Cost Share in Banner Chart V:

An index, or multiple indices, are set up Post Award to track cost share. A separate index is needed for each separate index that cost share will come from.

The new cost methodology uses E5991 & E5995.  Expenses will post to the cost share index in the expense codes that are used for that type of expense (e.g. E4105 Salary, E5396 Per Diem, etc.).  Then a credit to E5991 will post to the cost share index and a debit to E5995 will post to the index the cost share is coming from for the amount directly expensed to the cost share index.  This is how we get the cost share expenses to show up on the original index. The cost share index should always net to a $0 balance in the Activity column, if it doesn’t please let the Cost Accounting Unit (osp-cost@uidaho.edu) know.

To facilitate the posting to E5995, which rolls to the Account “SHARE” you are advised to do a budget transfer on the index the cost share will come from. Please transfer from categories providing cost share to 33 for the amount of cost share that will come from the index. The best time to process the budget transfer is when you appoint employees to the cost share index.

Cost Share is an obligation to the University of Idaho to provide a portion of the cost of the project.  Personnel costs that are charged to a cost share index are to record our fulfillment of our obligation and do not create salary savings.

As of right now, fringe benefits are directly posting to the cost share indexes. When the posting to E5995 processes, the index providing cost share is being charged for the fringe benefit. Trina Mahoney will be processing adjustments to move the fringe benefits back off the index providing the cost share. Her aim is to do an adjustment quarterly, starting with the quarter ended 3/31/19, once she can figured out how to pull the data for the entry.

Cost share from non-UI sources, as well as approved cost share from other OSP accounts, will need to be documented as it was in the past either via a letter, an email or a spreadsheet submitted to Wendy Kerr (wendyk@uidaho.edu).

We are working on a comprehensive cost share report to pull all the data from Banner and 3rd parties. The data from OSPRE will not carry forward but will be available on reports and in data tables in OSP.

NEW ARGOS REPORT FOR COST SHARE:

An Argos report has been created which is called: Finance.Test.Cost Share.Salary and Fringe on Cost Share

This report will generate a list of employees paid on cost share grants (column B) and cost share funds (column D).  As of right now, you can run it by Fiscal Year and all cost share expenses will be pulled for all OSP cost share funds.  You will need to filter the data to find information just for your cost share grants/funds.  The Cost Share Index (column D) will be the one that the cost is being charged back to using E5995.  By using this spreadsheet, you can see the payroll detail on your charges to non-OSP indexes.

Please test this report and let Wendy Kerr know if you find it helpful or if any changes are needed.