

GM 8.0 MANAGE PROGRAM INCOME

PEOPLESOFT 8.4

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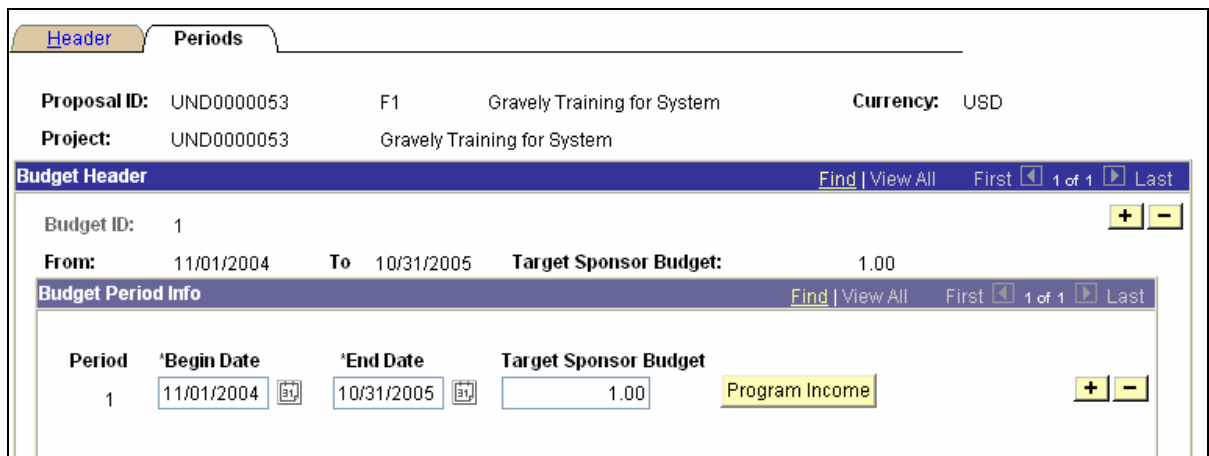
Program Income is a part of the Grants business process. When revenue is received for a sponsored program it is considered program income. There are three methods for managing Program Income for Sponsored Programs. The three methods are Additive, Deductive and Cost Share. The method for program income management is set by the funding agency and/or federal regulations in OMB A110.

The additive management method for Program Income indicates that the program income realized from a sponsored program will be added to the sponsored program funds and can be used in addition to the awarded dollars to support the project. This management method will not require any contract limit changes in PeopleSoft. The deductive management method indicates that the program income is deducted from the sponsored program award. The contract limit must be reduced by the amount of Program Income received. The program income managed in the deductive method must still be used in support of the project. The cost share management method indicates that the program income is to be used to offset the cost share required by the agency. This management method may or may not require PeopleSoft input.

GM 8.1 Program Income Preaward Information

In the PeopleSoft proposal table there is a page where you can enter program income information. This information does not generate to the post award and is stored here for reporting purposes only.

1. Navigation to Program Information in Preaward Grants > Proposals > Budget Header



The screenshot shows the PeopleSoft interface for entering program income information. It consists of two main sections: 'Budget Header' and 'Budget Period Info'.

Budget Header:

- Proposal ID: UND0000053
- F1 Gravelly Training for System
- Currency: USD
- Project: UND0000053 Gravelly Training for System
- Budget ID: 1
- From: 11/01/2004 To: 10/31/2005
- Target Sponsor Budget: 1.00

Budget Period Info:

Period	'Begin Date	'End Date	Target Sponsor Budget	
1	11/01/2004	10/31/2005	1.00	Program Income

2. Click the Program Income button. Complete the information and click the OK button. Save the page.

Program Income

Anticipated Amount: **Source:**

Comments:

Expecting 100 people to pay conference registration of \$250 each. Funds will be used in support of conference expenses. Usage method for agency is additive.

GM 8.2 Set Up Program Income Project

When you receive information that program income will be a part of an award you should establish a program income project.

1. Navigate to Grants > Awards > Project. Click the Add a New Value Tab. Enter your Business Unit and the Program Income project ID. The Program Income project ID will be the same last digits as your funded project. The beginning of the ID will be the first three digits of your project ID numbering scheme followed by a 'P' and the remaining digits will be zeros to establish a 10 digit project ID. Example: If your funded project ID is UND0000053, the program income project ID will be UNDP000053.

Project General

Find an Existing Value Add a New Value

Business Unit:

Project:

[Find an Existing Value](#) | [Add a New Value](#)

2. Click the Add button.

Project General | **Project Department**

Business Unit: UND01 University of North Dakota

*Project: UNDP000053 Create New Project

*Description: Training Program Income Add to My Projects

*Integration: UND01 University of North Dakota

Project Type: PGIN Program Income

Status: Active

[My Projects](#)

[Project Summary](#)

[Project Team](#)

[Project Activities](#)

- Enter a **Description** of this project, the project title. This information will appear when you run queries and reports about this project. The field limit is 30 characters. Populate the **Integration** field by clicking the magnifying glass and selecting the value available. The **Project Type** for this project will be Program Income. Click the magnifying glass and select the appropriate value. The **Status** comes in as Active. This is correct.

Project General | **Project Department**

Unit: UND01 Project: UNDP000053 Training Program Income

Institution ID: UND01 University of North Dakota

Subdivision: 2070 International Programs

Department: 2070 International Programs

Contact ID: Contact Details:

Department Info			
Department	Subdivision	Description	Percentage Pledged
1060 <input type="text"/>	<input type="text"/>	Budget Office	100.00 <input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>

- Click the Project Department Tab. Enter the **Institution ID** by clicking the magnifying glass or enter your business unit. Your business unit is the same value as your Institution ID. Enter the **Subdivision** and the **Department** values. These two values are the same and are the department ID of the department that will manage the program income. This department will normally be the same value as the funded grant project that related to this program income project. The section called **Department Info** is a required field. This section represents the department that would receive the revenue offset general ledger journals. Since it is a required

field in the project table you must populate it. The Percentage Pledged is also required and should be populated with 100. Save the page.

5. Click the [Project Activities](#) hyperlink on the right side of the page.

Activity ID	Description	Activity Type	Activity Manager	Name	Activity Status	% Complete	Project Resources	Assets	Activity Details
1	Program Income				...	0.00	Resources	Assets	Details +

6. The **Activity ID** always is 1. This is consistent with all of the sponsored program business processes for grant projects. The **Description** field is required. Enter the value of Program Income. Save the page. Click the [Return to Project General](#) button. Click the **Definition** tab.

[Project General](#) | [Project Department](#) | **Definition** | [Manager](#) | [Location](#) | [Phases](#)

Unit: UND01 Project: UNDP000053 Description: Training Program Income

System Fields 'FS_08 SetID: <input type="text" value="UND01"/> <input type="button" value="Q"/> Sys Source: <input type="text" value="PPC"/> <input type="button" value="Q"/> Tolerance Percent: <input type="text"/>	Project Currency Currency Code: <input type="text" value="USD"/> <input type="button" value="Q"/> Rate Type: <input type="text" value="CRRNT"/> <input type="button" value="Q"/> Currency Eff. Date Default: <input type="text" value="Acct Date"/> <input type="button" value="v"/>
Options Budget Analysis Group: <input type="text" value="GBUD"/> <input type="button" value="Q"/> Cost Analysis Group: <input type="text" value="ACT"/> <input type="button" value="Q"/> <input checked="" type="checkbox"/> Allow activities on this node <input type="checkbox"/> Standard Activities <input type="checkbox"/> Can be used as Template <input type="checkbox"/> Allow Interest Calculation	Project Assignments Default Activity: <input type="text"/> <input type="button" value="Q"/> WBS Tree Name: <input type="text"/> <input type="button" value="Q"/>
Grants Grants Project: <input type="text" value="GM Object"/> <input type="button" value="v"/> Project Primary Flag <input type="checkbox"/>	Projects Utilities <input type="button" value="Copy..."/> <input type="button" value="Project Tree..."/> <input type="button" value="Create Budget Journals"/>
Enforce Team <input checked="" type="radio"/> Do not Enforce <input type="radio"/> Project team only <input type="radio"/> Project and Activity Team <div style="float: right;"> Products <input type="text" value="No"/> <input type="button" value="v"/> </div>	

- Review this page and be sure the **Budget Analysis Group** is set to GBUD and the **Cost Analysis Group** is set to ACT. Also, in the Grants section of this page be sure the **Grants Project** value is set to GM Object. If any of these values aren't as described, change them to these values and save the page.

GM 8.3 Set Up Program Income Project Budget

Once the Program Income Project is established in PeopleSoft you need to release the program income budget. The program income budget is managed at budget level 2 in the grant fund range. The budget release should be the amount of cash received. The program income project will not be associated with a contract or billing plan. Therefore, if you are planning to release program income budget prior to receiving cash the project type should be set to TEMP to remind you that all the cash has not been received.

- To enter the Program Income Project Budget you must navigate to the projects funding page. Navigation is Projects > Projects > Funding. At the search page enter your business unit and the project ID. Click the search button.

- Open the Program Income project funding page. We now are ready to release the budget for the program income project. Remember the program income project is released at budget level 2 using the fund title (legacy function/sub function) of the original sponsored program. On the Resource Tab complete the following fields as illustrated below. NOTE: DO NOT SAVE THIS PAGE UNTIL ALL FIELDS ARE COMPLETED.

Activity ID	Resource Type	Resource Category	Resource SubCategory	Resource Quantity	UOM	Amount	Currency
1	DIRECT					5,000,000	USD

Fund Total by Analysis Type: 5,000,000
Project Fund Total: 5,000,000

Starting at the top of the page with the first empty field called **Analysis Group** complete the following information for the Resource Detail tab:

Analysis Group = GBUD

Type = BUD

Amount = Cash received for the program income project

Activity ID = 1

Resource Type = DIRECT

Amount = Cash received for the program income project

3. Click the General Ledger Detail tab. Complete the following fields as described.

Project Funding

Unit: UN001 Project: UNDP000053 Training Program Income Status: 0

'Analysis Group: GBUD 'Type: BUD 'Date: 12/15/2004 Status: Active Sequence: 0 Amount: 5,000.000 USD

Detail Fund Distribution at Resource Level

Resource Detail
 General Ledger Detail
 Commitment Control Detail

'GL Unit	Account	DeptID	Oper Unit	Fund	Program	Class	Subsystem PC Bus Unit	Subsystem Activity ID
1 UN001	500000	2070		41000				

Finalize None **Fund Total by Analysis Type:** 5,000.000
Send to Commitment Control [Process Monitor](#) **Project Fund Total:** 5,000.000
 Posting Option

Save Return to Search Notify

GL Unit = your business unit

Account = 500000 (remember all program income budgets are released at budget level 2 so the account value will always be 500000)

DeptID = department ID for the funded project related to this program income project

Fund = Level 2 fund for appropriate Fund Title and PS Function from Fund Mapping by Budget Level handout.

4. Click the Commitment Control Detail tab. The **Ledger Group** field value is GNTDTL and the **Ledger** field value is GNTDTL_BUD. These must always be populated.

Project Funding

Unit: UN001 Project: UNDP000053 Training Program Income Status: 0

*Analysis Group	*Type	*Date	Status	Sequence	Amount
GBUD	BUD	12/15/2004	Active	0	5,000.000 USD

Detail Fund Distribution at Resource Level

Resource Detail General Ledger Detail **Commitment Control Detail**

Ledger Group	Key ChartFields	Ledger	Budget Line Code	Funding Source	Cumulative Begin Date	Cumulative End Date	Journal ID
1 GNTDTL	Key ChartFields	GNTDTL_BUI	Original				

Finalize None Fund Total by Analysis Type: 5,000.000

Send to Commitment Control [Process Monitor](#) Project Fund Total: 5,000.000

Posting Option

Save Return to Search Notify

- Check back through the tabs and be sure you have correctly populated all the fields described above. Save this page.
- Check to be sure the Posting Option check box is checked, check it if it is not checked. Click the Send to Commitment Control button. View the Process Monitor to track the process.

Send to Commitment Control [Process Monitor](#)

Posting Option

- Return to the Project Funding page and the Finalize button should be activated with a message of “Posted to Commitment Control.” Click the Finalize button to send this information to the Project Resource table. The Finalize button will fade out when the process is completed and it will show “Distribute”.

Project Funding

Unit: UN001 Project: UNDP000053 Training Program Income Status: 0

'Analysis Group 'Type 'Date Status Sequence Amount

GBUD BUD 12/15/2004 Active 0 5,000.000 USD

Detail Fund Distribution at Resource Level

Resource Detail General Ledger Detail Commitment Control Detail

Activity ID	Resource Type	Resource Category	Resource SubCategory	Resource Quantity	UOM	Amount	Currency
1 1	DIRCT					5,000.000	USD

Finalize Posted to Commitment Control Fund Total by Analysis Type: 5,000.000

Send to Commitment Control Process Monitor Project Fund Total: 5,000.000

Posting Option

Project Funding

Unit: UN001 Project: UNDP000053 Training Program Income Status: 0

'Analysis Group 'Type 'Date Status Sequence Amount

GBUD BUD 12/15/2004 Active 0 5,000.000 USD

Detail Fund Distribution at Resource Level

Resource Detail General Ledger Detail Commitment Control Detail

Activity ID	Resource Type	Resource Category	Resource SubCategory	Resource Quantity	UOM	Amount	Currency
1 1	DIRCT					5,000.000	USD

Finalize Distribute Fund Total by Analysis Type: 5,000.000

Send to Commitment Control Process Monitor Project Fund Total: 5,000.000

Posting Option

8. You have now established a program income project that will allow expenditures.

GM 8.4 Receive Cash for Program Income Project

You are now ready to receive the cash (check) for this program income project into PeopleSoft. If you established the program income project prior to receiving the cash you should have established a project type of TEMP. Once you receive the cash for the project return to the Project, navigation Grants > Awards > Project and change the project type to PGIN, Program Income. To record the cash for this project in PeopleSoft refer to the Accounts Receivable manual on page ____.

GM 8.5 Adjust Contract for Deductive Program Income Process

If your program income project was allowed based on the deductive methodology you must navigate to the contract pages and reduce the contract limit based on the amount of the program income project. You should have notification from the agency detailing this reduction in the award. See the Modify Award documentation in the section that discusses Contract Amendments. Amend the contract related to this program income project by reducing the contract limit by the amount of the program income award.