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 Da								
:	_			Fiscal Manager Name				
Form: Grant #:		Amount:	Fund#:	Explanation:				
W0001	GCOR	(\$500.00)	4W0001	COR revenue to W0002				
W0002	GCOR	\$500.00	4W0002	COR revenue fr W0001				
		\$0.00						
	Grant #: W0001	Grant #: Detail Code: W0001 GCOR	Grant #: Detail Code: Amount: W0001 GCOR \$500.00 W0002 GCOR \$500.00	Grant #: Detail Code: Amount: Fund#:				

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										
Revenue Correction Form for Office of Sponsored Programs Use											
Date:	:	_		Prepared by: Approved by:	Fiscal Manager Name						
Form: Grant #:		Detail Code:	Amount:	Fund#:	Explanation:						
FRAAREV	W0001	GCOR	(\$2,000.00)	4W0001	Move funds to Designated 432001						
TOTAL:	1	_	(\$2,000.00)								

		JOUR	Number_ NAL VO		Pageof										
NATION:	ATE:				Prepared By: Fiscal Manager										
Price Cont	ice Contract funds to designated 432001														
JRNL.TYP	INDEX	FUND	ORGN	ACCT	PROG	ACTV	AMOUNT	DC	DESCRIPTION						
	42RGC			GCLR			2,000.00	D	TO 432001						
	42RGC			53910			2,000.00	С	FR 4W						
	42RGC			68801		XRRGT	2,000.00	D	TO 432001						
	432XXX			53975		XRRGT	2,000.00	С	FR 4W						
	0	0	0		0	0	0.000.00								

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								
			ue Correc						
Date	:	_		Prepared by: Approved by:	Fiscal Manager Name				
Form:	Grant #:	Detail Code:	Amount:	Fund#:	Explanation:				
FRAAREV	W0001	GCOR	(\$25,000.00)	4W0001	Return Funds to Sponsor				
TOTAL:			(\$25,000.00)						
			•	•	6/21/200				

	US Dept of Cor	ce		Check one of the following: [] Must receive a paper check					Cor	tact:	Fiscal Manager - OSP	
	ADDRESS					ACH (Direct Deposit) is acceptable				Vendor Fed Tax Id/SSN:		
	Helena, Montai	na			Check one of the following:				Date mailed W-9:			
					[] Vendo	r is a current MS	U employ	ee or employ	ed by MSU in last	6 months		
					[] Vendo	r is not an MSU	employee					
_	DO (54/2	0/5	1	F	Longar		0000	4 - 45 - 96 -	4		. —	D-4- C4
_	PO/ENC	P/F		Fund	ORGN	Account	PROG	Activity	Amount	Location	J	Date Stamps
_			42RGC	42RGC		GCLR			25,000.00			
<u> </u>		+										
\vdash		-										
_												
	•											
Ref	/Additional Info	rmatio	on					Total				
	Return Unspe	ent F	unds Grant	#04-101	ı					4		
							Author	ized Signa	ture(s)		Aut	horized Signature(s)
\vdash						ļ	Authorized Cianatura(a)				A.,	havimad Cianatura(a)
Ren	Authorized Signature(s) Remit Info (to be included on the check stub) Authorized Signature(s) Authorized Signature(s)											
, cii	Return Unspent Funds Grant #04-101											
\vdash												
1												

If the sponsor is unaware that you are returning funds, it is suggested that you have the check returned to you so that you may include a cover letter with the check to the sponsor. Example:

US Dept of Commerce
Office of Sponsored Programs
c/o FM
309 Montana Hall
PO Box 172470
Bozeman, MT 59717-2470

***if you are returning funds to a State of Montana agency, <u>there will be no check</u>. Those are processed via an inter unit journal voucher, please communicate with your sponsor!!