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.

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Main Menu tab&gt;Transactions&gt;Financial Processing&gt;Distribution of Income &amp; Expense Click the “Distribution of Income and Expense” link.</td>
</tr>
</tbody>
</table>

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<tr>
<td>2.</td>
<td>Enter a “Description” on the Document Overview tab.</td>
</tr>
<tr>
<td>3.</td>
<td>For example, “002- cor Jun 2012 c/s”.</td>
</tr>
</tbody>
</table>
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”

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| 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”

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| 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. |
Please note that effective February 1, 2014, it is not necessary to ad-hoc the cost sharing DI document to the ORS Cost Studies section. The ORS Projects Financial Services section will be handling the monitoring of the cost sharing entries and the DI documents will automatically route to the ORS Accounting Group.