## Sponsored Research Accounting Services OMNI User Manual Cost Share Transactions

In most instances, the department must enter a new chartfield combination (DeptID–Fund Code–Project) to ensure the non-personnel transaction is properly coded for cost sharing. Below are examples of typical transactions and how each should be entered into OMNI.

#### Purchase Orders

#### Example:

A department would like to purchase \$200 of laboratory supplies with E&G funds. The principal investigator and/or sponsored project manager confirms that the supplies will be used in support of a sponsored project.

In order for this transaction to be recorded against the cost share budget, a department must complete the following fields on the Distribution link for a requisition:

DeptID	227000
Fund	110
PCBU	FSU01
Project	008068
Activity ID	1
Resource Type	EXPNS
Resource Category	SUPPL

Once the requisition is approved, OMNI will automatically record the transaction in both the E&G and cost share budgets as an encumbrance. Subsequent vouchers and payments will inherit the chartfield combination from the Purchase Order. Therefore, the department does not need to perform any special procedures to record the expense transactions when they occur.

#### Unencumbered Expenses

#### Example:

A department received \$500 of supplies to prepare training books and will pay the expense from its E&G funds. The principal investigator and/or sponsored project manager confirms that the supplies will be used in support of a sponsored project.

Amount	500.00
Department	227000
Fund	110
Project	008068
Account	741181
Activity ID	1
Resource Type	EXPNS
Resource Category	SUPPL

# Sponsored Research Accounting Services OMNI User Manual Cost Share Transactions

Once Accounts Payable processes the Payment Request Form, OMNI will automatically record the transaction in both the E&G and cost share budgets. SEE EXHIBIT 1.

#### Travel Expenses

At this time, the cost share functionality does not work in the OMNI Travel and Expense module. For this reason, department must use a journal entry to code travel expenses for cost sharing.

#### Example:

The principal investigator incurs \$1,500 of travel expenses on E&G funds. The principal investigator and/or sponsored project manager confirms that the travel occurred in support of a sponsored project.

The department will process the TAR and Expense report with the E&G funds. Then, the department will prepare a journal entry to record the expenses against the cost share budget. Complete the journal entry form as follows:

#### CHARGE DEPARTMENT

DEPTID	227000
FUND	110
ACCOUNT	740501
AMOUNT	1500.00
PROJECT	008068
ACT ID	1
RESRC TYPE	EXPNS
RESRC CAT	TRAVL
RESRC ANLTYPE	CGE

#### CREDIT DEPARTMENT

DEPTID	227000
FUND	110
ACCOUNT	740501
AMOUNT	1500.00
RESRC ANLTYPE	GLE

OMNI will automatically record the transaction in both the E&G and cost share budgets based upon the "Charge Department" information. The analysis type CGE in the "Charge Department" information allows for the transaction to be recorded appropriately. If the CGE is not used, then FSU could generate indirect costs and invoice the agency for cost share expenses. SEE EXHIBIT 2.

#### Journal Entries

A department must complete a journal entry to make any adjustment to a cost share expense item. The correct analysis type must be used so that OMNI records the transaction appropriately. If the transaction should be coded for cost sharing, be sure to use the CGE analysis type.

#### Example:

A department inadvertently left off the cost share project id when ordering laboratory supplies. The principal investigator and/or sponsored project manager confirms that the supplies will be used in support of a sponsored project. In order to record the cost share expense, the department must prepare a journal entry so that the charges hit both the E&G and cost share budgets. SEE EXHIBIT 3.

## Sponsored Research Accounting Services OMNI User Manual Cost Share Transactions

A journal entry should be completed as follows:

#### CHARGE DEPARTMENT

CILI INCOL DELI I INCITALE	111
DEPTID	227000
FUND	110
ACCOUNT	741281
AMOUNT	1500.00
PROJECT	008068
ACT ID	1
RESRC TYPE	EXPNS
RESRC CAT	SUPPL
RESRC ANLTYPE	CGE

#### CREDIT DEPARTMENT

DEPTID	227000
FUND	110
ACCOUNT	741281
AMOUNT	1500.00
RESRC ANLTYPE	GLE

#### Interdepartmental Requisitions

An interdepartmental purchase is recorded in the same manner as a journal entry. The journal entry portion of the form must include the Analysis Type CGE when appropriate. SEE EXHIBIT 4.

#### Example:

A department would like to print posters for a research symposium with E&G funds. The principal investigator and/or sponsored project manager confirms that the supplies will be used in support of a sponsored project.

#### BUYING DEPARTMENT

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DEPTID	227000
FUND	110
PROJECT	008068
RESRC TYPE	EXPNS
RESRC CAT	OTDTC
PCBU	FSU01
ACT ID	1
RESRC ANLTYPE	CGE
ACCOUNT	740301

Note: you are encouraged to use the P Card for this expenditure if allowable under Universty P Card Check for allowability at: http://www.purchasing.fsu.edu/P-Card%20Manual-June%202005-p-

**EXHIBIT 1** 



### FLORIDA STATE UNIVERSITY PAYMENT REQUEST FORM

Sections 1, 3, 5, 8, and 7 must be completed for all requests, 4 for foreign payments.  Department Name Contact Telephone Number    Superishment Name	1 Depa							ate Requir	eu				<del></del>	
Department Name	-	1., 3.,5.,6	6. and 7 mu	st be complete	d for all request	s, 4 for forei	gn payments.							
Contact   Telephone Number   Contact   Telephone Number   Subject   Complete the appropriate section below   Foreign Draft   Sectionic Valve Transfer   Complete the appropriate section below   Foreign Draft   Sectionic Valve Transfer   Complete the appropriate section below   Foreign Draft   Sectionic Valve Transfer   Complete the appropriate section below   Foreign Draft payment information:   Frequency type:   Amount in Foreign S:   Amount in Foreign S:   Amount in US\$;   Electronic Transfer payment information:   Supplies needed to make training materials   Supplies needed to make training mate		ertment F	Requesting 1	This Payment:							ocessing (	only):		
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Revised April 2006

### Florida State University Expenditure Transfer Journal Entry Form (Non-Construction Projects)

JOURNAL ID	JOURNAL DATE	PREPARER	DATE PREPARED
C&G APPROVER	C&G A	PPROVER'S SIGNATURE	DATE
JE APPROVER	JE AF	PPROVER'S SIGNATURE	DATE

4		EXHIBIT 2
*	Required for projects only	** <del>Optional to projecto</del>
**	Optional	320

PURPOSE OF TRANSFER							
Reclassify E	&G travel e	xpense	as Cost S	hare expen	se		

#### **CHARGE DEPARTMENT**

ORIGINAL JOURNAL ID LINE REF#	DEPT ID	FUND	ACCOUNT	CF1**	CF2**	CF3**	AMOUNT	PROJECT*		RESRC TYPE ***	RESRC CAT ***	RESRC SUB-CAT ***	RESRC ANLTYPE
	227000	110	740501				1500.00	008068	1 🖽	EXPNS	TRAV		CGE
													2

#### **CREDIT DEPARTMENT**

ORIGINAL JOURNAL ID LINE REF#	DEPT ID	FUND	ACCOUNT	CF1**	CF2**	CF3**	AMOUNT	PROJECT*	ACT ID*	RESRC CAT ***	RESRC SUB-CAT ***	RESRC ANLTYPE*
	227000	110 🖽	740501 <b>⊞</b>				1500.00					GLE 🖪
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### Florida State University Expenditure Transfer Journal Entry Form (Non-Construction Projects)

JOURNAL ID	JOURNAL DATE	PREPARER	DATE PREPARED
C&G APPROVER	C&G /	APPROVER'S SIGNATURE	DATE
JE APPROVER	JE A	PPROVER'S SIGNATURE	DATE

*	Required for projects only	***	EXITIDIT 5
**	Optional		Parameter and an arrange Report of processing

PU	IRPOSE OF TRANSFER
Reclassify E&G supp	oly expense as Cost Share expense

#### **CHARGE DEPARTMENT**

ORIGINAL JOURNAL ID LINE REF#	DEPT ID	FUND	ACCOUNT	CF1**	CF2**	CF3**	AMOUNT	PROJECT*		RESRC TYPE ***	RESRC CAT ***	RESRC SUB-CAT ***	RESRC ANL TYPE *
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#### **CREDIT DEPARTMENT**

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## Florida State University Interdepartmental Requisition and Journal Entry Form

				EXHIBIT 4	_
*	Required for projects only	***	Optional for p		
**	Optional	****	Required for	construction projects o	nly

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