

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.	<p>Main Menu tab>Transactions>Financial Processing>Distribution of Income & Expense</p> <p>Click the “Distribution of Income and Expense” link.</p>

Kualu financial systems

Main Menu Maintenance Administration

Test (Bld: 255; Rev:) (Oracle9i)

action list doc search Logged in User: hanaokak Login Logout

Message Of The Day

Working Test (Gold 2.0, 04/05/12)

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

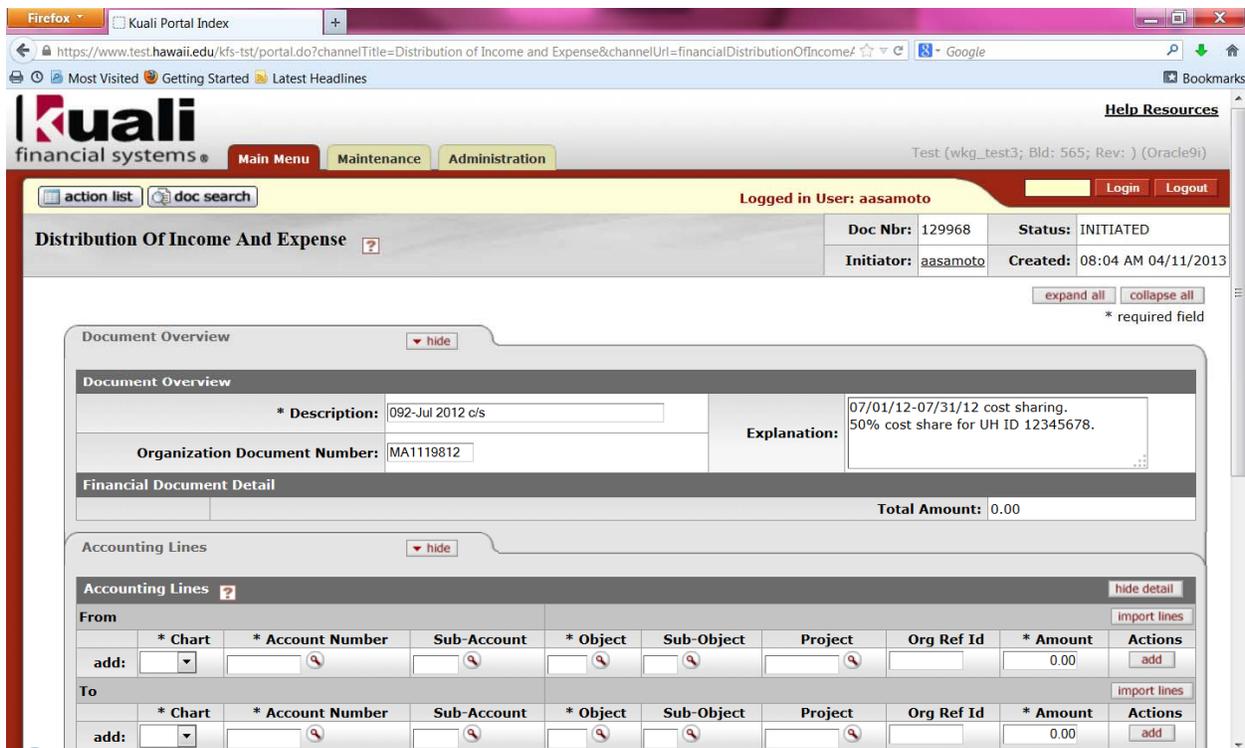
Reports

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 Document Overview tab.
3.	<p>For example, “092-Jul 2012 c/s”.</p> <p>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.”</p>
4.	<p>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.</p>
5.	<p>For example:</p> <p>07/01/12-07/31/12 cost sharing. 50% cost share for UH ID 12345678.</p>
6.	Enter the actual source account in the “ Organization Document Number ” field.
7.	<p>For example, “MA1119812”.</p> <p>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. <u>As a result, one e-doc is required per actual source account.</u></p>



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.

Distribution Of Income And Expense

Doc Nbr: 129968 Status: SAVED
 Initiator: aasamoto Created: 08:04 AM 04/11/2013

expand all collapse all
 * required field

Document Overview

* Description: 092-Jul 2012 c/s Explanation: 07/01/12-07/31/12 cost sharing. 50% cost share for UH ID 12345678.
 Organization Document Number: MA1119812

Financial Document Detail

Total Amount: 3,525.00

Accounting Lines

From	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:								0.00	add
2	MA UH-Manoa	6663486 PACIFIC CENTER FOR EMERGING INFECTI	CS001 C/S Sub-Account	7820 CS-CONTRA PERSONAL SVCS (SALARIES/WAGES)			12345678	2,500.00	delete bal inquiry
3	MA UH-Manoa	6663486 PACIFIC CENTER FOR EMERGING INFECTI	CS001 C/S Sub-Account	7821 CS-CONTRA FRINGE BENEFITS			12345678	1,025.00	delete bal inquiry
								Total: 3,525.00	

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 <i>781n</i> , when preparing the To entries.
16.	Enter the “Org Ref Id” if applicable. For example, the UH ID “12345678”.

17. Click the "add" button.

Accounting Lines

Total Amount: 3,525.00

Accounting Lines

From									
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:								0.00	add
2	MA UH-Manoa	6663486 PACIFIC CENTER FOR EMERGING INFECTI	CS001 C/S Sub-Account	7820 CS-CONTRA PERSONAL SVCS (SALARIES/WAGES)			12345678	2,500.00	delete bal inquiry
3	MA UH-Manoa	6663486 PACIFIC CENTER FOR EMERGING INFECTI	CS001 C/S Sub-Account	7821 CS-CONTRA FRINGE BENEFITS			12345678	1,025.00	delete bal inquiry
Total: 3,525.00									

To									
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:								0.00	add
1	MA UH-Manoa	6663486 PACIFIC CENTER FOR EMERGING INFECTI	CS001 C/S Sub-Account	7810 CS PERSONAL SVCS (SALARIES/WAGES)			12345678	2,500.00	delete bal inquiry
2	MA UH-Manoa	6663486 PACIFIC CENTER FOR EMERGING INFECTI	CS001 C/S Sub-Account	7811 CS FRINGE BENEFITS			12345678	1,025.00	delete bal inquiry
Total: 3,525.00									

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.