

## Prepare a Cost Sharing Entry – Other (Unrecovered indirect costs, external support and tuition waiver)

### Scenario

For June 2012, we would like to record contributions of \$1,335 of unrecovered indirect costs, \$10,000 of external support, and \$2,500 in tuition waivers.

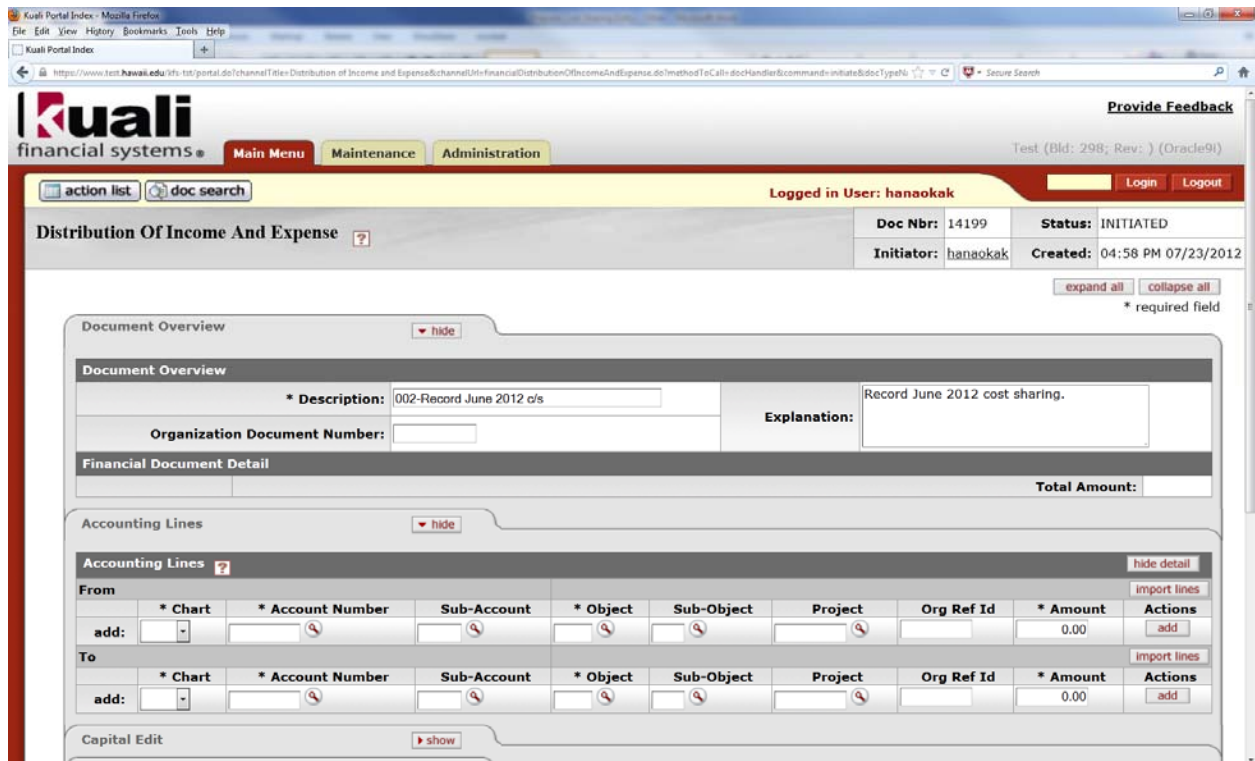
Step #	Procedure
1.	<p><b>Main Menu tab&gt;Transactions&gt;Financial Processing&gt;Distribution of Income &amp; Expense</b></p> <p>Click the “Distribution of Income and Expense” link.</p>

The screenshot displays the Kualifinancial systems web application. The browser window title is "Kuali Portal Index - Mozilla Firefox" and the address bar shows "https://www.test.hawaii.edu/kfs-tst/portal.jsp". The page header includes the "Kuali financial systems" logo and navigation tabs for "Main Menu", "Maintenance", and "Administration". A user is logged in as "hanaokak". The main content area is organized into three columns:

- Transactions:**
  - Accounts Receivable:
    - Cash Control
    - Contracts Grants Invoice On Demand
    - Contracts Grants LOC Review
    - Customer Credit Memo
    - Customer Invoice
    - Customer Invoice Writeoff
    - Customer Invoice Writeoff Lookup
    - Final Invoice Reversal
    - Payment Application
  - Financial Processing:
    - Advance Deposit
    - Budget Adjustment
    - Credit Card Receipt
    - Disbursement Voucher
    - Distribution of Income and Expense
    - General Error Correction
    - Internal Billing
    - Pre-Encumbrance
    - Transfer of Funds
    - Single Sided Budget Adjustment
  - Labor Distribution
- Custom Document Searches:**
  - Financial Transactions
  - Accounts Receivable:
    - Customer Invoices
    - Customer Credit Memos
    - Customer Invoice Writeoffs
    - Cash Controls
    - Payment Applications
  - Capital Asset Management:
    - Asset Maintenance
  - Effort Certification:
    - Effort Certification
  - Financial Processing:
    - Disbursement Vouchers
  - Purchasing/Accounts Payable:
    - Payment Requests
    - Purchase Orders
    - Requisitions
    - Vendor Credit Memos
- Balance Inquiries:**
  - General Ledger:
    - Available Balances
    - Balances by Consolidation
    - Cash Balances
    - General Ledger Balance
    - General Ledger Entry
    - General Ledger Pending Entry
    - Open Encumbrances
  - Labor Distribution:
    - Account Status (Current Funds)
    - Labor Ledger View
    - Labor Ledger Pending Entry
- Reports:**
  - Accounts Receivable:
    - Billing Statement
    - Customer Aging Report
    - Customer Invoice
    - Federal Financial Report
    - Invoice Report Delivery

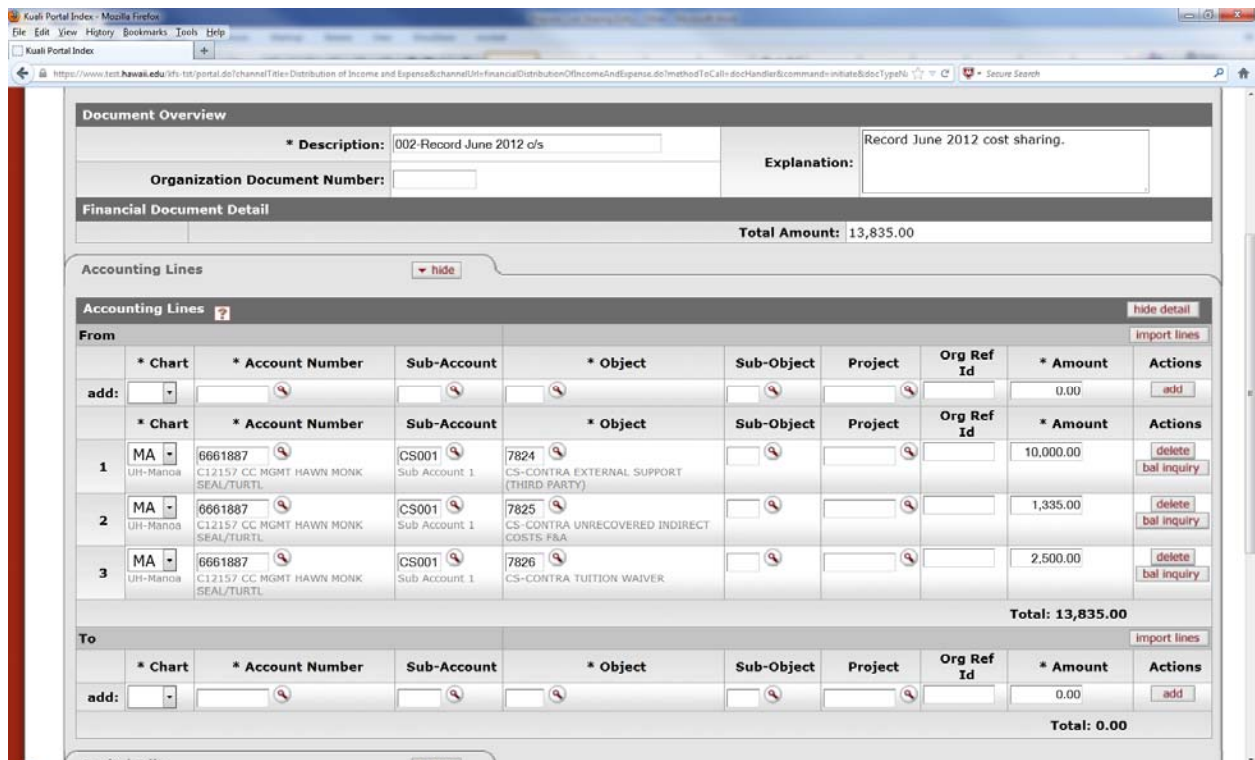
DOCUMENT OVERVIEW

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".
	<b>NOTE:</b> You do not need to enter a source account in the "Organization Document Number" field for Unrecovered Indirect Costs, External Support or Tuition Waiver cost sharing.



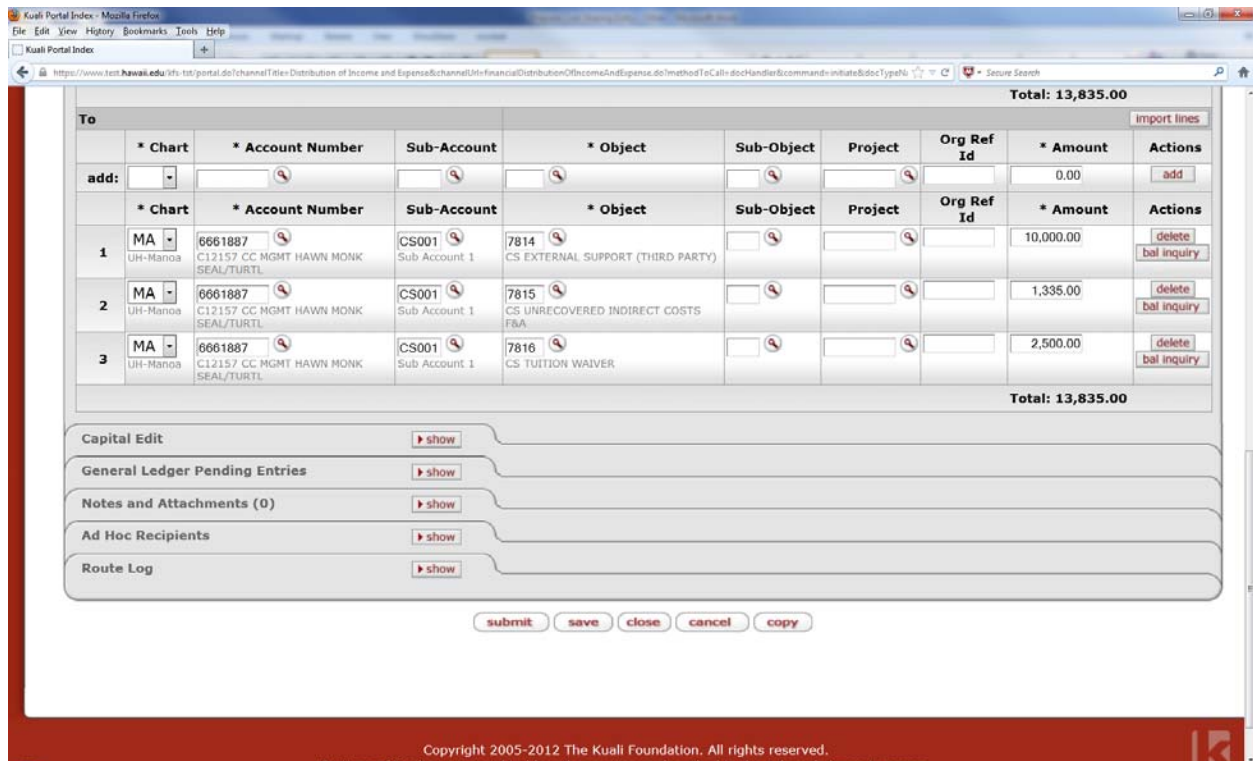
ACCOUNTING LINES – “From”

Step #	Procedure						
7.	Select the “ <b>Chart</b> ” from the dropdown list box in the <b>From</b> section of the <b>Accounting Lines</b> tab.						
8.	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.”						
9.	Enter the “ <b>Object</b> ” code and “ <b>Amount</b> ” (please round amounts to the nearest dollar).  For example:  <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">7824 – External Support</td> <td style="text-align: right;"><b>10000.00</b></td> </tr> <tr> <td>7825 – Unrecovered Indirect Costs</td> <td style="text-align: right;"><b>1335.00</b></td> </tr> <tr> <td>7826 – Tuition Waiver</td> <td style="text-align: right;"><b>2500.00</b></td> </tr> </table> <p><b>NOTE:</b> Object codes were established for the From entries for the workaround. Make sure you use object codes prefixed with 782n, when preparing the From entries.</p>	7824 – External Support	<b>10000.00</b>	7825 – Unrecovered Indirect Costs	<b>1335.00</b>	7826 – Tuition Waiver	<b>2500.00</b>
7824 – External Support	<b>10000.00</b>						
7825 – Unrecovered Indirect Costs	<b>1335.00</b>						
7826 – Tuition Waiver	<b>2500.00</b>						
10.	Click the “ <b>add</b> ” button on each accounting line.						



ACCOUNTING LINES – “To”

Step #	Procedure						
11.	Select the “ <b>Chart</b> ” from the dropdown list box in the <b>To</b> section of the <b>Accounting Lines</b> tab.						
12.	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, “ <b>6661887</b> ” and “ <b>CS001</b> .”						
13.	Enter the “ <b>Object</b> ” code and “ <b>Amount</b> ” (please round amounts to the nearest dollar).  For example:  <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;"><b>7814</b> – External Support</td> <td style="text-align: right;"><b>10000.00</b></td> </tr> <tr> <td><b>7815</b> – Unrecovered Indirect Costs</td> <td style="text-align: right;"><b>1335.00</b></td> </tr> <tr> <td><b>7816</b> – Tuition Waiver</td> <td style="text-align: right;"><b>2500.00</b></td> </tr> </table> <p><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.</p>	<b>7814</b> – External Support	<b>10000.00</b>	<b>7815</b> – Unrecovered Indirect Costs	<b>1335.00</b>	<b>7816</b> – Tuition Waiver	<b>2500.00</b>
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<b>7816</b> – Tuition Waiver	<b>2500.00</b>						
14.	Click the “ <b>add</b> ” button on each accounting line.						



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.