

Process:	Funding Food Projects		
Contact:	Humanities and Social Sciences	Last Revision Date:	05/12/2025
	Financial Services		

### Introduction:

Each upper ledger-3 food project is associated with a lower ledger-3 event receipt project. Typically, events fees will include the costs of included refreshments and/or food. However, food expenses cannot post to the lower ledger-3 project used to collect the event fees. Therefore, a transfer from the lower ledger-3 event receipt project funds the food project via a journal entry.

Food projects should maintain a zero balance; as food expenses post to the project, revenue is transferred for the food expense.

### Steps to fund the food project:

1. Process the food transaction, posting the expense to the food project.
2. Identify a revenue receipt on the event lower ledger-3 project that can be used to support the food expense. The project, account, and reference number will be needed to process the journal entry.
3. Process a journal entry to transfer revenue from the lower ledger-3 project to the food project.
4. Route the journal voucher to your OFS Accountant for review and approval.

### AN EXAMPLE:

Event fees are posted to a lower ledger-3 project:

Description:	PSLI Public Safety Leadership Initiative (AOMP & LEEP)							Responsible:	DIRECTOR
Short Description:	PSLI Public Safety Leadership							Fund:	Academic Affairs (16030
Program:	Community Services (142)							Project Period:	01/01/1901 - 12/31/2099
Food & Entertainment:	State Guidelines apply. No Food outside Travel, No Excess, No Workshops. (0)								

Project ID	Acct	Source	Journal ID	Jnl Ln	Journal Dt	Posted Dt	Amount	Reference	Line Descr
311544	40510	R30	<a href="#">ARP0962537</a>	254	07/06/2023	07/06/2023	(3,517.70)		PSLI0001415
311544	40510	R30	<a href="#">ARP0962537</a>	256	07/06/2023	07/06/2023	(1,275.00)		PSLI0001415
311544	40510	R30	<a href="#">ARP0962537</a>	328	07/06/2023	07/06/2023	(3,517.70)		PSLI0001432
311544	40510	R30	<a href="#">ARP0962537</a>	330	07/06/2023	07/06/2023	(1,275.00)		PSLI0001432
311544	40510	R30	<a href="#">ARP0962537</a>	332	07/06/2023	07/06/2023	(3,517.70)		PSLI0001433
311544	40510	R30	<a href="#">ARP0962537</a>	1431	07/06/2023	07/06/2023	(1,275.00)		PSLI0001433

Event food is purchased with a Pcard and posts to the associated food project:

Description:	PSLI Public Safety Leadership Initiative Food Project	Responsible:	DIRECTOR
Short Description:	AOMP Food Project	Fund:	Trust Funds (91000)
Program:	NonCred/Recpt-Supt Instruction (103)	Project Period:	02/01/2016 - 12/31/2099
Food & Entertainment:	Food/Entertainment allowed. NO Alcohol allowed. (2)		

Project ID	Acct	Source	Journal ID	Jnl Ln	Journal Dt	Posted Dt	Amount	Reference	Line Descr
371555	53921	A60	<a href="#">CP00970017</a>	2436	09/22/2023	09/22/2023	3,068.93	05127181	<a href="#">CPS3655661 CEP*NC SU CLUB</a>

A journal entry is processed to move enough revenue to the food project to support the expense:  
The journal description should explain that revenue is being transferred to support food expenses included in the event fees received.

The lower ledger-3 project revenue account (40510) is reduced (a positive amount posts to the revenue account), with the line description referencing the revenue transaction.

**Journal Entry**

Header Lines Errors Approval

Unit NCSU1 Journal ID 0000970758 Date 09/29/2023 Ledger Group ACTUALS \*Process  
☐ Errors Only

Search Criteria

Lines

Select	Line	SpeedType	Project ID	Account	Base Amount	Reference	Journal Line Description
<input type="checkbox"/>	1		311544	40510	3,089.36		PSLI0001460
<input type="checkbox"/>	2		371555	40510	-3,089.36		PSLI0001460

The upper ledger-3 project revenue account (40510) is increased (a negative amount posts to the revenue account).

### Additional References:

Budget Office

<https://budget.ncsu.edu/budgetoffice/index.php>