

# Administrative Overhead Financial Aid – Amount Earned

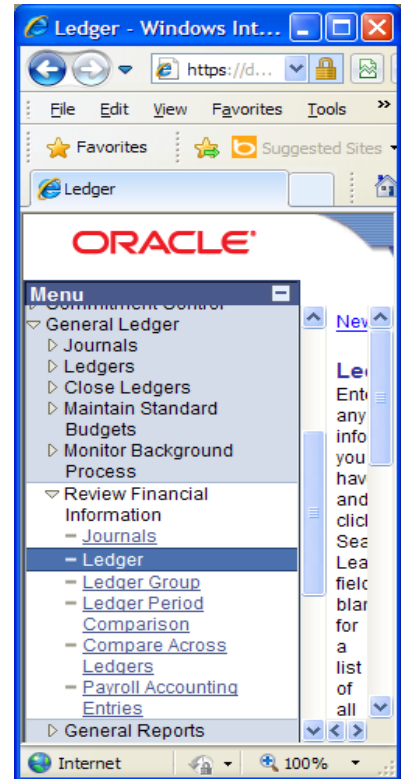
Administrative overhead revenue and expenditures is recorded in fund 15000. The administrative overhead revenue earned from federal and state grants or financial aid funding is credited to a central university department (dept id 0000000). The process to recognize the overhead earned in the central university department occurs monthly as part of the “grant allocation” process.

If a department would like to spend this revenue, the funding must be moved out of the central university department and into an operational department id using a transfer form from the Controller’s website. If you need to spend the funds, you’ll need to submit a budget amendment setting up the spending authority. Additionally, balances must be recorded as prior year revenue in the current year in order to spend.

To view the amount of revenue earned, use the **Ledger Inquiry** screen in PeopleSoft. The screen is located in the “Review Financial Information” section under “General Ledger.” Please view the box at the right as a guide.

If you have never accessed this screen you will need to set up a **run control** just as you did for Budget Progress Reporting and Budget Overview.

If you cannot access this area, please submit a security request to Rick Sears in the Office of the Controller requesting access to “Ledger Inquiry.” You may find the security request form on the Controller’s website at: [http://www.westga.edu/controller/index\\_11150.php](http://www.westga.edu/controller/index_11150.php).



## Checking Prior Year Balances Available to Move To Current Year:

If you have not moved any administrative overhead earned from the central university department into your specific department, you will want to verify if any prior year balances are available.

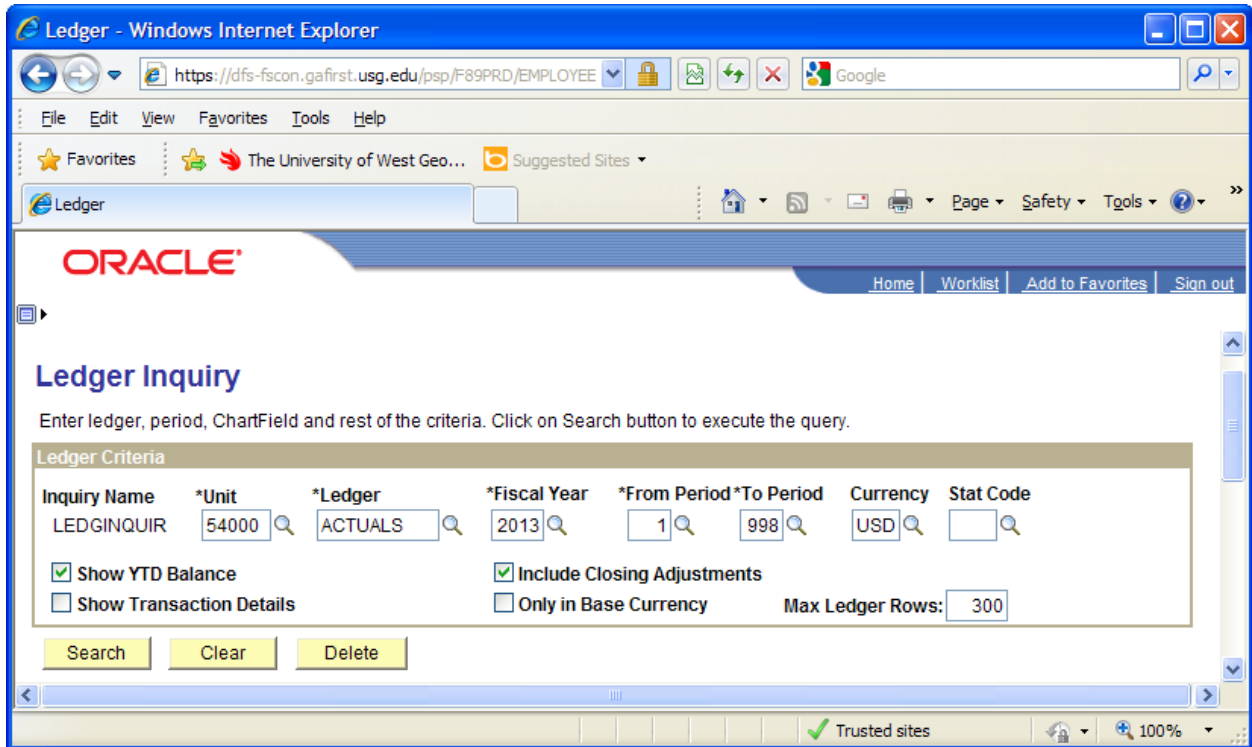
### Example 1: - Prior Year Balances Exist

For this example, we will use the Federal Work Study America Reads program. The program is funded from federal dollars and the administrative overhead revenue is recognized every month in the “Grant Allocation” process.

1. Following the location screenshot above, you arrive at the Ledger Inquiry screen. Adjust the “Ledger Criteria” in the top part of the screen as needed to match the following.

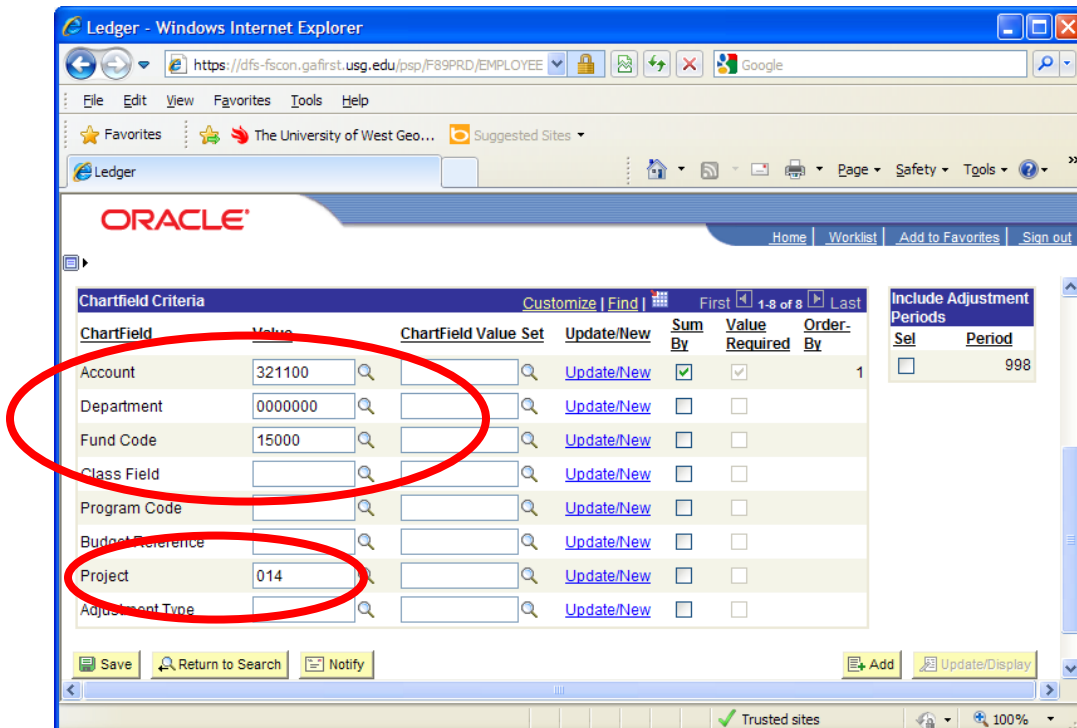
Unit:	54000
Ledger :	Actuals
Fiscal Year:	Change the fiscal year field to match the current year
From Period:	1
To Period:	998
Currency:	USD

Be sure you check the two boxes labeled “Show YTD Balance” and “Include Closing Adjustments.” You may also change the “Max Ledger Rows” to 300 if you like.



2. Next we move to the “Chartfield Criteria” area. For determining the amount of revenue from prior years that still reside in the university central department id, please complete the Chartfield data fields as follows:

Account: 321100 (cumulative balance from prior years)  
 Department: 0000000  
 Fund Code: 15000  
 Project: 014 America Reads



After completing these data fields, click the “Search” button located above the “Chartfield Criteria” header.

3. At the Ledger Summary page you will see if any funding is available to move. If revenue is remaining in the central department id, it will appear as a **negative** number in the line marked “Currency Totals.” This is the amount available for you to move into your operating department budget. The balance must be moved into a specific department ID before it can be spent.

The screenshot displays the Oracle Ledger Summary page. The main table shows the following data:

Period	Detail	Account	Account Description	Period Balance (in Transaction Currency)	YTD Period Balance (in Transaction Currency)	Currency	Period Balance (in Base Currency)	YTD Period Balance (in Base Currency)
0	<a href="#">Detail</a>	321100	Net Assets-Alloc Reserves	-1,655.50	-1,655.50	USD	-1,655.50	-1,655.50

Below the table, the Currency Totals section shows:

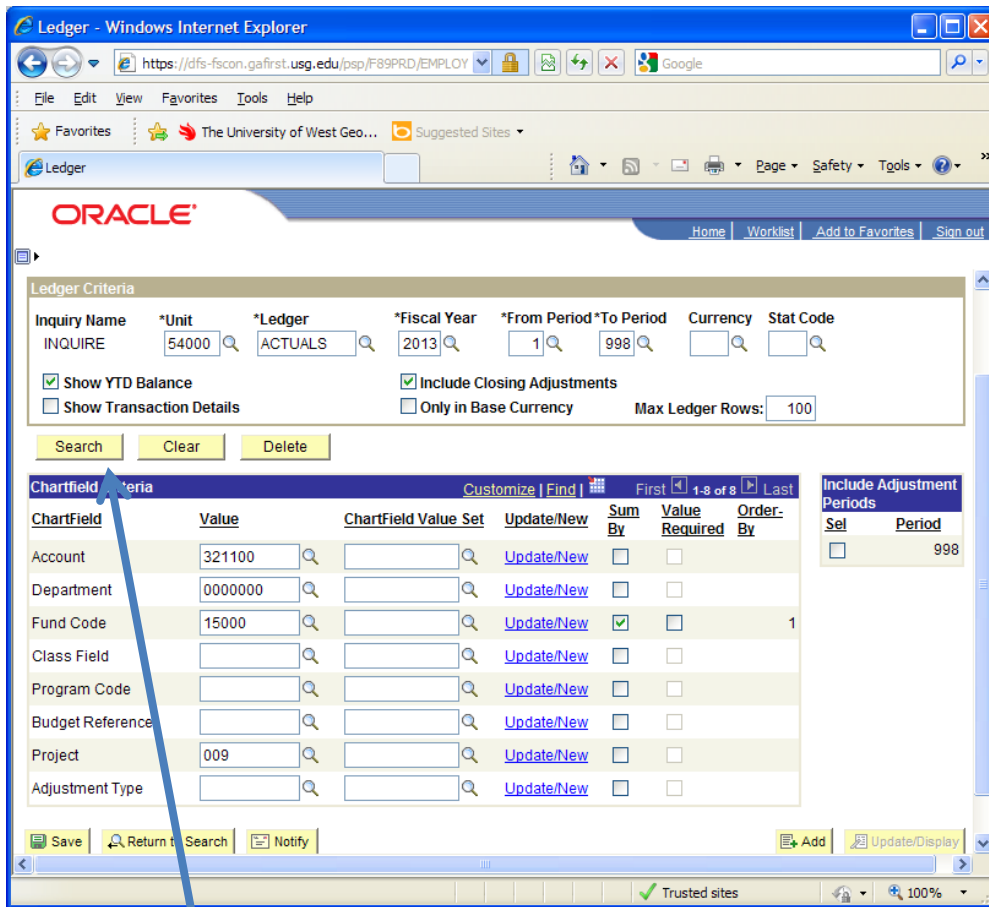
Amount (in Transaction Currency):	-1,655.50 USD	Amount (in Base Currency):	-1,655.50 USD
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If the balance showing is a **positive** number, your department is in a **deficit** situation. **Please call the Controller’s Office as soon as possible.**

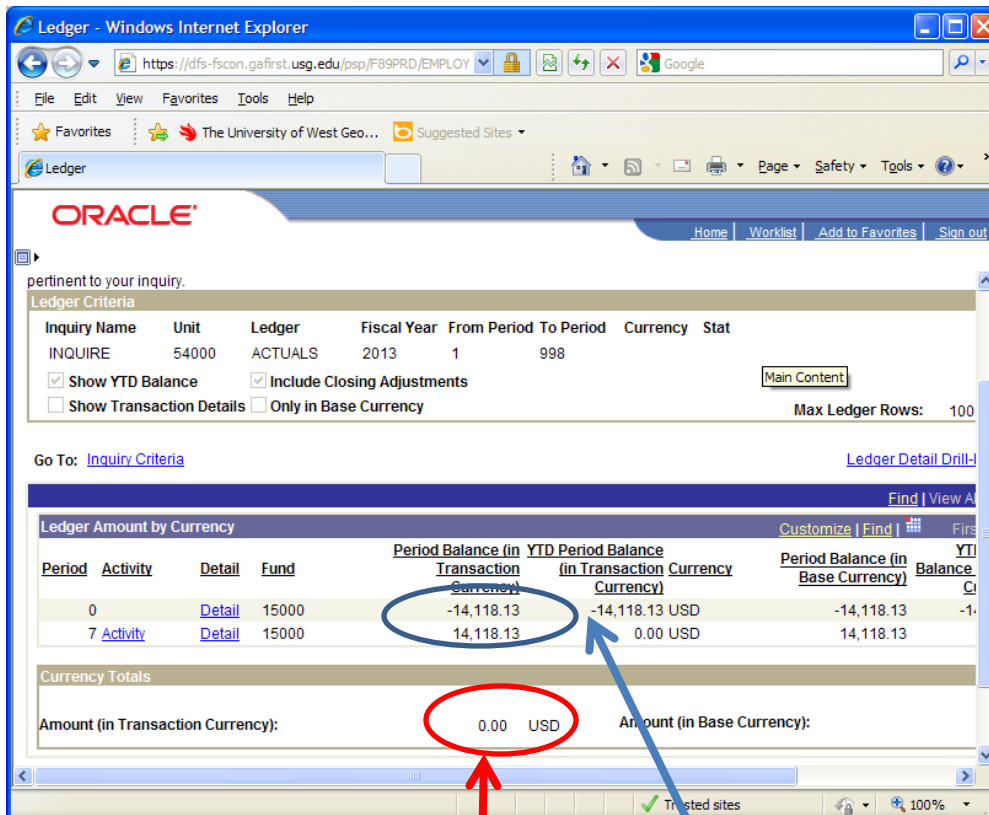
If you would like to see the detail from prior years, please click on the word “**Detail**” highlighted in blue.

*Example 2 – Prior Year Balances Do Not Exist*

1. You will complete step 1 from above.
2. In this example, for Step 2 we will use project id 009. Your Ledger Inquiry screen should look like the screen shot on the next page.



Click on the “Search” button to see if any balances exist.



In this example the “Amount” is zero indicating no prior year balances are available. The two lines above indicate that a balance was moved from the “0000000” department.

## Checking Revenue Earned in the Current Year:

As stated earlier, administrative overhead is recorded once a month using PeopleSoft's grant allocation process or through manual journals generated by the Office of Sponsored Research.

Two examples will be presented. The first is checking for any administrative overhead revenue earned in the current year that has not been moved to your operating department budget. The second example is checking for administrative overhead revenue earned in the current year that has been moved into your operating department budget.

For this example, we will use the Federal Work Study America Reads program. The program is funded from federal dollars and the administrative overhead revenue is recognized every month in the "Grant Allocation" process.

1. We will start at the *Ledger Inquiry* screen shown on page 1. Adjust the "Ledger Criteria" in the top part of the screen as needed to match the following.

Unit:	54000
Ledger :	Actuals
Fiscal Year:	Change the fiscal year field to match the current year
From Period:	1
To Period:	998
Currency:	USD

Be sure you check the two boxes labeled "Show YTD Balance" and "Include Closing Adjustments." You may also change the "Max Ledger Rows" to 300 if you like.

Ledger - Windows Internet Explorer

https://dfs-fscon.gafirst.usg.edu/psp/F89PRD/EMPLOYEE

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### Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria

Inquiry Name	*Unit	*Ledger	*Fiscal Year	*From Period	*To Period	Currency	Stat Code
LEDGINQUIR	54000	ACTUALS	2013	1	998	USD	

Show YTD Balance  Include Closing Adjustments

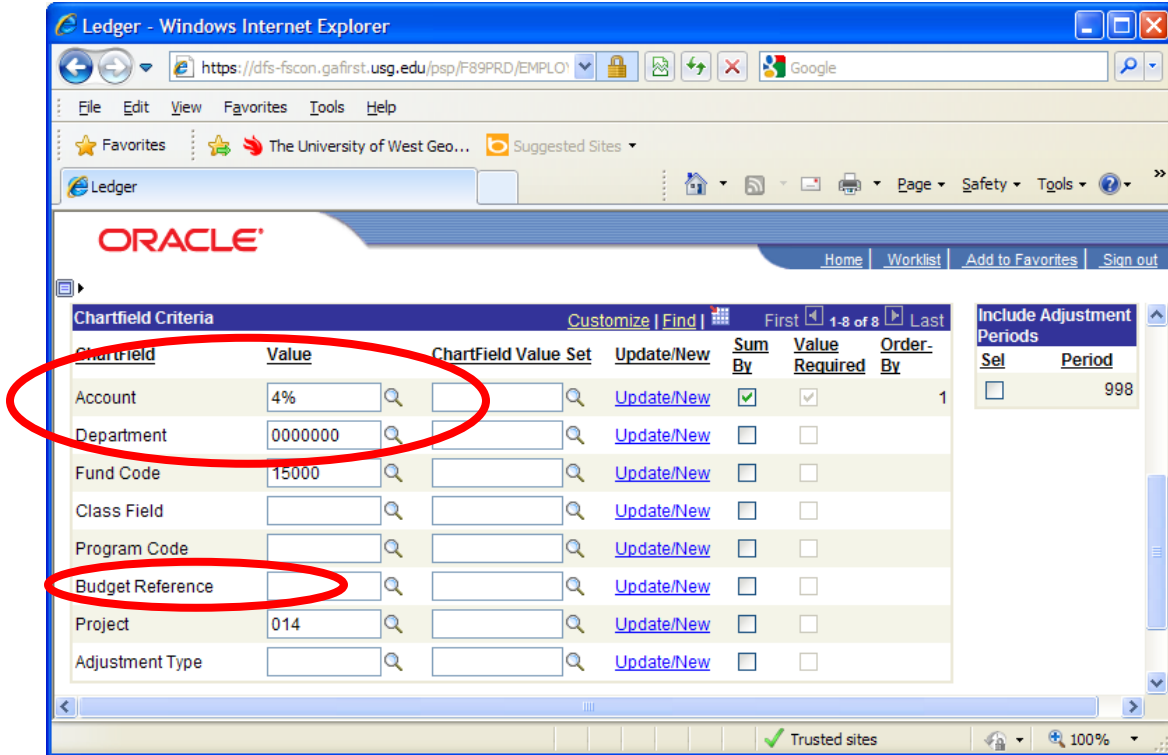
Show Transaction Details  Only in Base Currency Max Ledger Rows: 300

Search Clear Delete

Trusted sites 100%

2. Next we move to the “Chartfield Criteria” area. For determining the amount of revenue from prior years that still reside in the university central department id, please complete the Chartfield data fields as follows:

Account: 4% (to pick up all revenue codes)  
 Department: 0000000  
 Fund Code: 15000  
 Project: 014 (for our example)



After completing these data fields, click the “Search” button located above the “Chartfield Criteria” header.

3. At the Ledger Summary page at the top of the next page, you will see if any funding is available to move.

- The “Period” column on the left equates to fiscal months with 1 = July and 12 = June.
- The revenue in the “Period Balance” column shows the amount earned posted for that month.
- The “YTD Period Balance” column is a cumulative total of the revenue earned.
- The last number in this column should equal the total of the “Period Balance” column to its left.

If you see **negative** numbers then you have revenue available for you to move into your operating department budget.

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### Ledger Summary

Before clicking on Detail hyper link, you can click on "Ledger Detail Drill-Down Chartfield Display" to display the chartfields that are pertinent to your inquiry.

**Ledger Criteria**

Inquiry Name	Unit	Ledger	Fiscal Year	From Period	To Period	Currency	Stat
LEDGINQUIR	54000	ACTUALS	2013	1	998	USD	

Show YTD Balance  Include Closing Adjustments  
 Show Transaction Details  Only in Base Currency

Max Ledger Rows: 100

Go To: [Inquiry Criteria](#) [Ledger Detail Drill-Down Chartfield Disp](#)

Find | View All | First 1 of 1

**Ledger Amount by Currency** Customize | Find | First 1-6 of 6 Last

Period	Activity	Detail	Account	Account Description	Period Balance (in Transaction Currency)	YTD Period Balance (in Transaction Currency)	Currency	Period Balance (in Base Currency)	YTD Period Balance (in Base Currency)
1	<a href="#">Activity</a>	<a href="#">Detail</a>	494100	ICR-Othr Federal Grt & Cont NO	-123.80	-123.80	USD	-123.80	-123.80
2	<a href="#">Activity</a>	<a href="#">Detail</a>	494100	ICR-Othr Federal Grt & Cont NO	-22.60	-146.40	USD	-22.60	-146.40
3	<a href="#">Activity</a>	<a href="#">Detail</a>	494100	ICR-Othr Federal Grt & Cont NO	-71.67	-218.07	USD	-71.67	-218.07
4	<a href="#">Activity</a>	<a href="#">Detail</a>	494100	ICR-Othr Federal Grt & Cont NO	-154.72	-372.79	USD	-154.72	-372.79
5	<a href="#">Activity</a>	<a href="#">Detail</a>	494100	ICR-Othr Federal Grt & Cont NO	-269.83	-642.62	USD	-269.83	-642.62
6	<a href="#">Activity</a>	<a href="#">Detail</a>	494100	ICR-Othr Federal Grt & Cont NO	-78.89	-721.51	USD	-78.89	-721.51

Currency Totals

If the balance showing is a **positive** number, your department is in a **deficit** situation. **Please call the Controller's Office as soon as possible!**

In this example, a total of \$721.51 has been earned this year, deposited in department 0000000, and available to move into the operating department budget. Please use the "Expenditure Transfer" form located on the Controller's website. If you need assistance with the form, please call the Controller's office.

4. If no funding appears in department 0000000, either all the revenue for the current year has been moved or the next grant allocation journals have not posted try inserting your operating department id and leave the project id blank in the Section 2 instructions.