

OSR Cost Share Journal Entry

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2021

UNC SYMPOSIUM

for
RESEARCH ADMINISTRATORS

Agenda

1. What is cost share
2. Existing Cost Share Journals in ConnectCarolina
3. Why the new OSR Cost Share Journal?
4. How to enter the new OSR Cost Share Journal
5. Impacts on the RAM reports



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What is Cost Share?

Cost Share is a commitment made by the institution to fund a portion of the total cost of a sponsored agreement. This commitment may be for direct and/or indirect costs and may consist of institutional funds or funds from other outside sources. Cost Sharing can be classified as either mandatory or voluntary.



Existing Cost Share in ConnectCarolina

- ✓ To record cost share from non-OSR sources in ConnectCarolina you fill in the project ID in the chartfield.
- ✓ You can use this method for all types of expenses.
- ✓ You **CANNOT** record third party cost share, grant to grant cost share or unrecovered overhead as cost share in ConnectCarolina using this method.

Why do we have a new OSR Cost Share Journal

- ✓ To record cost share that cannot be recorded the traditional way in ConnectCarolina, the financial system.
- ✓ Accurate cost share information for financial reports (GL report, Infoporte, RAM reports) and reporting to sponsors.
- ✓ The new journal will be used to record the following types of cost share in ConnectCarolina:
 - ✓ Third Party (in-kind) cost share
 - ✓ Grant to grant cost share
 - ✓ Unrecovered overhead



Third Party Cost Share

✓ Third Party cost share, sometimes also referred to as in-kind contributions, is the value of *non-cash* contributions provided by the University or non-federal third-party participants.

Such contributions may be in the form of real property, equipment, supplies/other expendable property, and the value of goods and services directly benefiting and specifically identifiable to the project or program.

✓ Because there is no relatable financial transaction in ConnectCarolina, we will use the new OSR Cost Share journal to record in the financial system with supporting documentation.

Grant to Grant Cost Share

- ✓ Most federal and non-federal agencies do not allow grant to grant cost sharing. However, there are a few exceptions. This must be approved at the award set-up stage by all agencies involved.
- ✓ Because this is not typically allowed, ConnectCarolina also does not allow it. Therefore, we will use the OSR Cost Share journal to record in the financial system.

Unrecovered Overhead

- ✓ Some agencies have a reduced overhead rate that they allow the University to charge. In these instances, where cost share is mandatory, these agencies may allow the University to use the unrecovered overhead to count as the University's contribution to the project.
- ✓ OSR SPA group will calculate this and record to the project using the OSR cost share journal entry.

How to enter the new OSR cost share Journal in Connect Carolina



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Journal basics

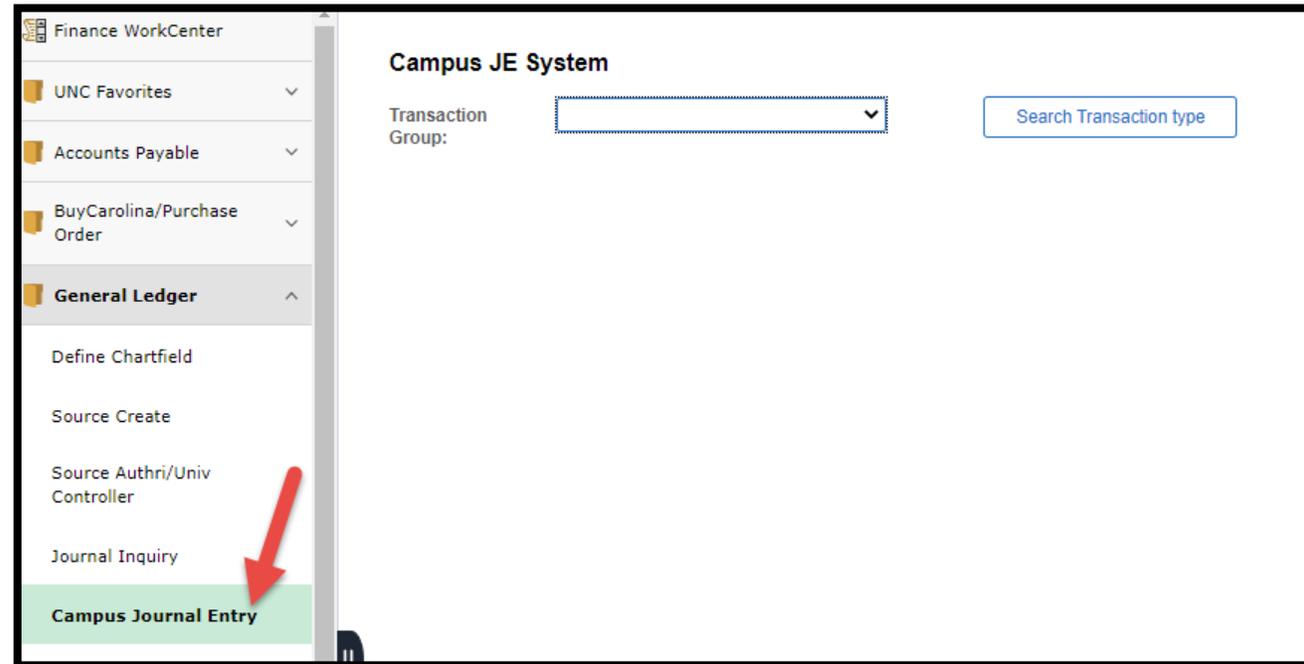
- ✓ Must use JSH source.
- ✓ The journal must net to \$0.
- ✓ Must use source 49999.
- ✓ Debit (positive) 559152.
- ✓ Credit (negative) 559153.
- ✓ At least one attachment is required.
- ✓ Only the debit side (559152) is used to deplete cost share budget.
- ✓ Must use the same CFS (fund/source/dept/project id) on both lines (except account code).
- ✓ All journals are routed to pre-audit (make sure all supporting documents are attached).
- ✓ Account codes 559152 and 559153 cannot be used in AP (vouchers, Requisitions, etc..).

Steps to submit a cost share journal

Step 1: Navigate to the campus journal entry page

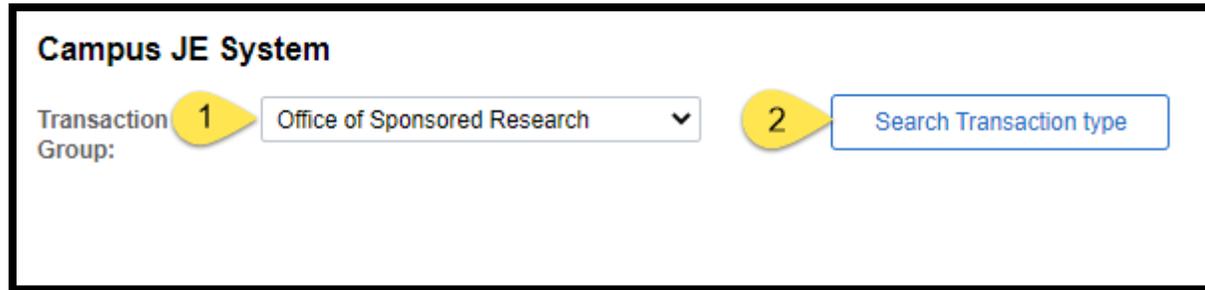
Use the Finance WorkCenter in Connect Carolina or the navigation below:

Finance Menu>UNC Campus>Campus journals>Campus Journal Entry



Steps to submit a cost share journal Cont.

Step 2: Select Office of Sponsored Research from Transaction group and click Search Transaction Type



Campus JE System

Transaction Group: 1 Office of Sponsored Research 2 Search Transaction type

The screenshot shows a web interface for the 'Campus JE System'. It features a dropdown menu for 'Transaction Group' with 'Office of Sponsored Research' selected. A yellow callout bubble with the number '1' points to the dropdown. To the right is a blue button labeled 'Search Transaction type' with a yellow callout bubble containing the number '2' pointing to it. The entire interface is enclosed in a black rectangular border.

Steps to submit a cost share journal Cont.

Step 3: Select Cost Share

Campus JE System

Transaction Group:

	Transaction Type	Description
1	COST SHARE 	OSR - Cost Share Expenditures
2	RESIDUAL	Residual Transfer

Steps to submit a cost share journal Cont.

Step 4: Enter the chartfield string values

- There are no changes on the top section, except for the new journal source
- The first line of the journal will require account code 559152. This is the debit side of your entry
- You can use Auto Balance to copy down the CFS. Just remember to change the account code. Otherwise, you will get an error
- Add as much detail as possible (Program, journal line description, Cost codes)

Journal Entry Creation

Transaction Type: COST SHARE SetID: UNCCH

*Business Unit: UNCCH Ledger Group: ACTUALS Journal ID: NEXT

*Journal Date: 08/18/2021 Source: JSH

			Unit	Amount	Fund	Source	Account	Dept	PC Bus Unit	Project	Activity	Program
1	+	-	UNCCH	500.00	25236	49999	559152	633300	CHOSR	5120857	1	
2	+	-	UNCCH	-500.00	25236	49999	559153	633300	CHOSR	5120857	1	

Auto Balance Remaining Balance: 0.000 Save Journal

Steps to submit a cost share journal Cont.

Step 5: Save the Journal and Add Attachments

Lines Errors Approval

Campus Journal Validation

Unit: UNCCH Journal ID: 0000785197 Date: 08/18/2021 Errors Only

Attachments (1) [Search Criteria](#) *Process: Edit Journal Line: 10

Journal header Description

Cost sharing - Lab equipment Dr. Nelson TEST ONLY

Lines

Select	Line	*Unit	*Ledger	Amount	SpeedType	Fund	Source	Account	Dept	PC Bus Unit
<input type="checkbox"/>	1	UNCCH	ACTUALS	500.00		25236	49999	559152	633300	CHOSR
<input type="checkbox"/>	2	UNCCH	ACTUALS	-500.00		25236	49999	559153	633300	CHOSR

Lines to add: 1 + -

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UNCCH	2	500.00	500.00	N	N

Steps to submit a cost share journal Cont.

Step 6: Edit the journal and submit for approval

[Lines](#) [Errors](#) [Approval](#)

Unit **UNCCH** Journal ID **0000785197** Date **08/18/2021** [Submit](#)

Approval Status

Unit **UNCCH**
Approval Check Active **Y**
Approval Status **Pending Approval**
Approval Action **Approve**
Deny Comments
254 characters remaining

Departmental Approval Stage

Unit **UNCCH**, ID **0000785197**, Date **2021-08-18**, Line Unit **UNCCH:Pending**

Departmental Approval Path I

Pending
Multiple Approvers
AWE JE Dept I

PreAudit Stage

Unit **UNCCH**, ID **0000785197**, Date **2021-08-18**, Line Unit **UNCCH:Awaiting Further Approvals**

UNCCH OSR Path III

Not Routed
Multiple Approvers
NC_WF_CH_QSR_APPR3

▶ [Approval History](#)

Budgets Overview

Before

Ledger Group	Account	Fund	Dept	Source	PC Bus Unit	Project	Activity	Budget	Expense
OSR				49999	CHOSR	5120857	1	13,383.00	0.00

After

Ledger Group	Account	Fund	Dept	Source	PC Bus Unit	Project	Activity	Budget	Expense
OSR				49999	CHOSR	5120857	1	13,383.00	500.00

Remember

- ✓ If you have no committed cost share allocated on the project, the budget check process will fail. You can still contact OSR HELP for an override but remember we only report the committed cost share amount.

Impacts on the RAM reports



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Review Cost Share entry on RAM report

Award Summary

Date of Report 08/26/2021

Award [A21-0099-001](#)
Award Title Carolina Corps AmeriCorps 2020-21
Project ID [5117901](#)
PI Name Farmer, Stephen M
Sponsor 17332 - North Carolina Commission on Volunteers
Prime Sponsor 5803 - Corporation for National and Community S
Sponsor Award # 20AC221331

Award Dates 08/01/2020 - 07/31/2021
Award Purpose Other Sponsored Research (401) (OS)
Department 541000 - Admissions

Financial | AR | Personnel | Monthly Reports

Financial Info FY 2022 | Period 2-August | [Apply](#) | [Download](#)

Category	Budget	Expense MTD	Expense FYTD	Expense LTD	Current Balance	Pre-Enc / Encumbrance	Payroll Projection	Projected Balance
Salaries	819,014.00	2,685.98	45,339.74	818,160.91	853.09	0.00	50.30	802.79
Salaries	740,060.00	1,818.92	32,498.74	728,775.46	11,284.54	0.00	39.16	11,245.38
Fringe Benefits	78,954.00	867.06	12,841.00	89,385.45	(10,431.45)	0.00	11.14	(10,442.59)
Other	6,070.00	0.00	0.00	2,219.00	3,851.00	0.00	0.00	3,851.00
Maintenance Contracts	0.00	0.00	0.00	1,000.00	(1,000.00)	0.00	0.00	(1,000.00)
Dues & Memberships	0.00	0.00	0.00	250.00	(250.00)	0.00	0.00	(250.00)
Miscellaneous Expense	6,070.00	0.00	0.00	969.00	5,101.00	0.00	0.00	5,101.00
Advances	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Direct Expense	825,084.00	2,685.98	45,339.74	820,379.91	4,704.09	0.00	50.30	4,653.79
Indirect Expense	43,399.00	141.30	2,384.88	43,103.33	295.67	0.00	0.00	295.67
Total Direct and Indirect	868,483.00	2,827.28	47,724.62	863,483.24	4,999.76	0.00	50.30	4,949.46
Cost Share	1,421,312.00	1,200.00	1,200.00	1,200.00	1,420,112.00	0.00	0.00	1,420,112.00
Grand Total	2,289,795.00	4,027.28	48,924.62	864,683.24	1,425,111.76	0.00	50.30	1,425,061.46

- ✓ Future updates to the RAM report will include a Cost Share tab.
- ✓ Cost share Budget and expenses can still be viewed from the Financial tab currently.

Questions?





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of NORTH CAROLINA
at CHAPEL HILL