

# Moving Revenue Examples:

## FROM A GRANT TO ANOTHER GRANT:

To move revenue from a grant to another grant, complete the REVENUE CORRECTION FORM. The total of the form should equal zero, as shown. Attach backup information (i.e., SAIS reports), then forward to the Financial Officer for review and approval.

*Example: you have a roll-up account that has a negative cash balance on one fund (W0002) and a positive cash balance in the other fund (W0001).*

Entered By: \_\_\_\_\_  
Date: \_\_\_\_\_

<b>Revenue Correction Form</b> <i>for Office of Sponsored Programs Use</i>					
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Prepared by: Fiscal Manager Name

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Form:	Grant #:	Detail Code:	Amount:	Fund#:	Explanation:
FRAAREV	W0001	GCOR	(\$500.00)	4W0001	COR revenue to W0002
FRAAREV	W0002	GCOR	\$500.00	4W0002	COR revenue fr W0001
<b>TOTAL:</b>			\$0.00		

6/21/2004

## FROM A GRANT TO A DESIGNATED FUND OR NON-OSP FUND:

Complete two forms. First complete a REVENUE CORRECTION FORM. This entry moves the revenue into the OSP grant clearing account. Second, a Journal Voucher (JE16) should be completed for the NON-OSP side of the entry. This side of the entry has to be completed by University Business Service dept. The entry will remove the revenue from the grant clearing account and deposit into the NON-OSP fund. **Please include backup documentation (i.e. SAIS reports and written approval for the transfer)** then forward both forms to the Financial Officer for review and approval.

*Example: you have a fixed price contract (W0001) with a remaining cash balance of \$2000. The PI has requested that you move the remaining monies to a designated fund (432001).*

Entered By: \_\_\_\_\_  
Date: \_\_\_\_\_

<b>Revenue Correction Form</b> <i>for Office of Sponsored Programs Use</i>					
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Prepared by: Fiscal Manager Name

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Form:	Grant #:	Detail Code:	Amount:	Fund#:	Explanation:
FRAAREV	W0001	GCOR	(\$2,000.00)	4W0001	Move funds to Designated 432001
<b>TOTAL:</b>			(\$2,000.00)		

6/21/2004

DATE: \_\_\_\_\_  
 OPERATION: \_\_\_\_\_  
 Price Contract funds to designated 432001

Prepared By: Fiscal Manager

JRNL.TYP	INDEX	FUND	ORGN	ACCT	PROG	ACTV	AMOUNT	DC	DESCRIPTION
	42RGC			GCLR			2,000.00	D	TO 432001
	42RGC			53910			2,000.00	C	FR 4W
	42RGC			68801		XRRGT	2,000.00	D	TO 432001
	432XXX			53975		XRRGT	2,000.00	C	FR 4W
	0	0	0		0	0	8,000.00		

**FROM A GRANT BACK TO THE SPONSOR:**

Complete two forms. First complete a REVENUE CORRECTION FORM. This entry moves the revenue into the OSP grant clearing account. Second, a Banner Payment Authorization (BPA) form should be completed. This side of the entry has to be completed by University Business Service dept. The entry will remove the revenue from the grant clearing account and generate a warrant or ACH transfer. Please include backup documentation (i.e. SAIS reports or written approval for the transfer) then forward both forms to the Financial Officer for review and approval.

*Example: The US Dept of Commerce has paid the grant (W0001) a total of \$100,000. However, the PI has only spent \$75,000, the final report has been submitted and no more expenditures will be charged to the project. The remaining \$25,000 will need to be returned to the Dept of Commerce.*

Entered By: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Revenue Correction Form**  
 for Office of Sponsored Programs Use

Prepared by: Fiscal Manager Name \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Form:	Grant #:	Detail Code:	Amount:	Fund#:	Explanation:
FRAAREV	W0001	GCR	(\$25,000.00)	4W0001	Return Funds to Sponsor
<b>TOTAL:</b>			(\$25,000.00)		

