

# Research Expenditure Review Job Aid

Below you will find instructions on how to properly classify expenditures incurred for research in E&G and Foundation funds that are not designated as research at the department level. Transactions should be designated as research using chartfield 1, 2, or 3 at the time they are incurred. However, The Office of Research also recommends departments retroactively review transactions for research as part of the monthly reconciliation process to ensure all research expenditures have been captured.

**Note: Only E&G and Foundation department IDs included on the “[Non-Research Departments for Review](#)” need to be reviewed. All other department IDs are excluded from this review process.**

## Proactive Coding of Research Transactions

To reduce the burden of a retroactive review, and to create a consistent data element for eligible expenditures, transactions incurred for the purpose of research must include the chartfield ‘RESEARCH’ (chartfield 1, 2 or 3 can be used).

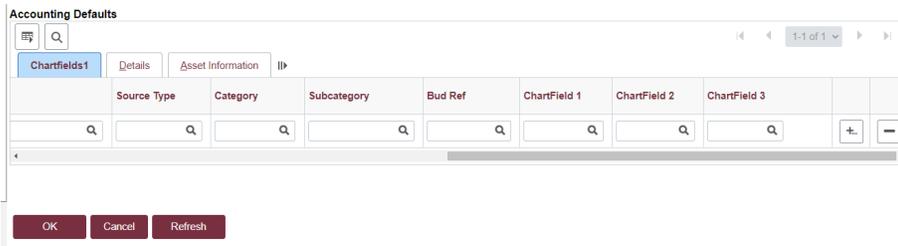
This can be added when creating requisitions in SpearMart or OMNI Financials, when submitting Requests and Reports in Concur, creating ePRFs, and/or a proxy codes P-Card transactions.

## SpearMart



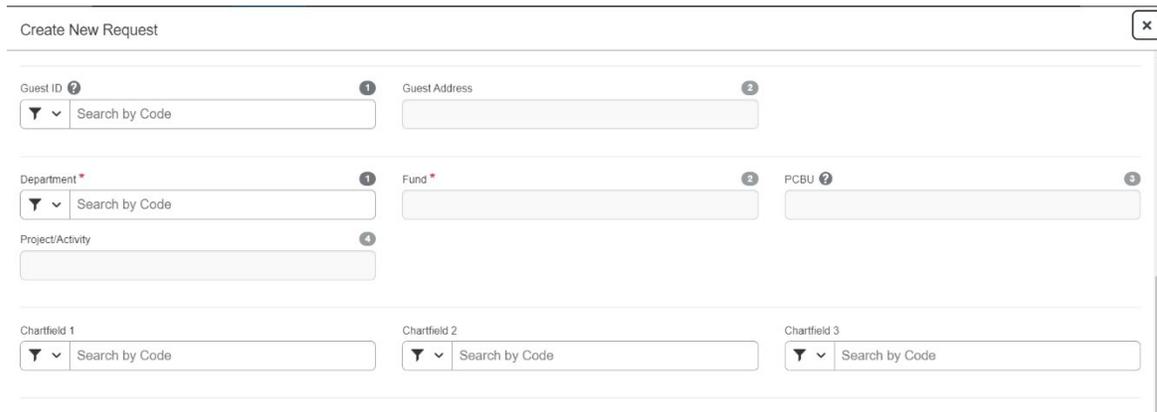
The screenshot shows the 'Accounting Codes' table in SpearMart. The table has columns for Business Unit, Location, Department, Fund, PC Business Unit, Project-Activity, Source Type, Category, Subcategory, Chartfield 1, 2, 3, Budget Reference, FAC-Work Order, FAC-Phase, and FAC-Inventory Part. A red box highlights the edit icon (pencil) in the top right corner of the table.

## Financials – Auxiliary POs



The screenshot shows the 'Accounting Defaults' form in Financials. It has tabs for 'Chartfields1', 'Details', and 'Asset Information'. The 'Chartfields1' tab is active, showing fields for Source Type, Category, Subcategory, Bud Ref, ChartField 1, ChartField 2, and ChartField 3. There are search icons and a '+' sign in the bottom right of the form.

## Concur



The screenshot shows the 'Create New Request' form in Concur. It has fields for Guest ID, Guest Address, Department, Fund, PCBU, Project/Activity, Chartfield 1, Chartfield 2, and Chartfield 3. Each field has a search icon and a dropdown arrow.

## ePRF

Line	Description	Quantity	Unit	Unit Price	Line Amount	Facilities Work Order Information		
1	JUL22 IDC Rev reimbursement	1.0000	EA	172290.4400	172290.44	FAC-Only-WorkOrder	FAC-Only-Phase	FAC-Only-Inventory

Accounting Details										
Line	Quantity	Amount	Type	Category	Subcategory	Budget Reference	ChartField 1	ChartField 2	ChartField 3	
+ - 1	1.0000	172290.44								

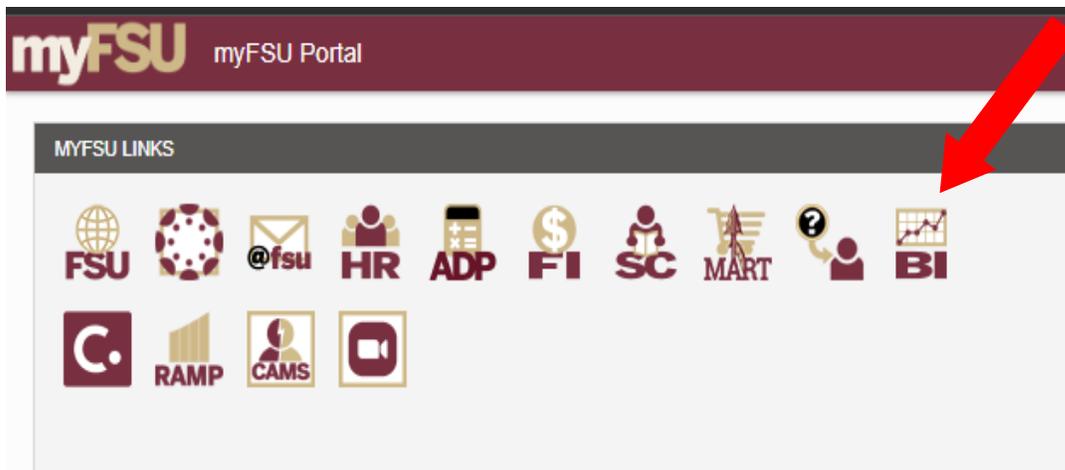
## P-Card

Distributions									Customize	Find	View
Chartfields			Details/Tax		Asset Information		Statuses				
Dept	Fund	PC Bus Unit	Project	Activity	ChartField 1	ChartField 2	ChartField 3				
026000	110										

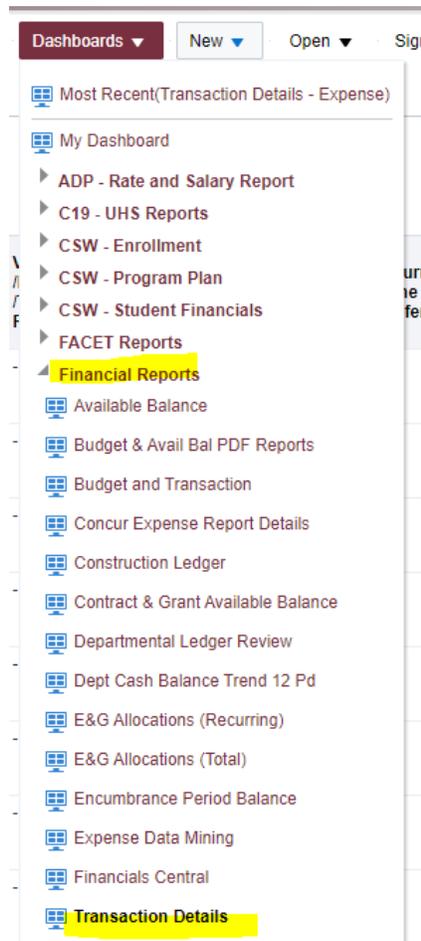
## Retroactive Review of Transactions

To ensure that all research expenditures are properly captured, the Office of Research recommends departments also review transactions for research during their monthly reconciliation process.

1. From the myFSU portal, navigate to Business Intelligence (BI).



2. Under Dashboards, select Financial Reports, then Transaction Detail.



3. On the Expense Tab of Transaction Details, enter the following search criteria.
- Fiscal Year: (year being reviewed)
  - Accounting Period: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 – do not include period 0 (or periods being reviewed)
  - Dept: The Dept ID(s) you are reviewing (See *Non-Research Departments for Review* file)
  - Fund: Select 110 – 140 and 210 – 241 and 599\*
  - Click “Apply” to generate the transaction detail

\*To select all at once, select Search. Do not enter any search criteria. Then single click on 110; while holding shift, click on 140. Then select the single right arrow to move your selection over to the “Selected” field. Continue for any other fund codes you want to include.

### Transaction Details

Expense    Encumbrance    Cash    Revenue    Liabilities    Other Assets

Data last loaded on  
08/17/2022 02:13:02  
AM

Fiscal Year  
2022

Accounting Period  
1;2;3;4;5;6;7;8;9;1

Department  
Enter Dept -

Fund  
--Select Value--

Project  
--Select Value--

Chartfield 1  
--Select Value--

Chartfield 2  
--Select Value--

Chartfield 3  
--Select Value--

Apply    Reset

 Transaction Details Help

### Fund

--Select Value--

- 
- 110 - E&G General Revenue
- 120 - E&G Student & Other Fees
- 121 - Tuition Differential
- 125 - E&G Student Fees-Carryforward
- 126 - Tuition Differential-Carryfwd

Search...

### Select Values

Available

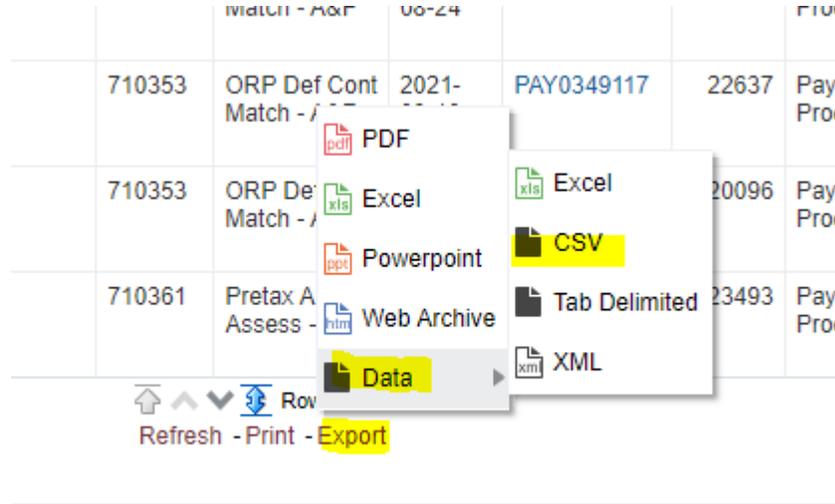
Name Starts

Match Case

- 110 - E&G General Revenue
- 120 - E&G Student & Other Fees
- 121 - Tuition Differential
- 125 - E&G Student Fees-Carryforward
- 126 - Tuition Differential-Carryfwd
- 130 - E&G Educ Enhancement TF
- 135 - E&G Lottery-Carryforward
- 140 - E&G GR-Carryforward

Selected

4. Once the data has been generated, scroll to the bottom of the page to Export the data. Export the data as a CSV file. (Note: If you save the file, save it as an Excel document.)



Accounting P	Fiscal Yr	Department	Department	Fund	Project	Project	Chartfield 1	Chartfield 2	Chartfield 3	Account	Account	Journal	Journal	Vendor / Emp	Vcl / Tr / Pay / Tra	Line No	Distrib	Port / Auth / De	Inv / Ref / Id /	Journal Line Ref	Transaction	Amount	
1	2022	014000	Biological Sciences	110	E&G General	NA	...	...	...	741101	Supplier Office	7/6/2021	AP0004476	753	AMZN MKTP US	0112210	1	1	1111002_00000000	...	checkboxes; dry st	112.26	
19	1	2022	014000	Biological Sciences	110	E&G General	NA	...	...	741101	Supplier Office	7/6/2021	AP0004476	753	VVIR INTERNATIONAL	0111037	1	1	1111123_00000000	...	pushed	136.44	
20	1	2022	014000	Biological Sciences	110	E&G General	NA	...	...	741101	Supplier Office	7/6/2021	AP0004476	753	VVIR INTERNATIONAL	0111037	1	1	1111123_00000000	...	pushed	323.2	
21	1	2022	014000	Biological Sciences	110	E&G General	NA	...	...	741101	Supplier Office	7/6/2021	AP0004476	753	VVIR INTERNATIONAL	0111033	1	1	1111123_00000000	...	pushed	154.43	
22	1	2022	014000	Biological Sciences	110	E&G General	NA	...	...	741101	Supplier Office	7/6/2021	AP0004476	756	AMZN MKTP US	0111035	1	1	1111160_00000000	...	pushed	55.30	
23	1	2022	014000	Biological Sciences	110	E&G General	NA	...	...	741101	Supplier Office	7/6/2021	AP0004476	756	AMZN MKTP US	0111035	1	1	1111160_00000000	...	pushed	35.41	
24	1	2022	014000	Biological Sciences	110	E&G General	NA	...	...	741101	Supplier Office	7/6/2021	AP0004476	756	AMZN MKTP US	0111035	1	1	1111160_00000000	...	pushed	201.93	
25	1	2022	014000	Biological Sciences	110	E&G General	NA	...	...	741101	Supplier Office	7/6/2021	AP0004476	756	AMZN MKTP US	0111035	1	1	1111160_00000000	...	pushed	112.05	
26	1	2022	014000	Biological Sciences	110	E&G General	NA	...	...	741101	Supplier Office	7/6/2021	AP0004476	756	AMZN MKTP US	0111035	1	1	1111160_00000000	...	pushed	116.41	
27	1	2022	014000	Biological Sciences	110	E&G General	NA	...	...	741101	Supplier Office	7/6/2021	AP0004476	761	BI&H PHOTO 800-60	0111011	1	1	1113328_00000000	...	pushed	131.71	
28	1	2022	014000	Biological Sciences	110	E&G General	NA	...	...	741101	Supplier Office	7/6/2021	AP0004476	761	BI&H PHOTO 800-60	0111012	1	1	1113328_00000000	...	pushed	412.08	
29	1	2022	014000	Biological Sciences	110	E&G General	NA	...	...	741101	Supplier Office	7/6/2021	AP0004476	761	DRP	0111010	1	1	1113328_00000000	...	pushed	412.08	
30	1	2022	014000	Biological Sciences	110	E&G General	NA	...	...	741101	Supplier Office	7/6/2021	AP0004476	405	OFFICE DEPOT INC	0111453	1	2	F821026254	111363131001	...	PEN/PILOT DR GF	3.53

5. Review transactions.
  - a. Sort or filter the data to only include 73%, 74% and 76% account codes in your review
  - b. Identify expenditures that were incurred for research.
    - i. If the expenditure has 'RESEARCH' in chartfield 1, 2, or 3 no further action is necessary
    - ii. If the expenditure does not contain 'RESEARCH' in chartfield 1, 2, or 3 process a Departmental Online Journal Entry Form (DOL) to add the chartfield.

For questions regarding what expenditures should be coded as research or about research transactions in other fund types, please [contact](#) the Director of Business Operations in the Office of the VP for Research.