Faculty Effort System/DOE’S

In order to charge a Cost Share expense in FES Client, the Fund designated as the Cost Share Fund will need to be selected in the cost share column of the DOE. If you need more detailed information on FES, there is a class (FL_FES_315) offered by EAG (Enterprise Applications Group).

Snapshot of FES Client Payroll Distribution Tab

Payroll Example
Cost Distribution (info type 0027)

Payroll charges to the cost share account will be processed through the cost distribution (info type 0027) screen in HR.
DAV Cost Share Example

When submitting a DAV to charge a cost share expense, the Cost Share Fund should be used. Also, the Fund should be highlighted or the DAV should indicate somewhere that the Cost Share Fund is being used.

Item | Qty | Descriptive Statement of Expense | Unit Price | Ex
--- | --- |--------------------------------- | --------- | ---

External hard drive purchased for data collection between the project site and office where the information is compiled.

**COST SHARE PURCHASE: PLEASE NOTE COST SHARE FUND.**

Procurement Card Cost Share Example

When processing a procurement card to charge a cost share expense, the Cost Share Fund should be used.
To get the fund, functional area, fund Center, WBS element and business area related to a specific grant and cost share fund, go to transaction code ZFI_COBJ in SAP, click on "WBS Elem-Grant" and type the WBS Element, click "Cost Share" and click execute.
### RA/GA Universal Tuition Search Results

**2008**

Click on student's Last Name to enter Account information.

Enter up to two accounts for each student.

E-mail additions, deletions, and changes to the **Funding Office**

#### Yeate Spreadsheet

<table>
<thead>
<tr>
<th>Student Name (Last, First)</th>
<th>Course Credits</th>
<th>SSN</th>
<th>Subcode</th>
<th>SAP ID</th>
<th>RA TA OA PE LITJ Tuition</th>
<th>Total</th>
<th>Account Number</th>
<th>Fund Number</th>
<th>Amount</th>
<th>Comments</th>
<th>Account Number</th>
<th>Fund Number</th>
<th>Amount</th>
<th>Comments</th>
<th>View Deps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Casey</td>
<td>90</td>
<td>****</td>
<td>AKSJ</td>
<td>1</td>
<td>0 0 0 0 0 194025 104025 194025</td>
<td>3940.25</td>
<td>3040105071</td>
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<tr>
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<tr>
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<td>Erik</td>
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<td>AKSJ</td>
<td>0</td>
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<td>1293.30</td>
<td>3040102110 009190380</td>
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<td>1293.30</td>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>
Reviewing Cost Share in BW Grant Ledger – PI Summary (for grants funded on or after July 1, 2007)

- Go to BW Web Reporting on the IRIS Launch Pad
- Click on FI Financial Accounting, Grants Management, then Grant Ledger – PI Summary

In the variable screen complete the following steps:
  - Enter the fiscal period/year (i.e. 012/2011 = June FY 2010/11)
  - Enter the Grant
  - Delete the E999999 from Sponsored Class and change the drop-down from <= to =
  - Enter 001189* in the Fund selection and change the drop-down from = to *
  - Click on execute to run the report
The report shows you the breakdown of expenses by salaries and benefits.

- The funding totals are listed at the top of the report.
- The "Cumulative PTD Expense" column should be $0.00 at fiscal year end.
- If the "Cumulative PTD Expense" column is a debit, the cost share fund needs to be funded prior to fiscal year end.
- If the "Cumulative PTD Expense" column is a credit, the cost share fund is currently over funded, which will carry over to the next fiscal year.

---

<table>
<thead>
<tr>
<th>Grant</th>
<th>GM project from date</th>
<th>GM project to date</th>
<th>UlnReleased Budget</th>
<th>Released Budget</th>
<th>Current Expense</th>
<th>Fiscal YTD Expense</th>
<th>Cumulative PTD Expense</th>
<th>Commitments PTD</th>
<th>Parked Documents PTD</th>
<th>Available Balance (Released)</th>
<th>% Available Balance (Released)</th>
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</thead>
<tbody>
<tr>
<td>Direct Salary &amp; Bene</td>
<td>07/01/2008</td>
<td>12/31/2013</td>
<td>$270.00</td>
<td>$1,784.71</td>
<td>$1,744.71</td>
<td>$0.00</td>
<td>$(729.00)</td>
<td>$(1,014.91)</td>
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<td>X</td>
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<tr>
<td>Staff Benefits</td>
<td>E512071</td>
<td>Nonadmin/IN Staff Ba</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Benefits</td>
<td>E522000</td>
<td>Nonadmin/IN Staff Be</td>
<td></td>
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<tr>
<td>ExecMgmt/Admin Sali</td>
<td>E512011</td>
<td>ExecMgmt/Admin Sala</td>
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<td>ExecMgmt/Admin Bene</td>
<td>E522011</td>
<td>ExecMgmt/Admin Bene</td>
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<tr>
<td>HandCS - Personnel</td>
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<td>Hand CS - Personnel</td>
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<tr>
<td>0000740510</td>
<td>Tr fm CS - Salary</td>
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</tr>
<tr>
<td>0000740515</td>
<td>Tr fm CS - Benefit</td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This should be $0 at fiscal year end.
Finding your Cost Share Balance Using FMRP
(grants beginning prior to 7/1/2007)

- Open t-code FMRP_RFFMEP1AX - All Postings
- Click on Get Variant
- Select the COST SHARE variant
- Enter your cost share cost center number 10136XXXXX in the Funds Center field
- Click Execute to run the report for all "real" postings to cost share

Click the select layout icon located at the top of the screen to choose a layout
Click the green checkmark when you get the message "Layout can only be partly changed"

Following are three primary layouts suggested by SPA:
- /SPABALANCE: Provides the total balance for the period included in the variant
- /SPAEXPENSES: Provides the total expenses for the period included in the variant
- /SPAFUNDING: Provides the total funding for the period included in the variant

If the balance is negative (credit balance) as shown above, the account has more funds than expenditures. If the account is positive (debit balance), the account has more expenditures than funds. Therefore, all positive/debit balances will have to be funded to at least zero by year end. All credit balances will be carried forward to the next fiscal year.

This report will run all transaction activity. If the Cost Share Cost Center has been created, but has no transactions, you will receive the following message at the bottom of the screen after executing the report.

Selecting Saved Layouts
- Follow the directions above to run the cost share report
- Click the select layout icon located at the top of the screen to choose a layout
- User-specific layouts will be listed at the bottom of the list, or can be selected as shown on the next slide
- Change the layout setting to user-specific by clicking the button to the far right

Using the Filter Feature to remove PBC reservations from FMRP_RFFMEP1AX

If the cost share report from FMRP_RFFMEP1AX is showing Funds Reservations as a result of PBC implementation, use the following directions to filter the report to exclude the additional entries and retrieve your cost share balance. If your BW report does not match your FMRP
report, the Funds Reservation entries are probably being included on your FMRP report and they need to be excluded. Any t-code showing expenses that may include a PBC amount should be reviewed to see if the Value Type 81s can be filtered out.

- Open FMRP_RFFMEP1AX and select the COST SHARE variant.

- Enter your Funds Center and Execute the report.
- Once results are displayed, notice if there are entries for Funds Reservation.

- In order to get your cost share balance, total expenses, or total funding, the Funds Reservation Value Types will need to be removed. You will need to exclude the Funds Reservations from your FMRP report in order for it to match your BW report results.
Click on the Filter button.

Select "Value Type" from the right menu and move it to the left menu by clicking the left arrow.

Click the filter icon and the following menu will appear:

Click the Yellow arrow

Click on the third tab with a red dot and "Sngl Values" and enter 81:
- Click the green check
- The following screen appears:

- Click the green check to confirm your filter.
- Your report results are displayed excluding the Funds Reservation, GM Value Type 81 entries.
- Save your layout again as user-specific. It will overwrite your current layout.
Funding Cost Share Expenses

Several general ledger (g/l) accounts are used on the Journal Voucher (JV) to fund Cost Share:

- 740510 Transfer from Cost Share – Salary Only
- 740515 Transfer from Cost Share – Benefits Only
- 740520 Transfer from Cost Share – Operating Expenses
- 750510 Transfer to Cost Share – Salary Only
- 750515 Transfer to Cost Share – Benefits Only
- 750520 Transfer to Cost Share – Operating Expenses

The debit entry will be to the Cost Center (Departmental Account) from which you are moving funds (750XXX g/l accounts). The credit will be to the WBS Element (Grant Account) with the Cost Share Fund (740XXX g/l accounts).

After typing in the Grant/WBS Element, also enter in the Fund (001189XXXX), do not let it derive (auto populate) the Fund.

Example of JV to fund Cost Share:
Reviewing Cost Share in BW HR Labor Distributions

- Go to BW Web Reporting on the IRIS Launch Pad
- Click on HR Labor Distributions, Labor Distribution Analysis by WBS Element

In the variable screen complete the following steps:
- Enter the WBS Element
- Enter the fiscal year and period (i.e. 012/2011 = June in FY 2010/11) or enter the Payroll End Dates if you need a range greater than one fiscal period. If you choose to use the Payroll End Dates, you will need to change = to [ ] in the drop down box.
- Enter 001189* in the Fund selection and change the drop-down from = to *
- Click on execute to run the report
<table>
<thead>
<tr>
<th>Variable</th>
<th>Value</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Code (Required) (*)</td>
<td>UK00</td>
<td>University of Kentucky</td>
</tr>
<tr>
<td>Employment Status (Multi, Single, Required) (*)</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>Employee Group (Selection, Optional)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Subgroup (Selection, Optional)</td>
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<td></td>
</tr>
<tr>
<td>Organizational unit</td>
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<td></td>
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<tr>
<td>WBS Element</td>
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</tr>
<tr>
<td>Fiscal Period/Year</td>
<td>012/2011</td>
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</tr>
<tr>
<td>Grant</td>
<td></td>
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<tr>
<td>Funds Center Department</td>
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<td></td>
</tr>
<tr>
<td>Payroll End Dates</td>
<td>06/01/2011</td>
<td></td>
</tr>
<tr>
<td>Funds Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund</td>
<td>001189</td>
<td>Type 001189 to include the cost share fund</td>
</tr>
<tr>
<td>Position</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GL Account</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click this to execute the report