|  |  |
| --- | --- |
| Cost-Sharing is project cost not borne by the grant sponsor; it is also known as “matching or in-kind contribution” by the University. Cost-sharing involves pairing a “fund number” with a WBS element and can be done as part of completing Account Assignment. | |
| **Role:** Shopper | **Frequency:** As needed |

|  |  |
| --- | --- |
| **BEGINNING STEPS** | |
| 1. Start Shopping Cart as normal by clicking Set Values |  |
| 2. Select Account Assignment tab. Set WBS Element (i.e., grant) number as normal. |  |
| 3. With the accounting line item highlighted, click Details button to expand lower section. |  |
| 4. The lower section, when expanded, allows extended accounting entries. To provide for cost sharing, overwrite the Fund number to the right with the new cost-share fund number.  Continue completing Set Values with Delivery Address data and complete remainder of Shopping Cart as normal. |  |