RSP CSWG Business Process #8 (How RSP sub-team will handle update forms)

Last revised 7/21/2011

ISSUE:

Performing cost share updates in the Cost Share Bolt-On (CSBO) has many complexities to consider before the data entry point. Reviewing effort statements, analyzing SFD transaction reports, and verifying expenditures in the general ledger are a few tasks this process entails. Paper forms can potentially be misplaced in the shuffle and manual routing means delays in processing time. Furthermore, illegible signatures of the approvers and the uncertainty of who was responsible for the preparation of the form have created challenges in resolving problematic requests.

PROCESS FOR CS PAYROLL UPDATES

EFFORT REVIEW:

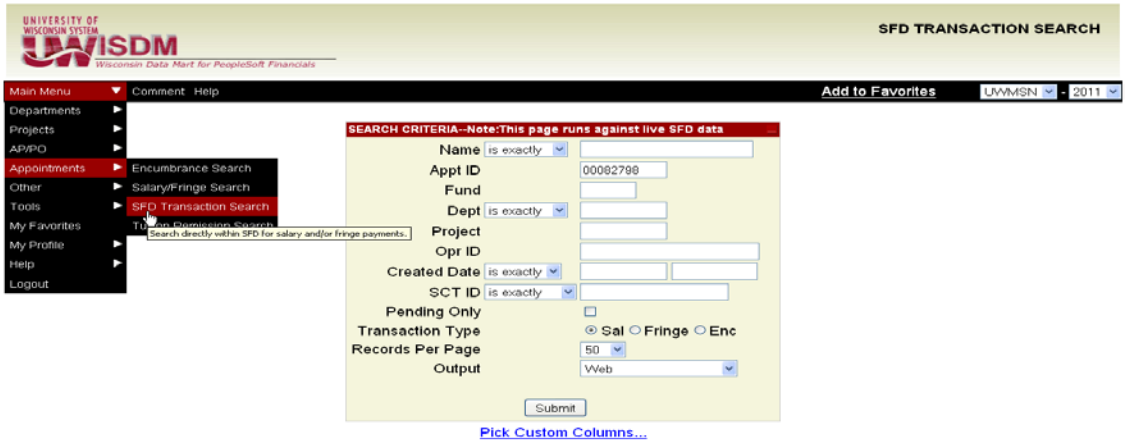
If updating payroll CS for pay periods that fall in an opened or closed effort reporting period, an effort statement review is required. A link to effort certification calendar can be found here. For updates that affect a period that an effort statement has not been generated, the review in ECRT can be skipped.

Regardless of processing status, if the card is "certified", the percentages certified or notes entered determine the appropriateness of the update. The end result should always have cost share certified in ECRT matching the calculated dollars in the CSBO. For cards in a "not certified" status, the form can move forward with processing, just as long as the Effort Coordinator is contacted to make them aware of the pending update. Effort Coordinators are responsible for rejecting the statements with certification discrepancies as a result of the lag.

If the certification does not agree with the CS update, forward the email containing the attached form to Paula Gray at <pjgray@rsp.wisc.edu>. An attempt will then be made by Paula to communicate with the Effort Coordinator about resolving the certification discrepancy. If a resolution is reached, she will email the assigned member in RSP that the form is okay to process. If a problematic CS update form is left unresolved, Paula would reply to all in the email chain that the form is not approved for processing.

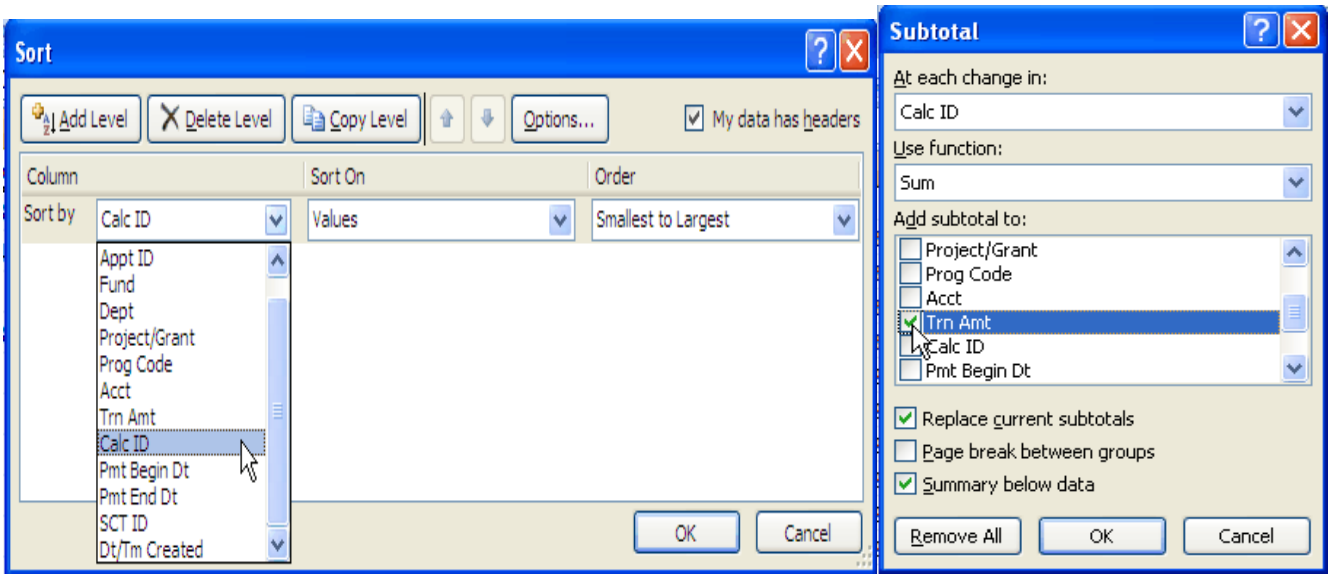
CS SOURCE ANALYSIS:

For employees that have concurrent appointments on campus, the SFD transaction search should be run using the full employee's name instead of the appointment ID. If the employee has a single appointment, search SFD by using the appointment ID. Make sure you have the correct fiscal year selected in the upper right-hand corner that covers the pay periods being analyzed.



If the CS update is for a pay period(s) in a previous fiscal year, be sure to check subsequent fiscal years for salary cost transfers. SCT's are assigned a "SCT ID" when processed and can act as a flag when running the reports. If the payroll data is complex, output the report to Excel by changing the search criteria. Complex payroll data is defined as multiple pay sources, fluctuating payroll, and/or a SCT being present. SCT data in subsequent fiscal years should also be exported to Excel to be copied and pasted in the SFD report of the fiscal year being analyzed. Delete any payroll rows with salary codes that are excluded from ECRT. See **Appendix A**.

Once all the SFD payroll data is on a single Excel spreadsheet, select all cells and perform a "sort" and "subtotal" action. The sort should be by Calc ID and the subtotal is at each change in Calc ID with a transaction amount subtotal.

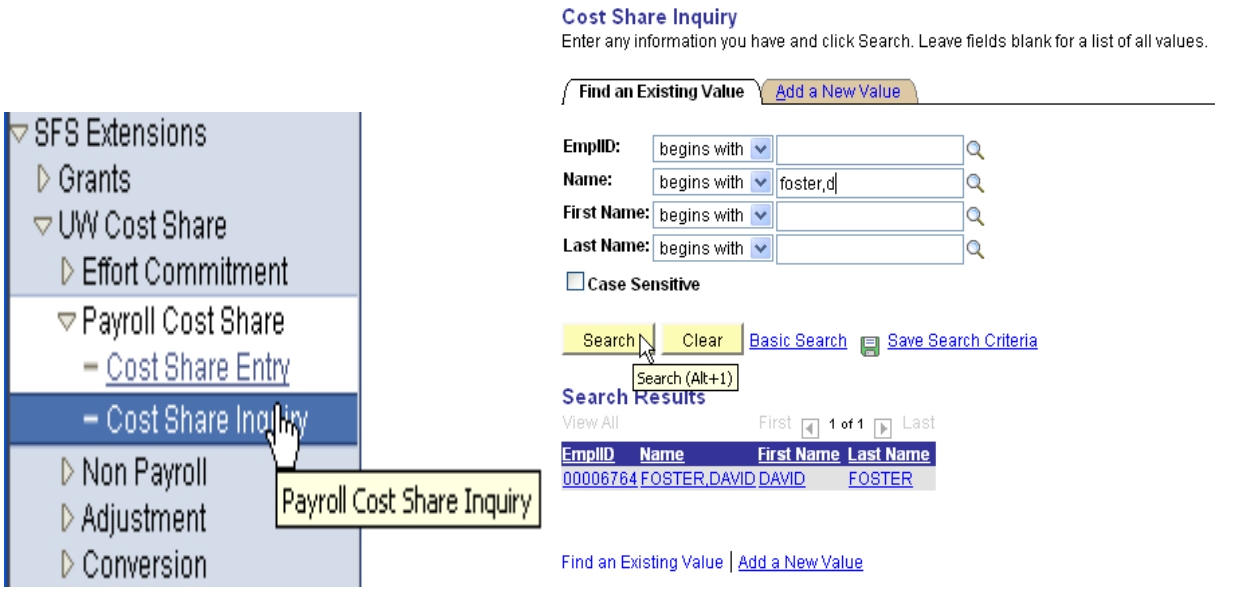


Appt ID	Fund	Dept	Project/Grant	Prog Code	Acct	Trn Amt		Calc ID	Pmt Begin Dt	Pmt End Dt	SCT ID	Dt/Tm Created
82798	233	193564	233EP63	4	1003	4,856.74	30.00002%	200808100	7/1/2008	7/31/2008		7/29/2008
82798	144	193564	144PB70	4	1003	8,094.55		200808100	7/1/2008	7/31/2008		7/29/2008
82798	131	199533		2	1003	3,237.83		200808100	7/1/2008	7/31/2008		7/29/2008
						16,189.12		**200808100 Total**				

When creating a CS row for the highlighted source, the percentage can never exceed the paid percentage. If a salary cost transfer is present, determine the net amount of payroll by deducting the transferred amount from the originally paid.

82798	233	193564	233W771	4	1003	8,178.67	50.00000%	200907100	6/1/2009	6/30/2009		6/25/2009
82798	233	193564	233GG24	4	1003	8,178.67		200907100	6/1/2009	6/30/2009		6/25/2009
82798	233	193564	233W771	4	1003	-7,424.53	-45.38959%	200907100	6/1/2009	6/30/2009	40941	10/29/2009
82798	144	193564	144NZ57	4	1003	14,849.06		200907100	6/1/2009	6/30/2009	40941	10/29/2009
82798	233	193564	233GG24	4	1003	-7,424.53		200907100	6/1/2009	6/30/2009	40941	10/29/2009
						16,357.34		**200907100 Total**				

The last step of the CS source analysis is to search CS Inquiry to consider other CS rows that might be tapping part of the available fund, thus creating an insufficient funding error.

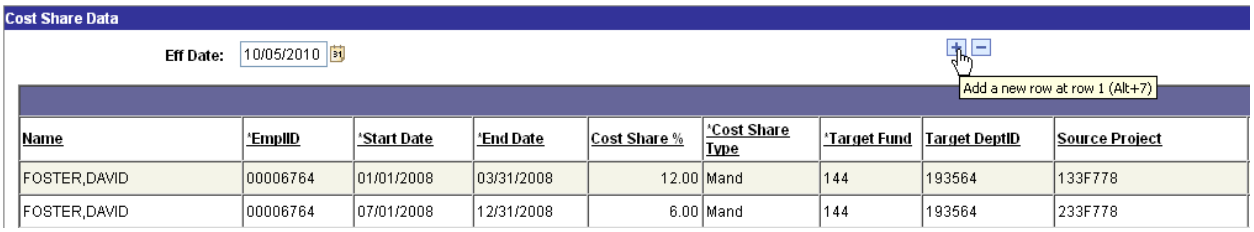


CSBO DATA ENTRY:

If a CS row is in "distributed" status, it must be reversed if any pay period(s) within the row is incorrect and needs updating. The reversal action should be performed prior to creating a new effective date. Click the "Reverse" button to kick off the reversal process in the CSBO. Remember to reschedule any correct data before creating a new row for the updated part.

*Source Fund	*Source DeptID	Distributed Status	Last Update User ID	Last Update Date/Time	Reverse		
133	193564	Distributed	00500565	05/01/09 8:56:19AM	Reverse	+	−
233	193564	Distributed	BSJ	02/11/09 2:37:41PM	Reverse	+	−

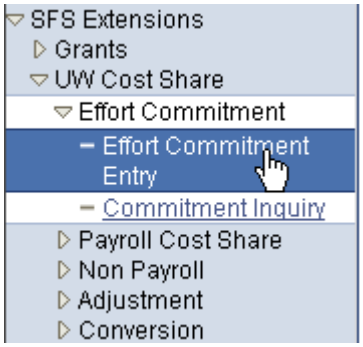
Create a new effective date by clicking the plus icon. As a best practice, backdate the effective date a few days to leave wiggle room prior to the CS calculation that occurs every Friday night. Once a user saves and leaves the application, any further updates to a project must happen in a new effective dated row and must be at least one day later. In the text box next to the effective date, type "per update form received on *XX/XX/XXXX*" using the day the form was received in the cost share mailbox as the date.



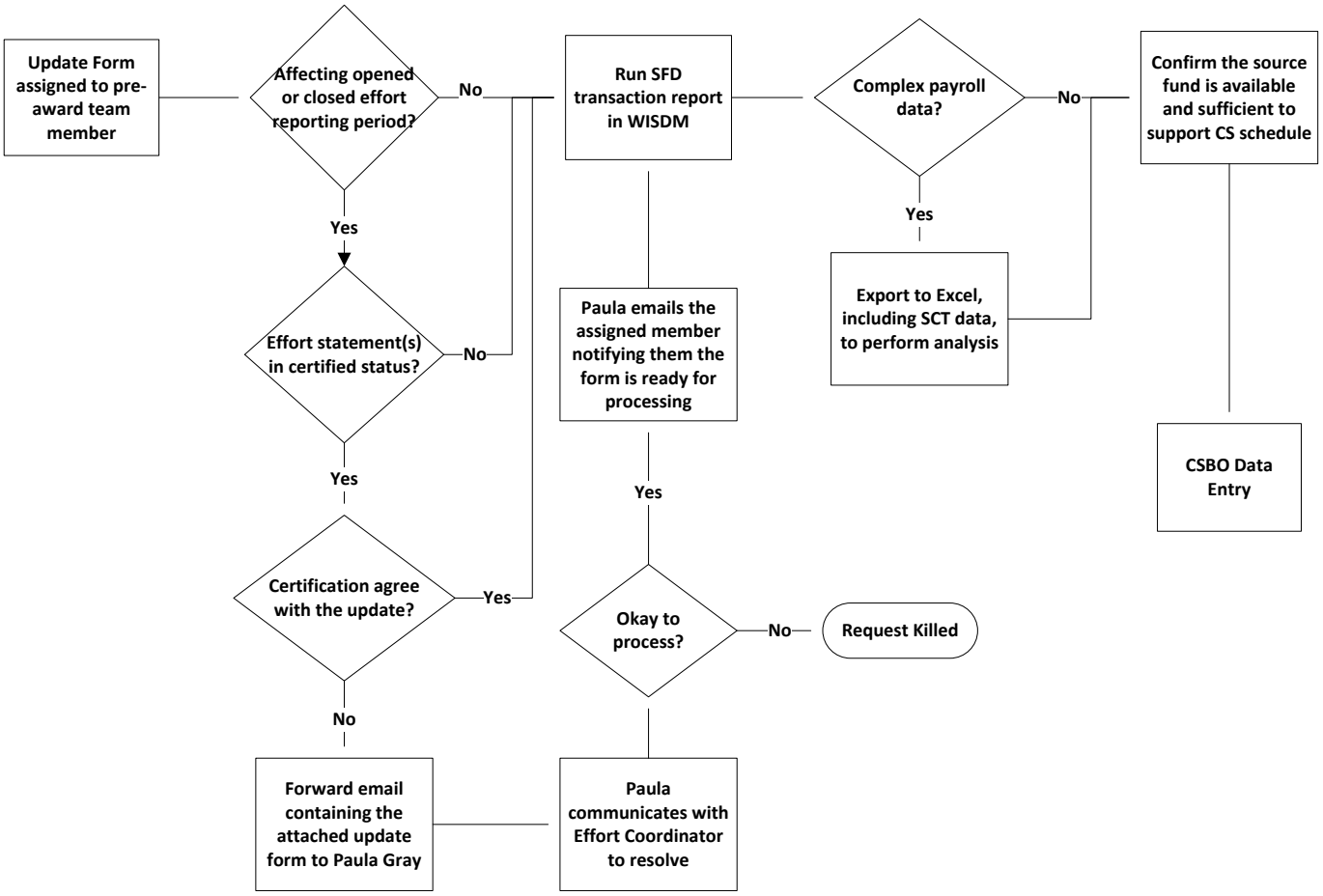
Name	*EmplID	*Start Date	*End Date	Cost Share %	*Cost Share Type	*Target Fund	Target DeptID	Source Project
FOSTER,DAVID	00006764	01/01/2008	03/31/2008	12.00	Mand	144	193564	133F778
FOSTER,DAVID	00006764	07/01/2008	12/31/2008	6.00	Mand	144	193564	233F778

A "new row" or "new row not found" status allows RSP to make adjustments to an existing line without reversing; just use a new effective date and update the cells accordingly. **Appendix B** is a cheat sheet of all the distributed statuses.

When the CS update affects commitments within an effort reporting period, a separate adjustment is required in the Effort Commitment Entry system to mirror the change. Doing so will ensure that the commitment baseline in ECRT is not displaying a misleading figure.


SFS Extensions
Grants
UW Cost Share
Effort Commitment
Effort Commitment Entry
Commitment Inquiry
Payroll Cost Share
Non Payroll
Adjustment
Conversion

FLOWCHART:


Update Form assigned to pre-award team member
Affecting opened or closed effort reporting period?
No
Yes
Effort statement(s) in certified status?
No
Yes
Certification agree with the update?
Yes
No
Forward email containing the attached update form to Paula Gray
Run SFD transaction report in WISDM
Paula emails the assigned member notifying them the form is ready for processing
Yes
Okay to process?
No
Request Killed
Paula communicates with Effort Coordinator to resolve
Complex payroll data?
No
Yes
Export to Excel, including SCT data, to perform analysis
Confirm the source fund is available and sufficient to support CS schedule
CSBO Data Entry

PROCESS FOR CS NON-PAYROLL UPDATES

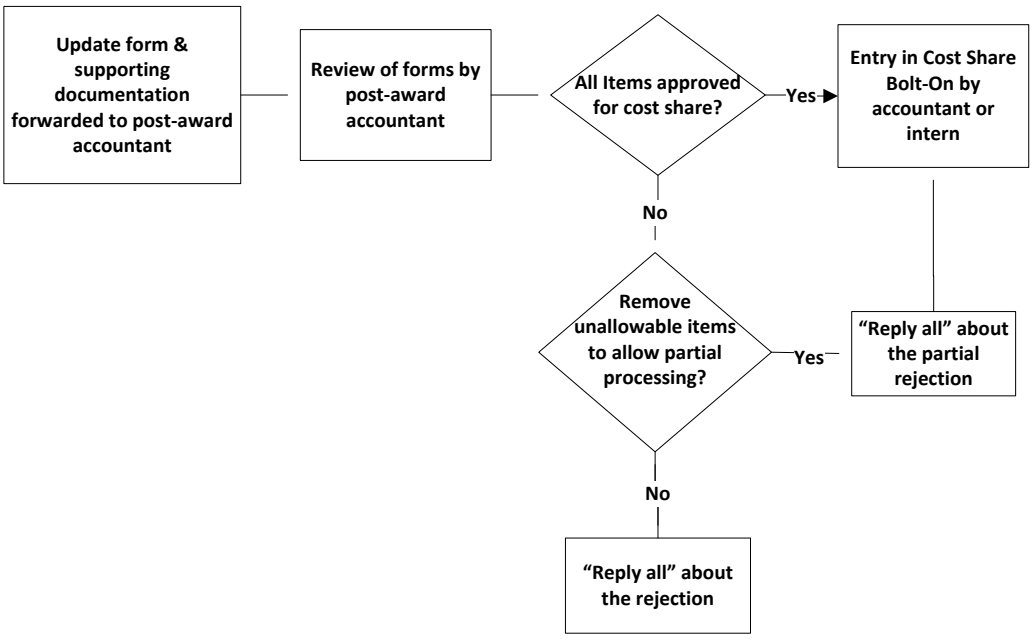
Campus users will complete and send Cost Share and Commitment Update forms to their Dean's/Director's office. The Dean's/Director's office will review and, once approved, forward the forms to costshare@rsp.wisc.edu. (This process is described in RSP CSWG Business Process #5.)

When the Update forms arrive in the cost share mailbox, they will be forwarded to the appropriate RSP accountant. The accountant will review the forms to ensure that all expenditures are in compliance with Sponsor and University guidelines for cost sharing.

If all items are approved for cost sharing, the accountant may choose to enter the information into the Cost Share Bolt-On. Otherwise, an RSP intern will be assigned responsibility for entry. Instructions for entry of different types of cost sharing can be found in **Appendix C**.

If any items are not approved for cost sharing, the RSP accountant will communicate with the Dean's or Director's office until the situation is resolved.

FLOWCHART:



Salary codes to be included/excluded

Appendix A

Salary Codes INCLUDED in ECRT

Account	Account Description
1001	Faculty - Annual
1002	Faculty - Academic
1003	Faculty - Summer
1004	Faculty - Hourly
1051	Academic Staff - Annual
1052	Academic Staff - Academic
1053	Academic Staff - Summer
1054	Academic Staff - Hourly
1071	Academic-Mil-Prov-Annual
1072	Academic-Mil-Prov-Academic
1151	Postgrad Trainee - Annual
1152	Postgrad Trainee - Academic
1153	Postgrad Trainee - Summer
1154	Postgrad Trainee - Hourly
1161	Research Associate - Annual
1162	Research Associate - Academic
1163	Research Associate - Summer
1164	Research Associate - Hourly
1211	Project/Program Assist-Annual
1212	Project/Program Asst-Academic
1213	Project/Program Assist-Summer
1214	Project/Program Assist-Hourly
1222	Teaching Assistant-Academic
1223	Teaching Assistant-Summer
1224	Teaching Assistant - Hourly
1231	Research Assistant-Annual
1232	Research Assistant-Academic
1233	Research Assistant-Summer
1321	UnderGrad Intern--Annual
1322	UnderGrad Intern-Academic
1323	UnderGrad Intern--Summer
1324	UnderGrad Intern-Hourly
1331	UnderGrad Asst/AOP-Annual
1332	UnderGrad Asst/AOP-Academic
1333	UnderGrad Asst/AOP-Summer
1334	UnderGrad Asst/AOP-Hourly
1531	Classified - Hourly
1533	Classified Project - Hourly
1541	Classified - Overtime
1542	Classified Project - Overtime
1601	LTE - Hourly
1603	LTE - Overtime

Salary Codes EXCLUDED from ECRT

Account	Account Description
1000	Salary Default
1005	Faculty - Lump Sum
1006	Faculty-Purchased Services IIA
1007	Faculty - Foreign COLA
1008	Faculty/Acad-Legal Settlement
1055	Academic Staff - Lump Sum
1075	Academic-Mil-Prov-Lump Sum
1076	Fee Grader/Ad Hoc Program Spec
1077	UWEX Ad Hoc-Pur Serv IIA
1155	Postgrad Trainee - Lump Sum
1165	Research Associate - Lump Sum
1215	Project/Program Asst-Lump Sum
1225	Teaching Assistant-Lump Sum
1235	Research Assistant - Lump Sum
1325	UnderGrad Intern--Lump Sum
1335	UnderGrad Asst/AOP-LUMP Sum
1532	Classified - Lump Sum
1534	Classified Project - Lump Sum
1535	Classified - Length of Service
1536	Classified - Excep Perf Award
1537	Classified - 5th Week Vacation
1538	Classified-Purchased Serv IIA
1539	Classified - Legal Settlement
1543	Classified - Differential
1544	Classified - Uniform Allowance
1602	LTE - Lump
1604	LTE - Purchased Services IIA
1771	Student - Hourly
1772	Student - Lump Sum
1773	Student - Overtime
1774	Student-Purchased Services IIA
1781	Work Study - Hourly
1782	Work Study - Lump Sum
1783	Work Study - Overtime
1784	Workstudy-NonProfit Agency Pmt
270G	Scholarship Allowance EXP
2710	Fellow/Schol/Trn-Annual
2712	Fellow/Schol/Trn-Lump
2714	Fellow/Schol/Trn-Academic
2716	Fellow/Schol/Trn-Summer
2720	Post Fellow/Schol/Trn-Annual
2724	Post Fellow/Schol/Trn-Academic

Salary Codes INCLUDED in ECRT

Account	Account Description

Salary Codes EXCLUDED from ECRT

Account	Account Description
2726	Post Fellow/Schol/Trn-Sum
3890	Resident Fee Remissions
3891	Tuition/Fee Allocation
5709	Support-RA,Fellows,Scholars
570G	Student Loan Matching Transfer
	Support-NonEmploy&NonUW
5710	Studnt
5711	Student Aid-Excluding Loans
5712	Fellows&Scholars-Annual
5713	Tuition & Fees(Program 9 Only)
5730	Trfs-Fed Audit Disallow-FA
5732	Fellows&Scholars-Academic
5742	Fellows&Scholars-Summer Sessn
5750	Student Loans

Cost Share Status & Error Codes Appendix B

STATUS CODE	STATUS DESCRIPTION	CAUSE
N - "New Row"	New cost share row, not yet calculated	Award/Project Set up, Adding a new person later on….
D - "Distributed"	Distributed cost share row – successfully calculated for all existing pay periods within the cost share timeframe.	Cost share calculation process ran successfully (Posted to Proj_Resource).
E - "New Row Not Found"	Salary cost share row not yet successfully calculated. No payroll data exists for the employee during the cost share timeframe. This error will only appear after 40 days of not finding a salary row in the payroll data.	Cost share calculation process produced an error and did not post to Proj_Resource due to salary rows not being available. (Payroll did not occur, salary transfer did not post yet, and/or the staging tables have not been updated)
C - "New Row Insufficient Funding"	New row not previously calculated. Employee has payroll data, but not a high enough percentage of gross pay to support the desired funding of cost share for the employee for a particular pay period.	Cost share calculation process produced an error and did not post to Proj_Resource due to there not being enough funding available in the source fund to cover the cost share portion.
S - "Distrib Insufficient Funding"	Previously Distributed. In a new or adjusted pay period, employee has payroll data, but not a high enough percentage of gross pay to support the desired funding of cost share for the employee for a particular pay period.	Cost share calculation process ran successfully in prior calculation, but now is not posting to Proj_Resource due to there not being enough funding available in the source fund to cover the cost share portion. (Salary transfer posted removing some or all of the funds, check correction posted…)
F – "Distrib Not Found"	Error for a salary cost share row previously Distributed, but no new payroll for the employee. This error will appear after 40 days of not finding a salary row in the payroll data.	Cost share calculation process ran successfully in prior calculations, but now is not posting to Proj_Resource due to salary rows not being available. (Payroll did not occur, salary transfer did not post yet, and/or the staging tables have not been updated)
Z - "Zero Row"	Salary cost share row with a zero CS %.	When a cost share scheduled row is entered for a person with a 0 percent being cost shared
R – "Reversed Row"	Salary cost share row that has been reversed.	Reversals are necessary for backing out cost share data or to make corrections in a particular row. New rows are scheduled with corrected information

Instructions for Cost Share Non-Payroll Entry Appendix C

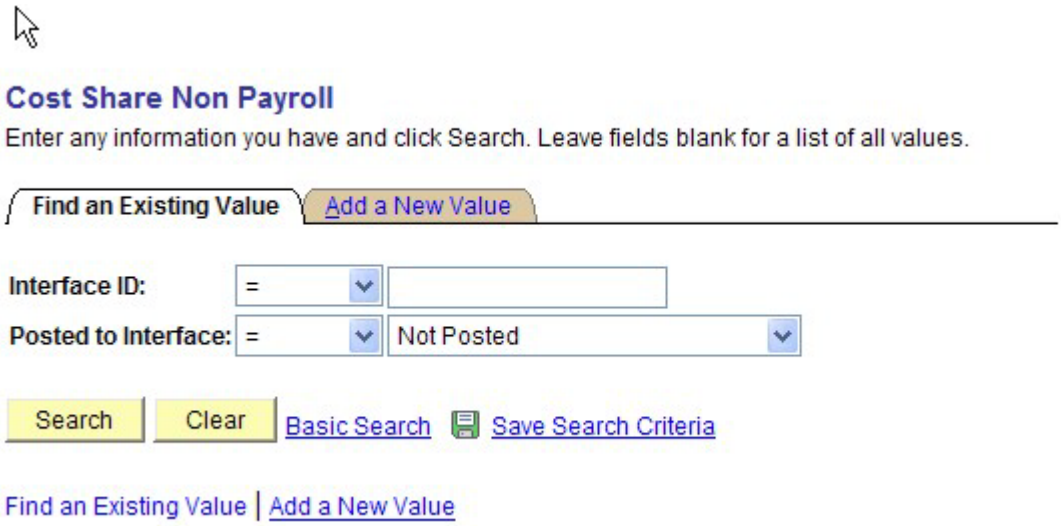
Campus users will complete and send Cost Share and Commitment Update forms to their Dean's/Director's office. The Dean's/Director's office will review and, once approved, forward the forms to costshare@rsp.wisc.edu. (This process is described in RSP CSWG Business Process #5.)

When the Update forms arrive in the cost share mailbox, they will be forwarded to the appropriate RSP accountant. The accountant will review the forms to ensure that all expenditures are in compliance with Sponsor and University guidelines for cost sharing.

If all items are approved for cost sharing, the accountant may choose to enter the information into the Cost Share Bolt-On. Otherwise, an RSP intern will be assigned responsibility for entry. Instructions for entry of different types of cost sharing are below.

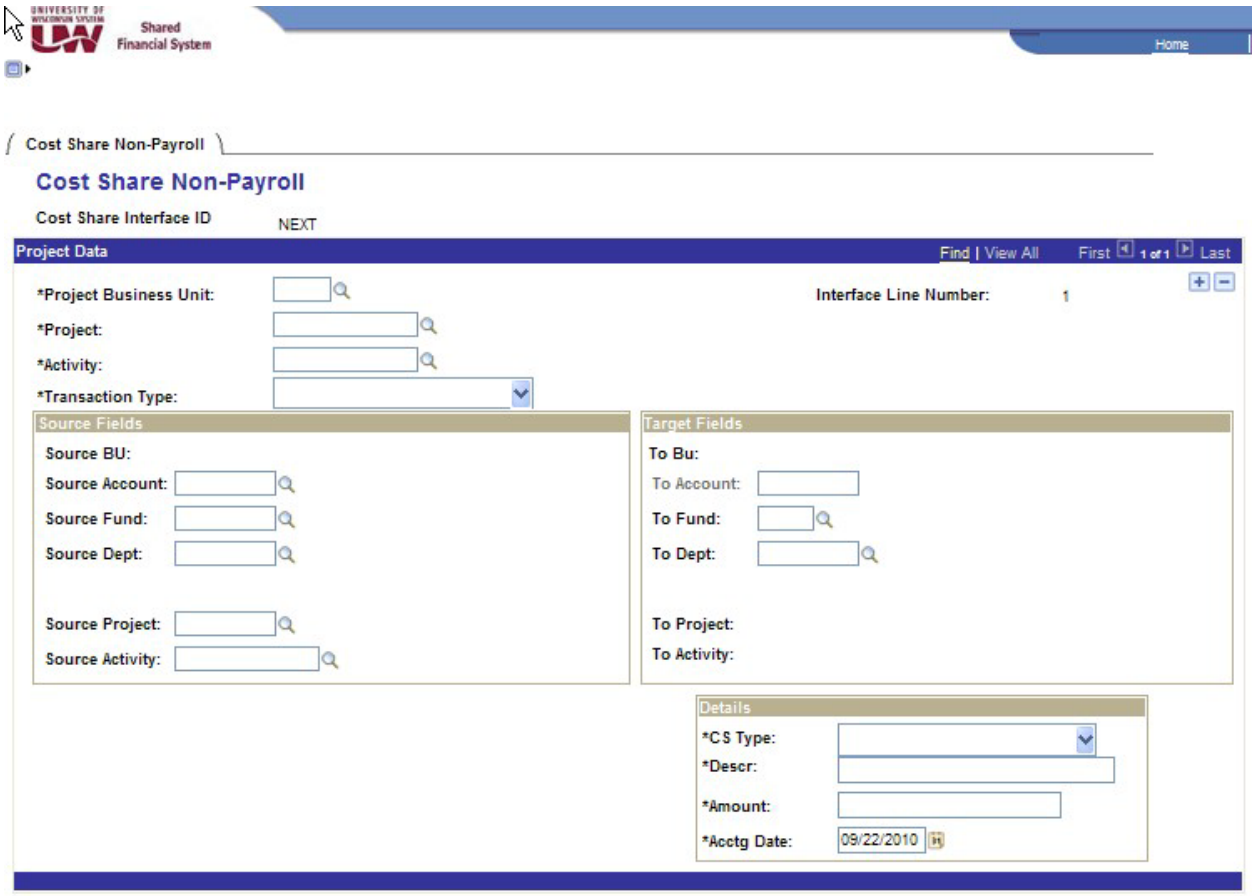
For all non-payroll cost share entries:

i. Navigate to SFS Extensions >UW Cost Share>Non Payroll>Non-Payroll.



ii. Click on the "Add a New Value" tab

iii. Click on the "Add" button. A new screen should appear.



iv. In "Project Business Unit", enter "UWMSN."
v. In "Project", enter UW Project/Grant number.
vi. "Activity" should always be "01."
vii. Select "Transaction Type" by clicking on the blue down arrow. See steps described on pages 4-9 for how to process each type of transaction:
    1. Unfunded F&A,
    2. General Ledger,
    3. Voucher,
    4. Expense, or
    5. Third Party.
viii. Write down the Cost Share Interface ID# (found in the upper left hand corner of the screen) on paper documentation. This can be used to resume entering if interrupted and to view entries after they have been posted.
ix. If more than one entry is needed, add a new page by clicking on the blue plus sign in the upper right hand corner.
x. Repeat steps above until all journal lines included with the update form have been entered. Remember to click "Save" after making each entry.
xi. After all journal lines have been entered, click on the "Migrate" button on the bottom left corner of the tab.
xii. Initial and date paper documentation.
xiii. Check WISDM the next day to ensure the information loaded properly.

Tips for Entry

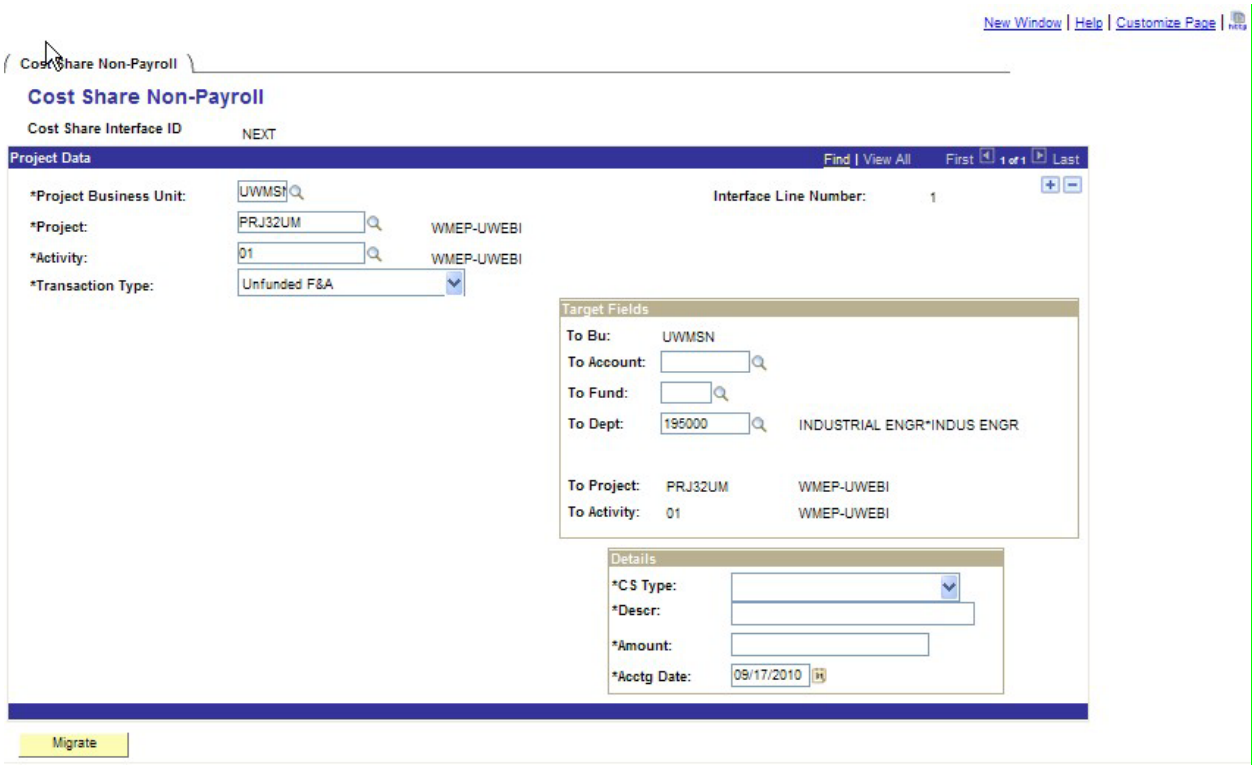
If the Project/Grant number is not accepted, and you receive an error message that says "Invalid value…The value entered in the field does not match one of the allowable values….", enter the cost share with the appropriate F&A as third party and explain in the description section. These are awards that were not converted, so the charges are outside the period we use to negotiate the University's F&A rate.

If you need to stop in the middle of a page of lines, the interface ID # will be needed to get back to where you were. This is done by using the search, rather than add, function in the first step.

It is easier to use the Tab button to move through the page.

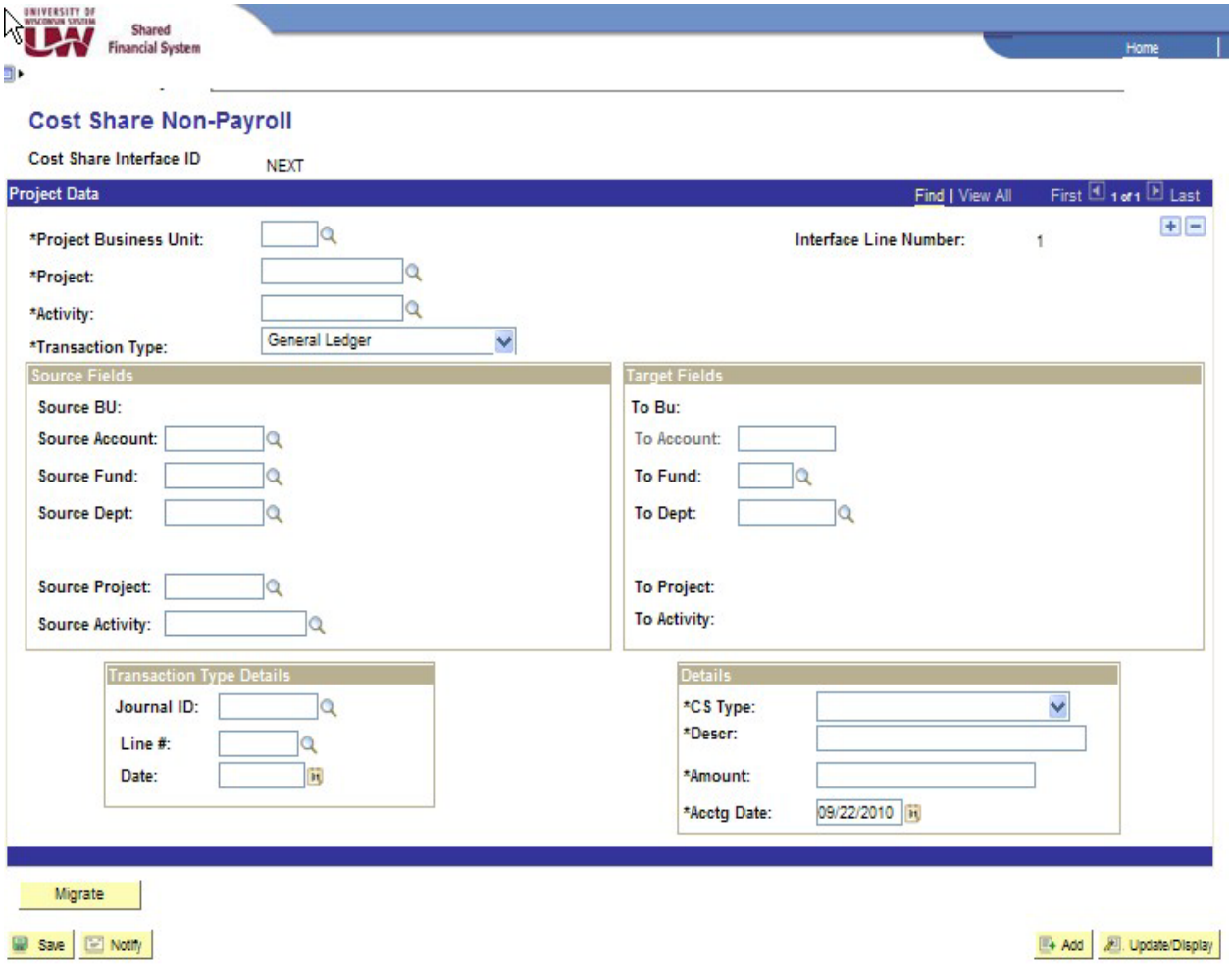
How to Process Different Transaction Types

1. Unfunded F&A



a. In the "Target Fields" box:
   i. Enter "3930" in "To Account."
   ii. Enter either "144" or "133" in "To Fund", as appropriate.
b. In the "Details" box:
   i. Select "CS Type" of "Mandatory", "NSF", or "Voluntary" after clicking on the down arrow.
   ii. Enter a description in the "Descr" field, e.g., "Unfunded F&A at 48.5% 6/09-6/10."
   iii. Enter the dollar amount to be cost shared in the "Amount" field.
   iv. In the "Acctg Date" field, confirm that today's date appears.
   v. Click "Save".

2. General Ledger



a. In the "Source Fields" box:
   i. In "Source Account", enter the UW account code of expenditure being cost shared.
   ii. In "Source Fund", enter the UW fund number of the expenditure being cost shared.
   iii. In "Source Department", enter the UW department responsible for the project from which the expenditure is being cost shared, e.g., 195030.
   iv. In "Source Project", enter the UW Project/Grant # of the expenditure being cost shared.
   v. In "Source Activity", enter "01" if the source project is in Grants. If not in Grants (in Project Lite), leave blank.

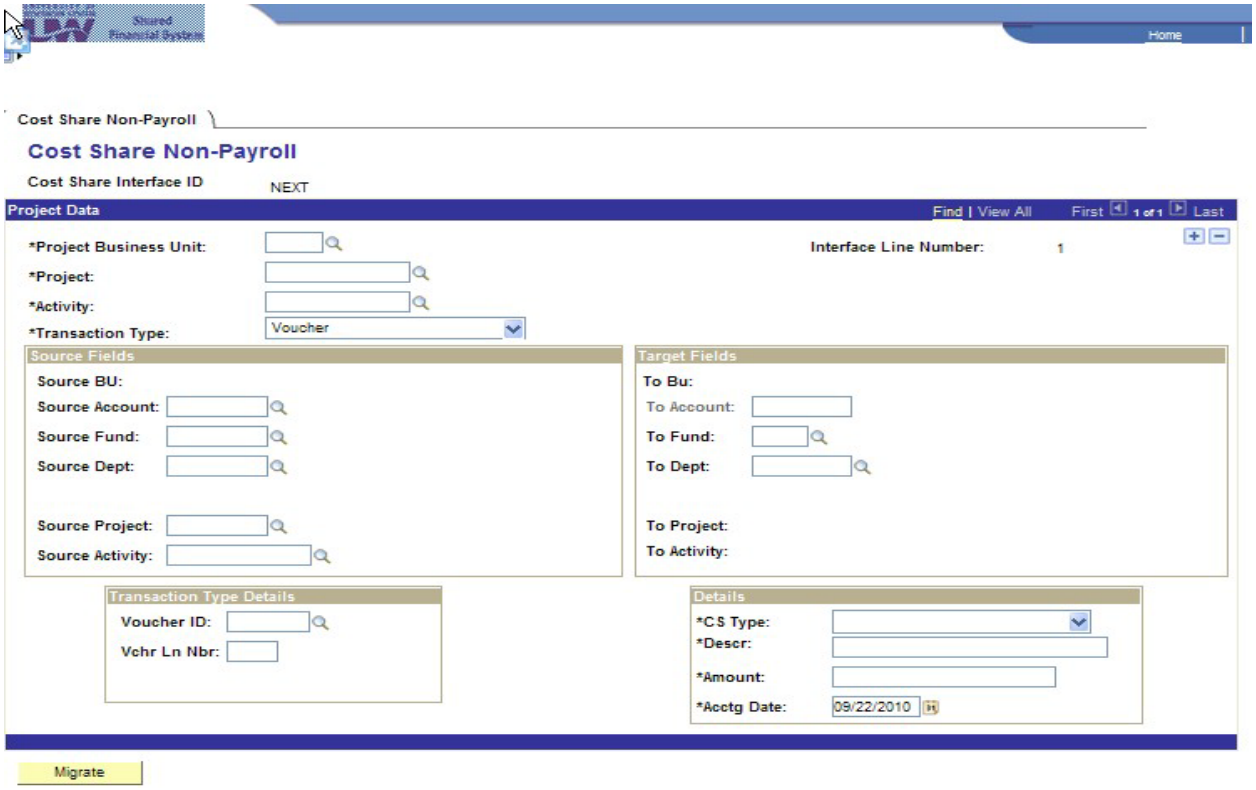
b. In the "Target Fields" box:
   i. In the "To Fund", enter the type of fund (144 or 133) for the project receiving the cost share.

ii. Information in the "To Dept" field should automatically appear.

c. In the "Transaction Type Details" box:
   i. In the "Journal ID" field, enter the Journal ID of the expenditure being cost shared.
   ii. In the "Line #" field, enter the line number from WISDM.
   iii. The "Date" should auto fill. If not, verify that the Journal ID # is correct.

d. In the "Details" box:
   i. Select "CS Type" of "Mandatory", "NSF", or "Voluntary" after clicking on the down arrow.
   ii. Enter a description in the "Descr" field, e.g., "Fee Remission for George Washington."
   iii. Enter the dollar amount to be cost shared in the "Amount" field.
   iv. In the "Acctg Date" field, confirm that today's date appears.
   v. Click "Save".

3. Voucher



a. In the "Source Fields" box:
   i. In "Source Account", enter the UW account code of expenditure being cost shared.
   ii. In "Source Fund", enter the UW fund number of the expenditure being cost shared.

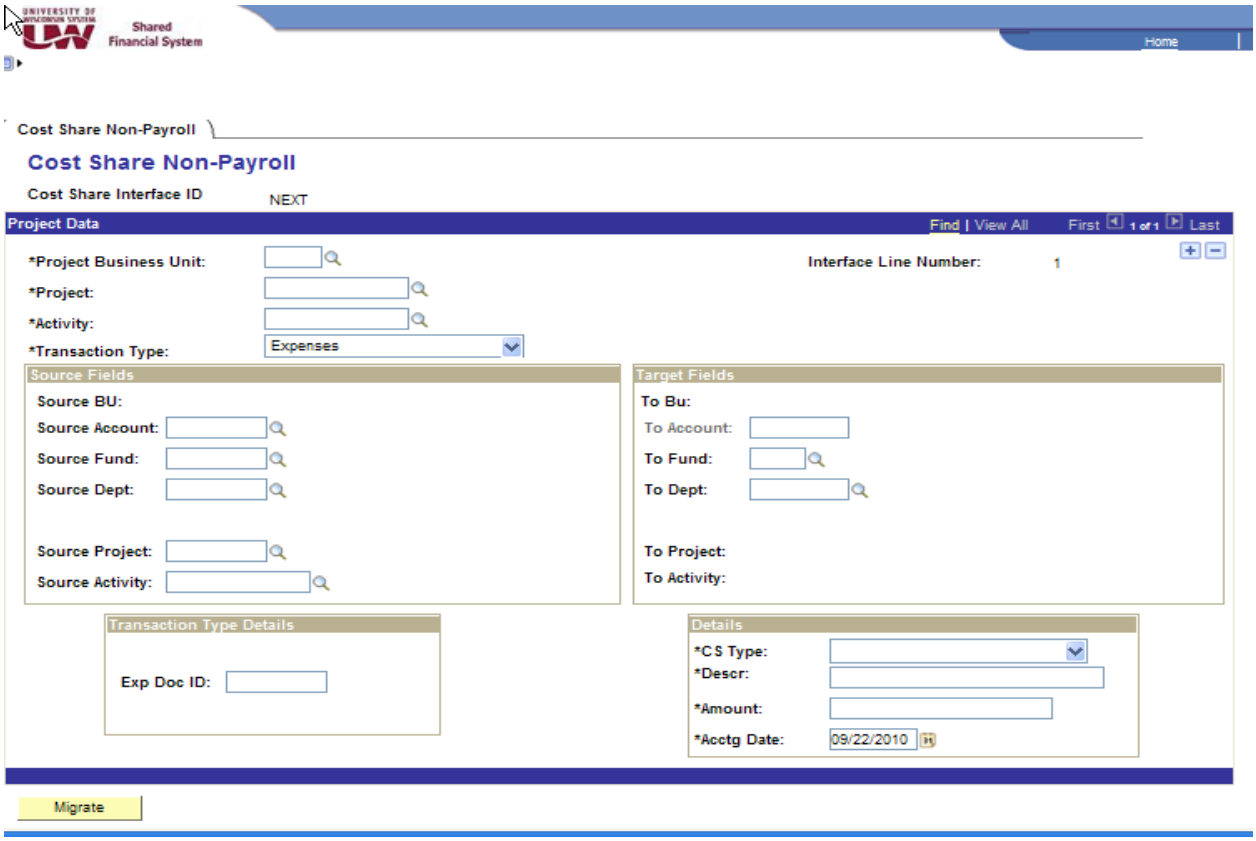
iii. In "Source Department", enter the UW department responsible for the project from which the expenditure is being cost shared, e.g., 195030.
iv. In "Source Project", enter the UW Project/Grant # of the expenditure being cost shared.
v. In "Source Activity", enter "01" if the source project is in Grants. If not in Grants (Project Lite), leave blank.

b. In the "Target Fields" box:
   i. In the "To Fund", enter the type of fund (144 or 133) for the project receiving the cost share.
   ii. Information in the "To Dept" field should automatically appear.

c. In the "Transaction Type Details" box:
   i. In the "Voucher ID" field, enter the Voucher ID of the expenditure being cost shared.
   ii. In the "Vchr Ln Nbr" field, enter the line number from WISDM.

d. In the "Details" box:
   i. Select "CS Type" of "Mandatory", "NSF", or "Voluntary" after clicking on the down arrow.
   ii. Enter a description in the "Descr" field, e.g., "ABC Company."
   iii. Enter the dollar amount to be cost shared in the "Amount" field.
   iv. In the "Acctg Date" field, confirm that today's date appears.
   v. Click "Save".

4. Expense



a. In the "Source Fields" box:
   i. In "Source Account", enter the UW account code of expenditure being cost shared. A separate entry is needed for each account code, but expenditures with the same account code can be totaled into one entry.
   ii. In "Source Fund", enter the UW fund number of the expenditure being cost shared.
   iii. In "Source Department", enter the UW department responsible for the project from which the expenditure is being cost shared, e.g., 195030.
   iv. In "Source Project", enter the UW Project/Grant # of the expenditure being cost shared.
   v. In "Source Activity", enter "01" if the source project is in Grants. If not in Grants (Project Lite), leave blank.

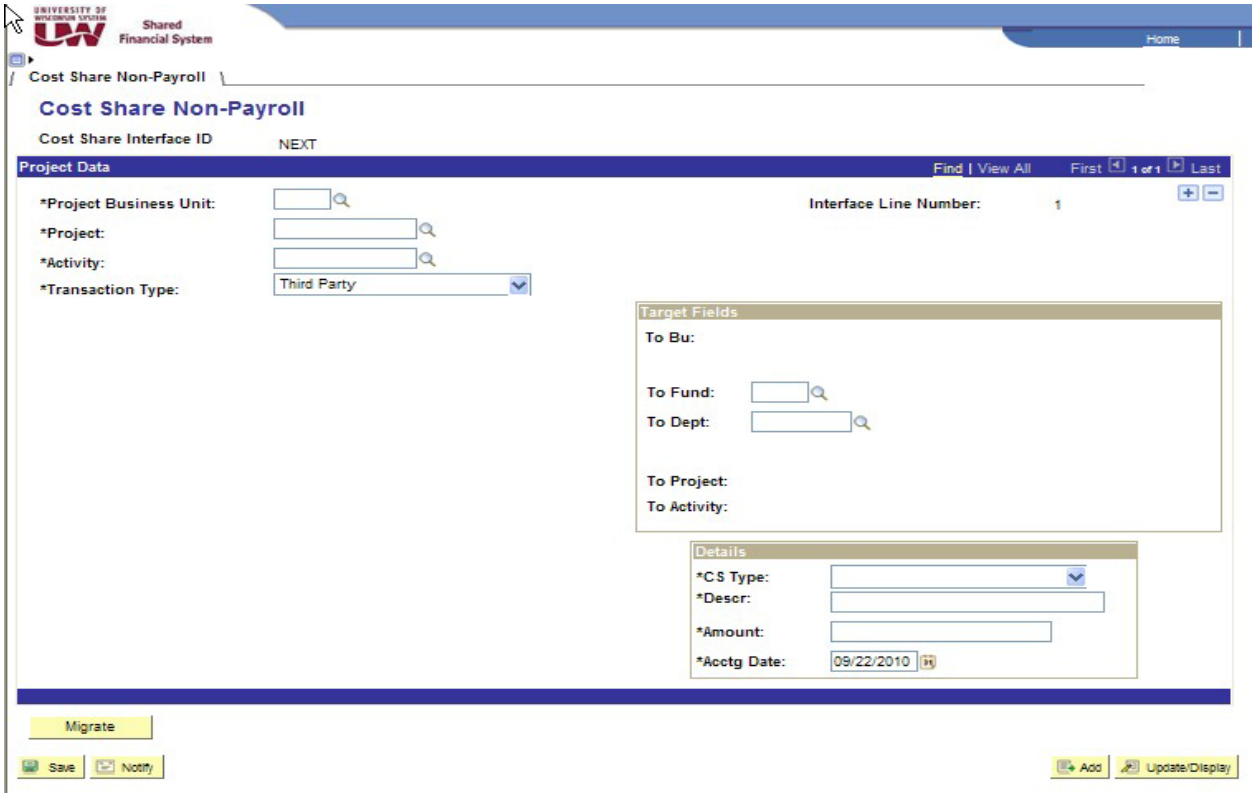
b. In the "Target Fields" box:
   i. In the "To Fund", enter the type of fund (144 or 133) for the project receiving the cost share.
   ii. Information in the "To Dept" field should automatically appear.

c. In the "Transaction Type Details" box:

i. In the "Exp Doc ID" field, enter the Report ID of the expenditure being cost shared.

d. In the "Details" box:
   i. Select "CS Type" of "Mandatory", "NSF", or "Voluntary" after clicking on the down arrow.
   ii. Enter a description in the "Descr" field, e.g., "George Washington's trip to Delaware."
   iii. Enter the dollar amount to be cost shared in the "Amount" field.
   iv. In the "Acctg Date" field, confirm that today's date appears. If the date is past the end date of the award, you will need to change the date to the end date of the award (or an error will occur).
   v. Click "Save".

5. Third Party



a. In the "Target Fields" box:
   i. In the "To Fund", enter the type of fund (144 or 133) for the project receiving the cost share.
   ii. Information in the "To Dept" field should automatically appear.
b. In the "Details" box:
   i. Select "CS Type" of "Mandatory", "NSF", or "Voluntary" after clicking on the down arrow.
   ii. Enter a description in the "Descr" field, e.g., "ABC Company, July – Dec 2010."
   iii. Enter the dollar amount to be cost shared in the "Amount" field.
   iv. In the "Acctg Date" field, confirm that today's date appears.
   v. Click "Save".
