

# Job Aid for Department IDC allocations

Run below query for your department's assigned IDC Department ID. In this example, we are using FA0029, Mathematics Department, for the months of July and August 2017

## SC\_GM\_IDC\_DEPT\_BALANCE\_DETAIL - GM IDC Dept Balance Detail

IDC Department ID:   
 From Date:    
 To Date:

| Journal ID | Date | Status | Source | Descr | User | Unit | Oper Unit | Dept | Fund | Account | Class | PC Bus Unit | Project | Activity | Amount |
|------------|------|--------|--------|-------|------|------|-----------|------|------|---------|-------|-------------|---------|----------|--------|
|------------|------|--------|--------|-------|------|------|-----------|------|------|---------|-------|-------------|---------|----------|--------|

Next, filter out the year-end entries:

The screenshot shows an Excel spreadsheet with the following data table:

| Journal ID | Date      | Status | Source | Descr                          | User     | Unit | Oper Unit | Dept   | Fund | Account | Class | PC Bus Unit | Project  | Activity | Amount  |
|------------|-----------|--------|--------|--------------------------------|----------|------|-----------|--------|------|---------|-------|-------------|----------|----------|---------|
| YE00039640 | 7/1/2017  | P      |        |                                | KIBLERM  | USCO | CL071     | FA0029 | E150 | 32000   | 000   |             | 10002971 |          | -450.8  |
| GM00039805 | 7/31/2017 | P      |        |                                | HAMBRIGG | USCO | CL071     | FA0029 | E150 | 43000   | 202   | USCSP       | 10003061 | 1        | -426.3  |
| GM00041298 | 8/31/2017 | P      |        |                                | HAMBRIGG | USCO | CL071     | FA0029 | E150 | 43000   | 202   | USCSP       | 10003061 | 1        | -426.3  |
| YE00039640 | 7/1/2017  | P      |        |                                | KIBLERM  | USCO | CL071     | FA0029 | E150 | 32000   | 000   |             | 10003061 |          | -842.8  |
| GM00041298 | 8/31/2017 | P      |        |                                | HAMBRIGG | USCO | CL071     | FA0029 | E150 | 43000   | 202   | USCSP       | 10003176 | 1        | 27.7    |
| YE00039640 | 7/1/2017  | P      |        |                                | KIBLERM  | USCO | CL071     | FA0029 | E150 | 32000   | 000   |             | 10003176 |          | -2828.5 |
| GM00041298 | 8/31/2017 | P      |        |                                | HAMBRIGG | USCO | CL071     | FA0029 | E150 | 43000   | 202   | USCSP       | 10003177 | 1        | -16.6   |
| YE00039640 | 7/1/2017  | P      |        |                                | KIBLERM  | USCO | CL071     | FA0029 | E150 | 32000   | 000   |             | 10003177 |          | -17.8   |
| GM00041298 | 8/31/2017 | P      |        |                                | HAMBRIGG | USCO | CL071     | FA0029 | E150 | 43000   | 202   | USCSP       | 10003435 | 1        | -42.3   |
| YE00039640 | 7/1/2017  | P      |        |                                | KIBLERM  | USCO | CL071     | FA0029 | E150 | 32000   | 000   |             | 10003440 |          | -2.3    |
| GM00039805 | 7/31/2017 | P      |        |                                | HAMBRIGG | USCO | CL071     | FA0029 | E150 | 43000   | 202   | USCSP       | 10003519 | 1        | -190.2  |
| GM00041298 | 8/31/2017 | P      |        |                                | HAMBRIGG | USCO | CL071     | FA0029 | E150 | 43000   | 202   | USCSP       | 10003519 | 1        | -30.8   |
| YE00039640 | 7/1/2017  | P      |        |                                | KIBLERM  | USCO | CL071     | FA0029 | E150 | 32000   | 000   |             | 10003519 |          | -431.7  |
| GM00039805 | 7/31/2017 | P      |        |                                | HAMBRIGG | USCO | CL071     | FA0029 | E150 | 43000   | 202   | USCSP       | 10003532 | 1        | -325.6  |
| GM00041298 | 8/31/2017 | P      |        |                                | HAMBRIGG | USCO | CL071     | FA0029 | E150 | 43000   | 202   | USCSP       | 10003532 | 1        | -21.7   |
| YE00039640 | 7/1/2017  | P      |        |                                | KIBLERM  | USCO | CL071     | FA0029 | E150 | 32000   | 000   |             | 10003532 |          | -626.5  |
| GM00039805 | 7/31/2017 | P      |        |                                | HAMBRIGG | USCO | CL071     | FA0029 | E150 | 43000   | 202   | USCSP       | 10004021 | 1        | -654.5  |
| GM00041298 | 8/31/2017 | P      |        |                                | HAMBRIGG | USCO | CL071     | FA0029 | E150 | 43000   | 202   | USCSP       | 10004021 | 1        | -89.1   |
| YE00039640 | 7/1/2017  | P      |        |                                | KIBLERM  | USCO | CL071     | FA0029 | E150 | 32000   | 000   |             | 10004021 |          | -1286.7 |
| GM00039805 | 7/31/2017 | P      |        |                                | HAMBRIGG | USCO | CL071     | FA0029 | E150 | 43000   | 202   | USCSP       | 10004138 | 1        | -290.8  |
| GM00041298 | 8/31/2017 | P      | GM     | F&A Calculation                | HAMBRIGG | USCO | CL071     | FA0029 | E150 | 43000   | 202   | USCSP       | 10004138 | 1        | -60.7   |
| YE00039640 | 7/1/2017  | P      | CLO    | Year End Journals from closing | KIBLERM  | USCO | CL071     | FA0029 | E150 | 32000   | 000   |             | 10004138 |          | -79.6   |
| GM00039805 | 7/31/2017 | P      | GM     | F&A Calculation                | HAMBRIGG | USCO | CL071     | FA0029 | E150 | 43000   | 202   | USCSP       | 10004159 | 1        | -673.2  |
| GM00041298 | 8/31/2017 | P      | GM     | F&A Calculation                | HAMBRIGG | USCO | CL071     | FA0029 | E150 | 43000   | 202   | USCSP       | 10004159 | 1        | -551.7  |
| YE00039640 | 7/1/2017  | P      | CLO    | Year End Journals from closing | KIBLERM  | USCO | CL071     | FA0029 | E150 | 32000   | 000   |             | 10004159 |          | -501.5  |
| GM00039805 | 7/31/2017 | P      | GM     | F&A Calculation                | HAMBRIGG | USCO | CL071     | FA0029 | E150 | 43000   | 202   | USCSP       | 10004377 | 1        | -9.6    |
| YE00039640 | 7/1/2017  | P      | CLO    | Year End Journals from closing | KIBLERM  | USCO | CL071     | FA0029 | E150 | 32000   | 000   |             | 10004377 |          | -104.6  |
| GM00039805 | 7/31/2017 | P      | GM     | F&A Calculation                | HAMBRIGG | USCO | CL071     | FA0029 | E150 | 43000   | 202   | USCSP       | 10006018 | 1        | -516.8  |

The filter menu is open, showing the following options:

- (Select All)
- F&A Calculation
- Year End Journals from closing



# Job Aid for Department IDC allocations

Prepare journal entry as follows:

| Oper Unit | Dept   | Fund  | Account | Class | PC Bus Unit | Project  | Activity | An Type | Cost Share | Amount     | Reference    | Journal Line Description  |
|-----------|--------|-------|---------|-------|-------------|----------|----------|---------|------------|------------|--------------|---------------------------|
| CL071     | 130600 | EN700 | 43000   | 202   | USCIP       | 80000102 | 1        | GLR     |            | -12,030.71 | IDCJUL/AUG17 | RECOVERY OF INDIRECT COST |
| CL071     | FA0029 | E1500 | 43000   | 202   |             |          |          | GLR     |            | 12,030.71  | IDCJUL/AUG17 | RECOVERY OF INDIRECT COST |

At the end of each fiscal year, June IDC allocations will carry forward to the next fiscal year if they have not been moved by journal entry prior to year-end close. The principle for moving the IDC is still the same, but the report will be run differently, and you will see the 32000 account rather than the 43000 account.

Run below query for your department's assigned IDC Department ID. In this example, we are using FA0029, Mathematics Department, for the carry forward from fiscal year 2017, using report date 6/30/2017

SC\_GM\_IDC\_DEPT\_BALANCE\_DETAIL - GM IDC Dept Balance Detail

IDC Department ID   
 From Date    
 To Date  

[View Results](#)

| Journal ID | Date | Status | Source | Descr | User | Unit | Oper Unit | Dept | Fund | Account | Class | PC Bus Unit | Project | Activity | Amount |
|------------|------|--------|--------|-------|------|------|-----------|------|------|---------|-------|-------------|---------|----------|--------|
|------------|------|--------|--------|-------|------|------|-----------|------|------|---------|-------|-------------|---------|----------|--------|

# Job Aid for Department IDC allocations

Next, filter out the year-end entries:

| Journal ID | Date      | Sta | Sort | Descr                          | User     | Un | Oper U | Dept       | Fu     | Account   | Class | PC Bus U | Project  | Activity | Amount  |
|------------|-----------|-----|------|--------------------------------|----------|----|--------|------------|--------|-----------|-------|----------|----------|----------|---------|
| GM00038301 | 6/30/2017 | P   |      |                                | HAMBRIGG |    |        | USCO CL071 | FA0029 | E15043000 | 202   | USCSP    | 10002971 | 1        | -450.8  |
| YE00039639 | 6/30/2017 | P   |      |                                | KIBLERM  |    |        | USCO CL071 | FA0029 | E15043000 | 202   |          | 10002971 |          | 450.8   |
| YE00039639 | 6/30/2017 | P   |      |                                | KIBLERM  |    |        | USCO CL071 | FA0029 | E15043000 | 000   |          | 10002971 |          | -450.8  |
| GM00038301 | 6/30/2017 | P   |      |                                | HAMBRIGG |    |        | USCO CL071 | FA0029 | E15043000 | 202   | USCSP    | 10003061 | 1        | -842.8  |
| YE00039639 | 6/30/2017 | P   |      |                                | KIBLERM  |    |        | USCO CL071 | FA0029 | E15043000 | 202   |          | 10003061 |          | 842.8   |
| YE00039639 | 6/30/2017 | P   |      |                                | KIBLERM  |    |        | USCO CL071 | FA0029 | E15043000 | 000   |          | 10003061 |          | -842.8  |
| GM00038301 | 6/30/2017 | P   |      |                                | HAMBRIGG |    |        | USCO CL071 | FA0029 | E15043000 | 202   | USCSP    | 10003176 | 1        | -2828.5 |
| YE00039639 | 6/30/2017 | P   |      |                                | KIBLERM  |    |        | USCO CL071 | FA0029 | E15043000 | 202   |          | 10003176 |          | 2828.5  |
| YE00039639 | 6/30/2017 | P   |      |                                | KIBLERM  |    |        | USCO CL071 | FA0029 | E15043000 | 000   |          | 10003176 |          | -2828.5 |
| GM00038301 | 6/30/2017 | P   |      |                                | HAMBRIGG |    |        | USCO CL071 | FA0029 | E15043000 | 202   | USCSP    | 10003177 | 1        | -17.8   |
| YE00039639 | 6/30/2017 | P   |      |                                | KIBLERM  |    |        | USCO CL071 | FA0029 | E15043000 | 202   |          | 10003177 |          | 17.8    |
| YE00039639 | 6/30/2017 | P   |      |                                | KIBLERM  |    |        | USCO CL071 | FA0029 | E15043000 | 000   |          | 10003177 |          | -17.8   |
| GM00038301 | 6/30/2017 | P   |      |                                | HAMBRIGG |    |        | USCO CL071 | FA0029 | E15043000 | 202   | USCSP    | 10003440 | 1        | -2.3    |
| YE00039639 | 6/30/2017 | P   |      |                                | KIBLERM  |    |        | USCO CL071 | FA0029 | E15043000 | 202   |          | 10003440 |          | 2.3     |
| YE00039639 | 6/30/2017 | P   |      |                                | KIBLERM  |    |        | USCO CL071 | FA0029 | E15043000 | 000   |          | 10003440 |          | -2.3    |
| GM00038301 | 6/30/2017 | P   |      |                                | HAMBRIGG |    |        | USCO CL071 | FA0029 | E15043000 | 202   | USCSP    | 10003519 | 1        | -382.0  |
| GM00039248 | 6/30/2017 | P   |      |                                | CIBRADY  |    |        | USCO CL071 | FA0029 | E15043000 | 202   | USCSP    | 10003519 | 1        | -49.7   |
| YE00039639 | 6/30/2017 | P   |      |                                | KIBLERM  |    |        | USCO CL071 | FA0029 | E15043000 | 202   |          | 10003519 |          | 431.7   |
| YE00039639 | 6/30/2017 | P   |      |                                | KIBLERM  |    |        | USCO CL071 | FA0029 | E15043000 | 000   |          | 10003519 |          | -431.7  |
| GM00038301 | 6/30/2017 | P   |      |                                | HAMBRIGG |    |        | USCO CL071 | FA0029 | E15043000 | 202   | USCSP    | 10003532 | 1        | -543.6  |
| GM00039248 | 6/30/2017 | P   | GM   | F&A Calculation                | CIBRADY  |    |        | USCO CL071 | FA0029 | E15043000 | 202   | USCSP    | 10003532 | 1        | -82.8   |
| YE00039639 | 6/30/2017 | P   | CLO  | Year End Journals from closing | KIBLERM  |    |        | USCO CL071 | FA0029 | E15043000 | 202   |          | 10003532 |          | 626.5   |
| YE00039639 | 6/30/2017 | P   | CLO  | Year End Journals from closing | KIBLERM  |    |        | USCO CL071 | FA0029 | E15043000 | 000   |          | 10003532 |          | -626.5  |
| GM00038301 | 6/30/2017 | P   | GM   | F&A Calculation                | HAMBRIGG |    |        | USCO CL071 | FA0029 | E15043000 | 202   | USCSP    | 10004021 | 1        | -1286.7 |
| YE00039639 | 6/30/2017 | P   | CLO  | Year End Journals from closing | KIBLERM  |    |        | USCO CL071 | FA0029 | E15043000 | 202   |          | 10004021 |          | 1286.7  |
| YE00039639 | 6/30/2017 | P   | CLO  | Year End Journals from closing | KIBLERM  |    |        | USCO CL071 | FA0029 | E15043000 | 000   |          | 10004021 |          | -1286.7 |
| GM00038301 | 6/30/2017 | P   | GM   | F&A Calculation                | HAMBRIGG |    |        | USCO CL071 | FA0029 | E15043000 | 202   | USCSP    | 10004138 | 1        | -79.6   |



# Job Aid for Department IDC allocations

Prepare journal entry as follows:

| Oper Unit | Dept   | Fund  | Account | Class | PC Bus Unit | Project  | Activity | An Type | Cost Share | Amount     | Reference       | Journal Line Description  |
|-----------|--------|-------|---------|-------|-------------|----------|----------|---------|------------|------------|-----------------|---------------------------|
| CL071     | 130600 | EN700 | 43000   | 202   | USCIP       | 80000102 | 1        | GLR     |            | -16,104.73 | IDC CRYFWD 2017 | RECOVERY OF INDIRECT COST |
| CL071     | FA0029 | E1500 | 43000   | 202   |             |          |          | GLR     |            | 16,104.73  | IDC CRYFWD 2017 | RECOVERY OF INDIRECT COST |