[A Look at Cost Sharing]

If you are making a purchase that must meet cost sharing requirements for a contract or grant, follow these steps:

- Log into the system via the myUFL portal, using your GatorLink user id and password ([http://my.ufl.edu](http://my.ufl.edu))
- Follow this navigation at your left-hand navigational menu:
  - eProcurement
  - eProcurement Home Page
  - Create Requisition

Follow the steps necessary to create a requisition. Learn the steps associated with creating a requisition by attending “Introduction to Purchasing and Payables.” At the “Shipping Information” screen (Hint: What’s under the truck? ChartFields!):

- Click on the ledger icon within “Shipping Information” to go to ChartFields
- Enter the paying ChartFields string
- Click on the "Projects" link to assign the expenditure to the project for which the expenditure is meeting cost sharing
- Example: The paying ChartFields is from state funds. Project entered is for the grant which requires cost sharing. The following is from the Distribution Lines section of a PeopleSoft panel, after scrolling to the right.

<table>
<thead>
<tr>
<th>Bud Ref</th>
<th>Flex</th>
<th>ID</th>
<th>Project CRIS</th>
<th>Affiliate</th>
<th>Fund Affiliate</th>
<th>Dept Affil</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRAN</td>
<td></td>
<td></td>
<td>Project</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes

- For Contract or Grant ChartField strings, the PC Business Unit will always be “Grant”
- Select the Project from the drop down menu (or input the number if you know it)
- The Activity ID = 1
- If you forget to do this, don’t worry. You can correct that omission via “Expense to Expense vouchering. Learn how when you attend “Purchasing and Payables: Paying Your Vendors.”