Cost Share Validation Checks Explained

After the completed spreadsheet is e-mailed to SPA, SPA will perform validation checks on the data in the spreadsheet. The validation checks include:

Checkpoint 1 – Grant Project does not exist
Checkpoint 2 – Pay Period End Date does not exist
Checkpoint 3 – Award and Pay Period Conflicts
Checkpoint 4 – Greater than 10 days
Checkpoint 5 – Invalid Reported Payroll Funding
Checkpoint 6 – Cost Share Percent > Distribution Percent
Checkpoint 7 – Invalid Fund Sources
Checkpoint 8 – Invalid Projects
Checkpoint 9 – Count of Problems
Checkpoint 10 – Cost Share Percent Fractions
Checkpoint 11 – Award is Final Reported

If a data error is generated during the validation process, the department will be sent a spreadsheet detailing the error(s). The spreadsheet will contain multiple tabs or sheets, one for each validation checking process. Upon receipt of the validation/error spreadsheet the department should view each tab/sheet for errors listed and correct them on the cost share reporting spreadsheet. After all errors are corrected, the cost share reporting spreadsheet should be returned via e-mail to SPA.

The corrected cost sharing spreadsheet will again be run through the validation process. Upon successful completion (ie. no errors generated) of the validation process, the spreadsheet will be used to generate a cost share report(s) detailing salary, benefits and total amount of cost share reported for the reporting quarter. This report(s) will then be returned as a .pdf file to the department via e-mail.

Checkpoint 1 – Grant Project does not exist – this process will verify whether a valid FIS Grant Project was entered in the column titled "Project Cost Sharing For" on the spreadsheet submitted by the department. The department needs to correct the Grant Project number.
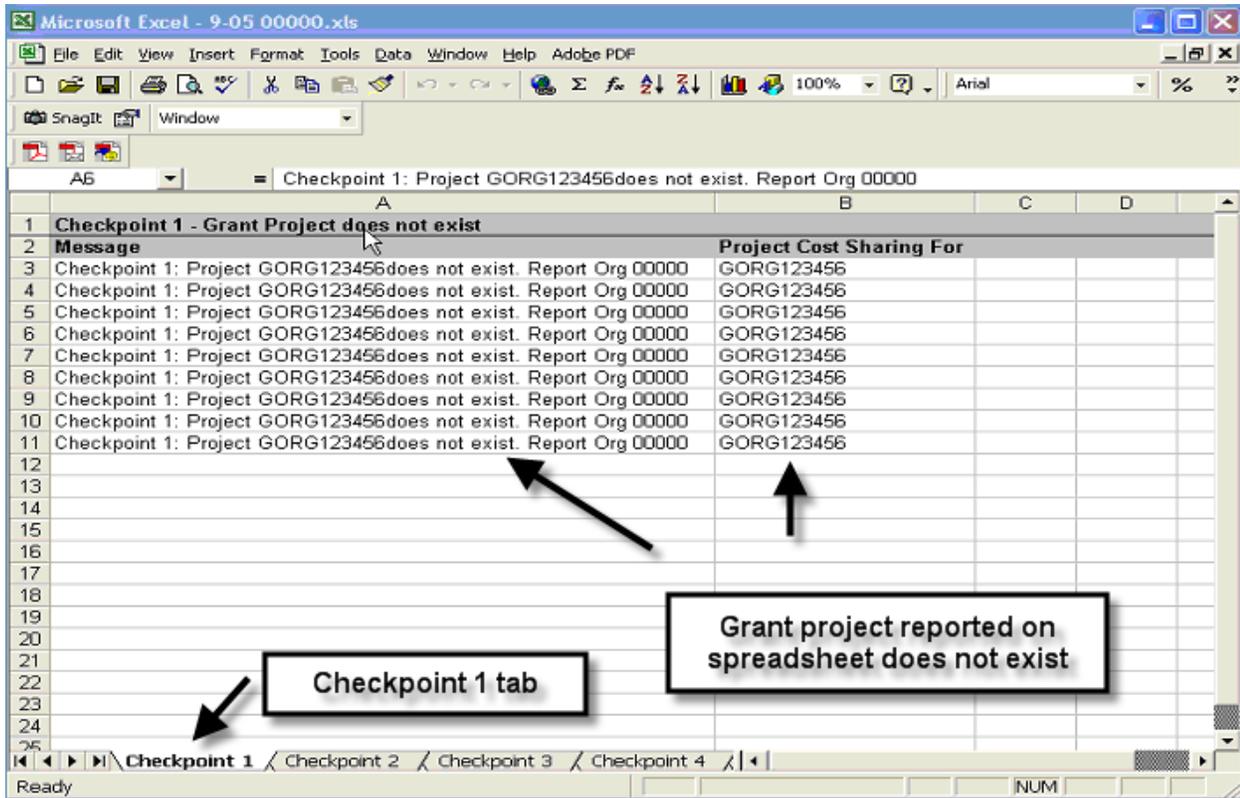
Checkpoint 2 – Pay Period End Date does not exist – this process will verify whether a valid Pay Period End Date was entered in the column titled "Payroll Period End Date" on the spreadsheet submitted by the department. The department needs to modify the end date to a valid payroll end date. Valid payroll end dates are on the HR web site at: http://www.k-state.edu/hr/paydates.html.
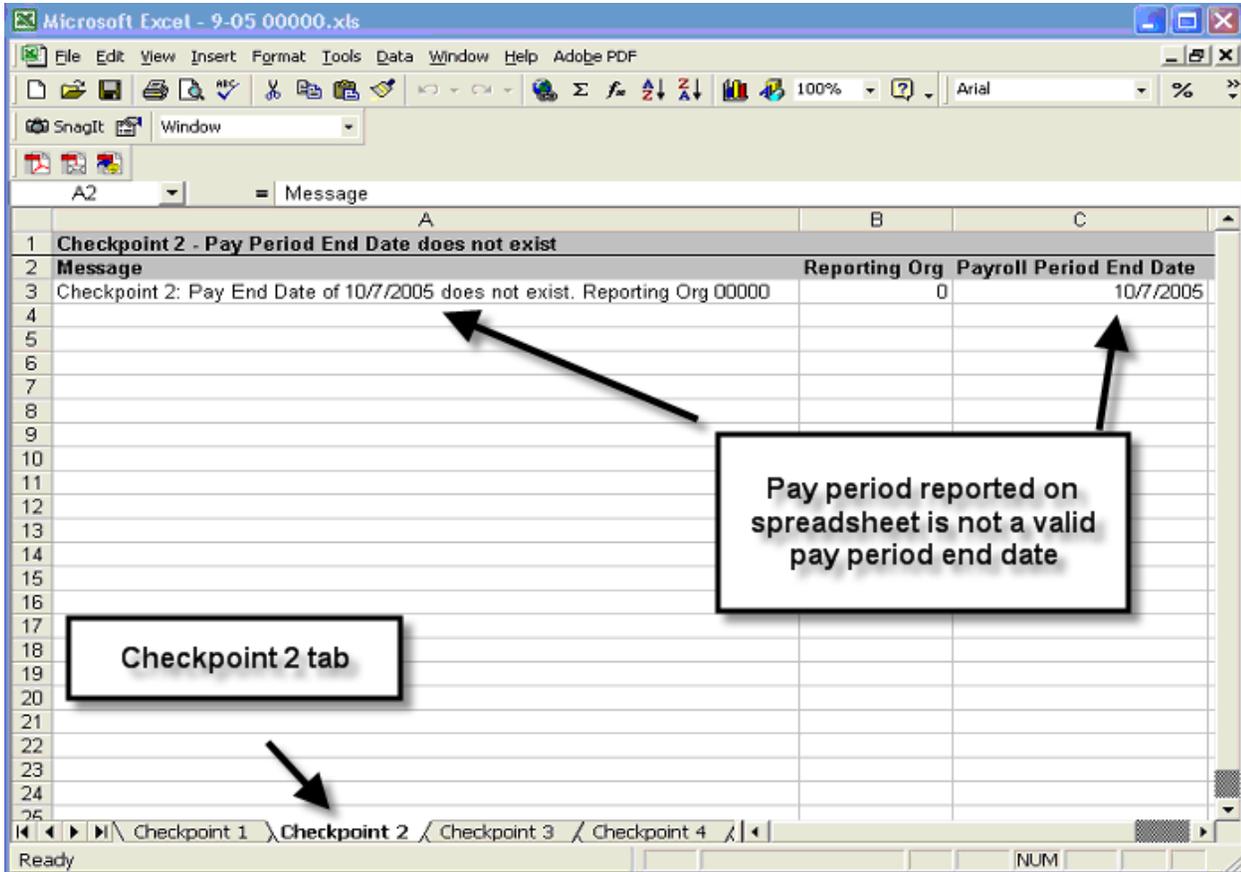
Checkpoint 3 – Award and Pay Period Conflicts – this process will verify whether an award has a start date on or before the pay period end date and determine if the award end date is on or after the pay period start date. If the award is starting or ending during a pay period in the reporting quarter, it will appear on this checkpoint as a warning only. When it does appear on this checkpoint, the number of days will likely need to be adjusted to reflect the number of allowable days for cost sharing during the pay period, based on the award's start or end date – if they were not adjusted prior to being submitted.

Checkpoint 4 - Greater than 10 days – the maximum number of days available for cost sharing in any pay period is 10. This checkpoint will verify that all cost sharing reports for each pay period are less than 10 days.
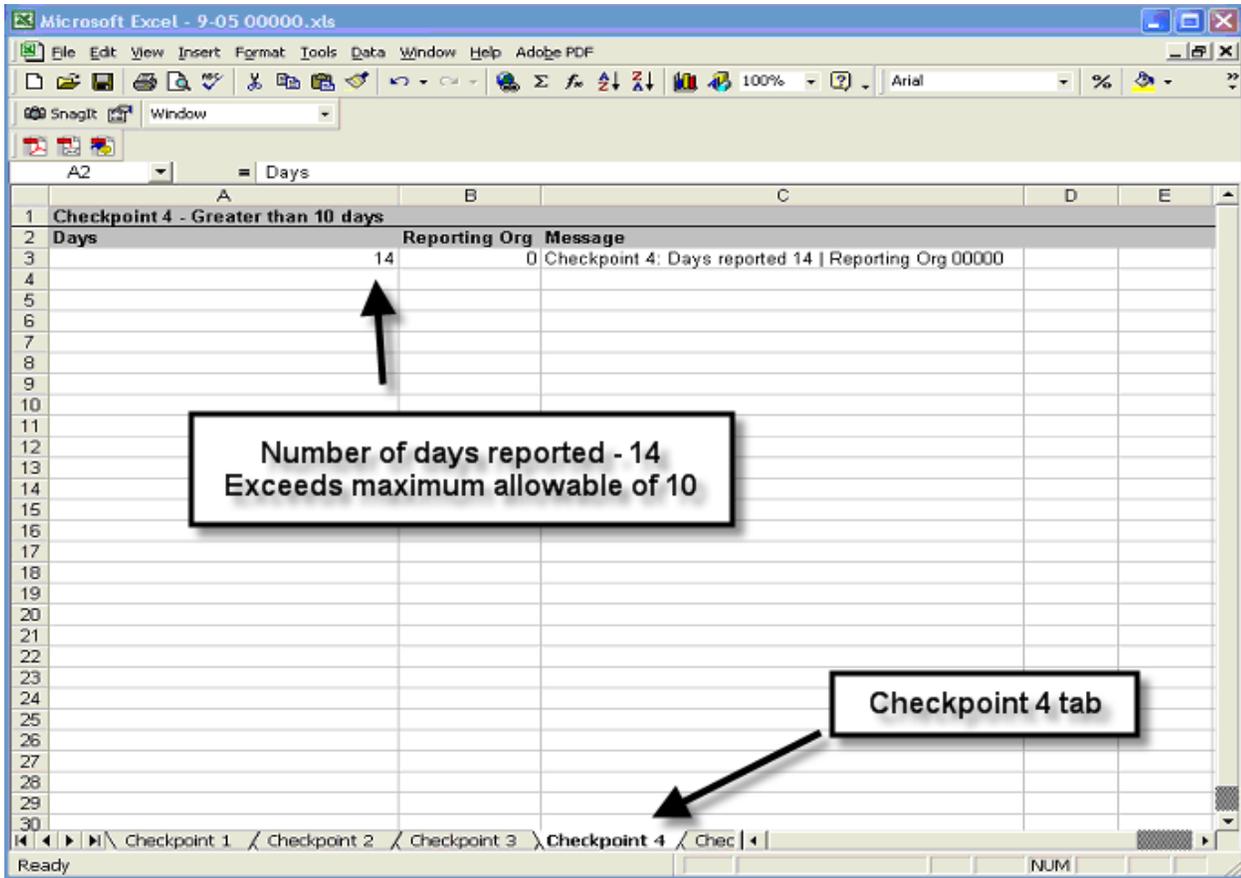
Checkpoint 5 - Invalid Reported Payroll Funding – this process will verify that valid Employee ID, Project, Fund Source, and Project Org combinations are entered on the spreadsheet submitted by the department. This should be where the employee was actually paid and is the source of cost sharing for the grant project. Please note, use of the Position ID instead of the Employee ID will cause an error here. If a combination appears as an error on this checkpoint, one or more of these items are not correct according to the payroll information we currently have. The department will either need to modify the spreadsheet with the correct information after verifying with payroll records or contact SPA if a transfer is in process.
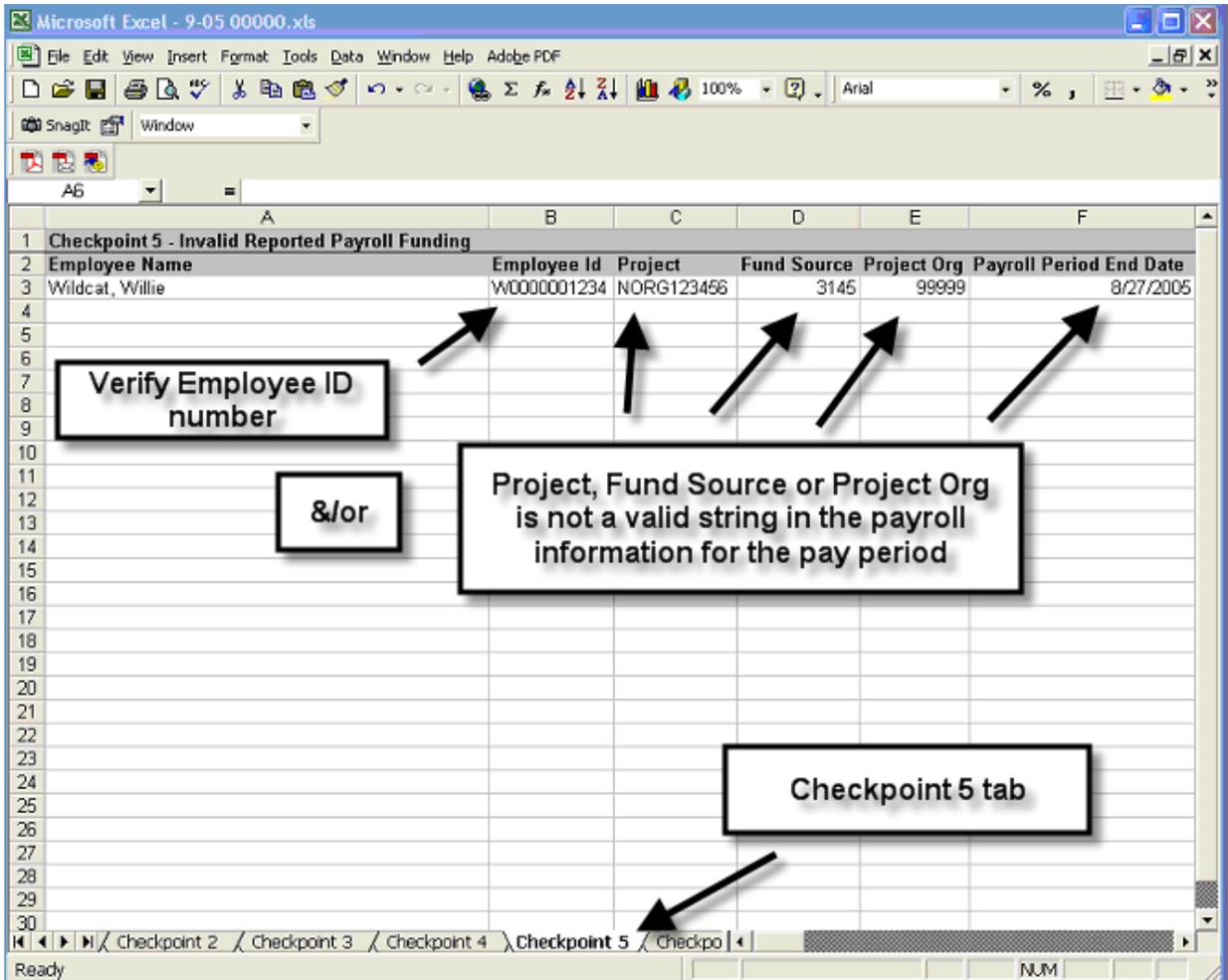
Checkpoint 6 – Cost Share Percent > Distribution Percent – this process will verify that the cost share percentage being reported is not greater than the percent of time paid from the Project, Fund Source and Project Org string reported on the cost share reporting spreadsheet. An error will be generated if the cost share being reported is greater than the percent paid. For example, if the employee was paid 35% from the Project X, Fund Source Y and Org Z string, and is being reported as 40% cost sharing from the same funding string – an error will appear on this checkpoint. See example below – column Q is greater than column O. The department will need to adjust either the percent of cost sharing being reported on the spreadsheet or modify the Project, Fund Source and Org string to an allowable and appropriate funding source.

See next page for print screens.

COLUMNS A – J

The Excel spreadsheet shows the following data in the "Checkpoint 6" tab:

Row 1: Checkpoint 6 - Cost Share Percent > Distribution Percent

	A	B	C	D	E	F	G	H	I	J
2	Reporting Org	Project Cost Sharing For	Employee Name	Employee Id	Project	Fund Source	Project Org	Payroll Period End Date	Days	% of Cost Sharing Time
3	00000	GORG123456	Wildcat, Willie	W000001234	NORG123456	0003	00000	7/16/2005	10	0.55
4	00000	GORG123456	Wildcat, Willie	W000001234	NORG123456	0003	00000	7/30/2005	10	0.55
5	00000	GORG123456	Wildcat, Willie	W000001234	NORG123456	0003	00000	8/13/2005	10	0.55
6	00000	GORG123456	Wildcat, Willie	W000001234	NORG123456	0003	00000	8/27/2005	10	0.55
7	00000	GORG123456	Wildcat, Willie	W000001234	NORG123456	0003	00000	9/24/2005	10	0.55
8	00000	GORG123456	Wildcat, Willie	W000001234	NORG123456	0003	00000	7/30/2005	10	0.4

Annotations: "Rows with errors are listed" and "Checkpoint 6 tab"

COLUMNS K-R

	K	L	M	N	O	P	Q	R
2	Benefits Paid	Total Pay Per Benefits	Calc CS Benefits	Benefit_Message	Salary Paid	Total Pay Per Salary	Calc CS Salary	Salary_Message
3	69.82	126.94	69.817	OK	645.15	1173	700	ERROR
4	180.11	327.47	180.1085	OK	645.15	1173	700	ERROR
5	180.11	327.47	180.1085	OK	645.15	1173	700	ERROR
6	180.11	327.47	180.1085	OK	645.15	1173	700	ERROR
7	180.11	327.47	180.1085	OK	645.15	1173	700	ERROR
8	90.4	225.97	90.388	OK	438.45	1096.15	500	ERROR

Annotations: "Salary paid from project/source/org cost sharing source", "Total salary paid from all sources", "Rows with errors are listed", "Checkpoint 6 tab", "Dollar value of cost share reported"

Checkpoint 7 – Invalid Fund Sources – this process will check for invalid sources of cost sharing. Invalid fund sources are federal sources and include the following sources:

1300, 1321, 1322, 1323, 1330, 3145, 3146, 5140, 1340, 1341, 1360
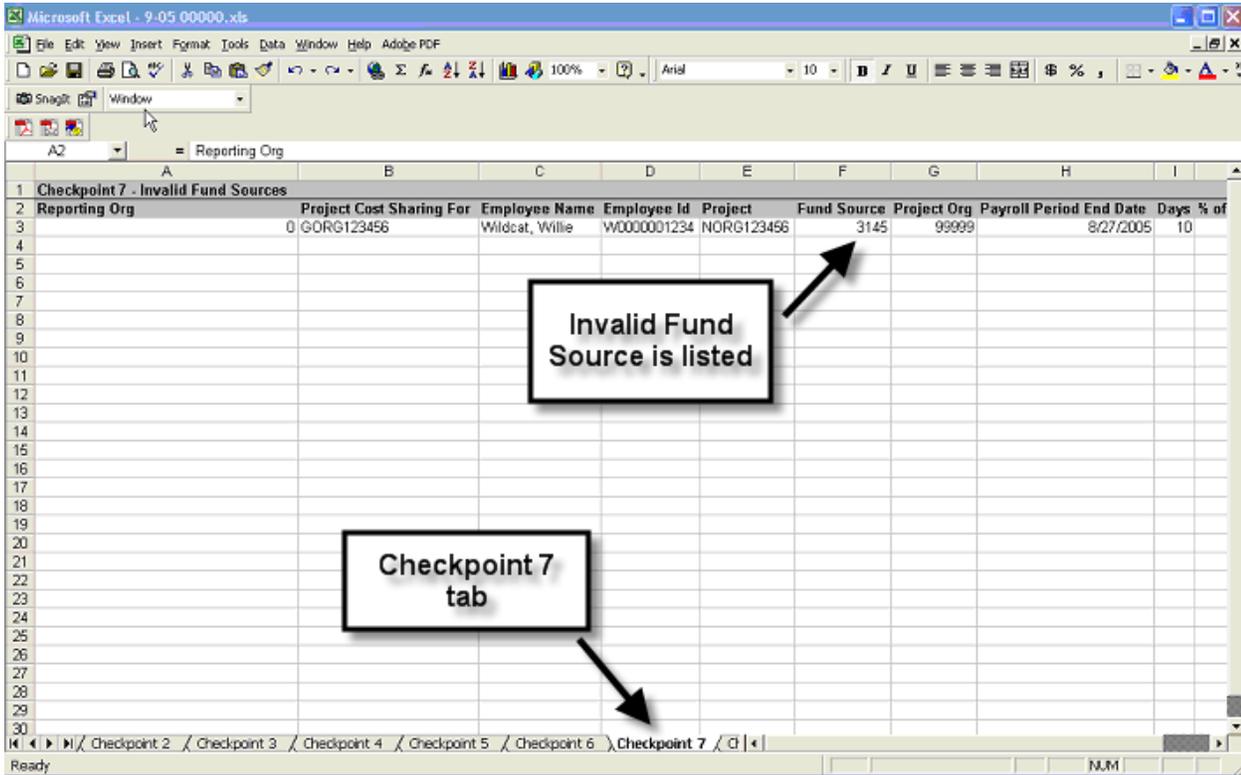
Checkpoint 8 - Invalid Projects – this process will verify that projects in the column titled "Project" on the spreadsheet is a project that is valid as a cost sharing source. Projects that are not a valid source for cost sharing include projects that begin with a "G" or "M".
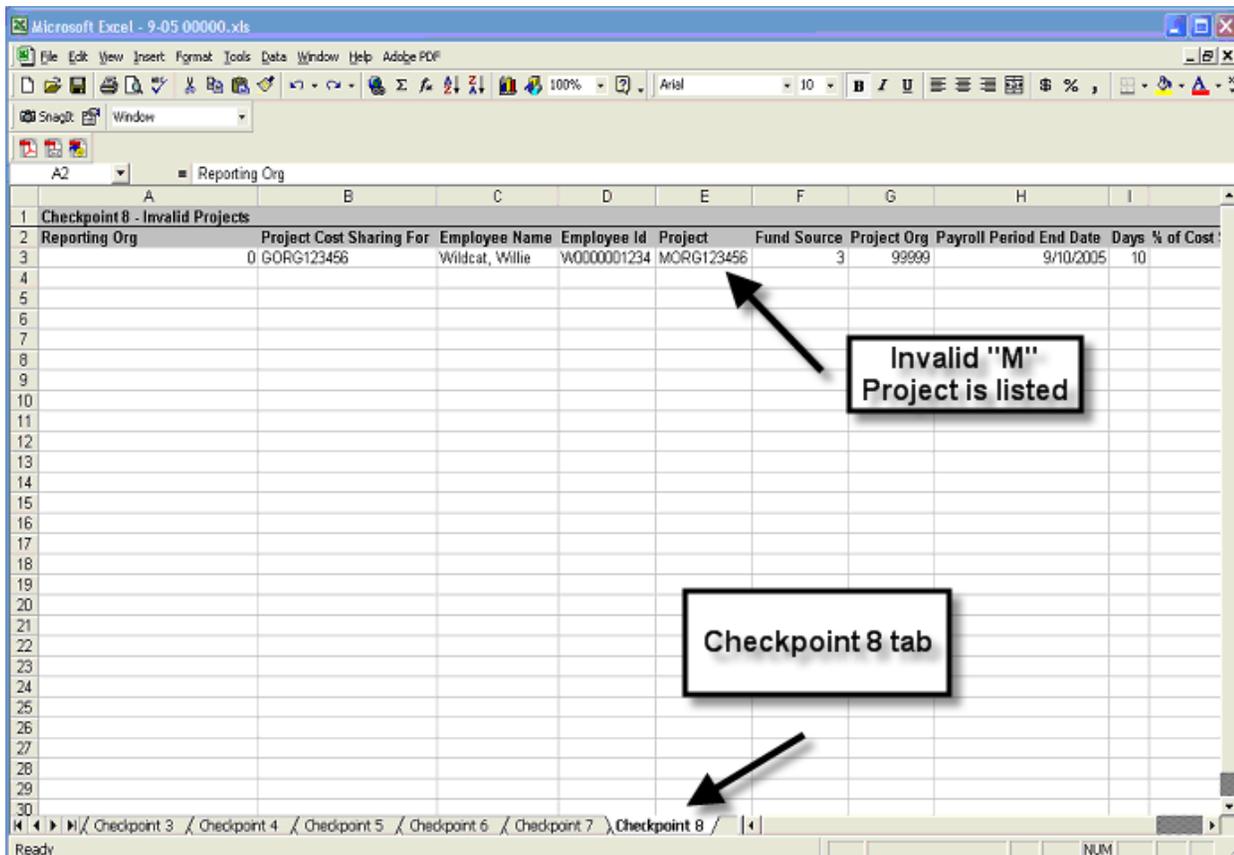
Checkpoint 9 – Count of Problems – This process looks for duplicate entries on the spreadsheet. If duplicate entries are found, one of them will need to be deleted.
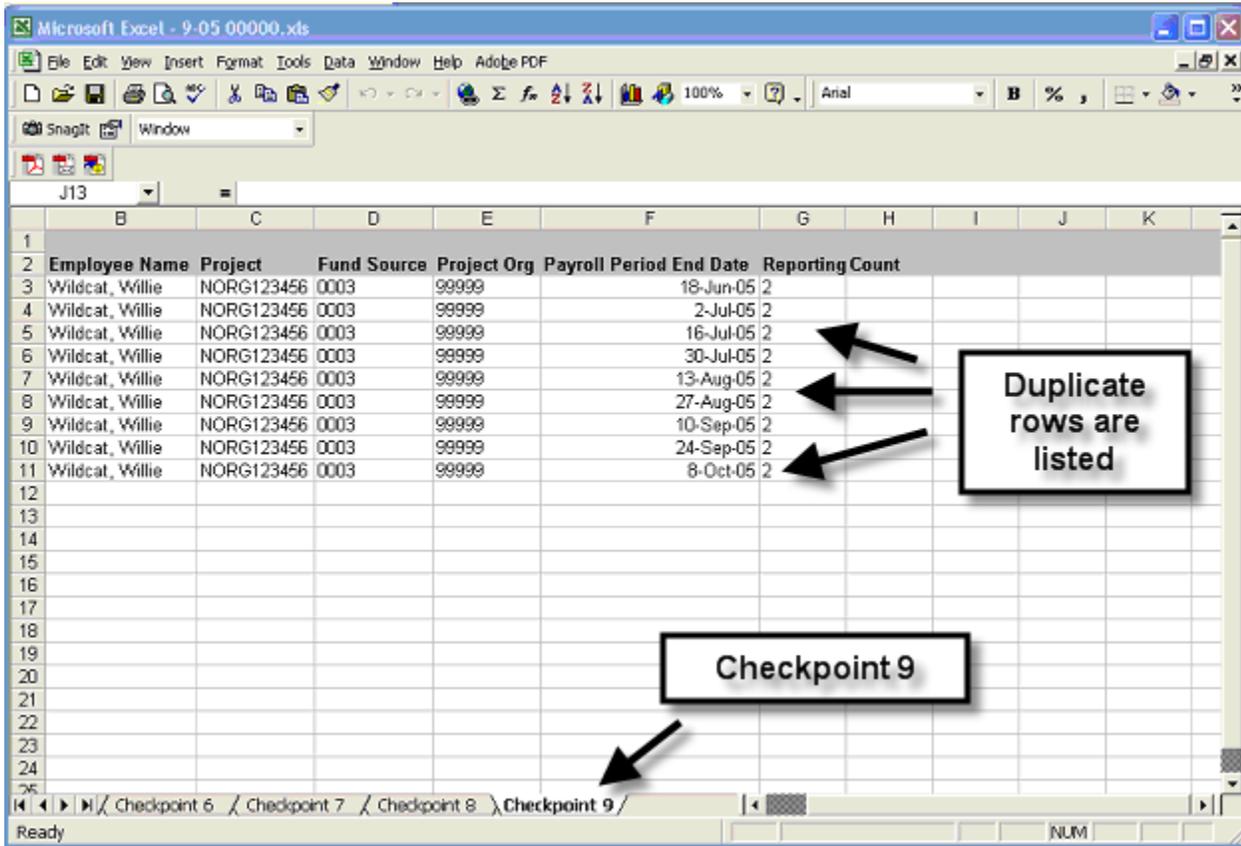
Checkpoint 10 – Cost Share Percent Fractions – Cost share percentages should be reflected in whole percentages without any fractions. If displayed format is as a percentage, there should be no decimals. If displayed format is a number, there should be no more than 2 decimal places.

Checkpoint 11 – Award is Final Reported – An error will appear if the award has been final reported to the sponsor. Cost share cannot be reported on awards that have ended and final reports have been submitted. Please contact your assigned accountant in SPA if you need to make corrections to any award that has been final reported.