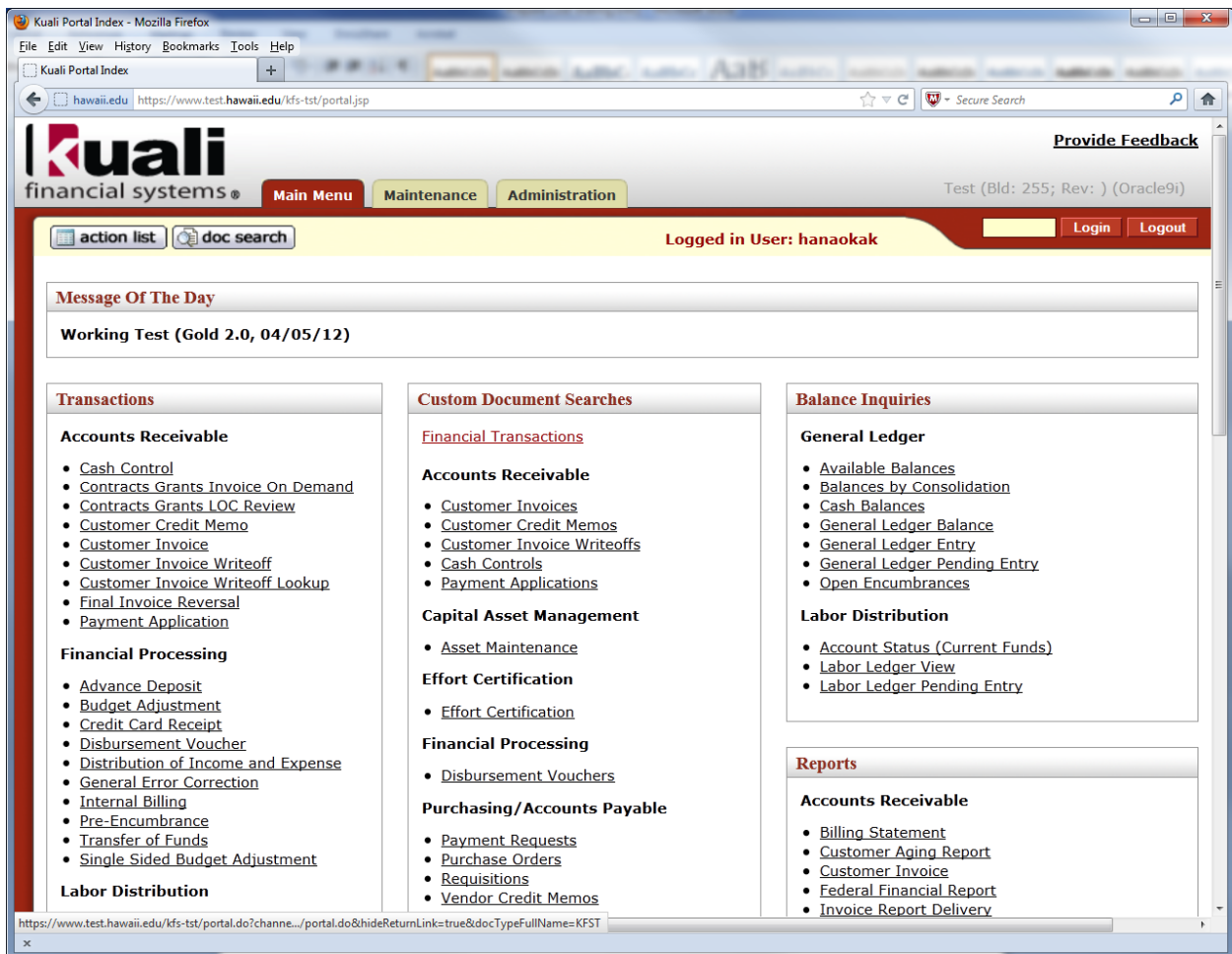


Correct a Cost Sharing Entry

Scenario

For June 2012 cost sharing, the salary and fringe contribution for UH employee 12345678 was overstated by \$700 and \$287 respectively.

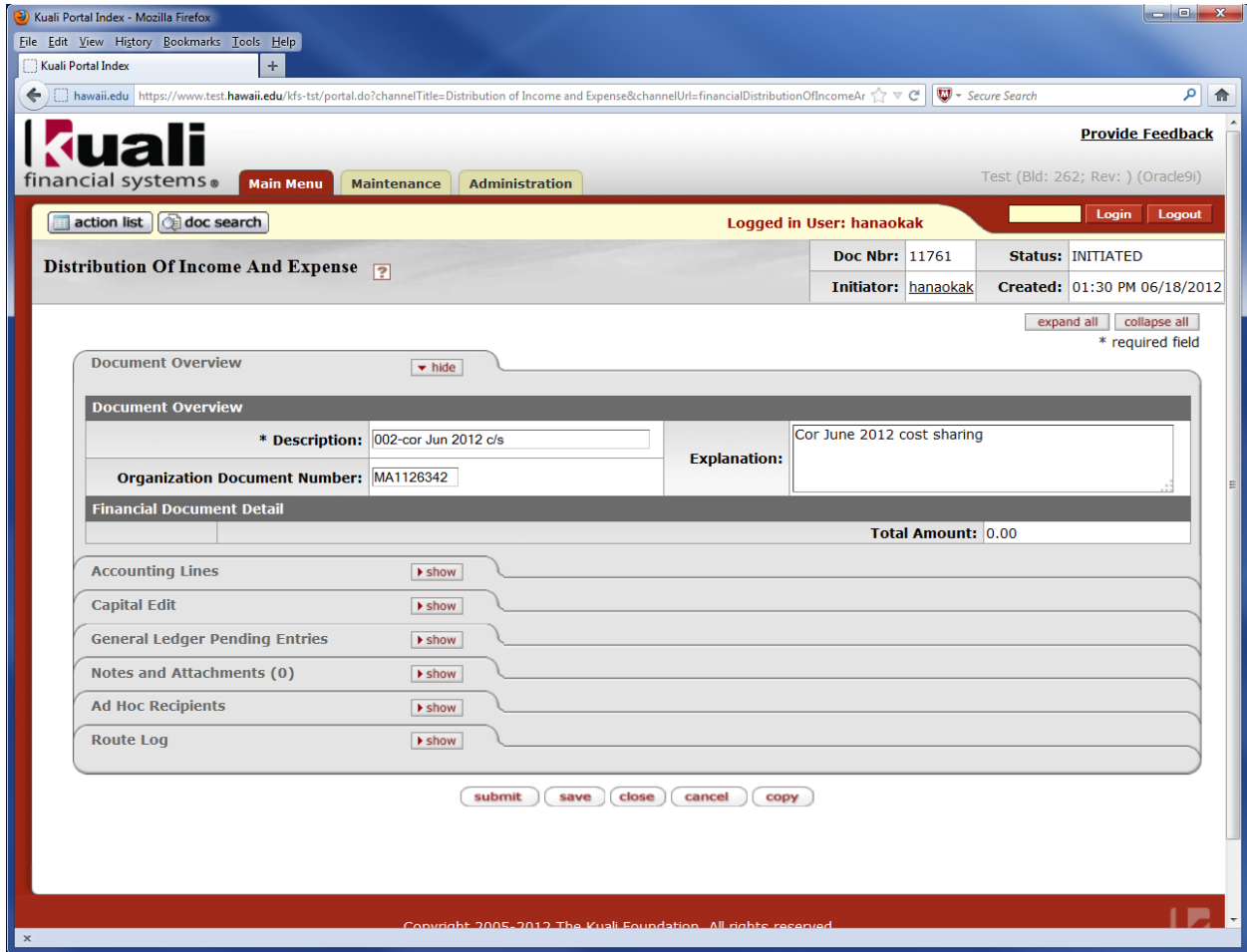
Step #	Procedure
1.	Main Menu tab>Transactions>Financial Processing>Distribution of Income & Expense Click the “Distribution of Income and Expense” link.



DOCUMENT OVERVIEW

Step #	Procedure
2.	Enter a “Description” on the Document Overview tab.
3.	For example, “002- cor Jun 2012 c/s”.

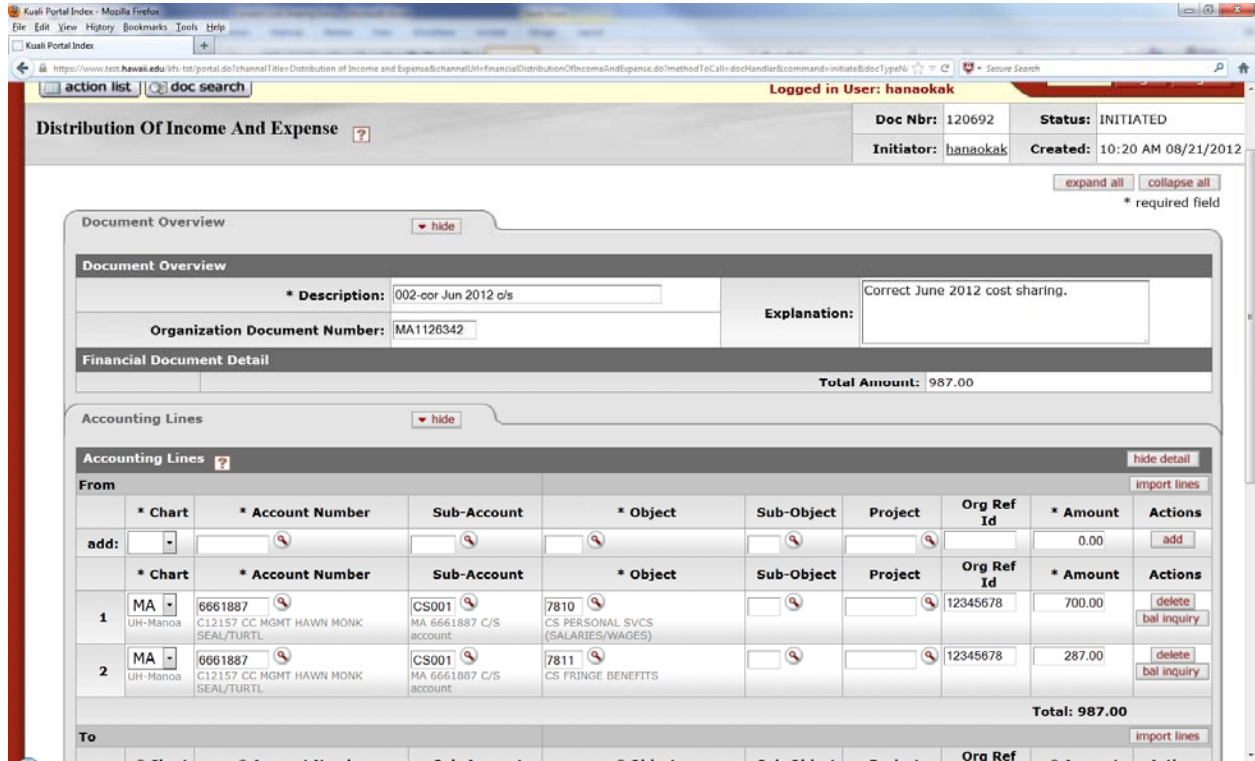
	NOTE: To save space, we recommend using the abbreviation cor for “correct.”
4.	Enter an “ Explanation ”.
5.	For example, “ Correct June 2012 cost sharing ” .
6.	Enter the actual source account in the “ Organization Document Number ” field.
7.	For example, “ MA1126342 ”.



ACCOUNTING LINES – “From”

Step #	Procedure
8.	For the salary line enter: Chart Code - MA Account Number - 6661887 Sub-Account – CS001 Object - 7810 Org Ref ID - 12345678 Amount – 700.00
9.	Click the “ add ” button.
10.	For the fringe line enter: Chart Code - MA Account Number - 6661887

	Sub-Account – CS001 Object - 7811 Org Ref ID - 12345678 Amount – 287.00
11.	Click the “ add ” button.



ACCOUNTING LINES – “To”

Step #	Procedure
12.	For the salary line enter: Chart Code - MA Account Number - 6661887 Sub-Account – CS001 Object - 7820 Org Ref ID - 12345678 Amount – 700.00
13.	Click the “ add ” button.
14.	For the fringe line enter: Chart Code - MA Account Number - 6661887 Sub-Account – CS001 Object - 7821 Org Ref ID - 12345678 Amount – 287.00
15.	Click the “ add ” button.

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Kuali Portal Index

https://www.test.hawaii.edu/ifs-1st/portal.do/channelTitle=Distribution of Income and Expense&channelTitle=FinancialDistributionOfIncomeAndExpense.do?method=callHandler&command=initiate&docType=...

1	MA UH-Manoa	6661887 C12157 CC MGMT HAWN MONK SEAL/TURTL	CS001 MA 6661887 C/S account	7810 CS PERSONAL SVCS (SALARIES/WAGES)			12345678	700.00	delete bal inquiry
2	MA UH-Manoa	6661887 C12157 CC MGMT HAWN MONK SEAL/TURTL	CS001 MA 6661887 C/S account	7811 CS FRINGE BENEFITS			12345678	287.00	delete bal inquiry
								Total: 987.00	
To									
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:	-							0.00	add
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	MA UH-Manoa	6661887 C12157 CC MGMT HAWN MONK SEAL/TURTL	CS001 MA 6661887 C/S account	7820 CS-CONTRA PERSONAL SVCS (SALARIES/WAGES)			12345678	700.00	delete bal inquiry
2	MA UH-Manoa	6661887 C12157 CC MGMT HAWN MONK SEAL/TURTL	CS001 MA 6661887 C/S account	7821 CS-CONTRA FRINGE BENEFITS			12345678	287.00	delete bal inquiry
								Total: 987.00	

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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.