

INSTITUTE OF TECHNOLOGY COST SHARE

“CSR” BEST PRACTICES & EXAMPLES

*Created by Katherine Lindsay, Institute of Technology Dean's Office
May 20, 2010*

COST SHARE BEGINS AT THE PROPOSAL STAGE

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EGMS
Electronic Grants Management System
Office of the Vice President for Research

EGMS News

FY 2011 Fringe Rates
EGMS updated the fringe benefit rates on 4/3/10 to reflect the new fringe rate that came with the new agreement approved 3/23/2010. The new F & A rate agreement can be found at: <http://www.ospa.umn.edu/forms/rates/F&A.html>. The new fringe benefit rates can be found at: <http://www.ospa.umn.edu/forms/FY2010FringeBenefitRates.html>. Call the EGMS Helpline at x41600 for more info.

New PRF
The new PRF is now in production on 3/28/10. For more information on the changes check the PRF Project webpage at: <http://www.ospa.umn.edu/announcements/prfproject.htm>.

PRF
Proposal Routing Form

View Approved EGMS PRF 566172



STATUS

Created Returned Pending **Approved**

EFFORT/CS EXPECTATIONS IDENTIFIED

QUESTION #7 / #8

(7) [Principal Investigator:](#)

X.500 Username: cushm001
Last Name: Cushman
First Name: Priscilla
Middle Initial:
Phone: (612) 626-8917
 Department: IT PHYSICS & ASTRON, SCHOOL OF
Deptid: 11140
 Job Title: PROFESSOR [9401]
% Effort Paid: 0
% Effort Unpaid: 1
% Effort Total: 1

[TOP ▲](#)

Example Physics
PRF: 566172

QUESTION #18

(18) [Matching and Cost Sharing:](#)

Is cost sharing, matching, or in-kind proposed and required by the sponsor for this submission?

- No
 Yes ▼

Is cost sharing, matching, or in-kind proposed but not required by the sponsor?

- No
 Yes ▼

[TOP ▲](#)

IT COST SHARE ACCOUNTS 101

KK_EXPENSE STEP 1

START HERE: NEED FUND, DEPTID,
PROGRAM, 007000
SET UP BY CLUSTER
EMAIL BUDGET SET UP CONTACT

STEP 2:

OPTIONAL CHARTFIELDS?
HOW WILL ACTIVITY BE TRACKED?
EMPLID? CF2?
SUBMIT BPEL REQUEST TO CREATE NEW VALUES

KK_CHILD

STEP 3:
EMAIL GRANT ADMINISTRATOR TO ESTABLISH COST SHARE
BUDGET W/ [PS FRIENDLY BUDGET FORM](#):

(MULTIPLE REQUESTS MAY BE ACCEPTED ON
SPREADSHEET-CONTACT GA)

INCLUDE:
PERSONNEL COSTS & EXPENSES

Dept converts % (SALARY) cost share to \$

1026-11093-20082-08446010-700100-1234567-1000005997-CS= \$10,000
1026-11093-20082-08446010-710100-1234567-1000005997-CS= \$2992
1026-10093-20082-08446010-168100-1234567-1000005997-CS= \$5000

Budget line will show up as Budget Amount in Cost
Share Column in UM Sponsored Project Detail Report (see column 6)

(SEE [SPA NOTES](#) FOR CLARIFICATION)



STEP 4: Upon receipt of the PS Friendly budget form from the requestor, the GA will establish cost share budget lines, payroll combo codes are generated in HRMS. (Usually within 5 business days).

STEP 5: Dept notifies JE Preparer to move Carryforward funds, transfer funds, move non-payroll expenses, Etc.

Dept makes necessary payroll distribution changes, processes H-S-A's for accurate effort reporting.

STEP 6:
CS Expenses hit and
Can be seen in UM Sponsored
Project Detail Report (last 5 columns)
Tracking and monitoring continues...

WHERE IS CS DOCUMENTED?

NOTICE OF GRANT AWARD

EFS PATH: GRANTS > AWARDS > UM NOGA REPORT (CON000000014035)

BUDGET INFORMATION (Online Page Navigation: Main Menu > Grants>Awards>Project Budget)

Please review online budget for valid account string combinations (ex. PCBU, Activity, Fund, Dept_Id, Project, Account)

Project #: 00004628

Cost Share Budget Total: \$1,794.24

Project Start Date: 07/28/2008

Project End Date: 09/30/2009

ICR Sharing Department: IT Physics & Astron, School of

Percentage: 100.00

Period	Start Date	End Date	Direct Cost (Approved)	F & A Cost (Approved)	Direct Cost (Pending)	F & A Cost (Pending)	Total Period Cost
1	07/28/2008	09/30/2009	\$20,823.00	\$4,599.00	\$0.00	\$0.00	\$25,422.00
TOTAL			\$20,823.00	\$4,599.00	\$0.00	\$0.00	\$25,422.00

Budget Detail (all periods)

Fund Code	DeptID	Program Code	Chartfield 1	Chartfield 2	Fin EmpIID	Activity	Analysis Type	Account	Cost Share	Budget Item	Amount	Hold
1000	11140	20000				1	CBU	700100	CS	FACULTY_SALARY	\$1,096.00	
1000	11140	20000				1	CBU	710100	CS	FACULTY_FRINGE	\$328.00	
1000	11140	20000				1	CBU	810500	CS	FACADM	\$370.24	

WHERE IS CS TRACKED?

UM REPORTS

Prompt Path: Project ID → Acctg Date

Sponsored Project Detail

Sponsored Project: 00004628 - Services for PNNL at the Souda
 Accounting Date Through: 5/13/2010
 Sponsor: Pacific Northwest National Laboratory
 Award: CON000000014035
 Department: 11140
 Project Start Date: 7/28/2008
 Project End Date: 9/30/2009
 PI: Cushman, Priscilla

Report Run Date: Thurs

Data as of Thursday, 05/13/2010

[Sponsored Transaction Detail - Expe](#)

Project Budg

Program

Tip

F&A: OFF

F&A Distribution: 11140 Physic

Detail Account	Sponsored: 05/01/2010 - 05/13/2010			Sponsored: Inception Through 05/13/2010			Cost Share: 05/01/2010 - 05/13/2010			Cost Share: Inception Through 05/13/2010		
	Budget Amount	Pre-Enc & Enc	Expenses	Pre-Enc & Enc	Expenses	Available Balance	Budget Amount	Pre-Enc & Enc	Expenses	Pre-Enc & Enc	Expenses	Available Balance
700100 Salaries-Faculty-Fin Bdg Only	0.00	0.00	0.00	0.00	0.00	0.00	1,096.00	0.00	0.00	0.00	0.00	1,197.69
700500 Salaries-CSBU-Fin Bdg Only	10,238.00	0.00	0.00	0.00	10,071.87	166.13	0.00	0.00	0.00	0.00	0.00	0.00
710100 Fringe - Faculty-Fin Bdg Only	0.00	0.00	0.00	0.00	0.00	0.00	328.00	0.00	0.00	0.00	0.00	363.04
710500 Fringe - CSBU-Fin Bdg Only	3,348.00	0.00	0.00	0.00	3,445.08	-97.08	0.00	0.00	0.00	0.00	0.00	0.00

Account Budget Status for Current Non-Sponsored Funds

Fiscal Year 2009-2010, through Accounting Period 10
 CSPProject(s): 00004628 - Services for PNNL at the Souda

[Chartfield String Budget Sta](#)

[Budget Account Versus Actual Acti](#)

Group report by 1: 2: [Reset Groupings](#)

Remprompt By: [Fiscal Year Accounting Period](#)

Fiscal Year Through Select

Account	Account Description	Current budget	Pre-Encumbrances / Encumbrances	Revenues / Expenditures
Program: 20000 - AcadDept Administration - Inst				
Resources				
Prior Year Carryforward (Cash)				
900102	FYE Carryfwd (Cash-Based)	0.00	0.00	-1,241.85
Subtotal Prior Year Carryforward (Cash)		0.00	0.00	-1,241.85
Total Resources		0.00	0.00	-1,241.85
Expenditures				
Expenditures				
700101	Salaries - Faculty	0.00	0.00	-241.78
710101	Fringe - Faculty	0.00	0.00	-77.10
Subtotal Expenditures		0.00	0.00	-318.88
Total Expenditures		0.00	0.00	-318.88

Prompt Selection for Current Month YTD Encumbrance Payroll Summary Report

2010-10 → ITXXX → 11140 → N

Select one or more Account String(s) below:

Use shift click or control click for selecting multiple values...

- 1000 - 11140 -- 00009975 - Si Quantum Dot Materials Depos
- 1000 - 11140 - 20000 -- AcadDept Administration - Inst
- 1000 - 11140 - 20000 - 00000615 - AcadDept Administration - Inst
- 1000 - 11140 - 20000 - 00002537 - AcadDept Administration - Inst
- 1000 - 11140 - 20000 - 00002585 - AcadDept Administration - Inst
- 1000 - 11140 - 20000 - 00004627 - AcadDept Administration - Inst
- 1000 - 11140 - 20000 - 00004628 - AcadDept Administration - Inst

FY09 & FY10 EXPENSES ARE SHOWING ON REPORTS

Chartfield String Budget Status for Current Non-Sponsored Funds Report Run Date: Thursday, 5/13/2010

Fiscal Year 2009-2010, through Accounting Period 11 Data as of Thursday, 05/13/2010 05:07 AM
Fund(s): 1804 - State Special - Technology Include Chartfield with Description
DeptID(s): 11067 - IT MN Geological Survey Ac
Program(s): 20080 - Non-sponsored Research P

Group report by 1: (none) ▼

Fund Code	DeptID	Program Code	CSProject	FinEmpID	CF1	CF2	CS	Prior Yr CFWD	Adjusted Revenue		Net Expenditures		Transfers In		Transfers Out		Ending Balance	Total Encumbrances	Balance
									Current Budgeted	Actual	Current Budgeted	Actual	Current Budgeted	Actual	Current Budgeted	Actual			
1804	11067	20080						300,116.46	1,029,433.00	1,029,433.00	-1,177,417.00	-702,470.07	0.00	0.00	627,079.39	-9,837.58	617,241.81		
1804	11067	20080				1000001345		-29.11			0.00	-493.80			-522.91		-522.91		
1804	11067	20080				1000007057		-353.75			0.00	-51.05			-404.80		-404.80		
1804	11067	20080				1000007058		-287.85			0.00	-25.26			-313.11		-313.11		
1804	11067	20080				1000007060		-153.97			0.00				-153.97		-153.97		
1804	11067	20080	00009899				CS					-6,219.12			-6,219.12		-6,219.12		
1804	11067	20080	00010653				CS					-38,257.67			-38,257.67		-38,257.67		
1804	11067	20080	05236167				CS	-298.94			-2.00	-3,665.03			-3,963.97		-3,963.97		
1804	11067	20080	05236168				CS	-1,532.11			-2.00	-1,851.84			-3,383.95		-3,383.95		
1804	11067	20080	05236172				CS	-13,478.52			0.00				-13,478.52		-13,478.52		
1804	11067	20080	05236179			1000007057	CS	-36,901.91			-4.00	-5,595.57			-42,497.48		-42,497.48		
1804	11067	20080	05236179			1000007058	CS	-30,544.87			-4.00	-2,768.22			-33,313.09		-33,313.09		
1804	11067	20080	05236179			1000007060	CS	-16,208.45			-4.00				-16,208.45		-16,208.45		
Total								200,326.98	1,029,433.00	1,029,433.00	-1,177,433.00	-761,397.63	0.00	0.00	468,362.35	-9,837.58	458,524.77		

* Adjusted Revenue = (Revenue - Accounts Receivable)
* Net Expenditures = (Expenditures - Depreciation Expenses + Capital Asset Purchases + Inventory + Prepaid Expenses - Accrued Liabilities)

SPONSORED RESULT: EXPENSES ARE REPORTED EASILY BY PROGRAM & PROJECT VALUES

NON-SPONSORED RESULT: MANUAL TRACKING ON NON-SPONSORED SIDE AS REVENUE AND EXPENSE LINES DON'T ALIGN!

FOR TWO YEARS WE HAVE NOT BEEN ABLE TO ALIGN REVENUE WITH
COST SHARE EXPENDITURES.

THANKS TO AN TYPE 'CSR' WE ARE ABLE
TO ALIGN ACTIVITY FOR ACCURATE REPORTING PURPOSES



REVENUE



EXPENSES



Funding Cost Share Chart Strings

- CS MUST BE FUNDED AT PROJECT COMPLETION



(WITHIN 90 DAYS AFTER PROJECT ENDS)

OPTIONAL:

DEPARTMENTS HAVE OPTION TO FUND CS

AT BEGINNING OF PROJECT

(I.E. MATCH COST SHARE)

ANALYSIS TYPES

- CGE – COST SHARING GL EXPENSE
 - CPY– COST SHARE PAYROLL
 - CSR– COST SHARE REVENUE
- } REPORTABLE AS COST SHARE TO THE SPONSOR
-
- RFA– REDISTRIBUTED F&A
-
- GLE– GL EXPENSE
 - PAY– TIME & LABOR ACTUAL
- } BILLABLE TO THE SPONSOR

OPTIONAL CHARTFIELDS

IF EXPENSES HIT HERE...

1026-11137-20082-UMSPR-00014865-2102548-1000078593-CS



REVENUE NEEDS TO ALIGN HERE...

1026-11137-20082-UMSPR-00014865-2102548-1000078593-CS

WATCH CHARTSTRINGS CAREFULLY!

PLEASE MAKE SURE REVENUE ALIGNS WITH EXPENSES
AT THE FULL CHART STRING LEVEL

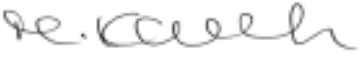
MATCH COST SHARE EXAMPLE

COST SHARE—MATCH EXAMPLE

AGREEMENT ON FILE

September 9, 2008

To: Professor Uwe Kortshagen, Head
Department of Mechanical Engineering

From: M. Kaveh 
Associate Dean for Research and Planning,

Subject: Matching Funds for your proposal to the DOE EFRC program

This is to confirm that the Institute of Technology will provide matching funds totaling \$30,000 for your proposal to the DOE EFRC program led by the Los Alamos National Laboratory, "The Center for Advanced Photophysics."

Pending the award of the grant, the matching funds from I.T. will be provided as:

I.T. Dean's Office	\$20,000
Department of Mechanical Engineering	<u>10,000</u>
Total	\$30,000

This commitment will be held for one year from the date of this letter, i.e. until September 8, 2009. If you do not notify us by then that the grant has been awarded, the commitment will be canceled. This commitment also assumes that the grant will be funded at the full amount requested. If a lesser amount is approved, our match will be proportionally reduced. Finally, if any matching funds remain at the end of the project, a proportionate share of these funds must be returned to the I.T. Dean's Office.

CHART STRING THAT WILL
FUND MATCH:

1026-11055-20666

COST SHARE STRING THAT
WILL TRACK MATCH:

1026-11137-20082-
00005996-1000011762-
2103412-CS

COST SHARE—MATCH EXAMPLE

DEPARTMENT PREPARATION

INSTITUTE OF TECHNOLOGY
REQUEST FOR JOURNAL ENTRY
*****Updated 1/7/09*****

TYPE OF TRANSACTION:	✓
EXPENSE TRANSFER (CORRECTION, DISTRIBUTION): **SEE BELOW	
FUND TRANSFER	X
BALANCE SHEET TRANSACTION (ACCRUING EXPENSE / REVENUE)	
PERIOD ENDING / FISCAL YEAR-END ADJUSTMENTS	

APPROVER DEPT ID :

Pg 1 - TOTAL: \$20,000.00 GRAND TOTAL Pg 1 + Pg 2: \$20,000.00

JOURNAL ENTRY ID:

ACCOUNTING PERIOD: _____

Line	FUND	DEPTID	PROGRAM	PC BUS UNIT	PROJECT	ACTIVITY	AN TYPE	ACCOUNT (FUND TRANSFER) / (COA)	FIN-EMPLID	CF1	CF2	CS	DEBIT (+)	CREDIT (-)	Expense Corrections: Original Transaction Date	Expense Corrections: Original Transaction #. Optional: for other JE's enter a description	Line
															Limit 15 characters	Limit 30 Characters	
1	1026	11055	20666					610201					\$20,000.00		LOSALAMOS	IT DEAN'S MATCH 00005996	1
2	1026	11137	20082	UMSPR	00005996	1	CSR	600201	2103412		1000011762	CS		\$20,000.00			2

BEST PRACTICE FOR GOOD JUSTIFICATION DURING CLEAN UP PERIOD:

DO#20023 IT DEAN'S OFFICE MATCH \$20K PER 9/9/08 MEMO ON FILE FROM D.O.
DOE EFRC PROGRAM LED BY LOS ALAMOS NATIONAL LAB "THE CENTER FOR
ADVANCED PHOTOPHYSICS". PROJECT 00005996 RUNS 3/10/10-8/31/14. PI U.
KORTSHAGEN. SEE IMAGENOW FOR DETAILS ON FILE.

COST SHARE—MATCH EXAMPLE

JE PREPARER ENTRY

Header | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Unit: UMN01 Journal ID: 0000188398 Date: 04/28/2010

Long Description: DO#20023 ME IT DEAN'S OFFICE MATCH \$20K PER 9/9/08 MEMO ON FILE CONFIRMING IT DENA'S OFFICE WOULD PROVIDE MATCHING FUNDS FOR U. 1 char left

*Ledger Group: ACTUALS Auto Generate Lines

Ledger: Adjusting Entry: Non-Adjusting Entry

*Source: **ONN** Fiscal Year: 2010

Reference Number: Period: 10

SJE Type: ADB Date: 04/28/2010

Journal Class: 11055 Save Journal Incomplete Status

Transaction Code: GENERAL Autobalance on 0 Amount Line

[Currency Defaults: USD / CRRNT / 1](#)
[Reversal: Do Not Generate Reversal](#) [Commitment Control](#)

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

SOURCE CODE SHOULD BE 'ONN'

*NON-SPONSORED FUNDS ARE BEING USED (1026-11055-20666)

Header | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Unit: UMN01 Journal ID: 0000188398 Date: 04/28/2010 *Process: Edit Journal Process

[Template List](#) [Search Criteria](#) [Change Values](#) [Inter/IntraUnit](#) Errors Only Line: 10

Select	Line	Fund	DeptID	Program	PC Bus Unit	Project	Activity	An Type	Account	Fin EmplID	ChartField 1	ChartField 2	CS
<input type="checkbox"/>	1	1026	11055	20666					610201				
<input type="checkbox"/>	2	1026	11137	20082	UMSPR	00005996	1	CSR	600201	2103412		1000011762	CS
<input type="checkbox"/>	3	1026	11055						109900				
<input type="checkbox"/>	4	1026	11137						109900				

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UMN01	4	40,000.00	40,000.00	✓	✓

COST SHARE—MATCH EXAMPLE

UMREPORTS “BEFORE”

Prompt Path: End Fiscal Year, Accounting Period→DeptID→Fund Code→Program Code→CSProject→FinEmplid→ChartField1→ChartField2→Function

Account Budget Status for Current Non-Sponsored Funds

Report Run Date: Thursday

Fiscal Year 2009-2010, through Accounting Period 9

Data as of Thursday,05/20/2010

Fund(s): 1026 - Other Unrestricted
 DeptID(s): 11137 - IT ME Thermal Sciences
 Program(s): 20082 - Research Match
 CSProject(s): 00005996 - The Center for Advanced Solar
 FinEmplid(s): 2103412 - Kortshagen,Uwe
 ChartField2(s): 1000011762 - 5996 IT DOE/LosAlamos

[Chartfield String Budget Status for Current Non-Sponsored](#)
[Budget Account Versus Actual Activity for Current Non-Sponsored](#)

Group report by 1: (none) ▼

Reprompt By: Fiscal Year Accounting Period

No Data Found

UMREPORTS “AFTER”

Account Budget Status for Current Non-Sponsored Funds

Report Run Date: Thursday,4/29/2010

Fiscal Year 2009-2010, through Accounting Period 10

Data as of Thursday,04/29/2010 05:08 AM

Fund(s): 1026 - Other Unrestricted
 DeptID(s): 11137 - IT ME Thermal Sciences
 Program(s): 20082 - Research Match
 CSProject(s): 00005996 - The Center for Advanced Solar
 FinEmplid(s): 2103412 - Kortshagen,Uwe
 ChartField2(s): 1000011762 - 5996 IT DOE/LosAlamos

PROJECT EXPENSES WILL
ALIGN WITH MATCH FUNDING

Group report by 1: (none) ▼

		Fiscal Year Through Selected Accounting Period				
Account	Account Description	Current Budget	Pre-Encumbrances / Encumbrances	Revenues / Expenditures	Recognized / Obligated	Unrecognized / Unobligated Budget Balance
Transfers						
Transfer In						
600201	NMTI - Same Fund - Same RRC	0.00	0.00	20,000.00	20,000.00	
Subtotal Transfer In		0.00	0.00	20,000.00	20,000.00	-20,000.00
Total Transfers		0.00	0.00	20,000.00	20,000.00	-20,000.00
Ending Balance		0.00	0.00	20,000.00	20,000.00	-20,000.00

CSR LABOR COST SHARE

CSR LABOR COST SHARE

COMBO CODES ARE SET UP

HRMS DISTRIBUTION CHANGE IS MADE TO MEET 1% COST SHARE COMMITMENT

Effective Date: 09/29/2008

COMBO CODE	Earn Cd	AMOUNT	PERCENT	Encumb
100011140000096524	REG	4273.39	76.000000	R
1000111400000585729	REG	562.29	10.000000	R
1000111400000592508	REG	56.23	1.000000	R

EXPENSE IS RECONCILED /TRACKED

***SOME DEPTS USE THE CURRENT MONTH

YTD ENCUMBRANCE PAYROLL SUMMARY TO DO THIS.***

Emplid	Name	Combo Code	Account String	Cost Share	Job Code/Descr	S/F	CM Exp	YTD Exp	Encumb	Total
2100257	Cushman,Priscilla B	1000111400000592508	1000 - 11140 - 20000 - 00004628 - 700101	CS	9401/Professor	S	0.00	241.78	0.00	241.78
					Salary Subtotal		\$0.00	\$241.78	\$0.00	\$241.78
					Fringe Subtotal		\$0.00	\$0.00	\$0.00	\$0.00
					Subtotal		\$0.00	\$241.78	\$0.00	\$241.78

CSR LABOR COST SHARE



ECRT
Effort Certification and Reporting Technology

Home Effort Administration Effort Data & Workflow

Hello Lindsay, Katherine **Certify Effort**

**EFFORT IS
CERTIFIED**

PROJECT ENDED 9/30/09---NEED TO ZERO OUT COST SHARE!

Chartfield String Budget Status for Current Non-Sponsored Funds Report f

Fiscal Year 2009-2010, through Accounting Period 8 Data as of T

DeptID(s): 11140 - IT Physics & Astron, School of

CSProject(s): 00004628 - Services for PNNL at the Souda [Account Budget Status for Curr](#)

Group report by 1: [Include](#)

[Include](#)

Reprompt By: [Fiscal Year Accounting Period](#)

Fund Code	DeptID	Program Code	CSProject	FinEmplid	CF1	CF2	CS	Prior Yr CFWD	Adjusted Revenue		Net Expenditures		Transfers In		Transfers Out		Ending Balance
									Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	
1000	11140	20000	00004628				CS	-1,241.85			0.00	-318.88					-1,560.73
Total								-1,241.85	0.00	0.00	0.00	-318.88	0.00	0.00	0.00	0.00	-1,560.73

* Adjusted Revenue = (Revenue - Accounts Receivable)

* Net Expenditures = (Expenditures - Depreciation Expenses + Capital Asset Purchases + Inventory + Prepaid Expenses - Accrued Liabilities)

CSR LABOR COST SHARE

DEPARTMENT PREPARES JE

Line	FUND	DEPTID	PROGRAM	PC BUS UNIT	PROJECT	ACTIVITY	AN TYPE	ACCOUNT (FUND TRANSFER) / (COA)	CS	DEBIT (+)	CREDIT (-)	Expense Corrections: Original Transaction Date	Exepnse Corrections: Original Transaction #. Optional: for other JE's enter a description	Line
												Limit 15 characters	Limit 30 Characters	
1	1000	11140	20000					610203		\$1,560.73		CUSHMAN FY09/FY10	1% CS COMMITMENT FOR PNNL SOUDAN PROJECT	1
2	1000	11140	20000	UMSPR	00004628	1	CSR	600203	CS		(\$1,560.73)			2

JUSTIFICATION:

ALIGNING COST SHARE FUNDS WITH EXPENSES FOR PI CUSHMAN LABOR 1% COST SHARE 7/28/08-9/30/09 PER PROJECT 00004628 / CON000000014035.

PROJECT CLOSE OUT-FY10.

DETAILS ON FILE IN DEPARTMENT.

CSR LABOR COST SHARE

REVENUE HAS ALIGNED WITH EXPENSES

CSPProject(s): 00004628 - Services for PNNL at the Souda

Group report by 1: (none)

		Fiscal Year Through Selected Accounting Period			
Account	Account Description	Current Budget	Pre-Encumbrances / Encumbrances	Revenues / Expenditures	Recognized / Obligated
Resources					
Prior Year Carryforward (Cash)					
900102	FYE Carryfwd (Cash-Based)	0.00	0.00	-1,241.85	-1,241.85
Subtotal Prior Year Carryforward (Cash)		0.00	0.00	-1,241.85	-1,241.85
Total Resources		0.00	0.00	-1,241.85	-1,241.85
Expenditures					
Expenditures					
700101	Salaries - Faculty	0.00	0.00	-241.78	-241.78
710101	Fringe - Faculty	0.00	0.00	-77.10	-77.10
Subtotal Expenditures		0.00	0.00	-318.88	-318.88
Total Expenditures		0.00	0.00	-318.88	-318.88
Transfers					
Transfer In					
600201	NMTI - Same Fund - Same RRC	0.00	0.00	1,560.73	1,560.73
Subtotal Transfer In		0.00	0.00	1,560.73	1,560.73
Total Transfers		0.00	0.00	1,560.73	1,560.73
Ending Balance		0.00	0.00	0.00	0.00

SPA CAN PROCEED WITH PROJECT CLOSEOUT

Chartfield String Budget Status for Current Non-Sponsored Funds

Report Run Date: Tuesday, 5/18/2010

Fiscal Year 2009-2010, through Accounting Period 11
 DeptID(s): 11140 - IT Physics & Astron, School of
 CSPProject(s): 00004628 - Services for PNNL at the Souda

Data as of Tuesday, 05/18/2010 05:12 AM
 Include Plant and Agency Funds
 Include Chartfield with Description

Group report by 1: (none)

Fund Code	DeptID	Program Code	CSPProject	FinEmpID	CF1	CF2	CS	Prior Yr CFWD	Adjusted Revenue		Net Expenditures		Transfers In		Transfers Out		Ending Balance	Total Encumbrances	Balance
									Current Budgeted	Actual	Current Budgeted	Actual	Current Budgeted	Actual	Current Budgeted	Actual			
1000	11140	20000	00004628				CS	-1,241.85	0.00	0.00	0.00	-318.88	0.00	1,560.73	0.00	0.00	0.00	0.00	0.00
Total								-1,241.85	0.00	0.00	0.00	-318.88	0.00	1,560.73	0.00	0.00	0.00	0.00	0.00

* Adjusted Revenue = (Revenue - Accounts Receivable)

* Net Expenditures = (Expenditures - Depreciation Expenses + Capital Asset Purchases + Inventory + Prepaid Expenses - Accrued Liabilities)

ISSUES YOU MAY ENCOUNTER

AS PART OF 2 YR CLEAN UP...

ISSUE:

SOLUTION:

• PROJECT HAS CLOSED



• MOST SHOULD STILL BE OPEN BACK TO FY08...IF NOT CONTACT KAMALA TO OPEN (UPADH004@UMN.EDU / 4-2014)

• MANY CS STRINGS TO CLEAN UP?



• USE SPREADSHEET UPLOAD OPTION CONTACT JAY (DELAN022@UMN.EDU /4-7265)

• APPROVAL CHAIN?



• USE SOURCE CODE ONN-JE WILL GO TO DEPT APPROVER (CA APPROVAL IS NOT NEEDED)

• WEIRD STRINGS (MISSING CS, FY09 ISSUES)



• ACCOUNTING SERVICES WILL FIX ON A SUNDAY---THEY HAVE LIST OF PROBLEM STRINGS FROM SFR

WHERE TO BEGIN?

- **NAME CHARTSTRINGS TO EASE TRACKING**

EFS PATH: SET UP FINANCIALS/SUPPLY CHAIN > COMMON DEFINITIONS > DESIGN CHARTFIELDS > REPORTS > CHARTFIELD REPORT MASKS

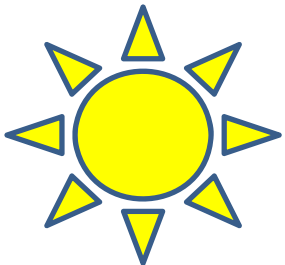
- **START WITH PROJECTS THAT HAVE ENDED 3/31/10**

FYI: SPA IS WORKING ON CLOSEOUTS FROM JULY 1, 2008-MARCH 31, 2010

- **FY10 YEAR END DATES---PLAN AHEAD!**

PERIOD 12 CLOSES JULY 15TH

PERIOD 913 CLOSES JULY 30TH



LOOKING AHEAD TO FY11...

- DEPTS WILL NEED TO ENSURE CS IS FUNDED AT PROJECT CLOSEOUT (DEADLINE IS 90 DAYS AFTER END DATE).
- SPA SEES COST SHARE FUNDING AS DEPARTMENT RESPONSIBILITY! DON'T WAIT...
- DEAN'S OFFICE IS WORKING ON QUERY/REPORT TO MAKE TRACKING CS CLOSEOUTS EASIER.
STAY TUNED FOR THIS IN EARLY FY11...

