GM.14 – Manage Unspent Grant Funds

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Unused, prepaid funds at award end

- Select the site starting "GC"
- Entry must debit deferred revenue on the contract-owning entity and financial unit

Process Payments Requests (AP.03)

Submit check to sponsor with additional documentation as needed

End

- Manual journal entry must debit deferred revenue on the contract-owning entity and financial unit

Prepare and Record Payments (AP.10)

Submit check to sponsor with additional documentation as needed

End

- Write off accounting should debit OCGA’s contra-AR and credit OCGA clearing
- External transaction accounting should debit OCGA clearing and credit cash
- Clearing COA is 350.15.351.1260.003.000.000.0.0

Sponsor sends surplus payment

Need to return surplus?

Yes

Issue an outsourced check refund from original receipt using Grants delivery channel

Process Invoice Interfaces (AP.06)

Pay via wire?

Yes

End

No

Write off surplus portion of the receipt using Grants Refunds (Wire) activity

Process Journals (GL.02)

Value transfer or event adjustment yields credit balance

Generate invoices

Submit, approve, and release the negative PA invoice

Transfer contract invoice to receivables

Process Journals (GL.02)

Create an S0 receipt and apply it to the negative PA invoice

Process a Non-AP Payment (CM.05)

Create a manual bank statement with a single S0 line

Manually reconcile the S0 receipt against the S0 bank line

Need to return surplus?

Yes

Apply to future invoices?

Yes

Write off surplus portion of the receipt using Grants delivery channel

Issue an outsourced check refund from original receipt using Grants delivery channel

Process Journals (GL.02)

End

No

Pay via wire?

No

Write off surplus portion of the receipt

Yes

Apply to future invoices?

Yes

Issue an outsourced check refund from original receipt using Grants delivery channel

Process Journals (GL.02)

End

No

Value transfer or event adjustment yields credit balance

Create $0 receipt and apply it to the negative PA invoice

Process Journals (GL.02)

Unapply receipt from original invoice by the entire amount of the event

Yes

- Write off accounting should debit OCGA’s contra-AR and credit OCGA’s miscellaneous revenue

No

Manually reconcile the $0 receipt against the $0 bank line

Pay via wire?

Yes

End

No

Write off surplus portion of the receipt

Yes

Apply to future invoices?

Yes

Issue an outsourced check refund from original receipt using Grants delivery channel

Process Journals (GL.02)

End

No

Value transfer or event adjustment yields credit balance

Create $0 receipt and apply it to the negative PA invoice

Process Journals (GL.02)

Unapply receipt from original invoice by the entire amount of the event

Yes

- Write off accounting should debit OCGA’s contra-AR and credit OCGA’s miscellaneous revenue

No

Manually reconcile the $0 receipt against the $0 bank line

Pay via wire?

Yes

End

No

Write off surplus portion of the receipt

Yes

Apply to future invoices?

Yes

Issue an outsourced check refund from original receipt using Grants delivery channel

Process Journals (GL.02)

End

No

Value transfer or event adjustment yields credit balance

Create $0 receipt and apply it to the negative PA invoice

Process Journals (GL.02)

Unapply receipt from original invoice by the entire amount of the event

Yes

- Write off accounting should debit OCGA’s contra-AR and credit OCGA’s miscellaneous revenue

No

Manually reconcile the $0 receipt against the $0 bank line

Pay via wire?

Yes

End

No

Write off surplus portion of the receipt

Yes

Apply to future invoices?

Yes

Issue an outsourced check refund from original receipt using Grants delivery channel

Process Journals (GL.02)

End

No

Value transfer or event adjustment yields credit balance

Create $0 receipt and apply it to the negative PA invoice

Process Journals (GL.02)

Unapply receipt from original invoice by the entire amount of the event

Yes

- Write off accounting should debit OCGA’s contra-AR and credit OCGA’s miscellaneous revenue

No

Manually reconcile the $0 receipt against the $0 bank line

Pay via wire?

Yes

End

No

Write off surplus portion of the receipt

Yes

Apply to future invoices?

Yes

Issue an outsourced check refund from original receipt using Grants delivery channel

Process Journals (GL.02)

End

No

Value transfer or event adjustment yields credit balance

Create $0 receipt and apply it to the negative PA invoice

Process Journals (GL.02)

Unapply receipt from original invoice by the entire amount of the event

Yes

- Write off accounting should debit OCGA’s contra-AR and credit OCGA’s miscellaneous revenue

No

Manually reconcile the $0 receipt against the $0 bank line

Pay via wire?

Yes

End

No

Write off surplus portion of the receipt

Yes

Apply to future invoices?

Yes

Issue an outsourced check refund from original receipt using Grants delivery channel

Process Journals (GL.02)

End

No

Value transfer or event adjustment yields credit balance

Create $0 receipt and apply it to the negative PA invoice

Process Journals (GL.02)

Unapply receipt from original invoice by the entire amount of the event

Yes

- Write off accounting should debit OCGA’s contra-AR and credit OCGA’s miscellaneous revenue

No

Manually reconcile the $0 receipt against the $0 bank line

Pay via wire?

Yes

End

No

Write off surplus portion of the receipt

Yes

Apply to future invoices?

Yes

Issue an outsourced check refund from original receipt using Grants delivery channel

Process Journals (GL.02)

End

No

Value transfer or event adjustment yields credit balance

Create $0 receipt and apply it to the negative PA invoice

Process Journals (GL.02)

Unapply receipt from original invoice by the entire amount of the event

Yes

- Write off accounting should debit OCGA’s contra-AR and credit OCGA’s miscellaneous revenue

No

Manually reconcile the $0 receipt against the $0 bank line

Pay via wire?

Yes

End

No

Write off surplus portion of the receipt

Yes

Apply to future invoices?

Yes

Issue an outsourced check refund from original receipt using Grants delivery channel

Process Journals (GL.02)

End

No

Value transfer or event adjustment yields credit balance

Create $0 receipt and apply it to the negative PA invoice

Process Journals (GL.02)

Unapply receipt from original invoice by the entire amount of the event

Yes

- Write off accounting should debit OCGA’s contra-AR and credit OCGA’s miscellaneous revenue

No

Manually reconcile the $0 receipt against the $0 bank line

Pay via wire?

Yes

End

No

Write off surplus portion of the receipt

Yes

Apply to future invoices?