



Journal Entries PART 2 Research Moving Research Dollars

Research Projects



Research Projects begin with a and are 6 digits in length.

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

Example: Project 394999

Research ChartFields



Mandatory ChartFields for research transactions include:

Fund

Department

Account

Project

Program and Class IDs are <u>optional</u>, with the exception of **Canada Foundation for Innovation (CFI)** projects, which <u>require</u> a program code.

Research ChartField String



The following is an example of a Research ChartField String:



For additional details regarding ChartField values, please visit the **Financial Services** website.

Combo Edit Rule



Effective July 2017, a 1-1-1 combo rule was implemented in PeopleSoft Finance for all research projects. For every research **Project**, there is 1 associated **Department** number and 1 associated **Fund** number.

To confirm Department and Fund numbers, refer to the FAST Project Summary Report.

If incorrect **Department** or **Fund** codes are indicated for a transaction, an error message will occur.

Impact of Journal Entries



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

Research journal entries 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.)



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.

Transfer of Matching Funds



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

Best Practice and amed 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).

Exceptions: 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

Journal Entry Examples

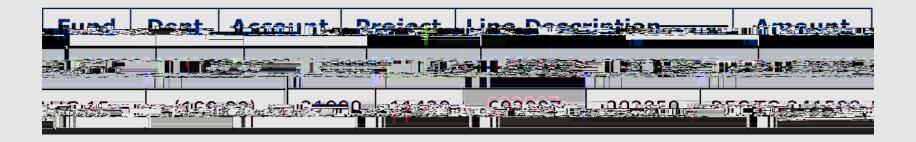


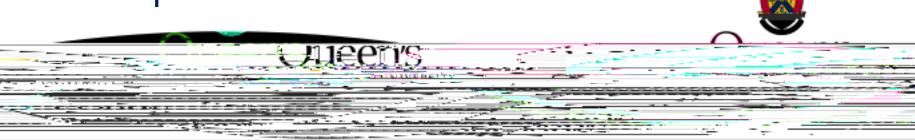
The following examples reflect various scenarios



Example 1: When recoding expenses from one research project to another within the research fund, the account should be reflective of the actual expenses originally incurred.

The following example reflects the recoding of lab supplies initially charged to project 383859 totaling \$100.00 to project 341598:





Example 2: 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:



Account 480001



Account 480001 University may be used to record internal revenue transfers. 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 480001 must be used on both sides of the journal entry.

Refer to the Clarification Guide on Use of 480001 and 699005 for additional details, available on the Financial Services website.



Example 3: When transferring revenue from a non-research fund to an internally sponsored research project, **Account 480001** should be used on <u>both</u>

Internal Cost Recoveries



Internal Cost Recovery 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

Example: Account 606002 - is used to record internal cost recoveries related to printing services.



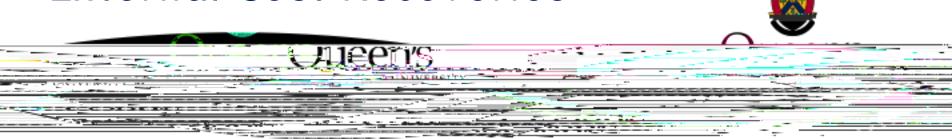
Example 4: When recording internal cost recoveries, the appropriate "ICR" account should be used for the ChartField string recovering the costs, identified as the **credit** side of the entry.

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:

1.45						
	606001	399999	REC FR FUND 10000 AUG 15	1,000.00	30000	11170
	<u> </u>	<u> </u>			10000	11176

Account **606001**: Printing/Photocopying Account **606002**: ICR-Printing Services

External Cost Recoveries



Overhead (Indirect Costs)







Salary and Benefit Expenses



When recoding salary and benefit expenses from one research



Example 6: When recoding **salary and benefit** expenses from one research project to another, salary and benefit transactions must be recoded separately.

