

HOW TO SET-UP COST SHARE FUNDING SOURCES FOR DEPARTMENTS– QUICK REFERENCE GUIDE (QRG)

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HOW TO SET-UP COST SHARE FUNDING SOURCES FOR DEPARTMENTS

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Purpose

The purpose of this Quick Reference Guide (QRG) is to provide a step-by-step direction on how to set-up funding sources on the cost share addendum to be input into Workday by the Grant and Contract Accounting team.

This document will cover:

1. Fill out the cost share addendum funding sources and condition rules tabs

Audience

- > Grant Manager

Fill out the Funding Sources and Condition Rules tabs of the cost share addendum

As a **Grants Manager**, open the cost share addendum and navigate to the Funding Sources tab.

1. Fill in the requested information for your default funding source. Your default funding source is what your cost share grant will use as funding if the other funding sources that you set up run out of funds. Ideally, you will never hit your default funding source. This is a catch so that transactions are still funded, even if the funding sources run out of money.
2. Fill in the requested information for your funding source. Your funding sources are what will pay for the cost share. Create as many as you need to fund your cost share.
3. If your cost share funding requires specific employees to be paid from certain buckets of money or certain object class spend to be funded by certain buckets of money, skip to step 5. An example of this would be if your cost share grant is funding the salaries of 3 faculty members and you want each of the 3 faculty members to be paid via different funding sources.
4. Fill out the waterfall by entering the funding sources you created in step 2 and specify what percent of the cost share grant expenses should be covered by each source. Transactions will be split according to the percentages entered. When you have filled out the cost share addendum tab you can send your cost share addendum to Grant and Contract Accounting.
5. Do not fill out the waterfall and instead proceed to the tab titled "Condition Rules". These condition rules are what will help you distinguish between different people's salaries or object classes. Let's take a simple example where you have one employee that you want to be paid via a different funding source than the rest of your cost share grant.

Collect funding source condition rule			
Rule Name:	Jane Doe Salary		
How would you like to group your spend?	Salary		
If you chose salary, please specify the names of the person(s) whose salary you want to isolate for specific funding:			
Name:	Jane Doe	Employee ID:	80000000
Name:		Employee ID:	
Click the plus icon to the left for more names			
If you chose object class, please specify which object class(es) you want to isolate for specific funding:			
Object Class Name:			

For another example, let's say that you wanted 2 employees to be paid from the same funding source, and another 2 employees to be paid via a different funding source.

Collect funding source condition rule

Rule Name:

How would you like to group your spend?

If you chose salary, please specify the names of the person(s) whose salary you want to isolate for specific funding:

Name: Employee ID:

Name: Employee ID:

Click the plus icon to the left for more names

If you chose object class, please specify which object class(es) you want to isolate for specific funding:

Object Class Name:

Object Class Name:

Object Class Name:

Click the plus icon to the left for more object classes

Rule Name:

How would you like to group your spend?

If you chose salary, please specify the names of the person(s) whose salary you want to isolate for specific funding:

Name: Employee ID:

Name: Employee ID:

You can do this with object classes as well. If you wanted equipment on the cost share grant to be paid via a specific funding source that differs from the rest of the funding, you will out the following:

Collect funding source condition rule

Rule Name:

How would you like to group your spend?

If you chose salary, please specify the names of the person(s) whose salary you want to isolate for specific funding:

Name:

Name: Employee ID:

Click the plus icon to the left for more names

If you chose object class, please specify which object class(es) you want to isolate for specific funding:

Object Class Name:

Object Class Name:

Object Class Name:

Click the plus icon to the left for more object classes

If you need to get even more specific than these examples specified, please email gcafco@uw.edu with your request and we can set up a meeting to discuss.

- Fill out your funding waterfall on the Condition Rules tab. We will continue the example from above where you had 4 faculty members. You want to pay John and Jane Doe the same way. So you list the condition rule you created in step 5, and then the funding sources you set up in step 2. You wanted to also pay Eric Doe and Erica Doe from the same funding source. So you list their condition rule name and the funding source you created in

step 2 that you want to use for them. You should also list an additional blank funding source condition rule name along with funding source(s) that you would want any spend that is not Jane Doe, John Doe, Eric Doe, or Erica Doe salary to hit.

Funding Waterfall

Click plus icon(s) on the left to add more funding sources for your condition rule(s)

Funding Source Condition Rule Name:		Jane Doe & John Doe Salary			
Funding Source Name:	Chemistry Gift Fund	Percentage:	30		
Funding Source Name:	DOF Funds	Percentage:	70		
Funding Source Name:		Percentage:			
		Sum Check:	100	<-Will turn green when it hits 100	
Funding Source Condition Rule Name:		Eric Doe & Erica Doe Salary			
Funding Source Name:	GOF Fund	Percentage:	100		
Funding Source Name:		Percentage:			
Funding Source Name:		Percentage:			
		Sum Check:	100	<-Will turn green when it hits 100	
Funding Source Condition Rule Name:					
Funding Source Name:	DOF Funds	Percentage:	100		
Funding Source Name:		Percentage:			
Funding Source Name:		Percentage:			