




Account Basics

Theresa Lagasse

Clinical Sciences – Finance Manager



Account Basics

- ▶ What is an account?
 - ▶ An account identifies a pool of funds assigned to a specific university organizational entity for a specific purpose. Accounts are the fundamental building blocks of transactions since one or more of them are always associated with a transaction.
 - ▶ Types of accounts:
 - ▶ General Department accounts
 - ▶ Gifts
 - ▶ Grant and Contract
 - ▶ Other accounts
- 



Types of Accounts

General Department

- ▶ Transactions require business purpose linking each transaction to Cornell allowable activity and expense
- ▶ These accounts traditionally have few limitations outside of Cornell allowability
- ▶ Examples of these accounts:
 - ▶ Faculty/Lecturer Activity Accounts
 - ▶ Start Up Accounts
 - ▶ Salary Recovery Accounts

Examples of possible allowable transactions:

- ▶ Conference travel
- ▶ Publications
- ▶ Research supplies
- ▶ Research Services
- ▶ Salaries for employees
- ▶ Food for lab meetings

Example of possible Unallowables:

- ▶ Family Pontoon boat
- ▶ NYS Vet license
- ▶ Family trip to Disney



Types of Accounts Cont.

Gift Accounts

- ▶ Gift accounts labeled as Misc donor accounts traditionally have few restrictions outside of Cornell allowability
- ▶ Gift accounts labeled with a specific project or donor name traditionally have further restrictions
- ▶ May have deliverables from the donor
- ▶ Some gifts may become sponsored projects and fall under the restrictions of a grant and contract
- ▶ Examples of these accounts:
 - ▶ Misc donor accounts
 - ▶ Specific donor accounts

Examples of possible allowables:

- ▶ Research supplies specific to donor intent
- ▶ Services allowable by donor intent
- ▶ Conference travel
- ▶ Publications
- ▶ Salaries for employees

Examples of possible unallowables:

- ▶ Personal travel and expenses
- ▶ Cornell unallowables
- ▶ **Any purchases that do not meet donor intent**

Types of Accounts Cont.

Grants and Contracts

- ▶ Include both internal and external funding
- ▶ Grants and Contracts have the most restrictions of any funding
- ▶ Each project can have different allowable and unallowable transactions
- ▶ Examples of these accounts:
 - ▶ Zweig
 - ▶ Canine Health Center, Feline Health Center
 - ▶ NSF, NIH, USDA, Foundation Dollars
 - ▶ Clinical Trials Project Dollars

Examples of possible allowables:

- ▶ Research supplies
- ▶ Research services
- ▶ Salaries for employees
- ▶ Travel

Examples of possible unallowables:

- ▶ Items that can not be directly linked to the project (commonly known as indirect items)
 - ▶ Example indirects: General lab supplies, general office supplies, general services, etc.
- ▶ Items not originally in the proposed budget
- ▶ Memberships
- ▶ **Any purchases that are not allowed per the language of the research agreement**

Other Accounts?

- Recharge operations
- Other revenue accounts
- Unique non-sponsored funding
- Hosted conference accounts


- If you have these accounts or would like to explore opening an account for these, please reach out **BEFORE** you have activity or if you have questions for existing accounts





How do I use my accounts?

- ▶ Purchasing Methods:
 - ▶ Procurement cards
 - ▶ Eshop
 - ▶ Concur/T&M Card
 - ▶ I Want Doc
- ▶ The DCS Administrative staff is happy to help with any of these!
- ▶ What do I need to include?
 - ▶ **BUSINESS PURPOSE**
 - ▶ One or two sentences linking your transaction to the account you wish to use
 - ▶ Account (number or name) you wish to charge
 - ▶ Quotes or Invoices when applicable
 - ▶ Links to specific items
 - ▶ Receipts from travel

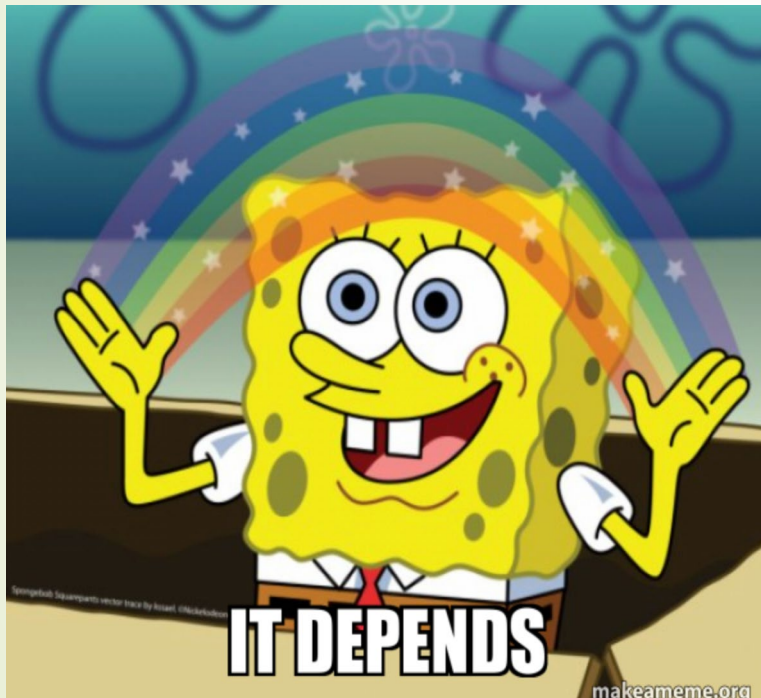


What should you always reach out about **BEFORE** making the transaction?

- ▶ Salaries – Please reach out to the department anytime you wish to pay someone
- ▶ Capital purchases – Any item over \$5000
- ▶ Fabricating Equipment – If you want to build something, esp if it will total over \$5000
- ▶ Travel – Foreign (especially on a grant), When adding personal days, when traveling with a non cornell guest, Travel advances
- ▶ Computers – Including all computer accessories and software (we purchase these through VMIT)
- ▶ Any licenses (NYS Vet license. DEA Licenses contact Susan Ruland (sgr66))
- ▶ Controlled substances (contact Doug Fink (daf224))
- ▶ Any items on the possible unallowable lists in the other slides
- ▶ Any living organisms
- ▶ Continuing education transactions
- ▶ Any purchases for the Hospital or Curriculum/Teaching

Is my transaction allowable?

➤ Sort Answer:



- Many traditionally unallowable items could be justified
- There are many traditionally allowable items that sponsors limit us from purchasing
- **WHEN IN DOUBT REACH OUT!!!!**
 - Kelly Lewis (kll85)
 - Theresa Lagasse (tap58)



Questions?

- ▶ Theresa Lagasse (tap58@cornell.edu)
- ▶ Kelly Lewis (kll85@cornell.edu)

- ▶ For Hiring please contact
 - ▶ Carol Merkur (cm296)