



## **GM 9.1 Third Party Cost Share**



**THIRD PARTY COST SHARE ..... 1**

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**Process Step 1 of 7 – Enter the 3<sup>rd</sup> Party Cost Share Budget**

The Grant Officers will review the sponsor award documentation and determine, in conjunction with the PI if necessary, what extent 3<sup>rd</sup> party cost share is required for the award. Once the amount and description of the 3<sup>rd</sup> party cost share is identified and associated with to a specific project/grant that is part of the award, the user will enter the 3<sup>rd</sup> Party cost share budget as a resource line within the Grants ledger (i.e. Proj\_Resource table).

**Process Page(s)**

In order for the user to enter the 3<sup>rd</sup> party cost share budget into the system, the user will select the “Add Resources” menu option and insert the budget lines with an analysis type of TPB (Third Party Budget).

**Page Layout: Projects > Resources > Add Resources**

Enter your Business Unit  
Enter your Project Id  
Click **Search**

### Add Resources

**Business Unit:** UND01      University of North Dakota  
**Project:**      UND0004052      BIOTERRORISM TRG & CURR DEV  
**Activity ID:**      1      BIOTERRORISM TRG & CURR DEV

[Resource Adjustment](#)   [Project Resources Deta](#)

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**Analysis Group:**      **From/Thru Date:**       

**Date Type:**      **Max Rows:**

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**Resource Transactions**      [Customize](#) | [Find](#) | [View All](#) |     First  1 of 1  Last

An Type	Res Type	Category	SubCat	Quantity	UOM	Amount	Currency	Resource Detail
TPB <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/>	<input type="text"/>	20,000.	USD <input type="button" value="Q"/>	<input type="button" value="≡"/> <input type="button" value="+..."/>

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Page Fields

<b>Field Name</b>	<b>Field Description/Purpose</b>	
Analysis Group	Select TPG (Third Party Group).	
From/Thru Date	Select dates that are inclusive of today's date. The Transaction Date and Accounting Date that will be stamped on the new resource will be today's date.	
Analysis Type	TPB	
Res Type	Leave blank.	
Category	Leave blank.	
SubCat	Leave blank.	
Quantity	Leave blank.	
UOM	Leave blank.	
Amount	Enter the Third Party Budget Amount.	
Currency	USD.	

In order to perform the next step, click on detail Icon under Resource Detail

**Process Step 2 of 7 – Add a Description to the 3<sup>rd</sup> Party Cost Share Budget**

The user will add a Description to the TPB resource line.

**Process Page(s)**

The Resource Detail page allows the user to enter information about the new resource *before* it is saved to Proj\_Resource.

The following page appears after clicking on the resource detail tab.



**Process Step 3 of 7 – Save the 3<sup>rd</sup> Party Cost Share Budget**

The user will press the “Save to Project Resources” pushbutton in order to record the resource line in Proj\_Resources.

**Process Page(s)**

The Add Resources page allows the user to add resource lines to the Proj\_Resource table.

**Page Layout: Projects > Resources > Add Resources**

### Add Resources

**Business Unit:** UND01                      University of North Dakota  
**Project:**                      UND0004052                      BIOTERRORISM TRG & CURR DEV  
**Activity ID:**                      1                      BIOTERRORISM TRG & CURR DEV

[Resource Adjustment](#)    [Project Resources Detail](#)

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**Analysis Group:**     
 **From/Thru Date:**       

**Date Type:**     
 **Max Rows:**

**Resource Transactions**                      [Customize](#) | [Find](#) | [View All](#) |    
 First  1 of 1  Last

An Type	Res Type	Category	SubCat	Quantity	UOM	Amount	Currency	Resource Detail
<input type="text" value="TPB"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="20,000"/>	<input type="text" value="USD"/> <input type="button" value="Q"/>	<input type="button" value="list"/> <input type="button" value="+..."/>

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**Process Step 4 of 7 – Enter a 3<sup>rd</sup> Party Cost Share Actual**

The user will enter a TPA (Third Party Actual Expense) resource line to represent the actual third party cost share expenditures.

**Process Page(s)**

The Add Resources page allows the user to add resource lines to the Proj\_Resource table.

**Page Layout: Projects > Resources > Add Resources**

### Add Resources

**Business Unit:** UND01      University of North Dakota  
**Project:** UND0010107      SUPPL TEST  
**Activity ID:** 1      University of North Dakota

[Resource Adjustment](#)   [Project Resources Details](#)

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**Analysis Group:**      **From/Thru Date:**       

**Date Type:**      **Max Rows:**

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**Resource Transactions**      [Customize](#) | [Find](#) | [View All](#) |     First  1 of 1  Last

An Type	Res Type	Category	SubCat	Quantity	UOM	Amount	Currency	Resource Detail
<input type="text" value="TPA"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="250.00"/>	<input type="text" value="USD"/> <input type="button" value="Q"/>	<input type="button" value="US"/> <input style="float: right;" type="button" value="+"/>

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**Page Fields**

<i>Field Name</i>	<i>Field Description/Purpose</i>	<i>Changed/New Functionality</i>
Analysis Group	Select TPG (Third Party Group).	
From/Thru Date	Select dates that are inclusive of today's date. The Transaction Date and Accounting Date that will be stamped on the new resource will be today's date.	
*An Type	TPA	
Res Type	Leave blank.	
Category	Leave blank.	
SubCat	Leave blank.	
Quantity	Leave blank.	
UOM	Leave blank.	
Amount	Enter the Third Party Actual Expense Amount.	
Currency	Enter USD.	

In order to perform the next step, the “Show All Resource Detail” hyperlink is pressed on this page.

**Process Step 5 of 7 – Add a Description to the 3<sup>rd</sup> Party Cost Share Actual**

The user will add a Description and Account to the TPA resource line.

**Process Page(s)**

The Resource Detail page allows the user to enter information about the new resource *before* it is saved to Proj\_Resource.

**Page Layout: Projects > Resources > Add Resources > Resource Detail**

**Resource Detail**

Unit: UND01 University of North Dakota  
 Project: UND0010107 SUPPL TEST  
 Activity: 1 University of North Dakota

**Resources** Find First 4 of 4 Last

Descr: 3rd Party Expense - Abdel [Show All Resource Details](#)

'An Type	Res Type	Category	SubCat	GL Unit	Quantity	UOM	Amount	Currency:
TPA				UND01	1		250.00	USD

Rate Type: CRRNT  
 Cur Effdt: 02/16/2005  
 Trans Date: 02/16/2005  
 Acctg Date: 02/16/2005

Distribution Status:   
 PC Status: N  
 BI Distrib:   
 From GL Unit: UND01

AM Unit: UND01  
 Profile ID:  
 Asset ID:  
 Cost Type:  
 Ledger Group: ACTUALS

Trans Code:  
 Trans Type:  
 Proj Currency: USD  
 Project Amount: 250.00

Account	Oper Unit	Fund	DeptID	Program	Class	Subsys	PC BU	Subsys	Activ ID	Subsys	Anal Typ	Statistics Code
511002		41000	1120									

[Return to Project Resources](#)

Save Return to Search Notify Refresh Update/Display Correct History

**Page Fields**

Field Name	Field Description/Purpose
Descr:	Enter a description for the TPA resource line.



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North Dakota University Systems  
**Track Third Party Cost Share**

Trans Date	Update the Transaction Date if necessary.
Acctg Date	Update the Accounting Date if necessary.
Acct	521065
Dept Id	Enter your Dept Id
Fund Code	Enter your Fund Code
Return to Proj_Res	Click on <b>Return to Project Resource</b> hyperlink

**Process Step 6 of 7 – Save the 3<sup>rd</sup> Party Cost Share Actual**

The user will press the “Save to Project Resources” pushbutton in order to record the resource lines in Proj\_Resources.

**Process Page(s)**

The Add Resources page allows the user to add resource lines to the Proj\_Resource table.

**Page Layout: Projects > Resources > Add Resources**

## Add Resources

**Business Unit:** UND01      University of North Dakota  
**Project:** UND0010107      SUPPL TEST  
**Activity ID:** 1      University of North Dakota

[Resource Adjustment](#)   [Project Resources Det](#)

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**Analysis Group:**      **From/Thru Date:**       

**Date Type:**      **Max Rows:**

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**Resource Transactions** [Customize](#) | [Find](#) | [View All](#) |     First  1 of 1  Last

An Type	Res Type	Category	SubCat	Quantity	UOM	Amount	Currency	Resource Detail
<input type="text" value="TPA"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="250.00"/>	<input type="text" value="USD"/> <input type="button" value="Q"/>	<input type="button" value="☰"/> <input type="button" value="+..."/>

   [Process Monitor](#)

