

GM 9.0 TRACK COST SHARE

PEOPLESOFT 8.4



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GM 9.01 Setup Cost Share Budget Pre Award

When you build the Budget Line Summary in the F version of the proposal you have the opportunity to define cost share requirements of the award. This process will only be done on the F version of the proposal. The V version of the proposal does not record any information on the Budget Line Summary and the cost share information is only available in the Budget Line Summary page.

If you include cost share information on the budget line summary, the generate award process will establish a cost share budget (CBU) on the project budget page. If you do not include cost share information on the budget line summary, the generate award process will not establish a cost share budget. If a cost share budget is required for award management you will have to add it manually after the generate award process. Both situations will be discussed in this script.

1. From the menu, select **Grants > Proposals > Budget Line Summary**

2. Enter the **Business Unit, Proposal ID, Version or Proposal Project ID** to search for the Budget Line Summary.
3. If there are multiple periods for the budget they will display below the search fields. Build the Budget Line Summary for **Budget Period 1** first.

Budget Line Summary

Proposal: UND0000053 Gravely Training for System **PI:** Tjokroamidjojo,Darsono
Version: F1 **Project:** UND0000053
Budget: 1 **Budget Period:** 1 11/01/2004 / 10/31/2005
Currency: USD **Target Sponsor Budget:** 1.00 Modular

Budget Line Summary Customize | Find | First 1-4 of 4 Last

Summary Line Data More Summary Line Data

Line #	Category	Description	Details	Total Direct	Sponsor Direct	Cost Share	Institution C/S	Third Party C/S
10	PERSON	Personnel - Salary & Bene		25,000.00	25,000.00	<input type="button" value="Cost Share"/>		<input type="button" value="+"/> <input type="button" value="-"/>
20	SUPL	Supplies		15,000.00	15,000.00	<input type="button" value="Cost Share"/>		<input type="button" value="+"/> <input type="button" value="-"/>
30	EQUIP	Equipment		15,000.00	15,000.00	<input type="button" value="Cost Share"/>		<input type="button" value="+"/> <input type="button" value="-"/>
40	ANIMAL	Animal		5,000.00	5,000.00	<input type="button" value="Cost Share"/>		<input type="button" value="+"/> <input type="button" value="-"/>

Sponsor Direct:	60,000.00	Sponsor FA:	18,090.00	Total Sponsor Budget:	78,090.00
Institution C/S:	0.00	Inst C/S FA:	0.00	Total Inst C/S Budget:	0.00
Third Party C/S:	0.00			Total TP C/S Budget:	0.00
Total Direct:	60,000.00	Total FA:	18,090.00	Total Budget:	78,090.00

- Enter the desired Budget **Categories** and **Total Direct** amount. Note that if a budget line summary will have cost share requirements as a part of the direct costs for that budget line, the Total Direct cost field should include both the sponsor direct costs and the cost share direct costs. For example, if you are requesting the sponsor to pay a salary amount of \$25,000 and the institution will provide a salary amount of \$10,000, the Total Direct field should be the amount of \$35,000.
- If the budget line category has a Cost Share amount, click on the **Cost Share** button on that row (line) . This will open the Summary Cost Sharing page and you can identify the amount to be cost shared and other information.

Summary Cost Sharing

Budget Period: 1 11/01/2004 / 10/31/2005 **Currency:** USD
Budget Line Number: 30 **Category:** EQUIP Equipment

Cost Sharing

Total Direct: 15,000.00 **Cost Share Percent:** 33.33
Sponsor Direct: 10,000.00 **Cost Share Direct:** 5,000.00

Cost Sharing Distribution

Institution Find | View All First 1 of 1 Last
 Department 2070 International Programs C/S Pct 100.00 C/S Direct 5,000.00 + -

Third Party Find | View All First 1 of 1 Last
 Description C/S Pct C/S Direct + -

Distribution Totals: 100.00 5,000.00

OK Cancel

Note: Total Direct from **Budget Line Summary** per line should include the amount requested from the sponsor as well as any amount to be cost shared. **Sponsor Direct** line is the amount per category requested from sponsor and the **cost share direct** is the amount per category designated as cost share.

6. On the Summary Cost Sharing page, the Budget Period, budget begin and end date, Budget Line Number and Category are displayed in the Summary Cost Sharing header.
7. In the area of page labeled **Cost Sharing** note the **Total Direct** amount for that line of the Budget Line Summary is populated. The **Sponsor Direct** field and the **Cost Share Direct** field are blank. The sum of these two fields must equal the **Total Direct** amount for that budget line.

Summary Cost Sharing

Budget Period: 1 11/01/2004 / 10/31/2005 Currency: USD
 Budget Line Number: 30 Category: EQUIP Equipment

Cost Sharing

Total Direct: 15,000.00 Cost Share Percent: 33.33
 Sponsor Direct: 10,000.00 Cost Share Direct: 5,000.00

Cost Sharing Distribution

Institution Find | View All First 1 of 1 Last

Department: 2070 International Programs C/S Pct: 100.00 C/S Direct: 5,000.00 + -

Third Party Find | View All First 1 of 1 Last

Description: C/S Pct: C/S Direct: + -

Distribution Totals: 100.00 5,000.00

OK Cancel

11. Once you have distributed 100% of the obligated cost share dollars you can click the OK button and be returned to the Budget Line Summary page. Continue to create cost share documentation for each budget line where the institution is taking responsibility to provide this support to the funded project.
12. Repeat this process for each budget line where there is cost share promised to the sponsor. Once you have completed the entry of the budget information for this budget period, save the budget page. Return to the search page and complete the next budget period. Continue until all budget periods have been completed for the F version of the proposal.

GM 9.02 Setup Cost Share Budget Post Award

If you included cost share information on the budget line summary, the generate award process will establish a cost share budget on the project. Below is an example of a proposed budget and awarded budget where cost share information was brought forward in the generate award process.

The following illustrations track the Budget Line Summary page for a proposal, showing how the cost share values were assigned to a specific budget period of a project on the proposal. The award is generated and the cost share budget is established in the Project Budget.

Navigation: Grants > Proposals > Budget Line Summary

Budget Line Summary

Proposal: UND0010109 An Innovative Approach to Basinwide Flood Control: The E **PI:** Bolles, Bethany Ann
Version: F1 **Project:** UND0010109
Budget: 1 **Budget Period:** 1 07/01/2005 / 06/30/2006 **FA**
Currency: USD **Target Sponsor Budget:** 1.00 Modular **Cost Share**

Budget Line Summary Customize | Find | First 1-3 of 3 Last

Summary Line Data More Summary Line Data

Line #	Category	Description	Details	Total Direct	Sponsor Direct	Cost Share	Institution C/S	Third Party C/S
10	PERSON	Personnel - Salary & Bene		25,000.00	25,000.00	Cost Share		+ -
20	EQUIP	Equipment		50,000.00	25,000.00	Cost Share	25,000.00	+ -
30	SUPL	Supplies		20,000.00	10,000.00	Cost Share	10,000.00	+ -

Sponsor Direct: 60,000.00 **Sponsor FA:** 13,860.00 **Total Sponsor Budget:** 73,860.00
Institution C/S: 35,000.00 **Inst C/S FA:** 3,960.00 **Total Inst C/S Budget:** 38,960.00
Third Party C/S: 0.00 **Total TP C/S Budget:** 0.00
Total Direct: 95,000.00 **Total FA:** 17,820.00 **Total Budget:** 112,820.00

Note the Institution C/S column where there is \$25,000 in equipment cost share and \$10,000 in supply cost share for this proposal budget. By clicking on the **Cost Share** button you can view the detailed information for each amount.

Following is the detail for the Equipment Cost Share amount:

Summary Cost Sharing

Budget Period: 1 07/01/2005 / 06/30/2006 **Currency:** USD
Budget Line Number: 20 **Category:** EQUIP Equipment

Cost Sharing

Total Direct: 50,000.00 **Cost Share Percent:** 50.00
Sponsor Direct: 25,000.00 **Cost Share Direct:** 25,000.00

Cost Sharing Distribution

Institution Find | View All First 1 of 1 Last

Department 1120 EERC C/S Pct 100.00 C/S Direct 25,000.00 + -

Third Party Find | View All First 1 of 1 Last

Description C/S Pct C/S Direct + -

Distribution Totals: 100.00 25,000.00

Note the Budget Line Number of 20 is brought from the Budget Line Summary. The Budget Category and Total Direct are also brought from the Budget Line Summary page. In this example the Sponsor is being asked to pay \$25,000 towards the purchase of the equipment

Project Funding

Unit: UND01 Project: UND0010109 USDA-WAFFLE-T2-MODEL CONSTRUCT Status:

'Analysis Group 'Type 'Date Status Sequence Amount
 GBUD Q BUD Q 02/21/2005 [B] Active v 1 73,860.000 USD

Detail Fund Distribution at Resource Level

Resource Detail General Ledger Detail Commitment Control Detail Grants Detail [F3]

Activity ID	Budget Category	Resource Type	Amount	Currency	BD Unit	Description
1 1	PERSON Q	Q	25,000.000	USD Q	Q	Personnel - Salary &
2 1	EQUIP Q	Q	25,000.000	USD Q	Q	Equipment
3 1	SUPL Q	Q	10,000.000	USD Q	Q	Supplies
4 1	FACADM Q	Q	13,860.000	USD Q	Q	Sponsor F&A

Finalize None Fund Total by Analysis Type: 73,860.000

Send to Commitment Control Process Monitor Project Fund Total: 73,860.000

Posting Option

RESOURCE DETAIL TAB

Project Funding

Unit: UND01 Project: UND0010109 USDA-WAFFLE-T2-MODEL CONSTRUCT Status:

'Analysis Group 'Type 'Date Status Sequence Amount
 GBUD Q BUD Q 02/21/2005 [B] Active v 1 73,860.000 USD

Detail Fund Distribution at Resource Level

Resource Detail General Ledger Detail Commitment Control Detail Grants Detail [F3]

Customize Find [grid icon] First 1-4 of 4 Last

Budget Category	'GL Unit	Account	DeptID	Fund	Program		
1 PERSON Q	UND01 Q	Q	1120 Q	Q	Q	+	-
2 EQUIP Q	UND01 Q	Q	1120 Q	Q	Q	+	-
3 SUPL Q	UND01 Q	Q	1120 Q	Q	Q	+	-
4 FACADM Q	UND01 Q	Q	Q	Q	Q	+	-

Finalize None Fund Total by Analysis Type: 73,860.000

Send to Commitment Control Process Monitor Project Fund Total: 73,860.000

Posting Option

GENERAL LEDGER DETAIL TAB

Project Funding

Unit: UND01 Project: UND0010109 USDA-WAFFLE-T2-MODEL CONSTRUCT Status:

'Analysis Group' 'Type' 'Date' Status Sequence Amount

GBUD BUD 02/21/2005 Active 1 73,860,000 USD

Detail Fund Distribution at Resource Level Customize | Find | First 1 of 4

Resource Detail General Ledger Detail **Commitment Control Detail** Grants Detail

Budget Category	Ledger Group	Key ChartFields	Ledger	Budget Line Code	Journal ID	Journal Date	Seq	Budget Header	Status
1 PERSON	GNTDTL	Key ChartFields	GNTDTL_BUE	Original					
2 EQUIP	GNTDTL	Key ChartFields	GNTDTL_BUE	Original					
3 SUPL	GNTDTL	Key ChartFields	GNTDTL_BUE	Original					
4 FACADM	GNTDTL	Key ChartFields	GNTDTL_BUE	Original					

Finalize None Fund Total by Analysis Type: 73,860,000

Send to Commitment Control Process Monitor Project Fund Total: 73,860,000

Posting Option

COMMITMENT CONTROL DETAIL TAB

4. Below are the Resource Detail, General Ledger Detail and Commitment Control Detail tabs for the cost share budget, Analysis Group = GBUD and Type = CBU.

'Analysis Group' 'Type' 'Date' Status Amount

GBUD CBU 02/21/2005 Active 1 35,000,000 USD

Detail Fund Distribution at Resource Level

Resource Detail General Ledger Detail Commitment Control Detail Grants Detail

Activity ID	Budget Category	Resource Type	Amount	Currency	BD Unit	Description	Resource
1 1	EQUIP		25,000,000	USD		Equipment	10465949
2 1	SUPL		5,000,000	USD		Supplies	10465951
3 1	SUPL		5,000,000	USD		Supplies	10465952

Finalize None Fund Total by Analysis Type: 35,000,000

Send to Commitment Control Process Monitor Project Fund Total: 35,000,000

Posting Option

COST SHARE RESOURCE DETAIL TAB

NOTE: Amounts on cost share budget are exactly as entered on the distribution lines on the budget line summary from the proposal. The categories and the amounts are populated based on information entered on the Summary Cost Share page.

'Analysis Group 'Type 'Date Status Amount
 GBUD CBU 02/21/2005 Active 1 35,000.000 USD

Detail Fund Distribution at Resource Level Customize | Find | First 1-3 of 3 Last

Resource Detail General Ledger Detail Commitment Control Detail Grants Detail

Budget Category	'GL Unit	Account	DeptID	Fund	Program		
1 EQUIP	UND01		1120			+	-
2 SUPL	UND01		1060			+	-
3 SUPL	UND01		1120			+	-

Finalize None Fund Total by Analysis Type: 35,000.000
 Send to Commitment Control Process Monitor Project Fund Total: 35,000.000
 Posting Option

COST SHARE GENERAL LEDGER DETAIL TAB

NOTE: The department ID information that was entered on the budget line summary cost share information page was brought forward during the generate award process to the department ID chartfield on the General Ledger Detail tab for the CBU budget lines.

'Analysis Group 'Type 'Date Status Amount
 GBUD CBU 02/21/2005 Active 1 35,000.000 USD

Detail Fund Distribution at Resource Level Customize | Find | First 1-3 of 3 Last

Resource Detail General Ledger Detail Commitment Control Detail Grants Detail

Budget Category	Ledger Group	Key ChartFields	Ledger	Budget Line Code	Journal ID	Journal Date	Seq	Budget Header Status
1 EQUIP	GNTDTL	Key ChartFields	GNTDTL_BUI	Original				
2 SUPL	GNTDTL	Key ChartFields	GNTDTL_BUI	Original				
3 SUPL	GNTDTL	Key ChartFields	GNTDTL_BUI	Original				

Finalize None Fund Total by Analysis Type: 35,000.000
 Send to Commitment Control Process Monitor Project Fund Total: 35,000.000
 Posting Option

COST SHARE COMMITMENT CONTROL DETAIL TAB

- Complete the Resource Type field on the Resource Detail Tab for the regular budget for this project. The regular budget will have a type of BUD. Each budget line should have a resource type value.

Project Funding

Unit: UND01 Project: UND0010109 USDA-WAFFLE-T2-MODEL CONSTRUCT Status:

'Analysis Group 'Type 'Date Status Sequence Amount
 GBUD Q BUD Q 02/21/2005 [Print] Active v 1 73,860.000 USD

Detail Fund Distribution at Resource Level

Resource Detail General Ledger Detail Commitment Control Detail Grants Detail [F3]

Activity ID	Budget Category	Resource Type	Amount	Currency	BD Unit	Description	Resource
1 1	PERSON Q	511 Q	25,000.000	USD Q	UND01 Q	Personnel - Salary & Benefits	10465947
2 1	EQUIP Q	691 Q	25,000.000	USD Q	UND01 Q	Equipment	10465948
3 1	SUPL Q	532 Q	10,000.000	USD Q	UND01 Q	Supplies	10465950
4 1	FACADM Q	732 Q	13,860.000	USD Q	UND01 Q	Sponsor F&A	10465953

Finalize None Fund Total by Analysis Type: 73,860.000

Send to Commitment Control Process Monitor Project Fund Total: 73,860.000

Posting Option

- Go to the General Ledger Detail tab for this project budget and complete the required chartfields for this project budget to be correctly released. For most grant projects this will include Account, DeptID and Fund. The DeptID field will be populated for all the direct cost budget categories. You should populate the DeptID value for the FACADM category with the same DeptID as the other budget lines.

Project Funding

Unit: UND01 Project: UND0010109 USDA-WAFFLE-T2-MODEL CONSTRUCT Status:

'Analysis Group 'Type 'Date Status Sequence Amount
 GBUD Q BUD Q 02/21/2005 [Print] Active v 1 73,860.000 USD

Detail Fund Distribution at Resource Level Customize | Find | First 1-4 of 4 Last

Resource Detail General Ledger Detail Commitment Control Detail Grants Detail [F3]

Budget Category	GL Unit	Account	DeptID	Fund	Program
1 PERSON Q	UND01 Q	501000 Q	1120 Q	43500 Q	Q + -
2 EQUIP Q	UND01 Q	501000 Q	1120 Q	43500 Q	Q + -
3 SUPL Q	UND01 Q	501000 Q	1120 Q	43500 Q	Q + -
4 FACADM Q	UND01 Q	730000 Q	1120 Q	43500 Q	Q + -

Finalize None Fund Total by Analysis Type: 73,860.000

Send to Commitment Control Process Monitor Project Fund Total: 73,860.000

Posting Option

- Go to the Commitment Control tab for this project budget and either populate the Ledger Group and Ledger with the correct values or check to be sure the correct

values are in these fields. The Ledger Group = GNTDTL and the Ledger = GNTDTL_BUD.

Project Funding

Unit: UND01 Project: UND0010109 USDA-WAFFLE-T2-MODEL CONSTRUCT Status:

'Analysis Group' 'Type' 'Date' 'Status' 'Sequence' 'Amount'

GBUD Q BUD Q 02/21/2005 [Print] Active 1 73,860.000 USD

Detail Fund Distribution at Resource Level Customize | Find | First 1-4 of 4

Resource Detail | General Ledger Detail | **Commitment Control Detail** | Grants Detail [Refresh]

Budget Category	Ledger Group	Key ChartFields	Ledger	Budget Line Code	Journal ID	Journal Date	Seq	Budget Header	Status
1 PERSON Q	GNTDTL	Key ChartFields	GNTDTL_BUD	Original					
2 EQUIP Q	GNTDTL	Key ChartFields	GNTDTL_BUD	Original					
3 SUPL Q	GNTDTL	Key ChartFields	GNTDTL_BUD	Original					
4 FACADM Q	GNTDTL	Key ChartFields	GNTDTL_BUD	Original					

Finalize None Fund Total by Analysis Type: 73,860.000

Send to Commitment Control [Process Monitor](#) Project Fund Total: 73,860.000

Posting Option

- This portion of the project budget is ready to post to Commitment Control. Be sure the Posting Option checkbox is checked. Click the Send to Commitment Control button. Review the process by clicking on the Process Monitor hyperlink.

Send to Commitment Control [Process Monitor](#)

Posting Option

- Once the budget has been posted to Commitment Control, a P for posted will be displayed in the Budget Header Status column of the Commitment Control Detail tab, the Send to Commitment Control button will no longer be available, the Finalize button will be activated and there will be a message “Posted to Commitment Control” next to the Finalize button. If all of these conditions are met, click the Finalize button to send these budget transactions to the Project Resource table.
- The next step is to release the cost share budget. This is the budget with the type of CBU. The cost share budget chartfields represent the source of funding for the cost share expenditures. For example the department ID placed in the DEPTID field and the fund placed in the FUND field will be the values that represent the where the money is.

*Analysis Group *Type *Date Status Amount
 GBUD CBU 02/21/2005 Active 1 35,000.000 USD

Detail Fund Distribution at Resource Level

Resource Detail General Ledger Detail Commitment Control Detail Grants Detail

Activity ID	Budget Category	Resource Type	Amount	Currency	BD Unit	Description
1	EQUIP		25,000.000	USD		Equipment
2	SUPL		5,000.000	USD		Supplies
3	SUPL		5,000.000	USD		Supplies

Finalize None Fund Total by Analysis Type: 35,000.000

Send to Commitment Control Process Monitor Project Fund Total: 35,000.000

Posting Option

- Populate the Resource Type located on the Resource Detail tab.
- The next step is to populate the account and fund values for the chartfields on the General Ledger Detail tab. The DeptID value will be populated based on the values entered on the preaward pages in the budget line summary. If the DEPTID values are not correct they should be changed now. Remember, all cost share budgets are released as budget level 2. Therefore, the account will always equal 500000. Also, the fund should not be a grant fund value. Cost share will not be paid from a grant fund value. The fund value for the cost share budget line should be a local fund value.

*Analysis Group *Type *Date Status Amount
 GBUD CBU 02/21/2005 Active 1 35,000.000 USD

Detail Fund Distribution at Resource Level Customize Find First 1-3 of 3 Last

Resource Detail General Ledger Detail Commitment Control Detail Grants Detail

Budget Category	GL Unit	Account	DeptID	Fund	Program
1 EQUIP	UND01	500000	1120	21518	+ -
2 SUPL	UND01	500000	1060	22254	+ -
3 SUPL	UND01	500000	1120	21516	+ -

- The Commitment Control Detail tab is populated next. If the cost share budget was established via the generate award process the ledger and ledger group will be populated. However, if the cost share budget was added after the generate award process you will need to add these values. The Ledger Group is always = GNTDTL and the Ledger = GNTDTL_BUD.
- This cost share budget is now ready to send to commitment control. Be sure the checkbox by the posting option is checked. Click the Send to Commitment Control button. You can monitor this process by clicking the Process Monitor.

- Once the budget has been successfully posted to Commitment Control the Budget Header Status on the Commitment Control tab will be P for posted. If the status is not P do not finalize this budget. If the status is equal to P then the cost share budget is ready to be finalized. The Finalize button will be active. Click the button and the cost share budget will be recorded in the Project Resource table. Once this is completed the value of “Distribute” is displayed next to the Finalize button and it is no longer active.

2 1	EQUIP	691	25,000.000 USD	UNDU1	Equipment
3 1	SUPL	532	10,000.000 USD	UND01	Supplies
4 1	FACADM	732	13,860.000 USD	UND01	Sponsor F&A

Distribute
 Fund Total by Analysis Type: 73,860.000

Process Monitor
 Project Fund Total: 73,860.000

Posting Option

'Analysis Group' 'Type' 'Date' Status Amount
 GBUD CBU 02/21/2005 Active 1 35,000.000 USD

Detail Fund Distribution at Resource Level Customize | Find | First 1-3 of 3 Last

Budget Category	'GL Unit	Account	DeptID	Fund	Program
1 EQUIP	UND01	500000	1120	21518	
2 SUPL	UND01	500000	1060	22254	
3 SUPL	UND01	500000	1120	21516	

Distribute
 Fund Total by Analysis Type: 35,000.000

Process Monitor
 Project Fund Total: 35,000.000

Posting Option

- This cost share budget has now been released and is ready to track expenditures. Note the budget information contained at the bottom of the project budget page. The Sponsor Direct, Sponsor FA, Total Sponsor Budget and Institution Cost Share Direct are recorded in the Summary section of the budget. The Institution Cost Share FA is recorded as cost share expenditures are process. When the FA process runs it calculated the budgeted FNA on the cost share expenditures.

Sponsor Direct:	60,000.00	Sponsor FA Amt:	13,860.00	Total Sponsor Budget:	73,860.00
Institution Cost Share Direct:	35,000.00			Period Funded Amount:	73860.000

If the cost share budget is being added after the generate award process the following steps are necessary:

1. Click the plus sign in the upper right hand corner of the project budget to which you wish to add a cost share budget. This is the same process you use when you are releasing supplemental funds for a project budget or when you are going to transfer between budget lines.
2. Complete the fields across the top of the page as follows: Analysis Group = GBUD; Type = CBU; Date will default to today's date which is okay and Status will be Active which is correct. There will be one budget line of fields available directly below the header information.
3. Begin with Step 10 above and prepare the cost share budget for release. Click the plus sign at the end of the budget line to add additional budget lines for the cost share budget.

'Analysis Group	'Type	'Date	Status	Amount		
GBUD	CBU	02/21/2005	Active	1 35,000.000 USD		
Detail Fund Distribution at Resource Level						
Resource Detail General Ledger Detail Commitment Control Detail Grants Detail						
Activity ID	Budget Category	Resource Type	Amount	Currency	BD Unit	Description
1	EQUIP		25,000.000	USD		Equipment

4. Once the cost share budget has been successfully posted to commitment control you will be able to view the complete budget for the project, both the funded budget and the cost share budget. This can be done using the following navigation: Commitment Control > Review Budget Activities > Budget Inquiry > Budget Details or Budgets Overview. Below are the results for each inquiry.

Budget Overview Results									
Ledger Group	Account	Department	Fund Code	Project	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance
1	GNTDTL	500000 1060	22254	UND0010109		5,000.00	0.00	0.00	0.00
2	GNTDTL	500000 1120	21516	UND0010109		5,000.00	0.00	0.00	0.00
3	GNTDTL	500000 1120	21518	UND0010109		25,000.00	0.00	0.00	0.00
4	GNTDTL	501000 1120	43500	UND0010109		80,000.00	0.00	0.00	0.00
5	GNTDTL	730000 1120	43500	UND0010109		13,860.00	0.00	0.00	0.00

Budget Overview Results

Search return for Budget Detail Inquiry:

Search Results
View All

<u>Business Unit</u>	<u>Ledger Group</u>	<u>Account</u>	<u>Department</u>	<u>Operating Unit</u>	<u>Product</u>	<u>Fund Code</u>
UND01	GNTDTL	500000	1060	(blank)	(blank)	22254
UND01	GNTDTL	500000	1120	(blank)	(blank)	21518
UND01	GNTDTL	500000	1120	(blank)	(blank)	21518
UND01	GNTDTL	501000	1120	(blank)	(blank)	43500
UND01	GNTDTL	730000	1120	(blank)	(blank)	43500

Note the Account value and the Fund Code values detail specifically how the budget should be spent. You know the first three lines of this search return are the cost share budget lines because the Fund Code from the chartfield string does not begin with a '4'. All grant fund codes begin with a '4'. The bottom two rows of information are the sponsor budget since the Fund Code begins with a '4'.

GM 9.03 Cost Share Expenditures

Overview of How to Attach Grant Project to Expenditures in the AP/PO Modules

All pages in the AP/PO modules have a section where you define the chartfield values to accept the expenditure. One of the chartfields available is the Project chartfield. This chartfield value is normally a hyperlink.

Navigation below: Accounts Payable > Vouchers > Entry > Regular Entry

The screenshot displays the 'Invoice Information' screen with the following sections:


- Invoice Information:** Style: Regular, Entry Status: Open, Unit: UND01, Voucher ID: NEXT, Budget Status: Not Chk'd, Post Status: Unposted.
- Copy from a Source Document:** PO Unit, Purchase Order, Copy PO button, Worksheet Copy Option: None.
- Vendor:** Vendor, Name, Location, Address fields with search icons and an 'Advanced Vendor Search' link.
- Invoice:** Invoice No, Invoice Date, Acctg Date (02/14/2005), Pay Terms, Misc Amt, Fright Amt, Total (0.00), and Balance (0.00).
- Invoice Lines:** A table with one line item: '1 Dist by: Amt SpeedChart'. The 'Projects' column header in the table below is circled in red.


At the bottom of this page in the section called "Invoice Lines" there is a hyperlink for Projects:


Quantity	GL Unit	Budget Date	Account	Open Item	Oper Unit	Fund	Department	Program	Class	Projects
0.00	UND01	02/14/2005								Projects


When you click on the hyperlink the following screen appears:


Projects Information


PC Business Unit: 

Project: 

Activity ID: 

Resource Type: 

Resource Category: 

Resource SubCategory: 

The required fields to successfully leave this page and correctly attach a project chartfield value to the transaction are:


- PC Business Unit
- Project
- Activity ID

If these three fields are not completed appropriately and in the order as stated above you will not be able to successfully leave this screen by clicking the OK button.

First, enter the business unit. This value is the business unit value you have been using for all your PeopleSoft transactions.

Next either enter the project ID or use the magnifying glass lookup icon to access all projects. Remember the search return is maxed out at 300 and we currently have more than 300 grant projects in the system. Therefore if you do not narrow your search criteria you will probably not pull up the project you need. You can limit the search return by using the wildcard '%' or using the criteria designation of "contains" when you click the magnifying glass.

Finally enter the activity ID for the project. Our business procedure for the utilization of activity ID is that for all grant projects the activity ID is '1'. You can either enter the numeral '1' or click the magnifying glass icon and select the activity ID of 1.

You should be able to click the  button and be successfully returned to the voucher page.