

## Cost Share Tracking in FMP

- I. Tracking Expenditures (non-payroll and non-IDC)
- II. Tracking Expenditures for Payroll (Time and Effort) and IDC
- III. Setting up Budget Input records

### Tracking Expenditures (non-payroll and non-IDC)

In FMP Ledger, include the speedtype of the grant requiring cost share in the **“SubAcct”** field of the record.

Transactions List Detail														
Main Menu		Ledger Menu		Detail Summary		Acct Summary of Found Records		Monthly		Report				
FY	SpeedType	Account	Type	Vendor Name	Description	DOC #	Initial	Status	Proj Y	Sub Acct	Ref No	PO #	Est Dat	Est Am
2006	14002	54355	Voucher	Apple Computer	Mac Mini 1.42GH			Paid		37964			06/14/06	459.00

### Tracking Expenditures for payroll (Time and Effort) and IDC

For Time and Effort, you will need to create Monthly Summary records for **both** Salary & Fringe.

1. Create a new **“Monthly Summary”** records for each employee who is cost sharing time and effort. Type the grant speedtype in the **“SubAcct”** field. Type zero (0) in front of the speedtype the employee is actually paid from.
2. Record the amount cost shared each month based on the % of time and effort reported. Input the amount to be cost shared for the employee in the **“Initial Balance”** field.
3. Maintain time sheets and payroll reports showing the posted salary and fringe amounts as back up documentation.

Example: If the employee’s salary is \$2500/month and employee cost shared 10% time and effort in the month of May, the total cost shared would be  $\$2500 \times 10\% = \$250$ . You would enter \$250 in the expended field for the month of May.

### Salary Record:

Speed Type	SubAcct	Type	Acct Code	Salary: P/A= 1.00 FTE				
019167	37964	Monthly	50104	Initial Balance	Encumbered Remaining			
				12,322.00	0.00			
<b>Individual</b> Brown, Jane Cost Sharing for Time and Effort - Salary \$20,000/month EmpID: <input type="text"/> Position #: <input type="text"/> Title: <input type="text"/> <input type="button" value="GO TO PAYROLL"/> <input type="button" value="TIME SHEET"/>				Expended Reconciled Date Note	Status:			
				SEP	1,000.00	9/1/2006	5% cost shared	
				OCT	1,000.00	10/31/2006	5% cost shared	
				NOV	1,322.00	11/30/2006	7% cost shared	
				DEC	1,000.00	12/31/2006	5% cost shared	
				JAN	1,000.00	1/31/2007	5% cost shared	
				FEB	1,000.00	2/28/2007	5% cost shared	
				MAR	1,000.00	3/31/2007	5% cost shared	
				APR	1,000.00	4/30/2006	5% cost shared	
				MAY	1,000.00	5/31/2006	5% cost shared	
				JUN	1,000.00	6/30/2006	5% cost shared	
				JUL	1,000.00	7/31/2006	5% cost shared	
				AUG	1,000.00	8/31/2006	5% cost shared	
				Period 998				
				Total	12,322.00			

Note: The project year begins 4/30/06, but this same record is used for the entire 12-month project year

### Monthly Comment:

This record is to record cost sharing of time and effort for project 37964 for project year 1.

**Fringe Record:**

<u>Speed Type</u>	<u>SubAcct</u>	<u>Type</u>	<u>Acct Code</u>	
019167	37964	Monthly	51104	Fringe: INSUR-STATE SUBSIDY

  

<b>Individual</b>	Initial Balance	Encumbered Remaining	Status:
Brown, Jane Cost Sharing for Fringe - Fringe	3,679.00	0.00	

  

	Expended	Reconciled Date	Note
SEP	275.00	9/30/2006	5% cost shared
OCT	275.00	10/31/2006	5% cost shared
NOV	654.00	11/30/2006	7% cost shared
DEC	275.00	12/31/2006	5% cost shared
JAN	275.00	1/31/2007	5% cost shared
FEB	275.00	2/28/2007	5% cost shared
MAR	275.00	3/31/2007	5% cost shared
APR	275.00	4/30/2006	5% cost shared
MAY	275.00	5/31/2006	5% cost shared
JUN	275.00	6/30/2006	5% cost shared
JUL	275.00	7/31/2006	5% cost shared
AUG	275.00	8/31/2006	5% cost shared
Period 998			
Total	3,679.00		

  

**Monthly Comment:**  
This record is for tracking time and effort for project 37964.

**IDC Expenditures**

Create a "Monthly Summary" record for IDC. Type the grant speedtype in the "SubAcct" field. Type the grant speedtype with a zero (0) in front of it. Enter the total IDC to be cost shared in the "Initial Balance" field.

Each month, record the amount cost shared in IDC based on the IDC % and the total expended for the month. Example: If total current month (April) expenditures, including salary, fringe, m&o, are \$550 and IDC is 48.5%, calculate  $\$550 \times .48.5\% = \$266.75$ . You would enter \$266.75.50 in the expended field for month of April.

**IDC Record:**

<u>Speed Type</u>	<u>SubAcct</u>	<u>Type</u>	<u>Acct Code</u>	
037964	37964	Monthly	56504	IDC: IND CST-ON CAMPUS

  

<b>Individual</b>	Initial Balance	Encumbered Remaining	Status:
IDC on Time & Effort Cost Share for 37964	7,761.00	0.00	

  

	Expended	Reconciled Date	Note
SEP	618.37	9/30/2006	\$1275 total exp x 48.5%
OCT	618.37	10/31/2006	\$1275 total exp x 48.5%
NOV	958.93	11/30/2006	\$1976 total exp x 48.5%
DEC	618.37	12/31/2006	\$1275 total exp x 48.5%
JAN	618.37	1/31/2007	\$1275 total exp x 48.5%
FEB	618.37	2/28/2007	\$1275 total exp x 48.5%
MAR	618.37	3/31/2007	\$1275 total exp x 48.5%
APR	618.37	4/30/2006	\$1275 total exp x 48.5%
MAY	618.37	5/31/2006	\$1275 total exp x 48.5%
JUN	618.37	6/30/2006	\$1734 total exp x 48.5%
JUL	618.37	7/31/2006	\$1275 total exp x 48.5%
AUG	618.37	8/31/2006	\$1275 total exp x 48.5%
Period 998			
Total	7,761.00		

  

**Monthly Comment:**  
This record is for tracking IDC cost sharing for project 37964. Each month, add the total cost shared expenses in salary & fringe. Multiply by the IDC rate.

## Setting up Budget Input records

### Create Budget Input Records to set up the cost share budget.

If a cost center is set up for matching funds as cost sharing, add the grant speedtype to the subacct field. In this example, a HEAF cost center was set up for cost sharing.

Budget Input		
BUDGET INFORMATION	Document Type: <input type="text" value="Budget Input"/>	Document #: <input type="text" value="NOA"/>
	Speed Type: <input type="text" value="38580"/>	Reference #: <input type="text"/>
	Sub Acct: <input type="text" value="37964"/>	Entered By: <input type="text" value="lbc"/>
	Account Code: <input type="text"/>	
	Sponsor: <input type="text" value="HEAF"/>	
	Description: <input type="text" value="NOA"/>	
BUDGET CATEGORY	Start Amount: <input type="text" value="10,000.00"/>	START AMOUNT CAN BE DIFFERENT FOR A NEW COST CENTER
	<input checked="" type="checkbox"/> Salary	<input type="text"/>
	Fringe Benefits	<input type="text"/>
	M & O	<input type="text"/>
	Travel	<input type="text"/>
	Equipment	<input type="text" value="10,000.00"/>
	SubAward( < = 25k)	<input type="text"/>
	SubAward( > = 25k)	<input type="text"/>
	Participate Cost	<input type="text"/>
	IndirectCost	<input type="text"/>

If no specific cost center is identified for the cost sharing set up a generic budget input record using the grant speedtype preceded by a zero and adding the grant speedtype in SubAcct field.

Budget Input		
BUDGET INFORMATION	Document Type: <input type="text" value="Budget Input"/>	Document #: <input type="text"/>
	Speed Type: <input type="text" value="037964"/> <span style="color: red;">Incorrect SpeedType Please Correct</span>	Reference #: <input type="text"/>
	Sub Acct: <input type="text" value="37964"/>	Entered By: <input type="text"/>
	Account Code: <input type="text"/>	
	Sponsor: <input type="text"/>	
	Description: <input type="text" value="Cost Share budget on st 37964 for: Salary \$12322 (CMC - \$7136; TeSUH - \$5186); Fringe \$3675 (CMC \$2131; TeSUH \$1548); IDC \$7761 CMC"/>	
BUDGET CATEGORY	Start Amount: <input type="text" value="23,762.00"/>	START AMOUNT CAN BE DIFFERENT FOR A NEW COST CENTER
	<input checked="" type="checkbox"/> Salary	<input type="text" value="12,322.00"/>
	Fringe Benefits	<input type="text" value="3,679.00"/>
	M & O	<input type="text"/>
	Travel	<input type="text"/>
	Equipment	<input type="text"/>
	SubAward( < = 25k)	<input type="text"/>
	SubAward( > = 25k)	<input type="text"/>
	Participate Cost	<input type="text"/>
	IndirectCost	<input type="text" value="7,761.00"/>
Equity	<input type="text"/>	

To view a Cost Share Report for the grant, perform a find for the grant speedtype number in the "SubAcct" field.

Find Recalculate Project Status Summary Print

**COST CENTER INFORMATION**

State:	SpeedType:	Sub Acct:	Business Unit:	Fund Code:	Dept. Code:	Program Code:	Project Code:
	019167	37964					

P I: Sponsor: Date:

Title:

**STATUS SUMMARY**

* Subject to IDC	Budgeted	Expended	Encumbered	Outstanding	Balance
* Salaries	12,322.00	10,322.00	2,000.00	0.00	0.00
* Fringe Benefits	3,679.00	3,129.00	550.00	0.00	0.00
* M & O		0.00	0.00		0.00
* Travel		0.00	0.00		0.00
Equipment	10,000.00	0.00	0.00		10,000.00
Participate Cost		0.00	0.00		0.00
Sub Contract (≥ 25,000)		0.00	0.00		0.00
* Sub Contract (≤ 25,000)		0.00	0.00		0.00
I D C	7,761.00	7,761.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>33,762.00</b>	<b>21,212.00</b>	<b>2,550.00</b>		<b>10,000.00</b>

Reconcile Month:

**Current Balance 10,000.00**

Total Cost Share Budget as shown on the NOA

Total Expended in Cost Sharing

Cost Share Encumbered in FMP

Cost Share Balance to be met