Job Aid for Certified Approvers: Adding/Modifying Cost Share Budgets

New cost sharing budget lines may be necessary if either the source of the cost share has changed (Fund, DeptID or Program), or if the cost share will be provided from a different Account Code than originally budgeted. New cost share lines may also be needed if a cost share budget needs to be added to a project to accommodate such things as NIH salary cap overage. Under expanded authority effective January 2012, Certified Approvers may add or modify cost share budgets on sponsored projects.

The steps for inserting new cost share lines in EFS are outlined in Appendix A of this job aid, which is entitled “Instructions for Setting Up New Cost Share Budgets”. Other valuable resources include:

- **Managing Award Setup Appendix A – Budget Finalization Errors:**

- GMUN presentation in 2008 explaining Cost Sharing within the Enterprise Financial System:

- **Cost Sharing Fundamentals:**

- **Rebudgeting and Indirect Cost Adjustments:**

- EFS-SP Notice 039: [http://www.ospa.umn.edu/efs_sp/notices.htm#EFS039](http://www.ospa.umn.edu/efs_sp/notices.htm#EFS039)

- Sponsoring agency’s guidelines

- Your SPA Grant Administrator

Maintain justification for the cost share budget change or addition. This may be accomplished by scanning and attaching a signed budget worksheet request, an email request, or other documentation according to your department’s policy. A justification may also be entered into EFS through a line item link on the Budget Detail screen.

Ensure that the cost share is allowable according to sponsor guidelines. When establishing new Account Codes on a sponsored project it is critical to be familiar with the particular sponsor’s terms and conditions since they may include restrictions for certain expenses, rebudgeting, prior approval requirements, etc., all of which need to be considered before approving the establishment of a new account code, including on a cost share budget. In some cases it could require sponsor’s prior written approval before an Account Code can be set up as a valid cost share expense. This information can be found in the sponsor’s guidelines and/or the NOGA. Generally, if a cost is not directly allowable on the sponsored project, it is not allowable as a cost share expense. If further guidance is required, contact your GA in SPA.
When inserting new salary and fringe budget lines, the data will feed to the payroll system and new combo codes will automatically be generated on a nightly basis. Cost Sharing between projects, when allowable, cannot be accommodated in EFS and must be tracked outside of the financial system. Also, Cost Sharing lines cannot be added to a project that is in preaward status. This does not represent a change in the cost sharing process in EFS, but CA’s should be aware of these system limitations.

If adding or rebudgeting to a new cost share source (a new Fund, DeptID, or Program):

- Verify that the nonsponsored Fund-DeptID-Program combination exists as a valid ChartField combination in the General Ledger
- Follow the University’s instructions for non-sponsored budgeting if the budget does not exist in KK_Expense
- As a best practice, verify that the Function Code assigned to the Program aligns with the Function assigned to the Project (e.g. Funds in a Program with the Department Research function should be used to cost share to a Project with an Organized Research function)

When working with the cost share budget lines, be very careful not to modify the sponsored project budget itself.

Verify that the Analysis Type is “CBU”, that “CS” appears in the Cost Share field, and that the box in the Cost Sharing column is checked. Forgetting to complete one or more of these steps is the most common error in setting up a cost share budget.

Verify the data entry was successful by making sure that the status for all lines you added is set to “Distributed” on the Project Detail and Commitment Control Detail tabs.

If a budget line is created in error and needs to be put on hold, contact your SPA GA. Please note that if a cost share line is put on hold, all cost share lines with the same Fund-DeptID-Project-Account chartfields will also be put on hold. (i.e. If you have three cost share lines using different Programs, but they all share the same Fund-DeptID-Project-Account, and you put any one of them on hold, the system will place a hold on all of them.)

**SPECIAL SITUATION:** Most projects do not need to track F&A on cost share, and do not require an F&A cost share line to be set up. However, a small number of sponsors allow F&A that is calculated on cost share to be applied toward a cost sharing commitment. Please check the NOGA or verify with your SPA GA before setting up a new F&A cost share line.

If you determine that you need to set up an F&A cost share line (using Account Code 810500) to meet a cost share commitment:

- Verify that the F&A box is checked on the Grants Detail screen for Account Code 810500
- DO NOT check the F&A box on budget lines that include other Account Codes

If cost shared F&A is being tracked, and you are rebudgeting between F&A-eligible and F&A-exempt Account Codes:

- Follow the “Rebudgeting and Indirect Cost Adjustment” job aid
Appendix A: Instructions for Setting Up Cost Share Budgets

#1 Navigate to Budget Detail screen: Grants>Awards>Project Budgets

The Business Unit should default to UMSPR. If it does not, type UMSPR. Then enter the Project number and click “Search.”

Once you are on the correct Budget Detail screen, my recommendations are to:

1) Click the “View All” hyperlink to allow you to review all current budget lines prior to adding cost share lines (default is to show only the first 12 rows);
2) Click twice on the Analysis Type column title to quickly resort the budget lines by the analysis type (BUD and CBU) in descending order so you can review all existing cost share rows;
3) Customize your screen layout if you are adding a number of cost share budget lines in order to more easily enter data and view all of the critical fields on one screen.

*These are the critical fields for cost share setup:* Fund, DeptID, Program Code, Analysis Type, Activity (always a ‘1’ but it is required), Account, Amount, F & A check box (only valid for account 810500), Cost Share (CS) indicator, and Cost Sharing check box. You may also have a value for Chartfield 1 or 2, or FinEmplID, depending on the department request.

If you do not customize your columns, you will have to remember to click on the Grants Detail tab in order to find and check the Cost Sharing or F&A checkboxes. Having all of the required columns on one screen makes it easier to ensure you do not forget any necessary fields.

Example of customized Budget Detail screen

To *Customize the screen:*

a) Click on the “Customize” hyperlink.

b) On the Personalize Column and Sort Order screen:

- Adjust the columns by highlighting the field you want to move and click the up or down arrows. You can click the “Preview” to see how it looks before saving your settings.
- In order to retain certain fields so they appear on all of the Budget Detail tabs, highlight the columns and click the box next to Frozen.
To add columns to the Sort Order box, highlight the field you want to sort by in the Column Order column and click the right arrow.

Example showing recommended column order after reordering, freezing, and adding sort order.

Click OK to save your settings. Please be aware that any time there are PeopleSoft upgrades to the GPC module you may lose your customized settings. If this happens you will have to redo your customizing.

#2 Review the cost share budget worksheet

Review the cost share worksheet (or email) and determine how many budget lines you need to add. On the far right side of the Budget Detail screen, click the ‘+’ sign to add a blank budget line. A box will pop up (see next screen shot) in which you can enter the number of rows you need to add. The default is 1 row but you may find it easier to add all of the blank budget rows you will need before you begin entering the chartfield information.

**SPECIAL NOTE:** Payroll budget checking requires a fringe benefit account code for each salary account code. If the budget worksheet you receive for the cost share only lists salary account codes, you must set up a zero dollar ($0) budget line for the fringe benefit account code that corresponds to the salary account code (Faculty Salary requires Faculty Fringe, etc.).
Once you have added all of the blank budget lines you need, scroll back over to the left side of the Budget Detail screen and begin entering the chartfield information.

**#3 Enter the Chartfield Information**

- For Cost Share budget rows, the Fund code will always begin with a ‘1’. It will never begin with a ‘3’ which is used only for the sponsored funding lines.
- Cost Share rows must always have a program code since they are non-sponsored chartfield strings.
- Make sure to change the “Analysis Type” to CBU if it defaults to BUD.
- Cost Share rows must always have CS entered in the “Cost Share” column and a checkmark in the “Cost Sharing” checkbox.

**New in 2012:** You are no longer able to add a new Account Code by typing the account code number field. You are now required to select the correct Budget Item description from the Budget Item column which will then default in the correct account code number.

- Click on the selector next to the Budget Item box and select the correct account description.

In this example, the cost share chartfield string did not include Chartfield 1 or 2, or FinEmpID, so all of the necessary fields for establishing the cost share budget have been completed. Please verify that you have entered all of the fields indicated on the budget request form. If you neglect certain fields you will get a list of errors when you go to finalize the budget rows. Please note that if incorrect chartfield strings are finalized on salary/fringe account codes, an incorrect combo code will be generated by HRMS. Make any necessary corrections and click SAVE again.

In general, you do not need to set up a cost share budget line for F&A since it is not a true expense (the EFS system does calculate the F&A associated with each cost share line, similar to the “waived F&A” calculation, but it is for informational purposes only and is not posted to the project). You may have the rare occasion where a department wants the F&A account code (810500) set up as a cost share budget line (some sponsors allow the F&A that is calculated on cost share to be included in the total cost share commitment). If this is the case, in addition to the fields shown in the screen shot above, you also need to be sure to check the “Facilities and Administration” check box shown on the screen shot just to the
right of the Account column (or on the Grants Detail tab if you did not customize the Budget Detail page).

Once you have entered all of the cost share budget rows, click SAVE. At this point, you can make changes, delete lines, or add additional lines. Just click SAVE after you have completed any changes/corrections.

#4 Add Budget row Justification and Attachment

New in 2012 is the column labeled Justification.

Each budget row now has a hyperlink which allows you to add justification for any rebudget, addition, or correction rows. The Justification hyperlink does not appear until the new row is saved.

- Click the hyperlink to access the Budget Justification screen.

Even though completing the Budget Justification screen is optional in the Budget Detail record, it may be required by University policy. Refer to University policy http://policy.umn.edu/Policies/Finance/Accounting/TRANSACTION_APPA.html or
the Certified Approver (CA) job aids on the SPA website, or see the Best Practices Library on the Certified Approvers website for additional information on when a justification is necessary and what information is required.

There are 254 characters available for the justification. A counter is provided to count down the remaining characters available as you type in the text box.

- Type the appropriate budget justification information. Click OK to save the justification and return to the Budget Detail screen.

**Also New in 2012** is the Attachment hyperlink at the bottom of the Budget Detail screen.

**Attachment hyperlink on the Projects Detail screen**

The Attachment hyperlink allows you to store documentation that supports the additions or changes that are made to the Budget rows for a Project. This hyperlink is a shortcut to the Attachments tab on the Project page.

- Click on the Attachments hyperlink to bring up the Project Attachments tab.

- Click the paperclip symbol to bring up the File Attachment box.

- Click the Browse button on the File Attachment box to bring up the File Upload box.
• Navigate to the file you wish to attach to the Project and highlight the file.

• Click Open.

• Verify the correct file appears in the File Attachment box then click Upload.

• The uploaded file will be indicated on the Document Attachments screen.

• To view the attachment, click the middle icon (glasses on document).
• To delete the attachment, click the first icon (trash can).
• To add additional attachments, click the plus sign.
Once you have completed all cost share additions, verify the cost share totals by scrolling to the top of the Budget Detail page and checking the total listed under the Project Budget Summary for “Cost Share Direct.”

- **Budget Detail page showing original Cost Share Direct total prior to additions.**

![Budget Detail page showing original Cost Share Direct total prior to additions.](image1)

- **Budget Detail page showing new Cost Share Direct total after the additional rows.**

![Budget Detail page showing new Cost Share Direct total after the additional rows.](image2)

#5 Finalize the Budget and Verify the PC_Wrapper Process Completes

After you have verified you have the correct information and totals, click the FINALIZE button to add the budget lines. You should see the following message box:

![Message box](image3)

Click OK to the message and click on the Process Monitor hyperlink to proceed to the Process List (next screen shot).
Click the REFRESH button periodically until the “Run Status” changes to “Success” and the “Distribution Status” changes to “Posted.” This indicates the budget lines have been posted. Click the “Go back to Project Budgets” hyperlink to return to the Budget search screen.

#6 Verify the Budget Lines Distributed without Error

Bring up the Budget Detail page for the project you just updated and verify that the budget lines “Distributed” without error.

The quickest way to find the budget rows you just finalized is to click on the Project Detail tab and click the Accounting Date column heading twice to resort the rows by date descending (if you reordered the columns as shown in Step #1, the Accounting Date column will be on the General tab over to the far right). This will order the rows by date with the most recently added first.
- Once you find the lines you added, click on the Project Detail tab.

Make sure that the status for all lines you added is set to “Distributed.” Then click the Commitment Control Detail tab and, again, make sure the lines you added have a status of “Distributed.” If you have errors on these tabs, see Appendix A of the Award Setup Manual (Budget Finalization Errors).

Congratulations! Cost Share budget line setup is now complete.
#7 Additional Information - Looking up Project Justifications

Since you cannot tell by looking at the Project Budget Detail screen which budget row includes a justification, there is a separate link available in EFS that allows you to search for existing Budget Justifications.

Navigate to GRANTS>AWARDS> UM SPON BUDGET JUSTIFICATION

- Type the Business Unit UMSPR
- If you know the Project, type in the Project number, otherwise click search to get a list by Project number of existing justification entries.