

## Cost Share Guide

### Non-FEC Cost Share Tagging System “No balance available” Message

**Scenario:** The transaction you wish to tag shows an available amount in the Overall Avail for Cost Share column (\$128.40 in this example) but when the expense is tagged, a message displays indicating there is no balance available.

The screenshot shows the 'Non-FEC Cost Share' interface. A message box is overlaid on the table, stating: "There is no balance available on this transaction due to a journal voucher, expense transfer or cost share tag by another user." The message box has a 'Close' button. The table below shows the following data:

Account Code	Description	Transaction Date	Amount	Overall Avail for Cost Share	Cost Share Amount	Last Tagged by	Ref
01	SALARIES AND WAGES		\$5,615.75				
03	OTHER CONTRACTUAL SERV		\$173.68				
04	TRAVEL		\$128.40				
04-15	MOTOR POOL CAR RENTAL		\$128.40				
04-15-00	MOTOR POOL	07/31/2017	\$128.40	\$128.40			
05	SUPPLIES AND MATERIALS		\$634.70				
07	RETIREMENT & BENEFITS		\$1,298.19				
TOTALS			\$7,650.72				

Why does the “no balance available” message appear...

The message box contains the following text: "There is no balance available on this transaction due to a journal voucher, expense transfer or cost share tag by another user." There is a 'Close' button at the bottom right of the message box.

..when the “Overall Avail for Cost Share” column shows an available balance?

The image shows a vertical bar representing the 'Overall Avail for Cost Share' column. The value '\$128.40' is displayed at the bottom of the bar and is circled in red.

The Non-FEC Cost Share system calculates the “Overall Avail for Cost Share” amount for an expense as:

The Expense amount less any previously tagged Cost Share less any amount transferred off via a Cost/Expense transfer.

In most cases, the amount of funds shown are available to tag as a Cost Share Contribution.

However, a lump sum expense amount may have been moved off the budget via a Journal Voucher (JV). JVs are not tied to specific expense transactions, but can cause negative balances be at any of the following levels:

- The total Budget level
- The 2- digit Account Code level
- The 4-digit Account Code level

If you see this message when you attempt to tag an expense, use the following steps to identify where the deficit is in the budget.

### Steps To Identify a Negative Balance

1. Open the Contributing Budget in MyFD.
2. Select the Transaction Summary view.
3. Show all expenditures by selecting, from the Month drop down, either “Biennium” or “Activity To Date” as available. This will result in showing all expense transactions for the entire budget.

The screenshot shows the 'TRANSACTION SUMMARY' report in MyFD. The 'View Budget #' field is redacted. The 'Reporting Period' is set to 'Biennium 2017 - July 1, 2017 through June 30, 2019'. The 'First Object Code' is 01. The report displays a list of account codes and descriptions, along with a summary table on the right. The 'TOTAL EXPENDITURES' line shows a negative amount of \$2,705.83, indicating a deficit.

Account Code	Description	Amount
01	SALARIES AND WAGES	
03	OTHER CONTRACTUAL SERV	
04	TRAVEL	
05	SUPPLIES AND MATERIALS	
07	RETIREMENT & BENEFITS	
22	COST SHAR.(G&C ACCTG.)	
	<b>TOTAL EXPENDITURES</b>	<b>(\$2,705.83)</b>

4. Identify the deficit by:

A. Review the Total Expenditures line:

- Is the balance negative, zero, or less than the transaction amount you are attempting to tag? If yes, that is the problem
- If no:

- B. look at the 2-Digit Account Code balance
  - Is the balance negative, zero, or less than the transaction amount you are attempting to tag? If yes, that is the problem
  - If no:
- C. look at the 4-Digit Account Code
  - Is the balance negative, zero, or less than the transaction amount you are attempting to tag? If yes, that is the problem
  - If no, email [gcahelp@uw.edu](mailto:gcahelp@uw.edu)

In this example, due to journal voucher transfers, both the budget (-\$2,705.83) and the 2-digit Account Code (04-15 for -\$309.96) are in deficit. There are not enough expenses on this budget to cover the \$128.40 in Cost Share:

Home > Reports > TRANSACTION SUMMARY				REPORTS
View Budget	<input type="text" value=""/>	Biennium	2017	Go
Reporting Period: Biennium 2017 - July 1, 2017 through June 30, 2019				
75-2504 CEE RCR NEUMANN <a href="#">Profile</a> en to revenue and expenditures				
First Object Code: 01 01 < << >> >  Screen 1 of 2				
Account Code	Description	TE	Amount	
+ 01	SALARIES AND WAGES	58	(\$13,291.85)	
+ 03	OTHER CONTRACTUAL SERV		\$5,286.56	
+ 04	TRAVEL		(\$309.96)	
+ 05	SUPPLIES AND MATERIALS		\$1,888.69	
+ 07	RETIREMENT & BENEFITS		(\$3,180.88)	
... More Data on next Page				
+ 22	COST SHAR.(G&C ACCTG.)		\$6,901.61	
<b>TOTAL EXPENDITURES</b>			<b>(\$2,705.83)</b>	

What a department can do if they get this error message:

- Identify another expense to tag
- Get the Budget or Account Code out of deficit

### Best Practices

- Tag expenses on a routine basis; the longer you wait to tag, the more likely is the expense may not be available due to a Cost/Expense or JV transfer.
- When using the “Non-FEC Cost Share Tagging System, open the Contributing budget in MyFD and display all budget expenditures (either “Biennium,” or “Activity to Date”) to determine, prior to tagging, if there is enough expense to tag the transaction.
- As always, if you need assistance, please contact [gcahelp@uw.edu](mailto:gcahelp@uw.edu).