

AOSD Flash #278: Recording Revenues in Outreach Advertising Fund for Official Advertising

For Official Advertising as defined in Admin Code Section 2.81, City departments must pay 10% of the total advertising cost (10% Set Aside) to the City's Outreach Advertising Fund. This was processed through OA documents in FAMIS. In PeopleSoft, departments should:

1. Set up contracts and/or purchase orders (PO) for 90% of the total advertising costs with a Clearinghouse Supplier (e.g. Daily Journal) or Official Advertising Supplier
2. Process vouchers and make payments for 90% of the total Official Advertising invoice amount (see Item 1 in the example below). This invoice has been paid in PeopleSoft through Voucher ID 00011716. You may look it up in PeopleSoft as a reference.

| Type | Order No | Description | |
|---------|----------|--|--|
| Invoice | B3028000 | <p>ADVERTISING SERVICE</p> <p>NOTICE OF HEARINGS JULY 27, 2017 *HRG NOTICE OF HEARING 62206 SAN FRANCISCO EXAMINER 10% 07/26/2017</p> <p>\$ 3.75 * 1 Cols * 358 Lines * 1 Inserts 10% set aside</p> | <p>1,208.25</p> <p>1,342.50 -134.25</p> |

3. Process a journal entry to record the 10% Set Aside (Item 2 in the example above) as a revenue to the Outreach Advertising Fund and an additional expenditure to the department.
 - a. Credit the following Chartfields to record the revenue in Outreach Advertising Fund:
 - Account: 460199
 - Fund: 12600
 - Dept: same as on the voucher
 - Authority: 10000
 - Project/Activity: same as on the voucher
 - b. Debit the following Chartfields to record the department expenditure:
 - Account: same as on the voucher (should be 535810 Advertising)
 - Fund: same as on the voucher
 - Dept: same as on the voucher
 - Authority: same as on the voucher
 - Project/Activity: same as on the voucher

Below are the journal lines (Journal ID 0000001502) which recorded the 10% Set Aside in the example above.

| Line | Account | Fund | Dept | Authority | Project | Activity | Amount | Reference | PC Bus Unit | An Type | Affiliate | Fund Affil |
|------|---------|-------|--------|-----------|----------|----------|---------|-----------|-------------|---------|-----------|------------|
| 1 | 535810 | 10000 | 229236 | 10000 | 10001645 | 0001 | 134.25 | 00011716 | SFGOV | GLE | | |
| 2 | 460199 | 12600 | 229236 | 10000 | 10009473 | 0001 | -134.25 | 00011716 | SFGOV | GLR | | |
| 3 | 100005 | 10000 | 229236 | 10000 | 10001645 | 0001 | -134.25 | 00011716 | SFGOV | BAL | SFGOV | 12600 |
| 4 | 100005 | 12600 | 229236 | 10000 | 10009473 | 0001 | 134.25 | 00011716 | SFGOV | BAL | SFGOV | 10000 |

Please make sure the cash balancing lines are in place (Line 3 & 4 in this example) and input the Voucher ID in the Reference field for audit trail.