Title: Be specific (i.e. Award Set Up in Banner Finance)

Award Set Up Banner Finance

Version: (1-11-14-2019 version number and date released)
1-5-13-2019

Prepared by: (Name of Author, Title)
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Approved by: (Name, Director of Office of Sponsored Programs 11-14-2019)
Heather Arnold, Director Sponsored Programs

Position authorized to execute this procedure: (Position, Title)
Post Award Accountant

Purpose/goal of procedure: (Briefly explain what procedure will accomplish)
Establish sponsored program in Banner Finance to record and manage all related transactions.

Technology Access Required: (Banner Finance, Sponsor Portal, USNH Enterprise Systems Gateway, Be specific)
Banner Finance

Procedure: (Detail the steps needed to execute procedure. Include screen shots of technology interfaces.)

1. 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.

   2. In FRAGRNT table, MAIN MENU tab:
      
      *Use Pre-Award Coding Sheet as reference.*
      *Use Query function and populate field using ‘save’.*
      
      a. Enter the new grant fund.
      b. Enter responsible ORG
      c. Query for Principal Investigator (PI) and select name and USNH ID. 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.
      d. Enter project start and end dates.
      e. 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.
      f. Status date = usually the date the form is entered, but it can vary
      g. Enter current amount, cumulative (optional) and maximum
      h. Grant Type: CA – cooperator agreement, CM – consortium, CT – contract **common**, FA – financial aid, GR – grant **most common**, OT – other
      i. CDFA #, enter from Award coding sheet, or query from drop down menu, if non-federal funding enter “NONE”.
      j. Enter Sponsor ID from Notice of Award or Contract.

   3. 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.
4. **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.

5. **LOCATION** tab: We do not use this field.

6. **COST CODE** tab: This is informational only, when the new funds are requested via Banner FOAPAL 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%

7. **INDIRECT Cost Charge Account Code**: IDCCD is the only choice.

8. **INDIRECT COST DISTIBUTE TO CODE**: PSCDST

9. **BILLING** tab:

Example NSF – PMS/LOC billing

<table>
<thead>
<tr>
<th>Agency</th>
<th>National Science Foundation (NSF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMS Code</td>
<td>647PMS</td>
</tr>
<tr>
<td>Billing Exclusion Code</td>
<td></td>
</tr>
<tr>
<td>Budget Limit</td>
<td>Total Budget</td>
</tr>
<tr>
<td>Indicator</td>
<td></td>
</tr>
<tr>
<td>Payment Fund Code</td>
<td>647LOC</td>
</tr>
<tr>
<td>Undistributed Cash</td>
<td>212401</td>
</tr>
<tr>
<td>Refund Account</td>
<td>212401</td>
</tr>
<tr>
<td>Billing Address Type</td>
<td>BI</td>
</tr>
<tr>
<td>Sequence Number</td>
<td>1</td>
</tr>
</tbody>
</table>

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

Example NSF - PMS/LOC billing frequency
b. 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 which are examples of manual billing.
c. Billing Frequency for regular billing or subaward other than award from UNH

d. When entering for a monthly billing: enter EVENT CODE – generally “BILL”

e. FREQUENCY: choose options based on sponsor award; Monthly (most frequent), weekly, quarterly, semi-annually, annually. In this example, the grant began 9/1/17.

f. In set up, enter 9/30/17 in DATE FROM field to ensure all transactions from 9/1/17 are included in the billing. PERIOD TO will auto change to this same date.

g. Enter DATE TO as the final day of the month. This section of coding is VERY IMPORTANT.

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

i. Enter DEFAULT RESPONSIBLE USER ID

j. Go to NEXT SECTION, which should populate the event bill dates requested. Double check dates, and frequency. P=Pending, S=Satisfied