Report Description
The Cost Share report is designed to consolidate all cost share information at the award level. This report will display the commitments that have been approved as part of the award agreement, the total approved budgets, assignment journals, and all expenditures that have been charged to the cost share project. The user will be able to gain a full understanding of where they are in fulfilling their cost share requirement on an award.

Purpose
The Cost Share report is used to monitor and reconcile cost share activity on an award. We recommend this report to monitor if cost share revenue commitments have been fully funded and total expenditures will meet the University’s committed amount by the award end date.

Key Information
- Runs for Inception to Date through the Fiscal Year and Accounting Period selected in the prompt for Summary and Transaction sections.
- Runs for the entire duration of the award, regardless of prompts selected for the Commitments section.
- Output excludes Sponsored Grant Funds (G0001 and G0002). These Grant Funds are excluded because this report is designed to report on cost share information only.
- ‘Committed Cost Share only’ means only transactions posted to a Department and Fund with a posted Obligated Budget; only committed cost share will appear on the report.
- There are certain cost share types like F&A Recovery and Third Party in Kind that will appear only in the Commitments section because these are not tracked in PeopleSoft.
Cost Share Report Reference Guide

Column Definitions

Commitments Section *(This sample uses default ‘customize output appearance’ prompts)*

- **Cost Share Type**: This specifies the type of commitment made by the Department. Examples would be Equipment, Faculty Academic Year (AY) Salary, Graduate Student Tuition, etc.
- **Fiscal Year**: This is the Fiscal Year in which the commitment is scheduled to be met.
- **Cost Sharing Department**: This is the Department responsible for funding the cost share commitment.
- **Fund**: This is the Fund that will be used to fulfill the cost share commitment.
- **Cost Share Amount**: Amount of the cost share commitment.
Award Summary Section *(This sample uses default ‘customize output appearance’ prompts)*

- **Inception-to-Date Budget:** Budget allocated since the start of the project until the Fiscal Year and Accounting Period selected on the prompt page.
- **Inception-to-Date Expense:** Expense amount incurred since the start of the project until the Fiscal Year and Accounting Period selected on the prompt page.
- **Expense vs Budget Variance:** Total Inception-to-Date Budget less Inception-to-Date Expense; gives the total of cost share commitment remaining.

Award Detail Section *(This sample uses default ‘customize output appearance’ prompts)*

- **Transaction Origin:** Transaction’s source system, i.e. where the transaction originated.
- **Transaction:** Type of transaction. When the transaction origin has multiple transaction types, this field will contain the Journal Class (JC) and JC Description (J##### - Description). This is the case with transaction origins including Departmental Charges, Departmental Systems, and Labor Accounting.
- **Transaction ID:** Unique transaction identification number generated in Prime Financials. Depending on the transaction type, there are hyperlinks on Transaction ID that drill to relevant reports (e.g., Credit Card Transaction Listing, Purchase Order Summary, Payables Details, etc.).
- **Journal ID:** Every transaction that posts to the general ledger has an associated Journal ID. While some Journal IDs have a two or three character prefix (e.g. LA, APL, CPC), they are always ten alpha/numeric characters in length.
- **Transaction Creator:** The individual who performed the original transaction and/or the person responsible for processing the transaction (contact person). This will return “Batch Process” for source system mass data load transactions (e.g. for Labor Accounting transactions).
- **Attachments:** Attachments are typically used on journal entries. An icon will be present if related documentation has been attached to the transaction. Click on the icon to view the attachment(s).

*Please see the [Ledger Detail Output Guide](#) for a complete listing of all column content.*