Prepare a Cost Sharing Entry – Salary and Fringe

Scenario

For July 2012, we would like to record a $2,500 salary contribution for UH ID 12345678. Fringe of $1,025 is computed by taking the composite rate by employee type less vacation (e.g. 44.21% - 3.25% = 40.96% or 41%) x salary contribution.

Step #	Procedure
1.	**Main Menu tab>Transactions>Financial Processing>Distribution of Income & Expense** Click the "**Distribution of Income and Expense**" link.

DOCUMENT OVERVIEW

Step #	Procedure
2.	Enter a "**Description**" on the **Document Overview** tab.
3.	For example, "**092-Jul 2012 c/s**". **NOTE**: Like other KFS e-docs, the description should be prefixed with the three-digit FO code. To save space, we recommend using the three-letter month abbreviation and four-digit year followed by the abbreviation c/s for "cost sharing."
4.	Enter an "**Explanation**" that provides additional detail. Note the cost share % for each employee by UH ID and the period of cost sharing. Please note that this provides the required information and is the preferred method for documentation. Attaching supporting documentation that may include excess information related to UH personnel and their salary is not recommended.
5.	For example: **07/01/12-07/31/12 cost sharing**. **50% cost share for UH ID 12345678.**
6.	Enter the actual source account in the "**Organization Document Number**" field.
7.	For example, "**MA1119812**". **NOTE**: 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&A rate proposal purposes. As a result, one e-doc is required per actual source account.
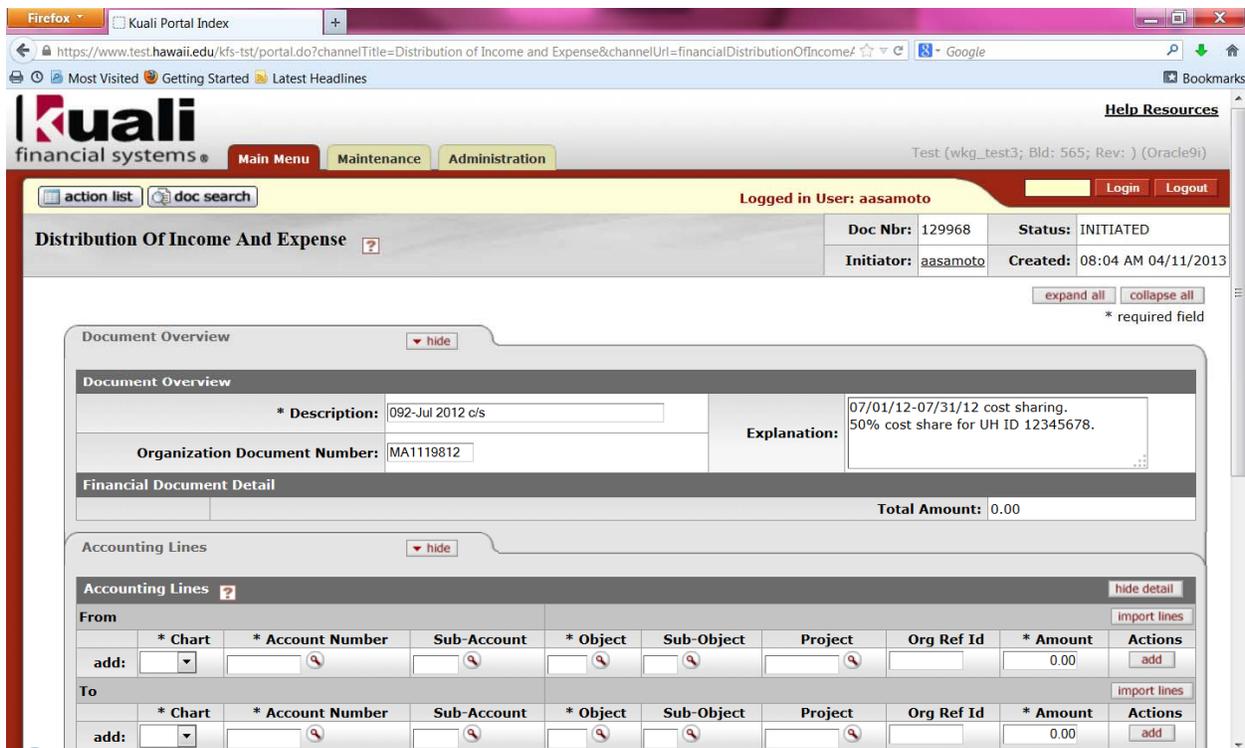
ACCOUNTING LINES – "From"

Step #	Procedure
8.	Select the **"Chart"** from the dropdown list box in the **From** section of the **Accounting Lines** tab.
9.	Enter the seven-digit project account in the **Account Number** field. Enter the cost sharing account extension in the **Sub-Account** field. For example, "**6663486**" and "**CS001**."
10.	Enter the "**Object**" code and "**Amount**" (please round amounts to the nearest dollar). For example, **7820** for Salaries/Wages **2500.00** **7821** for Fringes **1025.00** **NOTE**: 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.
11.	Enter the "**Org Ref Id**" if applicable. For example, the UH ID "**12345678**" **NOTE**: The Org Ref Id is required when cost sharing UH personnel and will represent the eight-digit UH ID for the employee. The UH ID will be used on both salary <u>and</u> fringe entries.

12.	Click the "**add**" button for each accounting line.

ACCOUNTING LINES –" To"

Step #	Procedure
13.	Select the **"Chart"** from the dropdown list box in the **To** section of the **Accounting Lines** tab.
14.	Enter the seven-digit project account in the **Account Number** field. Enter the cost sharing account extension in the **Sub-Account** field. For example, "**6663486**" and "**CS001.**"
15.	Enter the "**Object**" code and "**Amount**" (please round amounts to the nearest dollar). For example, **7810** for Salaries/Wages **2500.00** **7811** for Fringes **1025.00** **NOTE**: Object codes were established for the To entries for the workaround. Make sure you use object codes prefixed with *781n*, when preparing the To entries.
16.	Enter the "**Org Ref Id**" if applicable. For example, the UH ID "**12345678**".

17.	Click the "**add**" button.

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