

## FINANCIAL SERVICES

### GUIDANCE DOCUMENT FOR TRANSFERS IN AND OUT OF THE RESEARCH FUND

#### GENERAL PRINCIPLES

- The research funds include fund 30000 (externally sponsored research) and 31000 (internally sponsored research).
- Expenses may be recoded to a research project from a different research project or from outside of the research fund. The expenses must be eligible as per the rules of the research project receiving the expenses and they must fall within the allowable project dates.
- Revenues should never be recoded between projects unless approved by Research Accounting, Financial Services.
- Journal entries should be based on current fiscal year transactions. Before recoding prior period transactions, please contact Research Accounting for guidance.
- The fund, department, account and project are required ChartField values for research transactions. The Program ID field is also required for CFI projects.
- It is important to provide a detailed description explaining the purpose of the journal on the Journal Header.
- When using account 480001 (Revenue University Funds) to transfer revenue to an internally sponsored research project, you must use this account on both sides of the entry. Account 480001 must net to \$0 across all funds.
- Any transfers of revenue into an internally sponsored research project must be supported by a TRAQ Data Summary Sheet.
- For guidance on the proper use of account 480001 (Revenue University Funds) or 699005 (Grants, Contributions), you may access the [Clarification Guide on Use of 480001 and 699005](#).
- Journals should be supported by the appropriate documentation (e.g. G/L details, expense authorization, etc.)
- A “one-up” approver should review and approve the journal entry.

- 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.
- Negative expenses occur when more expenses are recovered than originally incurred. This results in the total expenses in a project being in a net credit position. Unless this is a temporary timing difference, all efforts should be made to avoid creating negative expenses, whenever possible.
- Some research projects require matching funding, which may come from either internal or external sources. In the majority of cases, matching funds should be recorded and remain in the project/fund they are received in, although some exceptions do apply (e.g. CFI, Mitacs Accelerate grants, etc.). Please contact Research Accounting to complete these transfers.
- If you have any questions regarding a journal entry you are preparing which involves a research fund, please contact Research Accounting at [research.accounting@queensu.ca](mailto:research.accounting@queensu.ca) for guidance.

## EXAMPLES

The following examples have been provided for reference purposes only. It is a recommended best practice to attach the General Ledger detail supporting the original charge to the journal entry as supporting documentation.

**Example 1:** To recode expenses from one project to another, within the research fund.

In order to recode expenses from one project to another within the research fund, the account should be reflective of the actual expenses originally incurred. For example, to recode lab supplies initially charged to project 383859 totaling \$100.00 to project 341598:

Fund	Department	Account	Project	Line Description	Amount
30000	11420	602007	341598	REC FR 383859 MAY 2015	100.00
31000	11420	602007	383859	REC TO 341598 MAY 2015	(100.00)

**Example 2:** To recode expenses from a non-research fund to the research fund.

In order to recode expenses from a non-research fund to the research fund, the account should be reflective of the actual expenses originally incurred. For example, to recode travel expenses initially charged to an operating fund totaling \$200.00 to project 379444:

Fund	Department	Account	Project	Line Description	Amount
31000	13306	640001	379444	REC FR FUND 10000 MAY 2015	200.00
10000	13306	640001		REC TO 379444 MAY 2015	(200.00)

**Example 3:** To recode expenses from the research fund to a non-research fund.

In order to recode expenses from the research fund to a non-research fund, the account should be reflective of the actual expenses originally incurred. For example, to recode externally contracted services initially charged to research project 343112 totaling \$400.00 to a trust fund:

Fund	Department	Account	Project	Line Description	Amount
80200	15001	623001		REC FR 343112 MAY 2015	400.00
30000	15001	623001	343112	REC TO FUND 80200 MAY 2015	(400.00)

**Example 4:** To transfer revenue from a non-research fund to an internally sponsored research project.

In order to transfer revenue from a non-research fund to an internally sponsored research project, account 480001 (Revenue University Funds) should be used on both sides of the entry. For example, to move \$500.00 of revenue from an operating fund to project 378646:

<b>Fund</b>	<b>Department</b>	<b>Account</b>	<b>Project</b>	<b>Line Description</b>	<b>Amount</b>
10000	13416	480001		REC TO 378646 MAY 2015	500.00
31000	13416	480001	378646	REC FR FUND 10000 MAY 2015	(500.00)

**Note:** Any transfers of revenue into an internally sponsored research project must be supported by a TRAQ Data Summary Sheet.