter your account and click search to view results. The financial system will group the cost share expenditures within the appropriate expense category. For example, personnel cost 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.




| 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) |

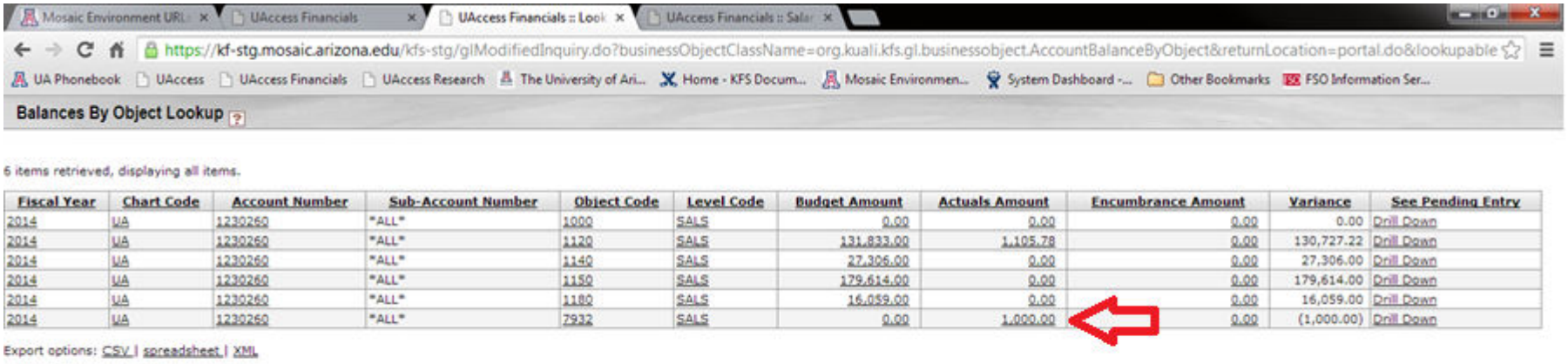
| Type | Budget Amount | Actuals Amount | Encumbrance Amount | Variance |
|---|---|---|---|---|
| Income | 0.00 | 0.00 | 0.00 | 0.00 |
| Income From Transfers | 0.00 | 293.03 | 0.00 | 293.03 |
| **Total Income** | 0.00 | 293.03 | 0.00 | 293.03 |
| | | | | |
| Expense | 388,960.03 | 11,663.81 | 0.00 | 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.



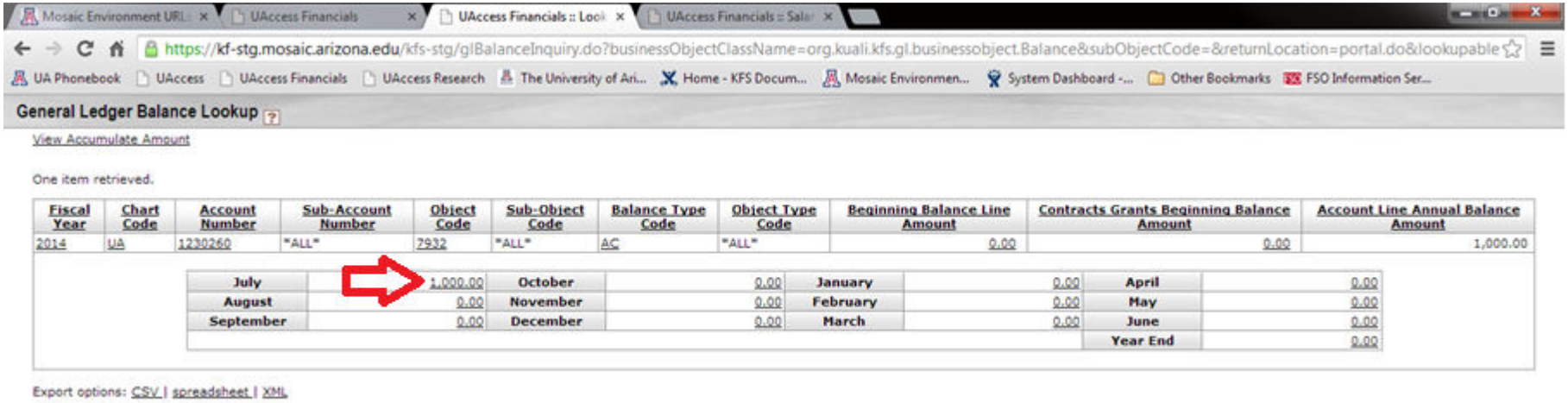

| Fiscal Year | Chart Code | Account Number | Sub-Account Number | Consolidation Code | Level Code | Lookup By Object | Budget Amount | Actuals Amount | Encumbrance Amount | Variance |
|---|---|---|---|---|---|---|---|---|---|---|
| 2014 | UA | 1230260 | *ALL* | PERS | SALS | Drill Down | 354,812.00 | 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) |

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.

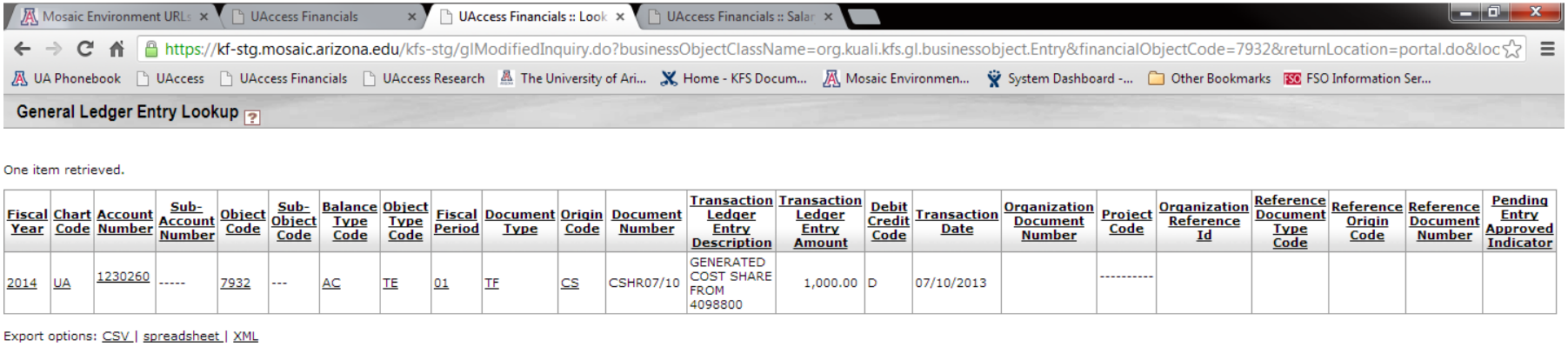



| Fiscal Year | Chart Code | Account Number | Sub-Account Number | Object Code | Level Code | Budget Amount | Actuals Amount | Encumbrance Amount | Variance | See Pending Entry |
|---|---|---|---|---|---|---|---|---|---|---|
| 2014 | UA | 1230260 | *ALL* | 1000 | SALS | 0.00 | 0.00 | 0.00 | 0.00 | Drill 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 |

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.

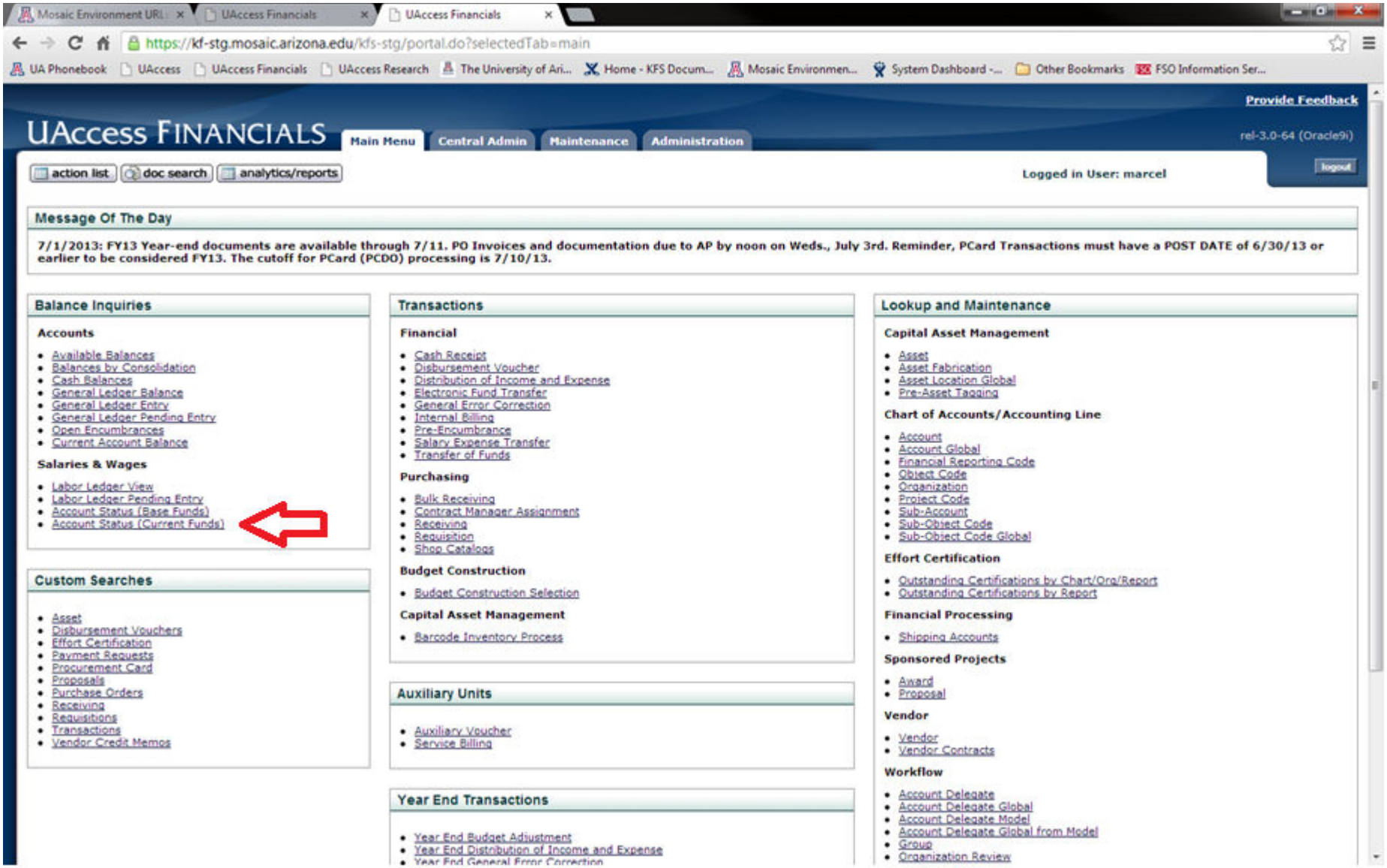



The final drill down now shows you the cost share salary expense came from account 4098800 and posted 7/10/13. To see even more detail about the specific employee the cost share belongs to, we will use the Salaries and Wages Account Status lookup in part two of the guide.

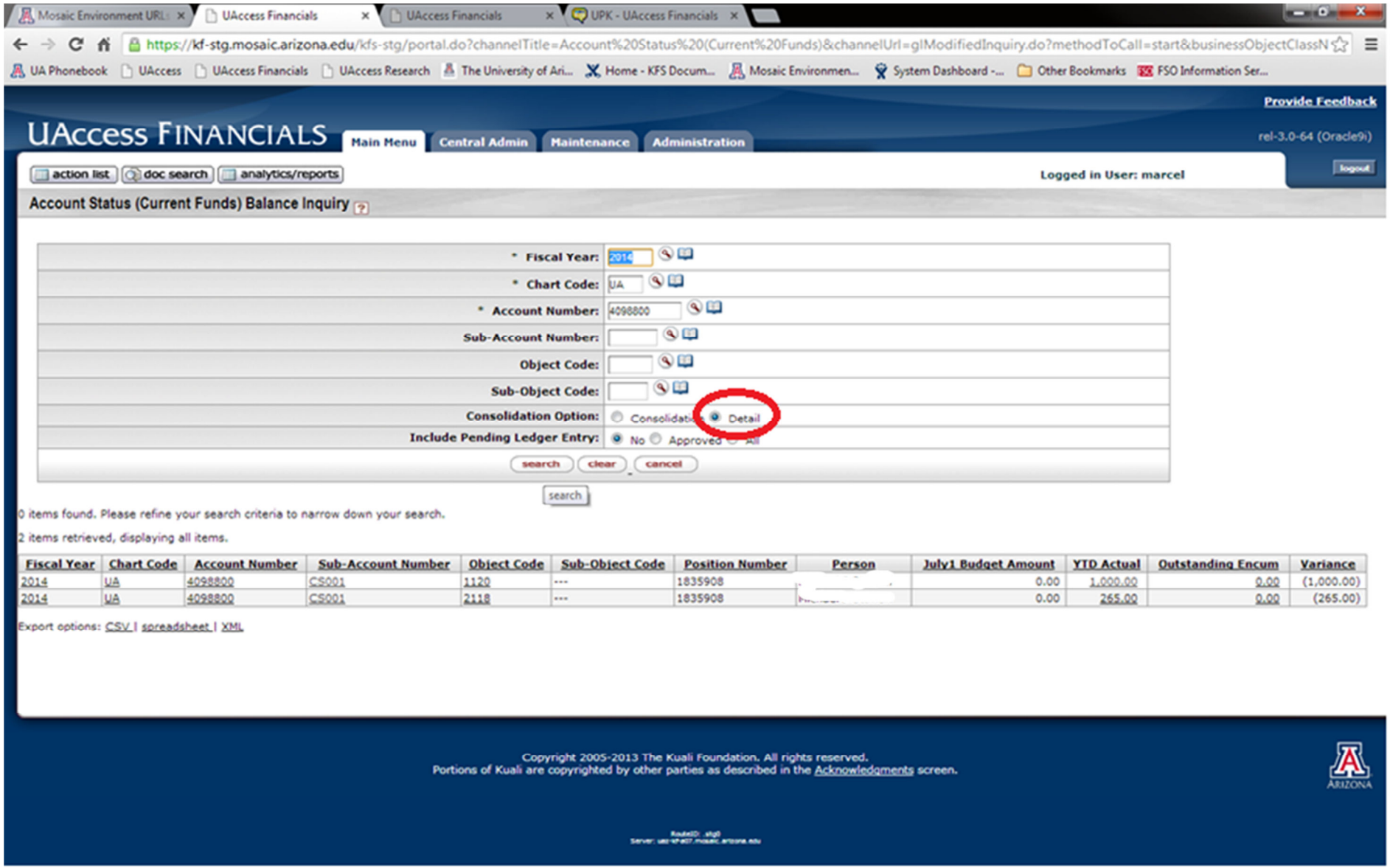


***Part 2: Salaries and Wages Account Status (Current Funds)***

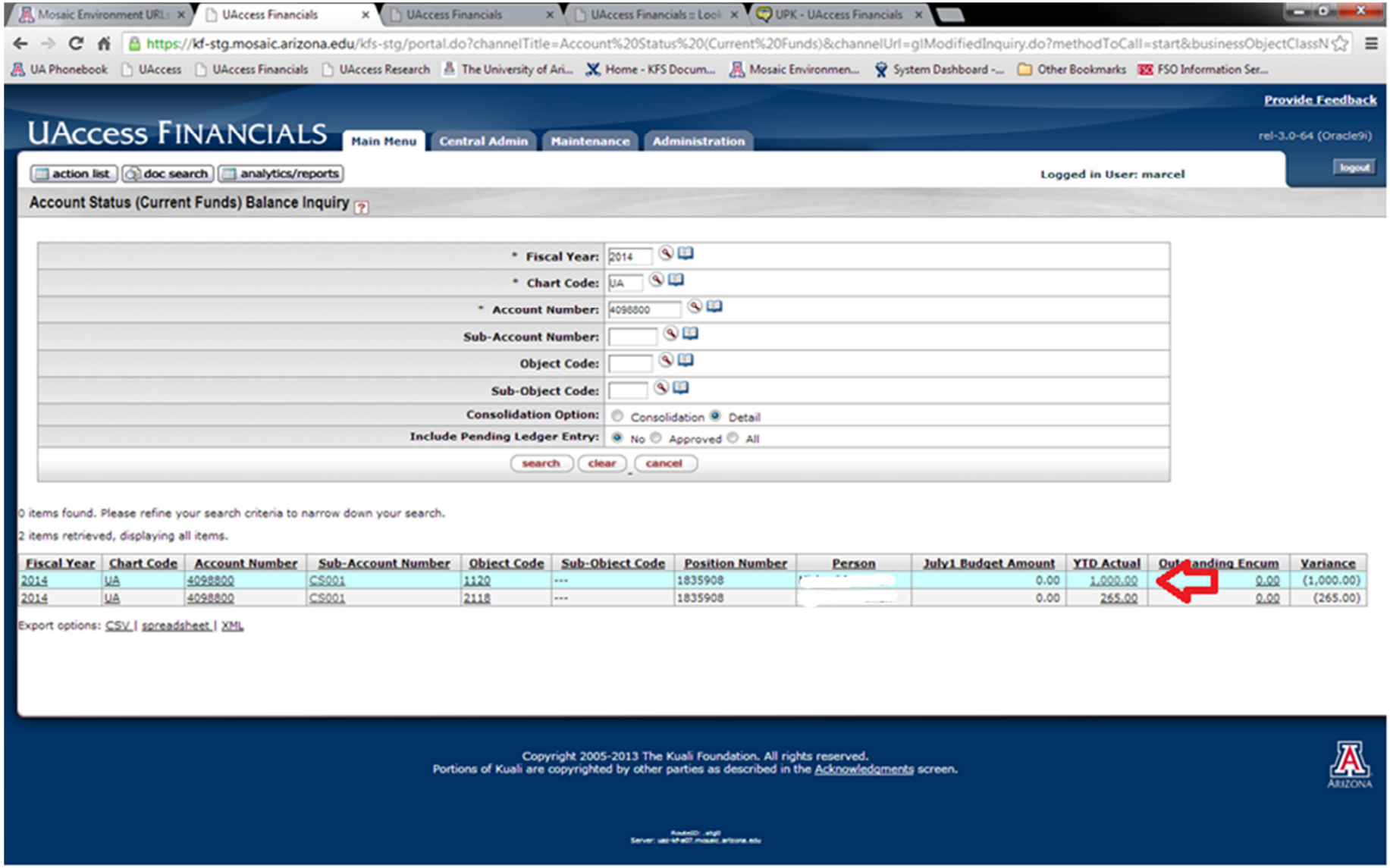
To see the specific detail of the cost share salaries such as the individual names and hours, go to the Main Menu and click Account Status (Current Funds), located in the Salaries and Wages section.



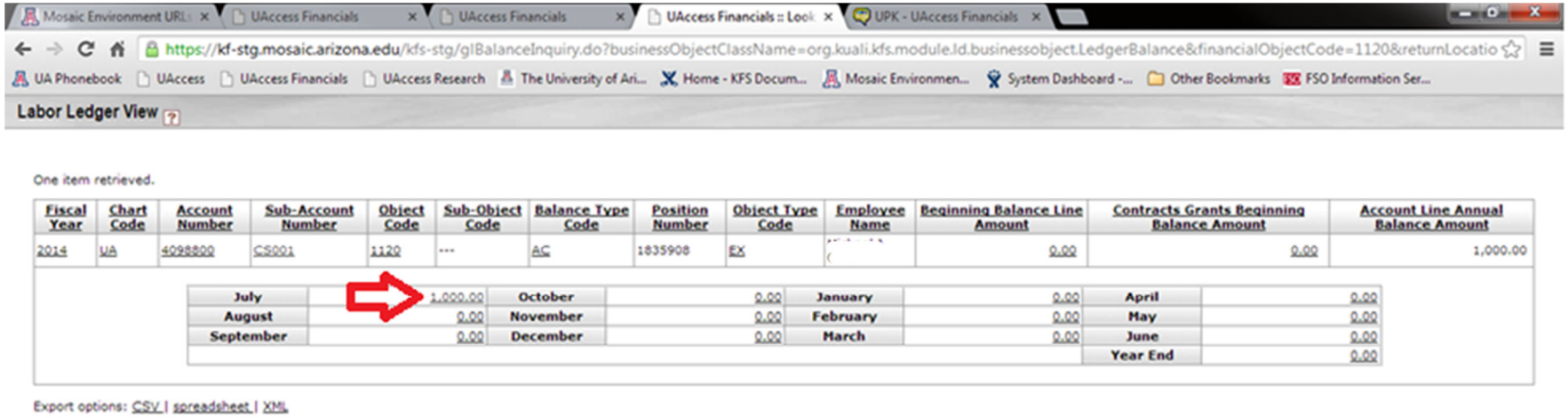
This screen will show you specific labor costs on an account. In the search screen for this example from Part 1, you would enter 4098800 into the account number field, choose consolidation option “Detail” and click search. That will return the labor detail on the 4098800 account, including the cost share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



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.



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.



Labor Ledger View

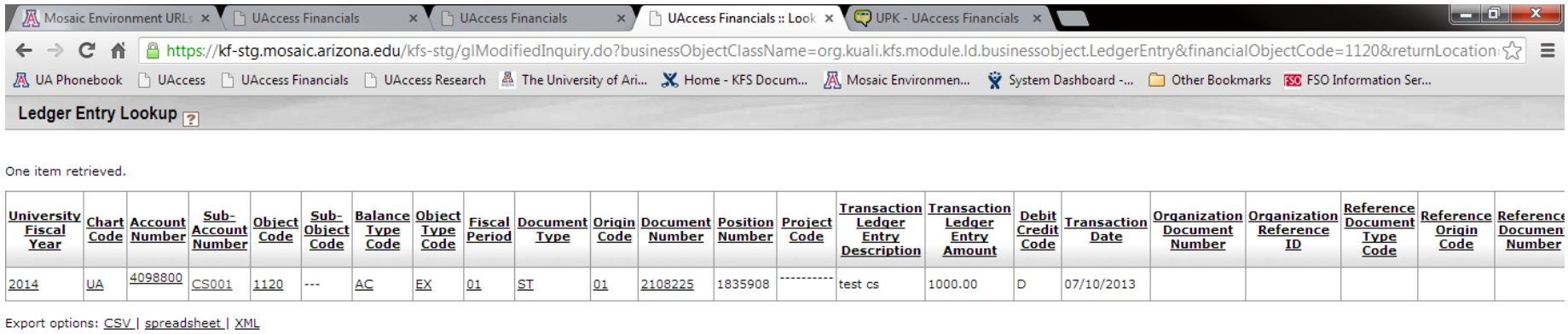
One item retrieved.

| 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 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 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.



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