Award set up:

Determine the coding convention for grant funds based on sponsor hierarchy. Check FTVFUND for most current active funds and choose the next one in the sequence.

In FRAGRNT table:

MAIN MENU tab: Enter the new grant fund, using the information from the Award Coding Sheet pre-award to complete the remaining fields. Enter responsible ORG, can use query from here if required. Long and Short titles, query for Agency and select ‘save’ to population field. Query for Principal Investigator and select ‘save’ to pull name and USNH ID into FRAGRNT form. If no record is found, (which usually means they are a new PI) query FTMVEND to pull up the PI by name and copy the USNH ID into the field to complete.

Enter project start and end dates

New grants: Status A= active, or NFE = Not fully executed for projects with an approved Early Account Request form. This status will allow for necessary transactions to process while PSU waits for the form NoA.

Status date = usually the date the form is entered, but it can vary

Enter current amount, cumulative (optional) and maximum

Grant Type:

CA – cooperator agreement, CM – consortium, CT – contract **common**, FA – financial aid, GR – grant **most common**, OT – other

CDFA #, enter from Award coding sheet, or query from drop down menu, if non-federal funding enter “NONE”.

Enter Sponsor ID from Notice of Award or Contract.

After the MAIN MENU page is completed, wait for overnight to follow steps below “REQUEST A GRANT FUND”. The steps below can be completed now.

GRANT AGENCY tab: This is where you can specify the address type such as billing which will ensure the correct address when bills are run.

LOCATION tab: we do not use this field

COST CODE tab: this is informational only, when the new funds are requested via BannerFoapal is the time when the IDC fields are identified. Indirect Cost Basis (TDC, MTDC S&W) enter query and select appropriate basis. Indirect Cost Rate Code: query and choose appropriate rate PON17 = PSU federally negotiated on-campus rate FY17, (the actual rate is listed on the right hand side of screen) POFF17 = PSU federally negotiated off campus rate FY17, IDC 10 – Misc rate @ 10%

INDIRECT Cost Charge Account Code: IDCCD is the only choice
INDIRECT COST DISTIBUTE TO CODE: PSCDST

BILLING Tab:

Example NSF – PMS/LOC billing

To set up details in billing, go to ‘related’ and choose “Billing Frequency Information (FRAEVGA)

Example NSF- PMS/LOC billing frequency
User must enter “Default Responsible User ID” field in order to get the events to populate at the bottom of the screen.

EXAMPLE – Regular billing or Subaward billing, excluding Subawards to PSU from UNH. These are manual billing.
Billing Frequency for regular billing or subaward other than award from UNH

When entering for a monthly billing: enter EVENT CODE – generally “BILL”
FREQUENCY: choose options based on sponsor award, Monthly, **most frequent**, weekly, quarterly, semi-annually, annually.

In this case, the grant began 9/1/17, in set up, enter 9/30/17 in DATE FROM field, this ensures all transactions from 9/1/17 are included in the billing. PERIOD TO will auto chance to this same date. Enter DATE TO as the final day of the month. This section of coding is VERY IMPORTANT.

Bill format: GENS = Generic Short form, used most often. Other choices are in the pull down.

Enter DEFAULT RESPONSIBLE USER ID

Go to NEXT SECTION, which should populate the event bill dates requested. Double check dates, and frequency. P=Pending, S=Satisfied
USER DEFINED DATA tab:

Click on query for SEFA Classification – RESDEV = Research and Development, SFA – Student Financial Aid, OTRIO – Other Trio, OTHER – other.

This table can be used as an event schedule/reminder.

To Enter Budget: go to related, choose Grant budget information: FRABUDG

Enter grant fund, budget code CN = contract new, BC1 = budget change #1 to add or modify budget. Provide brief reason for budget, (enter original budget, mod#2 on subaward) Save and go to Next Section. Tab down to budget lines, enter appropriate account code, tab to right to enter dollar amount, tab down and enter all budget lines in whole dollars. Total should match sponsor approved funding. Next Section, enter BGR1 = sponsor approved budget and fiscal period. Save. The budget will populate into FRIGITD, normally in a few hours. NOTE: This table does not allow for cents. For budgets with cents that must be enter per sponsor, use FGAJVCD and BGR1.
TO REQUEST A NEW GRANT FUND:

The FRAGRNT record must be entered and the overnight feed must process prior to the next step.

At this point, request the new grant fund via: Enterprise Systems Gateway Request Fund [http://finadmin.usnh.edu/request/fund.aspx](http://finadmin.usnh.edu/request/fund.aspx). Login in, use “copy fund” either by same PI, or same sponsor set up for billing, IDC etc.

Enter Grant CODE first, if the feed as occurred, the Grant name will populate the field if the overnight feed has processed.

Enter the Fund Code (if it’s a one to one relationship) the grant and the fund will be the same. (There are instances of 1 grant and multiple funds attached)

Query for Financial Manager

Enter Effective date *must* match the start date in the FRAGRNT table

Enter Default ORG

Fund type P1

Enter reason for fund request “new award from xxxx”

Tab to budget controls- Override defaults, always check NO

Tab to: Fringe Benefits- always check RESTRICTED

Tab to Grant Details: Enter A/R, Cash Bank Code (either P1, or U3 if federal), Revenue Account (query for correct account code), Unbilled A/R (choose account code by federal or non-federal source)

Grant F&A Rates: from Account set up sheet, query Indirect Cost Basis (S&W, MTDC, TDC)

Indirect Cost Rate query by code, PON17 = federally negotiated ON-CAMPUS rate approved in FY17. (Other example IDC10 = Miscellaneous rate @ 10%, Many options to choose from)

Indirect Cost Charge Account: always IDCCD

Indirect Cost Distribute To Code: always PSCDST

Attributes are check by USNH BannerFoapal

Information: grant award $

Restriction: always YES

Internally Designated: NO

Operations affiliated with external organization: YES

Self-Supporting: NO
Sales of Goods and Services: NO
Bills issued for sales or services to customers: NO
Inventories of goods held for resale: NO
Unrelated Business Income Tax or NH Meals & Room Tax applicable to account activities: NO
Person Responsible for Reconciliation: XXXX XXXXXXX

Check entries on each tab, click “Complete/Approve” the fund request goes to PSU queue for approval then to USNH.

When approved at USNH, email will be sent to requestor from Banner Finance Production which contains the details of the contained in the form. Most often, the feed will process overnight and the budget can be entered. See steps above.