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begin with a and are
digits in length.

Projects are set up in , and each research
award, grant or contract has a unique project
number.

Project _____



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Mandatory ChartFields for research transactions include:

Program and Class IDs are optional, with the exception of (projects, which require a program code.



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The following is an example of a

Fund	Dept	Account	Program	Class	Project
000000	014	014	00000	00000	1154

For additional details regarding ChartField values, please visit the [website](#).



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Effective July 2017, a [redacted] was implemented in PeopleSoft Finance for all research projects. For every research [redacted], there is 1 associated [redacted] number and 1 associated [redacted] number.

To confirm Department and Fund numbers, refer to the [redacted].

If incorrect [redacted] or [redacted] codes are indicated for a transaction, an error message will occur.



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It is important to ensure when processing Research Journal Entries that they are , and .

impact:

the integrity and reliability of the G/L

Research project balances

Funding agency reports and invoices

University financial statements

University tax returns

Other misc. reports (e.g. Dept/Faculty/School based reports, COFO report, Infosource, etc.)



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It is important to provide a detailed description explaining the purpose of the journal on the Journal Header.

Ensure Total Debits = Total Credits.

The journal must be supported by the appropriate documentation (e.g. G/L details, expense authorization, etc.).

A "one-up" approver should review and approve the journal.

The PI or an authorized delegate must provide written authorization for expenses charged against a research project (email is acceptable).

Accounts 603001 (Accountable Advances) and 640002 (Travel Advances) should not be used in journals processed outside of Financial Services.



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Some research projects require matching funding, which may come from either internal or external funds.

and in the majority of cases, matching funds should be recorded and remain in the project/fund they are received in (e.g. Bombardier project 323999 may provide matching funding for an NSERC CRD project).

CFI projects, Mitacs Accelerate grants and matching funds coming from a Research Initiation Grant or Special Research Project, if project requiring the match is eligible to



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The following examples reflect various scenarios



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When recoding expenses from a non-research fund to the research fund, the account should be reflective of the actual expenses originally incurred.

The following example reflects the recoding of travel expenses from an operating fund to project 379444:

Fund	Dept	Account	Project	Line Description	Amount
1000	0000	5000	379444	TRAVEL	1000
1000	0000	5000		TRAVEL	1000



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may be used to record . Given there is no net impact on the cash flows or income of the university, this account must net to \$0 across all funds. Therefore account must be used on _____

Refer to the _____ for additional details, available on the Financial Services website.



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When transferring revenue from a non-research fund to an internally sponsored research project, should be used on both



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accounts have been created within existing expense budget nodes, to be used when recording internal cost recoveries. These accounts are identified with a prefix of .

is used to record internal cost recoveries related to printing services.



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When recording internal cost recoveries, the appropriate "ICR" account should be used for the ChartField string recovering the costs, identified as the side of the entry.

The following example reflects an internal cost recovery of printing expenses totaling \$1,000.00, where the operating fund is being reimbursed for costs and Project 399999 is expensed:

606001	399999	REC FR FUND 10000 AUG 15	1,000.00	30000	11170
606002		PROJECT 3000000 AUG 15	(1,000.00)	10000	11170

Account : Printing/Photocopying
Account : ICR-Printing Services



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When recoding

from one research



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When recoding expenses from one research project to another, salary and benefit transactions must be recoded separately.

First	Second	Third	Fourth	Fifth	Sixth	Seventh
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