

Banner Grant Setup Instruction

Sponsored Projects Administration

Revised March 1, 2021

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1. Introduction

The purpose of this instruction is to help financial administrators to establish an award in Banner. Use the following steps to set up a grant code. These steps are guidelines and may change according to policies and procedures.

Step	Form	Action
1	FTIIDEN (Entity Name/ID Search)	Identify current agencies and their ID
2	FTMAGCY (Agency Code Maintenance Form)	Establish a new agency or update an existing one
3	FRAGRNT (Grant Maintenance)	Identify grant account and grant information such as project start/end date, dollar amount, agency, PI, and financial administrator
4	FTMFUND (Fund Code Maintenance)	Establish level 3 and 4 funds
5	YYRFUND (Fund Code Maintenance)	Establish rates such as facility support, overhead, and fixed fee for a particular fund or modify an existing record
6	FTMACCI (Account Index Code Maintenance)	Prevent overriding default organization and program codes for an existing fund
7	FRAEVGA (Grant Event Assignment)	Link invoicing and reporting events to a grant
8	FRABUDG (Grant Budget)	Set up initial budget for a grant

2. Restricted Fund Structure

Prior to setting up a Grant determine appropriate codes for the following 5 fields plus determine if IDC, CS and agency codes currently exist for new agreement.

For an agreement with cost share - first determine if it is appropriate to automate the transfer of funds into the SR exhibit. Refer to SPA's narrative on cost share tracking mechanisms.

- a. *Grant No.:* It is possible to have multiple funds/tasks under one grant. Use the same Grant number if you want funds/tasks to invoice together. For cost share, you can code the level 3 similarly so the activity will group together for reporting/tracking purposes but use a different Grant number so it won't invoice together. Normally, the grant number should consist of 4 characters sometimes 5.
- b. *Fund No.*: Observe following coding convention for determining appropriate first character, FUND number should consist of 6 characters:

Prefix	Agency	Description		
А	Army			
F	Air Force	Department of Defense		
N	Navy			
D	DOE	Department of Energy		
В	EPA	Environmental Protection Agency		
Y	NASA	National Aeronautics and Space Administration		
S	NSF	National Science Foundation		
R	Other Federal	Other Federal		
U	USGS	U.S. Geological Survey		
М	MISC	Misc. Restricted		
Р	Main Campus	Driveto		
Т	EMRTC	riivate		
Ζ		Internal Accounts for SPA		

- c. *Organization:* The organization is equivalent to department codes previously used in SPA and can be searched in FRIGRNT when setting up an award (See document retrieval screens pg. 28)
- d. *Program:* Sponsored Activity in SPA can be one of two functions: a) Organized Research which is the systematic study directed toward fuller knowledge of the subject involved and includes rigorous inquiry, experimentation or investigation (P=29000) or b) Other Sponsored Activities defined as externally funded projects that do not involve research such as construction projects, teaching/training programs, etc. (P=29001).
- e. *Grant and Contract Fund Hierarchy:* Observe the following Grant and Contract Fund hierarchy

Level 1	Description	Level 2	Level 3	Level 4
FED	Federal Awards	ARMY	G&C FUND non data enterable	<i>C&C</i> Data anterable FUND
		EPA	G&C FUND non data enterable	G&C Data enterable FUND
		DOE	G&C FUND non data enterable	G&C Data enterable FUND
		AFORCE	G&C FUND non data enterable	G&C Data enterable FUND
		NSF	G&C FUND non data enterable	G&C Data enterable FUND
		USGS	G&C FUND non data enterable	G&C Data enterable FUND
		NASA	G&C FUND non data enterable	G&C Data enterable FUND
		OTHFED	G&C FUND non data enterable	G&C Data enterable FUND
STATE 1	State Awards Including NM,	STATE		G&C Data enterable FUND
	Universities and NMWRRI		G&C FUND non data enterable	G&C Data enterable FUND
MISRT 1	Miscellaneous Restricted Includes other Universities	MISRTD	G&C FUND non data enterable	G&C Data enterable FUND
PRI	Private Awards	VPRI	G&C FUND non data enterable	G&C Data enterable FUND
		EMRTC	G&C FUND non data enterable	G&C Data enterable FUND
INTER1	Internal Funds	Internal f	unds G&C Usage only	

3. Grant Forms

Step I: FTIIDEN (Entity Name/ID Search)

This form is used to search for an agency. You can use this form if you are unsure whether your agency is new and needs to be setup or not. First go to FTIIDEN from the BANNER search bar.

≡						
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Q						
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?		Welcor	ne	~		
*		Search	O Direct Navigation	ftilden	8	
C→				Entity Name/ID Search (FTIIDEN)	4	
۵						
	Ellucian@I © 2014-2020 F	Ellucian Company I. P. a	nd its affiliates			
	This software contains confid subject to the terms and cont	ential and proprietary info	mation of Ellucian and its subsidiarie ten license agreements between Elluc	s. Use of this software is limited to Ellucian licensees, and is ian and the licensee in guestion.		

This will take you to the following page. From here uncheck the box marked "Vendors" and check "All". Then click in the Last Name field. Now you can type in a distinct part of the name of the agency you are searching for with % (wild card) on either side as shown on the next page. Then hit Go or (F8) and select the ID for the agency with the correct name (make note of the ID# for use in grant set-up). You will need to check the billing address; if it does not match you can add a new BI address in the next step. Make sure that the one you select says "Yes" under the Agency column and is not terminated. If the agency exists but hasbeen terminated call the Purchasing office to re-activate it rather than creating a duplicate.

* ENTITY NAME	ID SEARCH											🗄 Insert 🛛 De	ete 🧧 Copy 🔍 Filter
	Vendors				Proposa	I Personnel					Agencies		
	Terminated Vend	lors			Financia	I Managers				-	V All		
· ·	Grant Personnel				Terminat	ted Financial Mana	igers						
▼ DETAILS												🚼 Insert 🗖 Dei	ete 🧧 Copy 🛛 🏹 Filter
Basic Filter	Advanced Filter												8
ID	•	Last Name	•	First Name	•	Middle Name		•	Entity Indica	ator		•	
		%Sandia%										Add Anoth	er Field 🗸
													Clear All Go
ID	Last Name	First Name	Middle Name	Entity Indicator	Change Inc	dicator V	/endor	Financial M	anager	Agency	Grant Personnel	Proposal Personne	Name Type
M at CO.													Decord 1 of 1
	20 V Pe	r Page											Record For F
ENTITY NAM	E/ID SEARCH											🚼 Insert 🗖 D	elete 📲 Copy 🏾 🅄 Filter
	Vendors				Propos	al Personnel					Agencies		
	Terminated Ven	dors			Financi	al Managers					V All		
	Grant Personne	I			Termina	ated Financial Man	agers						
DETAILS												🚼 Insert 🗖 D	elete 📲 Copy 🏾 🏹 Filter
Active filters:	Last Name: %Sandia Na	ational% O Clear Al	<u>l</u>										Filter Again
ID	Last Name	First Name	Middle Name	Entity Indicator	Change In	ndicator	Vendor	Financial I	Manager	Agency	Grant Personnel	Proposal Personn	el Name Type
900304367	Sandia National Laborator	ies		Corporation			Terminated	No		No	No	No	
SANDIA	Sandia National Laborator	ies		Corporation			Yes	No		Yes	No	No	
SANNAT	Sandia National Laborator	ie		Corporation	Name		Terminated	No		Yes	No	No	
900304367	Sandia National Laborator	ie		Corporation	Name		Terminated	No		No	No	No	
900240230	Sandia National Labortorie	es		Corporation			Terminated	No		No	No	No	
K < 1 o	f 1 ▶ 🕨 🛛 10 🗸 Pe	er Page											Record 1 of 5

If no records are found the message below will appear in the upper right hand corner and a new record will need to be set up. This is shown in the next step.



Step2: FTMAGCY (Agency Code Maintenance Form)

To access the FTMAGCY form after logging into banner, type "ftmagcy" in the search bar, then press the Enter key on your keyboard.

≡			
ය			
⊞			
Q			
۲. ۲			
0	Welcome		
*	Search Direct Navigation	ftmagcy	8
(→		Agency Code Maintenance (FTMAGCY)	*
Q			
	Ellucian® © 2014-2020 Ellucian Company L.P. and its affiliates. This software contains confidential and proprietary information of Ellucian and its subsidiar subject to the terms and conditions of one or more written license agreements between Ell	ies. Use of this software is limited to Ellucian licensees, and is ucian and the licensee in question.	

The FTMAGCY Form page is used to update existing agency information as well as create new agencies.

To update an existing agency address, enter the agency's ID number found in step 1 and select GO. Select the address tab at the top. You can then use the arrow buttons on the bottom left to view all of the current Addresses. Make note of the most recent BI sequence number then select the insert button on the top right. This will allow you to enter a new address (make sure to use a BI sequence, billing address, the BU sequence, business address, is used only by Purchasing). Enter the address information and the next sequence number then select save.

If you need to create a new agency in FTMAGCY follow the instruction on the next page, otherwise, skip to step 3.

To create a new agency select generate ID.

X @ ellucian Agency Code Maintenance FTMAGCY 9.3.16 (PROD)	🔒 ADD		攝 RELATED	🗱 TOOLS
Agency: ··· +				Go
Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER				
Enter matching source as "person/non-person" and select generate ID ag	ain a	and		
"Go"				

X @ ellucian Common Matching Entry GOAMTCH 9.3.13 (PROD)	🔒 ADD 斗 RETRIEVE	🖧 RELATED	🔆 TOOLS
ID: GENERATED + Matching Source: PERSON / NON-PERSON Person or N	√on-Person Matching		Go
View Comments:			
Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.			

On the next page enter the non-person name and billing address. Then select "Duplicate Check" just to be absolutely sure there are no duplicate agencies. If no duplicates are found hit "yes".

× @ ellucian	Common Matching Entry GOAMTCH 9.3.13 (PROD)			🔒 ADD		A RELATED	🗱 TOOLS 1
ID: GENERATED	Matching Source: PERSON / NON-PERSON Person or Non-Person Matching			Banr	ier	a ac new?	
* DATA ENTRY						do nom.	
Last Name		Nation					Yes No
First Name		Non-Person Name	Bobs Buildings LLC]			
Middle Name		SSN/SIN/TIN					
Address Type		Birth Date	Day Month Year				1
Street Line 1	123 Memory Ln	Gender	Null				
Street Line 2		Telephone Type					
Street Line 3		Telephone					
City	Albuquerque	E-mail Type					
State or Province	NM New Mexico	E-mail]			
ZIP or Postal Code	87101	Additional ID Type					
County		Additional ID]			
	Duplicate Check						
	Select ID						
	Details						
Match Potential N	atches						
* матсн					0	nsert 🗧 Delete	Copy 🏹 Filter
ID		Matched Address					
Name		Telephone					
SSN/SIN/TIN		E-mail					
Birth Date		Additional ID					
Gender	N	All Addresses					
Street Line 1		All Telephones					
Street Line 2		All E-mails					
Street Line 3		Matching Rule Sets	No Matches				
Matched Address			Clear and Return to Data Entry				

This will create a new 900xxxxx Agency ID number. Write this number down to use for the new GRANT/FUND setup. Enter the contact information. Enter the address type as BI and Sequence 1 for billing. Enter the predecessor information, some examples are shown below. Then enter the address in the address tab. When you are finished press save.

× @ ellucian	Agency Code Maintenance FTMAGCY 9.3.8 (TEST)		🔒 ADD	RETRIEVE	RELATED	🔅 TOOLS	1
Agency: 900356	015 Vibs Buildings LLC				(Start O	ver
Agency Information	Address						
AGENCY INFORMATIC	N			C (nsert 🗖 Delete	Copy	Ϋ, Filter
Name Type		Extension					
	Active Status	Contact E-mail					
Contact	←	Predecessor					
		Address Type					
Area Code		Sequence Number					
Phone Number							

Predecessor Types:

L

AGCYMISC (Includes all university awards & State of NM agencies) AGCYPRIV (All private agencies) DOD (A1my, Navy, Airforce) US_DOE (Dept. of Energy) DOE_LAB (a subcategory of DOE) US_DOI (Dept. of the Interior) US_IEGC (Federal Independent Establishments & Government Corporations such as NSF) US_OTHER (Other Federal government departments) UN_DOL (Dept. of Labor)

This list is not all-inclusive. If you have questions, please ask so it can be researched.

Step 3: FRAGRNT (Grant Maintenance Form)

To access the FRAGRNT Form select either the search icon or the home page icon and type "fragrant" into the search bar.

=					
			Welcome		
۹		fragrnt		8	
2		Grant Maintenance (FRAGRNT)			
?				Provide the second seco	
€÷					
0					
	Ellucian® © 2014–2019 Ellucian Company L.P.	and its affiliates.			
	This software contains confidential and proprietary info the terms and conditions of one or more written licens	rmation of Ellucian and its subsidiaries. a agreements between Ellucian and the	s. Use of this software is limited to Ellucian licensees, an e licensee in question.	d is subject to	

Enter the new Grant and select Go.

×	@ ellucian	Grant Maintenance FRAGRNT 9.3.12 (TEST)		ADD	RETRIEVE	A RELATED	🔅 TOOLS			
	Grant:	TEST Pro	oposal:				Go			
G	Frant Text Exists:									
Get	Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.									

BANNER assumes you are entering a new record when you log into a screen. If you want to check status of an existing record in most screens, hit the filter button or F7 and tab to the field you are interested in, enter the information and click Go or F8 to see if the record exists. FRAGRNT doesn't work this way. Anything entered directly into FRAGRNT can be saved.

× @ ellucian	Grant Maintenance FRAGRNT 9.3.12 (TEST)	🔒 ADD 斗 RETRIEVE	RELATED	🌞 TOOLS
Grant: TEST Propos	I: Grant Text Exists:			itart Over
Main Grant Agency	Location Cost Code Personnel Billing User Defined Data Effort Reporting Pass Through Agency 🗸 Various screen ta	ıbs		
GRANT MAINTENANCE		🗄 Insert	🗖 Delete 🦷 🕻	opy 🎗 Filter
Chart of Accounts *	Vers Through Indicator			
Responsible *	10300 EMRTC Alternate Description			
Organization				
Long Title *	Testing a New Setup In Banner 9 Status Date 01/01/2020			
Title *	Testing In Banner 9 Current Amount 50,000.00			
	Requires Effort Certification Cumulative Amount 50,000.00			
Agency	ALLIANT ATK Ordnance & Ground Systems Maximum Amount 100,000.00			
Principal Investigator	900166515 Stanley, Michael J. Total Recipient Share			
ID				
Project Start Date *	01/01/2020 ERelated Grant			
Project End Date	12/31/2021 Grant Type CT Contract			
Proposal	Category N No Cost Share is Not req'd on Award			
Termination Date	Sub Category			
Expenditure End	CFDA Number			
Date				
Status	AC Active Sponsor ID TEST 2020			

Enter the data as shown above and described on the following pages.

Amount of funding: current, cumulative and maximum refers to value committed by agency for award (possibly incremental funding) as opposed to value of any one fund/task.

Various screens within FRAGRNT include the following. Note this information can be access directly by selecting tabs located in screen or by selecting "Tools-Options" and scrolling to specific features.

- a. *Main* contains header/general award information. (Print for file when all information is filled in)
- b. Agency enter POC info.
- c. *Location* currently not in use but intended for property location purposes.
- d. *Cost Code* not in use at this time.
- e. *Personnel* enter primary PI, co-PI, financial administrator, etc. (Tip:use the SPA org. code 30201 for financial administrator)
- f. *Billing Information* must be filled out for every new award as shownbelow but must be done after the fund has been set up and Step 3 is completed. (Print for file when all information is filled out)

Choose **PMS Code:** Monthly Standard (most awards), Monthly Standard 2 (all NSF awards), Quarterly Standard (billed Mar, Jun, Sep, and Dec), or Scheduled Payment (billing will not be run until completed or other non-standard times).

Set the **Budget Limit Indicator** to "Total Budget"

Enter the FUND or INDEX of the award in **Payment Fund Code**. Enter 230401 as the **Undistributed Cash Receipt Account**. Enter 230407 as the **Refund Clearing Account.**

Place "Y" in **Bill if Minimum not reached.** Place "N" in **Bill if Budget Total Exceeded.**

Enter "Grant Ledger" as the **Budget Check Source.**

Under Billing Limit the Minimum defaults to zero-Clear this out.

Enter 230202 as the **Deferred Account Code.**

Please note that the billing tab cannot be filled in completely until after the fund has been set up in FTMFUND level 4.

- g. User Defined Data- use for billing copy information.
- h. Effort Reporting- currently not in use. Uncheck the box.

The following screens MUST be populated and maintained.

- a) Through Agency Distribution: equivalent to our funding source codes i.e., identify primary and secondary source of funding to Tech.
 - To Enter Data:
 - Click Pass Through Agency tab at the top of the page
 - Enter Agency Code and % of Funding
 - Save Record
 - To Delete Data:
 - Click on the Tools icon
 - Click Pass Through Agency Distribution
 - Allow popup box to appear
 - Select Delete 2x
 - Click "Yes" to save changes
 - Close popup box

×	@ ellucian G	Frant Maintena	Ince FRAGRN	T 9.3.12 (TEST)					🔒 ADD		RELATED	🔅 TOOLS
Grant: TEST Proposal: Grant Text Exists: Start Over												tart Over	
Main	Grant Agency	Location	Cost Code	Personnel	Billing	User Defined Data	Effort Reporting	Pass Through Agend	ey l				
* PAS	PASS THROUGH AGENCY											opy 🏾 🅄 Filter	
Agenc	y Code		Agency Na	me					Percentage	Sponsor ID			
DOD			Departme	ent of Defense					100.0	123-ABC-654			
	K ◀ ① of 1 ▶ N 10 ∨ Per Page Record 1											Record 1 of 1	

- **b) FOATEXT (Text Information):** use this screen to track and maintain specific award requirements such as agency approval to reimburse travel costs at federal rates.
 - To Enter Data
 - From the Main tab click on the "Related" icon at the top of the screen.
 - Select Text Information [FOATEXT] Add text and hit save.
 - ▲ ADD
 ▲ RETRIEVE
 ♣ RELATED
 ★ TOOLS

 Q
 Search
 Fund Information

 Fund Information
 Research Fund Maintenance [FRMFUND]

 Grant Inception to Date [FRIGITD]
 Status History [FRIGRST]

 Grant Budget Information [FRABUDG]
 Text Information [FOATEXT]

 View Hierarchy [FGQAGYH]

This is an extremely useful screen for adding general notes relating to a specific agreement. Use this screen to add items that are not allowable or special requirements or other useful information that makes it easy to administer the award either by the contract administrator or someone in their absence.

Items to address: travel rates, cost share requirements and related shadow accounts, property title issues.

X @ ellucian General Text Entry FOATEXT 9.3.6 (TEST)	ADD	🖹 RETRIEVE 🗸 RELATED 🔅 TOOLS 1
Type: GRT Code: TEST Default Increment: 10		Start Over
GENERAL TEXT ENTRY		🖬 Insert 🗖 Delete 🌆 Copy 🏹 Filter
Text	Print *	Line
Federal Rates Proposed		
Image: Image Image		Record 1 of 1

c) Copy grant information: a feature under "Tools-Options" that can be used when creating multiple grants with similar characteristics. Be sure to delete cumulative billed amount on billing window.

The following two fields within "Main" tab in FRAGRNT should be populated in the following manner.

- Category- Used to determine if cost share is required on award: Y=Yes, N= No.
- *Subcategory field on first screen (header)-Purpose* is to identify the primary and secondary source of funds for reporting purposes.



1.	Refer to footnote	No. I
	DD	Department of Defense
	FD	Federal Non-DOD
	FDCS	Federal Non-DOD Cost Share
	IN	Internal
2.	ST	State of NM funding agencies including NM Universities
	STDS	State of NM Department of Defense Subaward
	STFS	State of NM -Federal Subaward (non-DOD)
	STCS	State Cost Share
3.	OT	Other Funding Sources-Other States funding agencies including Universities
	OTDS	Other Funding Sources - Depaitment of Defense subaward
	OTFS	Other Funding Source -Federal Subaward (non-DOD)
	OTCS	Other Funding Source - Cost share
4.	NP	Non-Profit
	NPFS	Non-Profit Federal Subaward

Note: Currently four character field (Attributes Field No.18-FUNDS-SOURCE). First two characters primary fundingsource and second two characters represent the secondary funding source where identified.

I. Primary and Secondary funding source should never both be from federal source.

Step 3: FTMFUND (Fund Code Maintenance Form)



The purpose of this form is to establish Level 3 and Level 4 FUNDS, Link a Grant to a Level 4 FUND and Level 3 to a Level 2 FUND, and to establish the relationship in Tech's COA.

Before you start entering data you may find it helpful to first select the single record icon in order to display all of the fields at once as shown below. If not you can enter the date horizontally but must select single record when finished to print a copy for the file on both Level 3 FUNDS and Level 4 FUNDS.

×	🖉 ellucian 🛛 F	und Code Mainter	nance FTMFU	ND 9.3.10 (TEST)						🔒 ADD	🖺 RETRI	EVE 🛔 RELATI	ED 🛠	TOOLS
▼ Fl	UND CODE MAINTENAN	CE									i 🖬 Inse	ert 🗖 Delete 🖣	Copy	Ϋ, Filter
Cha	rt of Accounts *	Active Status	Grant	Grant Title	Proposal	Fund *	Fund Title *	Effective Date *	Termination Date	Next Char	Date	Expenditure End D	ate	Data E
)	✓						03/25/2021						
4											1			•
	◀ 1 of 1 ► N	10 🗸 Pe	r Page								1		Record	d 1 of 1

First establish the Level 3 FUND then the Level 4 FUND. Leave TERM and EXP END DATE fields blank in Level 3. Note Level 3 is **NON** data enterable.

FUND CODE MAINTEN	NCE			 🖽	🖬 Insert	Delete	🖷 Сору	Ϋ, Filter
Active filters: Fun	t: TEST o Clear All						Filter Ag	ain 😣
Chart of Accounts *	1	Financial Manager	900236928 Bailey, Gayle					
	Active Status	Unbilled AR Account						
Grant		Revenue Account						
Proposal		Bank	V1 Vendor-Stephen G. Wells					
Fund *	$\underbrace{TEST}_{IIII} Level 3 fund$	Cash Receipt Bank	CO Comptrollers					
		Code						
Title *	Testing 2020	Capitalization Fund	Cap Different or No Cap					
		Indicator						
Effective Date *	07/01/2019	Capitalization Equity						
		Account						
Termination Date		Capitalization Fund						
Next Change Date		Multiple Fund	(None)					
	Leave blank	Balance Indicator						
Expenditure End		Restriction Indicator	(None)					
Date								
	Data Entry	Default Organization						
Fund Type *	29 Grants & Contracts	Default Program						
	Fund Requires Effort Certification	Default Activity						
Predecessor Fund	EMRTC EMRTC Private Grants & Contracts	Default Location						
	Fund Requires Effort Allocation							
	20 ✓ Per Page						Reco	rd 2 of 2

When you enter the predecessor fund the Hierarchy will display. Verify that it is accurate and print a copy of this screen for the file. The rest of the form should be filled out as follows:

Chart of Accounts =1 Fund= the 4-5 character grant name Fund Title =award ID Effective date= back dated to the first day of the current fiscal year (Note: revisions to existing funds can only be current or future dated) Fund Type =29 Financial Manger=enter financial managers banner ID Bank Code= Vl (vendor Stephen G. Wells) Cash Receipt Bank Code =CO (comptrollers) Save and print Once the Level 3 FUND has been set up, hit (F5) refresh to enter Level 4.

For the Level 4 FUND setup form should be filled as follows:

× @ ellucian Fund Code Maintenance FTMFUND 9.3.10 (TEST)			ADD	RETRIEVE	🔒 REL	ATED	TOOLS
▼ FUND CODE MAINTENANCE			🗉	🕄 Insert	Delete	🖷 Сору	🕄 Filter
Active filters: Fund: TEST Clear All						Filter A	gain 🙁
Chart of Accounts * 1	Financial Manager	900236928 Bailey, Gayle					
Active Status	Unbilled AR Account	130013 A/R Unbilled Grants					
Grant TEST Testing In Banner 9	Revenue Account	570002 Private Grants and Contracts Rev					
Proposal	Bank	V1 Vendor-Stephen G. Wells					
Fund* TEST10 Cevel 4 fund (6 characters)	Cash Receipt Bank	CO Comptrollers					
	Code						
Title * Banner 9 Testing ON	Capitalization Fund	Cap Different or No Cap					
	Indicator						
Effective Date * 07/01/2019	Capitalization Equity						
Translative Data 43/24/2024	Account						
	Capitalization Fund	(Alana)					
	Balance Indicator	(None)					
Expenditure End 06/30/2022	Restriction Indicator	(None)					
Date							
V Data Entry	Default Organization	10300					
Fund Type * 29 Grants & Contracts	Default Program	29000					
Grant Requires Effort Certification	Default Activity						
Predecessor Fund TEST Kivate Grants and Contracts Rev Link to level 3 fund	Default Location						
Fund Requires Effort Allocation							
I I I 20 ✓ Per Page						Reco	ord 3 of 3

Termination and Expenditure End date: Entering a date in the termination field allows SPA, AP and general accounting to enter transactions between it and the expenditure end date. The purpose is to liquidate existing expenses incurred within the period of performance and to post closing entries. No new expenses can be incurred after the termination date.

The "expenditure end date" means just that -no transactions including closing entries will post after that date.

Tip: Enter the project end date in FRAGRNT and use that as a guide. The termination date in FTMFUND should then be set to the actual end date; the <u>expenditure end date</u> should be set 3 months out or at the end of the fiscal year in which the projects ends (or the following one if that would be less than 90 days). The termination date in FTMACCI should always <u>equal the term date</u> in FTMFUND.

Chart of Accounts = 1

Fund = 6 characters, the 4-5 character grant name plus the fund number

Example: TEST10

Fund Title = this should be a short description of the task associated with the fund and should include the words "ON" or "OFF" at the end to indicate whether the task is being completed on or off campus.

Effective date = backdated to the first day of the current fiscal year (Note: revisions to existing funds can only be current or future dated)

Termination date = the actual contract end date

Expenditure end date = 3 months out (see tip above)

Fund Type = 29

A/R Unbilled Grants Account Code = 130013

Revenue Account:

Federal G&C Revenue = 570000

State G&C Revenue = 570001

Private G&C Revenue = 570002

Other G&C Revenue = 570003

Financial Manger=enter financial manager's banner ID (if your banner ID was not created before the backdated effective date you may need to enter someone else's ID number and change to your own later by creating a new record with a current effective date)

Bank Code= Vl (vendor Stephen G. Wells)

Cash Receipt Bank Code =CO (comptrollers)

Complete "Organization" and "Program" (from FOAP) in this screen so it automatically defaults values in other setup and billing screens. Program can only be either 29000 for Sponsored Research or 29001 for Other Sponsored Activities.

Save and print

Step 4: YYRFUND (Research Accounting fund Maintenance Form)

YYRFUND (previously known as FRMFUND in past versions of Banner) can be accessed from the home page by typing "yyrfund" into the search bar.

YYRFUND is used to input or modify IDC rates or CS codes.

When filling out the YYRFUND form leave the termination date field blank on the first screen to prevent invoicing problems.

The billing dates will prepopulate but must be updated if the award is later extended.

Tip: Do NOT hit save until the second screen (Billing Information) is complete!

Billing information needs to be completed even if the fund doesn't have IDC's associated with it.

YYRFUND Form allows for 3 rates to be entered: facility support (FS), overhead (IDC), and fixed fee (FF).

× @ ellucian	Research Ac	counting Fund Maintenance YYRFUND 9.3.3NMT (TEST)					🔒 ADD		🛔 REL	ATED	🗱 TOOLS
RESEARCH ACCOUNT	ING FUND MAIN	TENANCE							🚹 Insert	Delete	🖷 Сору	Y, Filter
Chart of Accounts *	1		Termination Date					Encumber Multi Ye	ar Labor			
Fund *	TEST10 .	Banner 9 Testing ON	Next Change Date					Indirect Cost Encu	mbering			
Grant	TEST	Testing In Banner 9	Budget Period Start	01/01/2020								
			Date									
Effective Date *	07/01/2019		Budget Period End	12/31/2021								
			Date									
Cost Codes	Rul	e Set 1	R	ule Set 2			Rule Set 3					
Indirect Cost Basis	OHBASE	Overhead Base										
Indirect Cost Rate	OH31.2	FY2020 Fixed MC OR On Campus										
Ind Cost Charge	740001	Overhead										
Ind Cost Distrib	OH31.2	FY2020 Fixed MC OR On Campus			\leftarrow	—Leave Blank-	\longrightarrow					
Cost Share Basis]										
Cost Share Rate]										
Cost Share Credit]										
Cost Share Distrib]										
Billing Information												
Billed Accounts	130012	A/R Billed Grants	Revenue Account				Retainage Percent					
Receivable												
Cash Receipt Bank			Retainage Amount									
Code												
Retainage Accounts			Unbilled Accounts									
Receivable			Receivable									
K ◀ 1 of 1 ►)	1	✓ Per Page									Re	cord 1 of 1

For an award with overhead only, the screen will be filled out asfollows:

Please check each column carefully when entering data to make sure that the description that is autofilled matches the item that you intended to enter. In each Rule Set, the first cell is for the Base, the second is for the Rate, the third is for the Account Code to be charged, and the fourth is the Distribute to code which matches the rate.

A/R Billed Grant Code= 130012

The following information should autofill.

```
Cash Receipt Bank Code = CO
Revenue Account:
Federal G&C Revenue= 570000
State G&C Revenue= 570001
Private G&C Revenue= 570002
Other G&C Revenue= 570003
A/R Unbilled Grant Code= 130013
```

For EMRTC or other awards with FS and/or FF, Rule set 1 is for facility support, rule set 2 is for Overhead, and rule set 3 if for fixed fee. They are entered in the order in which they are calculated.

See example on next page.

× Ø ellucian	Research Acco	unting Fund Maintenance YYRFUND 9.3.3NMT (TES	ST)				-	ADD		A RE	LATED	🗱 TOOLS
RESEARCH ACCOUNT	ING FUND MAINTE	INANCE							🚹 Insert	Delete	Copy	🛛 🏹 Filter
Chart of Accounts *	1		Termination Date				Encumber	Multi Year L	.abor			
Fund *	TEST10	Banner 9 Testing ON	Next Change Date				Indirect Co	st Encumbe	ering			
Grant	TEST	Testing In Banner 9	Budget Period Start	01/01/2020								
			Date									
Effective Date *	07/01/2019		Budget Period End	12/31/2021								
			Date									
Cost Codes	Rule	Set 1	R	ule Set 2		Rule Set 3						
Indirect Cost Basis	FSBASE	Facilities Support Base		OHBASE	Overhead Base		FFBASE	Fixed Fee	Base			
Indirect Cost Rate	FS20.1	FY2020 Fixed EMRTC Facility Support		OH11.0	FY2020 Fixed EMRTC OSA On Campus		FF10.0	EMRTC F	F 10%			
Ind Cost Charge	720009	Facility Support		740001	Overhead		740004	Fixed Fee				
Ind Cost Distrib	FS20.1	FY2020 Fixed EMRTC Facility Support		OH11.0	FY2020 Fixed EMRTC OSA On Campus		FF10.0	EMRTC F	F 10.0%			
Cost Share Basis												
Cost Share Rate												
Cost Share Credit												
Cost Share Distrib												
Billing Information												
Billed Accounts	130012 A	/R Billed Grants	Revenue Account			Retainage Percent						
Receivable												
Cash Receipt Bank			Retainage Amount									
Code												
Retainage Accounts			Unbilled Accounts									
Receivable			Receivable									
K ◀ 1 of 1 ►)	1 -	Per Page									Re	cord 1 of 1

Double clicking on any of the boxes in the rule sets will give you a list of Basis codes you can select from or press (F7) to query. Once you have entered the necessary rates click save and print a copy for the file.

Please note that prior to FY21 EMRTC and main campus had separate overhead rates. Please check your rates carefully to be sure you are using not only the correct rate but that the description matches the correct FY.

Step 5: FTMACCI (Account Index Code Maintenance)

Complete this form in order to prevent individuals from overriding default Organization and Program codes established in FTMFUND. See example on next page.

The index code should mirror the fund code. Effective date should be retroactively dated to the beginning of the latest closed FY.

Note that TERM DATE field must mirror TERM DATE used in FTMFUND in order not to interfere with FYE Encumbrance roll forward process. TERM Date refers to the project end date per terms of the award instrument.

Once completed, select save (F10) and print a copy for the file.

× @ ellucian	Account Index Code Maintenance FTMACCI 9.3.6 (TEST)			🔒 ADD		E 🔓 REI	ATED	🔅 TOOLS
ACCOUNT INDEX CODE	MAINTENANCE				🚼 Insert	🗖 Delete	Copy	Ϋ Filter
Chart of Accounts *	1	Effective Date *	07/01/2019					
	Active Status	Fermination Date	12/31/2021					
Account Index *	TESTI0 No	ext Change Date						
Account Index Title *	Testing in Banner 9							
Accounting Distribution	n							
				Check to Override				
Fund	TEST10 Banner 9 Testing ON							
Organization	10300 EMRTC							
Account				✓				
Program	29000 Sponsored Research							
Activity				~				
Location				✓				
K ◀ 1 of 1 ► ►	1 v Per Page						Re	cord 1 of 1

Step 6: FRAEVGA (Grant Event Assignment)

The purpose of this screen is to "attach" invoicing and reporting events to a grant.

• COST REIMBURSEMENT

For Cost Reimbursement type agreements, complete following fields:

Event Code (BILL), Pmt Method Type (Cost Reimbursement), Bill Format (STAN). Leaving the other fields blank is the equivalent of stating invoice is to be generated upon demand. Also, complete Responsible User ID and Due Date on bottom portion.

Populate Responsible User ID with the name of invoicing personnel. This identifies the individual running the billing process. However, in actuality anyonecan run the billing process.

For "Due Date" field set at least one day prior to the expected first billing date or the last day of the previous Fiscal Year, for example, 6/30/2019. When finished select save and print a copy for the file.

X @ ellucian Grant Events Assignment FRAEVGA 9.3.12 (TEST)					🔒 ADD		🛃 RELATED	🔅 TOOLS		
Grant Code: TEST Testing In Banner 9 Agency: ALLIANT ATK Ordnance & Gra	ound Systems PMS Code: Process All Grants:	Management: 💿	Event Management 🛛 Grou	p Management	t		s	tart Over		
▼ GRANTS						🚼 Insert	Delete 🦷 C	opy 🔍 Filter		
Grant *	Grant Description									
TEST	Testing In Banner 9									
Image: Image Image Image: Image Image										
GRANT EVENTS ASSIGNMENT DETAILS										
Event Code * BILL Invoice requirement for grant		Frequency	(None) 💌							
Alternate Description		Payment Method	Cost Reimbursement	-						
		Type Ind								
Number Of Days		Period To								
Reminder										
Number of Days		Bill Format	STAN STANDARD IN	/OICE						
Date From		Default Responsible								
		User ID								
Date To			Default Proxy User ID							
Begin Date (None)			Default Fixed Schedule							
								Record 1 of 1		
▼ EVENTS						🗄 Insert	Delete 🦷 C	opy 🏾 🏹 Filter		
Sequence Responsible User ID	Responsible User ID Description		Due Date	Text	Status *	Bill Period to	Date			
1 LIBBEYMARSHALL	Libbey Marshall		06/30/2019	N	Р					
Image Image Image Image								Record 1 of 1		

FIRM FIXED PRICE & SCHEDULED PAYMENTS

For Firm Fixed Price or Scheduled Payment type agreements the fields are filled out <u>the same</u> as for Cost Reimbursement agreements including the Payment Method Type which will be completed as Cost Reimbursement.

It is the entry in FRAGRNT under the billing tab where "SCHPMT" for the PMS code will be entered. This will prevent invoices from running until the PMS code is changed to allow billing to run.

In order for invoice personnel to bill for a FFP or Scheduled Payment agreement they must remove the PMS code in the billing tab of FRAGRNT, run billing in FRRBILL, then re-enter the PMS code "SCHPMT". This ensures that no billing will process accidentally.

Do NOT enter "Fixed" as the payment method in this screen.

Save and print a copy of this screen for the file.

Step 7: FRABUDG (Grant Budget Form)

This form is used to set up new budgets or to add amendments to existing budgets. Below is a screen shot of the first page in FRABUDG and is used to populate Grant and Budget Code Fields. In order to get a line item budget for each fund/task use level 4 fund code as the budget code. Note this field takes 8 characters. In order to track original budget and subsequent modifications use 01-99 at the end of the FUND code number. For example, original budget for fund TEST10 appears as "TEST1000" and the first modification would appear as "TEST1001". Once this is done select "Go".

x	@ ellucian	Grant Budget FRABUDG 9.3.12 (TEST)		🔒 ADD	Retrieve	A RELATED	🔆 TOOLS
	Grant:	TEST Testing In Banner 9	Budget Code: TEST1000				Go
		Copy From					
Get	Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.						

This will bring you to the next screen.

× @ ellucian	Grant Budget FRABUDG 9.3.12 (TEST)			🔒 ADD	RETRIEVE	🖧 RELATED	🌞 TOOLS
Grant: TEST Testing	In Banner 9 Budget Code: TEST1000					5	tart Over
GRANT BUDGET					🗄 Insert	🖬 Delete 🛛 📲 C	opy 🏾 🅄 Filter
Proposal		Budget Code					
Budget Description *	Initial Budget Setup	Year					
Chart of Accounts *	1	Type *	W				
Budget Begin Date *	01/01/2020	Transaction Date *	03/26/2021				
End Date	12/31/2021	Maximum Funded	100,000.00				
		Amount					
Duration	24	Total Requested					
		Amount					
Submission Date			Reversal				
Default Accounting Co	omponent						
Chart of Accounts	1	Program	29000				
Index	TESTIQ	Activity					
Fund	TEST10	Location					
Organization	10300						

Enter the fields as shown above and select the down arrow to move to the next section. This where you will enter the desired account codes and budget amounts. Enter the expenditure and revenue budget (do not enter as a credit). The net will be a "hash total" (sum of debits and credits) as opposed to netting debits and credits to a zero.

If after the initial setup, a revision requires you to subtract an amount from any given line item the reversal box will need to be checked.

The budget it evaluated at level 4 account code and financial data is entered at level 5 account code.

🗙 🔘 ellucian	Grant Budget FRABUDG 9.3.6 (B9TES	5 1)				÷	ADD 🛓	RETRIEVE	A RELATED	STOOLS
Grant: TEST Testing	in Banner 9 Budget Code: TEST100	0							Star	rt Over
* WORKSHEET								Dinsert (🖥 Delete 🛛 📲 Cop	y 🔍 Filter
Grant	7E87			Proposal						
Grant Budget	TESTIOOD			Proposal Budget						
Maximum Funded	mum Funded 100,009.00			Total Requested	0.00					
Amount	ıt			Amount						
PROPOSAL OR GRAN	IT BUDGET LINE ITEMS							O Insert	Delete 📲 Cop	y 🔍 Filter
Sequence Number	0			Cost Share						
Account				Project Value						
Budget										
T. GRANT BURGET LINE	UEMS							Binsert (🖬 Delete 🛛 📲 Cop	y 🖣 Filter
Account	Description	Budget	Cost Share	Project Value	Chart of Accounts	Index	Fund	Organization	n Program	Activity
	Indirect Cost	0.00	0.00	0.00	1	TEST10	TEST10	10300	29000	
	Cost Share Maximum Amount	0.00	0.00	0.00	1	TEST10	TEST10	10300	29000	
610011	Professional Salaries Full Time	21,895.00	0.00	21,895.00	1	TEST10	TEST10	10300	29000	
620000	Empl Benefits - MTDC Base - Budg	7,444.00	0.00	7,444.00	1	TEST10	TEST10	10300	29000	
710001	General Supplies and Expenses	10,000.00	0.00	10,000.00	1	TEST10	TEST10	10300	29000	
	Total	100,000.00	0.00	100,000.00						
	N E Par Paga			3	(A)				D	eord 1 of 7
	n [5 •] i el i age									Cond T di F
GRAND PROJECT VAL	LUE TOTAL							C Insert	Delete 👘 Cop	y Y, Filter
Grand Project Value Total	100,000.00									

After the budget information is entered save and print the screen. Then hit the down arrow again to move to the next section. If your budget is complete select the "Complete" button to route the budget to GA for posting to GL.

X @ ellucian Grant Budget FRABUDG 9.3.6 (B9TEST)	🖪 ADD 🚨 RETRIEV	E 🗛 RE	LATED	🗱 TOOLS
Grant: TEST Testing in Banner 9 Budget Code: TEST1002		(Start) Ver
* POSTING DETAILS	O inser	Delete	Pa Copy	Y, Filter
Grant TEST Testing in Banner 9	Budget Code TEST1002 Set Up Initial Budget			
Piscal Year 19	Rule Class BD01 Permanent Adopted Budget			
Budget Period				
▼ COMPLETION	C inser	Delete	Pa Copy	T, Filter
Complete In Process				

4. Appendices

1) Modifying an Existing Record in BANNER (i.e. FTMFUND, YYRFUND, FTMACCI)

To modify an existing record follow the following steps:

- 1) F7 to clear screen and enter a query. Tab to fund field and enter fund to be revised
- 2) F8 to execute query
- 3) You may find it helpful to select the single record button for easier viewing.
- 4) F4 (or copy button in the upper right hand corner) to copy the record, make the necessary changes and be sure the form has today's effective date (the T key is the shortcut for entering today's date). Changes can only be present or future dated.
- 5) F10 (or Save button) to save the record.

2) Document Retrieval Screens

Grant Inquiry Forms							
Form	Name	Description					
FRABUDG	Grant Budget	Setup initial budget for a grant					
FRAEVGA	Grant Event Assignment	Link invoicing & reporting events to a grant					
FRAGRNT	Grant Maintenance	Identify grant account & info such as project start/end date, dollar amount, agency, PI, and financial administrator					
FRIGITD	Grant Inception to Date Report	Displays ITD budget, current & cumulative expenditures & encumbrances					
FRIGRNT	Grant Code Inquiry	Pull data on any field i.e. for agency, contract no., status code, etc. Use % for wild card					
FRIGTRD	Grant Inception to Date	Pull activity by account code using another parameter i.e. date or document type					
YYRFUND	Research Accounting Fund Maintenance	Establish rates such as facility support, overhead, and fixed fee for a particular fund or modify an existing fund record					
FRRGBFY	Grant Budget Status Report	Displays budget info, YTD activity, commitments & available balance for a specific FY					
FRRINDC	Grant Expenditures Report	Displays grant expenditures report					
FTMFUND	Fund Code Maintenance	Establish level 3 and 4 funds and to modify an existing record					
Grant Billing	Query Forms						
Form	Name	Description					
FRAAREV	Research Accounting Payments Entry	Used to enter payments and shows billed charges and payments by grant					
FRIAPPL	Application of Payment History Inquiry	Pull application of payment history					
FRIBDET	Research Accounting Billing Detail	Expenditures billed and payments by fund					
FRIBILL	Research Accounting Billing Inquiry	Billing Inquiry					
FRIGSUM	Research Accounting Grant Summary	Displays summary activity of unbilled amounts, billed amounts, payment					
		amounts, & withholding amounts					
FRRBREV	Billing Reversal Process	Billing reversal process					
FYRUNBL	Unbilled Grants Script	Report to identify unbilled grants by bill format					
General Accounting Query Forms							
Form	Name	Description					
FGIBAVL	Budget Availability Status	Pull available balance on non-grant					
FGIBDSR	Executive Summary	Summary of funds outside SR exhibit, displays budget & financial activity					
FOIDOCH	Document History	View status of a document					
FGIDUCK	Concerned Lodger Activity	View accounting benind documents Patriava payments by fund transaction and "CPAP" & "C" (aradita)					
FGIGLAU	Trial Balance Summary	Pull on transaction code "GPAP" & "C" clearly indicates fund balance					
FGITBND	Detail Transaction Summary	Pull activity by specific $EOAP$ elements					
FGRACTH	Account Hierarchy Report	View account hierarchy					
FGRBDSC	Budget Status	View hudget status (current period)					
FGRFITD	Inception to date activity report	Displays inception to date activity for account codes within fund codes					
FGRFNDH	Fund Hierarchy Report	View fund hierarchy					
FGRODTA	Organizational Detail Activity Report	View organizational detail activity					
FTIAGYH	Agency Hierarchy Query	View agency hierarchy					
FTIFNDH	Fund Hierarchy Query	Fund hierarchy query					
FTMACCI	Account Index Code Maintenance	Prevent overriding default organization & program codes for an existing fund					
FTMBASI	Basis Definition Code Maintenance	Establishes OH, FS, or FF base					
FTMCSTA	Cost Share Credit Code Maintenance	Defines rate code					
FTMCSTD	Cost Share Distribution Code Maintenance	Establishes debit distribution (cost share source)					
FTMCSTR	Cost Share Rate Code Maintenance	Defines rate code					
NHIDIST	Labor Distribution Data Inquiry	Identifies individuals charged to an agreement					
NHKDIST	Organizational Payroll Distribution	Pilling aging applying report. In order to pull outstanding investors > 150					
TRRAGES	Grant Aging Analysis Report	days populate 5 th date range with : 999					
Finance App	roval Forms	· · · · · · · · · · · · · · · · · · ·					
Form	Name	Description					
FOIAINP	User Approval	Documents to be approved					