**Revenue Handling**

### Direct Payments at Local Office
- **Check/Cash received at local office**
- **Deposit made to local checking account (following standard procedures)**
- **Once all events have taken place, check is written from local checking account for gross revenue collected.**

### RegOnline/Central Reg
- **RegOnline Payments via Central Registration:** Registrations and revenue are tracked in RegOnline. Process managed by PSEP.
- **Via Local Use of RegOnline:** County Office manages registrations in RegOnline.
- **County provides chartfield to BOC.**
- **PSEP provides PAT chartfield to BOC.**
- **RegOnline revenue is now on the General Ledger (GL).**

### Terminal Payments
- **Terminal Payments are made locally at the event site**
- **Credit Card Transactions fall into default chartfield set by county.**
- **County sends Expense Transfer Form to BOC with PAT registration revenue total and PAT chartfield. Please send in all transfer requests to BOC no later than April 30th.**
- **BOC transfers revenue from default terminal chartfield to PAT chartfield. Credit Card transaction fees associated with revenue will be transferred as well.**

**Financial System generates 5.7% overhead charge on the GL as an expense.**

**BOC processes deposit to revenue to General Ledger with PAT chartfield.**

**BOC transfers revenue from default terminal chartfield to PAT chartfield. Credit Card transaction fees associated with revenue will be transferred as well.**

**Terminal revenue is now on the General Ledger (GL) after journal is processed.**
PSEP F&A Rates

**County office uploads registrant/attendee list to Buckeye Box showing total registrations received after conclusion of all PAT events for fiscal year.**

**CUFM Fiscal reviews attendee/registrant list and verifies that total registration revenue on GL matches registration lists. (Taking into account any fees already deducted from revenue)**

**CUFM enters journal deducting PSEP F&A Rate @ $5/registrant from total revenue.**

**Reduction to revenue results in an automatic reduction to overhead. This will be seen on General Ledger.**

**CUFM**: Central Unit Financial Management Team – responsible for reporting, departmental budgeting, approvals, and reconciliation for CFAES central units and Extension support programs.

**Fiscal Year**: Runs from July 1st thru June 30th. July 1 2016 thru June 30 2017 is our current Fiscal Year, which is FY17.
Checks are written to local vendors out of county checking.

Local Checking

PAT event expenses are reconciled to local checking.

Following standard procedures, please submit local checking reimbursement with supporting documentation via eRequest with PAT chartfield.

Any additional expenses are paid out of checking.

Event expenses are submitted and processed through the University Systems.

Following standard procedures, please submit eRequests for event expenses (includes PO, P-cards, etc) Direct code using PAT chartfield.

Please submit all travel requests and reimbursements using standard eTravel procedures. Please direct code PAT chartfield.

Note:
For PAT expenses that involve other initiatives or for combined events, please use best judgement on where expense should go. Chartfields can be split also. When determining where expenses should go, please keep in mind that FACT training event expenses are more restrictive. Understand that FACT dollars can only go towards FACT expenses. (COUNTY ORG- FUND 530137).
Revenue Handling – Deposits

Example of check deposit using DEPOSIT Transmittal Form. This form can be found at http://cfaesfinance.osu.edu/forms
**Revenue & Fee Handling**

Screenshot of GL showing:

- Incoming Net Revenue after BOC deducts RegOnline and credit card fees.
- PSEP F&A Fees Deducted from Revenue (@ $5/registrant)
- University Overhead (after PSEP F&A Fees reduces revenue)

<table>
<thead>
<tr>
<th>Income</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>Net Revenue</td>
<td>-$3,161.56</td>
</tr>
<tr>
<td>-</td>
<td>PSEP F&amp;A Fees</td>
<td>-$300.00</td>
</tr>
<tr>
<td>-</td>
<td>University Overhead</td>
<td>-$300.00</td>
</tr>
</tbody>
</table>

**Incoming Net Revenue (after BOC deducts RegOnline & credit card fees).**

**PSEP F&A fees deducted from Revenue based on attendance (@ $5/registrant).**

**University overhead @ 5.7% of revenue (total shown is overhead after PSEP F&A fees reduces total revenue).**
Expenses

PAT chartfield (COUNTY ORG – FUND 110790 – ACCOUNT). This would be used when reimbursing local checking via eRequest (see below). It will also be used if direct coding of event expenses and travel via eRequest and eTravel.

Local Checking Reimbursement Example

![](image)

**eRequest**

<table>
<thead>
<tr>
<th>Requested By</th>
<th>Levacque, Ashley</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requested For</td>
<td>Levacque, Ashley</td>
</tr>
<tr>
<td>Ship To</td>
<td>NA</td>
</tr>
<tr>
<td>Business Purpose</td>
<td>Meals, paid by county for the PAT event held July 13 through the 17.</td>
</tr>
<tr>
<td>Priority</td>
<td>Routine</td>
</tr>
</tbody>
</table>

**Requested For**

Levacque, Ashley

**Item Chartfield**

<table>
<thead>
<tr>
<th>Description</th>
<th>Vendor/Fee Info</th>
<th>UOM</th>
<th>Quantity</th>
<th>Estimated Amount</th>
<th>Total Estimated Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reimbursement from PAT earnings to county checking to pay for food for event.</td>
<td>County Extension Office</td>
<td></td>
<td>1</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

**Organization**

Ohio County (6703X)

**Chartfields**

<table>
<thead>
<tr>
<th>BU GL</th>
<th>Org</th>
<th>Fund</th>
<th>Account</th>
<th>Project</th>
<th>Program Code</th>
<th>User Defined</th>
<th>Estimated Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Univ</td>
<td>570xx</td>
<td>110790</td>
<td>54433</td>
<td>100%</td>
<td>$1,000.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Attachments**

- attendeeelist.pdf
- hotelreceipts.docx
- checksforfood.pdf

**Distribution Method**

Vendor Payment - Transaction ID: 17ERULLH - Gent Date: 2/29/2016 - Gent By: Turner, Aaron Lynn - Amount: $1,000.00

Vendor Id: 0000027000 - Vendor Location: COUNTY1 - Vendor Address Sequence: 3

Convenience Order Num: X17088 - Payent Handling: RE - Check Message: 

**Activity Status**

- Request sent to PeopleSoft (17ERULLH) by Turner, Aaron Lynn on 02/29/2016 09:30 AM

**Workflow Information**

| Submitted | Levacque, Ashley | 07/20/2016 01:38 PM | Submitted for Approval Org |
| Approved  | Farnel, Jessica  | 07/20/2016 02:28 PM | 570XX, Level I, Approval Org |
| Approved  | Farnel, Jessica  | 07/20/2016 02:28 PM | 570XX, Level II Approval |

PR31289238 - Page 1