



# EXPENSING THE GIFT CARDS TO THE SPONSORED PROJECT

Once the gift cards have been distributed to the research participants, the respective gift card expense will need to be moved to the sponsored project or expensed against non-sponsored funds. To transfer the expense, the department should prepare a Departmental Online Journal Entry (DOL) as follows.

Note: Even if the gift cards were purchased on the same funding source they benefited for you must submit a DOL to transfer the cards from the pre-paid account code to the expense account code.

1. Run the FSU\_DPT\_GL\_JOURNALS query in OMNI Financials
  - a. Enter the fund code, dept ID, date range and project number the gift cards were initially purchased on.
  - b. Enter "191%" in the account code field to isolate the "Prepaid Items" journal.  
(Note: This account code does not appear on the BI Transaction Detail Report, so the OMNI FI query must be used).

## FSU\_DPT\_GL\_JOURNALS - Journal by Date

Fund w wildcard %	<input type="text" value="550"/>
Dept ID w wildcard %	<input type="text" value="ENTER"/>
Journal ID w wildcard %	<input type="text" value="%"/>
Account w wildcard %	<input type="text" value="191%"/>
From Jrnl Date	<input type="text" value="ENTER"/> 
To Jrnl Date	<input type="text" value="ENTER"/> 
Project w wildcard %	<input type="text" value="ENTER"/>
Source w wildcard %	<input type="text" value="%"/>
<input type="button" value="View Results"/>	

2. Use the query results to complete the DOL as follows.

	Journal ID	Date	Dept ID	Fund	Project	Account	Amount	Source	Long Descr	User	Line Descr	Line #	Bud Ref	Jrnl Line Ref	Year	Period
1	AP00329077	06/09/2020	286009	550	035980	191000	100.000	AP	Accounts Payable	FSU_BATCH	AP Accruals	8			2020	12

- a. In the description enter the following:
  - i. For cards funded by SRAD account - To transfer the cost of the research participant gift cards that were distributed for project (NAME or ID#) from the departmental SRAD account to the sponsored project.
  - ii. For cards funded by a Foundation project – To record the expense of the research participant gift cards that were distributed for the research study conducted by (Name) for the purpose of (purpose of study).
- b. In the "Transaction(s) As Currently Recorded" section:
  - i. Enter the journal ID in the "Original Trnx Document #" field

- ### Sample DOL

To transfer the cost of the research participant gift cards that were distributed for Dr. Petscher's Harvard project from the departmental SRAD account to the sponsored project.

[illegible]