

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

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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.

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A journal entry should be completed as follows:

CHARGE DEPARTMENT

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

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 University P Card
Check for allowability at: <http://www.purchasing.fsu.edu/P-Card%20Manual-June%202005.pdf>

EXHIBIT 1



FLORIDA STATE UNIVERSITY PAYMENT REQUEST FORM

Date 7/1/06

Date Required _____

Sections 1., 3., 5., 6. and 7 must be completed for all requests, 4 for foreign payments.

1 Department Requesting This Payment: Department Name <u>NHMFL</u> Contact _____ Telephone Number _____	2 Special Handling Request (domestic processing only): Hold check for department pickup? <input type="checkbox"/> Pick up person _____ Telephone Number _____																																																																														
3 Vendor Information: Omni Vendor Number <u>%15348</u> Payee Name <u>USA #1</u> FSU Employee? <input type="checkbox"/> Remit to address: <u>1234 Main Street</u> <u>Tallahassee, FL 32306</u>	4 Foreign Payment Processing <input type="checkbox"/> Foreign Draft <input type="checkbox"/> Electronic Wire Transfer Complete the appropriate section below Foreign Draft payment information: Foreign currency type: _____ Amount in Foreign\$: _____ Amount in US\$: _____ Electronic Transfer payment information: Bank Name: _____ Bank Address: _____ SWIFT Code: _____ Payee's account #: _____ Name on account: _____ Amount being transferred: _____ Currency type: _____																																																																														
5 Justification for Disbursement (Please be specific): <u>Supplies needed to make training materials</u> _____ _____ _____ _____ _____ Supporting documentation must be attached to process the payment request.																																																																															
6 Distribution Information: Invoice # _____ <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th>Amount</th><th>Department</th><th>Fund</th><th>Project*</th><th>Account</th><th>Chartfield 1**</th><th>Chartfield 2**</th><th>Chartfield 3**</th><th>ACT ID *</th><th>Resource Type **</th><th>Resource Category***</th><th>Sub Category***</th><th>Asset</th></tr></thead><tbody><tr><td>500.00</td><td>227000</td><td>110</td><td>008068</td><td>741181</td><td></td><td></td><td></td><td>1</td><td>EXPNS</td><td>SUPPL</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>500.00</td><td>Total</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table> <p style="text-align: center;">* Required for projects only **Optional *** Optional for projects</p>		Amount	Department	Fund	Project*	Account	Chartfield 1**	Chartfield 2**	Chartfield 3**	ACT ID *	Resource Type **	Resource Category***	Sub Category***	Asset	500.00	227000	110	008068	741181				1	EXPNS	SUPPL																																										500.00	Total											
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7 Payment Request Approval: Department Head/Budget Manager (Please print): <u>Jane Doe</u> Department Head/Budget Manager Signature: _____ Date: _____																																																																															
8 To Be Completed By Accounts Payable/UBAs/Decentralized Sites: Unit Code: _____ Processed By _____ Voucher #: _____ Date Processed _____																																																																															

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

EXHIBIT 2

* Required for projects only

** Optional

Optional for projects

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

PURPOSE OF TRANSFER
Reclassify E&G travel expense as Cost Share expense

CHARGE DEPARTMENT

[illegible]

CREDIT DEPARTMENT

[illegible]

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

EXHIBIT 3

* Required for projects only

** Optional

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

PURPOSE OF TRANSFER
Reclassify E&G supply expense as Cost Share expense

CHARGE DEPARTMENT

[illegible]

CREDIT DEPARTMENT

[illegible]

Florida State University Interdepartmental Requisition and Journal Entry Form

Reset Form

EXHIBIT 4

* Required for projects only
** Optional
*** Optional for projects only
**** Required for construction projects only

DATE	DEPARTMENT NAME	SEND TO:		(Do Not Write in this Space)
		<input checked="" type="checkbox"/> Printing Services	<input type="checkbox"/> Bookstore	<input type="checkbox"/> Campus Services
CONTACT	TELEPHONE NO.	<input type="checkbox"/> Union Copy	<input type="checkbox"/> Computer Store	<input type="checkbox"/> User Services
APPROVED BY	APPROVER'S SIGNATURE	<input type="checkbox"/> Chemistry	<input type="checkbox"/> Parking Services	<input type="checkbox"/> Biology
DATE REQUIRED	LOCATION FOR DELIVERY	<input type="checkbox"/> Other (please specify)		

BUYING DEPARTMENT CHARTFIELDS

DEPT ID	FUND	PROJECT *	CF1 **	CF2 **	CF3 **	RESRC TYPE ***	RESRC CAT ***	RESRC SUB-CAT ***	BUD REF ****	PC BU *	ACT ID *	RESRC ANLTYPE *
227000	110	008068				EXPNS	OTDTC			FSU01	1	CGE

ALL PRICES ARE ESTIMATES UNTIL FINAL INVOICE

ITEM NO.	QUANTITY	DESCRIPTION OF ITEMS OR SERVICES REQUESTED	ACCOUNT	UNIT PRICE	EXTENDED PRICE
	100	Posters for Research Symposium	740301	5.00	500.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
				AMOUNT	\$500.00

CONTRACTS AND GRANTS (C&G) APPROVAL

APPROVED BY: _____ DATE: _____

SELLING DEPARTMENT CHARTFIELDS (For Selling Department Use Only)

DEPT ID	FUND	ACCOUNT	AMOUNT	CF1**	CF2**	CF3**