

Procedure Definition

Procedure Name: Processing OGM Expenditure Reductions

Scope -overview of procedure	Accounts for various reasons will get reimbursed for expenditures, due to overpayments or duplicate payments.
Purpose of procedure	Processing expenditure reductions when an OGM account is involved.
Related Policies	WVURC Project Management Guide, WVU Institutional Policies and Procedures, sponsored agreement documentation
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Procedures Steps

Step #	Role/ Department Performing	Procedure	Screen Name/ Report (Screen Shot Number)
Preceding Procedure if Applicable: N/A			
1	Department Receiving Program Income and Processing Paperwork	<p>The department receiving reimbursement via checks or electronic deposit will initiate the appropriate paperwork to record this into the accounting system against the respective agreement. This is currently done on an IU form for the respective entity (ex. RC will be processed on a RC form, etc.). The charge to line will be the general ledger account for which the cash should be posted. The credit to line will be the OGM account for which the expenditure should be posted.</p> <p>Charge To:</p> <p>99.99999999.'*'.1110998.999.99999999 - where * equals the fund that is on the OGM award for which the expenditure is being credited. This GL fund is found on the award descriptive flexfield (award owning fund)</p> <p>Credit To:</p> <p>POETA Account :Project.Task.Award.'**'.Expenditure</p>	

		Organization where ‘**’ is the expenditure type to that was previously credited.	
2	Department	The department must ensure that all checks are endorsed on the back for either ‘West Virginia University’ or ‘WVU Research Corporation.’ The department obtains the necessary signatures and forwards the document (IU), corresponding checks (or documentation if electronic transfer applies) and copies of checks for retention in the central units to SRCA for additional signatures and documentation. The department needs to also attach a screen print of where the original transaction occurred.	
3	SRCA	SRCA will take the documentation and review for appropriateness against the specific agreement and supply necessary signatures. The cover sheet (Cover Sheet for Grant Expenditure Reductions) will be processed and attached to the paperwork. NOTE: This cover sheet must be on BLUE paper to ensure that this is not keyed into AR and duplicated. The top section of the cover sheet labeled ‘SRA’ is to be filled out. This is indicating which bank account the checks are to be deposited in. Check either RC or State based on the entity that the award is in.	
4	SRCA	SRCA will forward all documentation to AP (cover sheet, IU, and checks/electronic transfer documentation) retaining a copy of all for the award file.	
5	AP	AP will key the IU information into the accounting system and forward documents to Departmental Revenue for deposit into the appropriate bank account. AP will also fill in the section on the cover sheet labeled as ‘AP.’	
6	Departmental Revenue	Departmental Revenue will forward all checks to the appropriate bank accounts. If a state account is involved, Departmental Revenue will record the transaction in the FIMS system.	
Next Procedure in Process: N/A			