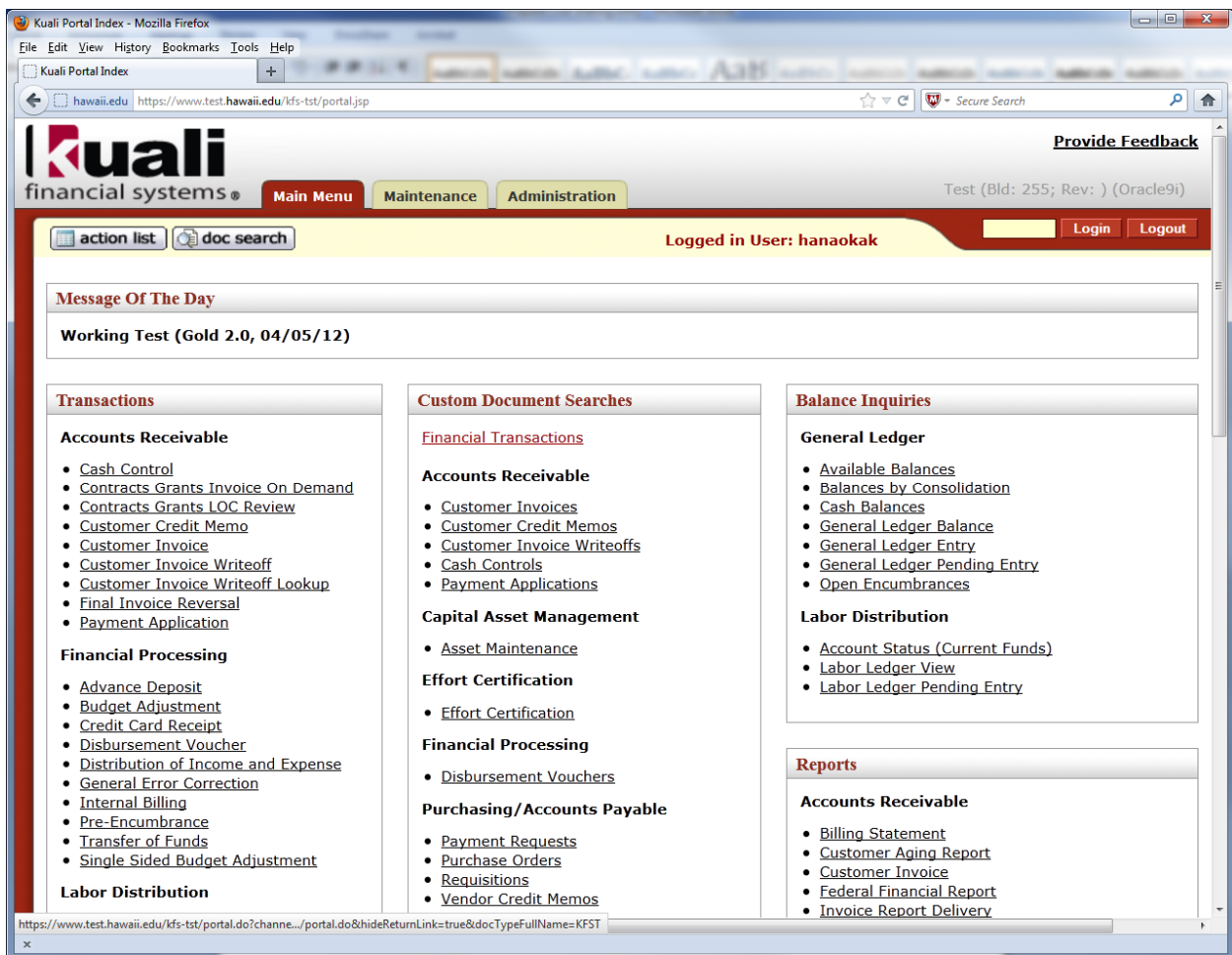


# Prepare a Cost Sharing Entry – Direct Costs (i.e. RCUH Salaries & Wages, Supplies and Equipment)

## Scenario

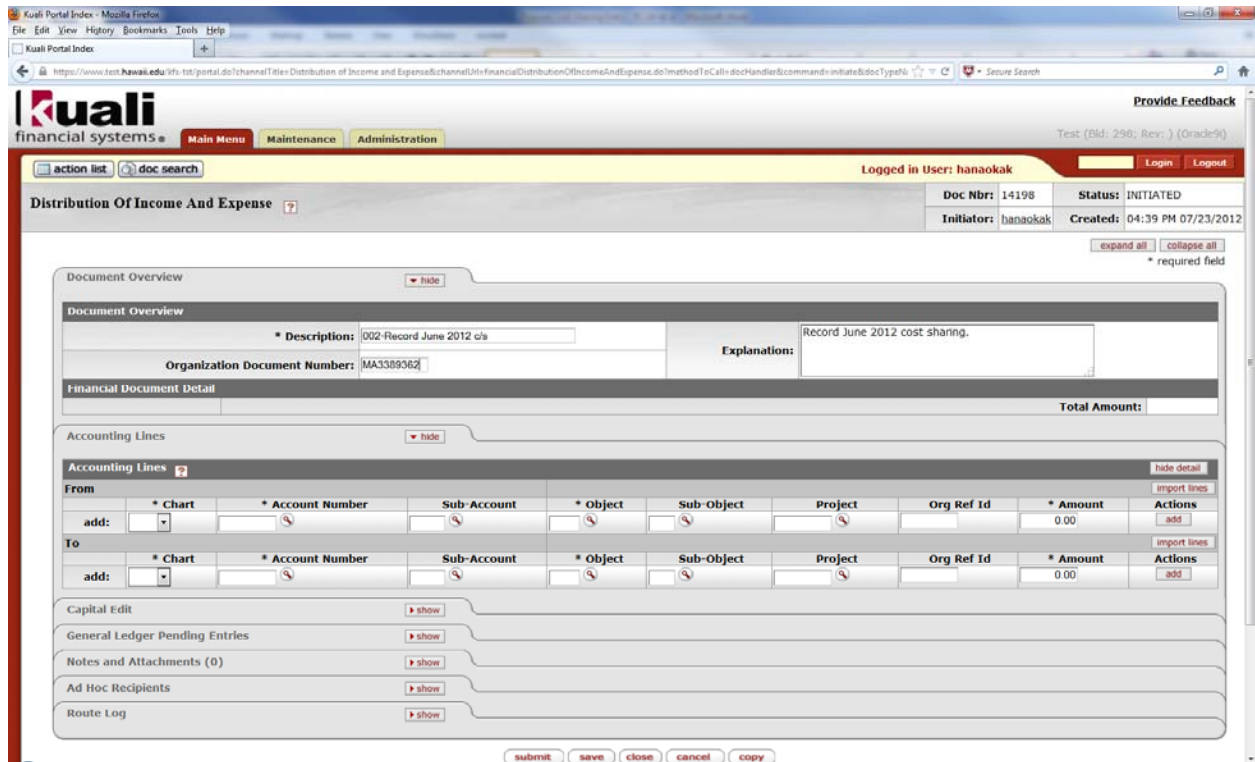
For June 2012, we would like to record contributions of \$1,280 of RCUH salaries, \$358 of RCUH fringes, \$200 in supplies, and \$5,000 in equipment from account MA 3389362.

Step #	Procedure
1.	<p><b>Main Menu tab&gt;Transactions&gt;Financial Processing&gt;Distribution of Income &amp; Expense</b></p> <p>Click the “Distribution of Income and Expense” link.</p>



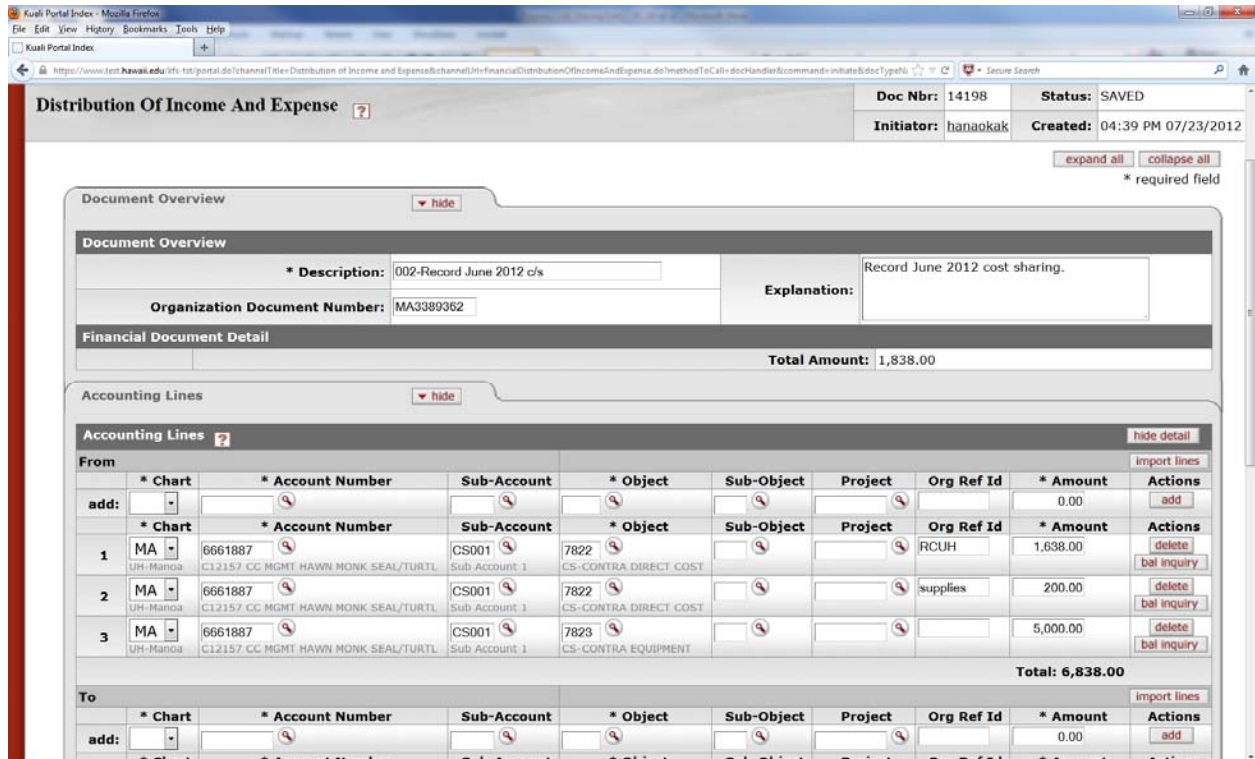
DOCUMENT OVERVIEW

Step #	Procedure
2.	Enter a "Description" on the <b>Document Overview</b> tab.
3.	For example, "002-Jun 2012 c/s".
4.	Enter an "Explanation."
5.	For example, "Record June 2012 cost sharing". Please note object code where direct cost recorded.
6.	Enter the actual source account in the "Organization Document Number" field.
7.	For example, "MA3389362".
	<p><b>NOTE:</b> The Organization Document Number field is used to identify the actual source account whereas the cost sharing subaccount is used as the Account Number in the From Accounting Line. This workaround was established so that the actual source account cash balance would not be affected by the automatic offset entries generated by KFS. The actual source account data is required for F&amp;A rate proposal purposes. <u>As a result, one e-doc is required per actual source account.</u></p>



ACCOUNTING LINES – “From”

Step #	Procedure
8.	Select the “ <b>Chart</b> ” from the dropdown list box in the <b>From</b> section of the <b>Accounting Lines</b> tab.
9.	<p>Enter the seven-digit project account in the <b>Account Number</b> field. Enter the cost sharing account extension in the <b>Sub-Account</b> field.</p> <p>For example, “<b>6661887</b>” and “<b>CS001</b>.”</p>
10.	<p>Enter the “<b>Object</b>” code and “<b>Amount</b>” (please round amounts to the nearest dollar). For example:</p> <p><b>7822</b> – Direct Costs    <b>1638.00</b>  <b>7822</b> – Direct Costs    <b>200.00</b>  <b>7823</b> – Equipment      <b>5000.00</b></p> <p>RCUH salaries and wages paid from service order G, R or S funds should be recorded as Direct Support. Because RCUH personnel are not certified on the University’s effort report, salaries and wages including fringe can be combined in one entry.</p> <p>For this example, RCUH salaries and wages are entered separately from supplies, which are also recorded as Direct Costs. Both entries could be combined into one if desired.</p> <p><b>NOTE</b> : Object codes were established for the From entries for the workaround. Make sure you use object codes prefixed with <i>782n</i>, when preparing the From entries.</p>
11.	Click the “ <b>add</b> ” button on each accounting line.



#### ACCOUNTING LINES – “To”

Step #	Procedure
12.	Select the “Chart” from the dropdown list box in the <b>To</b> section of the <b>Accounting Lines</b> tab.
13.	Enter the seven-digit project account in the <b>Account Number</b> field. Enter the cost sharing account extension in the <b>Sub-Account</b> field.  For example, “6661887” and “CS001.”
14.	Enter the “ <b>Object</b> ” code and “ <b>Amount</b> ” (please round amounts to the nearest dollar). For example:  <b>7812 – Direct Costs 1638.00</b> <b>7812 – Direct Costs 200.00</b> <b>7813 – Equipment 5000.00</b>  <b>NOTE:</b> Object codes were established for the To entries for the workaround. Make sure you use object codes prefixed with <i>781n</i> , when preparing the To entries.
15.	Click the “ <b>add</b> ” button on each accounting line.

Kuali Portal Index - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Kuali Portal Index

https://www.test.hawaii.edu/ifs-ifs/portal.do?channelTitle=Distribution%20of%20Income%20and%20Expense&channelUrl=FinancialDistributionOfIncomeAndExpense.do?method=callInDocHandler&command=initiateDocType&...

**Total: 6,838.00**

To	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:								0.00	add
1	MA UH-Manoa	6661887 C12157 CC MGMT HAWN MONK SEAL/TURL	CS001 Sub Account 1	7812 CS DIRECT COST			RCUH	1,638.00	delete bal inquiry
2	MA UH-Manoa	6661887 C12157 CC MGMT HAWN MONK SEAL/TURL	CS001 Sub Account 1	7812 CS DIRECT COST			supplies	200.00	delete bal inquiry
3	MA UH-Manoa	6661887 C12157 CC MGMT HAWN MONK SEAL/TURL	CS001 Sub Account 1	7813 CS EQUIPMENT				5,000.00	delete bal inquiry
								<b>Total: 6,838.00</b>	

Capital Edit [show](#)

General Ledger Pending Entries [show](#)

Notes and Attachments (0) [show](#)

Ad Hoc Recipients [show](#)

Route Log [show](#)

[submit](#) [save](#) [reload](#) [close](#) [cancel](#) [copy](#)

Copyright 2005-2012 The Kuali Foundation. All rights reserved.  
Portions of Kuali are copyrighted by other parties as described in the Acknowledgments screen.

It is not necessary to ad-hoc the cost sharing DI document to ORS. The ORS Projects Financial Services section will be handling the monitoring of the cost sharing entries.