PSU Sponsored Program Procedure

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

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

LOC Application of Payment

Version: (1-11-14-2019 version number and date released)
1-3-16-2020

Prepared by: (Name of Author, Title)
Liane Sutcliffe, Grants Accountant

Approved by: (Name, Director of Office of Sponsored Programs 11-14-2019)
Heather Arnold, Grants Administrator & Compliance Officer

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

Purpose/goal of procedure: (Briefly explain what procedure will accomplish)
Instruction in how to apply LOC payments in Banner Finance FZAAREV

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

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

1. When sponsor confirmation is received by S. Reynolds (or person completing LOC drawdown), the following process can be initiated to apply the electronic payment in Banner Finance.

<table>
<thead>
<tr>
<th>Transaction ID</th>
<th>Disbursement Number</th>
<th>Date Certified / Prepared</th>
<th>Certified/Prepared By</th>
<th>Total # of Awards</th>
<th>Payment Transaction Total</th>
<th>Payment Date Requested</th>
<th>Transaction Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>236741</td>
<td></td>
<td>02/06/2020 14:23:35</td>
<td>Reynolds, Sarah</td>
<td>2</td>
<td>$8,915.83</td>
<td>02/27/2020</td>
<td>Warehoused</td>
</tr>
</tbody>
</table>

Sarah Reynolds
Accountant

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2. Using FZAAREV, leave grant and agency fields blank, enter PMS code (647PMS, 684PMS, or 693PMS)

3. Enter detail code “XGLC” (grant payment LOC)

4. In “Amount” field, enter “=” and the dollar amount of the transaction
5. Click “Distribute to Grants”

6. View the lines and verify the application of payment, then click “Distribute”

7. The screen will populate with the billing run in FRRBILL XBGL and the payment just applied in XGLC. If correct, click “save”. If errors are found, “X” out of transaction and review for problems.

8. To confirm payment transaction was process, scroll right, the feed indication should = “Y”. After the feed processes, the document # and feed dates will post.