



Enter OTPS (Other than Personal Service) Cost Share Expenditures Through Pre-Approved Batches

Use these instructions to enter other than personal service (OTPS) cost share expenditures through pre-approved batches.

Prerequisites

- You must have the **Cost-Share OTPS Specialist** responsibility to enter OTPS cost share expenditures through pre-approved batches.
- You need to know the organization of the project/task/award that the charge is currently applied to.
- The expenditure item must fall between active dates for the project/task/award.
- The date transaction processed must be prior to the close date on the award and installments.
- The project status must be **Approved**, the award status must be **Active**, and the task must be chargeable.
- If there are project/task transaction controls, check to see if the expenditure type is allowed.
- You should ensure that the funds are available based on the budget and any existing budgetary controls.

To enter OTPS cost share expenditures through pre-approved batches:

1. Navigate to **Expenditures > Enter Actuals** to open the **Expenditure Batches** window.

The screenshot shows the 'Expenditure Batches' window with the following fields and values:

- Operating Unit: The Research Foundation for
- Batch: (empty)
- Ending Date: (empty)
- Class: Usages
- Description: (empty)
- Transaction Source: (empty)
- Status: Working
- Created By: Flores, Ms. Sandra
- Created Date: 23-MAY-2019
- Amounts table:

	Control	Running	Difference
Totals			
Count			

Red arrows point to the following fields: Operating Unit, Batch, Ending Date, Class, Description, Transaction Source, Status, Created By, Created Date, Totals, Count, and the Expenditures button.

2. Complete the following fields:

- **Batch** Note that batch names can have a maximum of 20 characters.
- **Ending Date.**
- **Class Use Usages.**
- **Description.**
- **Totals (Control)** The total dollar amount of the expenditure batch.
- **Count (Control)** Enter the total number of lines in the batch.

3. Click **Expenditures** to go to the **Expenditures** window.

4. As required, complete the following fields:

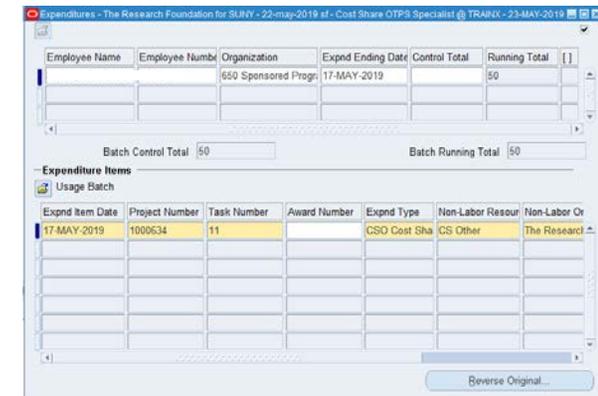
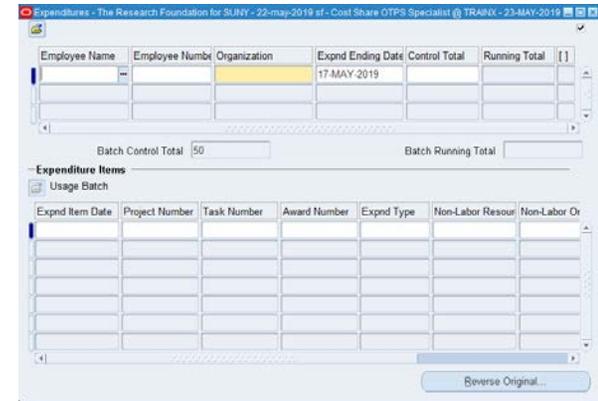
- **Employee Name** The name of the employee for whom the expenditures are being entered.
- **Employee Number** The defaults are based on the Employee Name.
- **Organization** Enter the organization responsible for the expenditure charge.
- **Expnd Item Date** Date should be changed to reflect the actual expenditure item date.
- **Project Number** Project against which the expenditure should be charged.
- **Task Number** Task against which the expenditure should be charged.
- **Award Number** Award against which the expenditure should be charged.
- **Expnd Type** All expenditure types should be CSO.
- **Non-Labor Resource** Defaults based on the Expenditure Type.
- **Non-Labor Org** Defaults to The Research Foundation of SUNY.
- **UOM** Defaults to Dollars.
- **Quantity** Expenditure amount.

5. Select **File > Save** to save the expenditure data.

6. Select **File > Close Window** to return to the **Expenditure Batches** window.

7. Review values in the **Amounts** region.

8. Click **Submit** to submit the expenditure.



9. Click **Release** to release the expenditure.
10. Select **File > Close Window** to end this task.