

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 coverage. 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:*
http://www.finsys.umn.edu/sfr/sfr_spa_resources.html
- GMUN presentation in 2008 explaining Cost Sharing within the Enterprise Financial System:
http://www.ospa.umn.edu/GMUN/documents/CostSharingwithintheEnterpriseFinancialSystem21Oct08_000.doc
- *Cost Sharing Fundamentals:*
http://www1.umn.edu/ohr/prod/groups/ohr/@pub/@ohr/@trainingservices/documents/asset/ohr_asset_248074.pdf
- *Rebudgeting and Indirect Cost Adjustments:*
http://www.oar.umn.edu/CA/documents/RebudgetandFAAdjust_JA.pdf
- EFS-SP Notice 039: 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 retaining a signed budget worksheet request, an email request, or other documentation according to your department's policy.

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

Enter the Project number and click “Search.”

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New Window | Help |

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Project Budgets

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit:

Project:

Budget Plan ID:

Budget Period:

Budget Type:

Description:

Case Sensitive

[Basic Search](#)

If there is only one budget period associated with the project, you will be brought directly to the Budget Detail screen to be updated. If there are multiple budget periods for the project, select the correct budget period from the search results.

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Project: 06466041 NMR IMAGING-UGURBIL ADM CORE

Budget Period: 1 Begin Date: 06/01/1993 End Date: 05/31/2009

Project Budget Summary

Cost Share Direct \$0.00 Total \$3,850,579.46 Currency: USD Total Budget: \$3,850,579.46

Budget Amounts for Period

General | Project Detail | General Ledger Detail | Commitment Control Detail |

| Fund Code | DeptID | Program Code | Activity Analysis Type | Account | Budget Item | Amount | Facilities and Administration |
|-----------|--------|--------------|------------------------|---------|-----------------|--------------|-------------------------------------|
| 3002 | 11879 | 1 | BUD | 168100 | CAPITAL_EQUIP | 487,810.73 | <input type="checkbox"/> |
| 3002 | 11879 | 1 | BUD | 168100 | CAPITAL_EQUIP | 56,948.73 | <input type="checkbox"/> |
| 3002 | 11879 | 1 | BUD | 730100 | CONSULTING_SVCS | 20,845.91 | <input type="checkbox"/> |
| 3002 | 11879 | 1 | BUD | 710500 | CS_BU_FRINGE | 163,868.75 | <input type="checkbox"/> |
| 3002 | 11879 | 1 | BUD | 700500 | CS_BU_SALARY | 594,955.37 | <input type="checkbox"/> |
| 3002 | 11879 | 1 | BUD | 810500 | FACADM | 1,050,462.99 | <input checked="" type="checkbox"/> |
| 3002 | 11879 | 1 | BUD | 710100 | FACULTY_FRINGE | 58,903.70 | <input type="checkbox"/> |
| 3002 | 11879 | 1 | BUD | 700100 | FACULTY_SALARY | 208,686.67 | <input type="checkbox"/> |
| 3002 | 11879 | 1 | BUD | 720300 | GEN_OP_SERVICES | 10,521.51 | <input type="checkbox"/> |
| 3002 | 11879 | 1 | BUD | 720300 | GEN_OP_SERVICES | 5,057.91 | <input type="checkbox"/> |
| 3002 | 11879 | 1 | BUD | 720300 | GEN_OP_SERVICES | 30,431.39 | <input type="checkbox"/> |
| 3002 | 11879 | 1 | BUD | 720300 | GEN_OP_SERVICES | 10,374.00 | <input type="checkbox"/> |

Once you are on the correct Budget Detail screen, it is recommended you 1) minimize the menu (on the left side) by clicking the minus sign, 2) click the “View All” hyperlink to allow

you to review all current budget lines prior to adding cost share lines, and 3) “Customize” your screen layout to be able to 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 for account 810500), Cost Share indicator, Cost Sharing check box. You may also have a value for Chartfield 1 or 2, or FinEmplID, depending on the department request.

Having all of the necessary columns on one screen makes it easier to ensure you do not forget a field (like forgetting to add the CS under the “Cost Share” column, or not checking the box under “Cost sharing”—the two most common mistakes).

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Budget Amounts for Period

General [Project Detail](#) [General Ledger Detail](#) [Commitment Control Detail](#)

| Fund Code | DeptID | Program Code | Analysis Type | Activity | Account | Budget Item | Amount | Facilities and Administration | Cost Share | Cost Sharing | Chart 1 |
|-----------|--------|--------------|---------------|----------|---------|-----------------|--------------|-------------------------------------|------------|--------------------------|---------|
| 3002 | 11879 | | BUD | 1 | 168100 | CAPITAL_EQUIP | 487,810.73 | <input type="checkbox"/> | | <input type="checkbox"/> | |
| 3002 | 11879 | | BUD | 1 | 168100 | CAPITAL_EQUIP | 56,848.73 | <input type="checkbox"/> | | <input type="checkbox"/> | |
| 3002 | 11879 | | BUD | 1 | 730100 | CONSULTING_SVCS | 20,845.91 | <input type="checkbox"/> | | <input type="checkbox"/> | |
| 3002 | 11879 | | BUD | 1 | 710500 | CS_BU_FRINGE | 163,868.75 | <input type="checkbox"/> | | <input type="checkbox"/> | |
| 3002 | 11879 | | BUD | 1 | 700500 | CS_BU_SALARY | 594,955.37 | <input type="checkbox"/> | | <input type="checkbox"/> | |
| 3002 | 11879 | | BUD | 1 | 810500 | FACADM | 1,050,462.99 | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | |
| 3002 | 11879 | | BUD | 1 | 710100 | FACULTY_FRINGE | 58,903.70 | <input type="checkbox"/> | | <input type="checkbox"/> | |
| 3002 | 11879 | | BUD | 1 | 700100 | FACULTY_SALARY | 208,686.67 | <input type="checkbox"/> | | <input type="checkbox"/> | |
| 3002 | 11879 | | BUD | 1 | 720300 | GEN_OP_SERVICES | 10,521.51 | <input type="checkbox"/> | | <input type="checkbox"/> | |
| 3002 | 11879 | | BUD | 1 | 720300 | GEN_OP_SERVICES | 5,057.91 | <input type="checkbox"/> | | <input type="checkbox"/> | |
| 3002 | 11879 | | BUD | 1 | 720300 | GEN_OP_SERVICES | 30,431.39 | <input type="checkbox"/> | | <input type="checkbox"/> | |
| 3002 | 11879 | | BUD | 1 | 720300 | GEN_OP_SERVICES | 10,374.00 | <input type="checkbox"/> | | <input type="checkbox"/> | |
| 3002 | 11879 | | BUD | 1 | 720100 | GEN_OP_SUPPLIES | 120,323.25 | <input type="checkbox"/> | | <input type="checkbox"/> | |
| 3002 | 11879 | | BUD | 1 | 720100 | GEN_OP_SUPPLIES | 7,935.50 | <input type="checkbox"/> | | <input type="checkbox"/> | |
| 3002 | 11879 | | BUD | 1 | 710300 | GRAD_STU_FRINGE | 0.01 | <input type="checkbox"/> | | <input type="checkbox"/> | |

a) To customize the screen, click on the “Customize” hyperlink.

[Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-12 of 26 | [Last](#)

| and ration | Cost Share | Cost Sharing | Fin EmplID | ChartField 1 | ChartField 2 | Fund Affiliate | DeptID Affiliate | Begin Date | Quantity | Unit of Measure | Currency |
|------------|--------------------------|--------------------------|------------|--------------|--------------|----------------|------------------|------------|----------|-----------------|----------|
| | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | 1.00 | | USD |

b) From there you can adjust your column order using one of two options:

- Adjust your columns yourself by highlighting the field you want to move and click the up or down arrows (see the job aid on the EFS-SP website if you would like more detailed instructions). Click the “Preview” to see how it looks before saving your settings.

Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button.
Frozen columns display under every tab.

The image shows two side-by-side configuration windows. The left window, titled 'Column Order', contains a list of fields: Tab General (frozen), Fund Code (frozen), DeptID (frozen), Program Code (frozen), Activity (frozen), Analysis Type (frozen), Account, Budget Item, Amount, Facilities and Administration, Cost Share, Cost Sharing, Fin EmpID, ChartField 1, ChartField 2, and Special Affiliations. To the right of the list are up and down arrows and checkboxes for 'Hidden' and 'Frozen'. The right window, titled 'Sort Order', contains a list of fields with up and down arrows and a 'Descending' checkbox.

The image shows a row of buttons: OK, Cancel, Preview, Copy Settings, Share Settings, and Delete Settings. The 'Copy Settings' button is circled in red.

- OR—click the “Copy Settings” hyperlink and select SPABUD. These are customized settings that have been saved and “shared” publicly. Click OK to return to the Budget Detail page then click SAVE to save these settings.

If you do not choose to customize your settings, then you will need to be sure to click on the “Detail” tab before finalizing your budget so that you can check the Cost Share box (and, if applicable, the F&A box). Although customizing your view is not mandatory, it is recommended to avoid forgetting to click these necessary boxes.

#2 Review the cost share budget worksheet

Review the rebudget request document (cost share worksheet, email, or whatever your department requires as documentation) 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. The system will ask you how many lines you would like to add. It is recommended to add all of the blank budget lines 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 rebudget request you receive for the cost share only lists salary account codes, you must also calculate the related fringe amount and set up a budget line for the fringe benefit account code that corresponds to the salary account code (Faculty Salary requires Faculty Fringe, etc.).

| | | | | | | | |
|---------|--------------|--------------------------|--------------------------|---|----------|----------------------------------|----------------------------------|
| LEASES | 2,385.33 | <input type="checkbox"/> | <input type="checkbox"/> | 1 | 1.00 USD | <input type="button" value="+"/> | <input type="button" value="-"/> |
| EQUIP | 4,520.31 | <input type="checkbox"/> | <input type="checkbox"/> | 1 | 1.00 USD | <input type="button" value="+"/> | <input type="button" value="-"/> |
| RE_EX | 0.00 | <input type="checkbox"/> | <input type="checkbox"/> | 1 | USD | <input type="button" value="+"/> | <input type="button" value="-"/> |
| _FRINGE | 0.01 | <input type="checkbox"/> | <input type="checkbox"/> | 1 | 1.00 USD | <input type="button" value="+"/> | <input type="button" value="-"/> |
| _SALARY | 0.01 | <input type="checkbox"/> | <input type="checkbox"/> | 1 | 1.00 USD | <input type="button" value="+"/> | <input type="button" value="-"/> |
| ICES | 0.00 | <input type="checkbox"/> | <input type="checkbox"/> | 1 | USD | <input type="button" value="+"/> | <input type="button" value="-"/> |
| MAINT | 1,004,583.36 | <input type="checkbox"/> | <input type="checkbox"/> | 1 | 1.00 USD | <input type="button" value="+"/> | <input type="button" value="-"/> |
| _MOVE | 4,954.92 | <input type="checkbox"/> | <input type="checkbox"/> | 1 | 1.00 USD | <input type="button" value="+"/> | <input type="button" value="-"/> |
| | 0.00 | <input type="checkbox"/> | <input type="checkbox"/> | | USD | <input type="button" value="+"/> | <input type="button" value="-"/> |
| | 0.00 | <input type="checkbox"/> | <input type="checkbox"/> | | USD | <input type="button" value="+"/> | <input type="button" value="-"/> |

#3 Enter the Chartfield Information

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Budget Amounts for Period

General Project Detail General Ledger Detail Commitment Control Detail

| Fund Code | DeptID | Program Code | Analysis Type | Activity Account | Budget Item | Amount | Facilities and Administration | Cost Share | Cost Sharing | ChartField |
|-----------|--------|--------------|---------------|------------------|-----------------|--------------|-------------------------------|----------------------------------------|--------------|------------|
| 3002 | 11879 | | BUD | 720300 | GEN_OP_SERVICES | 30,431.39 | <input type="checkbox"/> | <input type="checkbox"/> | | 1 |
| 3002 | 11879 | | BUD | 720300 | GEN_OP_SERVICES | 10,374.00 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 3002 | 11879 | | BUD | 720100 | GEN_OP_SUPPLIES | 120,323.25 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 3002 | 11879 | | BUD | 720100 | GEN_OP_SUPPLIES | 7,935.50 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 3002 | 11879 | | BUD | 710300 | GRAD_STU_FRINGE | 0.01 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 3002 | 11879 | | BUD | 700300 | GRAD_STU_SALARY | 0.01 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 3002 | 11879 | | BUD | 720400 | LABMED_SERVICES | 683.75 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 3002 | 11879 | | BUD | 720200 | LABMED_SUPPLIES | 6,325.34 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 3002 | 11879 | | BUD | 770100 | LT_RENTS_LEASES | 2,385.33 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 3002 | 11879 | | BUD | 750100 | NON_CAP_EQUIP | 4,520.31 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 3002 | 11879 | | BUD | 730250 | PATIENT_CARE_EX | 0.00 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 3002 | 11879 | | BUD | 710200 | PROF_ADM_FRINGE | 0.01 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 3002 | 11879 | | BUD | 700200 | PROF_ADM_SALARY | 0.01 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 3002 | 11879 | | BUD | 730200 | PROF_SERVICES | 0.00 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 3002 | 11879 | | BUD | 780100 | REPAIRS_MAINT | 1,004,583.36 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 3002 | 11879 | | BUD | 720600 | TRAVL_MILE_MOVE | 4,954.92 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 1000 | 11879 | 2008 | CBU | 700100 | FACULTY_SALARY | 11,460.00 | <input type="checkbox"/> | CS <input checked="" type="checkbox"/> | | |
| | | | BUD | | | 0.00 | <input type="checkbox"/> | <input type="checkbox"/> | | |

Save Return to Search Notify

Once all of the blank budget lines have been added, scroll back over to the left side of the Budget Detail screen and begin entering the chartfield information. Make sure to change the "Analysis Type" to CBU if it defaults to BUD. Also verify that the Cost Share Indicator and Cost Sharing Checkbox have been filled in. Forgetting these two fields is one of the most common mistakes.

HINTS: If you type in the Account Code, it will NOT automatically default in the Budget Item description BUT if you select the correct Budget Item description first, it WILL default in the appropriate Account Code.

For Cost Share, the Fund code will almost always begin with a '1'. It will never begin with a '3' which is used only for the sponsored funding lines.

| | | | | | | | | | |
|------|-------|------|-----|--------|-----------------|----------------|--------------------------|--------------------------|----------------------------------------|
| 3002 | 11879 | BUD | 1 | 750100 | NON_CAP_EQUIP | 4,520.31 | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3002 | 11879 | BUD | 1 | 730250 | PATIENT_CARE_EX | 0.00 | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3002 | 11879 | BUD | 1 | 710200 | PROF_ADM_FRINGE | 0.01 | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3002 | 11879 | BUD | 1 | 700200 | PROF_ADM_SALARY | 0.01 | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3002 | 11879 | BUD | 1 | 730200 | PROF_SERVICES | 0.00 | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3002 | 11879 | BUD | 1 | 780100 | REPAIRS_MAINT | 1,004,583.36 | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3002 | 11879 | BUD | 1 | 720600 | TRAVL_MILE_MOVE | 4,954.92 | <input type="checkbox"/> | <input type="checkbox"/> | |
| 1000 | 11879 | 2008 | CBU | 1 | 700100 | FACULTY_SALARY | 11,460.00 | <input type="checkbox"/> | CS <input checked="" type="checkbox"/> |
| 1000 | 11879 | 2008 | CBU | 1 | 710100 | FACULTY_FRINGE | 3,484.00 | <input type="checkbox"/> | CS <input checked="" type="checkbox"/> |

In this example, the cost share chartfield string did not include Chartfield 1 or 2, or FinEmplID, so all of the necessary fields for establishing the cost share budget have been completed. Verify that you have entered all of the fields you see on the above screen print (plus Chartfield 1 & 2 or FinEmplID, if applicable). If you neglect certain fields, you should get an error message when you click SAVE but, depending on the field missed, you may not get a warning. Review your entries carefully before finalizing the lines. 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 budget line for F&A (the EFS system does calculate the F&A associated with each cost share line). You may set up the F&A account code (810500) as a cost share budget line so it appears on the Sponsored Project Detail report. If you do, then you also need to be sure to check the "Facilities and Administration" check box which is shown on the screen shot just to the right of the Amount column.

Once you have entered all of the cost share budget lines, 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.

Once you have completed all cost share additions, verify the cost share totals. If the project did not previously have cost share budget lines, you can 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

Project: 06466041 NMR IMAGING-UGURBIL.ADM CORE
 Budget Period: 1 Begin Date: 06/01/1993 End Date: 05/31/2009 **Finalize** [Process Monitor](#)

Project Budget Summary

Cost Share Direct \$14,944.00 Total \$3,850,579.46 Currency: USD Total Budget: \$3,865,523.46

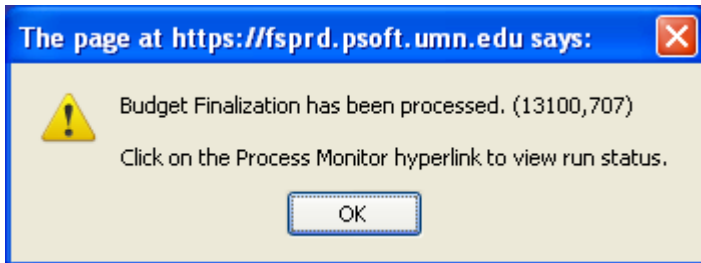
Budget Amounts for Period

| Fund Code | DeptID | Program Code | Analysis Type | Activity Account | Budget Item | Amount | Facilities and Administration | Cost Share | Cost Sharing | Chart 1 |
|-----------|--------|--------------|---------------|------------------|-----------------|--------------|-------------------------------------|------------|--------------------------|---------|
| 3002 | 11879 | BUD | 1 | 168100 | CAPITAL_EQUIP | 487,810.73 | <input type="checkbox"/> | | <input type="checkbox"/> | |
| 3002 | 11879 | BUD | 1 | 168100 | CAPITAL_EQUIP | 56,948.73 | <input type="checkbox"/> | | <input type="checkbox"/> | |
| 3002 | 11879 | BUD | 1 | 730100 | CONSULTING_SVCS | 20,845.91 | <input type="checkbox"/> | | <input type="checkbox"/> | |
| 3002 | 11879 | BUD | 1 | 710500 | CS_BU_FRINGE | 163,868.75 | <input type="checkbox"/> | | <input type="checkbox"/> | |
| 3002 | 11879 | BUD | 1 | 700500 | CS_BU_SALARY | 594,955.37 | <input type="checkbox"/> | | <input type="checkbox"/> | |
| 3002 | 11879 | BUD | 1 | 810500 | FACADM | 1,050,462.99 | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | |

#4 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. Please note that if you do not customize your layout as indicated at the beginning of this document, then to finalize the document you will need to click on the "Detail" tab to check the Cost Share and, if applicable, the F&A boxes.

After clicking the FINALIZE button you should see the following message box:



Click OK to the message and click on the Process Monitor hyperlink to proceed to the Process List (see next screen shot).

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Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page

Process List **Server List**

View Process Request For

User ID: SCHUV004 Type: Last: 1 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status Save On Refresh

| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------------|--------------|----------|---------------------------|------------|---------------------|---------|
| <input type="checkbox"/> | 420865 | | Application Engine | PC_WRAPPER | SCHUV004 | 10/31/2008 10:05:58AM CDT | Processing | N/A | Details |
| <input type="checkbox"/> | 419091 | | XML Publisher | UMFGM001 | SCHUV004 | 10/30/2008 3:59:33PM CDT | Success | Posted | Details |
| <input type="checkbox"/> | 415970 | | Application Engine | PC_WRAPPER | SCHUV004 | 10/30/2008 10:12:14AM CDT | Success | Posted | Details |

Go back to Project Budgets

Save Notify

Process List | Server List

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.

#5 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.

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Home | Worklist | Add to Favorites | Sign out

Project: 06466041 NMR IMAGING-UGURBIL.ADM CORE

Budget Period: 1 Begin Date: 06/01/1993 End Date: 05/31/2009 Finalize Process Monitor

Project Budget Summary

| | | | | | | |
|-------------------|-------------|-------|----------------|---------------|---------------|----------------|
| Cost Share Direct | \$14,944.00 | Total | \$3,850,579.46 | Currency: USD | Total Budget: | \$3,865,523.46 |
|-------------------|-------------|-------|----------------|---------------|---------------|----------------|

Budget Amounts for Period

General Project Detail General Ledger Detail Commitment Control Detail

| Fund Code | DeptID | Program Code | Analysis Type | Activity Account | Budget Item | Amount | Facilities and Administration | Cost Share | Cost Sharing | Chart 1 |
|-----------|--------|--------------|---------------|------------------|----------------|--------------|-------------------------------------|------------|-------------------------------------|---------|
| 1000 | 11879 | 20082 | CBU | 710100 | FACULTY_FRINGE | 3,484.00 | <input type="checkbox"/> | CS | <input checked="" type="checkbox"/> | |
| 1000 | 11879 | 20082 | CBU | 700100 | FACULTY_SALARY | 11,460.00 | <input type="checkbox"/> | CS | <input checked="" type="checkbox"/> | |
| 3002 | 11879 | | BUD | 168100 | CAPITAL_EQUIP | 56,948.73 | <input type="checkbox"/> | | <input type="checkbox"/> | |
| 3002 | 11879 | | BUD | 810500 | FACADM | 1,050,462.99 | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | |
| 3002 | 11879 | | BUD | 168100 | CAPITAL_EQUIP | 487,810.73 | <input type="checkbox"/> | | <input type="checkbox"/> | |

To quickly view the cost share lines, click twice on the Analysis Type column title and the budget lines will resort by the analysis type (BUD and CBU) in descending order. This will make it easier to review the CBU lines that you added.

Once you see the lines you added, click on the Project Detail tab.

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Project: 06466041 NMR IMAGING-UGURBIL ADM CORE

Budget Period: 1 Begin Date: 06/01/1993 End Date: 05/31/2009 [Finalize](#) [Process Monitor](#)

Project Budget Summary

Cost Share Direct \$14,944.00 Total \$3,850,579.46 Currency: USD Total Budget: \$3,865,523.46

Budget Amounts for Period

General **Project Detail** General Ledger Detail Commitment Control Detail

| Fund Code | DeptID | Program Code | Analysis Type | Projects Distribution Status | Transaction ID | Employee ID | Job Code | Project Role | Budgeting Business Unit |
|-----------|--------|--------------|---------------|------------------------------|----------------|-------------|----------|--------------|-------------------------|
| 1000 | 11879 | 20082 | CBU | Distributed | 18659781 | | | | UMN01 |
| 1000 | 11879 | 20082 | CBU | Distributed | 18659780 | | | | UMN01 |
| 3002 | 11879 | | BUD | Distributed | 10055867 | | | | UMN01 |
| 3002 | 11879 | | BUD | Distributed | 10055877 | | | | UMN01 |
| 3002 | 11879 | | BUD | Distributed | 10055866 | | | | UMN01 |
| 3002 | 11879 | | BUD | Distributed | 10055875 | | | | UMN01 |

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, refer to the document "Managing Award Setup Appendix A – Budget Finalization Errors", which can be found online here: http://www.finsys.umn.edu/sfr/sfr_spa_resources.html

HINT: One common error is that the Program value selected requires a Fin EmplID, but the FinEmplID was not entered. To see if the Program value requires a Fin EmplID, use the look up to the right of the entered Program value and see if the description contains 'EmplID'. If it does, an EmplID needs to be entered as well.

Search Results

View All First 1 of 1 Last

| Program Code | Description |
|--------------|-------------------------------|
| 21292 | ResSupp Salary Savings EmplID |

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Project: 06466041 NMR IMAGING-UGURBIL ADM CORE

Budget Period: 1 Begin Date: 06/01/1993 End Date: 05/31/2009 [Finalize](#) [Process Monitor](#)

Project Budget Summary

Cost Share Direct \$14,944.00 Total \$3,850,579.46 Currency: USD Total Budget: \$3,865,523.46

Budget Amounts for Period

General Project Detail General Ledger Detail **Commitment Control Detail**

| Fund Code | DeptID | Program Code | Analysis Type | Commitment Control Status | Ledger Group | Ledger | Budget Entry Type | Generate Parent Budget(s) | Use Default Entry Event | Entry Event | Parent BU Entry Type |
|-----------|--------|--------------|---------------|---------------------------|--------------|------------|-------------------|-------------------------------------|--------------------------|-------------|----------------------|
| 1000 | 11879 | 20082 | CBU | Distributed | KK_CHILD | KK_CEX_BUD | Original | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | Original |
| 1000 | 11879 | 20082 | CBU | Distributed | KK_CHILD | KK_CEX_BUD | Original | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | Original |
| 3002 | 11879 | | BUD | Distributed | KK_CHILD | KK_CEX_BUD | Original | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | Original |
| 3002 | 11879 | | BUD | Distributed | KK_CHILD | KK_CEX_BUD | Original | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | Original |
| 3002 | 11879 | | BUD | Distributed | KK_CHILD | KK_CEX_BUD | Original | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | Original |

Congratulations! Cost Share budget line setup is now complete.