Banner Finance
Research Accounting
Training Workbook

Release 8.0 - April 2008

Updated 5/30/2008

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Revision History Log

Publication Date	Summary
4/30/2008	New version that supports 8.0 software.
5/30/2008	Minor formatting changes.

Think before you print.

Table of Contents

Introduction

Course goal

The goal of this course is to provide the knowledge and practice to set-up and process Research Accounting transactions in the Banner System.

Course objectives

In this course you will learn how to

- define system controls for grant processing
- maintain system data for reporting purposes
- set up the basis for indirect cost/cost share calculations
- establish indirect cost/cost share account codes
- define the indirect cost/cost share distribution codes
- identify the rates for indirect cost/cost share calculations
- create and maintain sponsor’s (agency codes)
- classify user-defined codes and values
- create a proposal
- create a proposal budget
- create and track events for proposals
- create a grant and grant budget
- create and track events for grants
- maintain information on awarding agencies.

Intended audience

Staff members who will be responsible for recording and tracking proposal and grant information and entering budgeted information for grants.

Prerequisites

To complete this course, you should have

- completed the Education Practices computer-based training (CBT) tutorial *Banner 8 Fundamentals*, or have equivalent experience navigating in the Banner system.

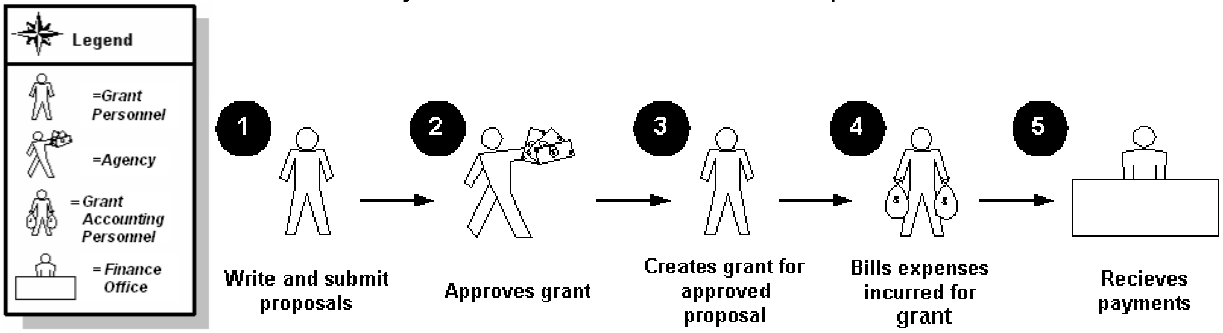
Process Introduction

About the process

Research at many institutions is funded through grants. Grant Personnel writes and submits proposals to grant agencies which provide funding for approved proposals. The grant accounting personnel bills expenses incurred for the grant. The Finance office then receives payments from the grant agency.

Flow diagram

This diagram highlights the processes used to record and track proposal and grant information in the Banner system within the overall Finance process.



What happens

The stages of the process are described in this table.

Stage	Description
Grant Personnel	
1	Writes and submits proposals.
Agency	
2	Approves grant.
Grant Personnel	
3	Creates grant for approved proposals.
Grant Accounting Personnel	
4	Review and bill expenses incurred for grant.
Finance Office	
5	Receives payments.

Set Up

Section goal

The goal of this section is to perform the set up required to maintain proposals and grants in the Research Accounting Module.

Objectives

At the end of this section, you will be able to

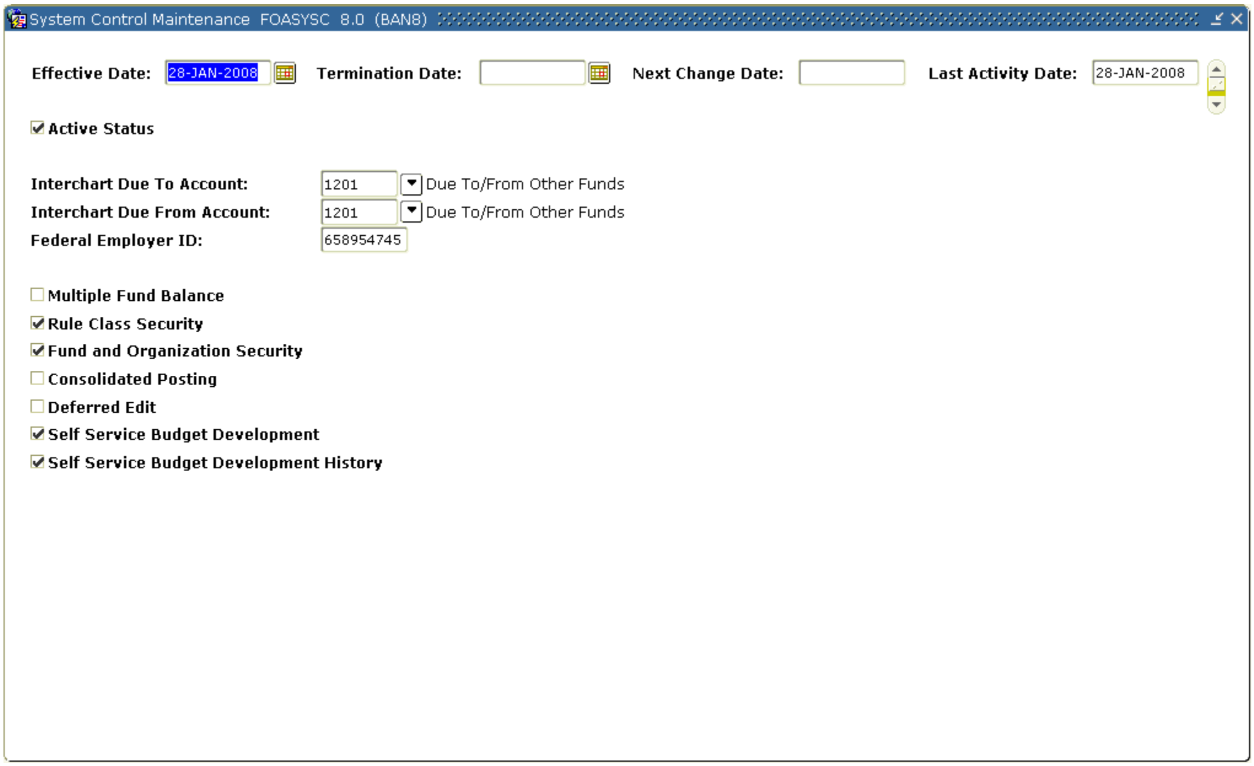
- define system controls for grant processing
- maintain system data for reporting purposes
- set up the basis for indirect cost/cost share calculations
- establish indirect cost/cost share account codes
- define the indirect cost/cost share distribution codes
- identify the rates for indirect cost/cost share calculations
- create and maintain sponsor's (agency codes)
- classify user-defined codes and values.

Completing the System Control Maintenance Form

Purpose

The System Control Maintenance Form (FOASYSC) will be used to specify whether you want to perform grant accounting calculations on a transaction-by-transaction (online) basis or on a periodic (deferred) basis.

Banner form


System Control Maintenance FOASYSC 8.0 (BAN8)

Effective Date: 28-JAN-2008 Termination Date: Next Change Date: Last Activity Date: 28-JAN-2008

☑ Active Status

Interchart Due To Account: 1201 Due To/From Other Funds
Interchart Due From Account: 1201 Due To/From Other Funds
Federal Employer ID: 658954745

☐ Multiple Fund Balance
☑ Rule Class Security
☑ Fund and Organization Security
☐ Consolidated Posting
☐ Deferred Edit
☑ Self Service Budget Development
☑ Self Service Budget Development History

Steps

Follow these steps to defer auto calculation.

1. Access the System Control Maintenance Form (FOASYSC).
2. If FOASYSC has been previously completed, you must insert a new record by performing an **Insert Record** function (F6), Duplicate Record function (F4), and then modify the duplicated record by completing steps 3 & 4 below.
3. Select **Grant Processing Info** from the **Options** menu.
4. Click the **Defer Calculations of Indirect Cost and Cost Share** checkbox.
5. Select an option to calculate first in the **Indirect Cost and Cost Share Calculation Order** field.
6. Click the **Save** icon.
7. Click the **Exit** icon.

Defining Proposal and/ Grant Status Codes, Categories, Types, or Sub-categories

Introduction

The Research Accounting Module provides you with four important classificatory fields for defining your proposals and grants: Status Code, Type, Category, and Sub-Category, which will be used on the Proposal Maintenance Form (FRAPROP) and the Grant Maintenance Form (FRAGRNT). Seed data values are provided for these classifications, which you can review. You are encouraged to devise your own *user-defined values* for these classifications. These are created using the System Data Maintenance Form (FTMSDAT).

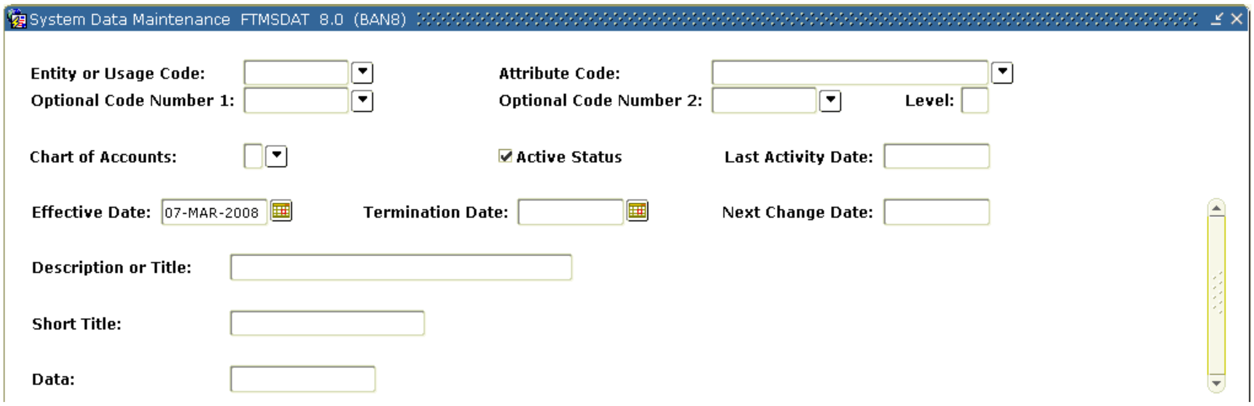
In determining what codes you'd like to use, take into account any classifications used in your current grants database. You may want to use these fields to preserve classifications that are used in your legacy data.

Instructions follow detailing how to query existing codes and enter new codes.

IMPORTANT NOTE: It is recommended that update access to the System Data Maintenance Form (FTMSDAT) be limited to key technical and/or Functional Finance System Manager, as this form controls processing for all of Banner Finance. The Grant Personnel should define the codes and turn in to authorized user to update.

Banner Form

The System Data Maintenance Form (FTMSDAT).



Steps

Follow these steps to complete the process.

1. Access the System Data Maintenance Form (FTMSDAT).

2. Perform an **Enter Query** function.

3. Enter *FRBGRNT* in the **Entity or Usage Code** field. This allows you to perform a query of all the information related to the grant.

4. Tab to the **Attribute Code** field, and enter *GRANT_TYPE*

5. Perform an **Execute Query** function.

6. The value displayed in **Optional Code Number 1** field is the actual code value. Use your up and down arrow keys to page through the values existing for grant type

7. Perform an **Insert Record** function to insert a new record.

8. Perform a **Duplicate Record** function.

9. Modify the duplicated record by typing your new code in the **Optional Code Number 1** field.

10. Type an accompanying description in the **Description or Title** field.

11. Type a short description in the **Short Title** field.

    Note: FTMSDAT will not automatically limit the number of characters you use for your codes. However, you may not exceed the following limits for each of the code types: GRANT_TYPE = 2, CATEGORY = 1, SUB_CATEGORY = 4, STATUS_CODE = 2.

12. Click the **Save** icon.

13. Perform additional queries to review the seed data provided for **Attribute Codes** *CATEGORY*, *SUB_CATEGORY* and *STATUS_CODE* (the **Entity/Usage** code will remain FRBGRNT)

    Note: Perform the same queries using the **Entity/Usage** code FRBPROP. This will display the values for these fields that can be used in the FRAPROP form.

14. Perform an **Insert Record** function to add new values.

15. Perform a **Duplicate Record** function.

16. Modify the duplicated record by typing your new code in the **Optional Code Number 1** field.

17. Type an accompanying description in the **Description or Title** field.

18. Type a short description in the **Short Title** field.

19. Click the **Save** icon.

20. Click the **Exit** icon.

Setting Up Cost Codes for Indirect Cost Calculations

Introduction

You can set up cost codes that will be linked to a proposal and/or grant for indirect cost calculations. Indirect costs are those costs to an enterprise that are not, in many respects, tangible.

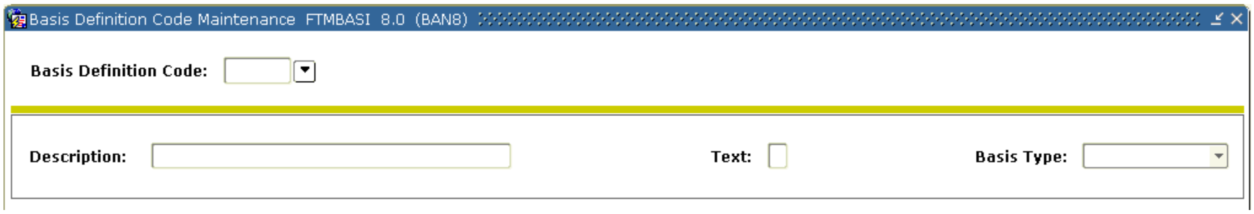
Example: A person's salary, the price of supplies, and equipment are known costs and are considered direct costs. Indirect costs are typically calculated as a percentage of some or all direct costs representing the cost to the institution for administering the grant. The rate is determined through negotiations with the agency.

There are four forms you must use to create an indirect cost method:

- **Basis Definition Code Maintenance Form**
    - The Basis Definition Code Maintenance Form (FTMBASI) is used to define and establish the base for indirect cost calculations.
- **Indirect Cost Rate Code Maintenance Form**
    - The Indirect Cost Rate Code Maintenance Form (FTMINDR) is used to define the Indirect Cost rate.
- **Indirect Cost Charge Code Maintenance Form**
    - The Indirect Cost Charge Code Maintenance Form (FTMINDA) is used to enter the account or accounts for overhead charge calculations.
    - The account codes used on this form must be associated with an internal account type Labor (60) or Expenditures (70) and the Account Class 'I' for indirect cost.
- **Indirect Cost Distribution Maintenance Form**
    - The Indirect Cost Distribution Maintenance Form (FTMINDD) is used to enter the FOAPAL distribution for the recovery of indirect charges. This form creates transactions used on the credit side for indirect costs in the ledgers. All of the FOAPAL elements are defined on this form.

Banner form

Basis Definition Code Maintenance Form (FTMBASI)



Steps

Follow these steps to complete the process.

1. Access the Basis Definition Code Maintenance Form (FTMBASI) to define and establish the base for indirect cost calculations.

2. Enter a new or existing code in the **Basis Definition Code** field.

3. Enter a description in the **Description** field if you entered a new code in the **Basis Definition Code** field.

4. Select *Indirect Cost* as the calculation type you want to perform in the **Basis Type** field.

5. Perform a **Next Block** function.

6. Enter the chart of account code for use in validating the base account codes that will be entered in the **Chart of Accounts** field.

7. Enter the effective date of the definition in the **Effective Date** field.

8. Enter the external account type that should be included in the basis in the **Account Type** field.

   Notes: By specifying an account type in this field, you are telling the system that all accounts that fall within this account type structure should be included in the base for calculations of indirect cost.

   To copy the basis definition code from another record, select **Perform Copy** from the **Options** menu, enter the **Basis Definition Code**, and then click the **OK** button. If you change your mind and don't want to use the **Copy** function, click the **Exit** to cancel.

   When setting up the codes to include or exclude in the basis for each record the **Account Type** or **Account From** & **To** range is required, but not both per record.

9. Enter an account code that will begin a range of accounts to be included in the cost calculations in the **Account Code From** field.

10. Enter an account code that will end the range of accounts to be included in the cost calculations in the **Account Code To** field.

11. You may override the values entered on FTMINDR. Enter the override values in the **Rate and Memo** fields; specify the threshold amount in the **Maximum Amount** field. These are optional fields.

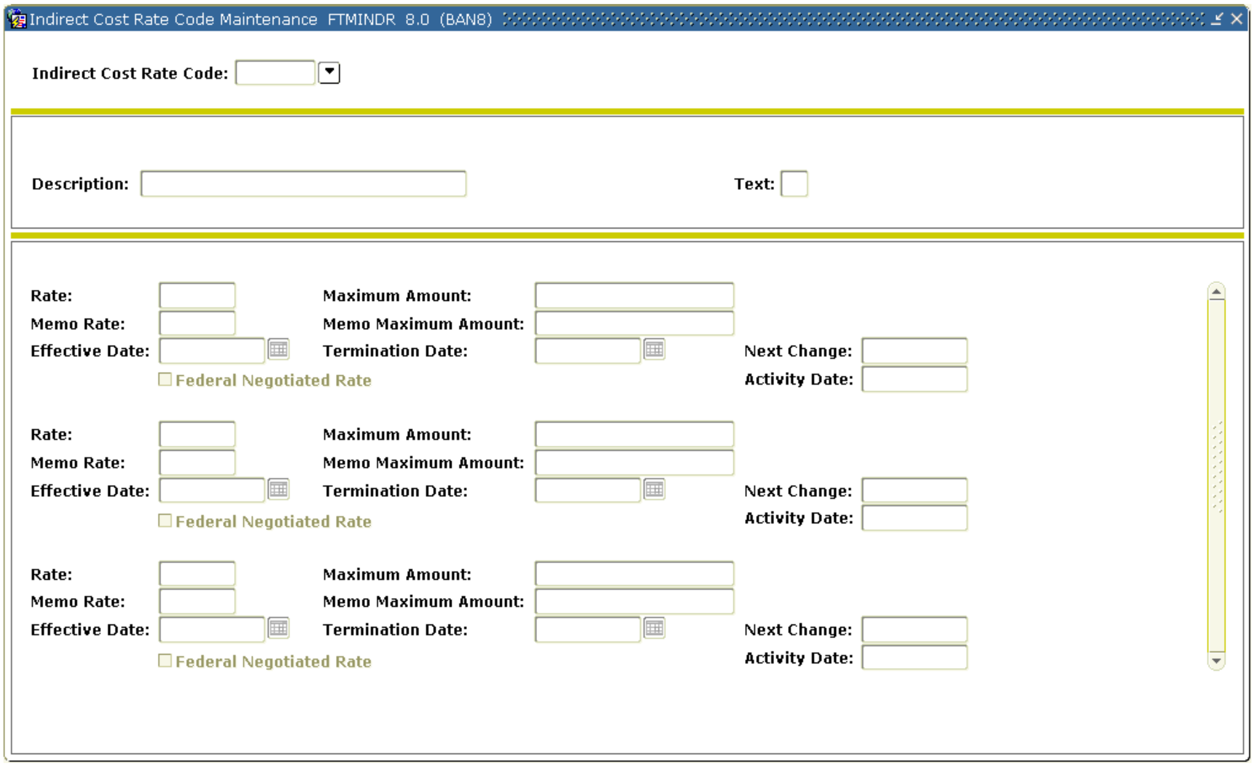
    Note: By specifying an amount, you are telling the system that indirect cost calculations will no longer be taken once this amount has been reached for all accounts that fall within this account code range structure. You cannot enter a maximum amount when an account type is entered.

12. Click the **Save** icon.

13. Click the **Exit** icon.

Banner form

The Indirect Cost Rate Code Maintenance Form (FTMINDR).



Steps

Follow these steps to complete the process.

1. Access the Indirect Cost Rate Code Maintenance Form (FTMINDR).
2. Enter a code in the **Indirect Cost Rate Code** field.
3. Perform a **Next Block** function.

   Note: For a new indirect cost rate you will receive a pop-up box indicating, “Query caused no records to be retrieved.” Click **OK**.
4. Enter a description in the **Description** field if you entered a new code in the **Indirect Cost Rate Code** field.
5. Click the **Save** icon.

6. Perform a **Next Block** function.

   Note: For a new indirect cost rate you will receive a pop-up box indicating, "Query caused no records to be retrieved." Click **OK**.

7. Enter the rate at which indirect cost should be calculated in the **Rate** field.

   Note: The rate can be overridden on the Basis Definition Code Maintenance Form (FTMBASI).

   Note: To update an existing Indirect Cost Rate Code, perform a **Next Record** function.

8. Enter the rate in which memo indirect costs should be calculated in the **Memo Rate** field. This is an optional field.

   Note: This field allows you to enter the difference between the sponsor's negotiated rate and your actual rate (waived overhead).

   Example: If your standard rate for indirect is 40%, but you negotiated a rate with the sponsor at 30%, you may wish to enter the indirect rate as *30%* and a memo rate as *10%*. The system will calculate the 10% rate based on the base and store that amount in the memo ledger, and can be queried at any time after the calculations have been posted.

9. Click the **Federal Negotiated Rate** checkbox to indicate that the indirect cost rate was negotiated by the federal government, or leave this check box unselected if the indirect cost rate is not a federally negotiated rate

10. Enter the amount whereby indirect cost calculations will no longer be calculated once this amount has been reached in the **Maximum Amount** field.

11. Enter the amount whereby the memo indirect cost calculations will no longer be calculated and stored in the memo ledger once this amount has been reached in the **Memo Maximum Amount** field.

12. Select **I/C Rate History Information** from the Options drop-down menu to view the Indirect Cost Rate History Form (FRHINDR)

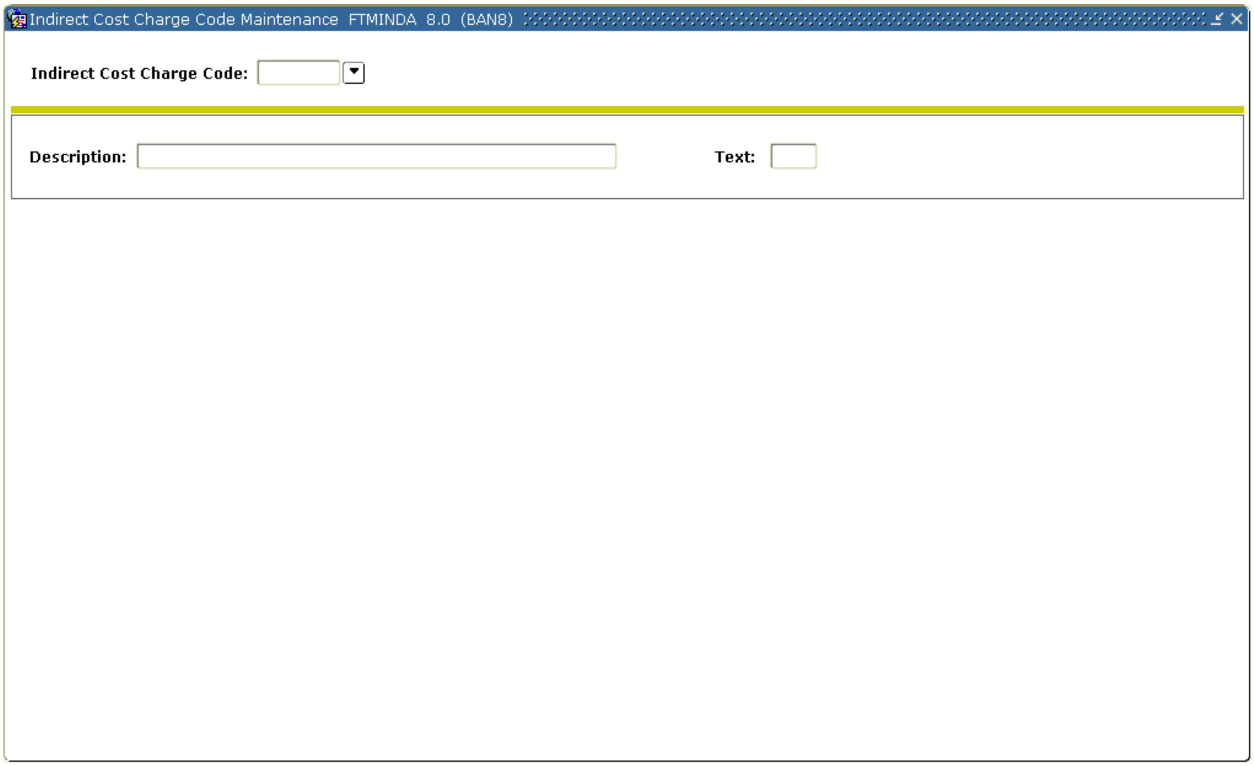
13. Click the **Exit** icon.

14. Click the **Save** icon.

15. Click the **Exit** icon.

Banner form

Indirect Cost Charge Code Maintenance Form (FTMINDA)



Steps

Follow these steps to enter the accounts and percentages for recording overhead charges.

1. Access the Indirect Cost Charge Code Maintenance Form (FTMINDA).
2. Enter a new or existing indirect cost charge code in the **Indirect Cost Charge Code** field.

   Note: To update an existing Indirect Cost Charge Code, go to step 6.
3. Perform a **Next Block** function.

   Note: For a new indirect cost charge code you will receive a pop-up box indicating, "Query caused no records to be retrieved." Click **OK**.
4. Enter a description in the **Description** field if you are creating a new code.
5. Perform a **Next Block** function.

6. Enter the chart of accounts code in the **Chart of Accounts** field.

   Notes: This code is used to validate the charge account codes that you can enter. This value is displayed from your user profile record and may be overridden.

   If you are updating an existing Indirect Cost Charge Code you must perform a **Next Record** function.

7. Perform a **Next Block** function.

   Note: If you want to copy data from an existing Indirect Cost Charge Code, proceed to step 10.

8. Enter the account code(s) that will be used to reflect indirect cost charges in the **Charge Account** field.

   Note: You may enter an account code that has an internal account type of *Labor (60)* or *Expenditure (70)* with an account class *I* for Indirect Cost, which will be validated against the COA that was entered using the effective date of this code. For practice, enter *7110*.

9. Enter the percent of indirect cost to be charged against this account in the **Percent** field.

   Note: As you enter percentages in this field, the System totals the entries in the **Total Percent** field. The total must equal 100% before the record can be saved. An error message is displayed if the value in the **Total Percent** field does not equal 100%.

10. Select **Copy** from the **Options** menu.

    Note: The Copy window enables you to copy data from one indirect cost charge code combination to the current indirect cost charge code entered in the key block. Information is copied based on the effective date specified on the form. The system will select the effective date closest to the one you have entered on the form.

11. Enter a value in the **Indirect Cost Charge Code** field, and then click **Save**.

    Notes: If you change your mind and don't want to copy the data, click **Exit** to cancel.

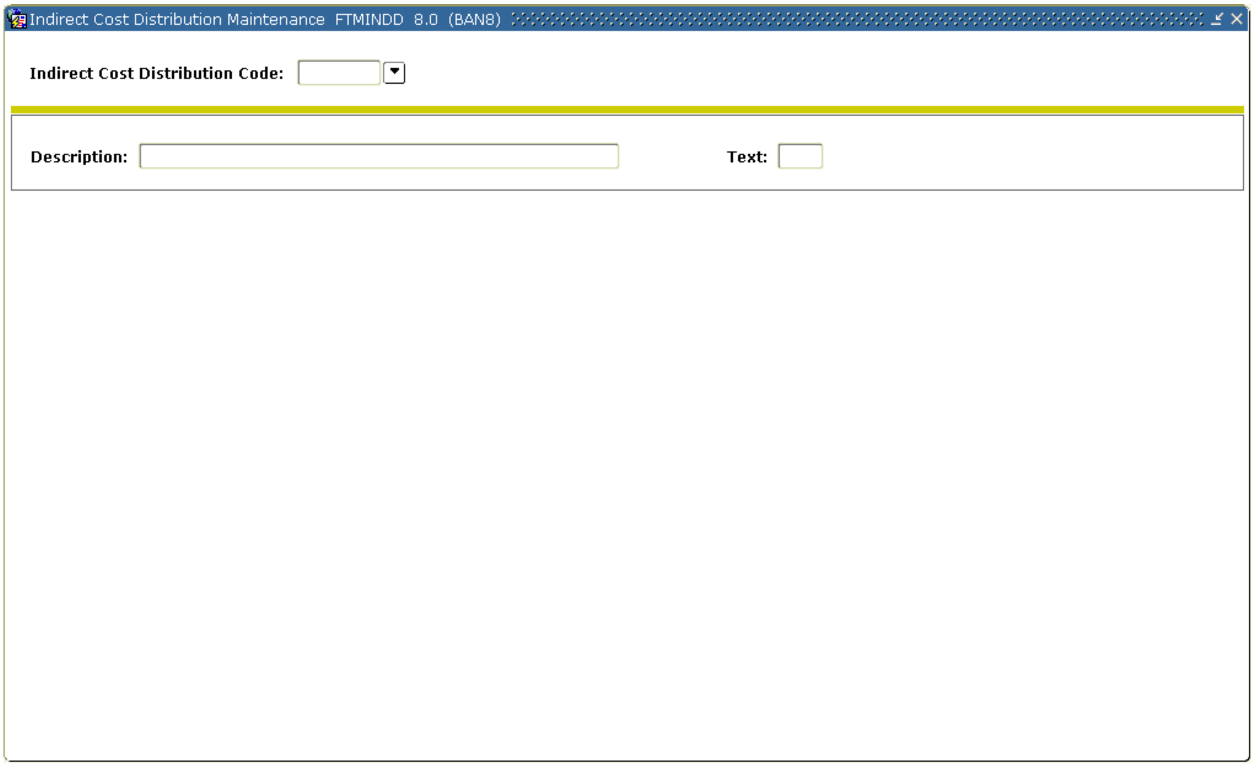
    The Error Messages window appears when you try to copy records that are not valid, and displays the errors found. To exit the Error Messages window, select **Cancel** from the **Options** menu.

12. Click the **Save** icon.

13. Click the **Exit** icon.

Banner form

Indirect Cost Distribution Maintenance Form (FTMINDD)



Steps

Follow these steps to enter the FOAPAL elements that will be used to post the credit side of the indirect cost calculations for the distribution of recovered indirect costs.

1. Access the Indirect Cost Distribution Maintenance Form (FTMINDD).
2. Enter a new or existing Indirect Cost Distribution Code or select one from the list In the **Indirect Cost Distribution Code** field.

   Note: To update an existing Indirect Cost Distribution Code, go to step 6.
3. Perform a **Next Block** function.

   Note: For a new Indirect Cost Distribution Code you will receive a pop-up box indicating, “Query caused no records to be retrieved.” Click **OK** to proceed.
4. Enter a description in the **Description** field if you are creating a new Indirect Cost Distribution Code.

5. Perform a **Next Block** function.

6. Enter the chart of accounts code in the **Chart of Accounts** field.

   Note: This code is used to validate the FOAPAL elements that you can enter. This value is displayed from your user profile record and may be overridden.

   Note: If you are updating an existing Indirect Cost Distribution Code you must perform a **Next Record** function.

7. Perform a **Next Block** function.

   Note: If you want to copy data from an existing Indirect Cost Distribution Code, proceed to step 11.

8. Enter the index code that represents a pre-determined combination of FOAPAL elements in the **Index** field. This is an optional field.

9. Enter the values to which recovered indirect costs will be distributed in the **Fund, Organization, Account, Program, Activity** and **Location** fields.

10. Enter the percentage for each FOAPAL accounting distribution in the **Percent** field.

    Note: You may enter one distribution line at 100% or multiple distribution lines; however, the **Total Percent** field must equal 100%. The system totals the entries in the **Total Percent** field. If the value in the **Total Percent** field does not equal 100%, the record cannot be saved.

11. Select **Perform Copy** from the **Options** menu.

    Note: The Copy window enables you to copy data from one Indirect Cost Distribution Code to the current Indirect Cost Distribution Code entered in the key block. Information is copied based on the effective date specified on the form. The system will select the effective date closest to the one you have entered on the form.

12. Enter a value in the **Indirect Cost Distribution Code** field or select from the **List of Values (LOV)**, and then click **Save**.

    Notes: If you change your mind and don't want to copy the data, click **Exit** to cancel.

    The Error Messages window appears when you try to copy records that are not valid, and displays the errors found. To exit the Error Messages window, click **Cancel** from the **Options** menu.

13. Click the **Save** icon.

14. Click the **Exit** icon.

Setting Up Cost Codes for Cost Share Calculations

Introduction

You can set up cost codes that will be linked to a proposal and/or grant for cost share calculations. Cost share is the enterprise's share of the cost associated with this grant or proposal.

There are four forms you will use for calculating cost shares in your system:

Basis Definition Code Maintenance Form

The Basis Definition Code Maintenance Form (FTMBASI) is used to define and establish the base for cost share calculations.

Cost Share Rate Code Maintenance Form

The Cost Share Rate Code Maintenance Form (FTMCSTR) is used to enter cost share rate codes and their related descriptions. This form is also used to record the rate amount for cost share calculations.

Cost Share Credit Account Code Maintenance Form

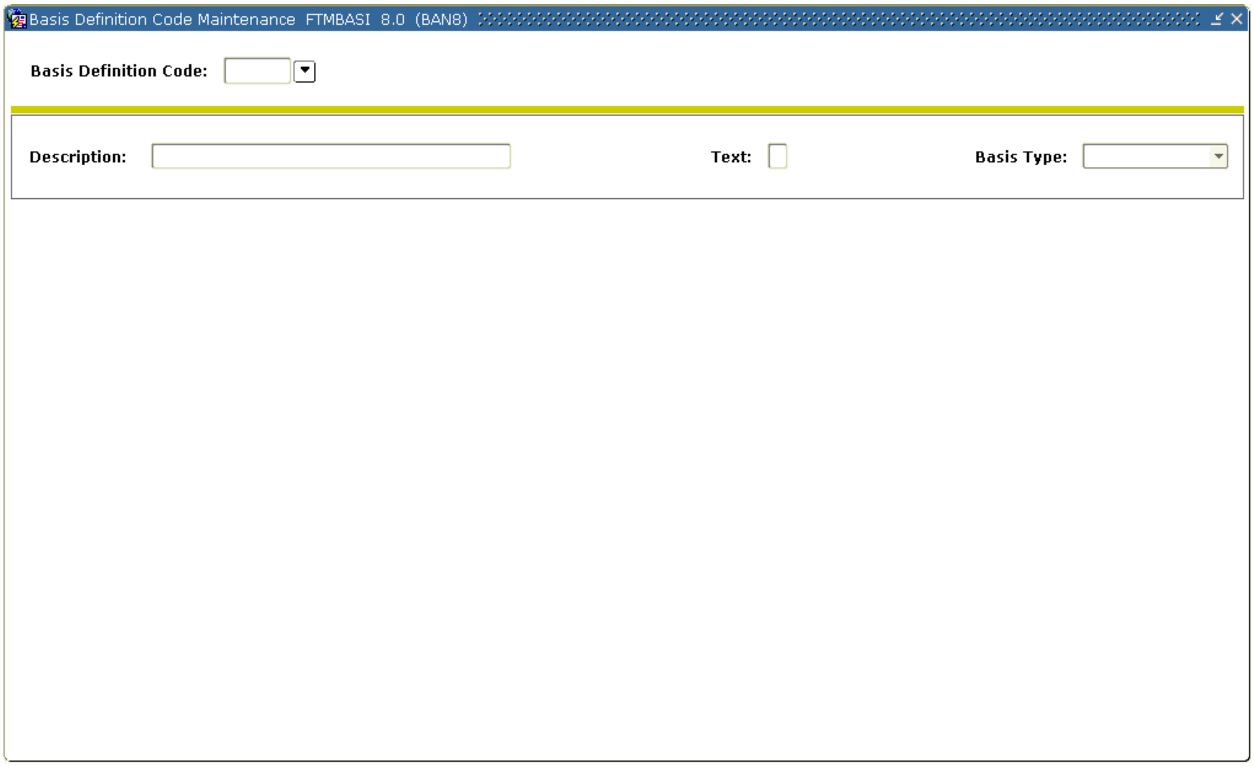
The Cost Share Credit Account Code Maintenance Form (FTMCSTA) is used to enter the accounts to which cost share amounts are to be credited, or to enter a fund code that can be used as an alternate fund to track cost share activity.

The account codes used on this form must be associated with an internal account type Labor (60) or Expenditures (70) and the Account Class 'C' for cost share.

Cost Share Distribution Maintenance Form

The Cost Share Distribution Maintenance Form (FTMCSTD) is used to define the FOAPAL elements used to reflect the cost (or debit) side of the cost share calculations on the grant fund.

Banner form



Steps

Follow these steps to define and establish the base for cost sharing calculations.

1. Access the Basis Definition Code Maintenance Form (FTMBASI).
2. Enter a new or existing basis code to indicate the way in which cost share cost will be calculated in the **Basis Definition Code** field.
3. Perform a **Next Block** function.

   Note: For a new Cost Share Basis Definition Code you will receive a pop-up box indicating, “Query caused no records to be retrieved.” Click **OK**.
4. Enter a description in the **Description** field if you entered a new code in the **Basis Definition Code** field.
5. Select *Cost Share* for the calculation type you want to perform in the **Basis Type** field.

6. Perform a **Next Block** function.

7. Enter the chart of account code for use in validating the base account codes that will be entered in the **Chart of Accounts** field.

8. Enter the effective date of the definition in the **Effective Date** field.

9. Perform a **Next Block** function.

   Note: To copy the basis definition code from another record, select **Perform Copy** from the **Options** menu, enter the **Basis Definition Code**, and then click the **OK** button. If you change your mind and don't want to use the Copy function, click **Exit** to cancel.

10. Enter the external account type that is associated with the internal account types you're working with in the **Account Type** field.

    Note: By specifying an account type in this field, you are telling the system that all accounts that fall within this account type structure should be included in the base for calculations of cost sharing. Account type or account range is required, but not both.

11. Enter an account code that will begin a range of accounts to be included in the cost calculations in the **Account Code From** field.

12. Enter an account code that will end the range of accounts to be included in the cost calculations In the **Account Code To** field.

    Note: **Account Type** or **Account From** & **To** range is required, but not both.

13. You may override the values entered on FTMCSTR. Enter the override values in the **Rate** field; specify the threshold amount in the **Maximum Amount** field. These are optional fields.

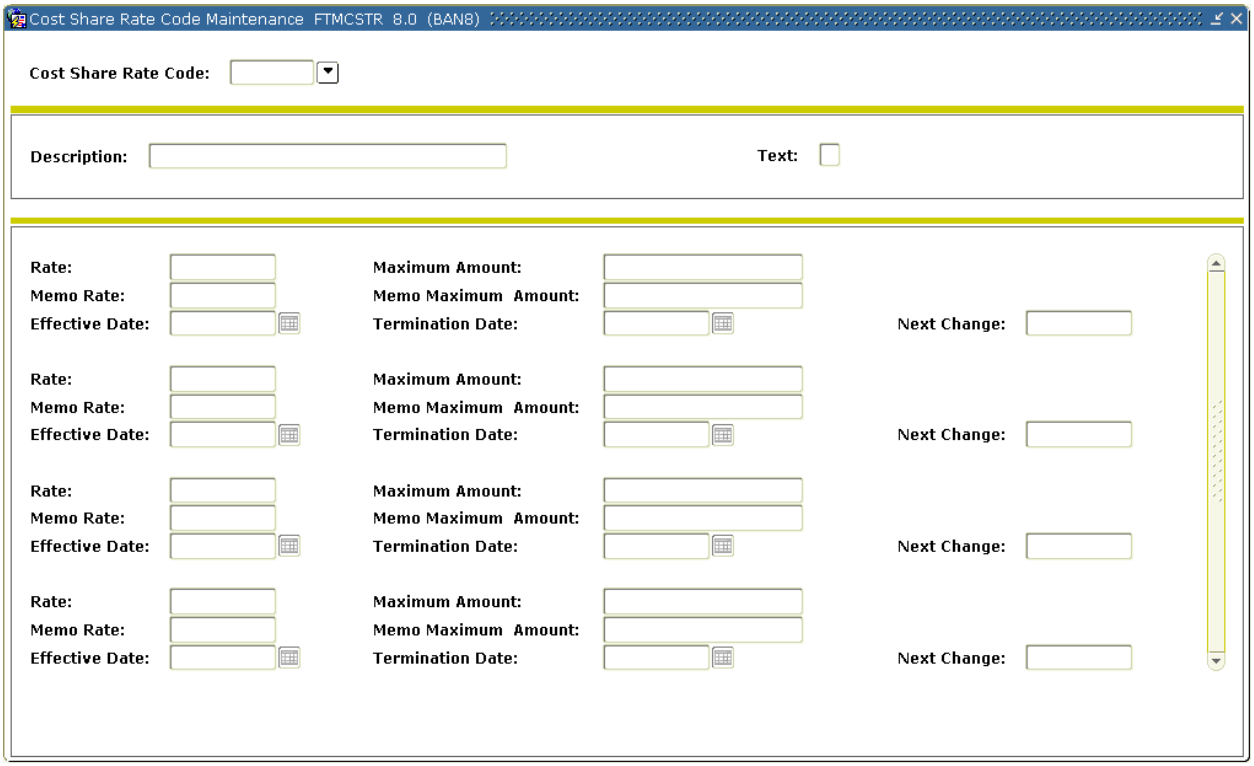
    Note: By specifying an amount, you are telling the system that cost share calculations will no longer be taken once this amount has been reached for all accounts that fall within this account code range structure. You cannot enter a maximum amount when an account type is entered.

14. Click the **Save** icon.

15. Click the **Exit** icon.

Banner Form

The Cost Share Rate Code Maintenance Form (FTMCSTR).



Steps

Follow these steps to complete the process.

1. Access the Cost Share Rate Code Maintenance Form (FTMCSTR).
2. Enter a new or existing cost share rate code in the **Cost Share Rate Code** field.
3. Perform a **Next Block** function.
4. Enter a description in the **Description** field if you entered a new code in the **Cost Share Rate Code** field.
5. Perform a **Next Block** function.

   Note: For a new cost share rate you will receive a pop-up box indicating, “Query caused no records to be retrieved.” Click **OK**.
6. Enter the rate at which cost share should be calculated in the **Rate** field.

Notes: The rate can be overridden on the Basis Definition Code Maintenance Form (FTMBASI).

To update an existing Cost Share Rate Code, perform a **Next Record** function.

7. Enter the amount whereby cost share calculations will no longer be calculated once this amount has been reached in the **Maximum Amount** field.

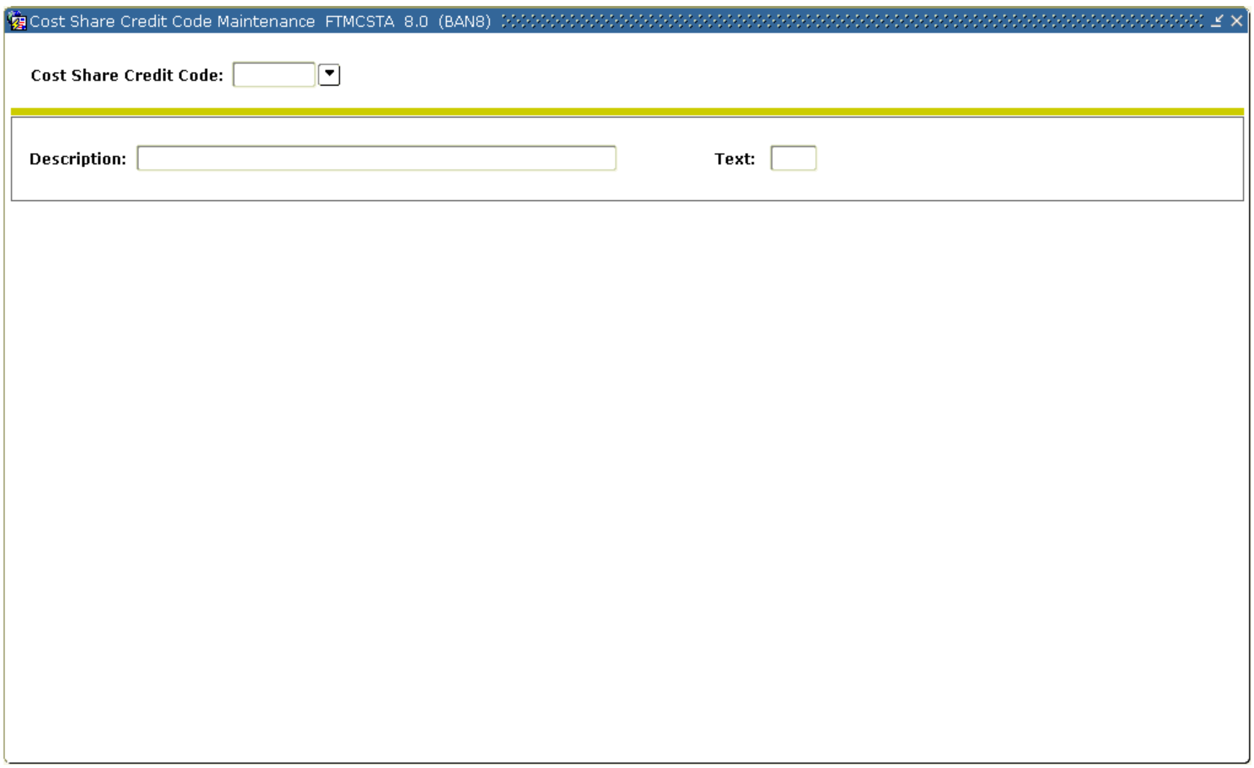
8. Enter the date on which the Cost Share Rate Code will no longer be in effect in the **Termination Date** field.

9. Click the **Save** icon.

10. Click the **Exit** icon.

Banner form

Cost Share Credit Code Maintenance Form (FTMCSTA)



Steps

Follow these steps to complete the process.

1. Access the Cost Share Credit Code Maintenance Form (FTMCSTA). Use this form to enter the accounts and percentages for recording cost share credits and to enter a fund code (optional) that can be used as an alternate fund to track cost share activity.

2. Enter a new or existing cost share credit code in the **Cost Share Credit Code** field.

   Note: To update an existing Cost Share Credit Code, go to step 6.

3. Perform a **Next Block** function.

   Note: For a new Cost Share Credit Code you will receive a pop-up box indicating, "Query caused no records to be retrieved." Click **OK**.

4. Enter a description in the **Description** field if you are creating a new code.

5. Perform a **Next Block** function.

6. Enter the chart of accounts code in the **Chart of Accounts** field.

   Notes: This code is used to validate the credit account codes that you can enter. This value is displayed from your user profile record and may be overridden.

   If you are updating an existing Cost Share Credit Code you must perform a **Next Record** function.

7. Perform a **Next Block** function.

   Notes: For a new Cost Share Credit Code you will receive a pop-up box indicating, "Query caused no records to be retrieved." Click **OK**

   If you want to copy data from an existing Cost Share Credit Code, proceed to step 10.

8. Enter the account code(s) that will be used to reflect cost share credits in the **Account** field.

   Note: You may enter an account code that has an internal account type of Labor (60) or Expenditure (70) with an account class C for Cost Share, which will be validated against the COA that was entered using the effective date of this code.

9. Enter the percent of cost share to be credited to this account in the **Percent** field.

   Note: As you enter percentages in this field, the System totals the entries in the **Total Percent** field. The total must equal 100% before the record can be saved. An error message is displayed if the value in the **Total Percent** field does not equal 100%.

10. Select **Perform Copy** from the **Options** menu.

    Note: The Copy window enables you to copy data from one Cost Share Credit Code to the current Cost Share Credit Code entered in the key block. Information is copied based on the effective date specified on the form. The system will select the effective date closest to the one you have entered on the form.

11. Enter a value in the **Cost Share Credit Code** field, and then click the **Save** icon.

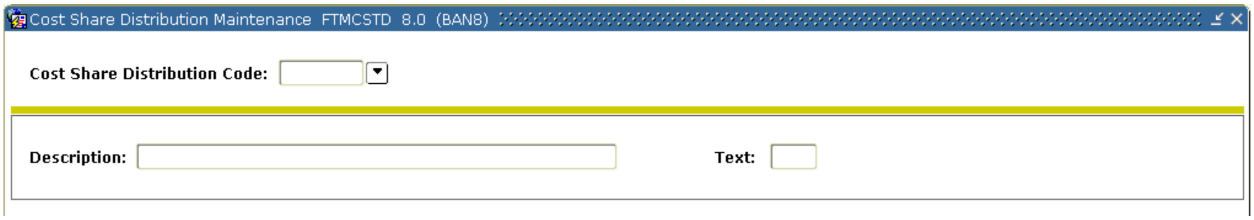
    Notes: If you change your mind and don't want to copy the data, click **Exit** to cancel.

    The Error Messages window appears when you try to copy records that are not valid, and displays the errors found. To exit the Error Messages window, select Cancel from the **Options** menu.

12. Click the **Save** icon.

13. Click the **Exit** icon.

Banner form



Steps

Follow these steps to define the FOAPAL elements used to reflect the cost (or debit) side of the cost share calculations on the Grant fund.

1. Access the Cost Share Distribution Maintenance Form (FTMCSTD).
2. Enter a new or existing Cost Share Distribution Code or select one from the list in the **Cost Share Distribution Code** field.

   Note: To update an existing Cost Share Distribution Code, go to step 6.
3. Perform a **Next Block** function.

   Note: For a new Cost Share Distribution Code you will receive a pop-up box indicating, “Query caused no records to be retrieved.” Click **OK** to proceed.
4. Enter a description in the **Description** field if you are creating a new Cost Share Distribution Code.
5. Perform a **Next Block** function.
6. Enter the chart of accounts code in the **Chart of Accounts** field.

   Notes: This code is used to validate the FOAPAL elements that you can enter. This value is displayed from your user profile record and may be overridden.

   If you are updating an existing Cost Share Distribution Code you must perform a **Next Record** function.
7. Perform a **Next Block** function.

   Note: If you want to copy data from an existing Cost Share Distribution Code, proceed to step 11.

8. Enter the index code that represents a pre-determined combination of FOAPAL elements in the **Index** field.

   Note: This is an optional field.

9. Enter the values to which cost sharing will be distributed in the **Fund, Organization, Account, Program, Activity** and **Location** fields.

10. Enter the percentage for each FOAPAL accounting distribution in the **Percent** field.

    Note: You may enter one distribution line at 100% or multiple distribution lines; however, the **Total Percent** field must equal 100%. The system totals the entries in the **Total Percent** field. If the value in the **Total Percent** field does not equal 100%, the record cannot be saved.

11. Select **Perform Copy** from the **Options** menu.

    Note: The Copy window enables you to copy data from one Cost Share Distribution Code to the current Cost Share Distribution Code entered in the key block. Information is copied based on the effective date specified on the form. The system will select the effective date closest to the one you have entered on the form.

12. Enter a value in the **Cost Share Distribution Code** field.

    Note: If you change your mind and don't want to copy the data, click **Exit** to cancel.

    Note: An error message appears on the hint line when you try to copy records that are not valid. To continue click the **Cancel** button.

13. Click the **Save** icon.

14. Click the **Exit** icon.

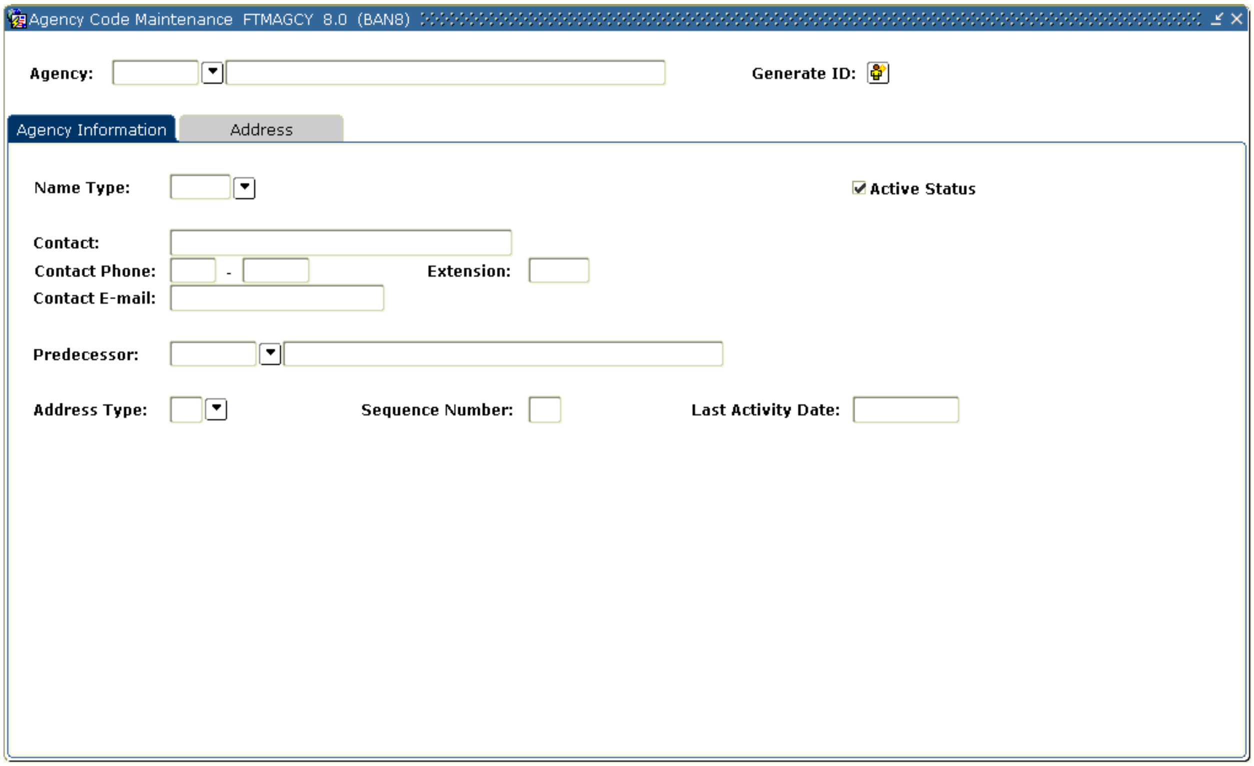
Establishing Sponsors in Research Accounting

Introduction

You can build a database of sponsors or agencies in Banner to which you submit proposals and receive awards on the Agency Code Maintenance Form (FTMAGCY). Using this form will automatically update the Identification table (SPRIDEN).

Banner form

The Agency Code Maintenance Form (FTMAGCY)



Steps

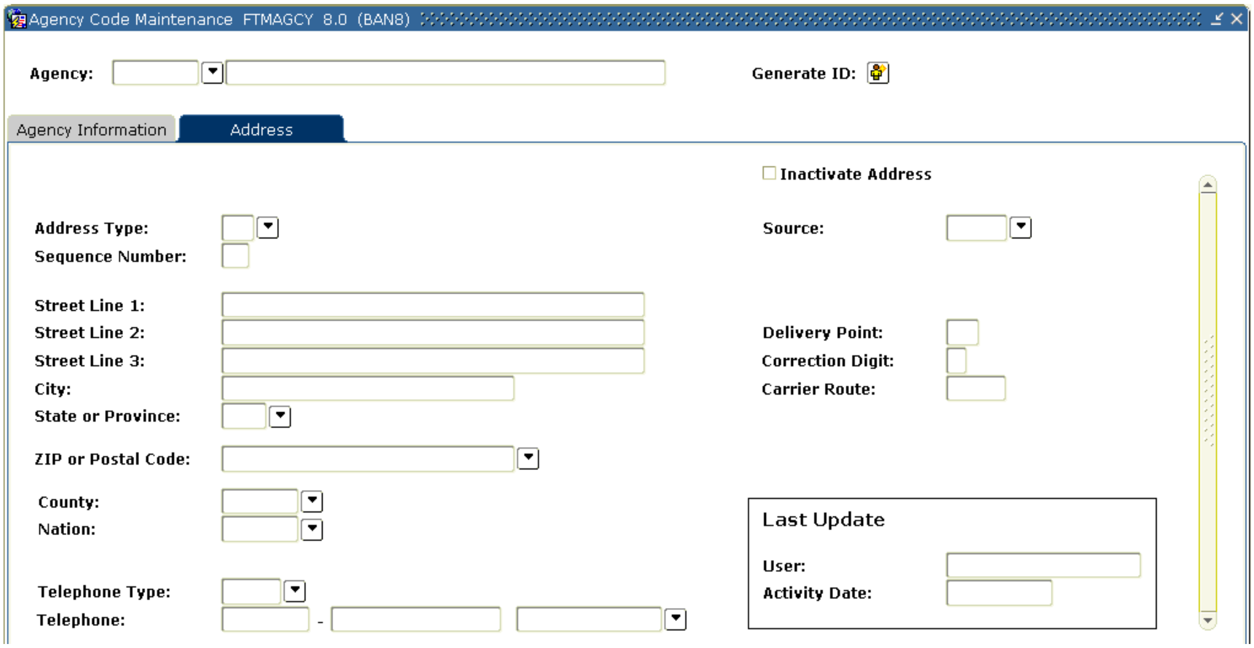
Follow these steps to complete the process.

1. Access the Agency Code Maintenance Form (FTMAGCY).
2. Click the **Generate ID** icon to generate a sequential ID number in the **Agency** field.

   Result: The Common Matching Entry Form (GOAMTCH) opens if common matching is turned on.
3. Select a matching source code in the **Matching Source** field.
4. Enter the name of the agency in the **Non-person Name** field.
5. Click the **Save** icon.
6. Click the **Yes** button.
7. Click the **OK** button.

   Result: The Agency Code Maintenance Form (FTMAGCY) opens with the new agency name displayed.
8. Perform a **Next Block** function or click in the **Contact** field to continue.
9. If there is an individual at the agency that you would report to, enter his/her name in the **Contact** field.
10. Enter the larger organization's code and name in the **Predecessor** field if your agency is a division of a larger organization.

Address tab



Steps

Follow these steps to complete the process.

1. Select the **Address** tab.

2. Select an address type in the **Address Type** field.

3. Enter all of the address information associated with the sponsor in the appropriate fields. The **Address Type**, **Sequence Number**, **City, State or Province, Zip or Postal Code,** and **Nation** fields are required.

   Note: Repeat the address information for each address associated with the sponsor by performing a **Next Record**.

4. Click the **Save** icon.

5. Go back to the main tab and enter a default address type and sequence, this address will default into the individual grant records.

6. Click the **Save** icon.

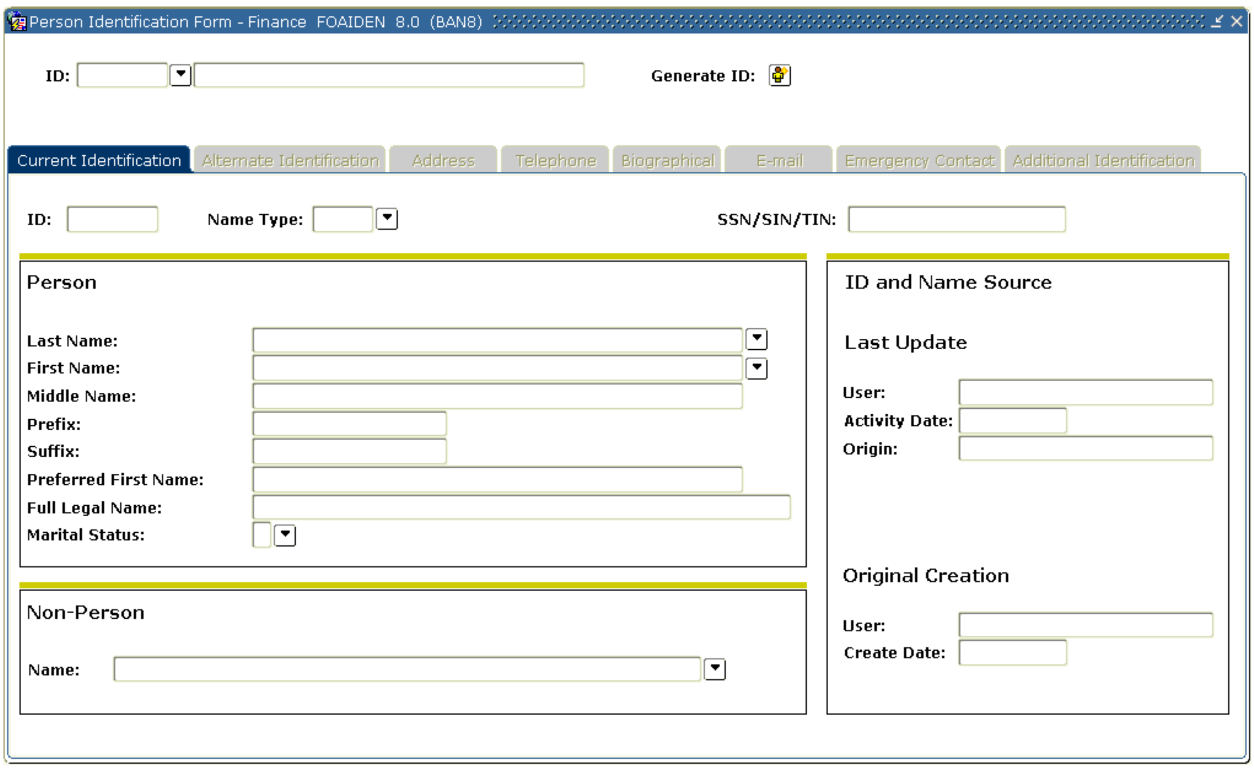
7. Click the **Exit** icon.

Defining the Personnel Assigned to a Proposal and/or Grant

Introduction

Once you've set up sponsors or agencies, you may also wish to define those individuals who are assigned to a proposal and/or grant. This is done on the Identification Form (FOAIDEN). Follow your institutions standards for verifying that an ID does not already exist before adding a new entry. Most personnel will be employees and already exist in the database.

Banner form



Steps

Follow these steps to complete the process.

1. Access the Person Identification Form (FOAIDEN).
2. In the **ID** field, enter an ID number for the individual (or entity), or click **Generate ID**.

   Note: If you had the system automatically generate an ID number, record the ID number for later use.
3. Perform a **Next Block** function to access the Current Identification window
4. Enter the last name of the person in the **Last Name** field.
5. Enter the first name of the person in the **First Name** field.
6. Optional: Go to the address tab and enter the address for the person in the appropriate address fields.
7. Enter the social security number of the person in the **SSN/TIN/SIN** field.
8. Click the **Save** icon.
9. Click the **Exit** icon.

Creating and Cross-referencing Sponsors' Account Codes

Introduction

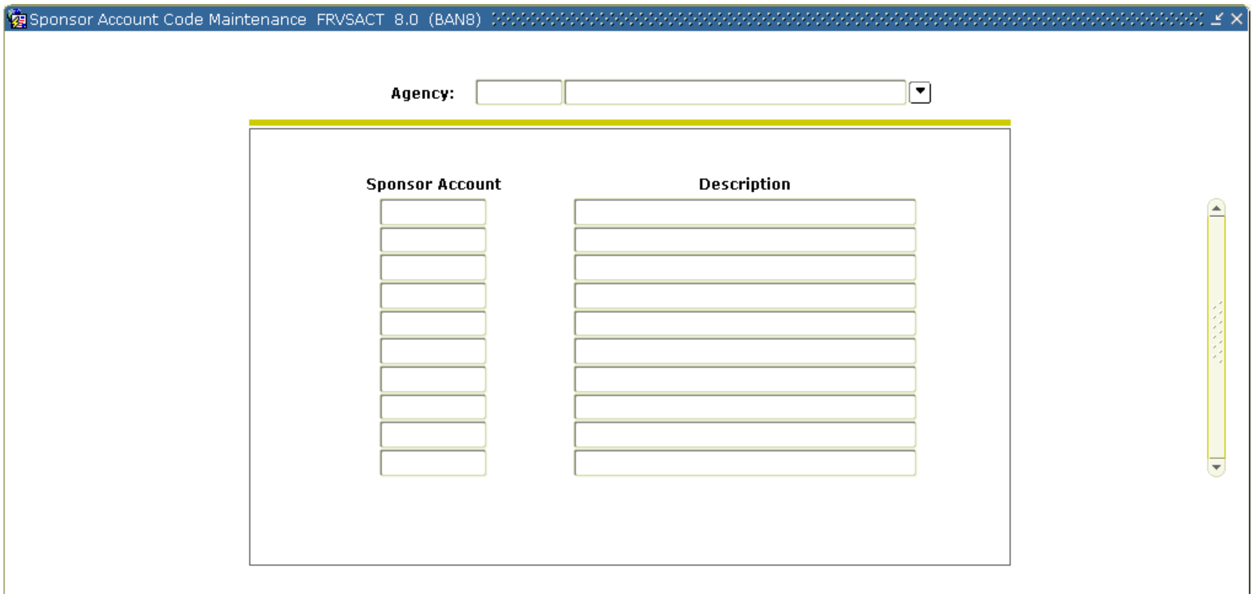
Often a sponsor wants Financial Reporting done using its own account codes. This requires the completion of two forms:

- The Sponsor Account Code Maintenance Form (FRVSACT) is used to define a sponsor's account codes.
- The Institution/Sponsor Account Maintenance Form (FRVISAC) enables you to cross-reference your account codes to a sponsor's account codes.

By creating this cross-reference, you can view budgets utilizing a sponsor's account codes or your account codes.

Banner form

The Sponsor Account Code Maintenance Form (FRVSACT).



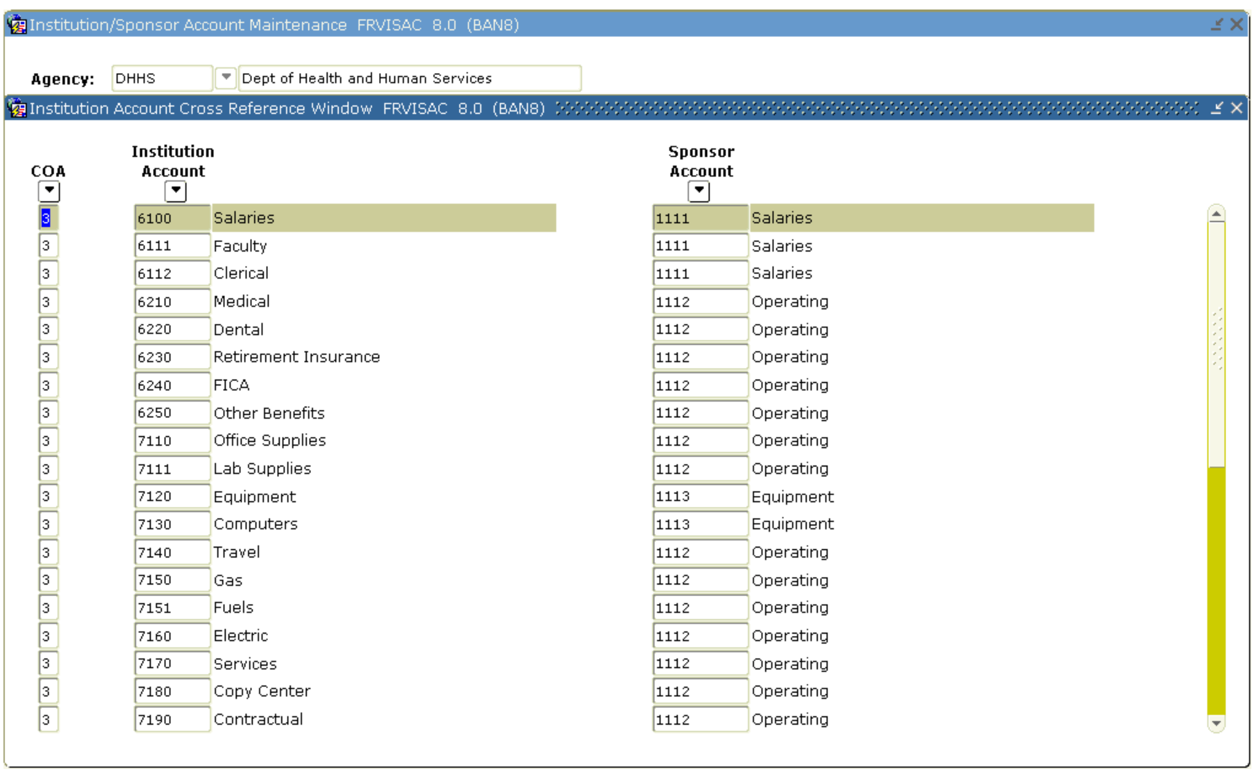
Steps

Follow these steps to complete the process.

1. Access the Sponsor Account Code Maintenance Form (FRVSACT).
2. In the **Agency** field, enter or select (F9) the agency code you wish to create sponsor accounts for.
3. Perform a **Next Block** function.
4. Enter the sponsor's account code in the **Sponsor Account** field.
5. Enter the description of the sponsor's account code in the **Description** field.
6. Continue creating sponsor's account codes on the additional lines.
7. Click the **Save** icon.
8. Click the **Exit** icon.

Banner form

The Institution/Sponsor Account Maintenance Form (FRVISAC)


Institution/Sponsor Account Maintenance FRVISAC 8.0 (BAN8)

Agency: DHHS Dept of Health and Human Services

Institution Account Cross Reference Window FRVISAC 8.0 (BAN8)

COA	Institution Account		Sponsor Account	
3	6100	Salaries	1111	Salaries
3	6111	Faculty	1111	Salaries
3	6112	Clerical	1111	Salaries
3	6210	Medical	1112	Operating
3	6220	Dental	1112	Operating
3	6230	Retirement Insurance	1112	Operating
3	6240	FICA	1112	Operating
3	6250	Other Benefits	1112	Operating
3	7110	Office Supplies	1112	Operating
3	7111	Lab Supplies	1112	Operating
3	7120	Equipment	1113	Equipment
3	7130	Computers	1113	Equipment
3	7140	Travel	1112	Operating
3	7150	Gas	1112	Operating
3	7151	Fuels	1112	Operating
3	7160	Electric	1112	Operating
3	7170	Services	1112	Operating
3	7180	Copy Center	1112	Operating
3	7190	Contractual	1112	Operating

Steps

Follow these steps to complete the process.

1. Access the Institution/Sponsor Account Maintenance Form (FRVISAC).
2. Enter the agency code you wish to cross-reference sponsor accounts to In the **Agency** field.
3. Perform a **Next Block** function.

   Note: The Institution Account Cross-reference window enables you to cross-reference your account codes or account types to a sponsor's account codes. This window displays your account codes that have been previously cross-referenced to the sponsor's account codes.
4. Enter a chart of accounts code in the **COA** field.
5. Enter or select an account code in the **Institution Account** field.
6. Enter or select the code that is the counterpart to your account code in the **Sponsor Account** field.

   Notes: Each enterprise account code must be unique; however, you may map as many of your account codes to the same sponsor account code, as necessary.

   Continue cross-referencing your account codes to a sponsor's account codes on the additional lines as needed.
7. Click the **Save** icon.
8. Click the **Exit** icon.

Self Check

Directions

Use the information you have learned in this workbook to complete this self check activity.

Question 1

The price of supplies and equipment are examples of indirect costs when administering a grant.

True or False

Question 2

The rate of direct costs is 5% of the grant total.

True or False

Answer Key for Self Check

Question 1

The price of supplies and equipment are examples of indirect costs when administering a grant.

False. These are examples of direct costs.

Question 2

The rate of direct costs is 5% of the grant total.

False. The rate is determined through negotiations with the agency.

Day-to-Day Operations

Section goal

The purpose of this section is to explain the regular process and detail the procedures to handle Research Accounting procedures at your institution.

Objectives

At the end of this section you will be able to

- create a proposal
- create a proposal budget
- create and track events for proposals
- create a grant
- create a grant budget
- create and track events for grants
- maintain information on awarding agencies.

Setting Up and Maintaining a Proposal

Introduction

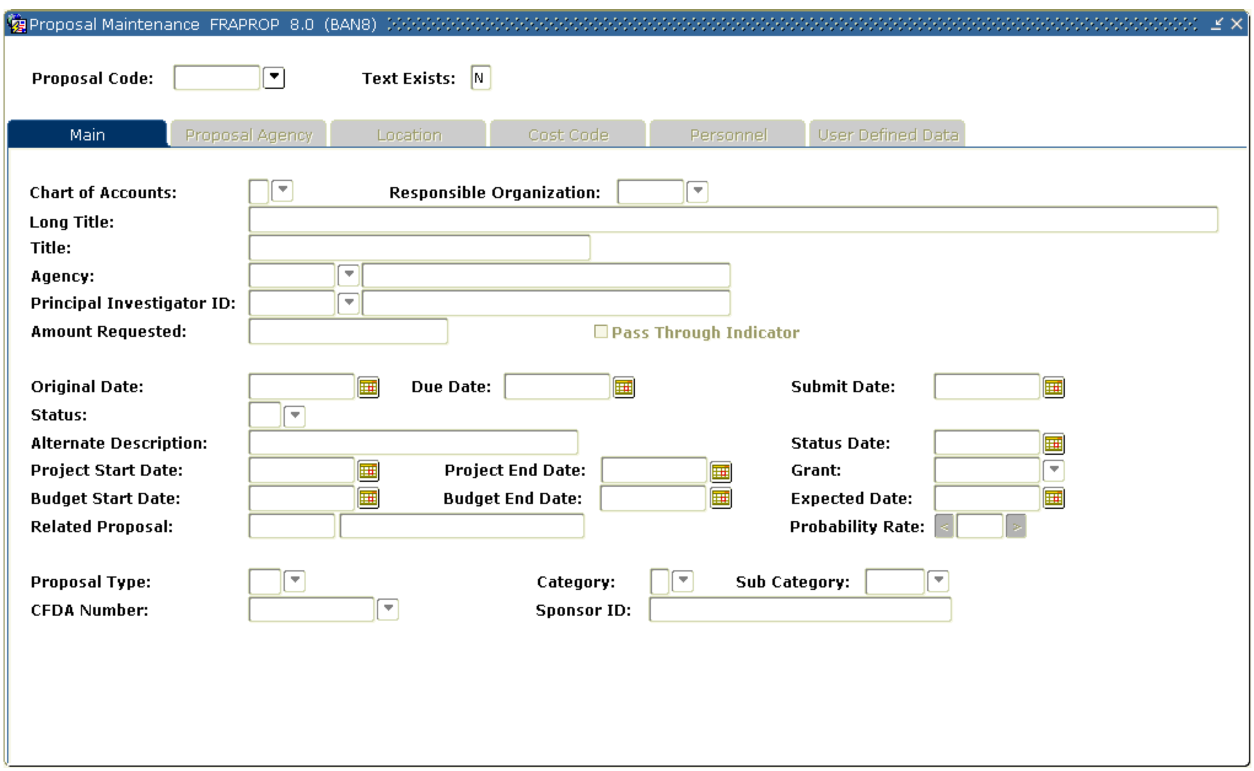
There are two main forms used to set up and maintain a proposal, and create a proposal budget in Research Accounting:

Proposal Maintenance Form (FRAPROP): This form is used to enter or update proposal information. It is also used to maintain information such as key personnel, agency information, and cost code information for indirect cost and cost share calculations on the proposal.

Proposal Budget Form (FRABUDP): This form enables you to enter and track proposal budgets. This form supports budget iterations which may be developed for the entire length of the project or for each year within the project period.

Banner Form

The Proposal Maintenance Form (FRAPROP).



Steps

Follow these steps to complete the process.

1. Access the Proposal Maintenance Form (FRAPROP).

2. Enter a new or existing proposal code in the **Proposal Code** field or type *NEXT* for a system generated proposal number.

3. Perform a **Next Block** function.

   Note: To create a new proposal from an existing proposal use the **Copy Proposal Information** function under the **Options** menu

4. Enter the chart of accounts code (the default value comes from the User Profile Record) in the **Chart of Accounts** field.

5. Enter the responsible organizational code of the responsible administrative office for this proposal in the **Responsible Organization** field.

6. Enter the title of the proposal (up to 256 characters) in the **Long Title** field.

   Note: The first 35 characters will display in the **Title** field. You can edit the **Title** field if desired.

7. Enter the sponsor agency identification code in the **Agency** field.

8. Enter a principal investigator ID in the **Principal Investigator ID** field.

   Note: If you enter a Principal Investigator ID here, the ID and name will display on the **Personnel Information** window with an Indicator of 001, and is always hard-coded as the primary person responsible.

9. Enter the original preparation date in the **Original Date** field. This is a required field.

   Notes: This date is intended to be the preparer's date and does not change over the life of the proposal. The current date is displayed, but can be overridden with a prior or future date. This date can be used in ad hoc reporting to track the elapsed time between the Proposal Preparation date and the Grant date. Once the proposal is saved, this date cannot be updated.

   This date is different from the Project Period Start date, Project Period End date, Expected Grant date, Proposal Due date, and Activity date. It is intended to provide the ability to track proposal to grant or proposal to submission time frames.

10. Enter the date the proposal is due in the **Due Date** field.

11. Enter the date the request was/will be submitted in the **Submit Date** field.

12. Enter the code that represents the status of the proposal in the **Status Code** field.

    Note: A date must be entered in the **Status Date** field.

13. Enter the proposed start date of the grant in the **Project Start Date** field.

14. Enter the expected end date of the project in the **Project End Date** field.

15. Enter the proposed start date of the budget period in the **Budget Start Date** field.

16. Enter the proposed end date of the budget period in the **Budget End Date** field.

17. Enter the date by which you expect a decision regarding the proposal from the sponsor in the **Expected Date** field.

    Note: This date must be later than the due date.

18. Enter the code of the original proposal from which the current proposal was copied in the **Related Proposal** field.

19. Enter the estimated probability of receiving funds for this proposal as a percentage in the **Probability Rate** field.

20. Enter the code to indicate the type of proposal in the **Proposal Type** field.

21. Enter the category code of the sponsored program to which the proposal belongs in the **Category** field.

22. Enter the code to identify the sub-category within a proposal in the **Sub Category** field.

23. Select the Catalog of Federal Domestic Assistance reference number in the **CFDA** field.

24. Enter the reference number of the sponsoring agency in the **Sponsor ID** field.

    Note: This value is used for ad hoc reports and bills.

25. Click the **Save** icon.

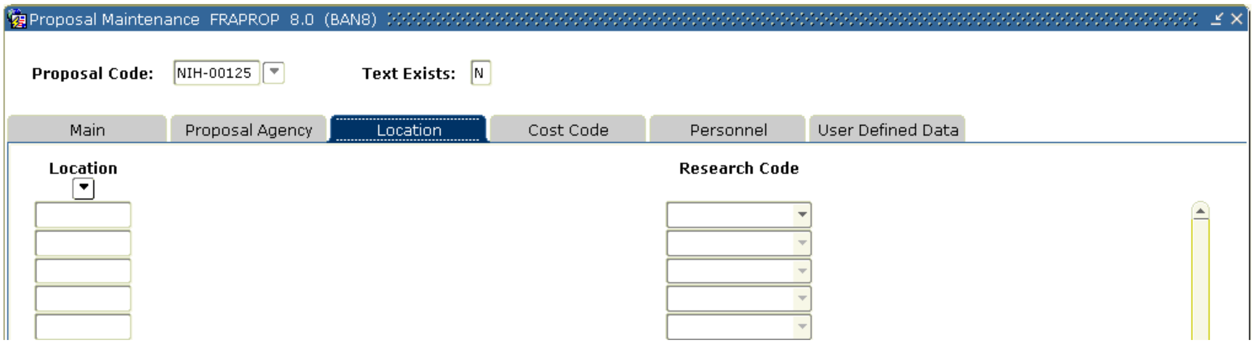
Proposal Agency tab

Steps

Follow these steps to complete the process.

1. Select the **Proposal Agency** tab.
2. Enter the contact person's name in the **Contact** field.
3. Verify or add address and predecessor information if needed.
4. Click the **Save** icon.

Location tab

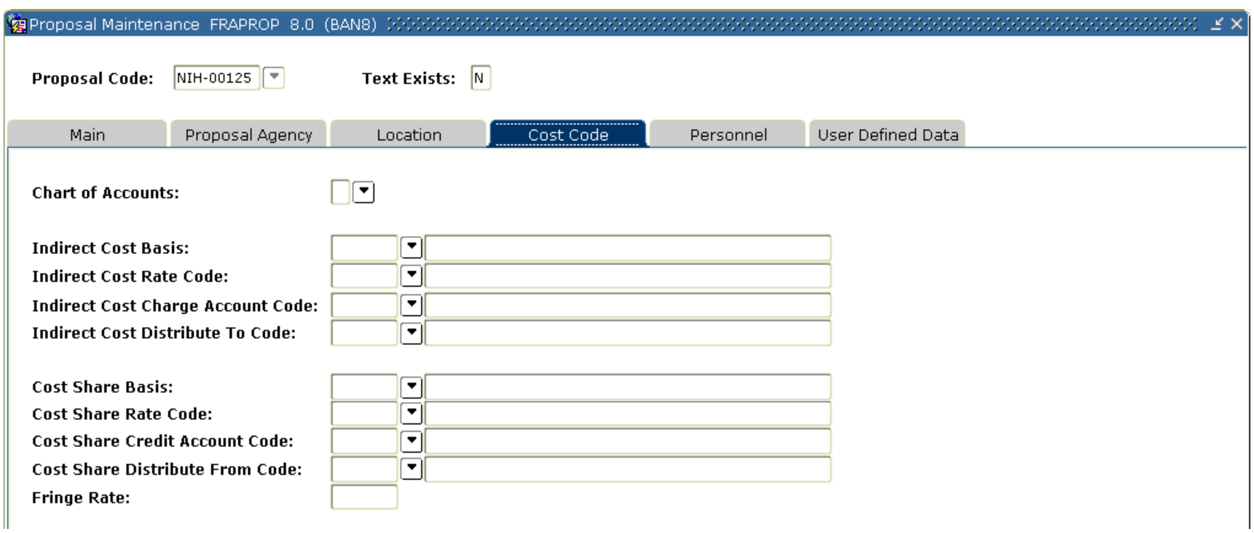


Steps

Follow these steps to complete the process.

1. Select the **Location** tab.
2. Select the location code in the **Location** field.
3. Click the **Save** icon.

Cost Code tab



Steps

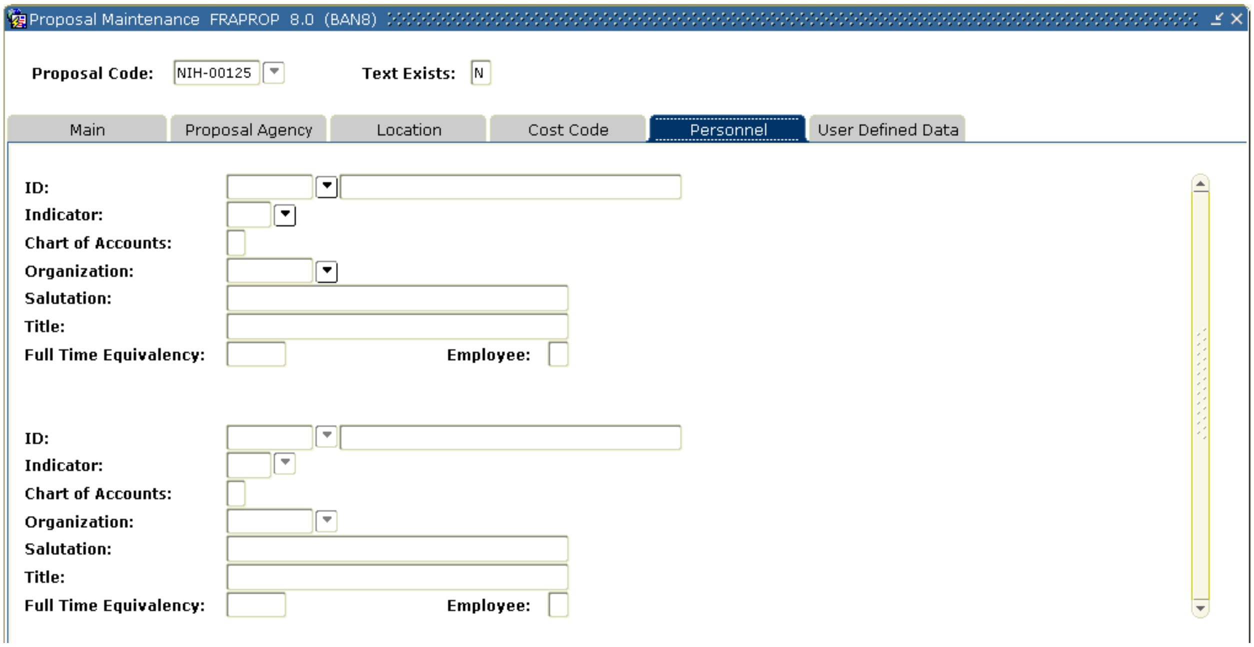
Follow these steps to complete the process.

1. Select the **Cost Code** tab.

2. Enter the Chart of Accounts in the **Chart of Accounts** field, as well as the appropriate codes for automatic Indirect Cost and Cost Share calculations.

3. Click the **Save** icon.

Personnel tab



Steps

Follow these steps to complete the process.

1. Select the **Personnel** tab.

2. Select an ID of the person you want to add to the proposal in the **ID** field.

3. Select an indicator code in the **Indicator** field.

   Warning: You can only have one primary investigator.

4. Click the **Save** icon.

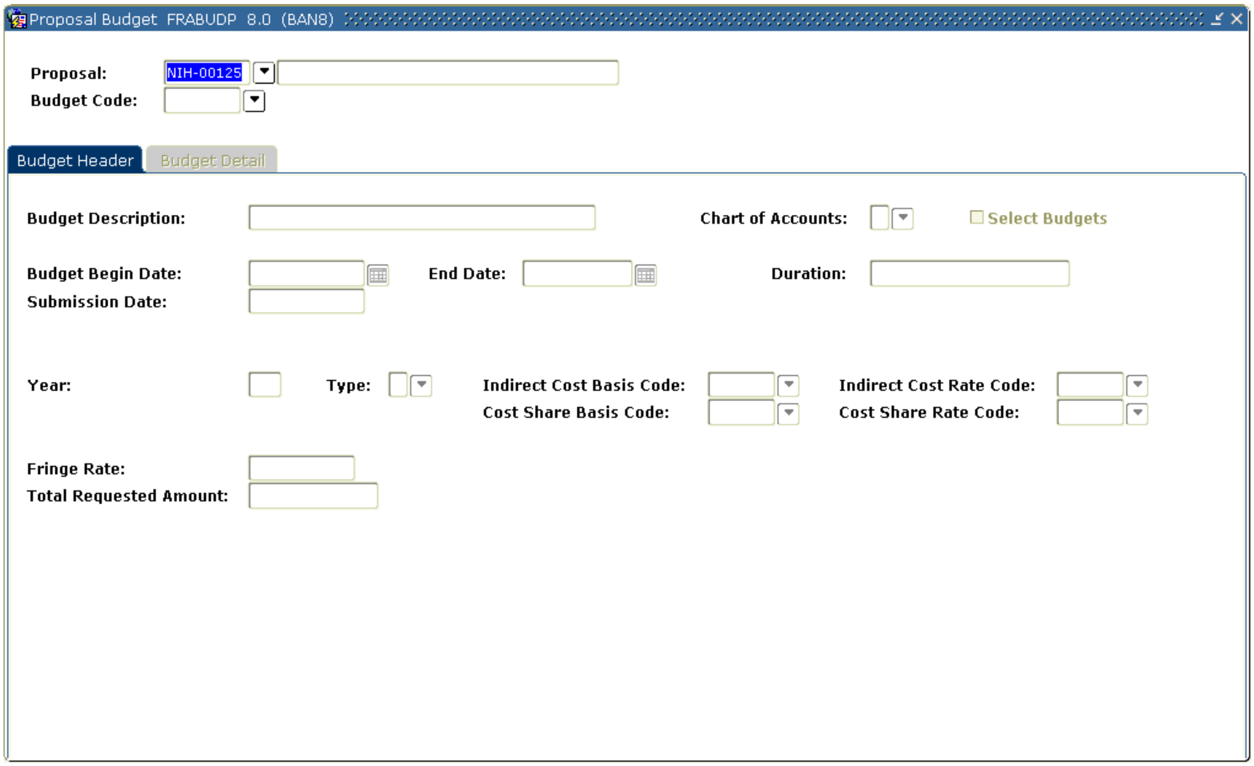
User Defined Data tab

Steps

Follow these steps to complete the process.

1. Select the **User Defined Data** tab.
2. Enter any applicable user codes that were created on FRVSDAT in the **Literal** and **Value** fields.
3. Click the **Save** icon.
4. Click the **Exit** icon.

Banner form



Steps

Follow these steps to complete the process.

1. Access the Proposal Budget Form (FRABUDP).

   Note: This form consists of two tabs. The Budget Header tab allows you to define the proposal budget elements that define the nature of the budget. The Budget Detail tab allows you to enter multiple budget line items, and perform auto calculations of Indirect Cost, Cost Sharing, Waived Indirect, and Fringe.

2. Enter a proposal code in the **Proposal** field.

3. Enter a budget code in the **Budget Code** field.

4. Perform a **Next Block** function.

   Note: If the budget exists, its associated attributes (budget description, COA, Indirect Cost and Cost Sharing Basis Codes, Indirect Cost and Cost Sharing Rate Codes) that were used in developing the budget are displayed.

5. Enter the description for the budget code in the **Budget Description** field.

6. Enter the code to identify the accounting or reporting entity associated with the proposal budget in the **Chart of Accounts** field.

7. Click the **Select Budgets** checkbox to build a new budget from a previously created budget code.

   Notes: Navigation from this checkbox automatically takes you to the Proposal Budget Selection Form (FRCBSEL). On FRCBSEL, you may select one or more budget codes that have already been created for existing proposals and use them as a basis for creating your new budget. If more than one budget is selected, they are consolidated into one budget by account code or title.

   You may not use the **Select Budgets** checkbox feature if you have already created budget line items for this budget code

8. Enter the date the budget period ends in the **End Date** field.

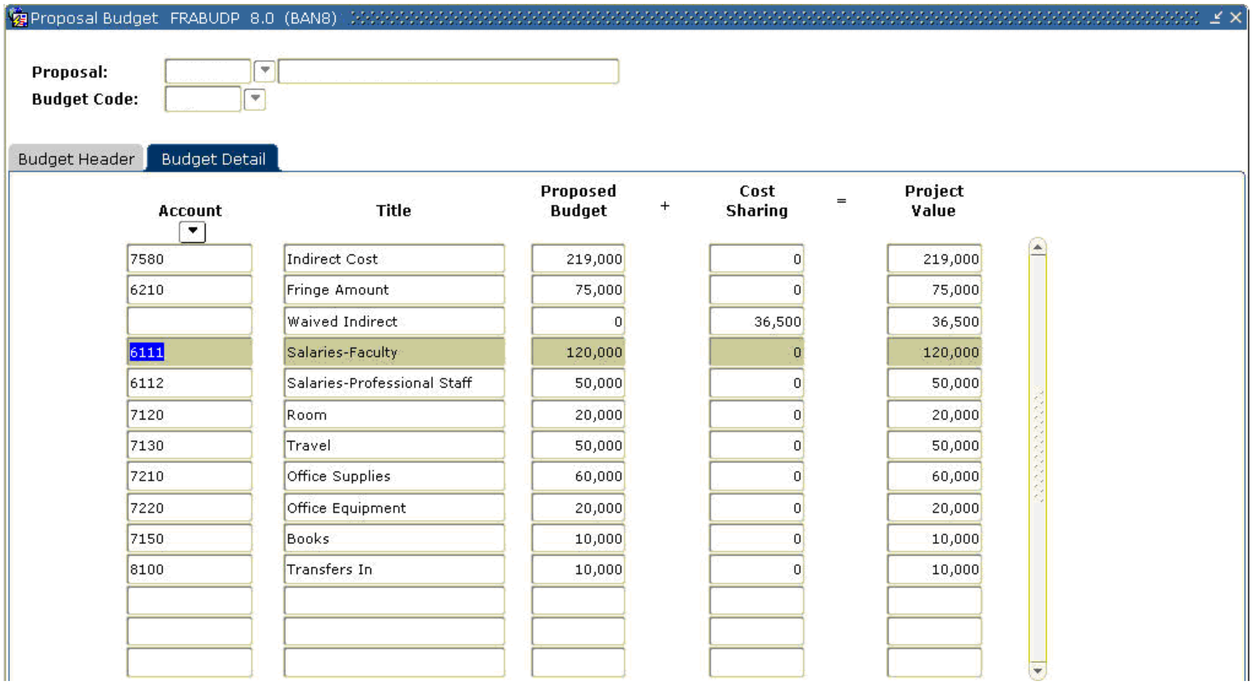
9. Enter the year to which this budget applies in the **Year** field.

10. Enter the budget type in the **Type** field.

    Note: The **Indirect Cost Basis Code**, **Indirect Cost Rate Code**, **The Cost Sharing Basis Code**, and **Cost Sharing Rate Code** fields will display the values set on the Proposal Maintenance Form (FRAPROP).

11. Enter the total amount of money requested from the sponsoring agency in the **Total Requested Amount** field.

Options – Budget Detail Information



Steps

Follow these steps to complete the process.

1. Select **Budget Detail** tab.

   Note: The Budget Detail tab allows you to add budget line items. With this tab, you can:

   - Enter budget information by supplying account code information
   - Enter a description of what you are budgeting without having to enter the account, proposed budget, and cost sharing amounts.
   - Enter a combination of the budget line items where you provide the account code (if established) and some lines where only the title is entered.

2. Enter the account code in the **Account** field, or the title of the account code in the **Title** field.
3. Enter the amount of money requested from a sponsoring agency for the account line item in the **Proposed Budget** field.

4. Enter the amount of money the organization agreed to contribute toward the account line item in the **Cost Sharing** field.

5. The **Project Value** field displays the sum of the proposed budget and the cost share.

   Notes: The Automatic Calculations feature in the proposal budget process allows the system to automatically calculate indirect cost or cost share based on the proposed budget amount. The calculation includes the waived indirect amount. When the indirect cost rate has a memo rate, the indirect cost foregone is put in the cost share column of the waived indirect line. So the first four sequences in this form are reserved for Indirect Cost, Fringe, Cost Share Maximum Amount, and Waive Indirect. *You cannot change the title of these lines.* You may supply the proposed budget or cost sharing amounts.

   The indirect cost amount can be automatically calculated by the system if you have supplied the I/C basis code and the I/C rate code in the main window, and if you have supplied account codes in the budget detail lines. Based on the I/C basis code, the system will determine what accounts, exclusions, or overrides should be used in the calculation of the indirect cost amounts. The system looks at the indirect cost rate to determine the rate for this calculation.

   The Fringe amount line may also be automatically calculated if you supplied the fringe rate in the main window and if you have supplied the account codes in your entry of budget detail lines. From the account codes entered, the system determines which accounts have an internal account type of *60* (*Labor*), and it multiplies the rate against the proposed labor dollars to store the fringe amount in the fringe amount budget line.

6. Select **Calculate Information Now** from the **Options** menu to calculate and display the calculations in their respective budget lines.

7. Click the **Save** icon.

8. Click the **Exit** icon.

Tracking Events and Notifications to a Proposal

Introduction

Events in the Research Accounting Module are actions that need to be taken to satisfy requirements for the administration of the proposal or grant. Proposal submissions and reporting requirements, for example, would qualify as events. The Research Accounting Module provides for the scheduling of these events such that the responsible personnel will receive automatic notification, and will be required to date and designate whether and when these events have been satisfied. **The FRPMESG process must be running in sleep/wake mode in order for the system to generate automatic notification.**

There are several forms used to track events to a proposal:

Event Code Validation Form

The Event Code Validation Form (FRVEVNT) is used to maintain event codes. You may add a new event code, delete an event code, or update an existing event code or description.

Notes: Event codes can be used to identify reports, requirements, reminders, etc., to be associated with a proposal or grant.

Events can be one of three types: Bills (B), Reports (R), or Others (E).

Event Group Validation Form

The Event Group Validation Form (FRVEGRP) is used to assign individual events to an event grouping code that will be associated with a particular proposal.

The Proposal Events Assignment Form

The Proposal Events Assignment Form (FRAEVPA) is used to attach event codes or event groups to a proposal code.

The Proposal Event Action Form

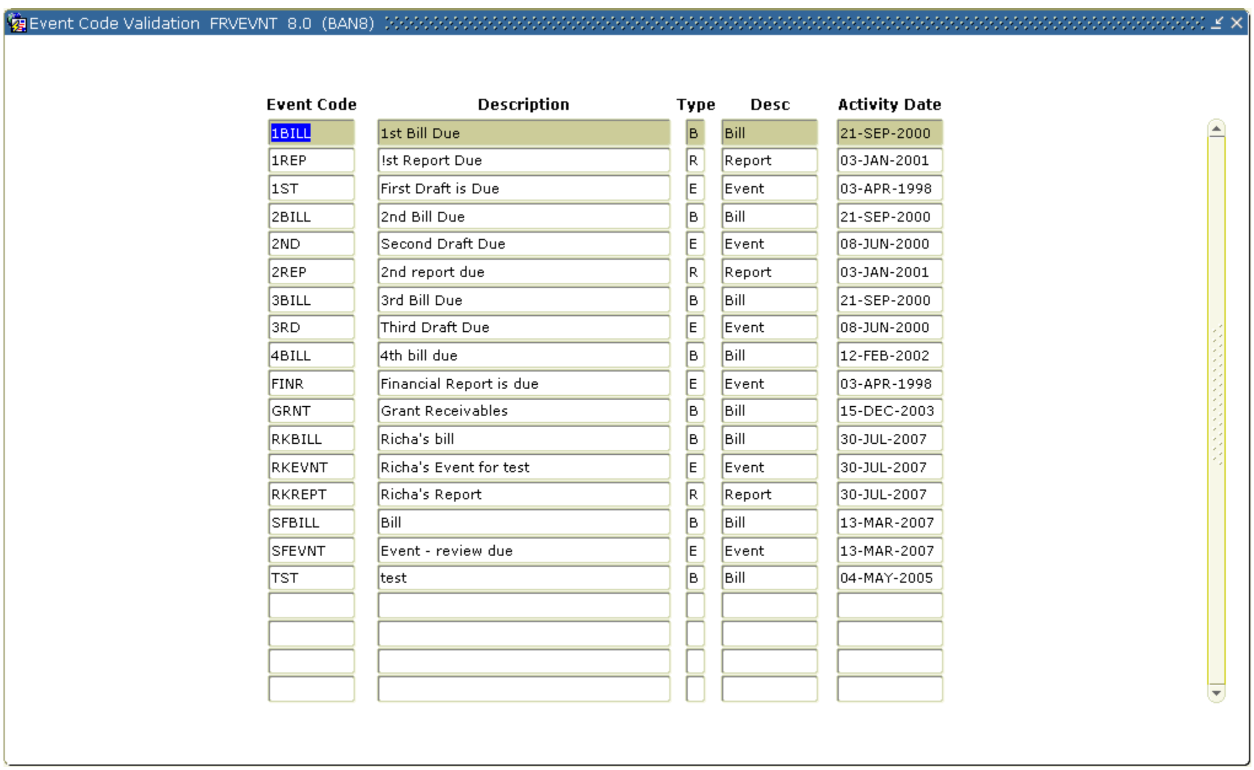
The Proposal Event Action Form (FRAEVNP) allows you to satisfy or cancel an event that has been created or completed. Note: when viewing this form you will only be able to view event assignments for your logon. Other assignments can not be seen here.

The Entity Text Form

The Entity Text Form (FOAETXT) is used to view, enter or edit text for events assigned to a proposal.

Banner form

The Event Code Validation Form (FRVEVNT).



Event Code Validation FRVEVNT 8.0 (BAN8)

Event Code	Description	Type	Desc	Activity Date
1BILL	1st Bill Due	B	Bill	21-SEP-2000
1REP	!st Report Due	R	Report	03-JAN-2001
1ST	First Draft is Due	E	Event	03-APR-1998
2BILL	2nd Bill Due	B	Bill	21-SEP-2000
2ND	Second Draft Due	E	Event	08-JUN-2000
2REP	2nd report due	R	Report	03-JAN-2001
3BILL	3rd Bill Due	B	Bill	21-SEP-2000
3RD	Third Draft Due	E	Event	08-JUN-2000
4BILL	4th bill due	B	Bill	12-FEB-2002
FINR	Financial Report is due	E	Event	03-APR-1998
GRNT	Grant Receivables	B	Bill	15-DEC-2003
RKBILL	Richa's bill	B	Bill	30-JUL-2007
RKEVNT	Richa's Event for test	E	Event	30-JUL-2007
RKREPT	Richa's Report	R	Report	30-JUL-2007
SFBILL	Bill	B	Bill	13-MAR-2007
SFEVNT	Event - review due	E	Event	13-MAR-2007
TST	test	B	Bill	04-MAY-2005

Steps

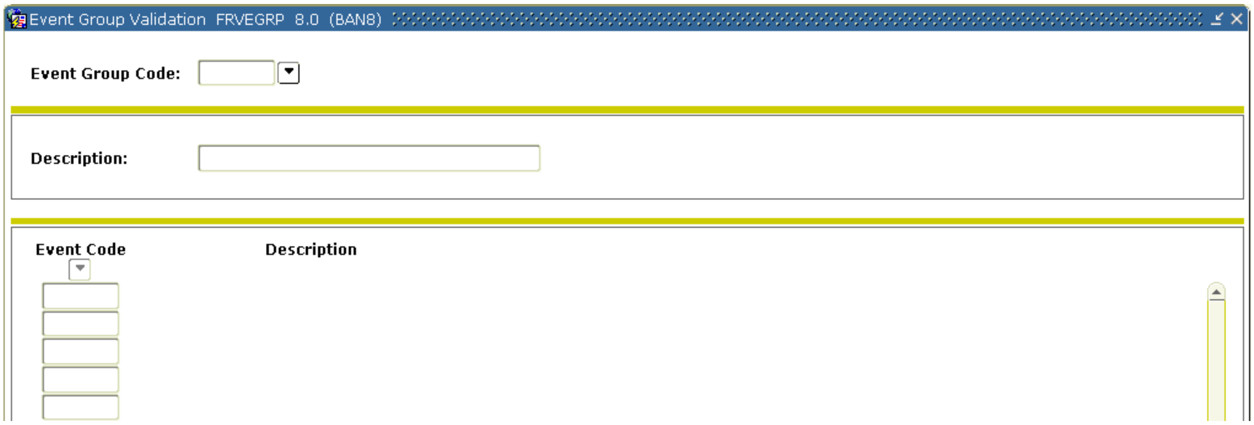
Follow these steps to complete the process.

1. Access the Event Code Validation Form (FRVEVNT).
2. Enter a code used to represent the user-defined event in the **Event Code** field.
3. Enter a brief description of the event code in the **Description** field.
4. Enter the code for the event type in the **Type** field.

   Note: Acceptable values are *E (Event), B (Bill), and R (Report).*
5. Click the **Save** icon.
6. Click the **Exit** icon.

Banner form

The Event Group Validation Form (FRVEGRP).



Steps

Follow these steps to assign individual event codes created in FRVEVNT to an event group code that will be associated with a particular type of proposal.

1. Access the Event Group Validation Form (FRVEGRP).
2. Enter a new event group code in the **Event Group Code** field.
3. Enter a brief description for the new event group code in the **Description** field.
4. Select a code in the **Event Code** field.
5. Click the **Save** icon.
6. Click the **Exit** icon.

Banner form

The Proposal Events Assignment Form (FRAEVPA).

Steps

Follow these steps assign event codes or event groups to a proposal code.

1. Access the Proposal Events Assignment Form (FRAEVPA).
2. Enter your proposal code in the **Proposal Code** field.
3. Select the **Event Management** radio button to assign event codes to a proposal code.
4. Enter the number of days before an event is due in which the user should be notified to satisfy or perform a particular event in the **Number of Days Reminder** field.
5. Perform a **Next Block** function, to access the Event Assignment Window.
6. Enter the event in the **Event Code** field.
7. Enter the number of days before/after the begin/end date that the event is due in the **Number of Days** field.

   Notes: This field is used for one-time events. If you enter a value in this field you must select a value for the **Begin Date** field.

   You may enter data in the **Number of Days** and **Begin Date** fields or the **Date From** and **Date To** fields, but not both.
8. Select the date from the pull-down list in the **Begin Date** field.

   Note: This field is required if you entered data in the **Number of Days** field.
9. Enter the date that the first event is due in the **Date From** field.

   Note: This field is used for recurring events. If you enter a value here you must also enter a value in the **Date To** and **Frequency** fields.

10. Enter the date that the reports are no longer due in the **Date To** field.

    Note: This field is used for recurring events. If you enter a value here you must also enter a value in the **Date From** and **Frequency** fields.

11. Select how often the event occurs in the **Frequency** field.

    Note: This field is required if the **Date To** and **Date From** fields have been populated.

12. Enter the user ID of the individual primarily responsible for the satisfaction of this event in the **Responsible User ID** field.

13. Click the **Proxy User ID** button to select a secondary person to be responsible for the satisfaction of this event.

14. Click the **OK** button to return to the Event Assignment Window.

    Note: Steps 15 – 19 are optional.

15. Highlight a pending event.

16. Click **Options** and select **Text Information** this will take you to the Entity Text Form (FOAETXT).

17. Enter the text related to the event code for your proposal. Use the down-arrow key to move to a new line.

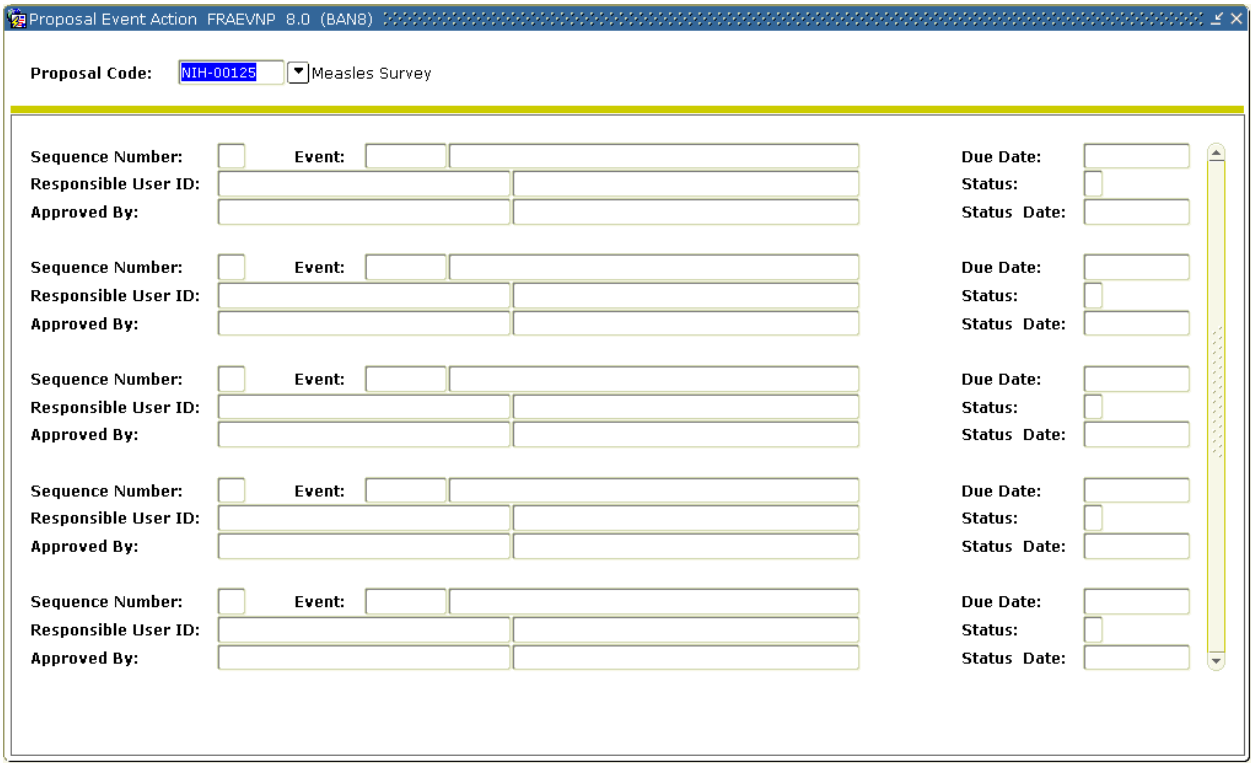
18. Click the **Print** checkbox if you want the selected text to print on a document.

19. Click the **Save** icon.

20. Click the **Exit** icon.

Banner form

The Proposal Event Action Form (FRAEVNP).



Steps

Follow these steps to satisfy or cancel an event that has been created or completed.

1. Access the Proposal Event Action Form (FRAEVNP).

   Note: when viewing this form you will only be able to view event assignments for your logon. Other assignments can not be seen here.

2. Enter the proposal code in the **Proposal Code** field.

   Note: This code must have pending events attached to it.

3. Perform a **Next Block** function.

4. Use the down-arrow key to access the event that you would like to satisfy or cancel.

5. Enter *S* (Satisfy) or *C* (Cancel) in the **Status** field.

6. Click the **Save** icon.

   Note: The **Approved By** and **Date** fields will be populated.

7. Click the **Exit** icon.

Querying a Proposal

Introduction

There are several different methods used to query a proposal. Each method requires a specific form:

Proposal Agency Inquiry Form

The Proposal Agency Inquiry Form (FRIASTP) is used to monitor all proposal activity by agency.

Proposal Budget Totals Form

The Proposal Budget Totals Form (FRIBUDT) is used to perform an online query of summarized budget data by Institution, Sponsor, Title, or ATYP levels for each proposal budget code. This form displays cost sharing and sponsor-funded amounts information.

Proposal Budget Distribution Inquiry Form

The Proposal Budget Distribution Inquiry Form (FRIBDSP) is used to view budget distributions.

Proposal/Budget Codes Inquiry Form

The Proposal/Budget Codes Inquiry Form (FRIBUDP) provides a list of proposal and budget codes and their related title/description.

Proposal Title Search Form

The Proposal Title Search Form (FRIKPRO) is used to search for a proposal by the words and/or characters in the proposal's title. This form queries both the long and short title, and allows you to use "wildcards" to search all proposals using a key word from within its title.

Proposal Code Inquiry Form

The Proposal Code Inquiry Form (FRIPROP) displays a list of all proposal codes.

Proposal Status History Query Form

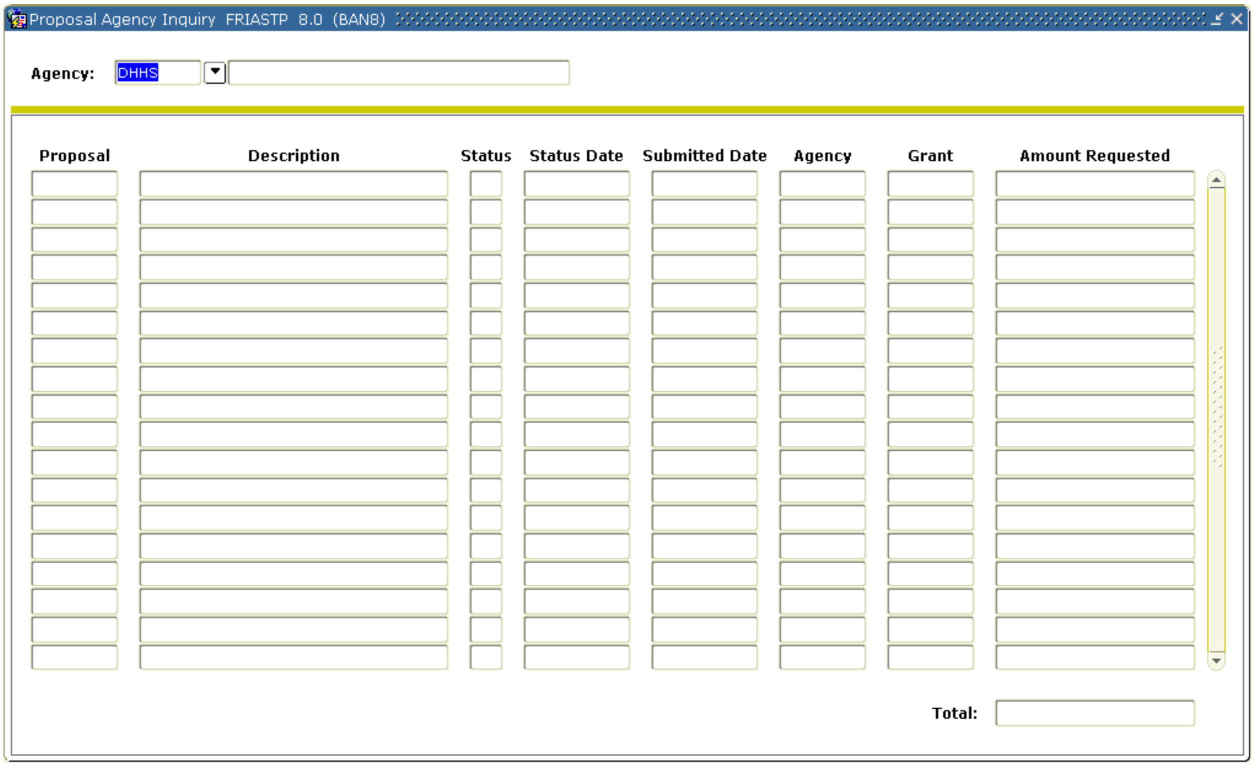
The Proposal Status History Query Form (FRIPRST) is used to view proposal status history information.

Proposal Personnel Query Form

The Proposal Personnel Query Form (FRIPSTP) is used to monitor proposal activity by primary personnel.

Banner form

The Proposal Agency Inquiry Form (FRIASTP).

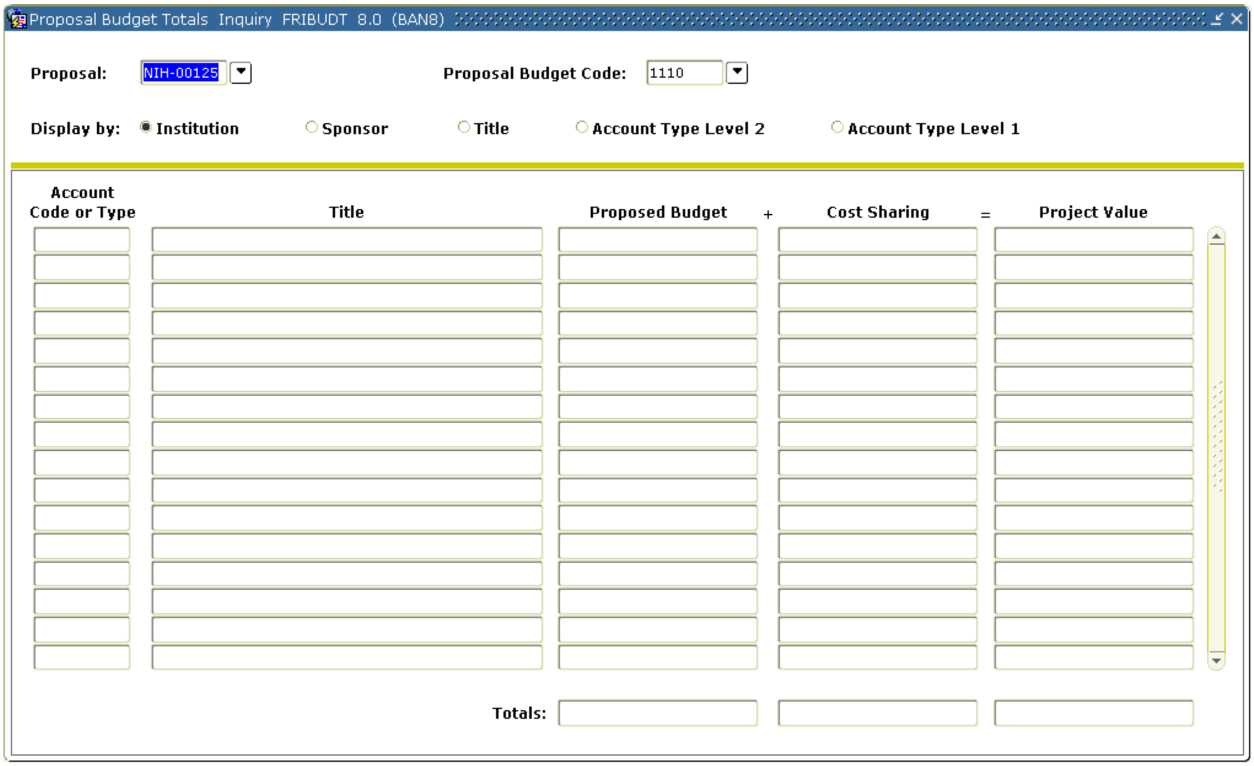


Steps

Follow these steps to monitor all proposal activity by agency.

1. Access the Proposal Agency Inquiry Form (FRIASTP).
2. Enter an agency code or select one from the list in the **Agency** field.
3. Perform a **Next Block** function.
4. Select **Proposal Information** from the **Options** menu to view the Proposal associated with this agency
5. Click the **Exit** icon to return to the Proposal Agency Inquiry Form.
6. Select **Grant Information** from the **Options** menu to view the Grant information as well as the amount requested for this proposal
7. Click the **Exit** icon to return to the Proposal Agency Inquiry Form.
8. Click the **Exit** icon.

Banner form


Proposal Budget Totals Inquiry FRIBUDT 8.0 (BAN8)
Proposal:
NIH-00125
Proposal Budget Code:
1110
Display by:
Institution
Sponsor
Title
Account Type Level 2
Account Type Level 1
Account Code or Type
Title
Proposed Budget
+
Cost Sharing
=
Project Value
Totals:

Steps

Follow these steps to perform an online query of summarized budget data by Institution, Sponsor, Title or Account Type levels for each proposal budget code.

1. Access the Proposal Budget Totals Inquiry Form (FRIBUDT).

2. Enter the proposal code you wish to query in the **Proposal** field,.

3. Enter the budget code you wish to query in the **Proposal Budget Code** field.

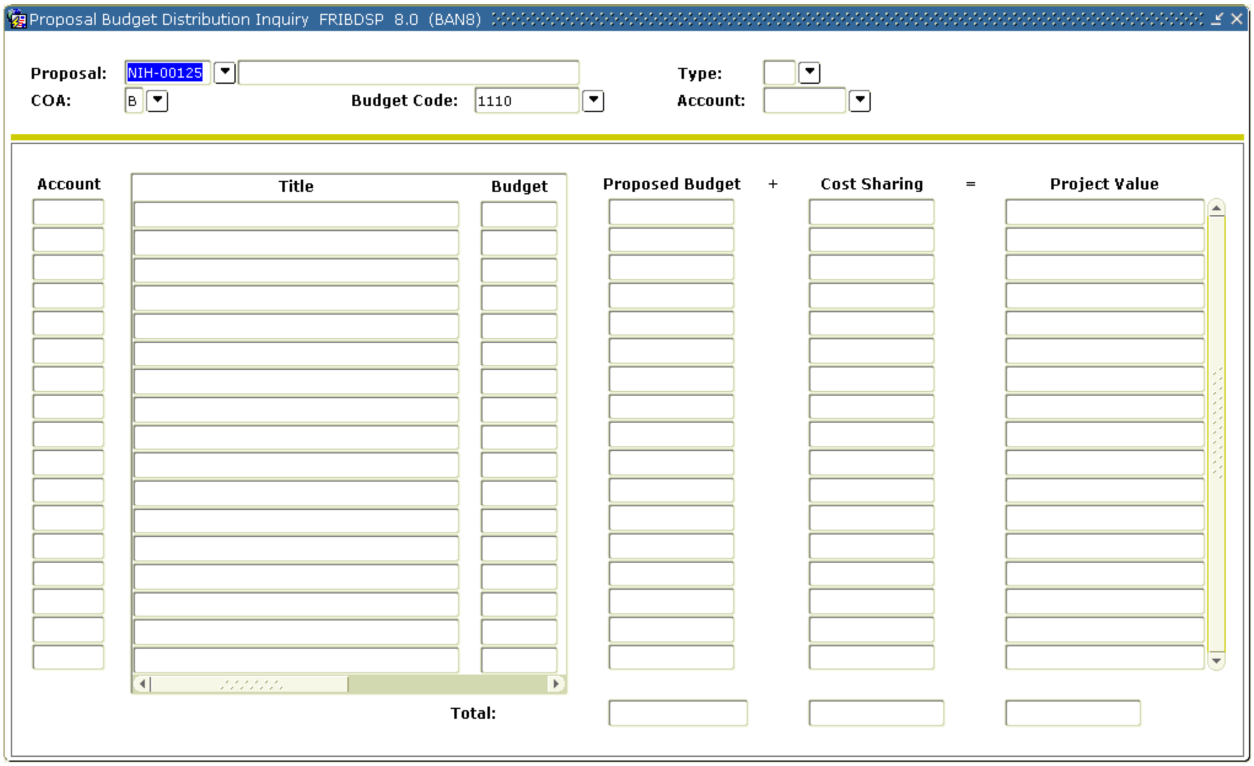
4. In the **Display by** block, click the appropriate radio button.

Button	Description
Institution	All lines within the proposal budget are displayed in order by account code.
Sponsor	You can view the budget the way the agency or sponsor wants to see it.
Title	All lines within the proposal budget are displayed in account title order.
Account Type Level 2	Only those lines within the proposal budget that contain accounts are rolled into their account types at level 2 to be summarized and displayed.
Account Type Level 1	Only those lines within the proposal budget that contain accounts are rolled into their account types at level 1 to be summarized and displayed.

5. Perform a **Next Block** function.

6. Click the **Exit** icon.

Banner form



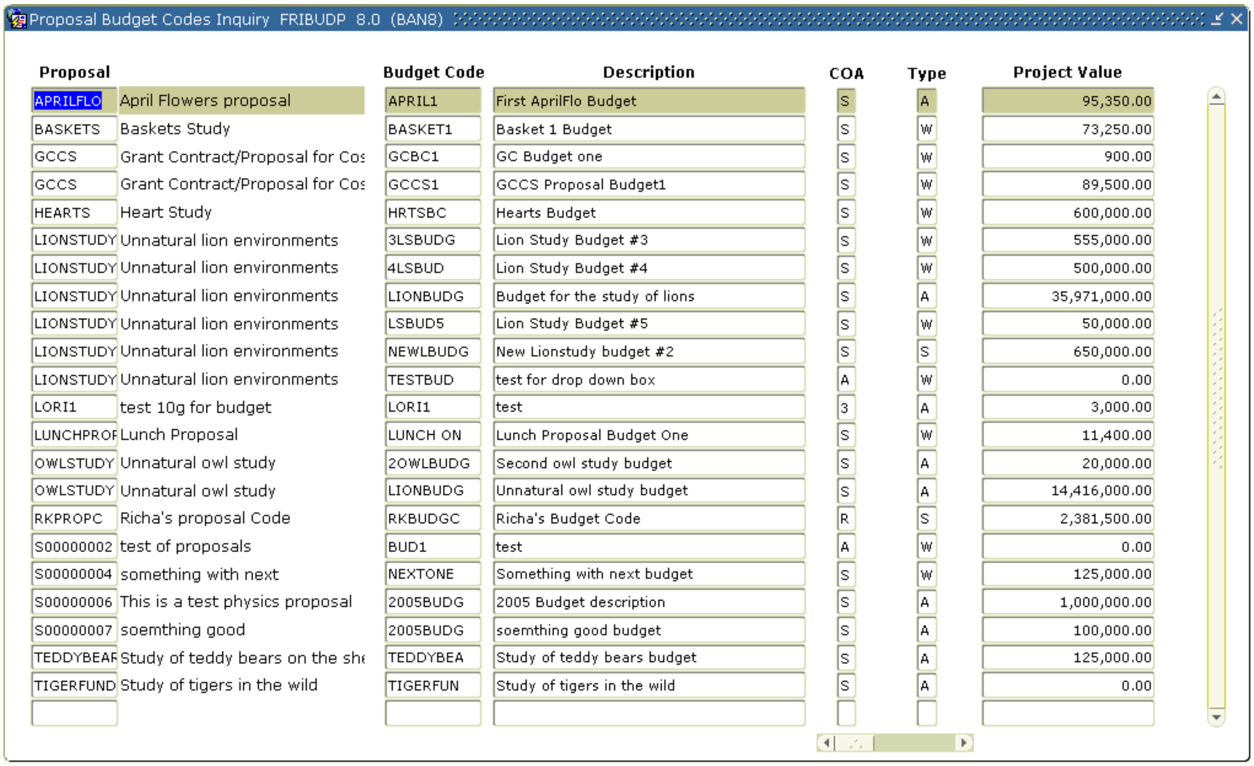
Steps

Follow these steps to view budget distributions.

1. Access the Proposal Budget Distribution Inquiry Form (FRIBDSP).
2. Enter the proposal code you wish to query in the **Proposal** field.
3. Enter the type of proposal in the **Type** field.

   Note: In the **Budget Code** and **Account** fields, by specifying a budget code and an account code, you can see budget line items just for those combinations. By leaving the budget code blank and entering the type, you can view line items for multiple budgets of that type.
4. Perform a **Next Block** function.
5. Select **Budget Total Information** from the **Options** menu.
6. Click the **Exit** icon to return to the Proposal Distribution Inquiry Form.
7. Click the **Exit** icon.

Banner form



Proposal Budget Codes Inquiry FRIBUDP 8.0 (BAN8)

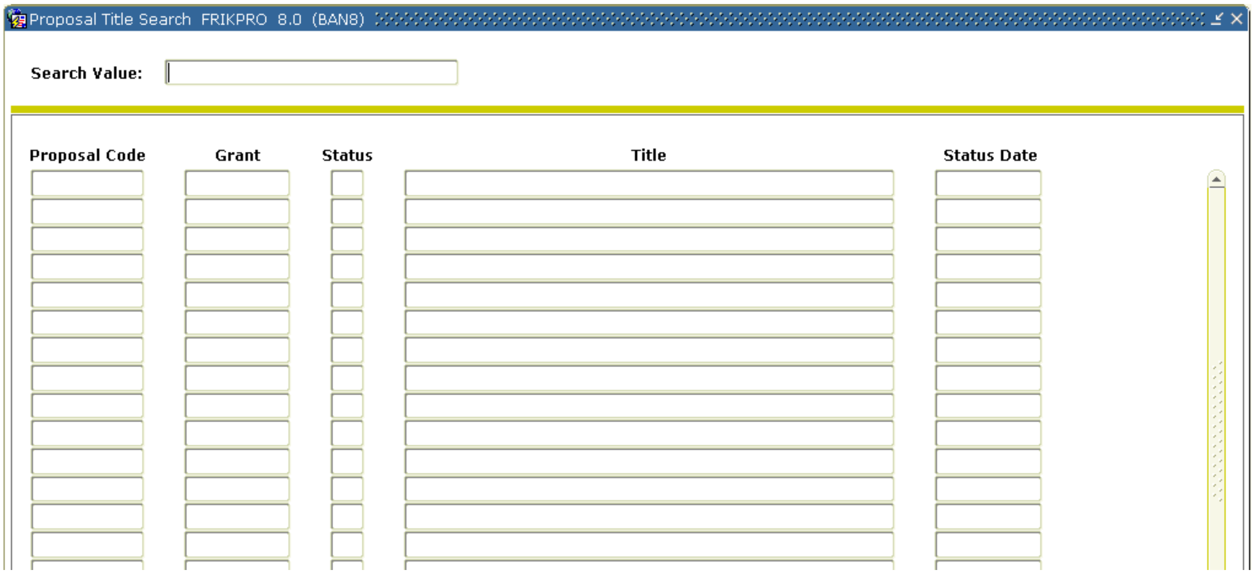
Proposal		Budget Code	Description	COA	Type	Project Value
APRILFLO	April Flowers proposal	APRIL1	First AprilFlo Budget	S	A	95,350.00
BASKETS	Baskets Study	BASKET1	Basket 1 Budget	S	W	73,250.00
GCCS	Grant Contract/Proposal for Cos	GCBC1	GC Budget one	S	W	900.00
GCCS	Grant Contract/Proposal for Cos	GCCS1	GCCS Proposal Budget1	S	W	89,500.00
HEARTS	Heart Study	HRTSBC	Hearts Budget	S	W	600,000.00
LIONSTUDY	Unnatural lion environments	3LSBUDG	Lion Study Budget #3	S	W	555,000.00
LIONSTUDY	Unnatural lion environments	4LSBUD	Lion Study Budget #4	S	W	500,000.00
LIONSTUDY	Unnatural lion environments	LIONBUDG	Budget for the study of lions	S	A	35,971,000.00
LIONSTUDY	Unnatural lion environments	LSBUD5	Lion Study Budget #5	S	W	50,000.00
LIONSTUDY	Unnatural lion environments	NEWLBUDG	New Lionstudy budget #2	S	S	650,000.00
LIONSTUDY	Unnatural lion environments	TESTBUD	test for drop down box	A	W	0.00
LORI1	test 10g for budget	LORI1	test	3	A	3,000.00
LUNCHPROF	Lunch Proposal	LUNCH ON	Lunch Proposal Budget One	S	W	11,400.00
OWLSTUDY	Unnatural owl study	2OWLBUDG	Second owl study budget	S	A	20,000.00
OWLSTUDY	Unnatural owl study	LIONBUDG	Unnatural owl study budget	S	A	14,416,000.00
RKPROPC	Richa's proposal Code	RKBUDGC	Richa's Budget Code	R	S	2,381,500.00
S00000002	test of proposals	BUD1	test	A	W	0.00
S00000004	something with next	NEXTONE	Something with next budget	S	W	125,000.00
S00000006	This is a test physics proposal	2005BUDG	2005 Budget description	S	A	1,000,000.00
S00000007	soemthing good	2005BUDG	soemthing good budget	S	A	100,000.00
TEDDYBEAF	Study of teddy bears on the she	TEDDYBEA	Study of teddy bears budget	S	A	125,000.00
TIGERFUND	Study of tigers in the wild	TIGERFUN	Study of tigers in the wild	S	A	0.00

Steps

Follow these steps to view a list of Proposal and budget codes and their related titles/descriptions.

1. Access the Proposal/Budget Codes Inquiry Form (FRIBUDP).
2. Click the **Exit** icon.

Banner form



Steps

Follow these steps to search for a proposal by the words and/or characters in the proposal's long and short titles with the use of "wildcards."

1. Access the Proposal Title Search Form (FRIKPRO).

2. Enter any part of the title that you know in the **Search Value** field.

   Example: If the only word that you know in the proposal's title is *cancer*, enter the following in this field using the % sign as a wildcard character: *%cancer%*.

3. Perform a **Next Block** function to display the proposals that match the criteria you entered.

4. Select **Proposal Information** from the **Options** menu to view the Proposal Maintenance Form (FRAPROP).

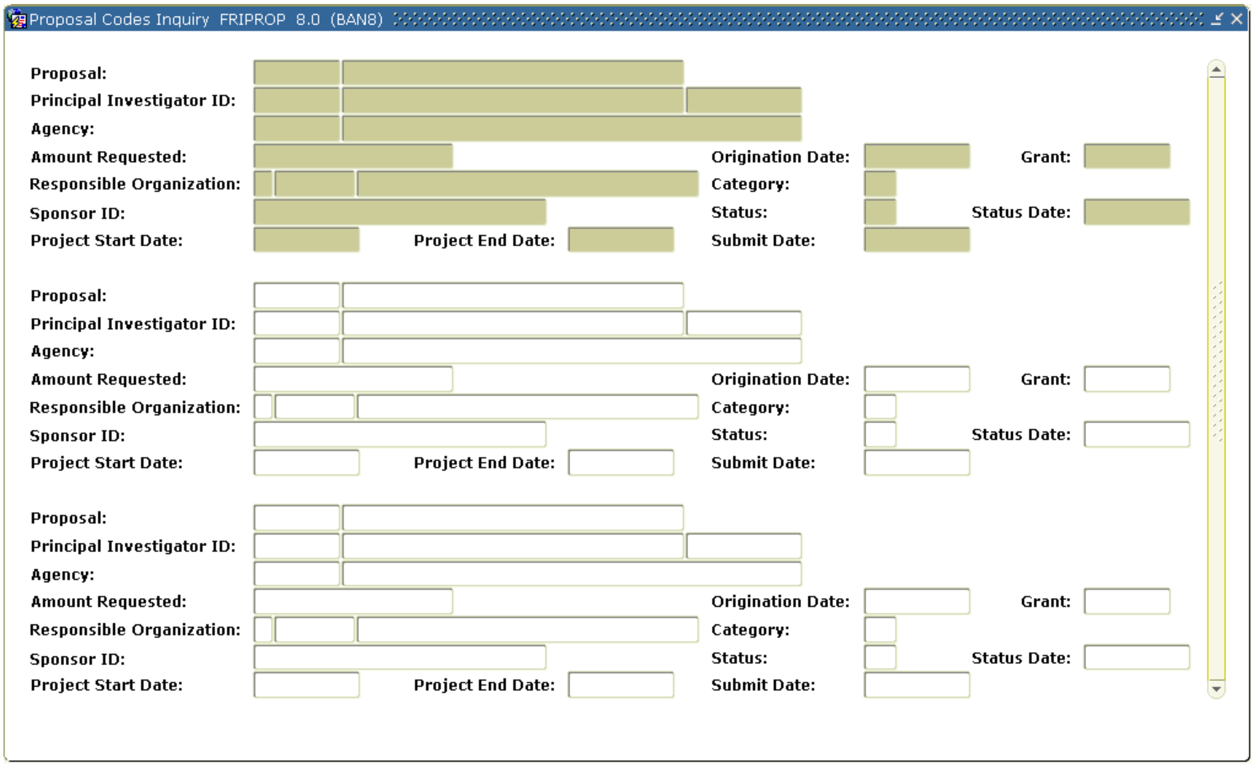
5. Click the **Exit** icon to return to the Proposal Title Search Form.

6. Select **Grant Information** from the **Options** menu to view the Grant Maintenance Form (FRAGRNT).

7. Click the **Exit** icon to return to the Proposal Title Search Form.

8. Click the **Exit** icon.

Banner form

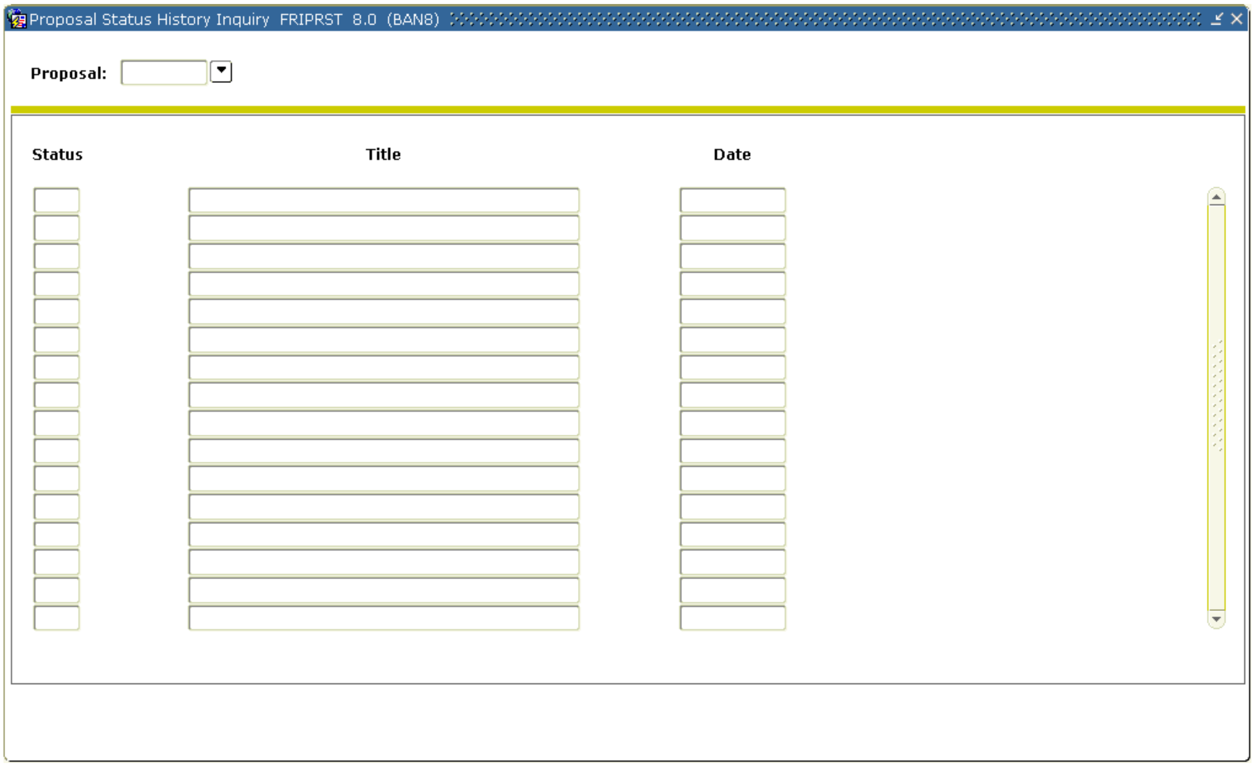


Steps

Follow these steps to display a list of all proposal codes.

1. Access the Proposal Codes Inquiry Form (FRIPROP).
2. Enter the Proposal Code you want to view in the **Proposal Code** field. To view all codes, leave this field blank.
3. Execute the query (F8).
4. Use the **Next Record** and **Previous Record** icons to scroll through the various proposal codes.
5. Click the **Exit** icon.

Banner form

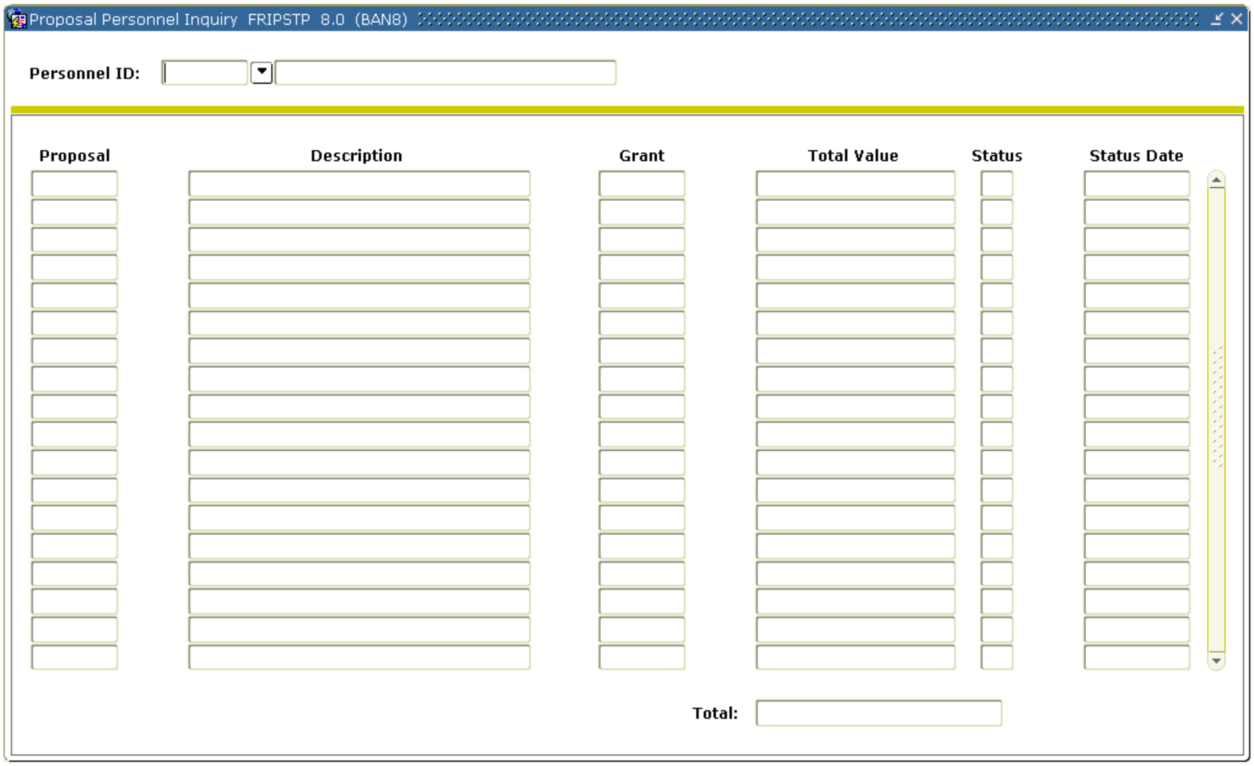


Steps

Follow these steps to view proposal status history information.

1. Access the Proposal Status History Query Form (FRIPRST).
2. Enter a proposal code in the **Proposal** field.
3. Perform a **Next Block** function to view the status codes for the selected proposal code beginning with the most recent.
4. Click the **Exit** icon.

Banner form



Steps

Follow these steps to monitor proposal activity, if you are primary personnel.

1. Access the Proposal Personnel Query Form (FRIPSTP).
2. Enter your personnel ID in the **Personnel ID** field.
3. Perform a **Next Block** function to view the proposal codes and corresponding values for the personnel indicated.
4. Select **Proposal Information** from the **Options** menu to view the Proposal Maintenance Form (FRAPROP).
5. Click the **Exit** icon to return to the Proposal Personnel Query Form.
6. Click the **Exit** icon.

Generating Proposal Reports

Introduction

The following proposal reports support the Research Accounting process:

Agency Budget Report

The Agency Budget Report (FRRABUD) allows you to print a proposal budget so that it can be forwarded to the agency. The report can be run in either Audit or Update mode.

Proposal Events Report

The Proposal Events Report (FRREVNP) displays events and reminders associated to a proposal. You may choose to view events for a specific Personnel indicator; for a specific time period; or for a range of proposals, a specific proposal, or a selection of proposals.

Grant Interface Processes (FRPGINF and FRPBINF)

The Grant Interface processes enable you to maintain proposal and grant information in a system external to Banner while simultaneously maintaining billing and accounting information within the Banner environment.

Features of these processes include the following:

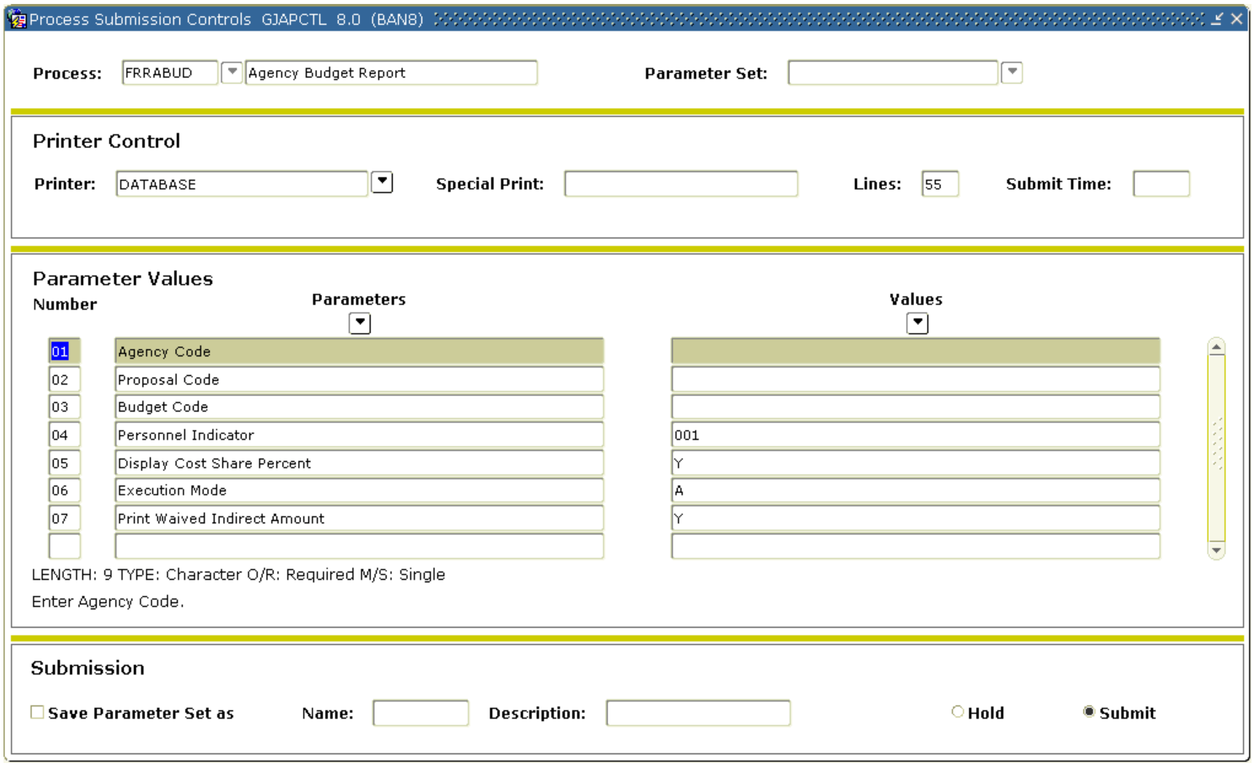
- The definition of the data elements for collector tables that hold the data loaded from an external source.
- New processes that insert and update all associated grant tables including grant budget tables, grant billing tables, grant events, and grant user-defined fields.
- Multi-year encumbrance warning. If you try to run the FRPGINF process and Banner detects that an entry has been made to either the **Project Start Date** or the **Project End Date**, you are notified that similar changes may need to be incorporated into the Research Accounting Fund Maintenance form (FRMFUND) to support multi-year encumbrances.

The client is responsible for developing a client-specific program that loads data from an external source into collector tables. After these data are loaded into the collector tables, the interface processes are submitted using Banner's job submission module. The process can be run at your discretion.

These processes will not be demonstrated during this training as client external system data is not available. Refer to the Bookshelf documentation Banner 7 Chapter 2 Processing, “How to interface Grant information from an external system” for detailed information regarding these processes.

Banner form

The Agency Budget Report (FRRABUD).



Steps

Follow these steps to complete the process.

1. Access the Agency Budget Report (FRRABUD).

2. Enter the desired printer name in the **Printer** field.

   Note: You can enter *DATABASE* to write the report to a table for on-line viewing and to enable the saving of the report to a shared folder on a designated network drive.

3. Enter values for the parameters as directed by your instructor.

   Note: If the **Proposal Code** parameter is left blank, all proposal codes will be included. If the **Budget Code** parameter is left blank, all budget codes will be included.

4. Click the **Save Parameter Set as** checkbox.

5. Enter a name and description in the **Name** and **Description** fields.

6. Click the **Submit** radio button.

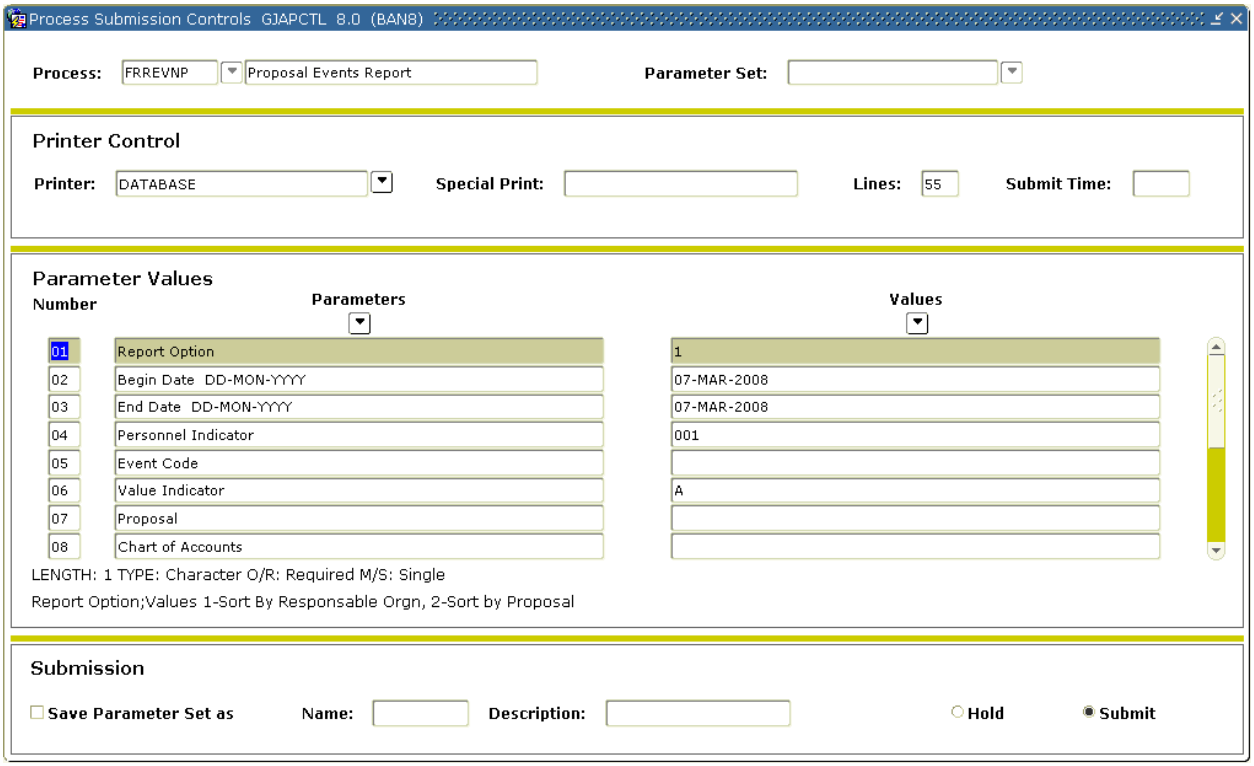
7. Click the **Save** icon to execute the report.

   Result: The Auto hint line displays the job submission number for the report log and list file.

8. Select **Review Output** on the **Options** menu to review the report.

9. Click the **Exit** icon.

Banner form


Process Submission Controls GJAPCTL 8.0 (BAN8)

Process: FRREVNP Proposal Events Report Parameter Set:

Printer Control

Printer: DATABASE Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Report Option	1
02	Begin Date DD-MON-YYYY	07-MAR-2008
03	End Date DD-MON-YYYY	07-MAR-2008
04	Personnel Indicator	001
05	Event Code	
06	Value Indicator	A
07	Proposal	
08	Chart of Accounts	

LENGTH: 1 TYPE: Character O/R: Required M/S: Single

Report Option;Values 1-Sort By Responsable Orgn, 2-Sort by Proposal

Submission

Save Parameter Set as Name: Description: Hold Submit

Steps

Follow these steps to display events and reminders associated with a proposal. You may choose to view events for a specific personnel indicator; for a specific time period; or for a range of proposals, a specific proposal, or a selection of proposal.

1. Access the Proposal Events Report (FRREVNP).

2. Enter the desired printer name in the **Printer** field.

   Note: You can enter *DATABASE* to write the report to a table for on-line viewing and to enable the saving of the report to a shared folder on a designated network drive.

3. Enter these parameter values.

Parameter	Action
Parameter 01: Report Option	Indicate the way you want to sort events. This is a required field. You may enter one of the following option values: 1. *Sort by responsible organization* 2. *Sort by proposal*
Parameter 02: Begin Date	Enter the first date you want to include in the report.
Parameter 03: End Date	Enter the last date you want to include in the report.
Parameter 04: Personnel Indicator	Enter the Personnel ID of the person for whom you want to view events. The default is *001 (Principal Investigator)*. This is a required field.
Parameter 05: Event Code	Enter the code representing the event. You may enter a partial event code with a wildcard (%). When left blank, all events will display.
Parameter 06: Value Indicator	Indicate the type of events you want to include in the report. This is a required field. Values are: *A – All events* *S – Satisfied events* *P – Pending events* *C – Canceled events*
Parameter 07: Proposal	Enter the user-defined code representing a proposal. Note: You may enter a partial proposal code with a wildcard (%). If left blank, all proposals will be included.
Parameter 08: Chart of Accounts	Enter the code representing an accounting or reporting entity. This is a required parameter.

4. Enter these parameter values, continued

Parameter	Description
Parameter 09: Responsible Orgn Option	This field indicates the way you want to enter organization codes. Values are: *A – All organization codes* *W – Search for a specific organization code using a wildcard* *R – Enter a range of organization codes* *S – Enter a specific organization code*
Parameter 10: From Responsible Orgn	Enter the first organization code in a series. Note: This field is required only if the **Responsible Orgn Option** field's value is *R*.
Parameter 11: To Responsible Orgn	Enter the last organization code in a series. Note: This field is required only if the **Responsible Orgn Option** field's value is *R*.
Parameter 12: Responsible Orgn	Enter the code representing an administrative office responsible for a grant. Note: This field is required only if the **Responsible Orgn Option** field's value is *W* or *S*. You may use a wildcard (%) if the **Responsible Orgn Option** field's value is *W*.

5. Click the **Save Parameter Set as** checkbox.

6. Enter a name and description in the **Name** and **Description** fields.

7. Click the **Submit** radio button.

8. Click the **Save** icon to execute the report.

   Result: The Auto hint line displays the job submission number for the report log and list file.

9. Select **Review Output** on the **Options** menu to review the report.

10. Click the **Exit** icon.

Creating a Grant and Assigning it to a Fund

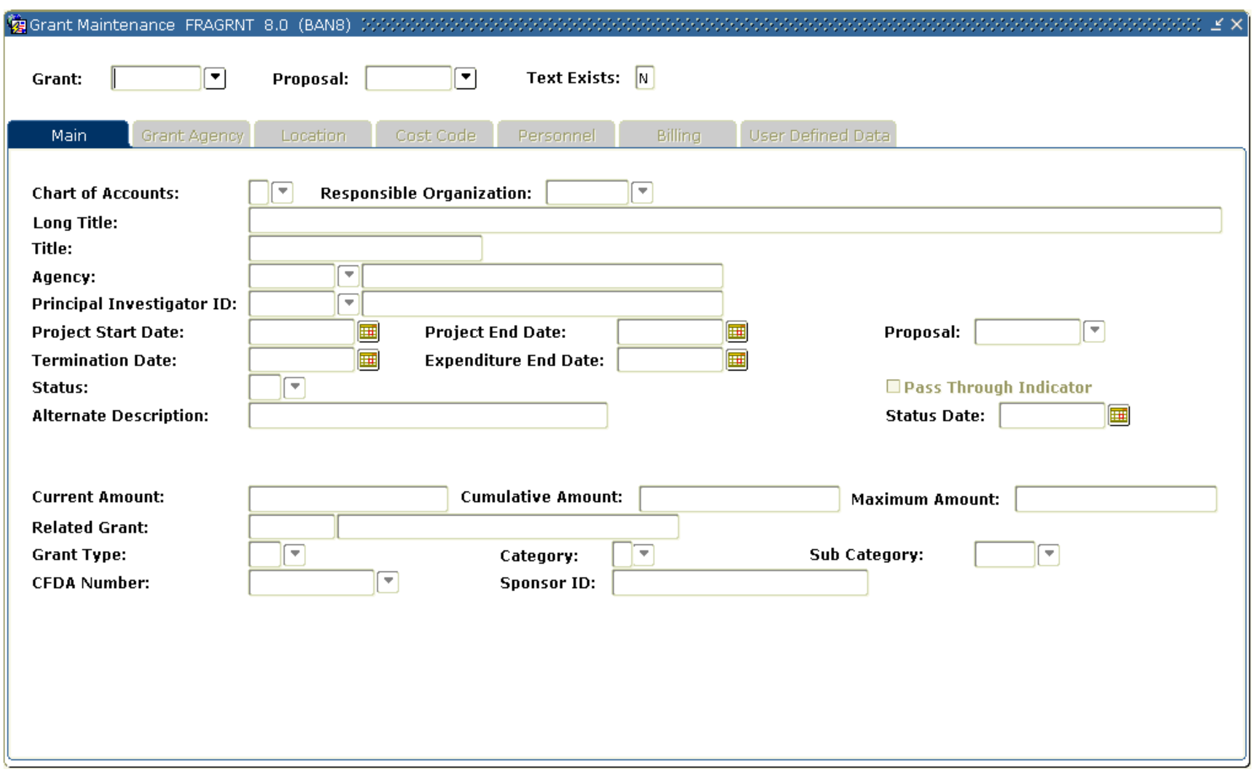
Introduction

The Grant Maintenance Form (FRAGRNT) is used to create and maintain grant records. A grant must be created in FRAGRNT before it can be associated with a fund code in the Fund Code Maintenance Form (FTMFUND). On the Grant Maintenance Form, you can record the agency, personnel, type, category, sub-category, statuses, as well as grant billing and reporting information.

All grants must be associated with a fund in the Fund Code Maintenance Form (FTMFUND). Note that while you *can* associate multiple funds to a single Grant, you *cannot* associate multiple Grants to a single fund.

It is possible to use the Research Accounting Module to track special-purpose funds other than grants, e.g., contracts or special projects. In these cases, you may wish to associate a single 'grant' record to several fund records – each identifying a separate funding source.

Banner Form



Steps

Follow these steps to complete the process.

1. Access the Grant Maintenance Form (FRAGRNT).

2. Enter a new or existing grant code, or type *NEXT* for a system generated proposal number in the **Grant Code** field.

IF you want to create a grant from…	THEN…
scratch	perform a **Next Block** function
a proposal	enter the proposal code in the **Proposal** field and perform a **Next Block** function
from an existing grant	perform a **Next Block** function. Select **Copy Grant Information** from the Options menu. Type in the grant code or select from the LOV (F9) and click **OK**.

3. Enter the chart of accounts code (the default value comes from the User Profile Record) in the **Chart of Accounts** field.

4. Enter the responsible organizational code of the responsible office for this grant in the **Responsible Organization** field.

5. Enter the title of the grant (up to 256 characters) in the **Long Title** field.

   Note: The first 35 characters will display in the **Title** field. You may change the text in this field if you want.

6. Enter the sponsor agency identification code in the **Agency** field.

7. Enter a principal investigator ID in the **Principal Investigator ID** field.

   Note: If you enter a Principal Investigator ID here, the ID and name will display on the **Personnel Information** window with an Indicator of 001, and is hard-coded as the primary person responsible.

8. Enter the proposed start date of the grant in the **Project State Date** field.

9. Enter the expected end date of the project in the **Project End Date** field.

   Note: If Banner detects that an entry has been made to either the existing **Project Start Date** or the existing **Project End date**, you are notified that similar changes may need to be incorporated into the Research Accounting Fund Maintenance form (FRMFUND) to support multi-year encumbrances. You can access FRMFUND directly from the **Options** menu on FRAGRNT if you want to make the changes to budget dates.

10. The **Proposal** field will automatically be populated with the proposal code if you created the grant from a proposal.

11. Set the date in the **Termination Date** field.

    Note: This date will default into the termination date on the FTMFUND record. This is the date that you want transactions to stop posting for this grant unless the transaction is completed by an authorized user. For this example use 60 days after the **Project End Date**.

12. Set the **Expenditure End Date** to a date after the **Project End Date**

    Note: The **Expenditure End Date** allows you to define a period after the **Termination Date** to post expenses to the grant by persons authorized for 'Expenditure End' posting in the User Profile Form (FOMPROF). This period is often referred to as a 'Trail Out' period.

13. Enter the code that represents the status of the grant from the LOV (F9) created in FTMSDAT from an earlier exercise in the **Status Code** field.

    Note: A date must be entered in the **Status Date** field.

14. Enter the dollar amounts for the **Current Amount**, **Cumulative Amount** and **Maximum Amount** fields for this grant.

15. Enter the code to indicate the type of grant in the **Grant Type** field.

16. Enter the category code of the sponsored program to which the grant belongs from the LOV (F9) in the **Category** field.

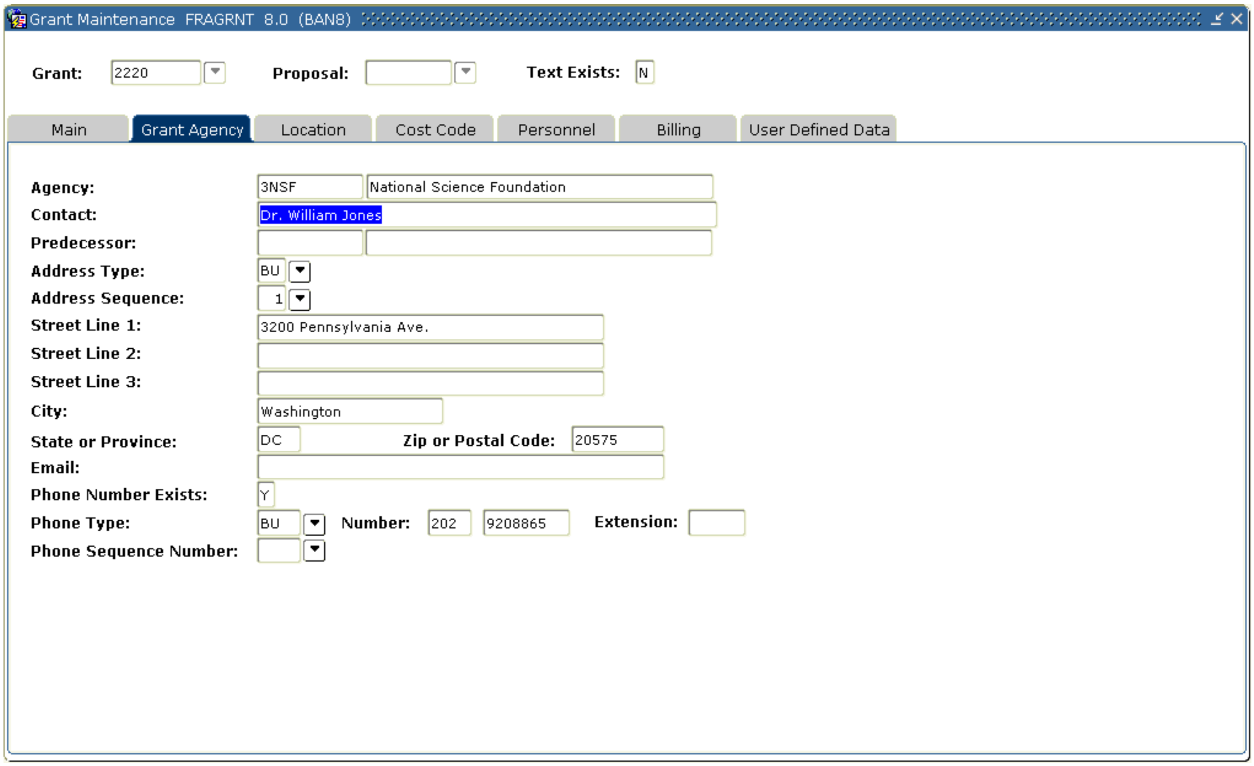
17. Enter the code to identify the sub-category within a grant from the LOV (F9) in the **Sub Category** field.

18. Enter the Catalog of Federal Domestic Assistance reference number from the LOV (F9) in the **CFDA** field.

19. Enter the reference number of the sponsoring agency in the **Sponsor ID** field. This value is used for ad hoc reports and bills.

20. Click the **Save** icon.

Grant Agency tab

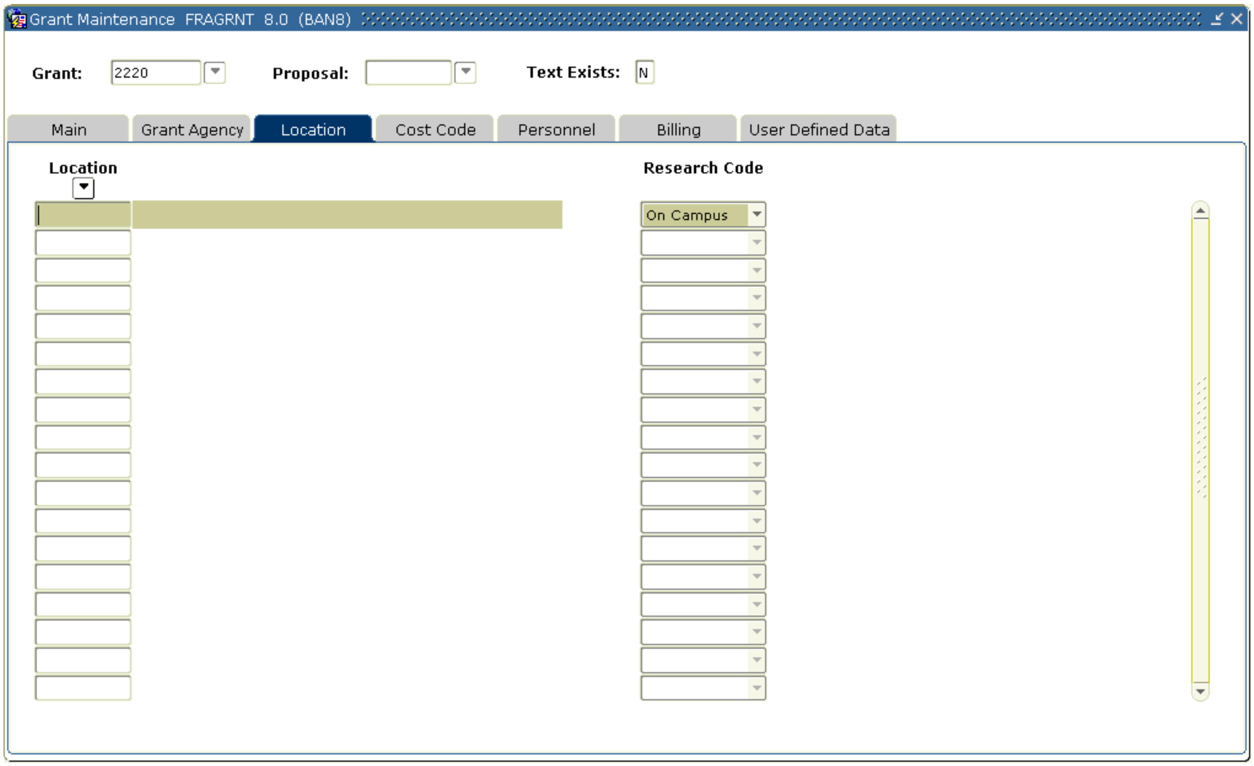


Steps

Follow these steps to complete the process.

1. Select the **Grant Agency** tab.
2. Update the Grant Agency Information window.
3. Click the **Save** icon.

Location tab

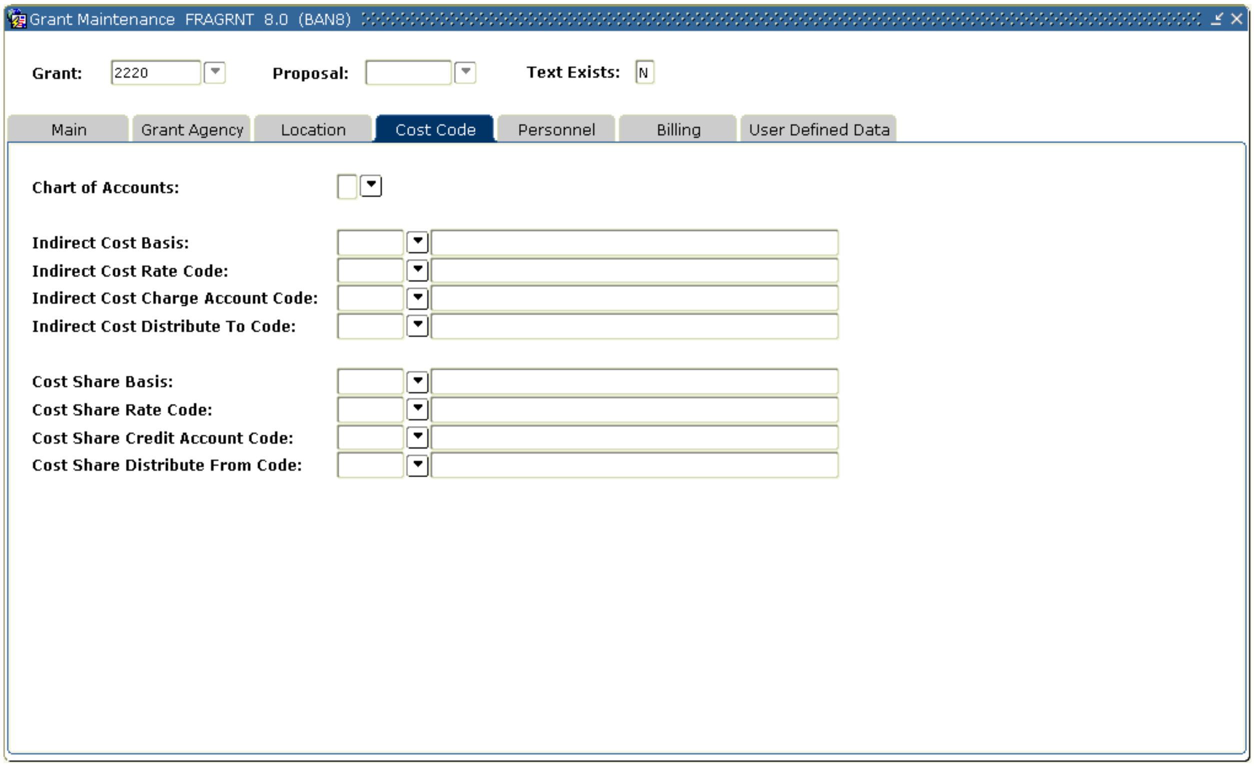


Steps

Follow these steps to complete the process.

1. Select the **Location** tab.
2. Select the location code in the **Location** field.
3. Click the **Save** icon.

Cost Code tab

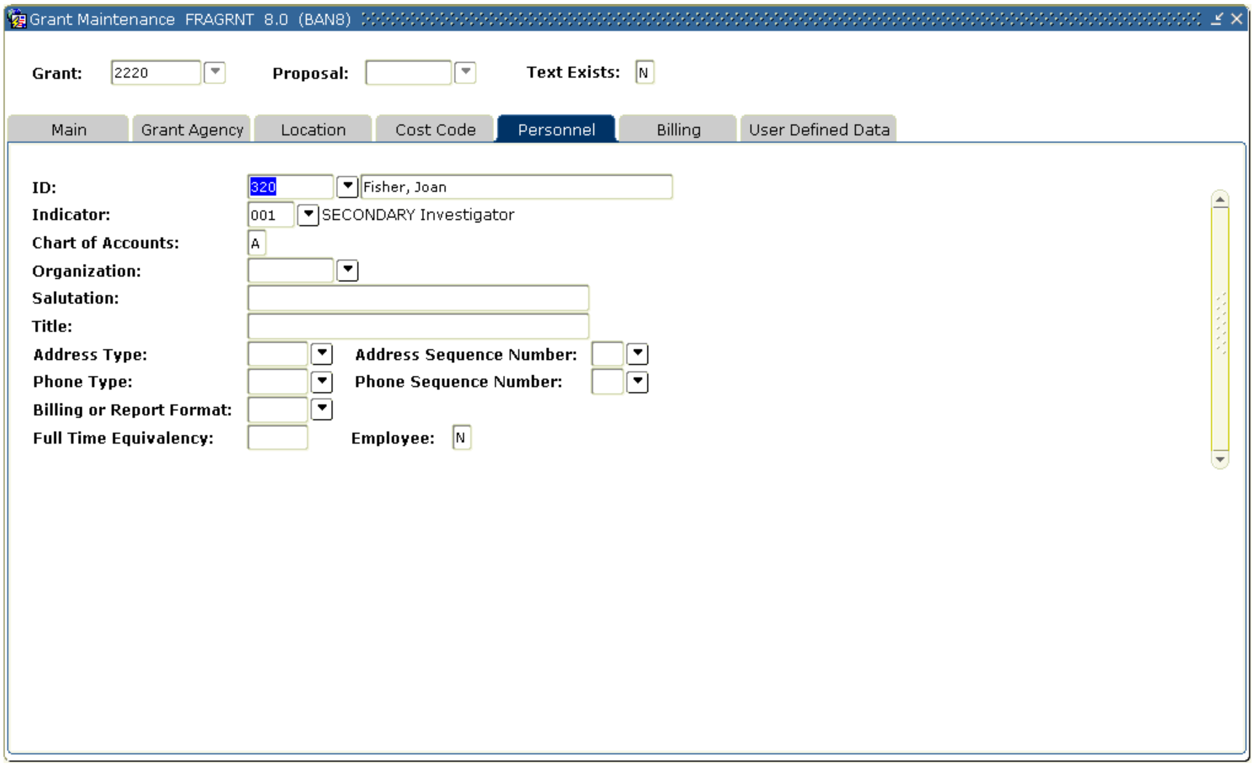


Steps

Follow these steps to complete the process.

1. Select the **Cost Code** tab.
2. Enter the Chart of Accounts in the **COA** field, as well as the appropriate codes for automatic Indirect Cost and Cost Share calculations.
3. Click the **Save** icon.

Personnel tab



Steps

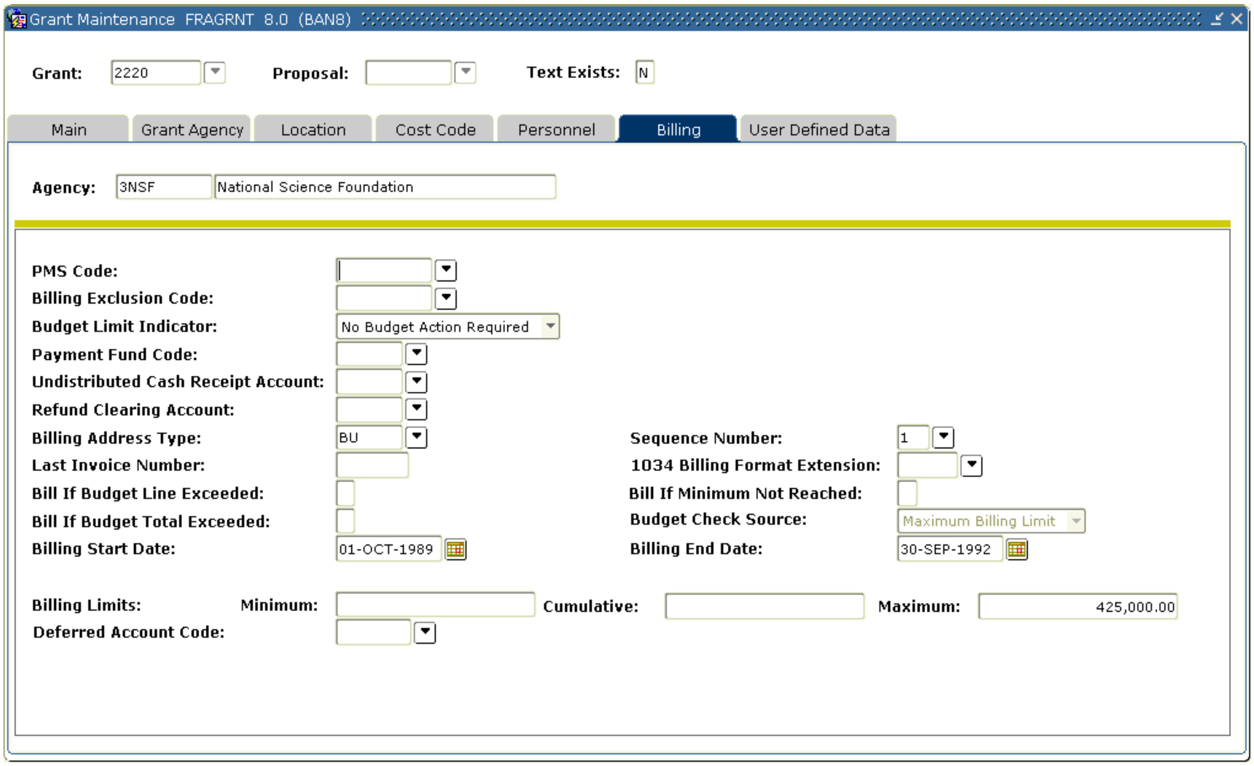
Follow these steps to complete the process.

1. Select the **Personnel** tab.
2. Select additional personnel in the **ID** field.
3. Select a code in the **Indicator** field.

   Note: If the personnel being added to the grant have the responsibility to sign a bill or report enter the format in the **Billing/Report Format** field. When the bill or report is printed, his/her name will appear in the signature block of the document.

4. Click the **Save** icon.

Billing tab

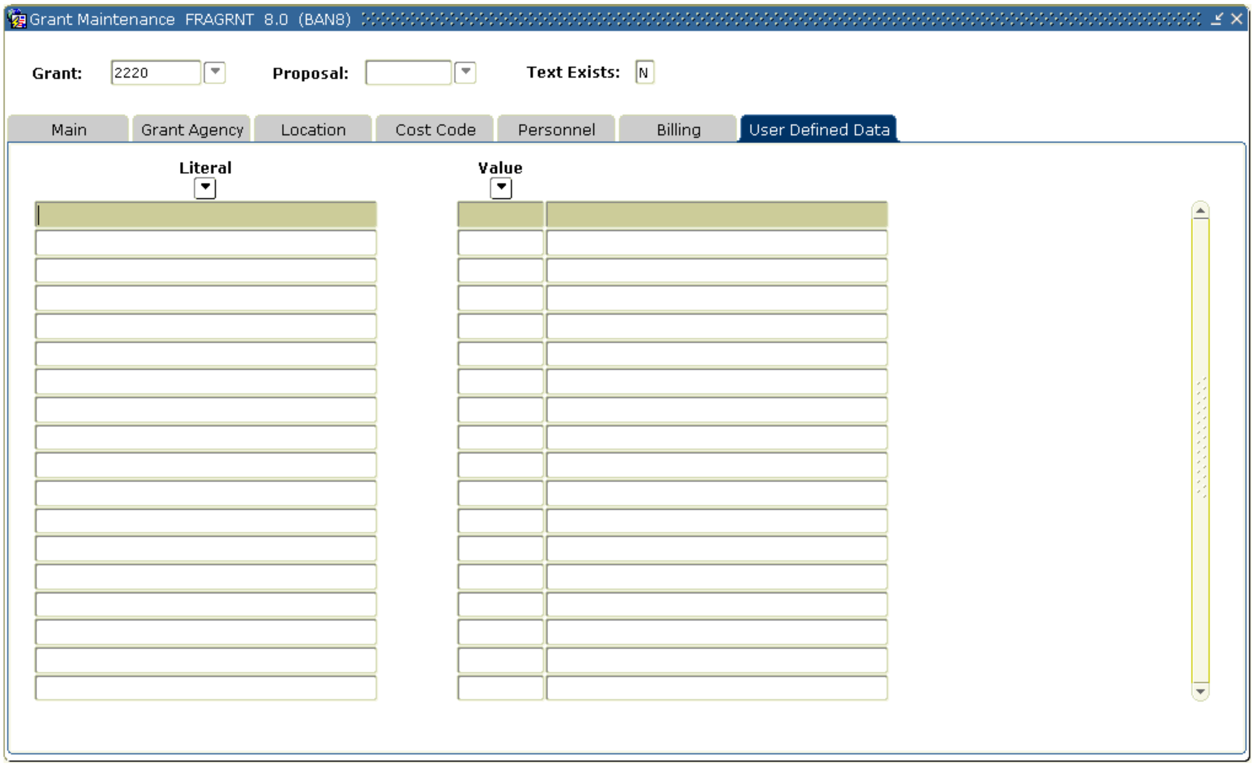


Steps

Follow these steps to complete the process.

5. Select the **Billing** tab.
6. Enter billing information.
7. Click the **Save** icon.

User Defined Data tab



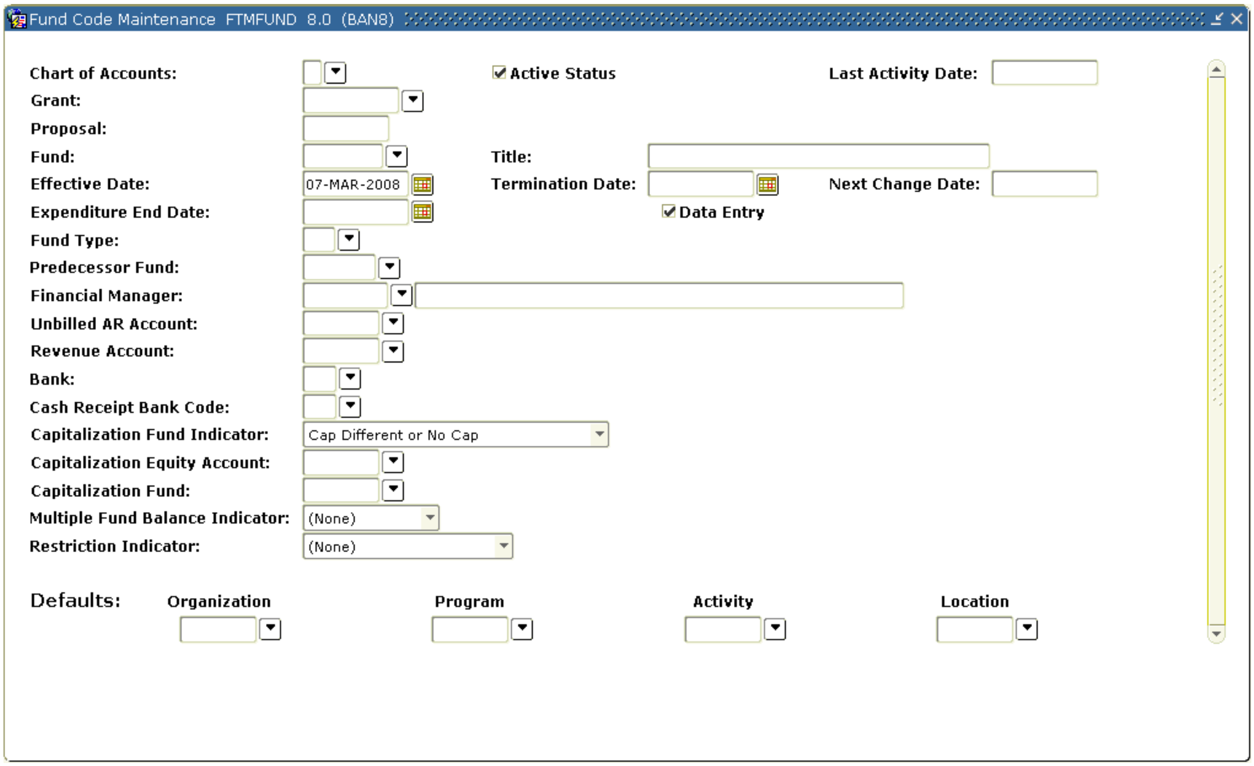
Steps

Follow these steps to complete the process.

1. Select the **User Defined Data** tab.
2. Select user defined data applicable to this grant in the **Literal** and **Value** fields.
3. Click the **Save** icon.
4. Click the **Exit** icon.

Banner form

The Fund Code Maintenance Form (FTMFUND)



Steps

Follow these steps to complete the process.

1. Access the Fund Code Maintenance Form (FTMFUND).

2. Enter *B* (or your Chart of Accounts code) in the **Chart of Accounts** field.

3. Enter your Grant code in the **Grant** field.

   Note: You can query this field by clicking on the **Search** icon.

4. Tab to the **Fund** field and enter a new code to associate it to the grant.

   Note: To determine a new fund code, examine the fund codes from the List of Values (F9). Perform an **Enter Query** (F7). If you are using Chart B, enter '*B*' in the **COA** column and '*2%*' in the **Code** column to query the restricted funds. Perform an **Execute Query** (F8) and select the best logical point for inserting a new fund code number. Every participant should select a unique code to avoid attempting to create the same record.

5. The **Effective Date** field will default to the current date.

   Note: Transactions cannot be posted to this fund *prior* to the effective date. In most cases, you will want this date to correspond to the start date of your grant or before. For your test grant, be sure to use a date prior to today.

6. The **Termination Date** and **Expenditure End Date** will default from your grant, unless you left these fields blank in FRAGRNT.

   Note: No transactions can be posted to this fund *after* the Expenditure End Date.

7. Ensure that the **Data Entry** check box is selected, which will permit posting to this fund

8. Select the **Fund Type** that corresponds to the new fund code.

9. Select a **Predecessor Fund** ('roll-up' fund) for the new fund code.

10. Enter a valid account code for **Unbilled Accrual Account** (if you are using Chart B, use account code *1319).*

11. Enter a valid **Revenue Account** for grant revenue (if you are using Chart B, use account code *5520)*

12. Set the **Restriction Indicator** appropriately for your fund

13. Enter the default **Organization**, **Program**, **Activity** and **Location** codes that you want to be used for operating ledger postings (budget, revenue and expense) associated with this grant.

14. Click the **Save** icon.

15. Select **I/C C/S Code Information** from the **Options** menu to access the Research Accounting Fund Maintenance Form (FRMFUND).

16. Tab through the fields to default the information from the grant record.

    Notes: To complete the Indirect Cost and Cost Share fields select **Default Grant Codes** from the **Options** menu.

    To enter grant-billing information, select **Billing Information** from the **Options** menu. If you want to use multi-year encumbering, click the **Encumber Multi Year Labor** checkbox. When checked, this field indicates that multi-year encumbering will be used when calculating salary and fringe encumbrance amounts in Banner Human Resources Position Control.

17. Enter a valid account code for Billed Account Receivables in the **Billed Accounts Receivable Account Code** field (if you are using Chart B, use *1320*).

18. Click the **Save** icon.

19. Click the **Exit** icon.

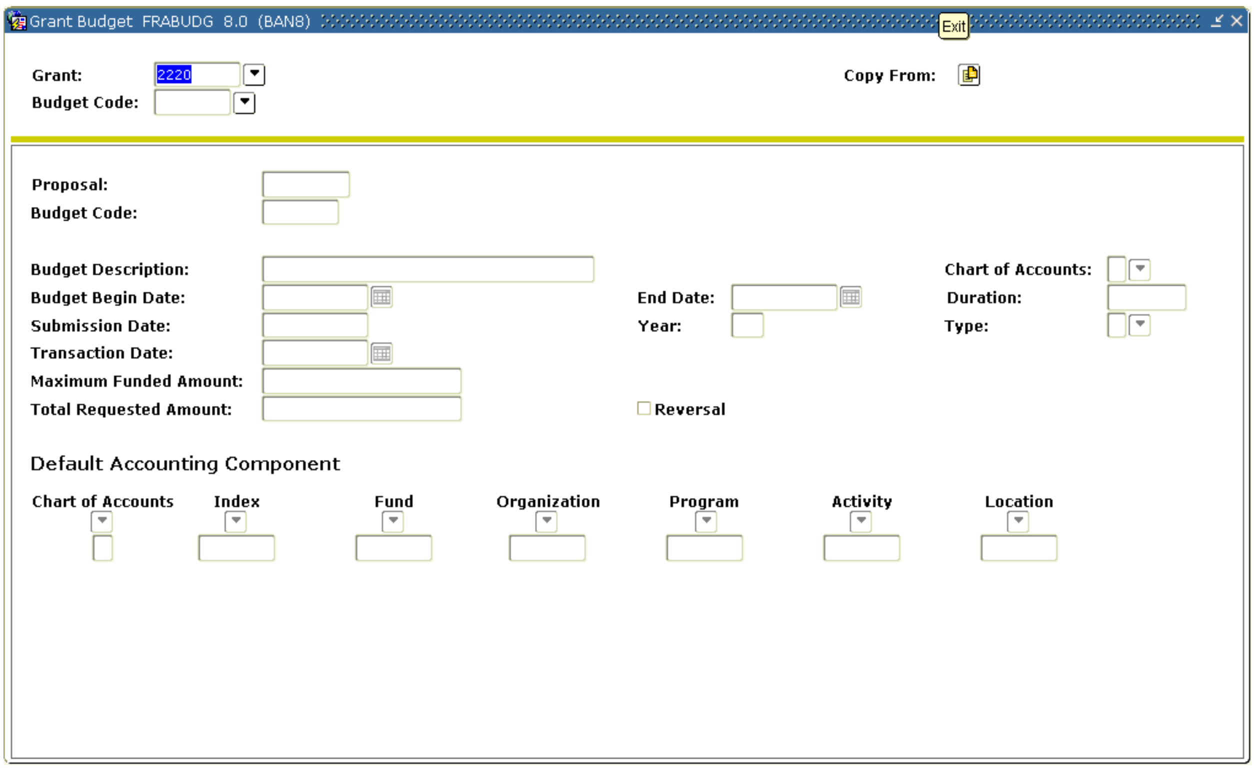
Creating a Grant Budget

Introduction

The Grant Budget Form (FRABUDG) enables you to create grant budgets either by entering original budget information or by copying an existing grant budget. Grant budgets created using this form will be interfaced and posted to the operating ledger using the Transaction Interface Process (FGRTRNI) and Posting Process (FGRACTG).

Banner form

The Grant Budget Form (FRABUDG).



Steps

Follow these steps to complete the process.

1. Access the Grant Budget Form (FRABUDG).

2. Enter the grant code in the **Grant** field.

3. Enter a budget code to identify the grant budget in the **Budget Code** field.

   Note: Multiple grant budgets may be developed for a grant, by assigning each a new budget code.

4. Perform a **Next Block** function.

5. Enter a brief description in the **Budget Description** field.

6. Enter the chart of account code in the **Chart of Accounts** field.

7. The **Budget Begin Date** and **End Date** fields will default from the grant.

8. Enter the last two digits of the budget year in the **Year** field.

9. Enter a budget type in the **Type** field.

   Note: Seed data acceptable values are *A (active)* or *W (working).*

10. Enter the date in the **Transaction Date** field.

    Note: The current date will be the default.

11. Click the **Reversal** checkbox if you want the completed and posted grant budget to reverse a previously posted grant budget.

12. Enter the chart of accounts code that the budget line items will be posted to in the **Chart of Accounts** field.

13. Enter an index code if you are using index codes and they have been set up in FTMACCI in the **Index** field.

14. Enter the fund code that you assigned to your grant in the preceding lesson in the **Fund** field. If you leave this field blank, no defaulting will occur in the Grant budget line items section

15. Enter the organization code that will be used for operating ledger postings (budget, revenue and expense) for this grant in the **Organization** field.

    Note: This will be the organization code you entered as a default for your fund in the preceding lesson.

16. Enter the program code that will be used for operating ledger postings (budget, revenue and expense) for this grant in the **Program** field.

    Note: This will be the program code you entered as a default for your fund in the preceding lesson.

17. Enter the activity code (or leave blank) in the **Activity** field.

18. Enter the location code (or leave blank) in the **Location** field.

19. Select **Cost Code Information** from the **Options** menu to review or change the Grant Cost Codes for indirect costs and cost share.

20. Click the **Credit Indirect Cost** checkbox if you want to credit indirect cost when posting the grant budget.

21. Click the **Credit Cost Share** checkbox if you want to credit cost share when posting the grant budget.

22. Click the **Distribute Cost Share** checkbox if you want to distribute cost share when posting the grant budget.

23. Perform a **Next Block** function or select **Info in Worksheet Format** from the **Options** menu.

24. Enter or modify the six-character account code in the **Account** field.

    Note: At least one account code per distribution is required. Do not enter an account code in the two rows labeled 'Indirect Cost Expense' and 'Cost Share Maximum Amount'. These rows are reserved for Indirect Cost and Cost Share calculations.

25. Enter or modify the line item budget amount in the **Budget** field.

    Note: This amount is what will be rolled to the ledgers for the FOAPAL distribution that exists to its right.

26. Use your down-arrow key to move to the next line and enter another valid account code in the **Account** field, then another budget amount in the **Budget** column. Continue to do so until you have entered the entire budget for this grant.

27. Select **Calculate Information Now** from the **Options** menu. The system will total your budget entries and calculate the amounts for indirect cost and cost share based on the cost codes entered on the **Grant Cost Codes** window.

    Note: You may receive warnings that Indirect Cost and Cost Share cannot be calculated if you did not enter the indirect cost or cost share codes.

28. Select the **Calculate Information Now** option to change an amount in the **Budget** field.

29. When you are satisfied with your budget figures, perform a **Next Block** or select **Process and Post Entries** from the **Options** menu.

30. Click on the **Completion** button or select **Complete** from the **Options** menu.

31. Click the **OK** button when you receive the message *Grant Budget Completed and*

Forwarded to the Transaction Interface Process. Click **EXIT** and run the Transaction Interface process (FGRTRNI) to feed and post the grant budget.

32. Enter *FGRTRNI* in the **Go** field from the main menu screen.

33. Perform a **Next Block** function.

34. Enter *DATABASE* in the **Printer** field (or choose a printer from the list of values).

35. Perform a **Next Block** function.

36. Perform a **Next Block** function.

37. Click the **Save** icon.

38. Enter *FGRTRNR* in the **Process** field.

    Note: The Transaction Error Report will verify if any errors occurred while running the transaction interface process.

39. Perform a **Next Block** function.

40. Enter *DATABASE* in the **Printer** field (or choose a printer from the list of values).

41. Perform a **Next Block** function.

42. Perform a **Next Block** function.

43. Click the **Save** icon.

44. Choose **Review Output** from the **Options** menu.

45. Double-click on **File Name** to select and review the .lis file produced by the FGRTRNR report.

    Note: If errors are listed for the grant budget, you must go to either FGAJVCD or FGAJVCQ to correct them.

46. Click the **Exit** icon.

Tracking Events to a Grant

Introduction

Events in the Research Accounting Module are actions that need to be taken to satisfy requirements for the administration of the proposal or grant. Billing and reporting requirements, for example, would qualify as events. The Research Accounting Module provides for the scheduling of these events such that the responsible personnel will receive automatic notification, and will be required to date and designate whether and when these events have been satisfied.

Warning: The FRPMESG process must be running in sleep/wake mode in order for the system to generate automatic notification.

There are several forms used to track events to a grant:

Event Code Validation Form

The Event Code Validation Form (FRVEVNT) is used to maintain event codes. You may add a new event code, delete an event code, or update an existing event code or description.

Note: Event codes can be used to identify reports, requirements, reminders, etc., to be associated with a grant.

Note: Events can be one of three types: Bills (B), Reports (R), or Others (E).

Event Group Validation Form

The Event Group Validation Form (FRVEGRP) is used to assign individual events to an event grouping code that will be associated with a particular grant.

The Grant Events Assignment Form

The Grant Events Assignment Form (FRAEVGA) is used to attach event codes or event groups to a grant code.

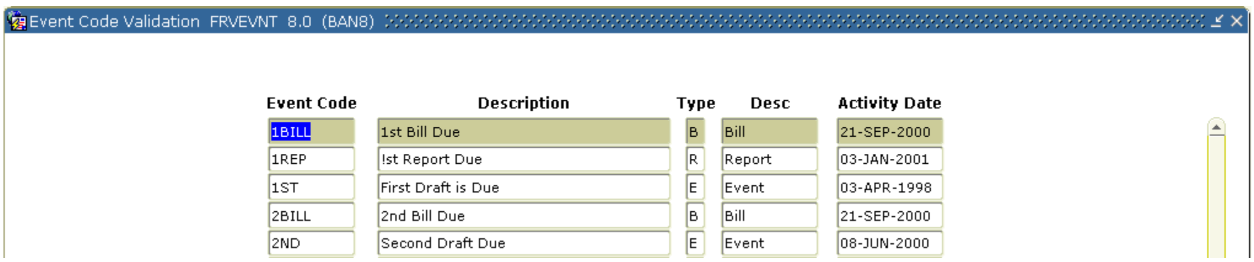
The Grant Event Action Form

The Grant Event Action Form (FRAEVNG) allows you to satisfy or cancel an event that has been created or completed.

The Entity Text Form

The Entity Text Form (FOAETXT) is used to view, enter or edit text for events assigned to a grant.

Event Code Validation Form (FRVEVNT)


Event Code Validation FRVEVNT 8.0 (BAN8)

Event Code	Description	Type	Desc	Activity Date
1BILL	1st Bill Due	B	Bill	21-SEP-2000
1REP	!st Report Due	R	Report	03-JAN-2001
1ST	First Draft is Due	E	Event	03-APR-1998
2BILL	2nd Bill Due	B	Bill	21-SEP-2000
2ND	Second Draft Due	E	Event	08-JUN-2000

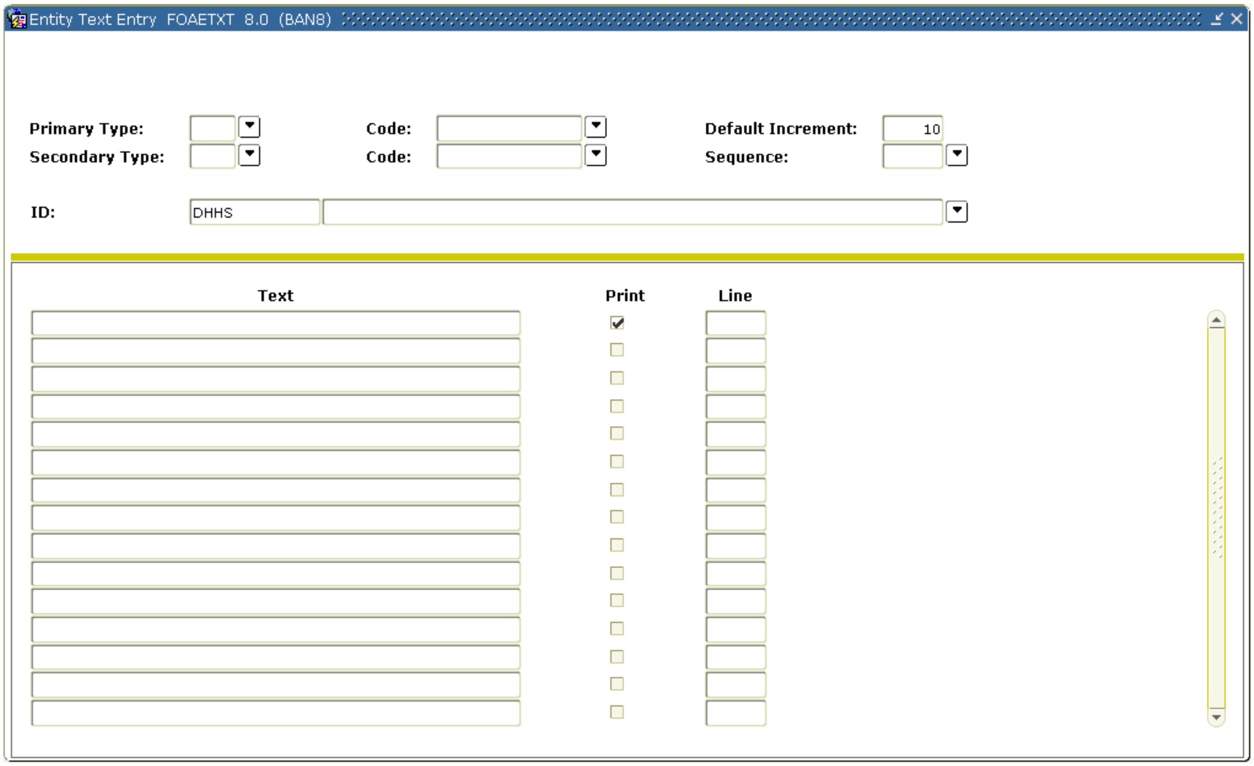
Steps

Follow these steps to complete the process.

1. Access the Event Code Validation Form (FRVEVNT).
2. Enter a code used to represent the user-defined event in the **Event Code** field.
3. Enter a brief description of the event code in the **Description** field.
4. Enter the code for the event type in the **Type** field.

   Note: Acceptable values are *E (Event), B (Bill), and R (Report).*
5. Click the **Save** icon.
6. Click the **Exit** icon.

Entity Text Entry Form (FOAETXT)



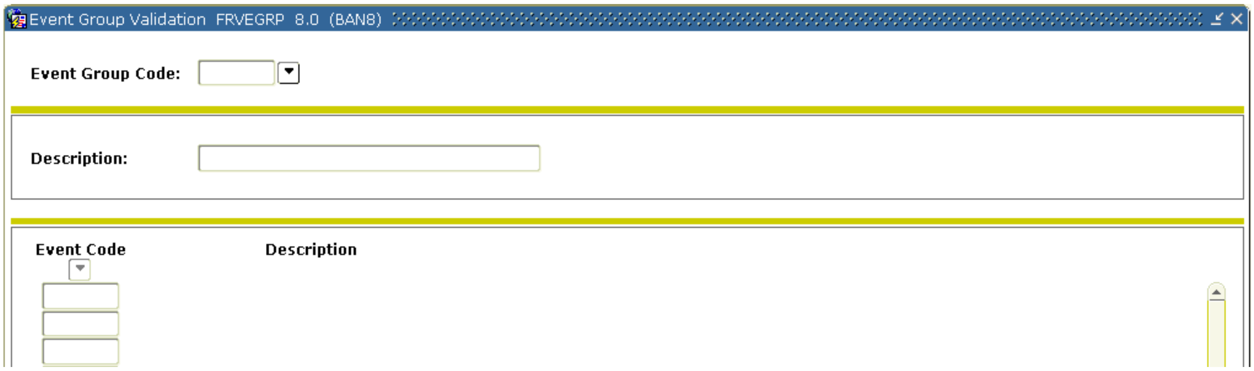
Steps

Follow these steps to complete the process.

1. Access the Entity Text Entry Form (FOAETXT)
2. Enter the primary document type for the text (this will be *GRT* for a grant) in the **Primary Type** field.
3. Enter the grant code you created in the **Code** field.
4. Enter the secondary document type for the text (this will be *EVT* for an event) in the **Secondary Type** field.
5. Enter the event code you created in the **Code** field.
6. Perform a **Next Block** function.
7. Enter the text related to the event code for your grant.
8. Click the **Print** checkbox if you want the selected text to print on a document.

9. Click the **Save** icon.
10. Click the **Exit** icon.

Event Group Validation Form (FRVEGRP)



Steps

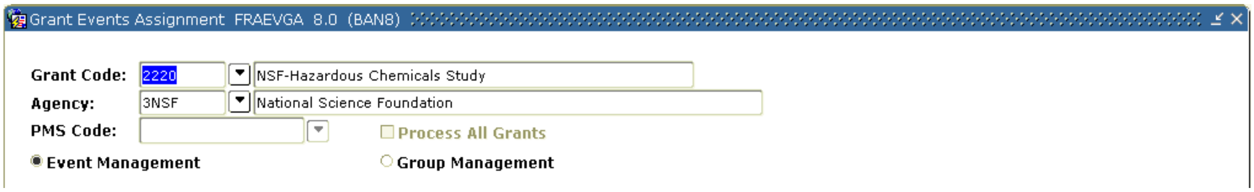
Follow these steps to complete the process.

1. Access the Event Group Validation Form (FRVEGRP).

   Note: Use this form to assign individual event codes created in FRVEVNT to an event grouping code that will be associated with a particular type of grant.

2. Enter a new event group code, e.g., *FED,* for federal grant events in the **Event Group Code** field.
3. Enter a brief description for the new event group code, e.g., *Federal Grants* in the **Description** field*.*
4. Select an event code in the **Event Code** field.
5. Click the **Save** icon.
6. Click the **Exit** icon.

Grant Events Assignment Form (FRAEVGA)



Steps

Follow these steps to complete the process.

1. Access the Grant Events Assignment Form (FRAEVGA). This form is used to assign event codes or event groups to a grant code.

2. Enter your grant code in the **Grant Code** field.

3. Enter the agency code in the **Agency** field.

4.

IF you want to assign….	THEN…
an event group to a grant code	click the **Group Management** radio button (proceed to step 5).
event codes to a grant code	click the **Event Management** radio button (proceed to step 10).

5. Perform a **Next Block** function to access the Group/Event Management Window.

6. Perform a **Next Block** function.

7. Select the event group code you just created in the **Event Group Code** field. You may enter up to five event group codes.

8. Perform a **Next Block** function to display the Event Assignment Window.

9. Perform a **Next Block** function.

10. The **Event Code** field will be populated with the first event code from your event group. Access other event codes with the down-arrow key.

    Note: If you selected the **Event Management** radio button in step 4 perform a **Next Block** function and enter the event code from the LOV.

11. Enter the number of days before an event is due in which the user should be notified to satisfy or perform a particular event In the **Number of Days Reminder** field.

12. Enter the number of days before/after the begin/end date that the event is due in the **Number of Days** field.

    Notes: This field is used for one-time events. If you enter a value in this field you must select a value for the **Begin Date** field.

13. You may enter data in the **Number of Days** and **Begin Date** fields or the **Date From** and **Date To** fields, but not both.

14. Enter the date that the first report or bill is due in the **Date From** field.

15. Enter the date that the reports are no longer due in the **Date To** field.

16. Select the date from the pull-down list in the **Begin Date** field.

    Note: This field is required if you entered data in the **Number of Days** field.

17. Select how often the event occurs in the **Frequency** field.

    Note: This field is required if the **Date To** and **Date From** fields have been populated.

18. The **Payment Method Type Indicator** field is used for Billing Events. Refer to the Grant Billing Workbook for information on the set up.

    Note: The two available options for **Payment Method Type** are *Cost Reimbursement* or *Fixed Cost*. *Cost Reimbursement* means that you will be billing for incurred expenses. *Fixed Cost* means that you will be billing a fixed amount for each interval (monthly, quarterly) and Banner will calculate the difference between this amount and incurred costs and post the difference to deferred revenue.

19. Enter the user ID of the individual primarily responsible for the satisfaction of this event in the **Default Responsible User ID** field.

20. Click the **Default Proxy User ID** button to select a secondary person to be responsible for the satisfaction of this event.

21. Click the **Save** icon to return to the Event Assignment Window.

22. If you are assigning a billing or reporting event, in the **Period To** field, enter the date through which current billing or reporting is effective (i.e., expenses up to this date should be included in your billing or report).

23. If you are assigning a billing or reporting event, in the **Bill Format** field, enter the bill or report format code that you want to associate with the grant.

24. Click the **Default Fixed Schedule** button only if you are setting up a *Fixed Cost* billing event. This option will allow you to create a fixed schedule for your billing event.

25. Click the **Save** icon to return to the Event Assignment Window.

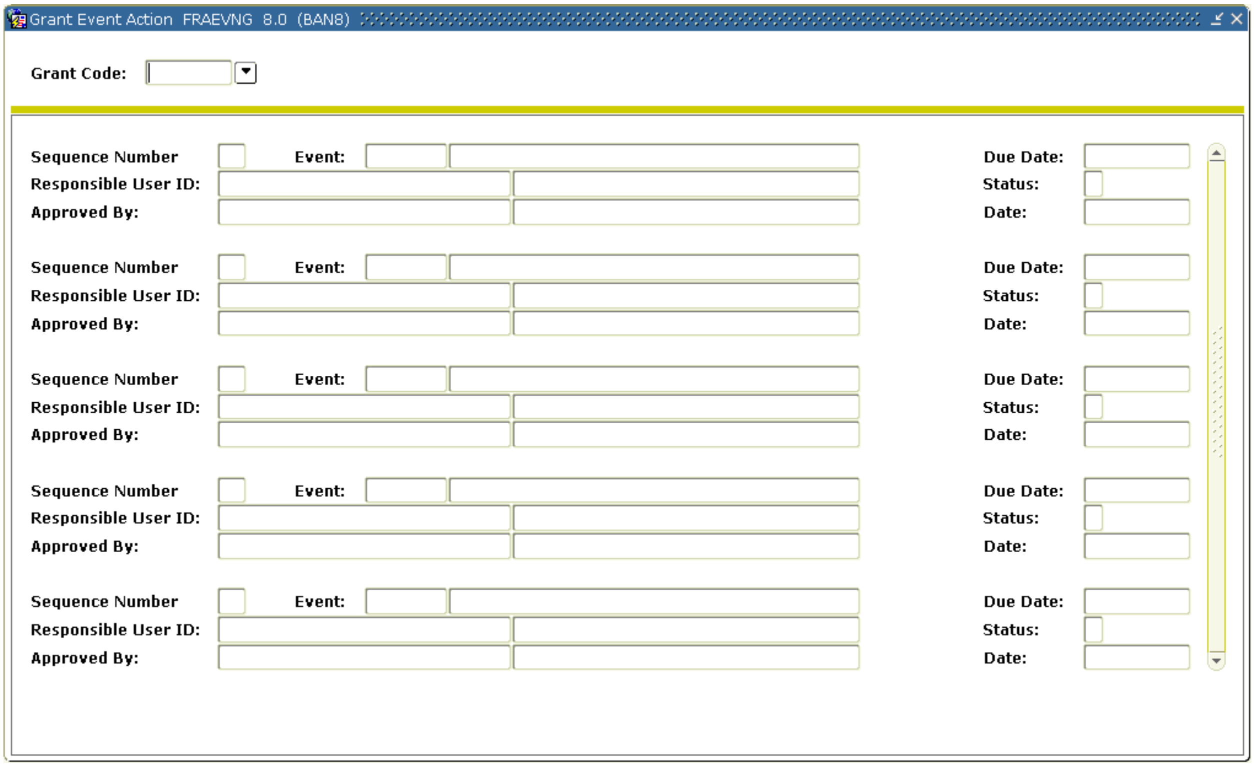
26. Use the down-arrow key to access the next event code for this event group. Repeat steps **12-22** to complete the assignments for all the events associated to your grant.

27. Perform a **Next Block** function when you have completed the assignments for all of the events associated with your grant.

    Note: Performing a **Next Block** function will save the events assigned to your grant code and will allow you to view the responsible user id, due dates, text indicator and status code for each event sequence.

28. Click the **Exit** icon.

Grant Event Action Form (FRAEVNG)



Steps

Follow these steps to satisfy or cancel an event that has been created or completed.

1. Access the Grant Event Action Form (FRAEVNG).
2. Enter the grant code in the **Grant Code** field.
3. Perform a **Next Block** function.
4. Use the down-arrow key to access the event that you would like to satisfy or cancel.
5. Enter S (Satisfy) or C (Cancel) in the **Status** field.
6. Click the **Save** icon.

   Note: The **Approved By** and **Date** fields will be populated.
7. Click the **Exit** icon.

Querying a Grant

Introduction

There are a number of forms that can be used to query a grant:

Grant Agency Inquiry Form

The Grant Agency Inquiry Form (FRIASTG) is used to monitor grant activity, and allows the entry of agency codes at all levels within the hierarchy.

Grant Budget Distribution Inquiry Form

The Grant Budget Distribution Inquiry Form (FRIBDSG) is used to view budget distributions.

Grant Budget Totals Form

The Grant Budget Totals Form (FRIBUTG) is used to view grant budgets by account code or account type.

Grant Budget Codes Inquiry Form

The Grant Budget Codes Inquiry Form (FRIBUDG) is used to view grant and associated budget information.

Grant Events Inquiry Form

The Grant Events Inquiry Form (FRIEVNG) is used by any user to view all event codes that have been assigned to a particular Oracle user ID.

Grant Codes Inquiry Form

The Grant Codes Inquiry Form (FRIGRNT) is used to display the list of all grant codes.

Grant Status History Query Form

The Grant Status History Inquiry Form (FRIGRST) is used to view the history of grant information.

Grant Transaction Detail Form

The Grant Transaction Detail Form (FRIGTRD) provides a detailed list of transactions from the Transaction Detail table, and provides the list of transactions based on the key values entered.

Grant Title Search Form

The Grant Title Search Form (FRIKGNT) is used to search for a grant document when you are unsure of the grant code or full grant title.

Grant Memo Ledger Inquiry Form

The Grant Memo Ledger Inquiry Form (FRIMEMO) is used to track the amount of waived overhead as defined on the Basis Definition Code Maintenance Form (FTMSBASI).

Grant Organization Inquiry Form

The Grant Organization Inquiry Form (FRIORGH) is used to query all grants for a particular organization code.

Principal Investigator Grant Inquiry Form

The Principal Investigator Grant Inquiry Form (FRIPSTG) is used to monitor grant activity by Personnel ID.

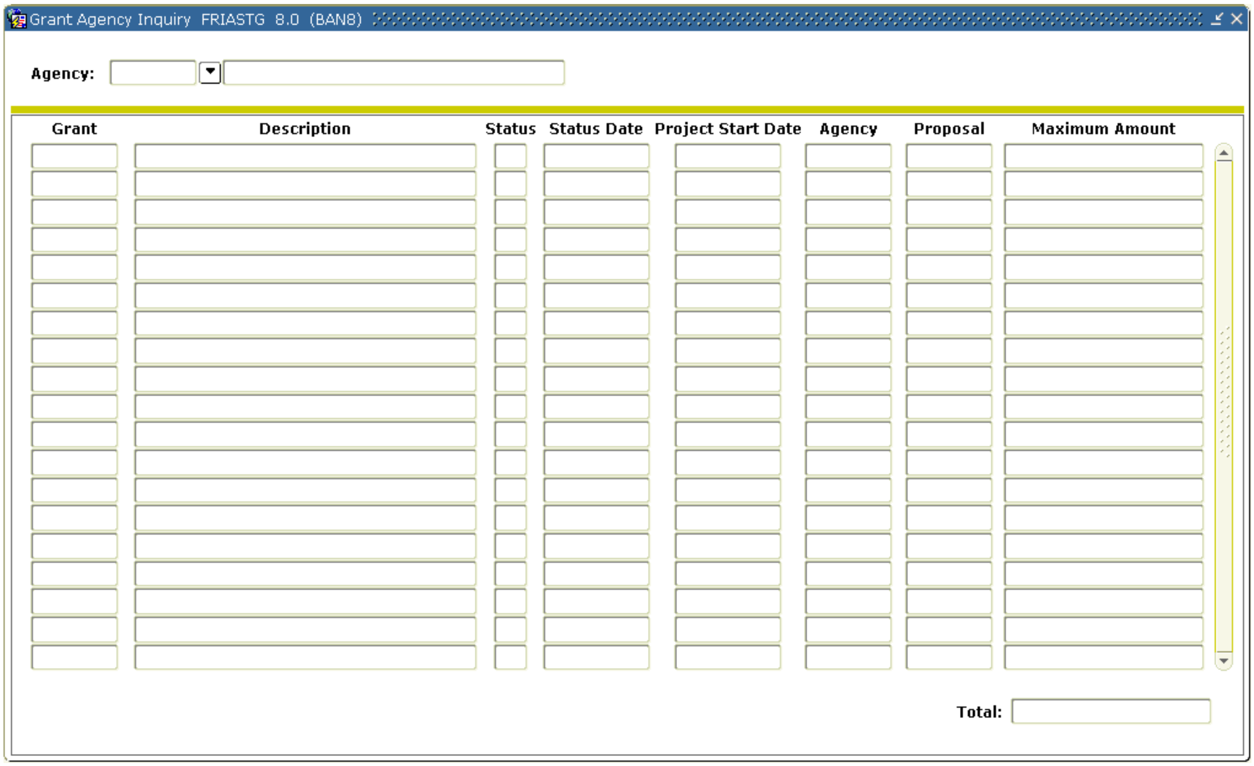
Grant Inception to Date Form

The Grant Inception to Date Form (FRIGITD) is used to retrieve account or account type information including adjusted budget, inception-to-date actual activity, encumbrance, and available balance information.

Research Fund Inquiry

The Research Fund Inquiry (FRIFUND) enables institutions to give access to users who might not otherwise have access to Banner maintenance forms.

Grant Agency Inquiry Form (FRIASTG)

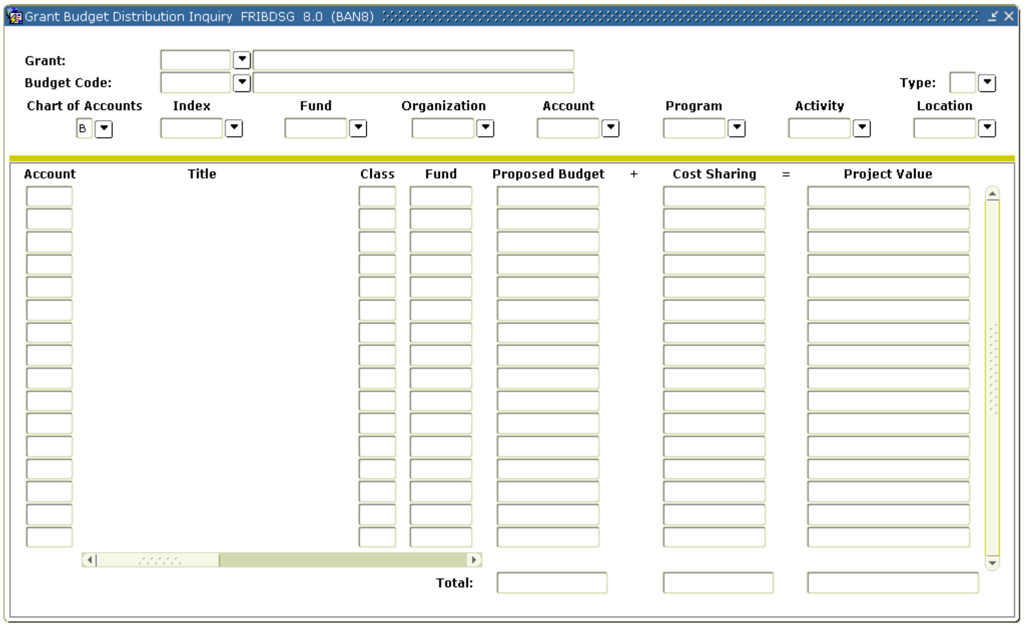


Steps

Follow these steps to monitor all grant activity by agency.

1. Access the Grant Agency Inquiry Form (FRIASTG).
2. Enter an agency code or select one from the list in the **Agency** field.
3. Perform a **Next Block** function.
4. Select **Grant Ledger Information** from the **Options** menu to view the Grant Inception to Date information for the grant selected.
5. Click the **Exit** icon to return to the Grant Agency Inquiry Form.
6. Select **Grant Information** from the **Options** menu to view the Grant information on the Grant Maintenance Form (FRAGRNT).
7. Click the **Exit** icon to return to the Grant Agency Inquiry Form.
8. Click the **Exit** icon.

Grant Budget Distribution Inquiry Form (FRIBDSG)

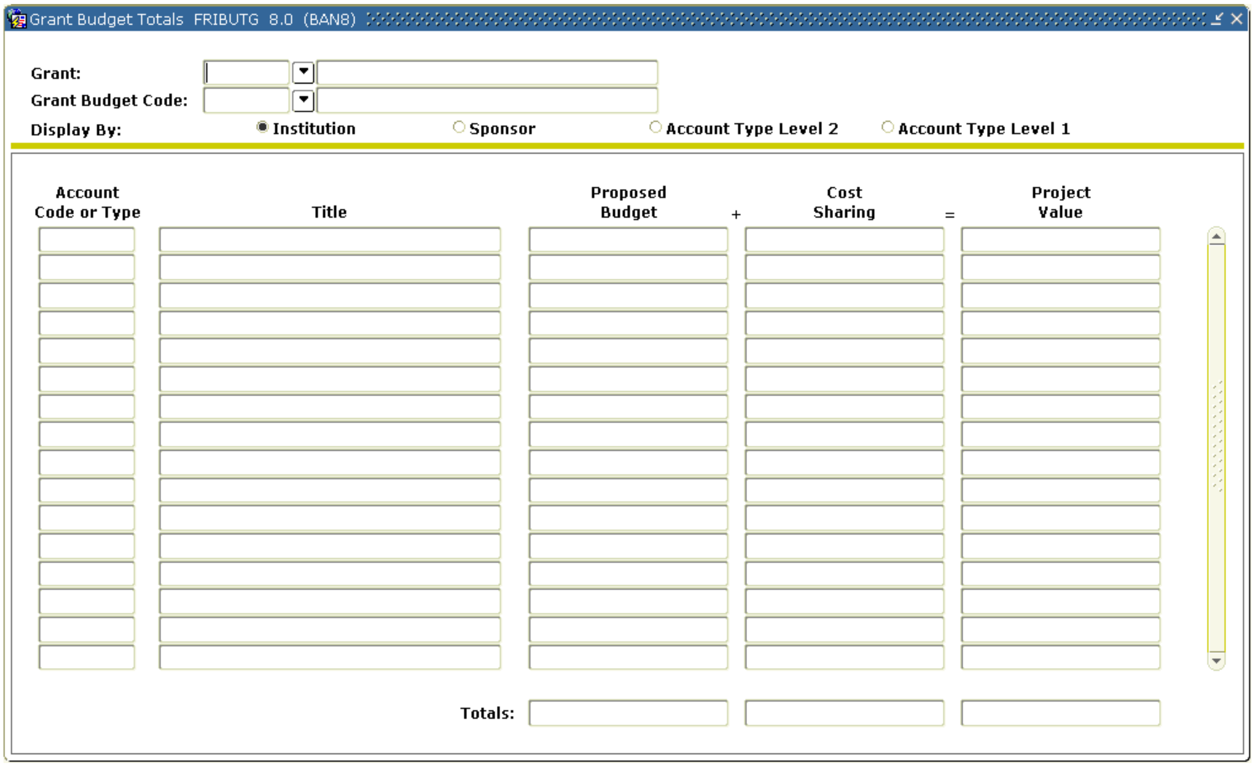


Steps

Follow these steps to view budget distributions.

1. Access the Grant Budget Distribution Inquiry Form (FRIBDSG).
2. Enter a grant code in the **Grant** field.
3. Enter a budget code in the **Budget Code** field.
4. Enter the budget type code in the **Type** field.
5. The following fields may be entered (optional) to obtain more specific information: **COA, Index, Fund, Organization, Account, Program, Activity, Location.**
6. Perform a **Next Block** function.
7. Select **Budget Total Information** from the **Options** menu to view the Grant Budget Totals for the grant selected.
8. Click the **Exit** icon to return to the Grant Budget Distribution Form.
9. Click the **Exit** icon.

Grant Budget Totals Form (FRIBUTG)



Steps

Follow these steps to view grant budgets by account code or account type.

1. Access the Grant Budget Totals Form (FRIBUTG).

2. Enter a grant code to query in the **Grant** field.

3. Enter a grant budget code to query in the **Grant Budget Code** field.

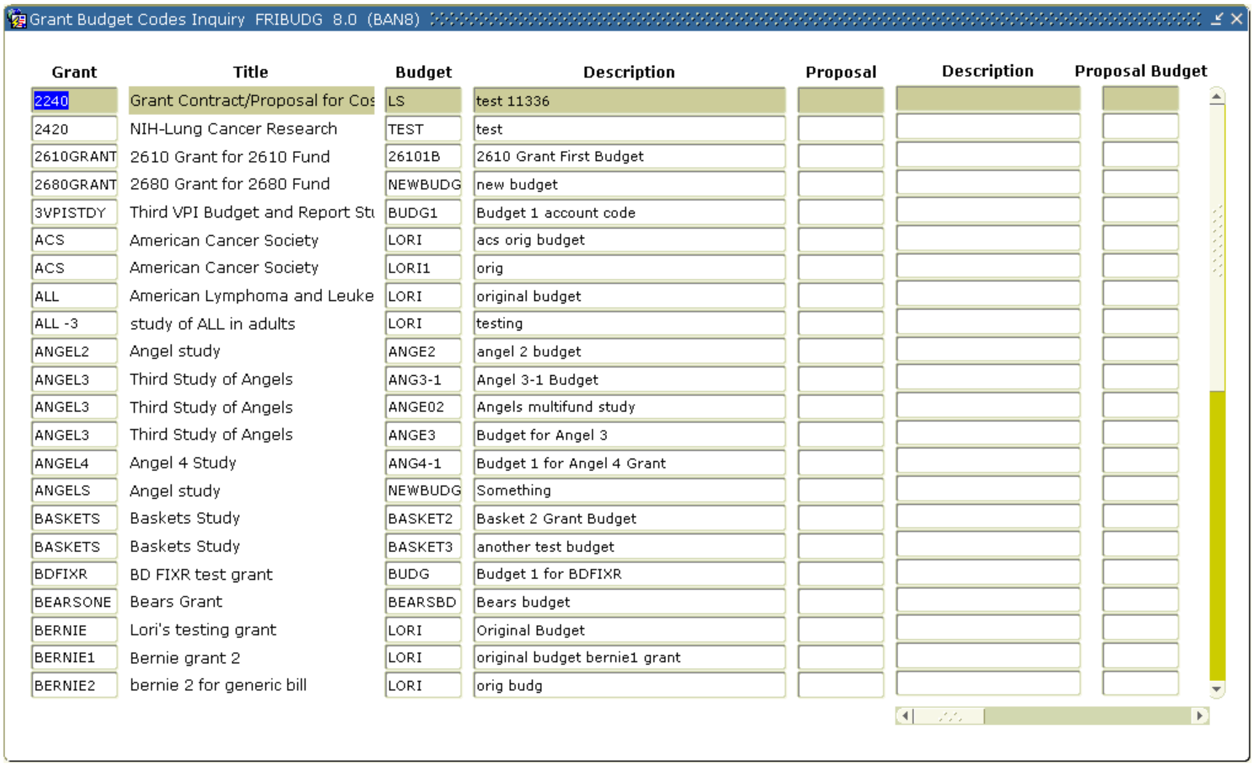
4. Click the appropriate radio button in the **Display by** block.

Button	Description
Institution	All lines within the proposal budget are displayed in order by account code.
Sponsor	You can view the budget the way the agency or sponsor wants to see it.
Title	All lines within the proposal budget are displayed in account title order.
Account Type Level 2	Only those lines within the proposal budget that contain accounts are rolled into their account types at level 2 to be summarized and displayed.
Account Type Level 1	Only those lines within the proposal budget that contain accounts are rolled into their account types at level 1 to be summarized and displayed.

5. Perform a **Next Block** function.

6. Click the **Exit** icon.

Grant Budget Codes Inquiry Form (FRIBUDG)



Grant Budget Codes Inquiry FRIBUDG 8.0 (BAN8)

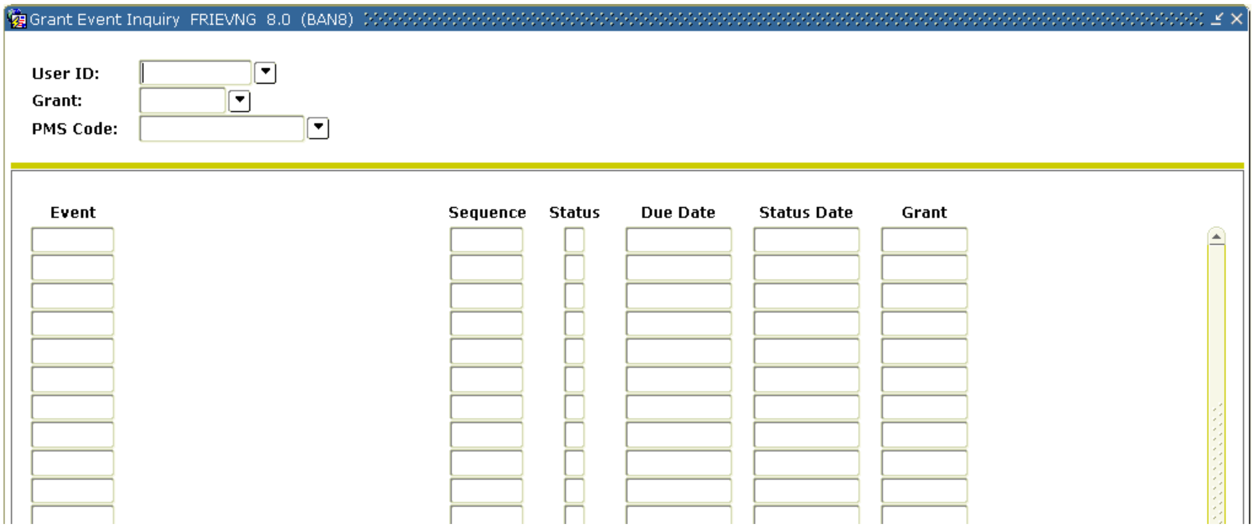
Grant	Title	Budget	Description	Proposal	Description	Proposal Budget
2240	Grant Contract/Proposal for Cos	LS	test 11336			
2420	NIH-Lung Cancer Research	TEST	test			
2610GRANT	2610 Grant for 2610 Fund	26101B	2610 Grant First Budget			
2680GRANT	2680 Grant for 2680 Fund	NEWBUDG	new budget			
3VPISTDY	Third VPI Budget and Report Stu	BUDG1	Budget 1 account code			
ACS	American Cancer Society	LORI	acs orig budget			
ACS	American Cancer Society	LORI1	orig			
ALL	American Lymphoma and Leuke	LORI	original budget			
ALL -3	study of ALL in adults	LORI	testing			
ANGEL2	Angel study	ANGE2	angel 2 budget			
ANGEL3	Third Study of Angels	ANG3-1	Angel 3-1 Budget			
ANGEL3	Third Study of Angels	ANGE02	Angels multifund study			
ANGEL3	Third Study of Angels	ANGE3	Budget for Angel 3			
ANGEL4	Angel 4 Study	ANG4-1	Budget 1 for Angel 4 Grant			
ANGELS	Angel study	NEWBUDG	Something			
BASKETS	Baskets Study	BASKET2	Basket 2 Grant Budget			
BASKETS	Baskets Study	BASKET3	another test budget			
BDFIXR	BD FIXR test grant	BUDG	Budget 1 for BDFIXR			
BEARSONE	Bears Grant	BEARSBD	Bears budget			
BERNIE	Lori's testing grant	LORI	Original Budget			
BERNIE1	Bernie grant 2	LORI	original budget bernie1 grant			
BERNIE2	bernie 2 for generic bill	LORI	orig budg			

Steps

Follow these steps to view grant and associated budget information.

1. Access the Grant Budget Codes Inquiry Form (FRIBUDG).
2. Enter the grant code you wish to query in the **Grant** field.
3. Click the **Exit** icon.

Grant Event Inquiry Form (FRIEVNG)



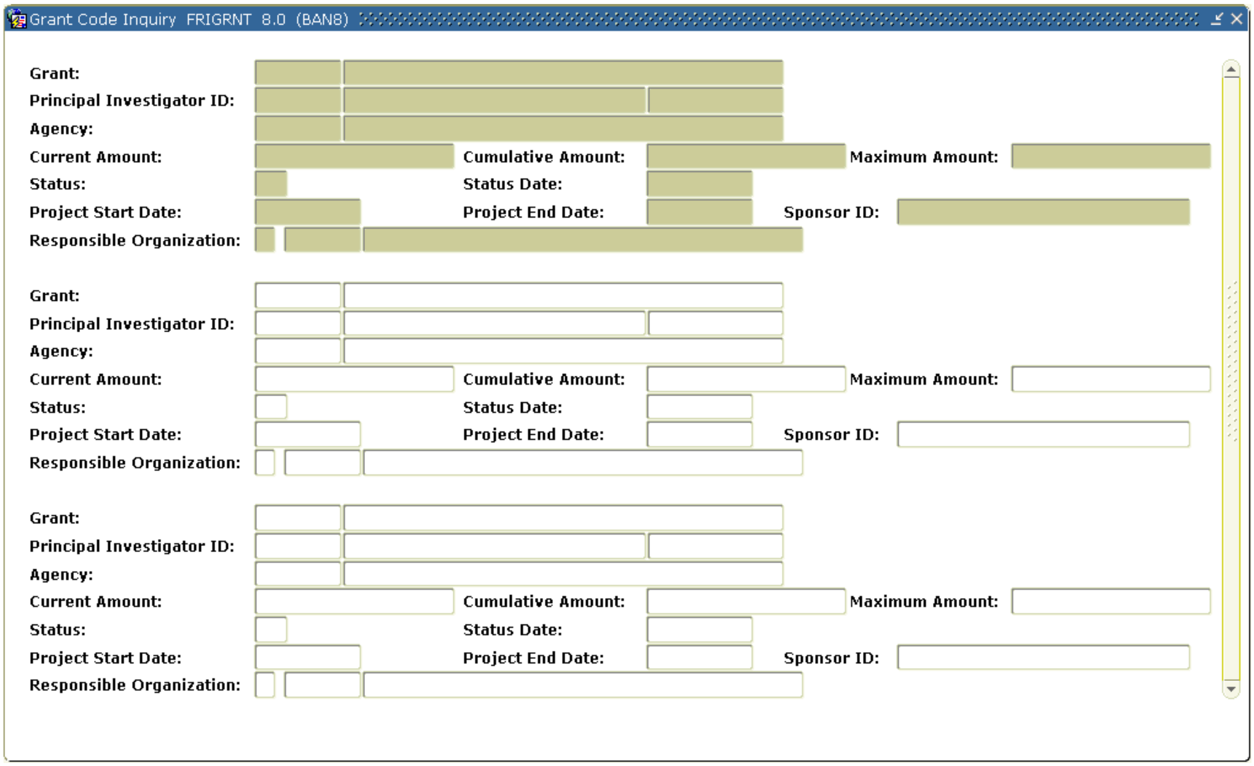
Steps

Follow these steps to view all event codes, which have been assigned to a particular User ID.

Note: This form also allows you to view events by User ID, by Grant, or a combination of the two.

1. Access the Grant Event Inquiry Form (FRIEVNG).
2. Enter the ID of the user who is either primarily or secondarily responsible for creating and/or completing an event in the **User ID** field.
3. Enter the grant code in the **Grant** field.
4. Enter the payment management system code in the **PMS Code** field.
5. Perform a **Next Block** function.
6. Select **Event Actions** from the **Options** menu to view the Grant Event Action form to satisfy or cancel a pending event.
7. Click the **Exit** icon to return to the Grant Event Inquiry Form.
8. Click the **Exit** icon.

Grant Codes Inquiry Form (FRIGRNT)



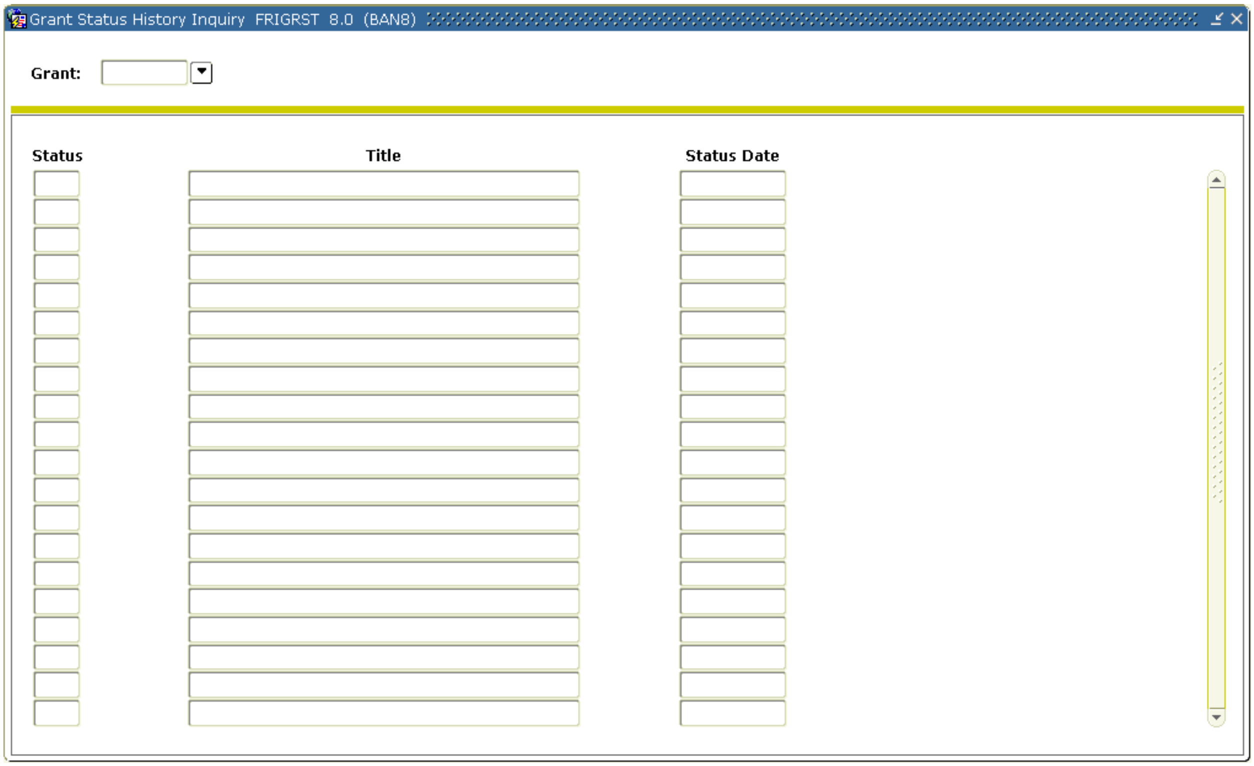
Steps

Follow these steps to display a list of all grant codes.

1. Access the Grant Codes Inquiry Form (FRIGRNT).
2. Enter the Grant Code you want to view in the **Grant Code** field.

   Note: To view all codes, leave this field blank.
3. Perform an **Execute Query** function.
4. Use the **Next Record** and **Previous Record** icons to scroll through the various grant codes.
5. Click the **Exit** icon.

Grant Status History Query Form (FRIGRST)

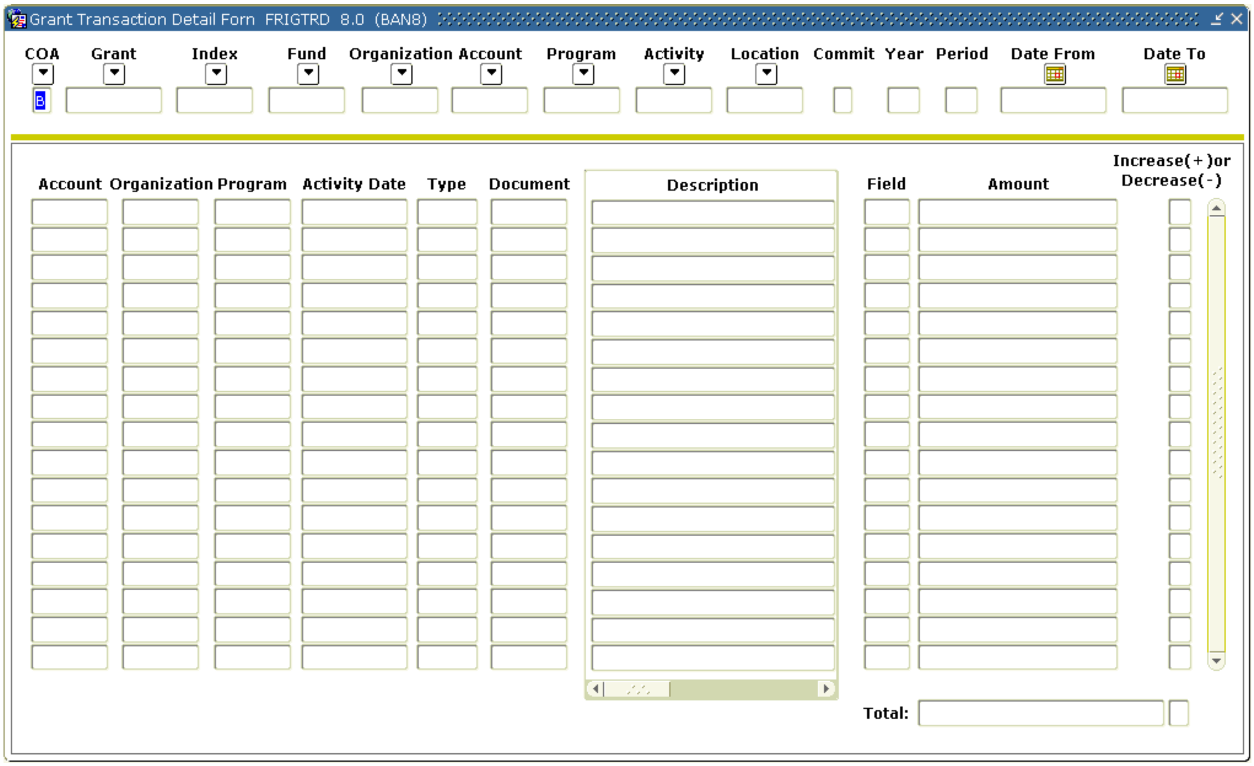


Steps

Follow these steps to view grant status history information.

1. Access the Grant Status History Query Form (FRIGRST).
2. Enter a grant code in the **Grant** field.
3. Perform a **Next Block** function to view the status codes for the selected grant code beginning with the most recent.
4. Click the **Exit** icon.

Grant Transaction Detail Form (FRIGTRD)



Steps

Follow these steps to complete the process.

1. Access the Grant Transaction Detail Form (FRIGTRD). This form provides a detailed list of transactions from the Transaction Detail table, based on the key values entered.

2. Enter a chart of accounts code in the **COA** field.

3. Enter the grant code you want to view in the **Grant** field.

4. Enter the account index code in the **Index** field.

5. Enter values in the **Fund**, **Organization**, **Account**, **Program**, **Activity**, and/or **Location** fields to obtain specific transactions.

   Note: Leaving these fields blank will allow you to execute a query to produce a list of all the transactions linked to the grant.

6. Enter a commitment code to query for the type of commitment for this grant in the **Commit** field.

7. Enter a grant year to query for a specific year in the **Year** field.

   Note: Leave this field blank to query for inception to date.

8. Enter a grant period to query for a specific period in the **Period** field.

   Note: Leave this field blank to query on all periods.

9. Enter the first date in the range in the **Date From** field.

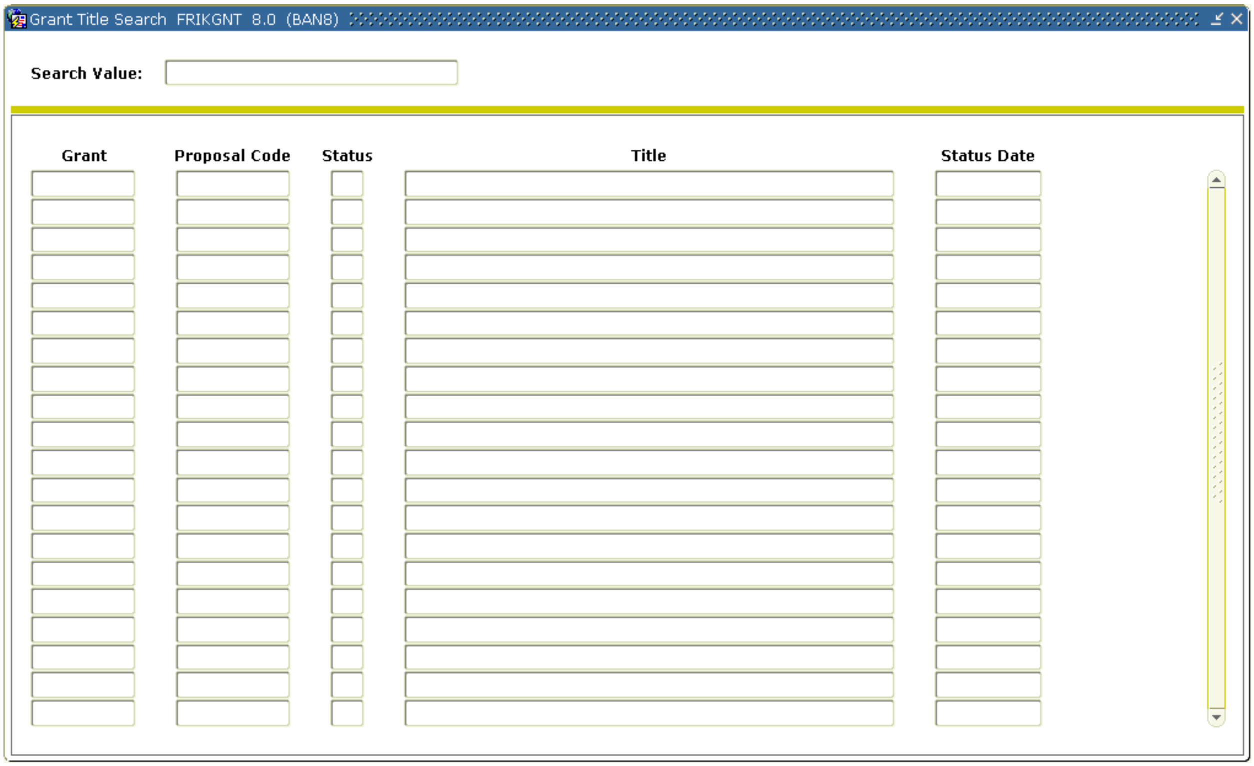
10. Enter the last date in the range in the **Date To** field.

11. Perform a **Next Block** function.

12. Enter query criteria in the appropriate fields and perform an **Execute Query** function.

13. Click the **Exit** icon.

Grant Title Search Form (FRIKGNT)



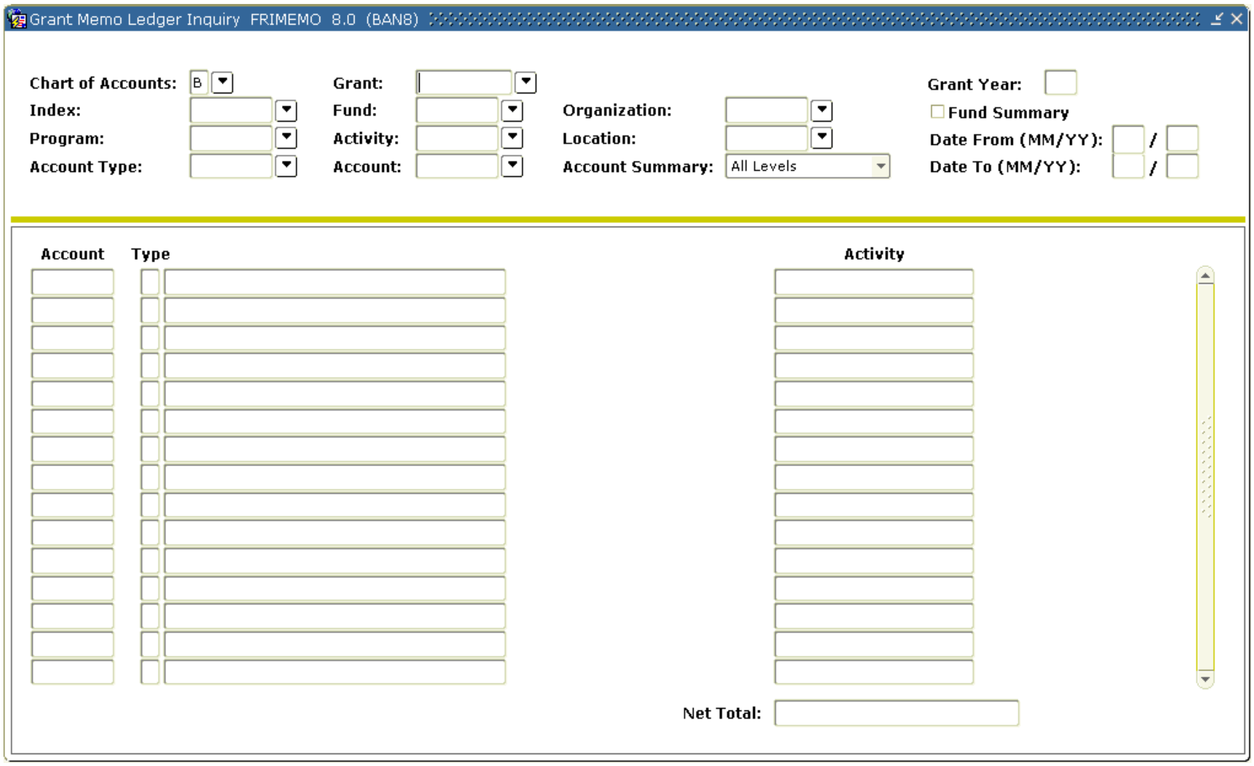
Steps

Follow these steps to search for a grant by the words and/or characters in the grant's long and short titles with the use of wildcards.

1. Access the Grant Title Search Form (FRIKGNT).
2. Enter any part of the title that you know in the **Search Value** field.

   Example: If the only word that you know in the grant's title is *cancer*, enter the following in this field using the % sign as a wildcard character: *%cancer%*.
3. Perform a **Next Block** function to display the grants that match the criteria you entered.
4. Select **Grant Information** from the **Options** menu to view the Grant Maintenance Form (FRAGRNT).
5. Click the **Exit** icon to return to the Grant Title Search Form.

Grant Memo Ledger Inquiry Form (FRIMEMO)

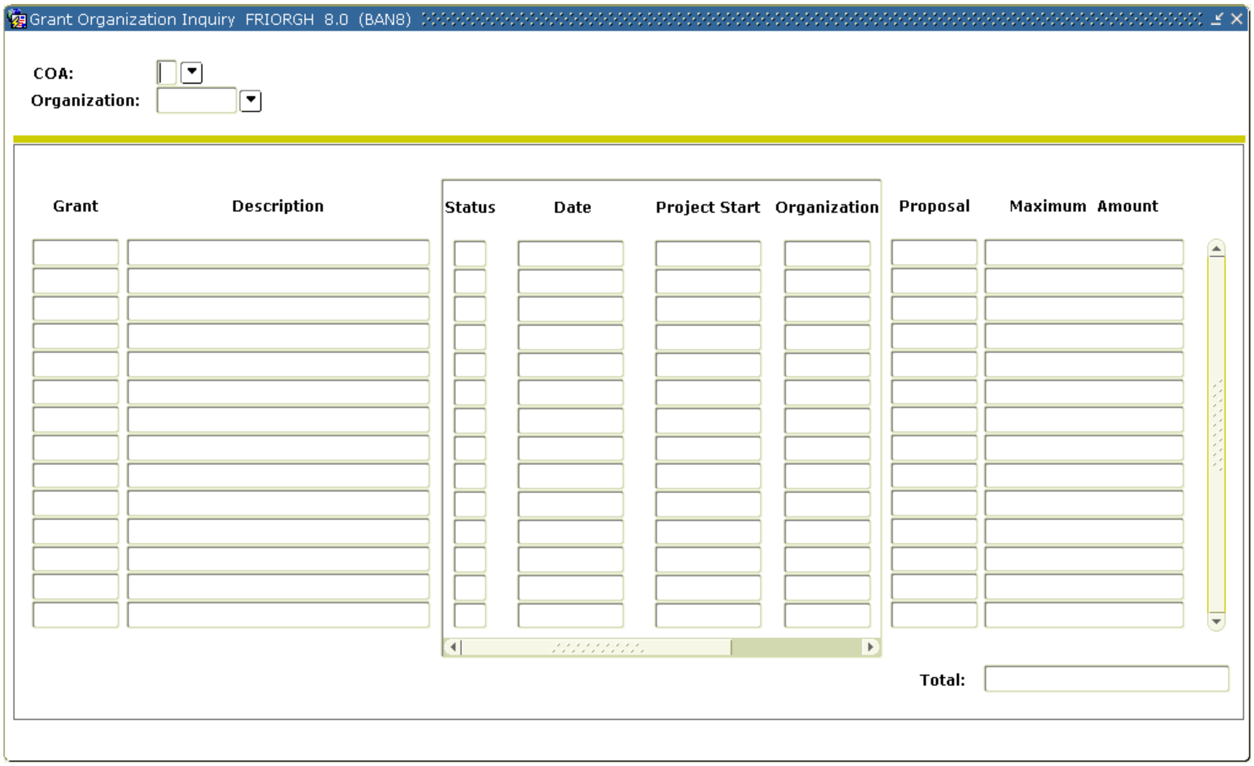


Steps

Follow these steps to track the amount of waived indirect costs (overhead). This form does not display budget or commitment information.

1. Access the Grant Memo Ledger Inquiry Form (FRIMEMO).
2. Enter the chart of accounts code in the **Chart of Accounts** field.
3. Enter the grant code in the **Grant** field.
4. Perform a **Next Block** function.
5. Click the **Exit** icon.

Grant Organization Inquiry Form (FRIORGH)

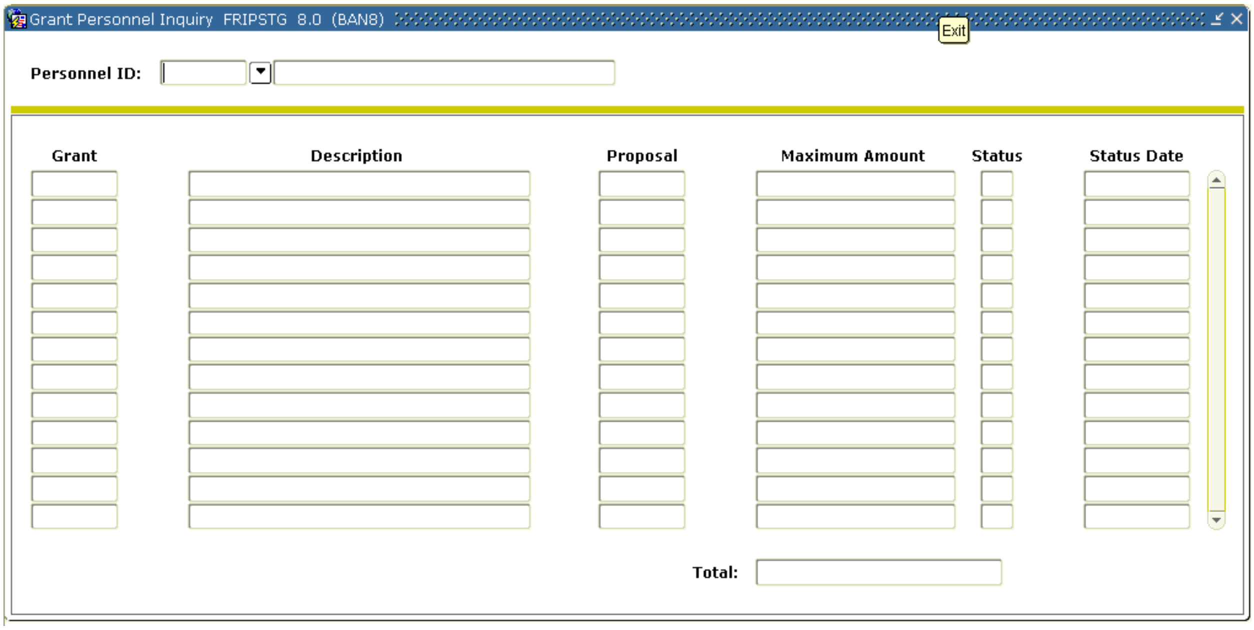


Steps

Follow these steps to query of all grants for a particular organization code.

1. Access The Grant Organization Inquiry Form (FRIORGH).
2. Enter the chart of accounts code in the **Chart of Accounts** field.
3. Enter the organization code in the **Organization** field.
4. Perform a **Next Block** function.
5. Select **Grant Information** from the **Options** menu to view the Grant Maintenance Form (FRAGRNT).
6. Click the **Exit** icon to return to the Grant Organization Inquiry Form.
7. Click the **Exit** icon.

Grant Personnel Query Form (FRIPSTG)

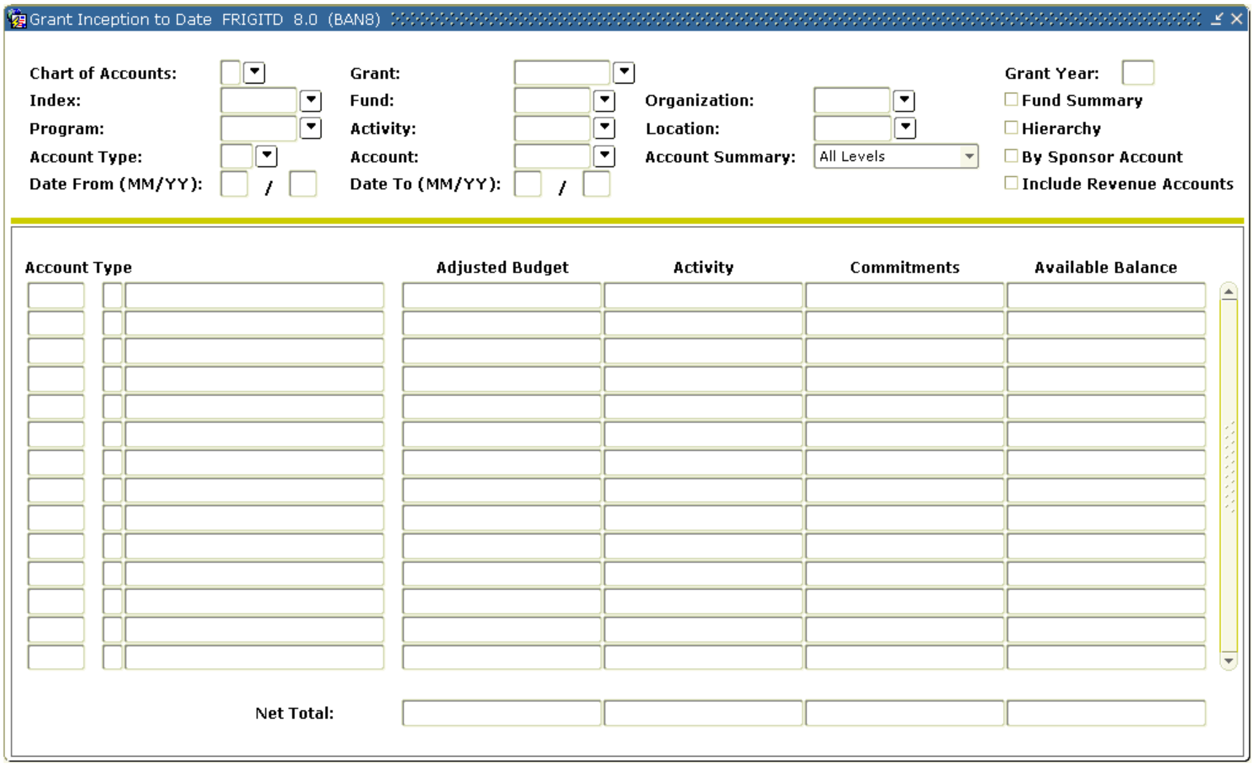


Steps

Follow these steps to monitor proposal activity if you are entered as primary personnel for the grant.

1. Access the Grant Personnel Query Form (FRIPSTG).
2. Enter the personnel ID In the **Personnel ID** field.
3. Perform a **Next Block** function to view the grant codes and corresponding values for the personnel indicated.
4. Select **Grant Information** from the **Options** menu to view the Grant Maintenance Form (FRAGRNT).
5. Click the **Exit** icon to return to the Grant Personnel Query Form.
6. Select **Grant Ledger Information** from the **Options** menu to view the Grant Inception to Date information for the grant selected.
7. Click the **Exit** icon to return to the Grant Personnel Query Form.
8. Click the **Exit** icon.

Grant Inception To Date Form (FRIGITD)



Steps

Follow these steps to retrieve account or account type information including adjusted budget, inception-to-date actual activity, encumbrance, and available balance information.

1. Access the Grant Inception To Date Form (FRIGITD).
2. Enter the chart of accounts code in the **Chart of Accounts** field.
3. Enter the grant code in the **Grant** field.
4. Enter the beginning month and year of grant activity that you want to query in the **Date From (MM/YY)** field.
5. Enter the last month and year of grant activity that you want to query in the **Date To (MM/YY)** field.
6. Select the **Fund Summary** checkbox to view a summary by fund if the grant is linked to multiple funds.
7. Click the **Hierarchy** checkbox to view details based on hierarchical values supplied in the Key block for query.

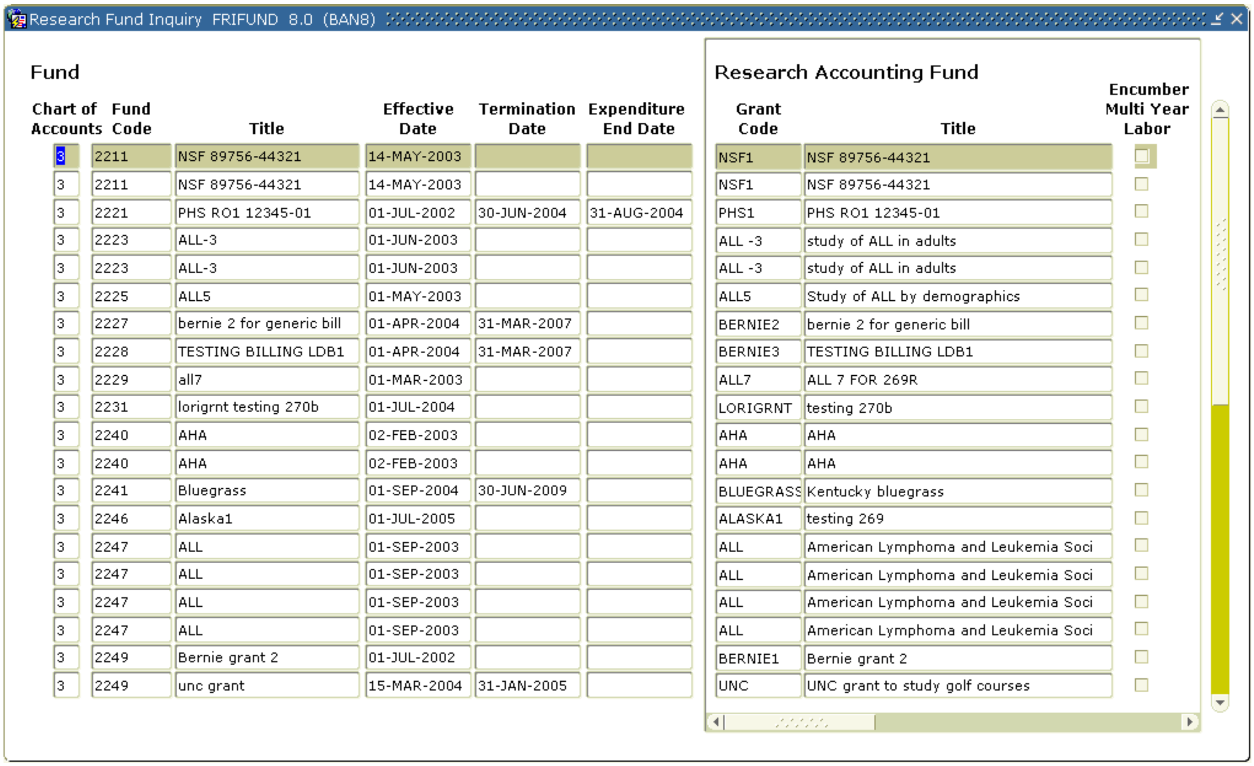
8. Click the **By Sponsor Accounts** checkbox to view the activity using the sponsor-defined accounts.

9. Click the **Include Revenue Accounts** checkbox to view the activity for revenue accounts for this grant.

10. Perform a **Next Block** function.

11. Click the **Exit** icon.

Research Fund Inquiry Form (FRIFUND)


Research Fund Inquiry FRIFUND 8.0 (BAN8)

Fund | | | | | | Research Accounting Fund | |

Chart of Accounts	Fund Code	Title	Effective Date	Termination Date	Expenditure End Date	Grant Code	Title	Encumber Multi Year Labor
3	2211	NSF 89756-44321	14-MAY-2003			NSF1	NSF 89756-44321	
3	2211	NSF 89756-44321	14-MAY-2003			NSF1	NSF 89756-44321	
3	2221	PHS RO1 12345-01	01-JUL-2002	30-JUN-2004	31-AUG-2004	PHS1	PHS RO1 12345-01	
3	2223	ALL-3	01-JUN-2003			ALL -3	study of ALL in adults	
3	2223	ALL-3	01-JUN-2003			ALL -3	study of ALL in adults	
3	2225	ALL5	01-MAY-2003			ALL5	Study of ALL by demographics	
3	2227	bernie 2 for generic bill	01-APR-2004	31-MAR-2007		BERNIE2	bernie 2 for generic bill	
3	2228	TESTING BILLING LDB1	01-APR-2004	31-MAR-2007		BERNIE3	TESTING BILLING LDB1	
3	2229	all7	01-MAR-2003			ALL7	ALL 7 FOR 269R	
3	2231	lorigrnt testing 270b	01-JUL-2004			LORIGRNT	testing 270b	
3	2240	AHA	02-FEB-2003			AHA	AHA	
3	2240	AHA	02-FEB-2003			AHA	AHA	
3	2241	Bluegrass	01-SEP-2004	30-JUN-2009		BLUEGRASS	Kentucky bluegrass	
3	2246	Alaska1	01-JUL-2005			ALASKA1	testing 269	
3	2247	ALL	01-SEP-2003			ALL	American Lymphoma and Leukemia Soci	
3	2247	ALL	01-SEP-2003			ALL	American Lymphoma and Leukemia Soci	
3	2247	ALL	01-SEP-2003			ALL	American Lymphoma and Leukemia Soci	
3	2247	ALL	01-SEP-2003			ALL	American Lymphoma and Leukemia Soci	
3	2249	Bernie grant 2	01-JUL-2002			BERNIE1	Bernie grant 2	
3	2249	unc grant	15-MAR-2004	31-JAN-2005		UNC	UNC grant to study golf courses	

Steps

Follow these steps to access the Research Fund Inquiry Form (FRIFUND).

1. From the Fund Code Validation Form (FTVFUND) or the Research Accounting Fund Maintenance Form (FRMFUND), select **Research Fund Inquiry** from the **Options** menu.

   Note: This link is enabled only if the fund is associated with a grant on the Research Accounting Fund Maintenance Form (FRMFUND).

Generating Grant Reports

Introduction

There are several reports and processes you can generate within the grant portion of Research Accounting:

Grant Inception to Date Report

The Grant Inception to Date Report (FRRGITD) displays operating account information, from the inception of a grant or project, to the "as of" date specified when the report is executed. FRRGITD displays budget information, actual activity, commitments, and a calculated available balance. The report derives information from the Grant Ledger.

Note: This report may be run by Chart of Accounts for all grants, for a range of grants, or a selection of grants. You can also see the breakout of grant information by fund code(s) associated with the grant

Grant Budget Status Year Report

The Grant Budget Status Year Report (FRRGBFY) displays operating account information on a grant or project based on the fiscal year specified. FRRGBFY displays budget information, YTD activity, commitments, and a calculated available balance. The report derives information from the Operating Ledger.

Note: This report may be run by Chart of Accounts for all grants, a range of grants, or a selection of grants. You can also include accrual period activity on the report.

Grant Events Report

The Grant Events Report (FRREVNG) displays events or reminders associated with a grant. You can view events for a specific Personnel indicator, a specific time period, a range of grants, a specific grant, or a selection of grants. You can also view events which are pending, satisfied, or both. The format of the display may be selected by choosing a sort option. One option displays the responsible organization, the grant, and the Due dates for each event. With this option, you may also specify an organizational code, or a range of organizations. A second option displays events by grant code.

Grant Expenditures Report

The Grant Expenditures Report (FRRINDC) displays operating account activity by fund; organization; account type; account; and program for a grant, a range of grants, or a selection of grants. FRRINDC displays the account title, the account type to which the account code is linked, the total expenditure amount based on the “as of” date specified when the report was executed, the amount of indirect costs or overhead calculated on that direct cost, and the total of the direct and indirect costs. Totals are displayed for each fund, organization, account type, account, and program, with a grand total by grant.

Grant Budget Report

The Grant Budget Report (FRRBUDG) displays a specific budget, or a series of budget iterations that have been created through the Grant Budget Form (FRABUDG) for a specific grant. You will see a breakdown of grant budget information by fund, organization, program, activity, and location for each account code budgeted. The reports will also display the amounts for indirect costs and cost sharing.

Deferred Grant Process

The Deferred Grant Process (FRRGRNT), in conjunction with the System Control Maintenance Form (FOASYSC), enables you to control when indirect cost, cost share, and revenue recognition transactions are calculated. If you do not want the calculations to be performed on a real-time, transaction-by-transaction basis, then check the **Defer Calculations of I/C and C/S** field on the System Control Maintenance Form (FOASYSC). You can then run the Deferred Grant Process from Job Submission to perform the calculations.

Setting up Multiple-Year Encumbrances

Set up forms in Banner Finance

Perform the following steps to associate grant information from Banner Finance with fund codes used on labor distributions in Banner Human Resources and Position Control for encumbrance calculations.

1. On the Fiscal Year Maintenance Form (FTMFSYR), establish future fiscal years to allow for the creation of future fiscal years in Banner HR. Future fiscal years do not have to be open in Banner Finance.

2. On the Fund Type Maintenance Form (FTMFTYP), the **Encumber Multi Year Labor** check box must be checked to indicate that multi-year encumbering functionality will be used with this fund/grant combination. This value will default to the Research Accounting Fund Maintenance Form (FRMFUND) when creating the initial record. You can change this value.

   - If you change the value in this field for an existing record, the **Encumber Multi Year Labor** field on FRMFUND is not updated automatically. You will have to change this field manually.

   - If you change the value in this field for a fund type, you will also have to change any associated Research Accounting Fund records that exist on FRMFUND. The system reminds you to do this by displaying the following message: *Existing Fund records may need similar changes.*

3. Run the script ftvftyp.sql to update existing fund type records on FTMFTYP and associated Research Accounting Fund records on FRMFUND. This script prompts you to enter any existing fund types that you want to identify for multi-year encumbering. It cannot be used to create new fund types. For more information, refer to “New Script” on in the Banner Finance 8.0 Release Guide.

   This script is located in the ../finance/*** directory.

4. Create a Grant record on the Grant Maintenance Form (FRAGRNT).

5. Associate a Grant code with a Fund code on the Fund Code Maintenance Form (FTMFUND).

6. Ensure that the **Encumber Multi Year Labor** check box on the Research Accounting Fund Maintenance Form (FRMFUND) is selected. This enables multi-year encumbering functionality for a specific grant and fund code combination. If a fund code is not associated with a grant and you select the **Encumber Multi Year Labor** check box, the following error message displays: Encumber Multi Year Labor only allowed on Grant related records.

   Note: Any change made to the **Encumber Multi Year Labor** check box will be picked up when you run the Encumbrance Maintenance Process (NBPENCM) in Banner Position Control. This ensures that data is synchronized between Banner Finance and Banner Position Control.

Self Check

Directions

Use the information you have learned in this workbook to complete this self check activity.

Question 1

List the forms used to query a proposal.

Question 2

List the various Grant Reports that are available.

Answer Key for Self Check

Question 1

List the forms used to query a proposal.

- **Proposal Agency Inquiry Form (FRIASTP)**
- **Proposal Budget Totals Form (FRIBUDT)**
- **Proposal Budget Distribution Inquiry Form (FRIDBSP)**
- **Proposal/Budget Inquiry Form (FRIBUPD)**
- **Proposal Title Search Form (FRIKPRO)**
- **Proposal code Inquiry Form (FRIPROP)**
- **Proposal Status History Query Form (FRIPRST)**
- **Proposal Personnel Query Form (FRIPSTP).**

Question 2

List the various Grant Reports that are available.

- **Grant Inception to Date Report (FRRGITD)**
- **Grant Budget Status Year Report (FRRGBFY)**
- **Grant Events Report (FRREVNG)**
- **Grant Expenditure Report (FRRINDC)**
- **Grant Budget Report (FRRBUDG)**
- **Deferred Grant Process (FRRGRNT).**

Appendix

Section goal

The purpose of this section is to provide reference materials related to the workbook.

Forms Job Aid

Form	Full Name	Use this Form to...
FOAETXT	Entity Text Form	create text and associate it with grant, proposal, and PMS codes.
FOAIDEN	Person Identification Form	establish and maintain an ID number for a person or entity.
FOASYSC	System Control Maintenance Form	create and maintain global database values. With this form, users of the Research Accounting module can control the posting of indirect cost and cost share transactions to the grant ledger and the order in which Banner processes indirect costs and cost sharing.
FRABUDG	Grant Budget Form	create grant budgets.
FRABUDP	Proposal Budget Form	create proposal budgets.
FRAEVGA	Grant Events Assignment Form	attach event codes or event groups to a grant code.
FRAEVNG	Grant Event Action Form	satisfy or cancel an event that has been created or completed.
FRAEVNP	Proposal Event Action Form	satisfy or cancel an event that has been created or completed.
FRAGRNT	Grant Maintenance Form	enter or update grant information, as well as maintain agency information, key personnel information, and cost code information for indirect cost and cost share calculations on the grant.
FRAPROP	Proposal Maintenance Form	enter or update proposal information, as well as maintain agency information, key personnel information, and cost code information for indirect cost and cost share calculations on the grant.
FRIASTG	Grant Agency Inquiry Form	view and query grant activity associated with a specific agency.
FRIASTP	Proposal Agency Inquiry Form	view and query proposal activity associated with a specific agency.

Form	Full Name	Use this Form to...
FRIBDSG	Grant Budget Distribution Inquiry Form	view budget distributions for a grant.
FRIBDSP	Proposal Budget Distribution Inquiry Form	view budget distributions for a proposal.
FRIBUDG	Grant Budget Codes Inquiry Form	view and query grant budget information.
FRIBUDP	Proposal/Budget Codes Inquiry Form	view and query proposal budget information.
FRIBUDT	Proposal Budget Totals Form	perform an online query of a proposal's budget. This form enables you to view summarized budget data, account information, cost sharing amounts, and sponsor funded amounts.
FRIBUTG	Grant Budget Totals Form	view grant budget totals by account code or account type.
FRIEVNG	Grant Events Inquiry Form	view and query event codes for a grant or all grants associated with a PMS code.
FRIGITD	Grant Inception to Date Form	retrieve account or account type information including adjusted budget, inception-to-date actual activity, encumbrance, and available balance information.
FRIGRNT	Grant Codes Inquiry Form	view and query valid grant codes.
FRIGRST	Grant Status History Inquiry Form	view and query historical information for a grant. Information is displayed in chronological order, from the earliest date to the most recent date.
FRIGTRD	Grant Transaction Detail Form	view and query a detailed list of transactions for a grant. The transactions are listed by key values, which you can select in the Key block of this form.
FRIKGNT	Grant Title Search Form	search for a grant if you lack the grant code or title of the grant. You can use words, characters, or a combination of both to search for the title of a grant.
FRIKPRO	Proposal Title Search Form	search for a proposal by the words or characters in the proposal title.

Form	Full Name	Use this Form to...
FRIMEMO	Grant Memo Ledger Inquiry Form	track the amount of a grant's waived overhead, or *memos*, as defined on the Basis Definition Code Maintenance Form (FTMBASI).
FRIORGH	Grant Organization Inquiry Form	view and query grants associated with an organization code.
FRIPROP	Proposal Code Inquiry Form	query proposals and view general information about them.
FRIPRST	Proposal Status History Query Form	view proposal status history information.
FRIPSTG	Principal Investigator Grant Inquiry Form	view and query grant activity by personnel ID.
FRIPSTP	Proposal Personnel Query Form	monitor proposal activity by Personnel ID.
FRVEGRP	Event Group Validation Form	create event groups by associating events (such as billing events) with an event group code.
FRVEVNT	Event Code Validation Form	view, add, change, and delete event codes.
FRVISAC	Institution/Sponsor Account Maintenance Form	link accounts established by your institution to accounts established by a sponsoring agency and link account types established by your institution to accounts established by a sponsoring agency
FRVSACT	Sponsor Account Code Maintenance Form	view or modify the account codes linked to a sponsoring agency.
FTMAGCY	Agency Code Maintenance Form	create and maintain a list of agencies external to your installation for reporting purposes.
FTMBASI	Basis Definition Code Maintenance Form	define and establish a base code for cost calculations.
FTMCSTA	Cost Share Credit Account Code Maintenance Form	enter the accounts to which cost share amounts are to be credited, or to enter a fund code that can be used as an alternate fund to track cost share activity.
FTMCSTD	Cost Share Distribution Maintenance Form	enter the FOAPAL elements used for the cost or debit side of the cost share calculations on the grant fund.

Form	Full Name	Use this Form to...
FTMCSTR	Cost Share Rate Code Maintenance Form	enter cost share rate codes, and their related descriptions.
FTMFUND	Fund Code Maintenance Form	establish fund codes for a specific chart of accounts.
FTMINDA	Indirect Cost Charge Code Maintenance Form	enter the accounts and percentages for overhead charge calculations.
FTMINDD	Indirect Cost Distribution Maintenance Form	enter the FOAPAL distribution for the recovery of indirect charges.
FTMINDR	Indirect Cost Rate Code Maintenance Form	define an indirect cost rate code, which is a user-defined code that represents the percentage rate the sponsoring agency must contribute towards the expense.
FTMSDAT	System Data Maintenance Form	maintain information integral to the processing or maintenance of various transactions and/or reports within Finance.

Terminology

Agency

The external organization that provides funding in the form of a grant.

Examples: The National Science Foundation (NSF), the Center for Disease Control (CDC)

Direct cost

Tangible costs to an organization.

Examples: A person's salary, the price of supplies and equipment.

Indirect costs

Intangible costs to an enterprise associated with the cost to the institution for administering the grant. Indirect costs are typically calculated a percentage of some or all direct costs.