

PSU Sponsored Program Procedure

Separate procedures based on use of different databases/technology and if approval/release is required. Use Calibri 12 pt font.

<p>Title: Be specific (i.e. Award Set Up in Banner Finance) Award Set Up Banner Finance</p>
<p>Version: (1-11-14-2019 version number and date released) 1-5-13-2019</p>
<p>Prepared by: (Name of Author, Title) Liane Sutcliffe, Post Award Accountant</p>
<p>Approved by: (Name, Director of Office of Sponsored Programs 11-14-2019) Heather Arnold, Director Sponsored Programs</p>
<p>Position authorized to execute this procedure: (Position, Title) Post Award Accountant</p>
<p>Purpose/goal of procedure: (Briefly explain what procedure will accomplish) Establish sponsored program in Banner Finance to record and manage all related transactions.</p>
<p>Technology Access Required: (Banner Finance, Sponsor Portal, USNH Enterprise Systems Gateway, Be specific) Banner Finance</p>
<p>Procedure: (Detail the steps needed to execute procedure. Include screen shots of technology interfaces.)</p>
<ol style="list-style-type: none"> 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.
<ol style="list-style-type: none"> 2. In FRAGRNT table, MAIN MENU tab: <ul style="list-style-type: none"> <i>Use Pre-Award Coding Sheet as reference.</i> <i>Use Query function and populate field using 'save'.</i> 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.
<ol style="list-style-type: none"> 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 Example NSF – PMS/LOC billing 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.
 - a. Indirect Cost Basis (TDC, MTDC S&W) enter query and select appropriate basis.
 - b. 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 DISTRIBUTE TO CODE: PSCDST
9. BILLING Tab:

Example NSF – PMS/LOC billing

The screenshot shows the Banner Billing tab for Grant 647022. The interface includes a navigation menu on the left and a main form area. The form is divided into several sections:

- Agency:** 961152880 National Science Foundation (NSF)
- PMS Code:** 647PMS PSU Natl Science Foundation LOC
- Billing Exclusion Code:** (Empty)
- Budget Limit Indicator:** Total Budget
- Payment Fund Code:** 647LOC PSU NSF LOC
- Undistributed Cash Receipt Account:** 212401 Grants undistributed payments - LOC
- Refund Clearing Account:** (Empty)
- Billing Address Type:** BI
- Sequence Number:** 1
- Last Invoice Number:** 10
- 1034 Billing Format Extension:** (Empty)
- Bill If Budget Line Exceeded:** (Empty)
- Bill If Minimum Not Reached:** (Empty)
- Bill If Budget Total Exceeded:** N
- Budget Check Source:** Maximum Billing Limit
- Billing Start Date:** 05/15/2018
- Billing End Date:** 04/30/2020
- Billing Limits:**
 - Minimum: 0.00
 - Maximum: 182,530.00
 - Cumulative: 66,287.59
- Deferred Account Code:** 112104 Grants Deferred AR

- a. To set up details in billing, go to 'Related' and choose "Billing Frequency Information (FRAEVGA)

Example NSF- PMS/LOC billing frequency

USNH Banner (BPRD) | New Tab | <https://usnhadxe00.unh.edu/applicationNavigator/seamless>

Grant Events Assignment Form FRAEVGA 9.3.3 (BPRD)

Grant Code: 647022 REU:N.E. Collaborative Atmospheric Agency: 961152880 National Science Foundation (NSF) Start Over

PMS Code: Process All Grants: Management: Event Management Group Management

GRANTS Insert Delete Copy Filter

Grant *	Grant Description
647022	REU:N.E. Collaborative Atmospheric

1 of 1 | 5 Per Page | Record 1 of 1

GRANT EVENTS ASSIGNMENT DETAILS Insert Delete Copy Filter

Event Code * Letter of Credit Drawdown Frequency: (None)

Alternate Description

Payment Method

Type Ind

Period To

Number Of Days

Reminder

Bill Format Federal Cash Transactions Report

Number of Days

Date From

Default Responsible

User ID

Date To

Default Proxy User ID

Begin Date Default Fixed Schedule

1 of 1 | 1 Per Page | Record 1 of 1

EVENTS Insert Delete Copy Filter

Sequence	Responsible User ID	Responsible User ID Description	Due Date	Text	Status *	Bill Period to Date
1	LIANES	Sutcliffe, Liane	06/11/2018	N	P	

1 of 1 | 10 Per Page | Record 1 of 1

- 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.

USNH Banner (BPRD) x New Tab x +
 https://usnhadxe00.unh.edu/applicationNavigator/seamless

ellucian Grant Maintenance Form FRAGRNT 9.3.8 (BPRD)

Grant: 64U098 Proposal: Grant Text Exists: Start Over

Main Grant Agency Location Cost Code Personnel **Billing** User Defined Data Effort Reporting Pass Through Agency

BILLING Insert Delete Copy Filter

Agency 935966953 University of Connecticut

PMS Code	<input type="text"/>	Last Invoice Number	<input type="text" value="15"/>
Billing Exclusion Code	<input type="text"/>	1034 Billing Format Extension	<input type="text"/>
Budget Limit Indicator	Total Budget	Bill If Budget Line Exceeded	<input type="text"/>
Payment Fund Code	64U098 Eversource-UCONN Predictive Storm	Bill If Minimum Not Reached	<input type="text"/>
Undistributed Cash Receipt Account	212402 Grants undistrib payments-NonLOC	Bill If Budget Total Exceeded	N
Refund Clearing Account	210030 Grant Refund Clearing	Budget Check Source	Maximum Billing Limit
Billing Address Type	Bl	Billing Start Date	09/06/2017
Sequence Number	9	Billing End Date	03/31/2019

Billing Limits

Minimum	0.00	Maximum	146,803.00
Cumulative	107,971.62	Deferred Account Code	112104 Grants Deferred AR

- 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

Grant Code: 64U098 Eversource-UCONN Predictive Storm a Agency: 935966953 University of Connecticut Start Over

PMS Code: Process All Grants: Management: Event Management Group Management

GRANTS Insert Delete Copy Filter

Grant *	Grant Description
64U098	Eversource-UCONN Predictive Storm a

Record 1 of 1

GRANT EVENTS ASSIGNMENT DETAILS Insert Delete Copy Filter

Event Code * <input type="text" value="BILL"/> ... Bill to Sponsor	Frequency <input type="text" value="Monthly"/>
Alternate Description <input type="text"/>	Payment Method <input type="text" value="Cost Reimbursement"/>
Number Of Days <input type="text"/>	Type Ind <input type="text"/>
Reminder <input type="text"/>	Period To <input type="text" value="09/30/2017"/>
Number of Days <input type="text"/>	Bill Format <input type="text" value="GENS"/> ... Generic Bill Short Format
Date From <input type="text" value="09/30/2017"/>	Default Responsible <input type="text"/>
Date To <input type="text" value="03/31/2019"/>	User ID <input type="text"/>
Begin Date <input type="text" value="(None)"/>	<input type="button" value="Default Proxy User ID"/>
	<input type="button" value="Default Fixed Schedule"/>

Record 1 of 1

EVENTS Insert Delete Copy Filter

Sequence	Responsible User ID	Responsible User ID Description	Due Date	Text	Status *	Bill Period to Date
1	LIANES	Sutcliffe, Liane	09/30/2017	N	S	10/31/2017
2	LIANES	Sutcliffe, Liane	10/31/2017	N	S	10/31/2017
3	LIANES	Sutcliffe, Liane	11/30/2017	N	S	11/30/2017
4	LIANES	Sutcliffe, Liane	12/31/2017	N	S	12/31/2017
5	LIANES	Sutcliffe, Liane	01/31/2018	N	S	01/31/2018
6	LIANES	Sutcliffe, Liane	02/28/2018	N	S	02/28/2018
7	LIANES	Sutcliffe, Liane	03/31/2018	N	S	03/31/2018
8	LIANES	Sutcliffe, Liane	04/30/2018	N	S	04/30/2018
9	LIANES	Sutcliffe, Liane	05/31/2018	N	S	05/31/2018
10	LIANES	Sutcliffe, Liane	06/30/2018	N	S	06/30/2018

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