Cost Share Journal Entries

Cost Share, also referred to as matching or in-kind contribution, is the financial portion of a sponsored project that is not covered by sponsor funds. Based on individual project agreements, cost share may be required to be reported to the sponsor. The Journal Entry (JE) Type for Campus Journals, OSR COST SHARE, will allow departments to easily record and track mandatory cost share that must be reported to the sponsor. OSR will use the Cost Share that is listed in ConnectCarolina’s General Ledger when preparing the report for the sponsor.

Creating a Cost Share Journal Entry (JE)

1. Login to ConnectCarolina
2. Click on the Finance WorkCenter tile
3. Click the dropdown for General Ledger
4. Select Campus Journal Entry
5. Select Office of Sponsored Research for Transaction Type
6. Click Search Transaction type
7. Click OSR-COST SHARE

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSR-COST SHARE</td>
<td>OSR - Cost Share Expenditures</td>
</tr>
<tr>
<td>RESIDUAL</td>
<td>Residual Transfer</td>
</tr>
</tbody>
</table>

8. This will open the Journal

9. The Journal layout is the same as other Journals
10. You will only be allowed to enter account code 559153 for the negative amount and 559152 for the positive amount.

11. Once you have entered the CFS, you will Auto Balance the Journal and Submit for Approval.

12. OSR’s Pre-Audit will review the Journal and either approve or deny it.

References
- Campus Journals
- OSR Operating Standard 500.7
- Award Lifecycle: Proposal Creation
- Award Lifecycle: Award Management