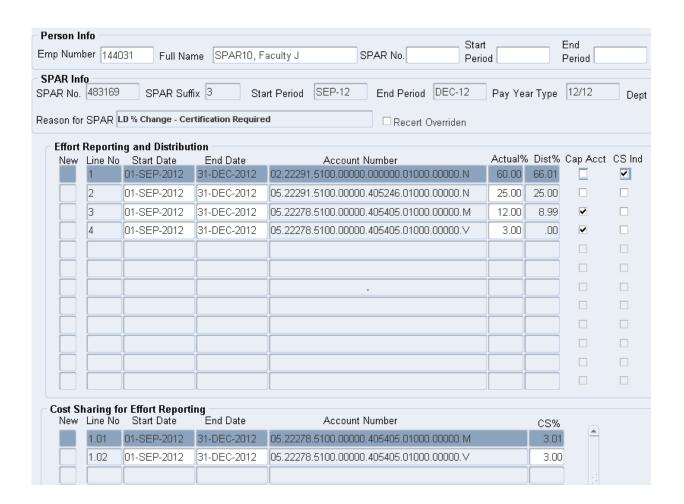
SPAR with Mandatory Cost Sharing and Voluntary Cost Sharing – Different Account

Facts related to this Scenario:

- SPAR Period is September 1 December 31
- Initial Actual effort distribution is 60% to department, 25% to Project 405246 (a non-Cap Account) and 15% to Project 405405 (a Cap Account) with related cost sharing, for entire SPAR period
- Institutional Base Salary (IBS) exceeds salary cap
- Must modify to include Voluntary Cost Sharing (VCS) on Project 405246 for the 8% difference between the Actual effort devoted to this project and the level of salary funded by the sponsor.

Project 405246 is not a Cap Account. Therefore, there is no MCS requirement on this project. The regular Voluntary Cost Sharing line will be allowed to have a value greater than 0% in the Dist% column.

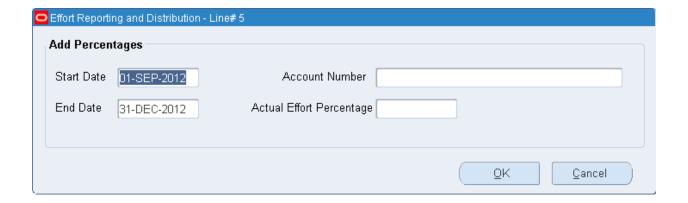


Detailed Steps:

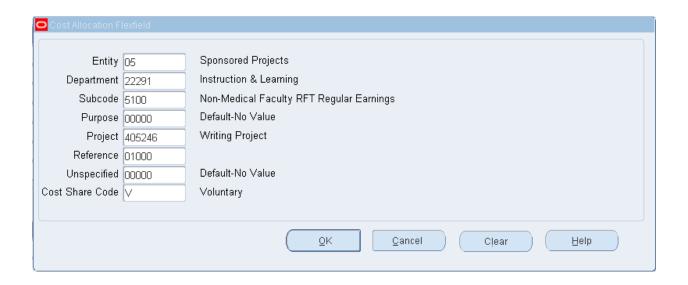
 Click on the account number field on line 2 and change the N cost share code to a V. The modification is not allowed. A system message will appear in the lower left corner of the screen. The account number field is restricted from modification once the SPAR is saved.

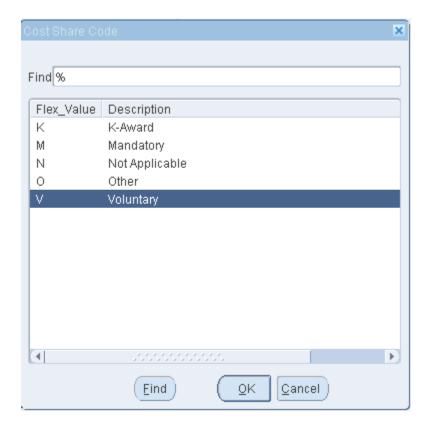


- 2. A new line will be required to record the Actual effort and related VCS for this project. Change the Actual% on line 2 from 25% to 0% to effectively end this distribution.
- 3. Click on the New box on line 5 to open the new line pop up box.

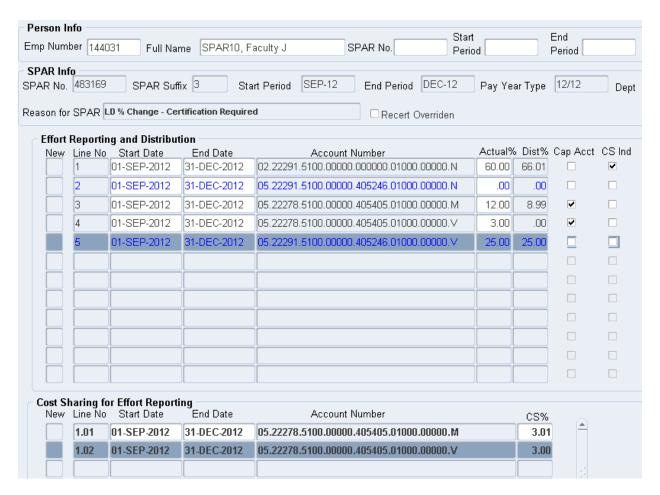


- ➤ TIP: It is possible to cut and paste, or use Control C and Control V to create a line using an account number already entered..
- ➤ TIP: If you see a yellow box reading "Entity.Department.Subcode.Purpose.Project.Reference.Unspecified.Cost _Share_Code" press the tab key to remove it.
- 4. Confirm Start and End Dates are the same as those on original project line 2.
- 5. Enter the account number for project 405246 with a V cost share code.

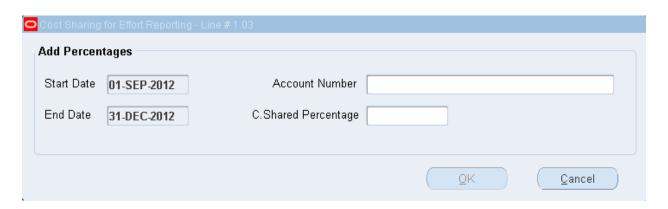




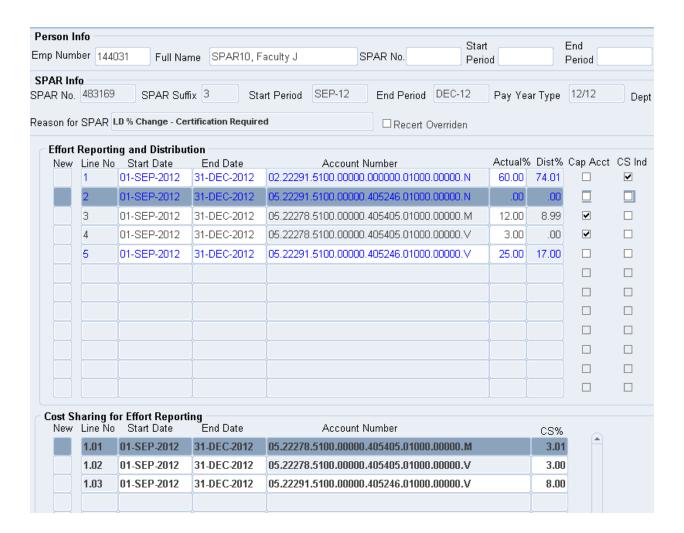
6. Enter 25% Actual Effort Percentage and click OK to transfer the data to line 5.



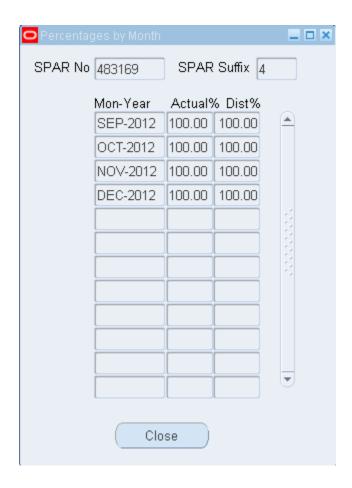
- 7. The SPAR still indicates 25% in the Dist% column for Project 405246. A VCS joint line is needed to align the salary dollars charged to the project to the sponsor budget. Verify that the Start and End Dates of the regular project line and the intended recipient line are in agreement.
- 8. Highlight line 1 to identify the department account as the recipient line. Click the next available New box in the Cost Sharing for Effort Reporting section to create the joint line.



- 9. The Start and End Dates will be populated with the dates on the recipient line.
- 10. Enter the account number for Project 405246 with a V cost share code.
- 11. Enter 8% in the C. Shared Percentage field and click OK to transfer the data to line 1.03.
- 12. Note that the Dist% fields on both the recipient line 1 and sponsored project line 5 have been updated to reflect the voluntary cost sharing. The salary distributed to the award is at the budget level of 17%.



13. Click Refresh/New Pct button and confirm that all months are 100%.



14. Press the Save-Modify button to save these changes.



15.. The system message indicates that the save was successful and has assigned suffix #4.