

# Banner Grant Setup Instruction

Sponsored Projects Administration

Revised May 16, 2017

# Table of Content

<b>1. INTRODUCTION .....</b>	<b>1</b>
<b>2. RESTRICTED FUND STRUCTURE .....</b>	<b>1</b>
<b>3. GRANT FORMS .....</b>	<b>4</b>
STEP 1: FRAGRNT (GRANT MAINTENANCE FORM) .....	4
STEP 2: FTMFUND (FUND CODE MAINTENANCE FORM) .....	11
STEP 3: FRMFUND (RESEARCH ACCOUNTING FUND MAINTENANCE FORM) .....	14
STEP 4: FTMACCI (ACCOUNT INDEX CODE MAINTENANCE) .....	17
STEP 5: FRAEVGA (GRANT EVENT ASSIGNMENT) .....	18
STEP 6: FRABUDG (GRANT BUDGET FORM) .....	20
<b>4. SCAN AND INDEX USING THE BANNER DOCUMENT MANAGEMENT SYSTEM (BDMS) .....</b>	<b>23</b>
SETTING UP THE SCANNER .....	23
SCANNING DOCUMENTS .....	29
INDEXING THE SCANNED DOCUMENTS .....	32
VIEWING AN INDEXED DOCUMENT .....	34
<b>5. APPENDICES.....</b>	<b>36</b>

## 1. Introduction

The purpose of this instruction is to help financial administrator to establish a grant code in Banner. Use the following steps to set up a grant code. These steps are guidelines and may change according to policies and procedures.

Step	Form	Action
1	FRAGRNT (Grant Maintenance)	Identify grant account and grant information such as project start/end date, dollar amount, agency, principle investigator and financial administrator.
2	FTMFUND (Fund Code Maintenance)	Establish Level 3 and Level 4 Funds
3	FRMFUND (Fund Code Maintenance)	Establish rates such as facility support, overhead and fixed fee for a particular FUND or modify an existing FUND record.
4	FTMACCI (Account Index Code Maintenance)	Prevent overriding default Organization and Program codes for an existing fund
5	FRAEVGA (Grant Event Assignment)	Link invoicing and reporting events to a grant
6	FRABUDG (Grant Budget)	Setup initial budget for a grant

## 2. Restricted Fund Structure

Prior to setting up Grant determine appropriate codes for the following 4 fields plus determine if IDC, CS and agency codes currently exist for new agreement. Refer to discussion on page 21 (of this manual) in order to establish unique IDC or CS code if required.

For an agreement with cost share - first determine if it is appropriate to automate the transfer of funds into the SR exhibit. Refer to SPA's narrative on cost share - tracking mechanisms.

- 1) **Grant No.:** It is possible to have multiple funds/tasks under one grant. Use same Grant number if you want funds/tasks to invoice together. For cost share, you can code the level 3 similarly so the activity will group together for reporting/tracking purposes but use a different Grant number so it won't invoice together. Normally, the Grant number should consist of 4 characters sometimes 5.
- 2) **FUND No.:** Observe following coding convention for determining appropriate first character, FUND number should consist of 6 characters:

Prefix	Agency	Description
A	Army	Dept of Defense
F	Air Force	
N	Navy	
D	DOE	Dept of Energy
B	EPA	Environmental Protection Agency
Y	NASA	NASA
S	NSF	National Science Found
R	Other Federal	Other Federal
U	USGS	U.S. Geological Survey
M	MISC	Misc Restricted *
P	Main Campus	Private
T	EMRTC	
Z		Internal Accounts for SPA

- 3) **Organization:** this is equivalent to department codes previously used in SPA. Master Organization Hierarchy Report can be viewed at H/Common/Banner Finance/COA/orgs
- 4) **Program:** Sponsored Activities in SPA can be one of two functions: a) Organized Research which is the systematic study directed toward fuller knowledge of the subject involved and includes rigorous inquiry, experiment or investigation (P = 29000), or b) Other Sponsored Activities defined as externally funded projects that do not involve research such as construction projects, teaching/training programs, etc. (P=29001).

Program Code	Description
29000	Sponsored Research
29001	Other Sponsored Research

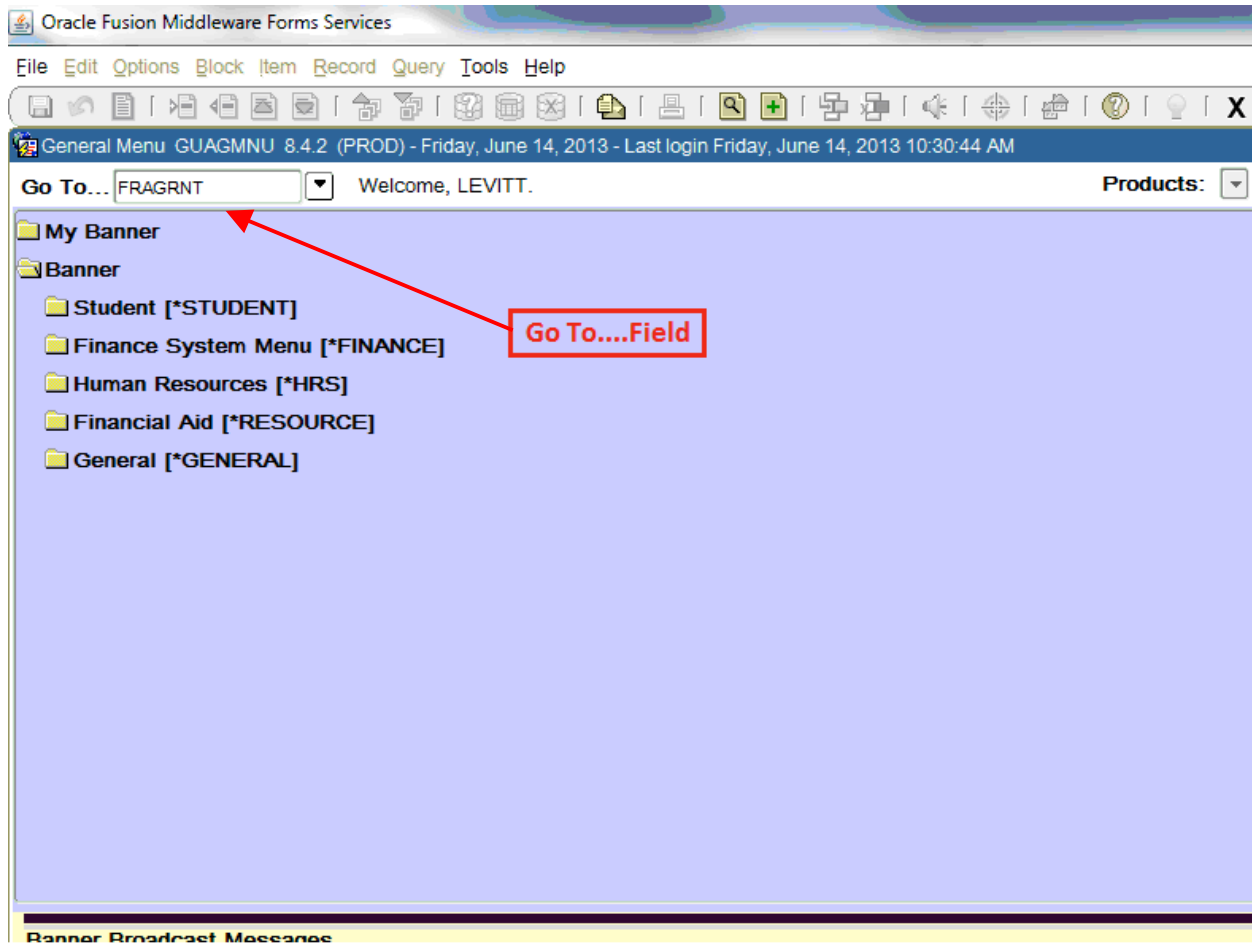
- 5) **Grant and Contract Fund Hierarchy:**  
Observe following Grant and Contract Fund Hierarchy:

Level 1	Description	Level 2	Level 3	Level 4
FED	Federal Awards			
		ARMY	G&C FUND non data enterable	G&C Data enterable FUND
		EPA	G&C FUND non data enterable	G&C Data enterable FUND
		DOE	G&C FUND non data enterable	G&C Data enterable FUND
		AFORCE	G&C FUND non data enterable	G&C Data enterable FUND
		NAVY	G&C FUND non data enterable	G&C Data enterable FUND
		NSF	G&C FUND non data enterable	G&C Data enterable FUND
		USGS	G&C FUND non data enterable	G&C Data enterable FUND
		NASA	G&C FUND non data enterable	G&C Data enterable FUND
		OTHFED	G&C FUND non data enterable	G&C Data enterable FUND
STATE 1	State Awards Includes NM Universities and NM Agencies	STATE	G&C FUND non data enterable	G&C Data enterable FUND
		NMWRRI	G&C FUND non data enterable	G&C Data enterable FUND
MISRT1	Miscellaneous Restricted includes other Universities	MISRTD	G&C FUND non data enterable	G&C Data enterable FUND
PRI	Private Awards	VPRI	Various Private G&C FUND non data enterable	G&C Data enterable FUND
		EMRTC	G&C FUND non data enterable	G&C Data enterable FUND
INTER1	Internal Funds	Internal Funds G&C Usage <b>only</b>		

### 3. Grant Forms

#### Step 1: FRAGRNT (Grant Maintenance Form)

To access FRAGRNT Form after logging into banner, type “*FRAGRNT*” in the “*Go To..Field*”, then press the Enter key on your keyboard.



BANNER assumes you are entering a new record when you log into a screen. If you want to check status of an existing record in most screens, hit F7 to clear, click on enter query or tab to field you are interested in, populate field and then click on execute query (F8) to see if the record exists. FRAGRNT doesn't work this way. Anything entered directly into FRAGRNT can be saved.

Oracle Fusion Middleware Forms Services: Open > FRAGRNT

File Edit Options Block Item Record Query Tools Help

Grant Maintenance FRAGRNT 8.9.0.11 (PROD)

Grant: MWAV Proposal: Grant Text Exists

1 2 3 4 5 6 7 8 9

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

Chart of Accounts: Responsible Organization: 20500 Earth & Environmental Science

Long Title: Western Consortium for Watershed Analysis, Visualization, and Exploration

Title: WC-WAVE Requires Effort Certification

Agency: UNM University of New Mexico

Principal Investigator ID: 900307609 Cadol, Daniel D.

Project Start Date: 01-AUG-2013 Project End Date: 31-JUL-2017 Proposal:

Termination Date: Expenditure End Date: Pass Through Indicator

Status: AC Active Status Date: 17-JAN-2017

Alternate Description: Amount of Funding

Current Amount: 198,436.00 Cumulative Amount: 198,436.00 Maximum Amount: 198,436.00

Total Recipient Share: Related Grant:

Grant Type: GT Grant

Category: N No Cost Share is Not req'd on Award

Sub Category: STFS State of NM Fed Sub Non DoD

CFDA Number: 47.079 Sponsor ID: 063030-8746

Enter Chart of Accounts; LIST is available

Record: 1/1 List of Valu... <OSC>

**Amount of funding:** current, cumulative and maximum refers to value committed by agency for award (possibly incremental funding) as opposed to value of any one fund/task.

**Tip:** Enter the project end date on FRAGRNT and use that as a guide, since many grants get extensions of one sort or another. The termination date on FTMFUND should then be set at the actual project end date; the expenditure end date should be set 3 months out or at the end of the current fiscal year (or the following one if that would be less than 90 days). Use a 6/30/xx format for IDC to calculate. The termination date on FRMFUND should equal the term date on FTMFUND.

Various screens within FRAGRNT include the following. Note this information can be accessed directly by selecting tabs located in screen or by selecting "Options" and scrolling to specific feature.

- 1) **Main** - contains header/general award information.
- 2) **Agency** - enter contact POC info.
- 3) **Location** – currently not in use but intended for Property location purposes.
- 4) **Cost Code** – not in use at this time.
- 5) **Personnel** - enter Primary PI, co-PI, financial administrator, etc .
- 6) **Billing information** – must be filled out for every new award.

Choose **PMS Code**: Monthly Standard (most awards), Monthly Standard 2 (all NSF awards), Quarterly Standard quarterly billing, or Scheduled Payment if billing will not be run until completion.

Set the **Budget Limit Indicator** to “Total Budget”.

Enter the FUND or INDEX of the award in **Payment Fund Code**.

Enter 230401 as the **Undistributed Cash Receipt Account**.

Enter 230407 as the **Refund Clearing Account**.

Place a "Y" in "**Bill if Minimum not reached**".

Enter “Grant Ledger” as the **Budget Check Source**.

The **Billing Limit** "Minimum" defaults to zero - CLEAR OUT.

Enter 230202 as the **Deferred Acct Code**.

- 7) **User Defined Data** - use for billing copy information
- 8) **Effort Reporting** - currently not in use. UNCHECK THE BOX.

Following screens **MUST** be populated and maintained. They are accessed by the selection of "Options" on tool bar:

- a) **Pass Through Agency Distribution: equivalent** to our funding source codes i.e., identify primary and secondary source of funding to Tech.
  - **To enter data:**
    - Select Options
    - Select Pass Thru Agency Distribution



- Enter Agency Code and % of Funding
- Save Record
- **To Delete Data:**
  - Select Options
  - Select Pass Thru Agency Distribution
  - Allow popup box to appear
  - Select Record Remove 2x
  - Click "Yes" to save changes
  - Close popup box

The screenshot shows the Oracle Fusion Middleware Forms Services interface for a grant record. The 'Options' menu is open, and 'Pass Through Agency Distribution' is highlighted with a red box. The main form displays various fields for the grant, including Agency Code (20900), Title (Research Fund Maintenance [FRMFUND]), Project End Date (03-FEB-2015), and Amounts (Current, Cumulative, and Maximum all at 21,038.00).

Oracle Fusion Middleware Forms Services: Open > FRAGRNT

File Edit Options Block Item Record Query Tools Help

Main

Grant Information

Location Information

Grant Cost Code Information

Personnel Information

User Defined Data

Main Fund Information

Billing Information

Chart Copy Grant Information

Long **Pass Through Agency Distribution**

Agency Research Fund Maintenance [FRMFUND]

Principal Grant Inception to Date [FRGITD]

Project Text Information [FOATEXT]

Term Status History [FRIGRST]

Status Grant Budget Information [FRABUDG]

View Hierarchy [FGQAGYH]

Responsible Organization: 20900 Physics

Title: Research Fund Maintenance [FRMFUND] Massive Protostar IRAS15562-3959

Agency: Smithsonian Astrophysical Observatory

Principal Investigator: [Redacted] ofner, Peter

Project End Date: 03-FEB-2015

Expenditure End Date: [Redacted]

Proposal: [Redacted]

Requires Effort Certification

Pass Through Indicator

Status Date: 04-FEB-2013

Alternate Description: [Redacted]

Current Amount: 21,038.00 Cumulative Amount: 21,038.00 Maximum Amount: 21,038.00

Total Recipient Share: [Redacted]

Related Grant: [Redacted]

Grant Type: GT Grant

Category: N No Cost Share is Not req'd on Award

Sub Category: OTFS Other Fed Sub Non DoD

CFDA Number: [Redacted] Sponsor ID: GO3-14005X

Pass Through Agency Distribution Info FRAGRNT 8.6.1.5 (PROD)

Agency Code		Percentage
NASA	National Aeronautics & Space Administration	100.00
<b>Total:</b>		100.00

b) **FOATEXT (Text Information):** use this screen to track and maintain specific award requirements such as agency approval to reimburse travel costs at federal rates.

Oracle Fusion Middleware Forms Services: Open > FRAGRNT

File Edit Options Block Item Record Query Tools Help

Main  
Agency Information  
Location Information  
Grant: Cost Code Information  
Personnel Information  
User Defined Data  
Ma: Fund Information  
Billing Information  
Chart: Copy Grant Information  
Long: Pass Through Agency Distribution  
Title: Research Fund Maintenance [FRMFUND]  
Agenc: Grant Inception to Date [FRIGITD]  
Princi: **Text Information [FOATEXT]**  
Projec: Status History [FRIGRST]  
Termi: Grant Budget Information [FRABUDG]  
Status: View Hierarchy [FGQAGYH]

Grant Text Exists

Responsible Organization: 20900 Physics  
Responsible Protostar IRAS15562-3959  
Responsible Protostar 1  
Smithsonian Astrophysical Observatory  
Responsible Officer, Peter

Project End Date: 03-FEB-2015  
Expenditure End Date:

Requires Effort Certification  
Proposal:   
 Pass Through Indicator  
Status Date: 04-FEB-2013

Alternate Description:

Current Amount: 21,038.00 Cumulative Amount: 21,038.00 Maximum Amount: 21,038.00  
Total Recipient Share:  
Related Grant:  
Grant Type: GT Grant  
Category: N No Cost Share is Not req'd on Award  
Sub Category: OTFS Other Fed Sub Non DoD  
CFDA Number: Sponsor ID: GO3-14005X

Oracle Fusion Middleware Forms Services: Open > FRAGRNT - FOATEXT

File Edit Options Block Item Record Query Tools Help

General Text Entry FOATEXT 8.4.0.1 (PROD)

Type: GRT Code: MRFM Default Increment: 10

Text	Print	Line
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

This is an extremely useful screen for adding general notes relating to a specific agreement. Under "Type" enter "GRT" you can then select a particular grant to annotate. Use this screen to add items that are not allowable or special requirements or other useful information that makes it easy to administer the award either by the contract administrator or someone in their absence.

Items to address: cost share requirements and related shadow accounts, property title issues.

- c) **Copy grant:** a feature under "Options" on the tool bar that can be used when creating multiple grants with similar characteristics. Be sure to delete cumulative billed amount on billing window.

Following two fields within "Main" tab in FRAGRNT should be populated in the following manner.

- **Category** - Used to determine if cost share is required on award: Y = Yes, N = No.
- **Subcategory Field on first screen (header)** - Purpose is to identify the primary and secondary source of funds for reporting purposes.

➤ Use the following codes (Refer to footnote No. 1):

Use the following codes (Refer to footnote No. 1):

- DD Department of Defense
- FD Federal Non -DOD
- FDCS Federal Non-DOD Cost Share
- IN Internal
- (2) ST State of NM funding agencies including NM universities.
- STDS State of NM - Department of Defense Subaward.
- STFS State of NM Federal Subaward (non-DOD)
- STCS State Cost Share
- (3) OT Other Funding Sources - Other States funding agencies including universities
- OTDS Other Funding Sources - Department of Defense Subaward
- OTFS Other Funding Source - Federal Subaward (non-DOD)
- OTCS Other Funding Source -Cost Share
- PR Private
- PRDS Private - Department of Defense Subaward
- PRFS Private - Federal (non-DOD) Subaward
- (4) NP Non-profit
- NPFS Non-Profit Federal Subaward

➤ Notes: Currently four character field (Attributes Field No.18-FUNDS-SOURCE). First two characters primary funding source and second two

characters represent secondary funding source where identified.

1. Primary & Secondary funding source should never both be from federal source.
2. Reserved for State of NM funding agencies includes educational institutions.
3. OTHER - Other states funding agencies including educational institutions.
4. Non-profit agency and Non-profit federal pass through.

➤ Rate structure for each fund/task can be changed on FRMFUND

## ***Step 2: FTMFUND (Fund Code Maintenance Form)***

Oracle Fusion Middleware Forms Services: Open > FTMFUND

File Edit Options Block Item Record Query Tools Help

Fund Code Maintenance FTMFUND 8.4 (PROD)

Chart of Accounts: [dropdown]  Active Status Last Activity Date: 26-MAR-2013

Grant: [dropdown]

Proposal: [dropdown]

Fund: **LEVEL 3 FUND** → MRFM Title: GO3-14005X

Effective Date: 01-JUL-2012 Termination Date: [dropdown] Next Change Date: [dropdown]

Expenditure End Date: [dropdown] **Blank** →  Data Entry

Fund Type: 29 Grants & Contracts  Fund Requires Effort Certification

Predecessor Fund: MISRTD Misc. Restricted Grants & Contracts  Fund Requires Effort Allocation

Financial Manager: 900165716 Peralta, Andrea

Unbilled AR Account: [dropdown]

Revenue Account: [dropdown]

Bank: V1 Vendors

Cash Receipt Bank Code: CO Comptrollers

Capitalization Fund Indicator: Cap Different or No Cap

Capitalization Equity Account: [dropdown]

Capitalization Fund: [dropdown]

Multiple Fund Balance Indicator: (None)

Restriction Indicator: (None)

Defaults: Organization [dropdown] Program [dropdown] Activity [dropdown] Location [dropdown]

Purpose of this form is to establish Level 3 and Level 4 FUNDS. Link a Grant to a Level 4 FUND and Level 3 to a Level 2 FUND. Establishes the relationship in Tech's COA.

Establish Level 3 FUND first and then Level 4 FUND. Leave TERM and EXP END DATE fields blank in Level 3. Note Level 3 is **NON** data enterable.

In addition this screen needs to be completed to establish a Level 4 fund to a Level 3 fund. Include financial manager and BANK CODE: V1 code at Level 3 and Level 4.

New Funds (Level 3 and Level 4) should be back dated to the beginning of the latest closed FY or 7/1/04. Revisions to existing fund can only be current or future dated.

Fund Type: 29  
 A/R Unbilled Grants Account Code: 130013  
 Revenue Acct:  
 Federal G&C Revenue= 570000  
 State G&C Revenue = 570001  
 Private G&C Revenue = 570002  
 Other G&C Revenue = 570003

Bank: V1

Cash Receipt Bank Code: CO (effective 5/3/05)

Complete "Organization" and "Program" (from FOAP) in this screen so it automatically defaults values in other setup and billing screens. Program can only be one of two possibilities: 29000 Sponsored Research or 29001 Other Sponsored Activities.

Termination and Expenditure End Date: Entering a date in the terminated field allows SPA, AP and general accounting to enter transactions between it and the expenditure end date. The purpose is to liquidate existing expenses incurred within the period of performance and post closing entries. No new expenses can be incurred after the termination date.

The "expenditure end date" means just that - no transactions including closing entries will post after that date.

***Tip:** Enter the project end date on FRAGRNT and use that as a guide, since many grants get extensions of one sort or another. The termination date on FTMFUND should then be set at the actual project end date; the expenditure end date should be set 3 months out or at the end of the current fiscal year (or the following one if that would be less than 90 days). Use a 6/30/xx format for IDC to calculate. The termination date on FRMFUND should equal the term date on FTMFUND.*

### **Step 3: FRMFUND (Research Accounting Fund Maintenance Form)**

FRMFUND can be accessed from FTMFUND by selecting IC/CS code information and after completing first screen of FRMFUND select billing information.) Note this record can be backdated so the effective date is the beginning of latest closed FY or 7/1/74 which was the "beginning" of the CoA



Oracle Fusion Middleware Forms Services: Open > FTMFUND

File Edit Options Block Item Record Query Tools Help

Header Information  
 Project Text  
 Attribute Information [FTMFATA]  
 Budget Information  
 Pro-Rata Allocation Information  
 Fixed Asset Information  
 I/C, C/S Code Information [FRMFUND]  
 Document Text [FOATEXT]  
 Grant Information [FRAGRNT]  
 View Hierarchy [FGQFNDH]  
 Cancel

**Active Status** Last Activity Date: 26-MAR-2013

X-Rays from the Massive Protostar I

Title: X-Rays from Massive Protostar On

Termination Date: 03-FEB-2015 Next Change Date:

Data Entry  
 Grant Requires Effort Certification  
 Fund Requires Effort Allocation

Predecessor Fund: MRFM GO3-14005X

Financial Manager: 900155716 Peralta, Andrea

Unbilled AR Account: 130013 A/R Unbilled Grants

Revenue Account: 570003 Other Grants and Contracts Revenue

Bank: VD Vendors

Cash Receipt Bank Code: CO Comptrollers

Capitalization Fund Indicator: Cap Different or No Cap

Capitalization Equity Account:

Capitalization Fund:

Multiple Fund Balance Indicator: (None)

Restriction Indicator: (None)

Defaults: Organization: 20900 Program: 29000 Activity: Location:

Oracle Fusion Middleware Forms Services: Open > FTMFUND - FRMFUND

File Edit Options Block Item Record Query Tools Help

Research Accounting Fund Maintenance FRMFUND 8.0NMT (PROD)

Chart of Accounts: i

Fund: MRFM10 X-Rays from Massive Protostar On Grant: MRFM X-Rays from the Massive Protostar I

Effective Date: 01-JUL-2012 Termination Date: Budget Period Start Date: 04-FEB-2013 Budget Period End Date: 03-FEB-2015 Next Change Date: **Blank**

Encumber Multi Year Labor

Cost Codes	Rule Set 1	Rule Set 2	Rule Set 3
Indirect Cost Basis:	OHBASE Overhead Base		
Indirect Cost Rate Code:	OH55.8 FY13 Fixed MC OR On C		
Indirect Cost Charge Account Code:	740001 Overhead		
Indirect Cost Distribute To Code:	OH55.8 FY13 Fixed MC OR On C		
Cost Share Basis:			
Cost Share Rate Code:			
Cost Share Credit Account Code:			
Cost Share Distribute From Code:			

**Billing Information**

Billed Accounts Receivable: 130012 A/R Billed Grants

Cash Receipt Bank Code: CO

Revenue Account: 570003

Unbilled Accounts Receivable: 130013

Retainage Accounts Receivable:

Retainage Amount:

Retainage Percent:

Leave the termination date field blank on the first screen to prevent invoicing problems

**Tip:** Do **NOT** hit save until the second screen (Billing Information) is completed!

Billing information needs to be completed even if FUND doesn't have IDC's associated with it.

Cash Receipt Bank Code  
Revenue Account:

Federal G&C Revenue= 570000  
State G&C Revenue = 570001  
Private G&C Revenue = 570002  
Other G&C Revenue = 570003

A/R Billed Grant Code 130012  
A/R Unbilled Grant Code 130013

BANNER baseline form was revised to accommodate Tech's various rates. This means that for every upgrade to BANNER Tech should verify that this form allows for 3 rates to be entered: facility support (FS), overhead (IDC) and fixed fee (FF). Populate in the order that the rates will calculate i.e., FS, OH and FF.

Use this screen (FRMFUND) to modify IDC or CS codes for an existing fund. Access form, tab to the field entitled "FUND" enter fund to be changed manually or select from list. Tab to field entitled "Effective Date" enter and tab to Rule Sets. Select values from drop down box. Go to second screen (billing information) and complete "Billed AR Account Code" before you save changes.

**Tip:** Enter the project end date on FRAGRNT and use that as a guide, since many grants get extensions of one sort or another. The termination date on FTMFUND should then be set at the actual project end date; the expenditure end date should be set 3 months out or at the end of the current fiscal year (or the following one if that would be less than 90 days). Use a 6/30/xx format for IDC to calculate. The termination date on FRMFUND should equal the term date on FTMFUND.

## Step 4: FTMACCI (Account Index Code Maintenance)

Complete this form in order to prevent individuals from overriding default Organization and Program Codes established in FTMFUND. Screen should be populated in the following manner -also the index code should mirror the FUND code. Effective date should be retroactively dated to the beginning of the latest closed FY or 7/1/74.

Note that TERM DATE field must mirror TERM DATE used on FTMFUND in order not to interfere with FYE Encumbrance roll forward process. TERM Date refers to the project end date per terms of the award instrument.

Oracle Fusion Middleware Forms Services: Open > FTMACCI

File Edit Options Block Item Record Query Tools Help

Account Index Code Maintenance FTMACCI 8.0 (PROD)

Chart of Accounts:    Active Status Last Activity Date: 26-MAR-2013

Account Index: MRFM10 Account Index Title: X-Rays from:Massive Protostar IRAS

Effective Date: 01-JUL-2012 Termination Date: 03-FEB-2015 Next Change Date:

Accounting Distribution Check to Override

Fund:	MRFM10	X-Rays from:Massive Protostar	On	<input type="checkbox"/>
Organization:	20900	Physics		<input type="checkbox"/>
Account:				<input checked="" type="checkbox"/>
Program:	29000	Sponsored Research		<input type="checkbox"/>
Activity:				<input checked="" type="checkbox"/>
Location:				<input checked="" type="checkbox"/>

## Step 5: FRAEVGA (Grant Event Assignment)

*Tip:* This screen to be completed by SPA only.

The screenshot shows the 'Event Assignment' form for 'FRAEVGA 8.7.0.2 (PROD)'. The 'Grant' section at the top shows a selected grant 'MRFM' with the description 'X-Rays from the Massive Protostar I'. The middle section contains various configuration fields:

- Event Code: BILL (dropdown), Invoice requirement for grant (checkbox)
- Alternate Description: (text field)
- Number of Days: (text field), Date From: (calendar), Date To: (calendar)
- Begin Date: (None) (dropdown), Frequency: (None) (dropdown)
- Payment Method Type Ind: Cost Reimbursement (dropdown), Period To: (calendar)
- Bill Format: STAN (dropdown), STANDARD INVOICE (checkbox)
- Default Responsible User ID: (text field)
- Number Of Days Reminder: (text field)
- Default Proxy User ID: (dropdown)
- Default Fixed Schedule: (dropdown)

The bottom section is a table with the following columns: Sequence, Responsible User ID, Due Date, Text, Status, and Bill Period to Date. The first row is populated with the following data:

Sequence	Responsible User ID	Due Date	Text	Status	Bill Period to Date	
1	LEVITT	Lily Evitt	01-JUL-2012	N	P	

The purpose of this screen is to "attach" invoicing and reporting events to a grant.

**For COST REIMBURSEMENT type agreements**, complete following fields: Event Code (BILL), Pmt Method Type (Cost Reimbursement), Bill Format (STAN), and Default Responsible User ID. Leaving the other fields blank is the equivalent of stating invoice is to be generated upon demand. Also, complete Responsible User ID and Due Date on bottom portion.

Populate Responsible User ID with Senior Accounting Technician. This identifies the individual running the billing process. However, in actuality any one can run billing process.

For "Due Date" field set at least one day prior to the expected first billing date or first date of current Fiscal Year, for example, 7/1/05.

## **FRAEGVA: FIRM FIXED PRICE & SCHEDULED PAYMENTS**

Event code is always BILL.

Payment Method Type is ALWAYS COST REIMBURSEMENT.

Bill Format is always STAN.

It is the entry in FRAGRNT of "SCHPMT" for the PMS code in the billing screen that will prevent invoices from running until the PMS code is changed to allow billing to run.

The following will then be done by invoice personnel:

1. In order for the first (or only bill, if FFP on completion) billing to Process, the PMS code must be removed on the billing screen in FRAGRNT. Now you can run FRRBILL for the Grant.
2. Re-enter the PMS code "SCHPMT" in FRAGRNT. This should ensure that no billing will process accidentally.

### **Billing Information:**

Month End procedures to be run by General Accounting which allow rates (FS, Oh and FF to calculate:

1) FRRGRNT (calculates first pass of IDC's, CS, revenue and unbilled AR in batch mode and loads billing detail table)

fgrtrni, fgrtrnr, fgractg

2) FYSMGRT

fgrtrni, fgrtrnr, fgractg

3) FYSMGRT

fgrtrni, fgrtrnr, fgractg

FRIGITD - SPA can use activity on this screen to verify that calculations are accurate.

FRRBILL- Moves expenses from "unbilled" to "billed". This process requires input of parameters.

FGRACTG - Posts activity performed in FRRBILL.

FRIBDET – Summary of Billing Detail inquiry.

FRABDCN - Unbilled charges and charges on "hold"

FRAAREV - Form used to enter payments at grant and fund level.

FRAGENB - Allows you to check on billing status. Also FRA134B (1034s), FRA272B, FRA270B.

Note the above processes are separate from issuing an "invoice" or in BANNER a report to the agency.

To check GL activity for a particular Grant/fund use FGITBSR.

**Establish Overhead Rates in BANNER. Complete process in sequence listed:**

FTMINDR - Defines rate code (label to mirror billing rate) (Memo Rate Field used to track waived OH)

FTMINDA - ***DO NOT COMPLETE UNLESS YOU ARE ESTABLISHING ANOTHER ACCOUNT CODE THAT RECEIVES THE DEBIT (CHARGE) ENTRY.***

FTMINDD - establishes credit side of distribution; revenue may be split between FOAP's

Account Code                      740001                      (Legacy Code 660)

Fund: \_\_\_\_\_ ORG \_\_\_\_\_ ACCT \_\_\_\_\_ PROG \_\_\_\_\_

Example: Legacy MC OH Distribution 111-900350-915

BANNER FOAP: 101000/39210/560103/10090

FTMBASI - Defines Base to be used for OH calculation ***DO NOT COMPLETE UNLESS YOU ARE ESTABLISHING A NEW CALCULATION BASE***

To Modify an existing record: Select OH code to be revised enter next block and when you are in the middle section (COA, effective date fields) enter "NEXT RECORD" and then next block to make change to accounting data. At this point you can "Perform a Copy" so you can copy the record you want to revise.

**Step 6: FRABUDG (Grant Budget Form)**

Screen shot of first page in FRABUDG - Populate Grant and Budget Code Field (use FUND plus 00-99 depending if original budget or amendment. For example, original budget on FUND TLWD10 appears as "TLWD1000". Also need to populate FUND under "Default Accounting Component"

Oracle Fusion Middleware Forms Services: Open > FRABUDG

File Edit Options Block Item Record Query Tools Help

Grant Budget FRABUDG 8.5 (PROD)

Grant: TLWD Lone Wolf Documentary Copy From: [icon]

Budget Code: TLWD1000

Proposal: [text box]

Budget Code: [text box]

Budget Description: Initial Budget Setup

Budget Begin Date: 14-JUN-2013

End Date: 14-JUL-2013

Submission Date: [text box]

Transaction Date: 20-JUN-2013

Maximum Funded Amount: 1,684.00

Total Requested Amount: [text box]

Chart of Accounts: 1

Duration: [text box]


Year: [text box]

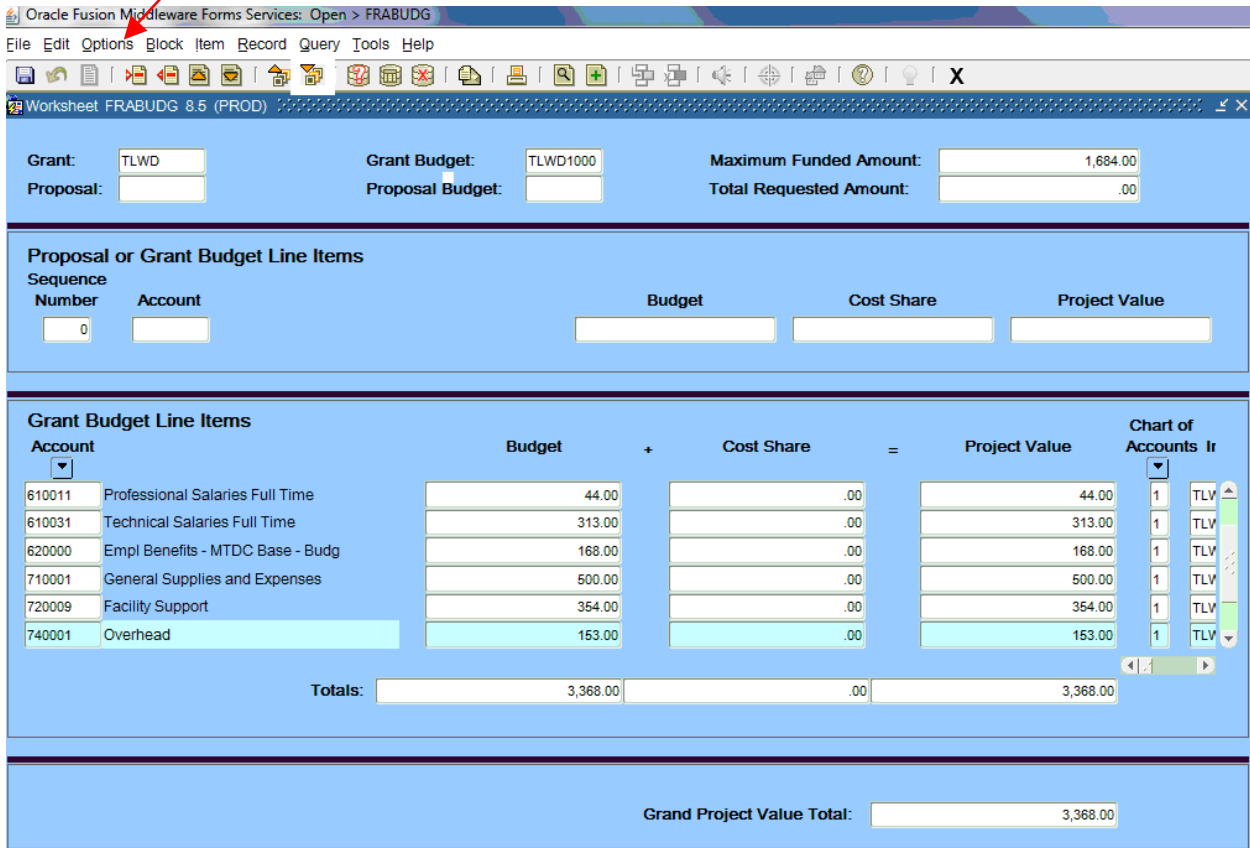
Type: W

Reversal

Default Accounting Component

Chart of Accounts	Index	Fund	Organization	Program	Activity	Location
1	TLWD10	TLWD10	10300	29001	[text box]	[text box]

Next, click on  Options and choose Info in Worksheet Format to enter original budget and subsequent amendments.



Oracle Fusion Middleware Forms Services: Open > FRABUDG

File Edit Options Block Item Record Query Tools Help

Worksheet FRABUDG 8.6 (PROD)

Grant:  Grant Budget:  Maximum Funded Amount:   
 Proposal:  Proposal Budget:  Total Requested Amount:

**Proposal or Grant Budget Line Items**

Sequence Number	Account	Budget	Cost Share	Project Value
<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Grant Budget Line Items**

Account	Budget	+	Cost Share	=	Project Value	Chart of Accounts	Ir
610011 Professional Salaries Full Time	<input type="text" value="44.00"/>		<input type="text" value=".00"/>		<input type="text" value="44.00"/>	1 TLV	
610031 Technical Salaries Full Time	<input type="text" value="313.00"/>		<input type="text" value=".00"/>		<input type="text" value="313.00"/>	1 TLV	
620000 Empl Benefits - MTDC Base - Budg	<input type="text" value="168.00"/>		<input type="text" value=".00"/>		<input type="text" value="168.00"/>	1 TLV	
710001 General Supplies and Expenses	<input type="text" value="500.00"/>		<input type="text" value=".00"/>		<input type="text" value="500.00"/>	1 TLV	
720009 Facility Support	<input type="text" value="354.00"/>		<input type="text" value=".00"/>		<input type="text" value="354.00"/>	1 TLV	
740001 Overhead	<input type="text" value="153.00"/>		<input type="text" value=".00"/>		<input type="text" value="153.00"/>	1 TLV	
<b>Totals:</b>	<input type="text" value="3,368.00"/>		<input type="text" value=".00"/>		<input type="text" value="3,368.00"/>		

**Grand Project Value Total:**

In order to get a line item budget for each fund/task use level 4 fund code as the budget code. Note this field takes 8 characters. In order to track original budget and subsequent modifications use 01 -99 at the end of the FUND code number. For example, amendment number one on FUND NMV100 appears as "NMV10001". While "NMV10000" is used for the original budget setup.

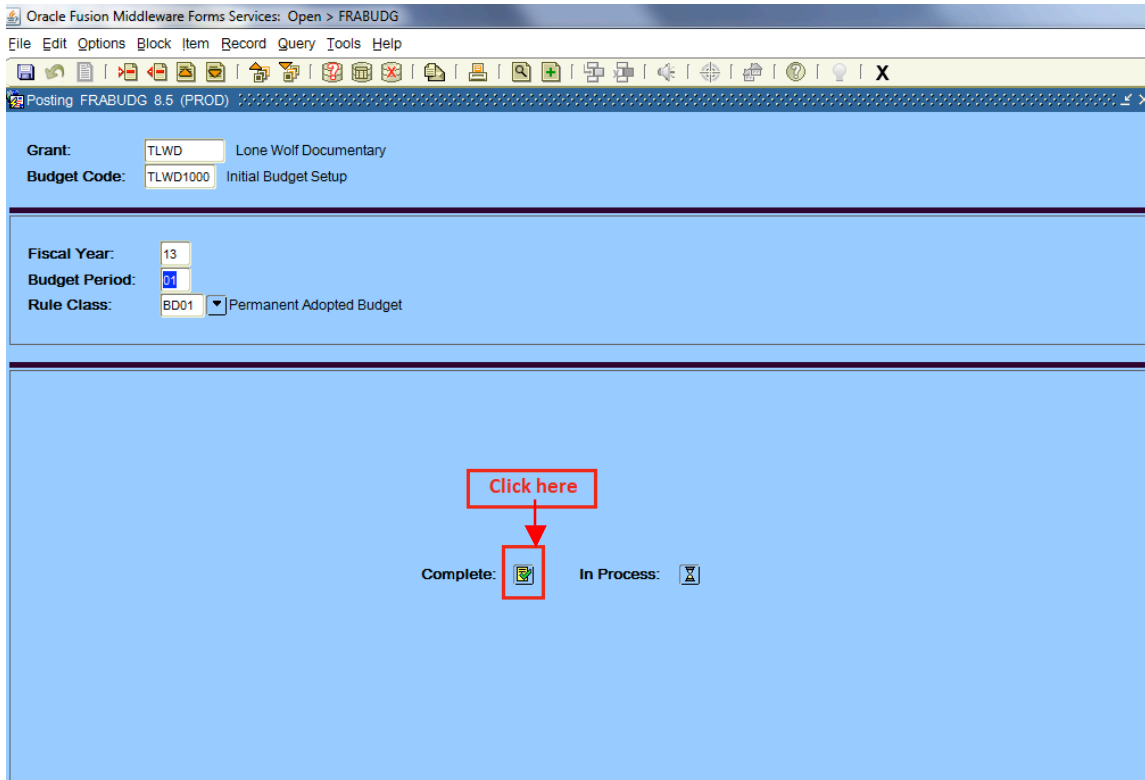
Automatically calculates IDC and cost share. Cost share can also be manually entered. Only true if cost codes are entered on FRAGRNT. You might want to enter the IC directly also.

Enter expenditure and revenue budget (do not enter as a credit). The net will be a "hash total" (sum of debits and credits) as opposed to netting debits and credits to a zero.

Budget is evaluated at level 4 account code and financial data is entered at level 5 account code.



After the budget information is entered click on "Process and Post Entries" hit "Complete" Transaction will then be routed to GA for posting to GL.

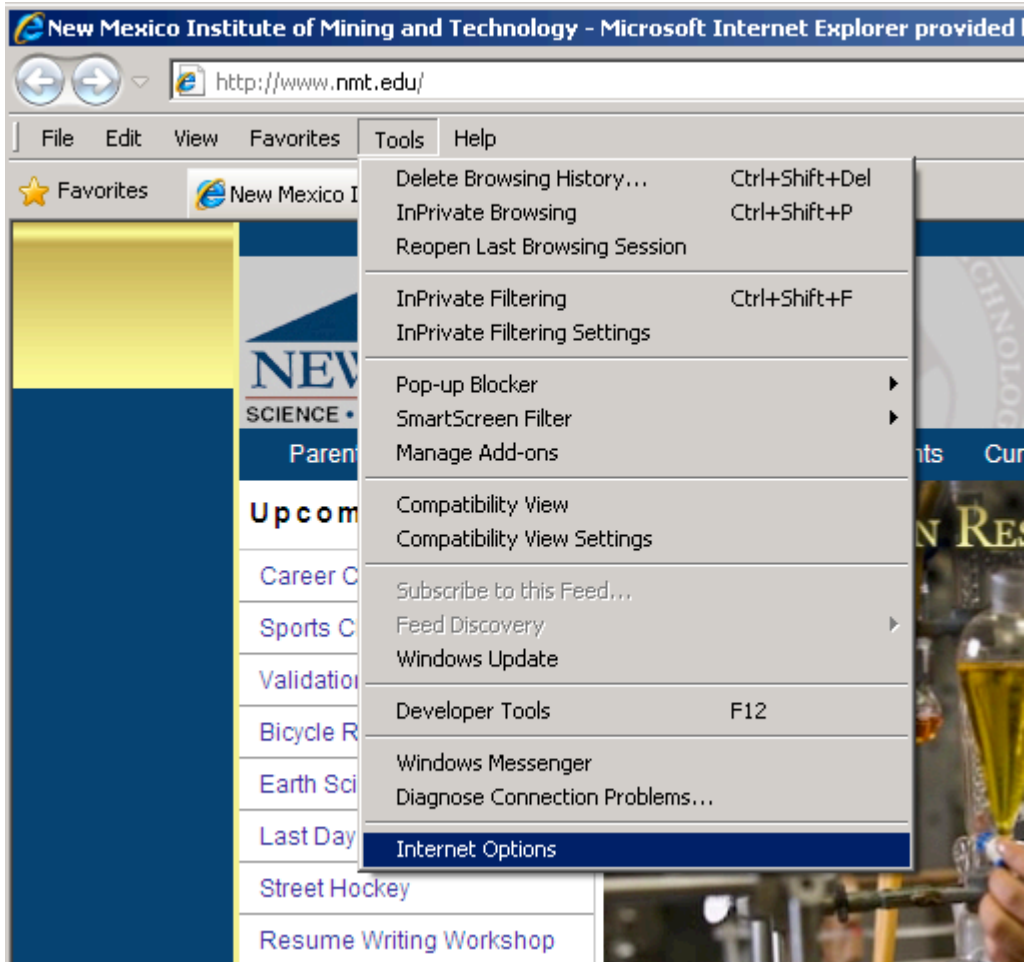


#### 4. Scan and Index Using the Banner Document Management System (BDMS)

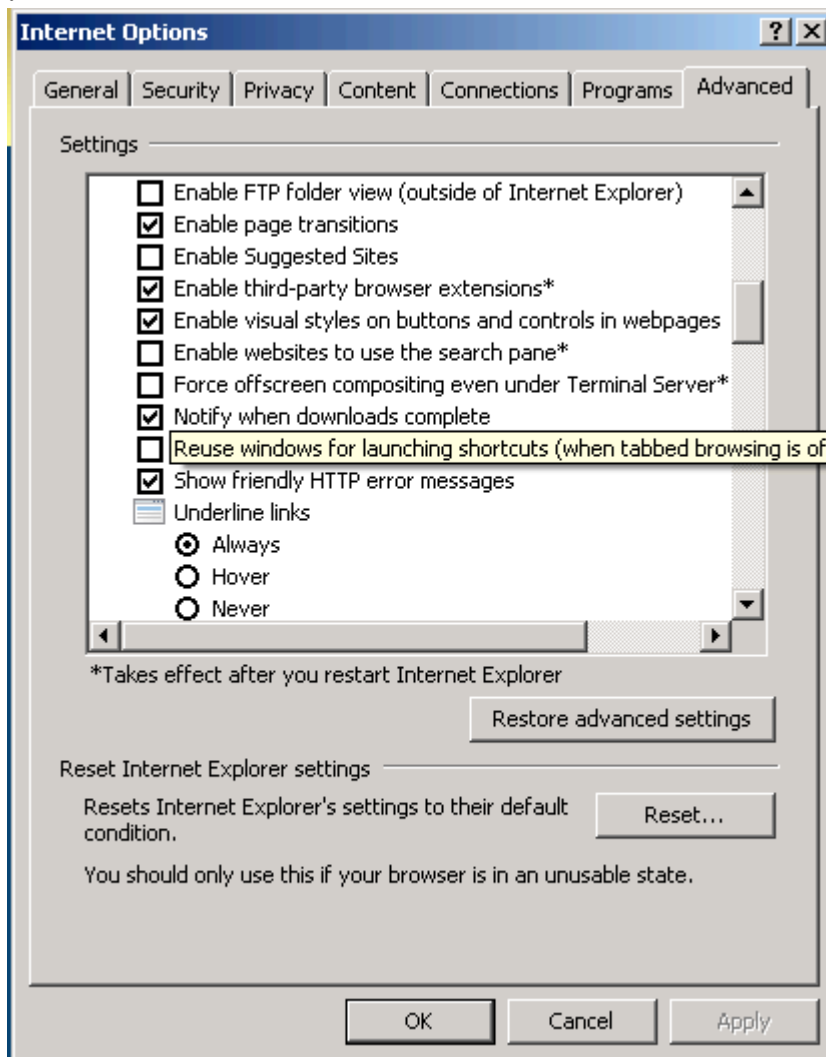
##### 1) Setting up the scanner

*Steps 1-9 only need to be done the first time you use the scanner. If you change your Banner password, redo step 3.*

1. If this is your first time using the scanner, then first open Internet Explorer and go to "Internet Options" in the tools tab on top.

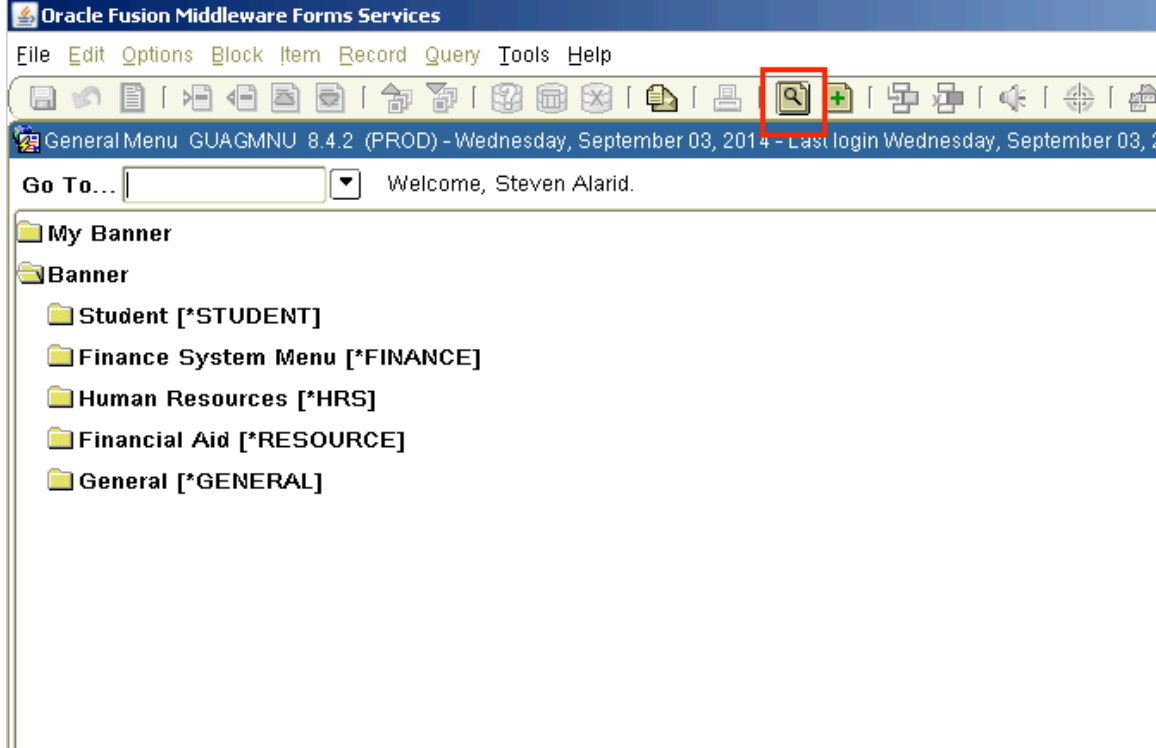


2. Under the “Advanced” tab on the new window, scroll down and uncheck the box that says “Reuse windows for launching shortcuts” and press “OK”

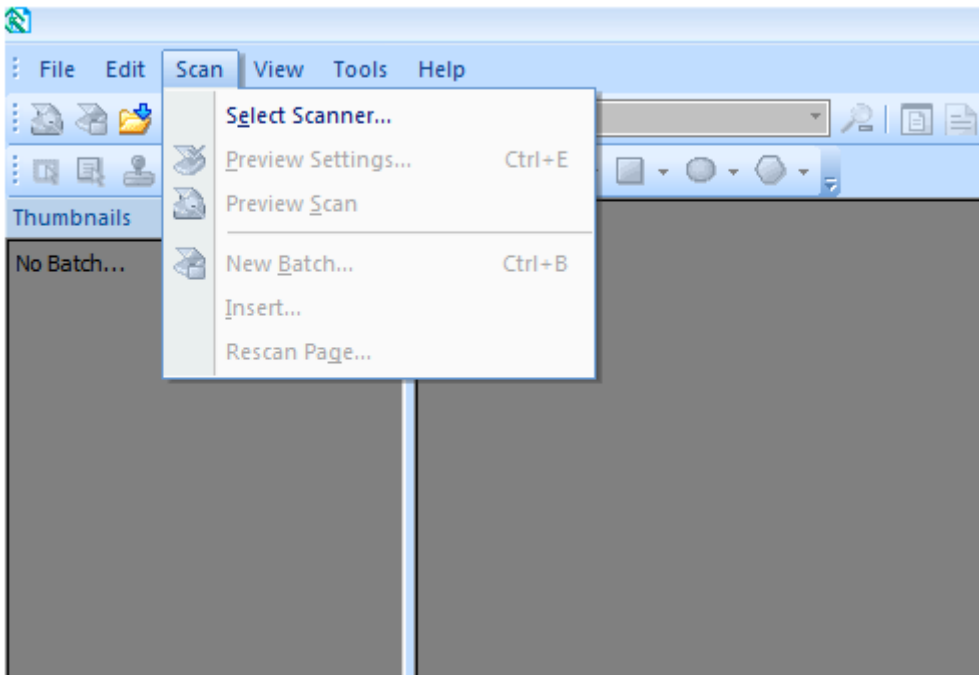


3. Now log into Banner and choose the BDM – Display document button. A message will display saying your password has been synced. Press “OK”.

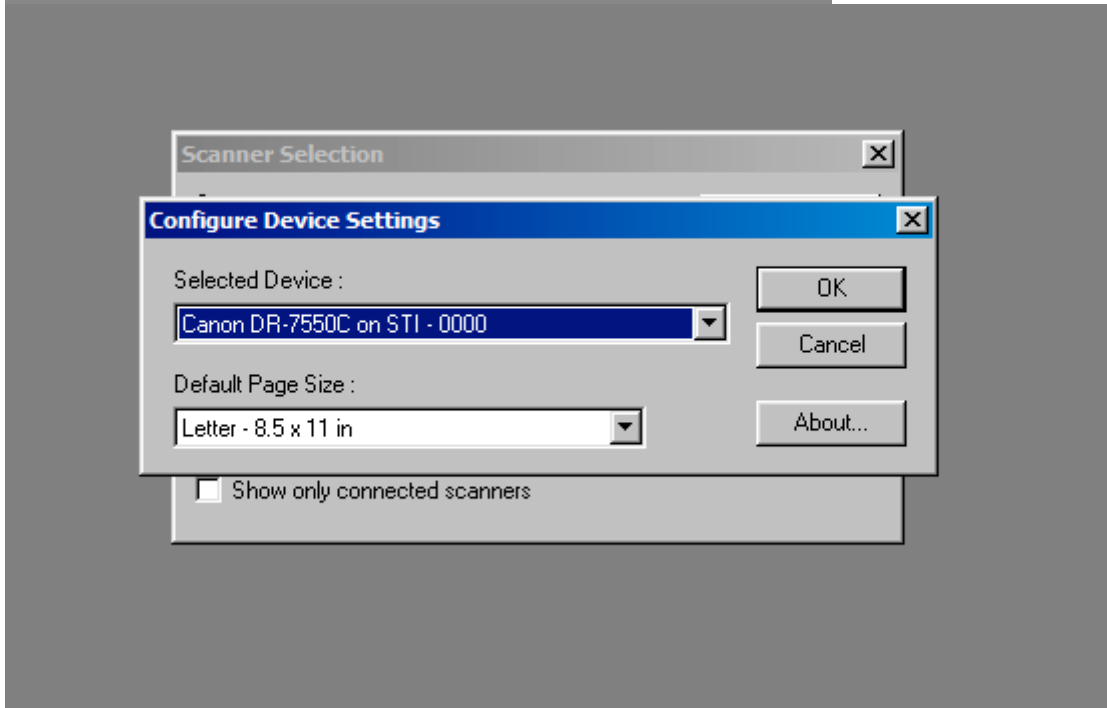
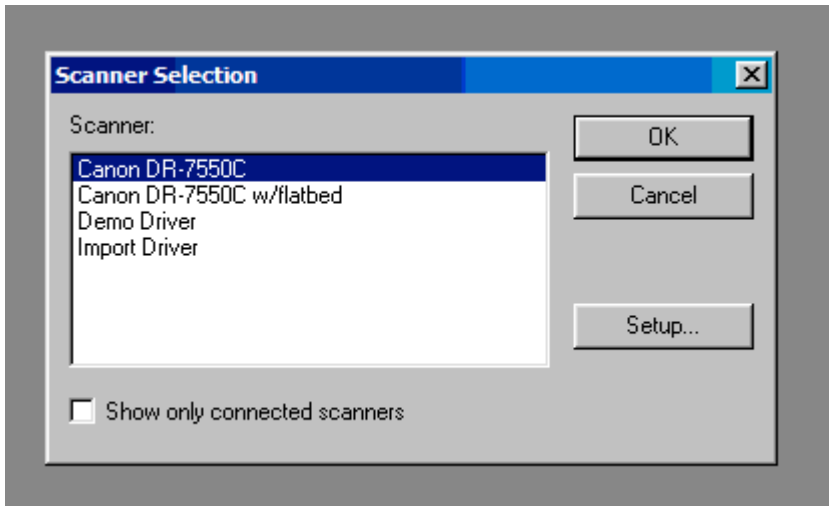
**\*If you change your banner password, you will need to do this step again**



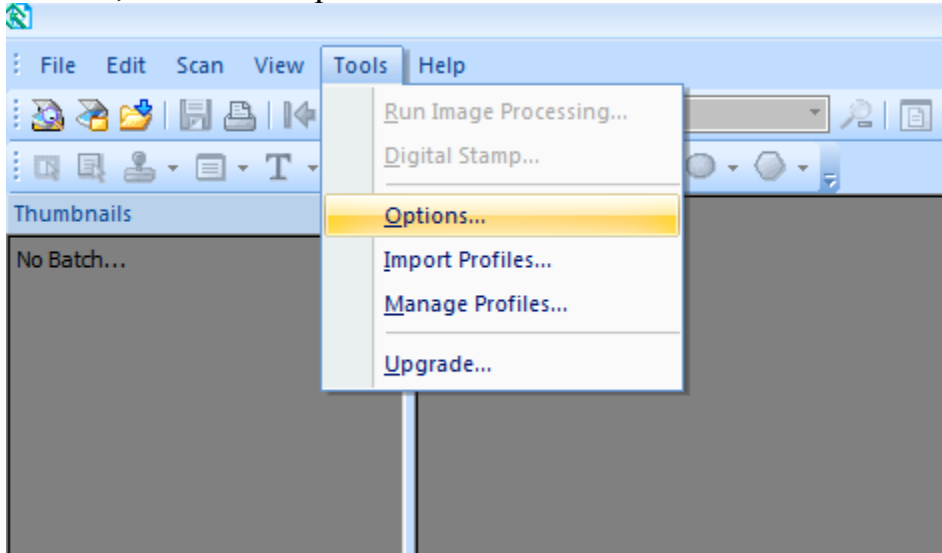
4. Now open up QuickScan from the desktop and choose “Select Scanner...” under the scan tab.



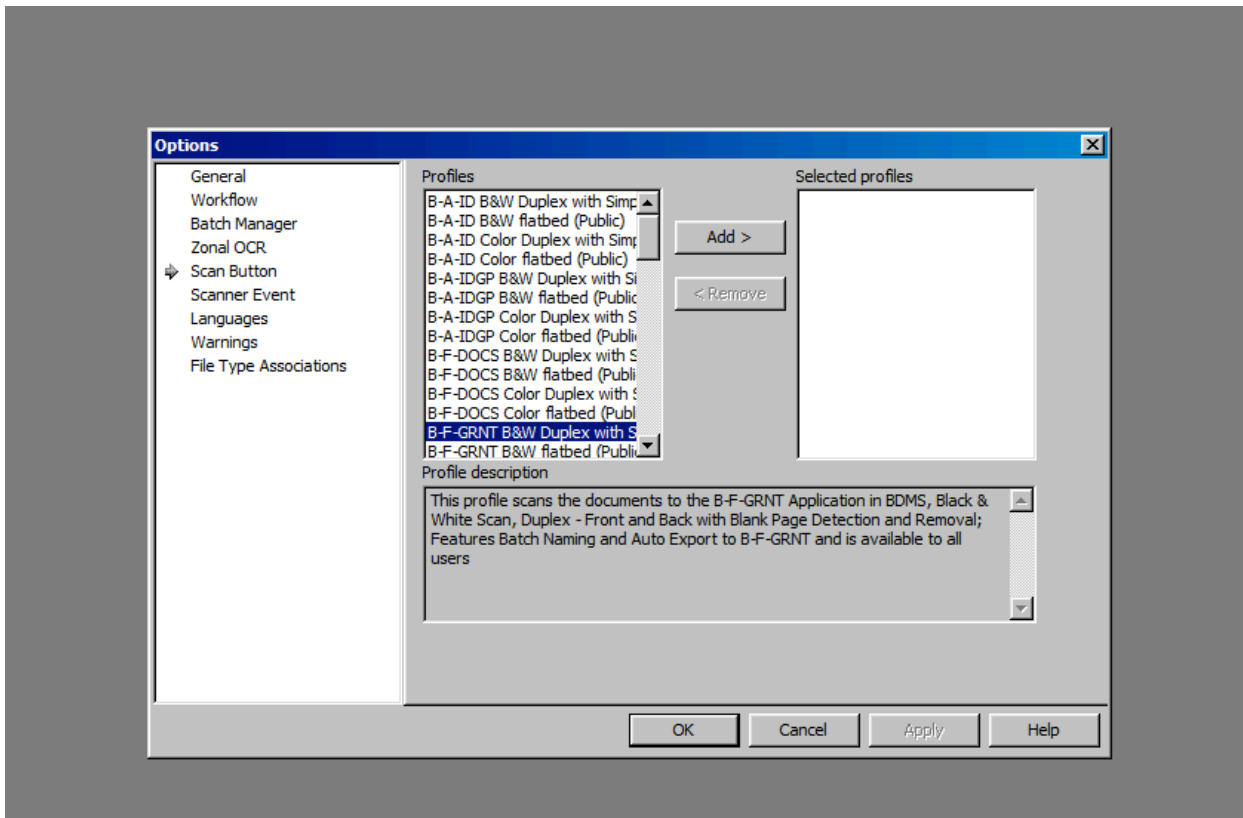
5. A small window will pop up in the center. Choose “Canon DR-7550C” from the list and click “OK”. Click “OK” on the next window that pops up also.



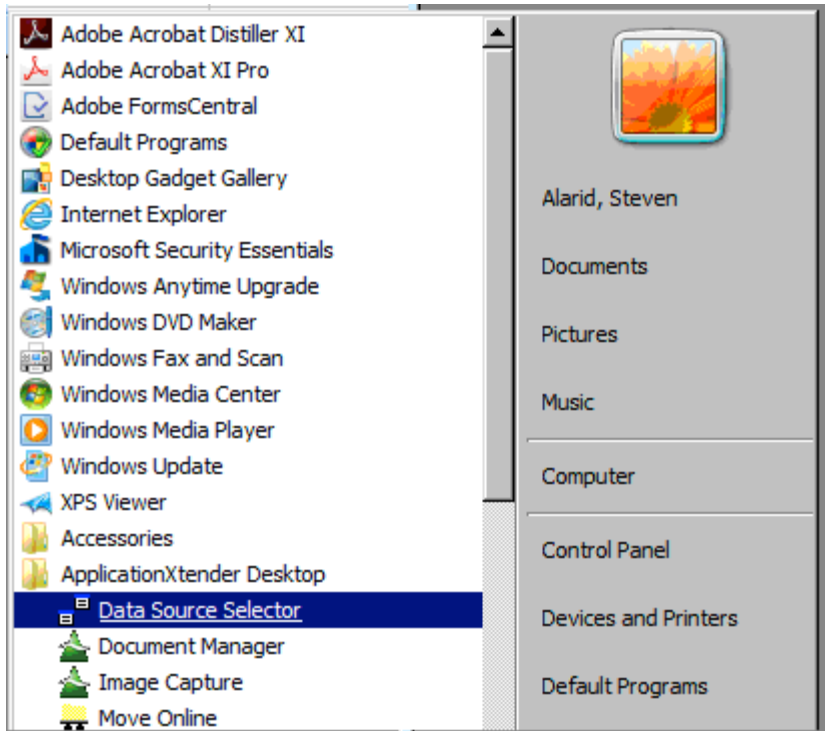
6. Next, click the “Options...” button under the Tools tab on top.



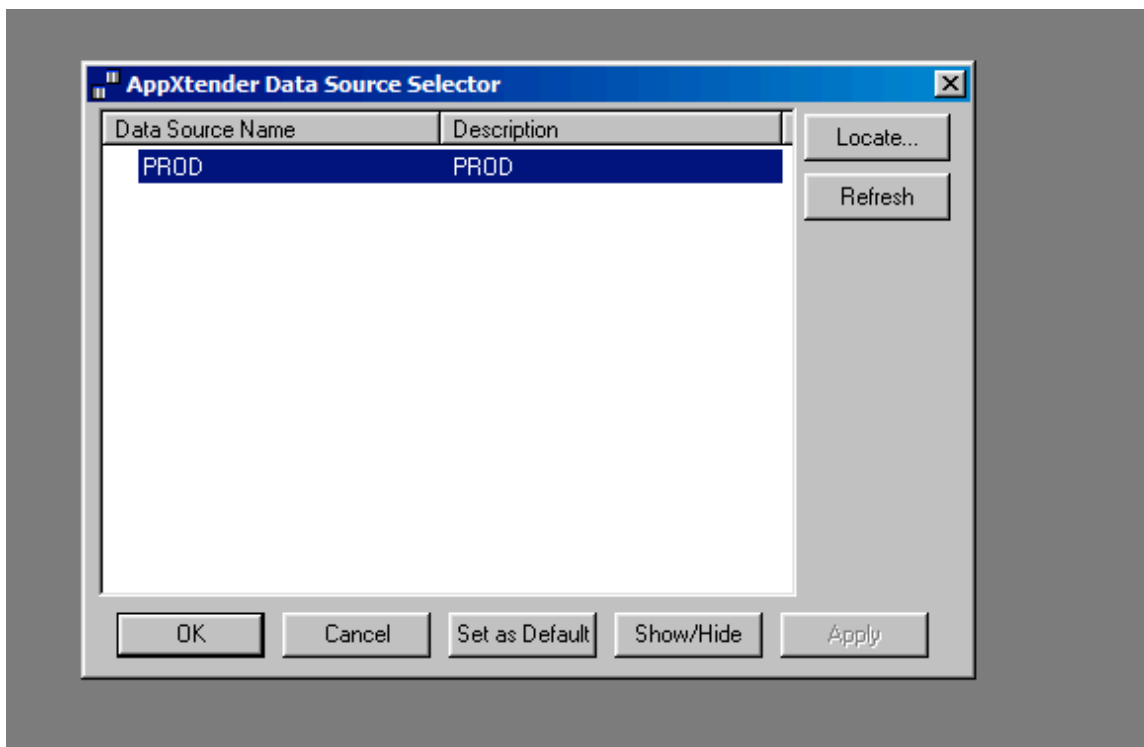
7. On the left side of the new window, select “Scan Button” to give more options. Highlight “B-F-GRNT B&W Duplex with Simplex Option” and press “Apply” then “OK”.



8. Next open up the Start menu and under “All Programs” find “ApplicationXtenderDesktop” then “Data Source Selector”.



9. Choose “PROD” on the window that comes up and press “OK”.

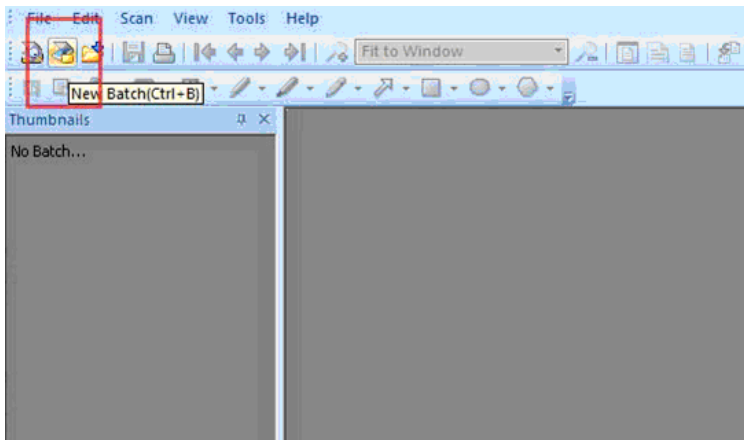


## 2) Scanning Documents

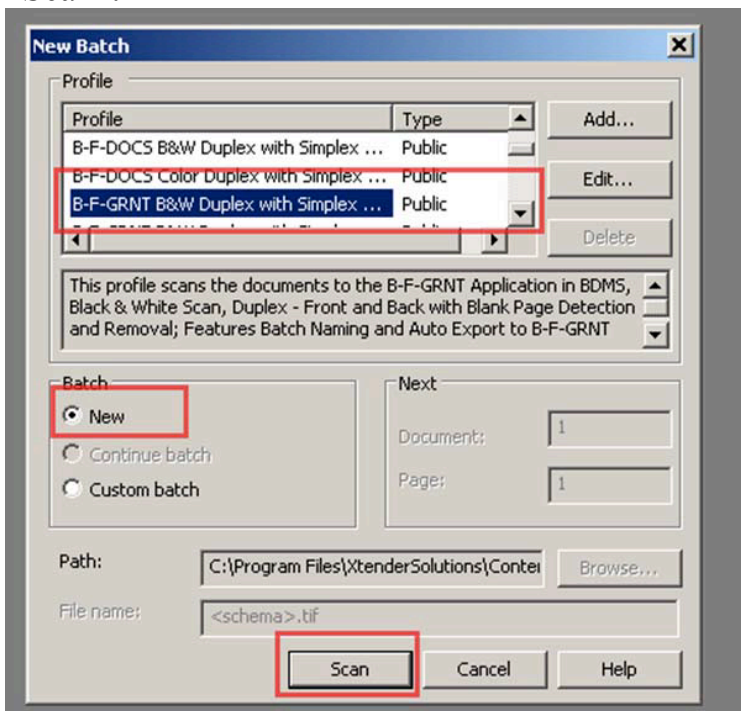
1. Open up QuickScan from the desktop. If it isn't there press Start > All Programs > EMC Captiva > Quickscan.



2. Load the document face up in the lower tray of the scanner after removing all staples, paperclips, tape, etc. Make sure to only load one document type at a time (grant, proposal, amendment, etc). Select the “New Batch” icon in the top left corner on the screen.

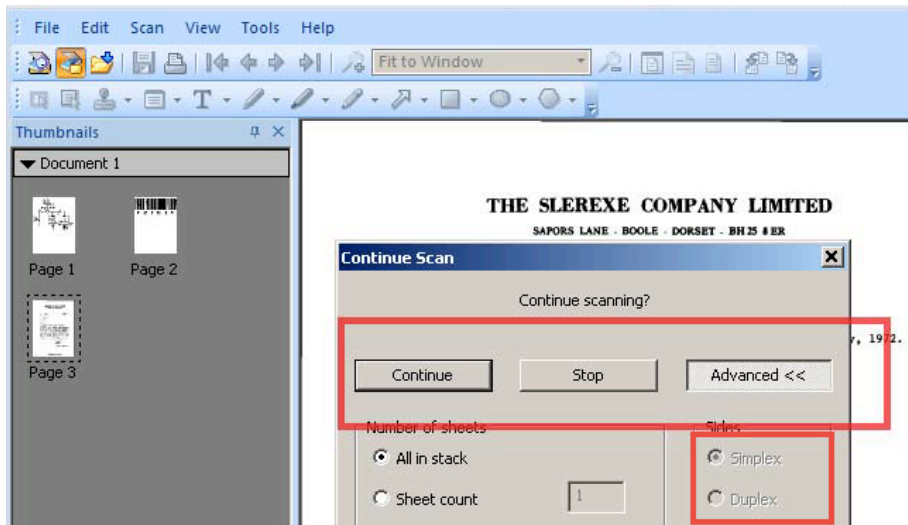


3. When the window pops up, make sure “B-F-GRNT B&W Duplex with Simplex Option” is highlighted, then under Batch, select the “New” bubble and press “Scan”.

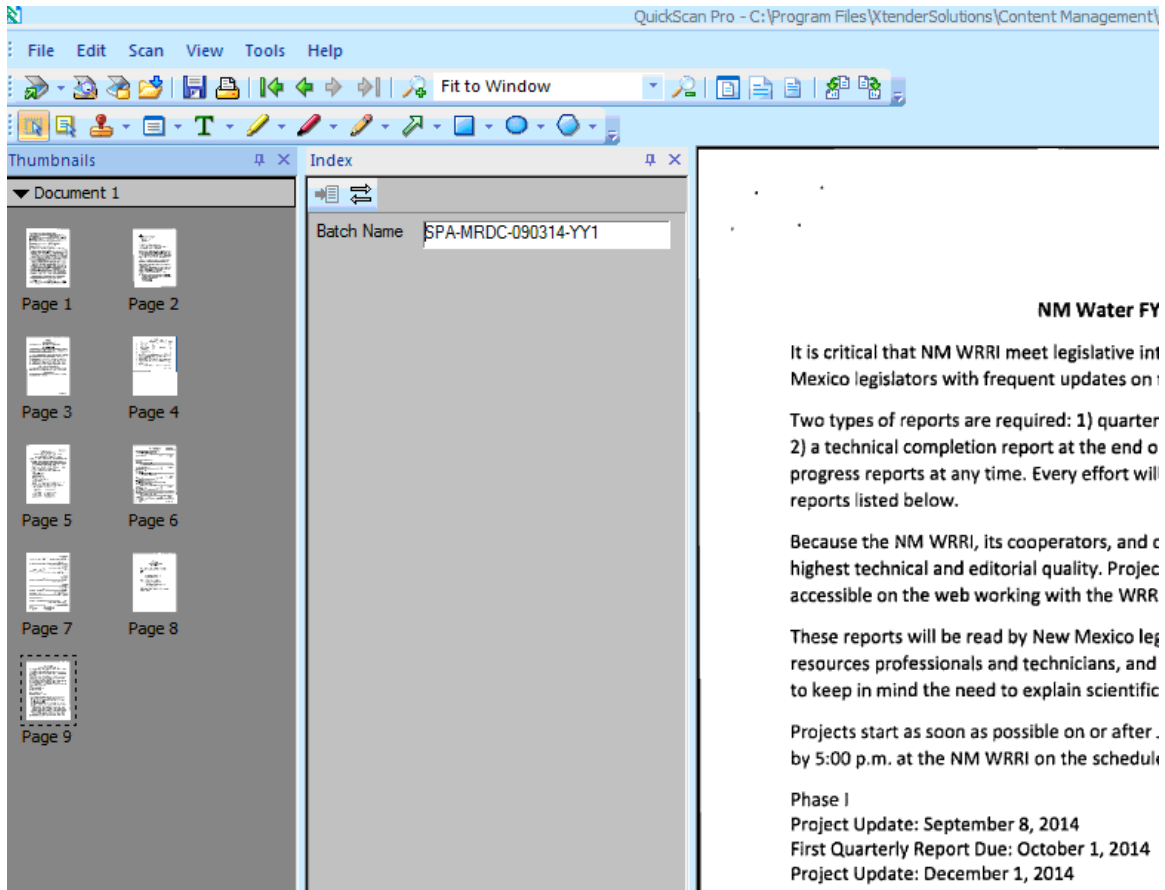




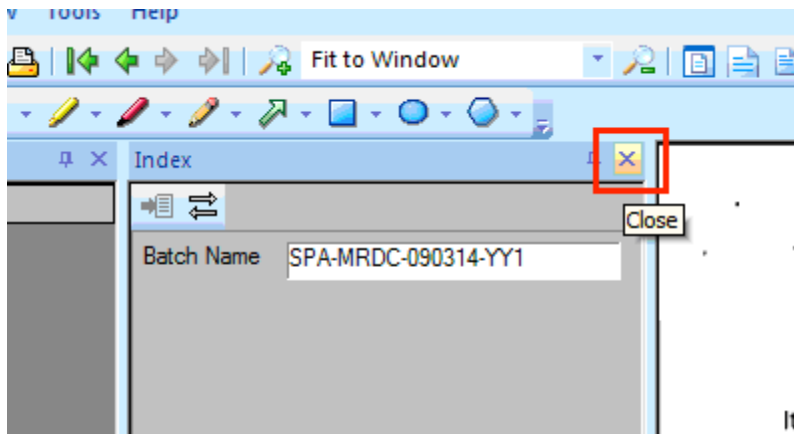
4. A small window will pop up. Select “Simplex” if the document is one sided or “Duplex” if the pages are double sided then press “Continue”. Press “Stop” when the window pops up and the pages are done.

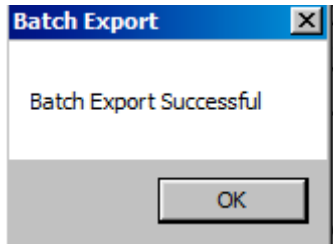


5. Name the batch in a format such as **SPA-(grant#)-MMDDYY-(Initials) (batch number)** for example **SPA-MRDC-090314-YY1** for grant MRDC on 9/3/14 with initials YY and the first batch of the document.



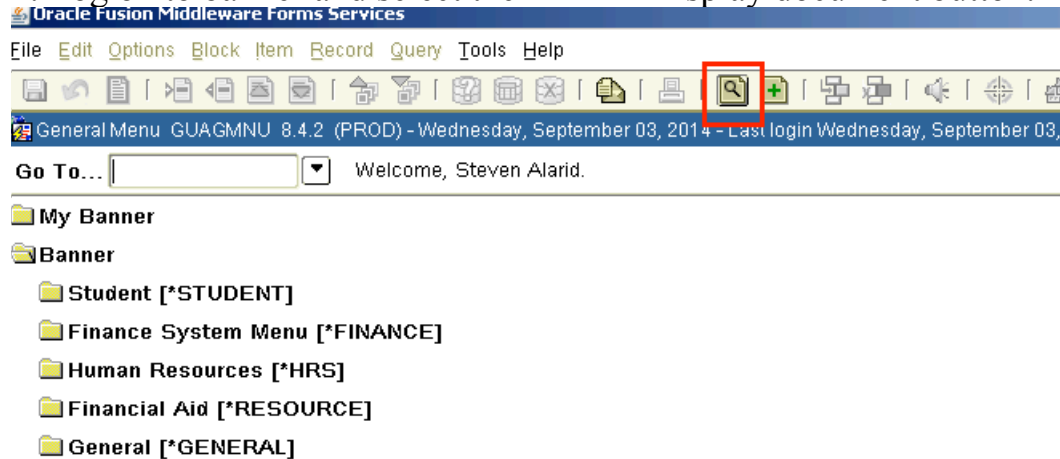
6. Click the “X” to close the window. A confirmation will pop up saying “Batch Export Successful”. You may now close QuickScan if you are done or go back to step 2 if you have more to scan.



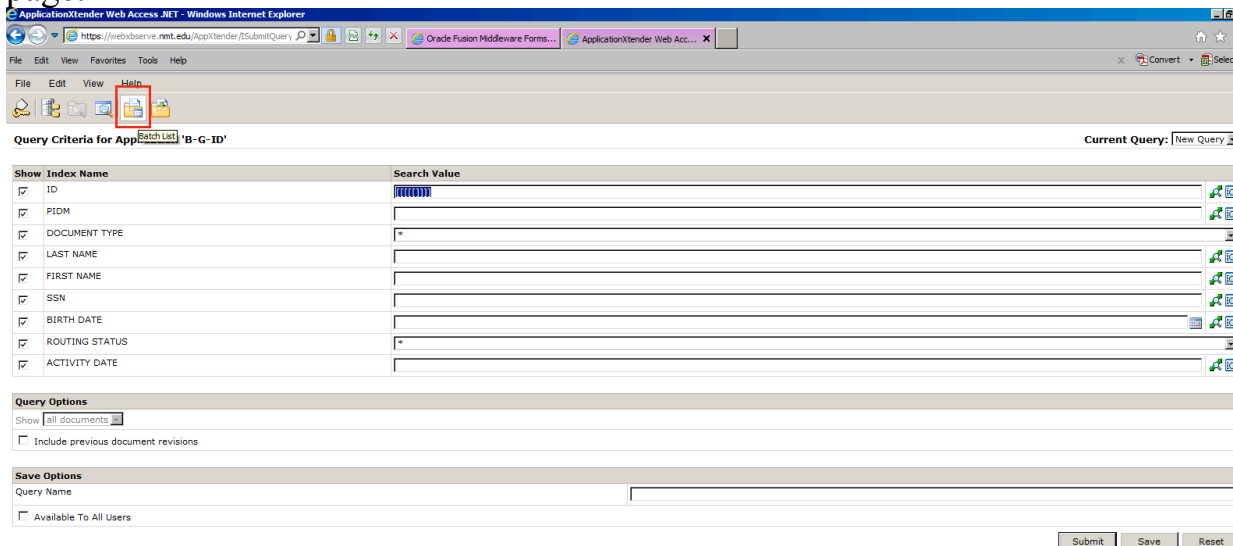


### 3) Indexing the scanned documents

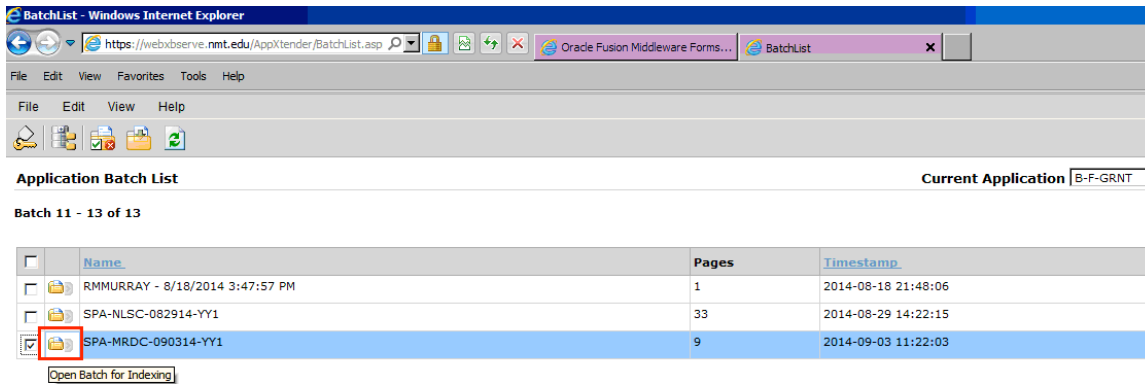
1. Log on to banner and select the BDM – Display document button.



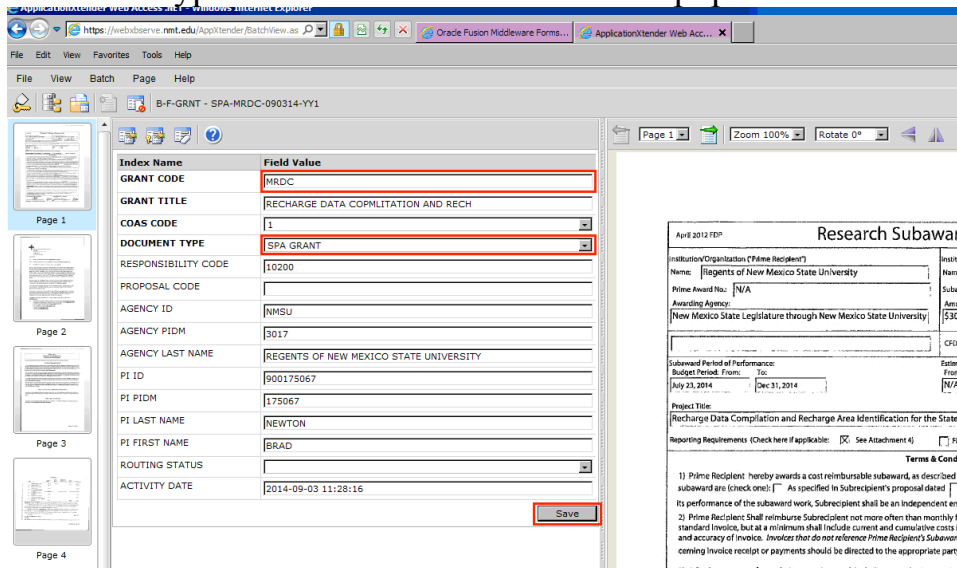
2. A new window will show. Choose the “Batch List” button near the top of the page.



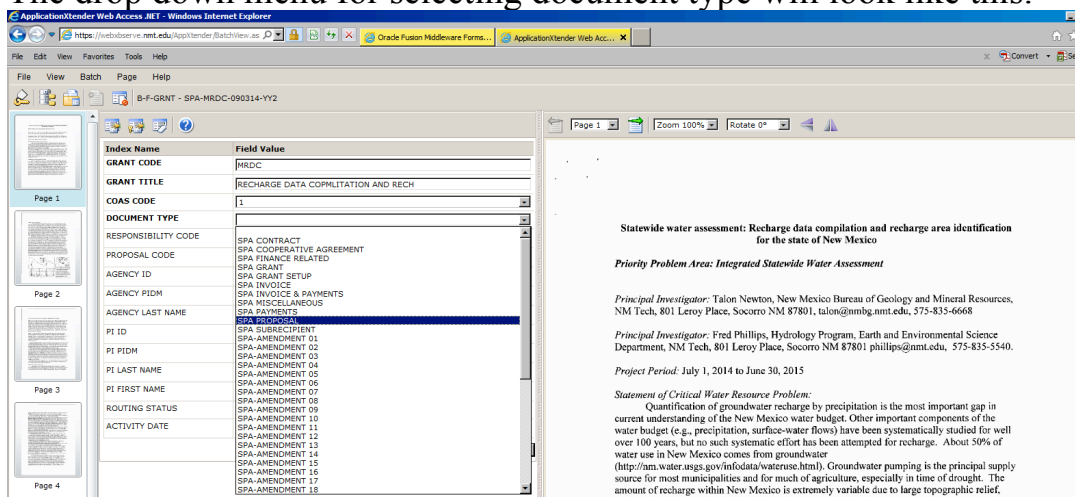
3. A list of scanned documents that have not been indexed will show. Click on the button on its left that says “Open batch for Indexing” when hovered over.



4. The new screen will show the document. Add in the grant code and select the document type. The other fields should auto populate. Press “Save”.



The drop down menu for selecting document type will look like this.



5. Next press the “Add All Pages” button on the top. A confirmation will appear and will ask what you want to do. You can view the document if you want to check it.

The screenshot shows the AppXtender Web Access application in a browser window. On the left, there is a sidebar with a list of document pages (Page 1 to Page 4). The main area displays a document index table with the following data:

Index Name	Field Value
GRANT CODE	MRDC
GRANT TITLE	RECHARGE DATA COPMLITATION AND RECH
COAS CODE	1
DOCUMENT TYPE	SPA GRANT
RESPONSIBILITY CODE	10200
PROPOSAL CODE	
AGENCY ID	NMSU
AGENCY PIDM	3017
AGENCY LAST NAME	REGENTS OF NEW MEXICO STATE UNIVERSITY
PI ID	900175067
PI PIDM	175067
PI LAST NAME	NEWTON
PI FIRST NAME	BRAD
ROUTING STATUS	
ACTIVITY DATE	2014-09-03 11:29:48

Below the index table is a section titled "All Document Pages Have Been Indexed" with several action buttons: "Index Another Batch Document", "Import a New Batch Document", "Return to the Application List", "View Indexed Document", and "Logout of AppXtender Web Access .NET".

On the right side of the application, there is a preview of "Attachment 1 Research Subaward Agreement Certifications and Assurances". The attachment text includes a certification regarding lobbying and three numbered points:

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or intending to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Subrecipient shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying", to the Prime Recipient.
- 3) The Subrecipient shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

6. When you are done, be suer to press the logout button before closing the window or you may not have access for a while.

The screenshot shows the AppXtender Web Access application in a browser window. On the left, there is a sidebar with a list of document pages (Page 1 to Page 4). The main area displays a document index table with the following data:

Index Name	Field Value
GRANT CODE	MRDC
GRANT TITLE	RECHARGE DATA COPMLITATION AND RECH
COAS CODE	1
DOCUMENT TYPE	SPA GRANT
RESPONSIBILITY CODE	10200
PROPOSAL CODE	
AGENCY ID	NMSU
AGENCY PIDM	3017
AGENCY LAST NAME	REGENTS OF NEW MEXICO STATE UNIVERSITY
PI ID	900175067
PI PIDM	175067
PI LAST NAME	NEWTON
PI FIRST NAME	BRAD
ROUTING STATUS	
ACTIVITY DATE	2014-09-03 11:28:16

Below the index table is a "Save" button. On the right side of the application, there is a preview of a "Research Subaward" form. The form includes the following information:

April 2012 FDP

**Research Subaward**

Institution/Organization (Prime Recipient): [Regents of New Mexico State University] Inst Name

Prime Award No.: [N/A] Sub

Awarding Agency: [New Mexico State Legislature through New Mexico State University] Am: [53]

Subaward Period of Performance: [ ] Enter

Budget Period: From: [ ] To: [ ] First: [ ] Last: [ ]

Project Title: [Recharge Data Compiation and Recharge Area Identification for the State]

Reporting Requirements (Check here if applicable):  See Attachment 4)  #

**Terms & Cond**

1) Prime Recipient hereby awards a cost reimbursable subaward, as described below (check one)  As specified in Subrecipient's proposal dated  Its performance of the subaward work, Subrecipient shall be an independent contractor.

2) Prime Recipient Shall reimburse Subrecipient not more often than monthly (standard Invoice), but at a minimum shall include current and cumulative costs and accuracy of Invoice. Invoices that do not reference Prime Recipient's Subaward coming Invoice receipt or payments should be directed to the appropriate part

#### 4) Viewing an Indexed Document

1. When in Banner, open FRAGRNT and type in the Grant code, then press the BDM – Display document button.

Oracle Fusion Middleware Forms Services: Open > FRAGRNT

File Edit Options Block Item Record Query Tools Help

Grant Maintenance FRAGRNT 8.6.1.5 (PROD) BDM - Display Document

Grant:  Proposal:   Grant Text Exists

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

Chart of Accounts:  Responsible Organization:

Long Title:

Title:   Requires Effort Certification

Agency:

Principal Investigator ID:

Project Start Date:  Project End Date:  Proposal:

Termination Date:  Expenditure End Date:

Status:   Pass Through Indicator

Alternate Description:  Status Date:

Current Amount:  Cumulative Amount:  Maximum Amount:

Total Recipient Share:

Related Grant:

Grant Type:

Category:

Sub Category:

CFDA Number:  Sponsor ID:

2. You will be brought to a screen like this or to the document if the grant has only one indexed.

ApplicationXtender Web Access - IET - Windows Internet Explorer

https://webobserve.nmt.edu/AppXtender/JSSubmitQuery

File Edit View Favorites Tools Help

File Edit View Options Help

Query Results for Application 'B-F-GRNT'

Document 1 - 2 of 2

	GRANT CODE	GRANT TITLE	COAS CODE	DOCUMENT TYPE	RESPONSIBILITY CODE	PROPOSAL CODE	AGENCY ID	AGENCY PIDM	AGENCY LAST NAME	PI ID	PI PIDM	PI LAST NAME
<input type="checkbox"/>	MRDC	RECHARGE DATA COPMLITATION AND RECH 1		SPA PROPOSAL	10200		NMSU	3017	REGENTS OF NEW MEXICO STATE UNIVERSITY	900175067	175067	NEWTON
<input type="checkbox"/>	MRDC	RECHARGE DATA COPMLITATION AND RECH 1		SPA GRANT	10200		NMSU	3017	REGENTS OF NEW MEXICO STATE UNIVERSITY	900175067	175067	NEWTON

## 5. Appendices

### 1) Document Retrieval Screens

GRANT INQUIRY FORMS		
FORM	NAME	DESCRIPTION
FRABUDG	Grant Budget	Setup initial budget for a grant
FRAEVGA	Grant Event Assignment	Link invoicing and reporting events to a grant
FRAGRNT	Grant Maintenance	Identify grant account and grant information such as project start/end date, dollar amount, agency, principle investigator and financial administrator
FRIGITD	Grant Inception To Date Report	Displays ITD budget, current and cumulative expenditures, encumbrances Pull data on any field i.e for agency, contract no., status code etc use % for wildcard. Pull range of dates enter : F8 in project end date in popup box enter :>'31-Jan-2005' and :<'28-Feb-2005' click on "ok"
FRIGRNT	Grant Code Inquiry	Pull activity by Account Code etc but also need another parameter i.e., date, document type
FRIGTRD	Grant Inception To Date	Establish rates such as facility support, overhead and fixed fee for a particular FUND or modify an existing FUND record.
FRMTUND	Research Accounting Fund Maintenance	Displays budget information, YTD activity, commitments and available balance <b>for a specific FY</b>
FRRGBFY	Grant Budget Status Report	Grant Expenditures Report
FRRINDC	Grant Expenditures Report	Grant Expenditures Report
FTMFUND	Fund Code Maintenance	Establish Level 3 and Level 4 Funds
GRANT BILLING QUERY FORMS		
FORM	NAME	DESCRIPTION
FRAAREV	Research Accounting Payments Entered	Billed charges and payments by Grant
FRIAPPL	Application of Payment History Inquiry	Pull Application of Payment History
FRIBDET	Research Accounting Billing Detail Inquiry	Expenditures, billed and payments by FUND
FRIBILL	Research Accounting Billing Inquiry	Billing inquiry
FRIGSUM	Research Accounting Grant Summary	Displays summary activity of unbilled amounts, billed amounts, payment amounts and withholding amounts.
FRRBREV	Billing Reversal Process	Billing Reversal Process
FYRUNBL	Unbilled Grants Script	Report to identify unbilled grants by bill format
GENERAL ACCOUNTING QUERY FORMS		
FORM	NAME	DESCRIPTION
FGIBAVL	Budget Availability Status	Pull available balance on non-grant
FGIBDSR	Executive Summary	Summarized of Funds outside SR exhibit, Displays budget and financial activity.
FGIDOCR	Document Retrieval Inquiry	View accounting behind documents.
FGIGLAC	General Ledger Activity	Retrieve payments by FUND tran code "GRAP" and "C" (credits) Pull on tran code "GRAP" and "C" (credits) <b>Clearly Indicates FUND balance</b>
FGITBSR	Trial Balance Summary	Pull on tran code "GRAP" and "C" (credits) <b>Clearly Indicates FUND balance</b>
FGITRND	Detail Transaction Activity	Pull activity by specific FOAP element)
FGRACTH	Account Hierarchy Report	View Account Hierarchy
FGRBDSC	Budget Status	View Budget Status (Current Period)
FGRFITD	Inception to date activity Report	Displays inception to date activity for account codes within FUND codes
FGRFNDH	Fund Hierarchy Report	View Fund Hierarchy
FGRODTA	Organizational Detail Activity Report	View Organizational Detail Activity
FTIAGYH	Agency Hierarchy Query	View Agency Hierarchy
FTIFNDH	Fund Hierarchy Query	Fund Hierarchy Query
FTMACCI	Account Index Code Maintenance	Prevent overriding default Organization and Program codes for an existing fund
FTMBASI	Basis Definition Code Maintenance	Establishes OH, FS or FF base
FTMCSTA	Cost Share Credit Code Maintenance	Establishes credit account code (recipient)
FTMCSTD	Cost Share Distribution Code Maintenance	Establishes debit distribution (cost share source)
FTMCSTR	Cost Share Rate Code Maintenance	Defines Rate Code
NHIDIST	Labor Distribution Data Inquiry	Identifies individuals charged to agreement
NHRDIST	Organizational Payroll Distribution	Hours by Fund
TRRAGES	Grant Aging Analysis Report	Billing aging analysis report. In order to pull outstanding invoices >150 days populate 5th date range with: 999
FINANCE APPROVAL FORMS		
FORM	NAME	DESCRIPTION
FOIAPPD	Approved Document Query	Documents to be approved

## 2) Modifying an Existing Record in BANNER (i. e., FTMFUND, FRMFUND)

To modify an existing record follow the following steps:

- 1) F7 to clear screen and enter a query - tab to FUND field and enter FUND to be revised
- 2) F8 to execute query
- 3) F6 New Record/F4 Copy Record make changes and be sure the form has today's effective date (changes can only be present or future dated).
- 4) F10 (or Save icon) to Save Record

If you query the fund again you will have two entries with different dates. The current is the "new and improved" version.

SYSTEM ALLOWS BACKDATING FOR NEW FUNDS. IT ENFORCES CURRENT OR FUTURE DATE FOR EXISTING FUNDS.

### **3) Printing Instruction**

To print landscape/condensed print enter following string in Special Print field: "-oc -olandscape" for duplex print jobs use "-oc -olandscape -oduplex".

### **4) Account Setup Code Sheet**



<b>Banner Code</b>	<b>(16) CONTRACT TYPE - CHOOSE ONE FROM EACH COLUMN</b>		
	<input type="checkbox"/> FP FIRM FIXED PRICE	<input type="checkbox"/> CT CONTRACT	
	<input type="checkbox"/> FF COST PLUS FIXED FEE	<input type="checkbox"/> GT GRANT	
	<input type="checkbox"/> CT COST	<input type="checkbox"/> CP COOP AGREEMENT	
	<input type="checkbox"/> TM TIME & MATERIALS	<input type="checkbox"/> IN INTERNAL	
	<input type="checkbox"/> IN INTERNAL		
	<b>(17) FUNDING SOURCE - CHOOSE AT LEAST ONE FROM THE LEFT</b>		
	<b>COLUMN 1</b>		
	<input type="checkbox"/> FD FED NON-DOD	<input type="checkbox"/> FS FED SUB NON-DOD	
	<input type="checkbox"/> DD DEPT OF DEF	<input type="checkbox"/> DS DEPT OF DEF SUB	
<input type="checkbox"/> PR PRIVATE	<input type="checkbox"/> PS PRIVATE SUB		
<input type="checkbox"/> ST STATE of NM <sup>2</sup>	<input type="checkbox"/> SS STATE SUB		
<input type="checkbox"/> OT OTHER <sup>3</sup>	<input type="checkbox"/> OS OTHER SUB		
<input type="checkbox"/> IN INTERNAL	<input type="checkbox"/> NR NON-RESEARCH SPONSOR		
<b>(18-5) CFDA NUMBER</b> Refers to catalog of Federal Domestic Assistance Number. To be provided by prime.			
<b>(19) DEPARTMENT</b>	<b>BANNER ORG CODE</b>	<b>BANNER OR CODE</b>	<b>BANNER ORG CODE</b>
BIOLOGY	BIOL 20100	HUMANITIES	HUM 20600
BUREAU OF MINES	BUREAU 10200	ICASA	ICASA 32000
BUSINESS OFFICE	BUSOFF 30201	INFORMATION SERV DEPT	ISD 38000
BUSINESS ADMIN (MANAGEMENT)	BUSADM 21000	MATERIALS & MET. ENG.	METAL 21200
CHEMISTRY	CHEM 20200	MATHEMATICS	MATH 20700
COMPUTER SCIENCE	CSCI 20300	MECHANICAL ENGINEERING	MECH ENG 21600
EARTH & ENVIR SCI-GEOSCIEND	E&ES-GEO 20500	MINING (MINERAL ENGINEERING)	MINING 21300
EARTH & ENVIR SCI-GEO FIELD CRS	E&ES-GEO 20501	PETROLEUM ENG.	PETROL 21500
ELECTRICAL ENGINEERING	ELEC 21100	PHYSICS	PHYSICS 20900
EMRTC	EMRTC 10300	PRRC	PRRC 10600
ENVIRONMENTAL EVALUATION GRP	EEG 10700	PSYCHOLOGY	PSYCH 20800
ENVIRONMENTAL ENGINEERING	ENVIRO 21400	SCIENCE TEACHER TRAINING	MST 21800
		STATE MINING INSPECTOR	STMINE 34000
		VP FOR ADMIN & FIN	VPAD 30000
		VP FOR R&D	R&D 40100
		IERA <sup>5</sup>	IERA <sup>5</sup> 10301
		GEOPHYS RESRCH CTR	GRC 44000
		IRIS	IRIS 44700
		KAVE & CARST	K&C 44500
		HOMELAND SECURITY	HLS 44600
		MRO	MRO 44710
		VP FOR UNIV RELATIONS	VPUR 5xxxx
		STUDENT SERVICES	STSERV 50300
		NRAO	NRAO 44720
		PHYSICAL PLANT	PPLANT 308xx
<b>(21) COST SHARE</b>		<b>(23) ENTITLED OVERHEAD RATE</b>	
<input type="checkbox"/> DC DIRECT COSTS	<input type="checkbox"/> BO BOTH DIRECT & INDIRECT COSTS	NMIMT ENTITLED OH RATE WILL DIFFER FROM AWARDED OH RATE TO SATISFY COST SHARE REQUIREMENTS.	
<input type="checkbox"/> IC INDIRECT COSTS	<input type="checkbox"/> NONE		
<input type="checkbox"/> EQ EQUIPMENT	<input type="checkbox"/> NONE		
<b>(30-1) <sup>6</sup> PROPERTY SOURCE - CHOOSE ONE</b>		<b>(28) PROPERTY TITLE (FOR PROPERTY OFFICE) - CHOOSE ONE OR LEAVE BLANK IF NO PROPERTY</b>	
<input type="checkbox"/> FD FEDERAL	<input type="checkbox"/> OT OTHER	<input type="checkbox"/> AF AIR FORCE	<input type="checkbox"/> NY NAVY
<input type="checkbox"/> ST STATE	<input type="checkbox"/> NONE	<input type="checkbox"/> AR ARMY	<input type="checkbox"/> SL SANDIA NAT. LAB
<b>(30-7) BILLING FORMAT - CHOOSE ONE</b>		<input type="checkbox"/> DE DEPT OF ENERGY (LANL, ETC.)	<input type="checkbox"/> FD FEDERAL
<input type="checkbox"/> 270 FORM 270		<input type="checkbox"/> NA NASA	<input type="checkbox"/> ST STATE
<input type="checkbox"/> 1034 FORM 1034		<input type="checkbox"/> NS NATIONAL SCIENCE FOUNDATION	<input type="checkbox"/> OT OTHER
<input type="checkbox"/> ADV ADVANCED PAY <sup>4</sup>			<input type="checkbox"/> TB TO BE DETERMINED
<input type="checkbox"/> STAN STANDARD INVOICE		<b>(30-8) BILLING FREQUENCY - CHOOSE ONE</b>	
<b>PMS CODE - CHOOSE ONE???</b>		<b>(30-9) BILLING SORT LEVEL</b>	
<input type="checkbox"/> MTHLY 1034 Monthly 1034 Billing		<input type="checkbox"/> MO INVOICED MONTHLY	<input type="checkbox"/> F6 SORT INVOICE BY FIRST 6 (ie., 29T-TQL)
<input type="checkbox"/> MTHLY 270 Monthly 270 Billing		<input type="checkbox"/> QT INVOICED QUARTERLY	<input type="checkbox"/> TK SORT INVOICE BY TASK NO. (ie., 29M9DG010)
<input type="checkbox"/> MTHLY STD Monthly Standard Billing		<input type="checkbox"/> CO INVOICED UPON COMPLETION	<input type="checkbox"/> PO SORT INVOICE BY PO NUMBER (ie., 29T-T-QK/QM both under po # 03347)
<input type="checkbox"/> QTLY 270 Quarterly 270 Billing		<input type="checkbox"/> SP INVOICED BY SCHEDULED PAY	
<input type="checkbox"/> QTLY 272 Quarterly 272 Billing		<input type="checkbox"/> SM INVOICED SEMI-ANNUALLY	
<input type="checkbox"/> QTLY STD Quarterly Standard			
<input type="checkbox"/> ASAP AUTO STANDARD APPL FOR PMT			
<input type="checkbox"/> GAPS GRANT ADMIN AND PMT SYSTEM			
<input type="checkbox"/> PAPRS PAPERLESS AUTO PMT REFUND SYS			
<input type="checkbox"/> PAYWEB ONR E270			
<input type="checkbox"/> PMS PAYMENT MANAGEMET SYSTEM			
<input type="checkbox"/> VIPERS VENDOR INQ PMT ELEC REPORT SYS			
<input type="checkbox"/> WAWF DoD's Wide Area WorkFlow			
<b>PMS CODE/LOC Fund Code</b>			
<input type="checkbox"/> NSFLOC National Science Foundation LOC			
<input type="checkbox"/> NASLOC NASA LOC			

5) Budget Setup Sheet

NEW MEXICO INSTITUTE MINING & TECHNOLOGY  
 SPONSORED RESEARCH ACCOUNT SETUP AND BUDGET ADJUSTMENT FORM  
 Revised 5/19/06

GRANT: \_\_\_\_\_ FUND: \_\_\_\_\_ ORG: \_\_\_\_\_ PROGRAM: \_\_\_\_\_

	LEGACY	ACCOUNT	INCREASE
	OBJ CODE		(DECREASE)*
<b>Salaries</b>			
Account Budget TBD	000	730500	
Faculty Salaries	501	610000	
Professional Salaries	501	610010	
Graduate Student Salaries	502	610040	
Support Staff Salaries	503	610020	
Technical Salaries	504	610030	
Student Salaries	505/506/507	610050	
Employee Benefits	519	620000	
Supplies & Expenses	610	710001	
Telephone-Long Distance	621	710102	
Telephone-Equipment Charge	622	710103	
Travel	630	710200	
Subcontracts/Consultants	64B/64C	710400	
Facility Support	664	720009	
Fixed Fee	60A	740004	
Overhead	660	740001	
Equipment	720	730100	
<b>Total</b>			<b>INCREASE</b>
			<b>(DECREASE)</b>
<b>REVENUES</b>		<b>ACCOUNT</b>	
Federal G&C Revenue	450	570000	
Slate & Local G&C Revenue	450	570001	
Private G&C Revenue	450	570002	
Other G&C Revenue	450	570003	
Cost Share Revenue	830/983	582031/560116	
<b>Total</b>			

Explanation:

Date Prepared: \_\_\_\_\_

Reviewed for Compliance:

\_\_\_\_\_  
 Name Date

Entered by:

\_\_\_\_\_  
 Name Date

\*To reverse existing budget data click on "Reversal" field in FRABUDG

## 6) SPA Approval Queues

## **7) Fund Setup Request Form**

**Banner Fund Setup Request Form**

(Please complete the following and submit to RFA with each Fund Set up request)

Revised 7/11/08

1) Proposal Title (signed award required), or (if bridge funding is being requested, a copy of the authorizing memo is required). \_\_\_\_\_

2) Year of Proposal (new, 2nd, etc.): \_\_\_\_\_

3) Number of Funds Required: \_\_\_\_\_

If more than one, please specify funding distribution and ensure location where work will be performed is clearly noted: \_\_\_\_\_

4) PI: \_\_\_\_\_

5) PI ID#: \_\_\_\_\_

6) Period of Performance: Begin: \_\_\_\_\_

End: \_\_\_\_\_

7) Contract Type \_\_\_\_\_

8) Work Will Be Performed (Circle One) On Campus Off Campus

If On-Campus (Circle One) FS No FS

If Off-Campus (Circle one) EMRTC Playas Other

Dept. Org Code (required): Note: Fund Org must match Grant Org.\*  
\*Playas is an exception \_\_\_\_\_

9) Is Cost Share Expected? (Circle one) Yes No

If yes, is it required or voluntary: \_\_\_\_\_

Cost Share Funding Sources (provide supporting documents): \_\_\_\_\_

NM Tech Donor Fund No.(required): \_\_\_\_\_

In-Kind (3rd party): \_\_\_\_\_

10) Program Code (Circle One) 29000 29001 29002

11) Property Source (Circle One) Federal State Other None

12) Burden Rates: FS: \_\_\_\_\_

OH: \_\_\_\_\_

FF: \_\_\_\_\_

None: \_\_\_\_\_

13) Funding Source (Name of Agency): \_\_\_\_\_

Category: \_\_\_\_\_

Amount: \_\_\_\_\_

14) Budget (required) \_\_\_\_\_

Date