Banner Grant Setup Instruction

Sponsored Projects Administration

Revised May 16, 2017

Table of Content

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	
F	Air Force	Dept of Defense
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 *only*		

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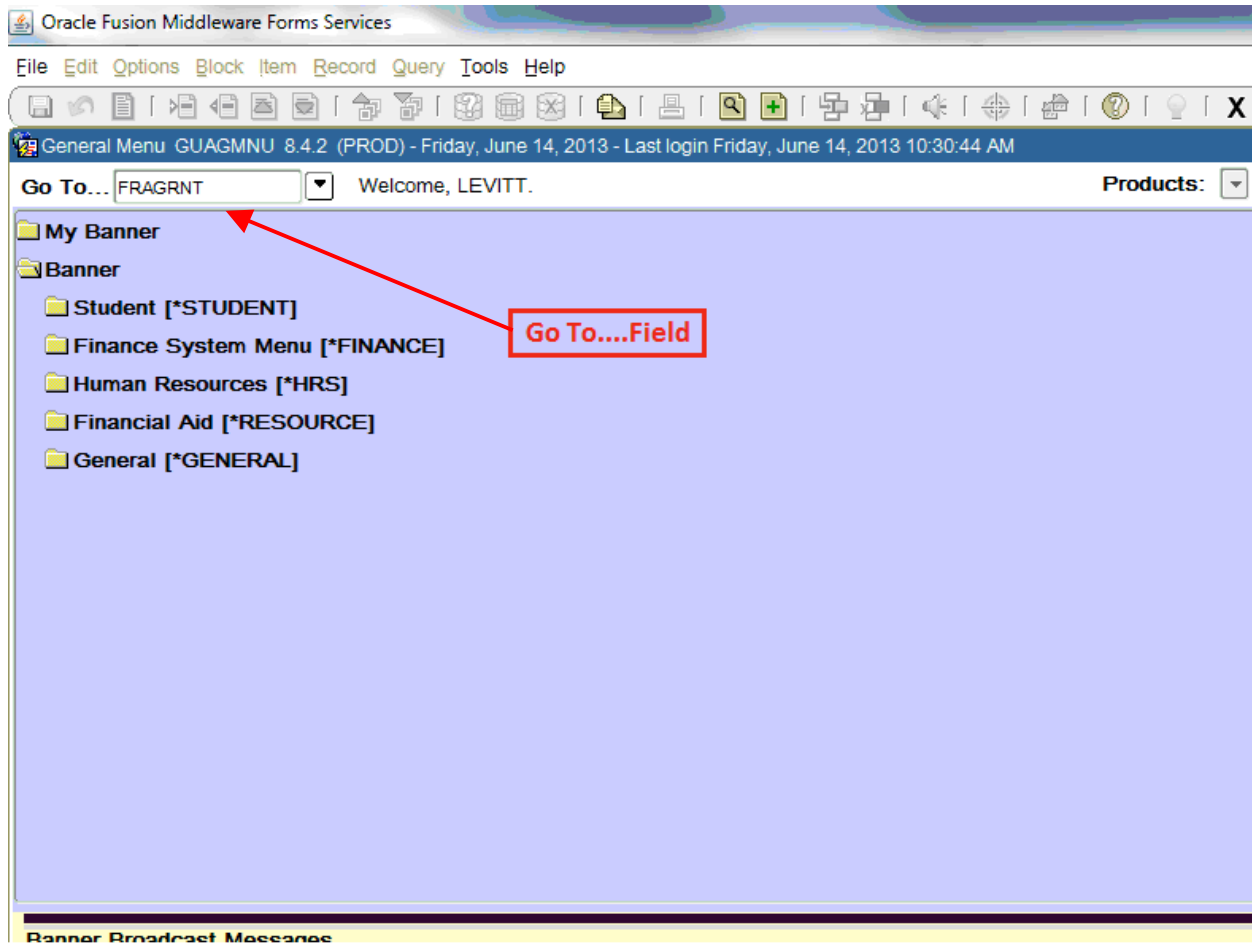
BANNER assumes you are entering a new record when you log into a screen. If you want to check status of an existing record in most screens, hit F7 to clear, click on enter query or tab to field you are interested in, populate field and then click on execute query (F8) to see if the record exists. FRAGRNT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

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* <u>expenditure end date</u> *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* <u>6/30/xx format</u> *for IDC to calculate. The termination date on FRMFUND should* <u>equal the term date</u> *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

Pass Through Agency Distribution Info FRAGRNT 8.6.1.5 (PROD)

Agency Code

Agency Code		Percentage
NASA	National Aeronautics & Space Administration	100.00

Total: 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.*

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)

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* <u>*expenditure end date*</u> *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* <u>*6/30/xx format*</u> *for IDC to calculate. The termination date on FRMFUND should* <u>*equal the term date*</u> *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

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 <u>expenditure end date</u> 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 <u>6/30/xx format</u> for IDC to calculate. The termination date on FRMFUND should <u>equal the term date</u> 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.

Step 5: FRAEVGA (Grant Event Assignment)

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

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"

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

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.
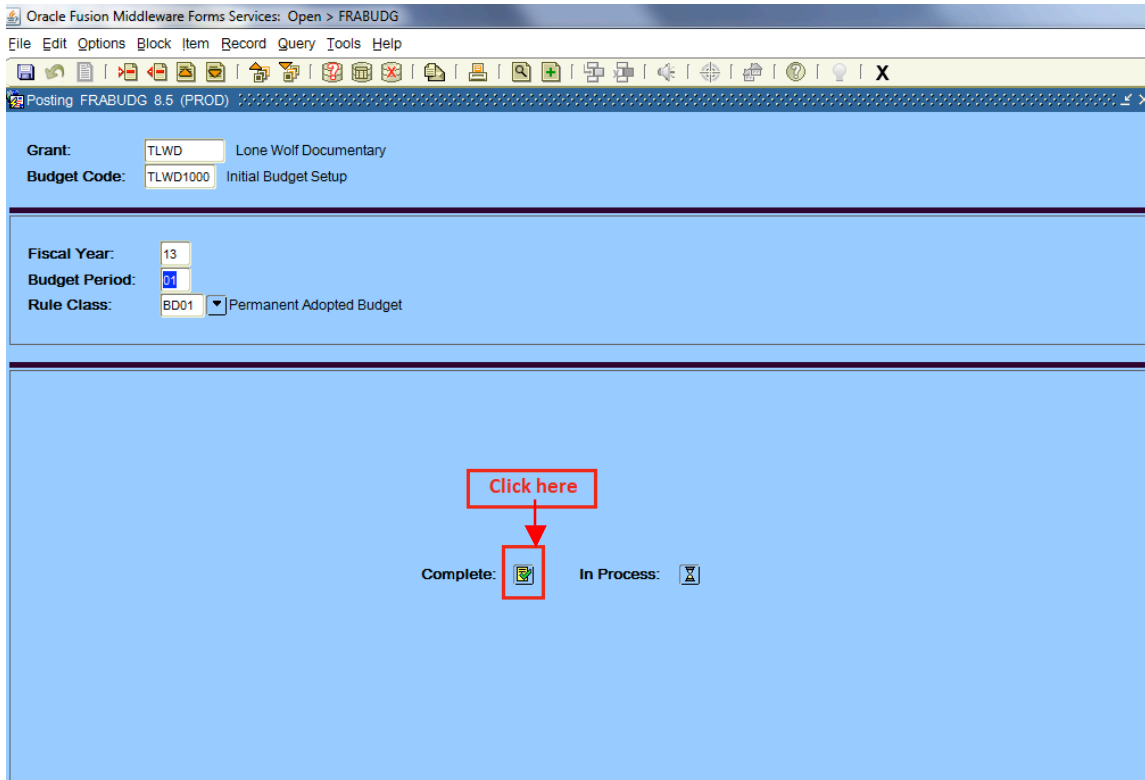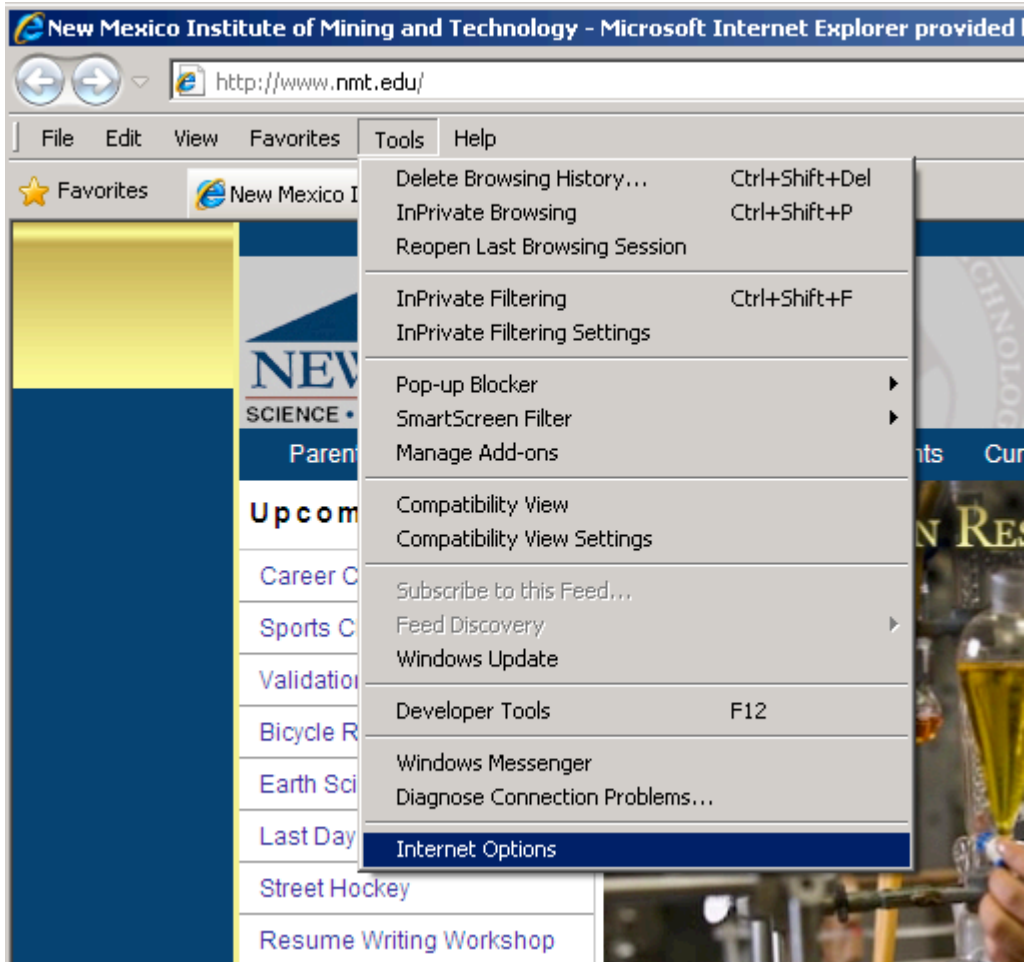

## 4. Scan and Index Using the Banner Document Management System (BDMS)

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.
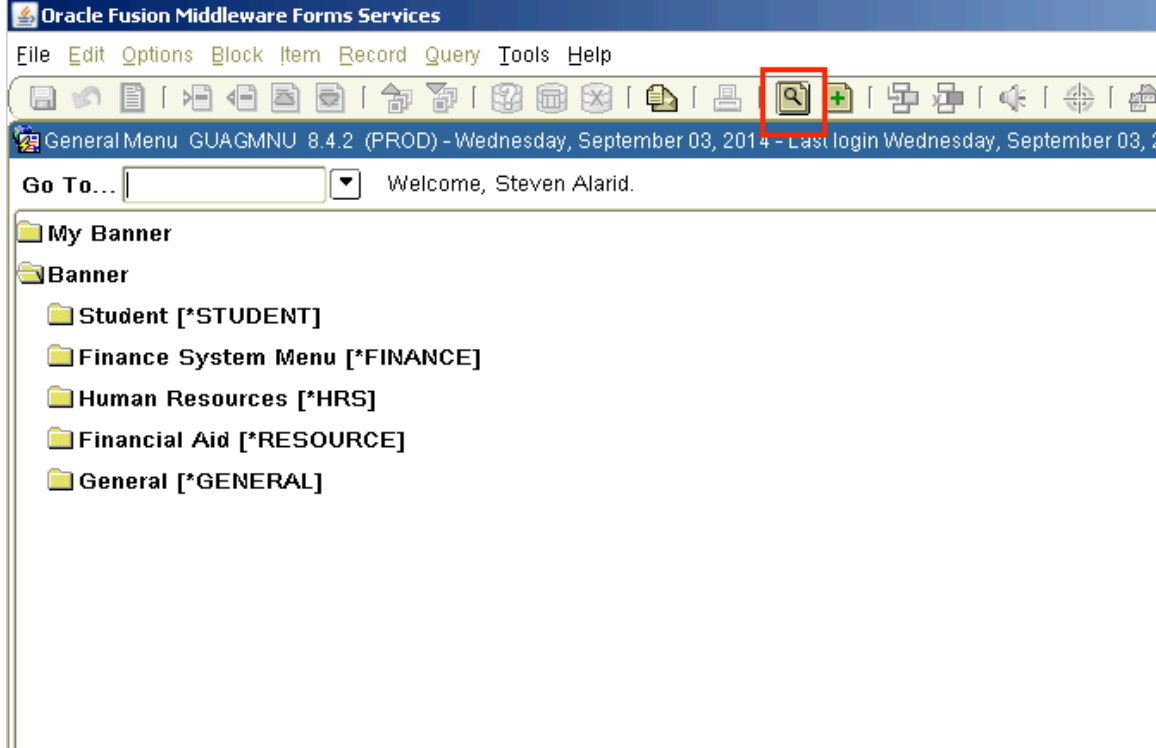
2.Under the "Advanced" tab on the new window, scroll down and uncheck the box that says "Reuse windows for launching shortcuts" and press "OK"
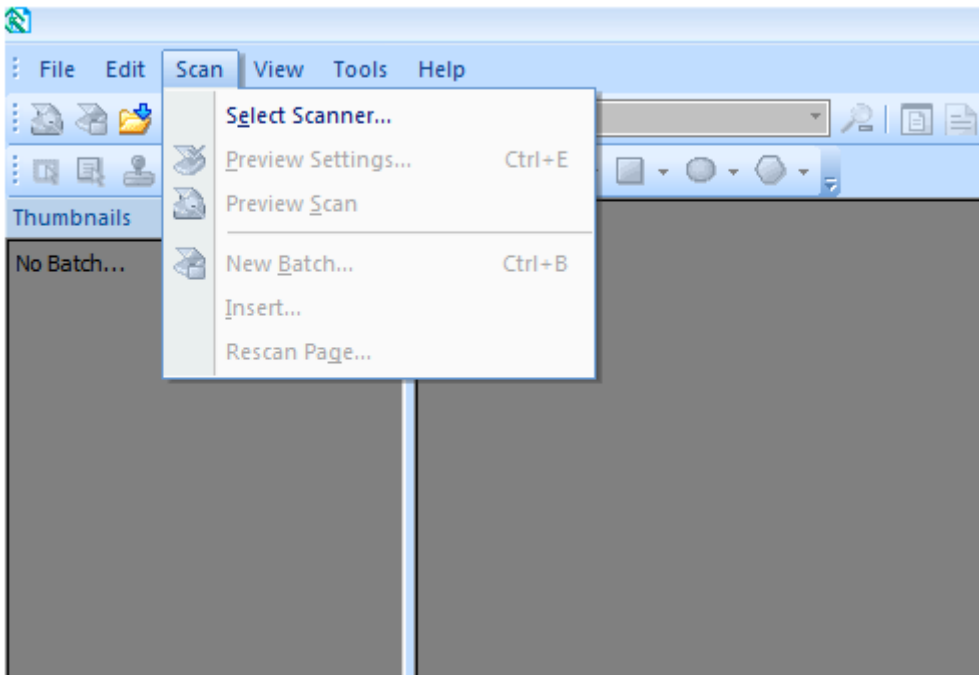.
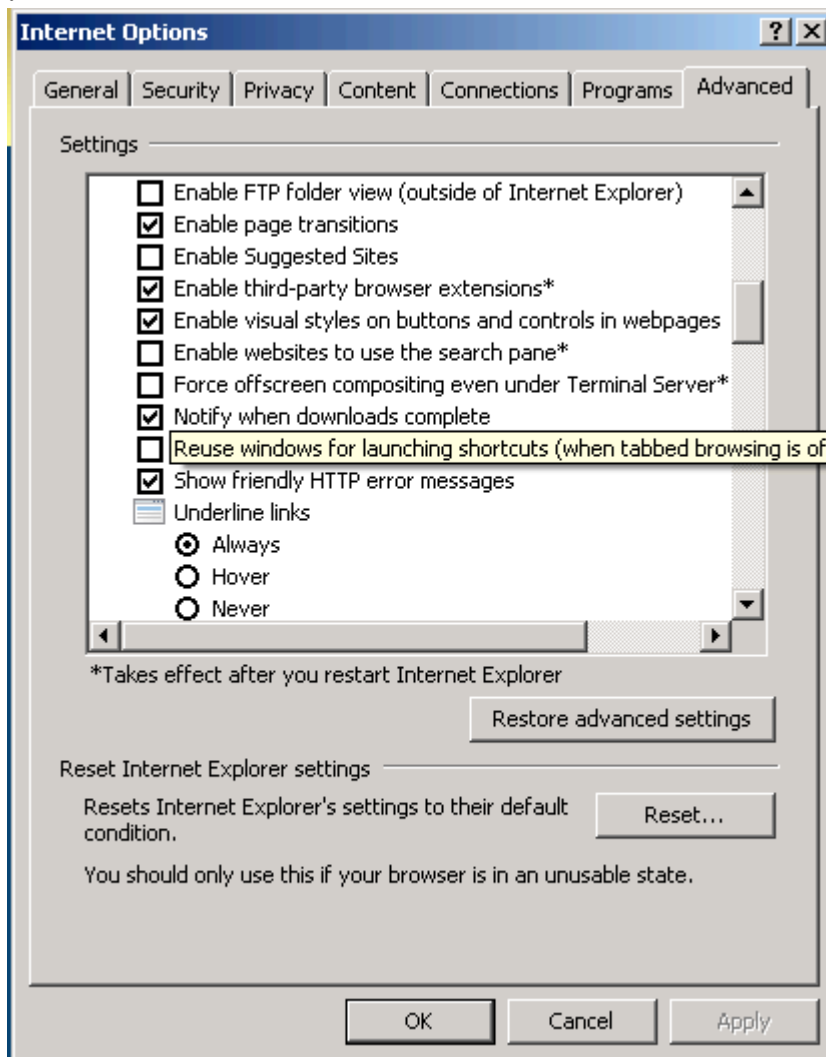
3. Now log into Banner and choose the BDM – Display document button. A message will display saying your password has been synced. Press "OK".
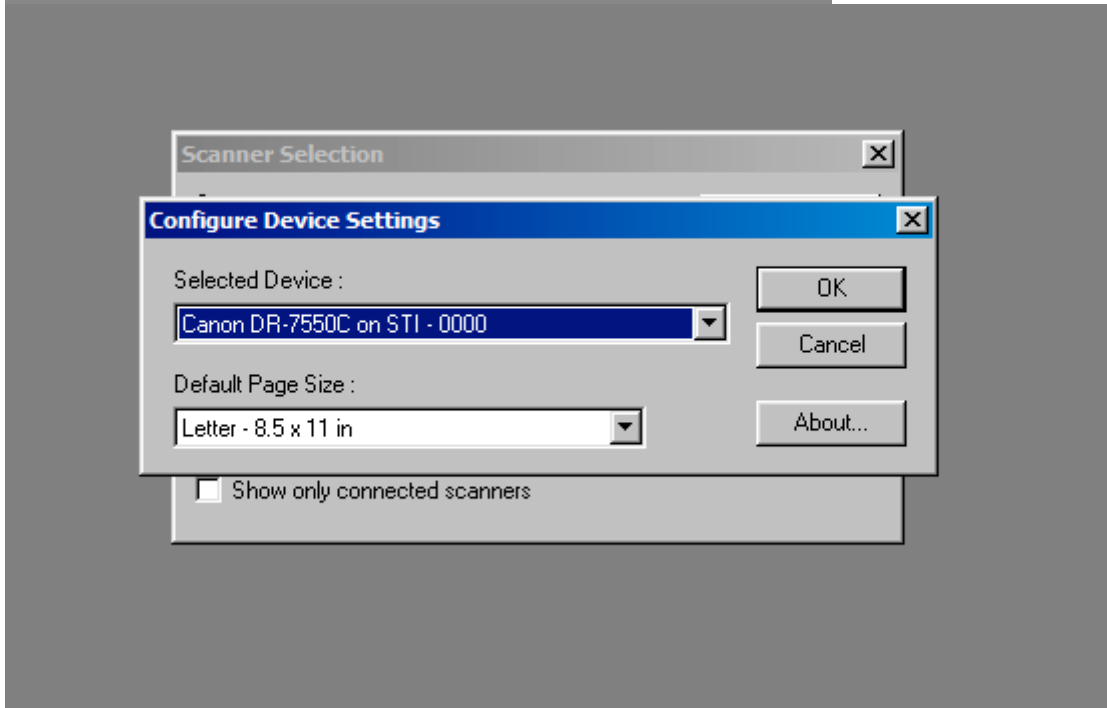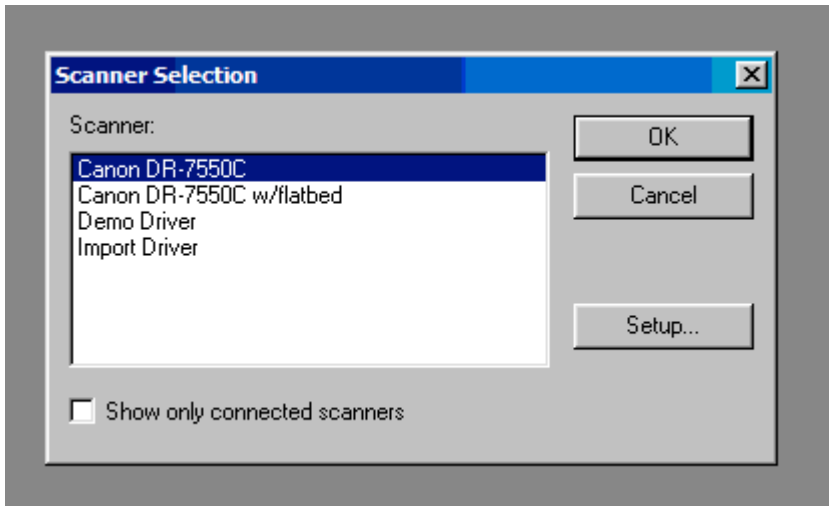***If you change your banner password, you will need to do this step again**

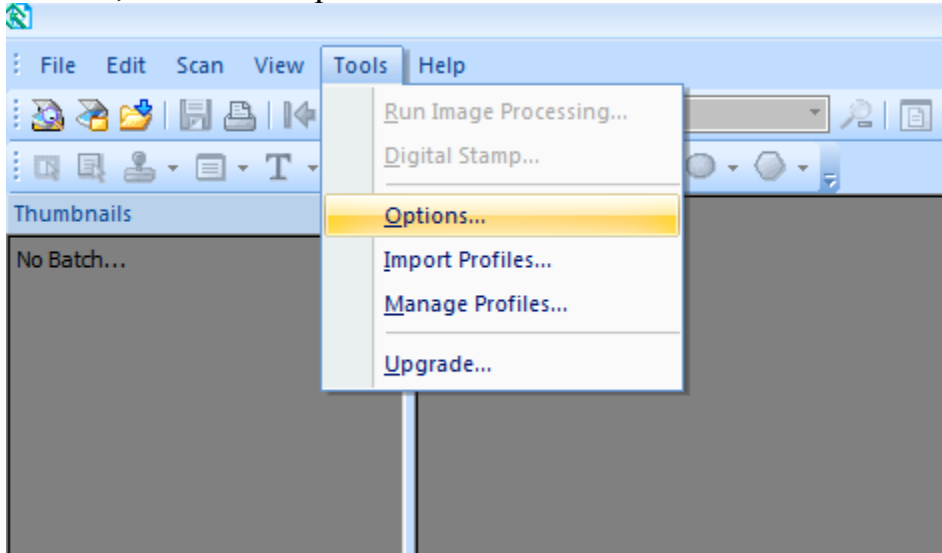**4.** Now open up QuickScan from the desktop and choose "Select Scanner…" under the scan tab.
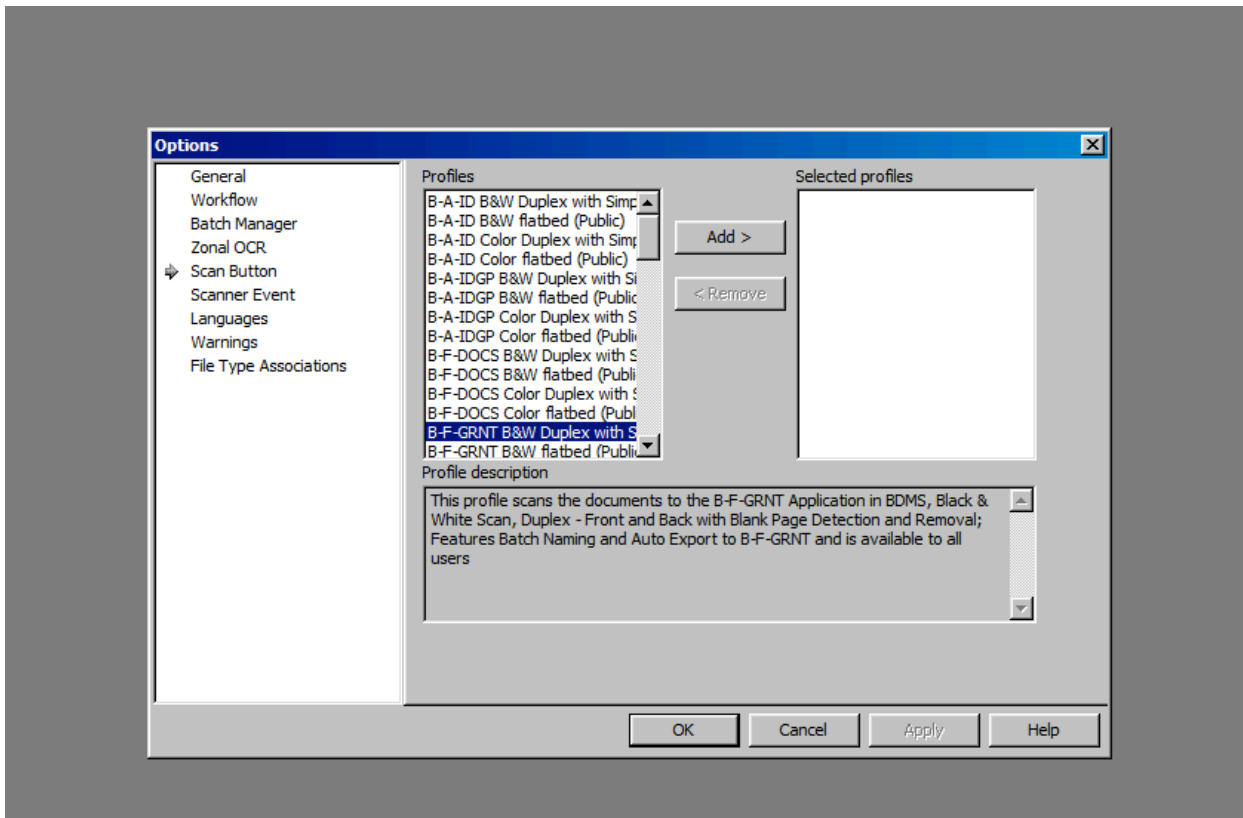

5. A small window will pop up in the center. Choose "Canon DR-7550C" from the list and click "OK". Click "OK" on the next window that pops up also.

6. Next, click the "Options…" button under the Tools tab on top.

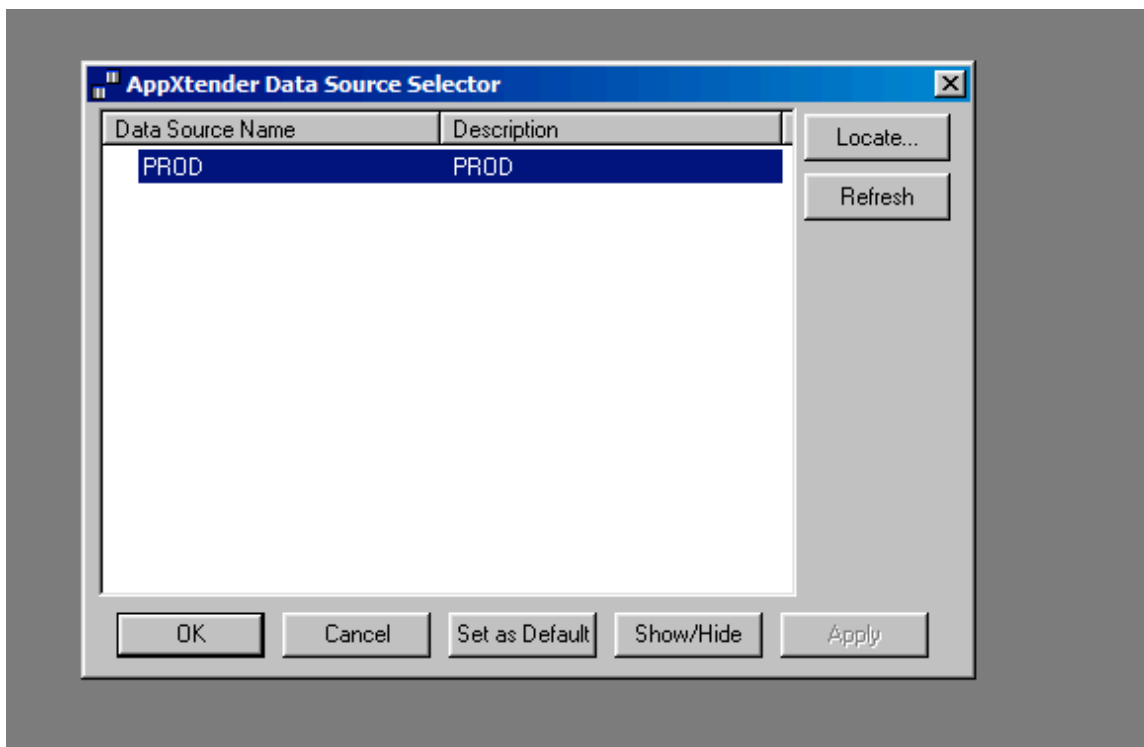**7**. On the left side of the new window, select "Scan Button" to give more options. Highlight "B-F-GRNT B&W Duplex with Simplex Option" and press "Apply" then "OK".

8. Next open up the Start menu and under "All Programs" find "ApplicationXtenderDesktop" then "Data Source Selector".
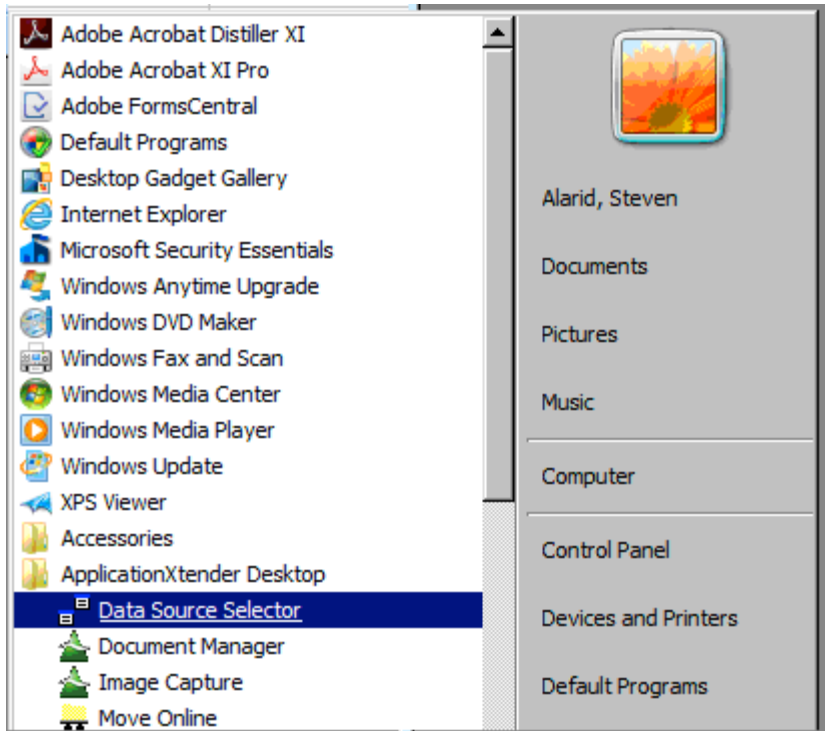
9. Choose "PROD" on the window that comes up and press "OK".

2) Scanning Documents

1. Open up QuickScan from the desktop. If it isnt 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, ammendment, etc). Select the "New Batch" icon in the top left corner on the screen.
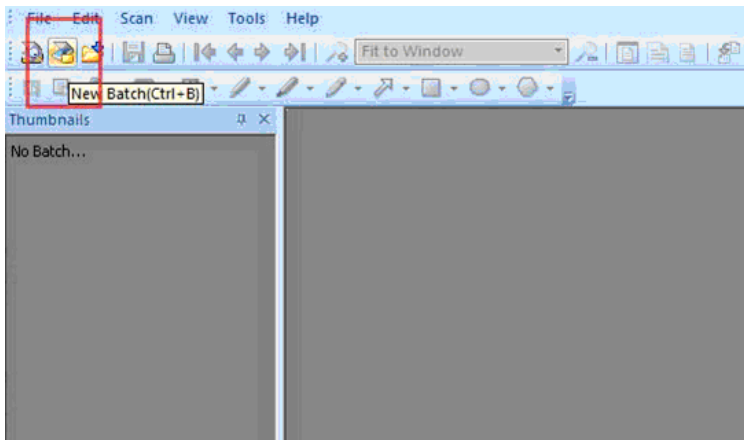
3. When the window pops up, make sure "B-F-GRNT B&W Duplex with Simplex Option" is highlighted, then under Batch, select the "New" bubble and press "Scan".
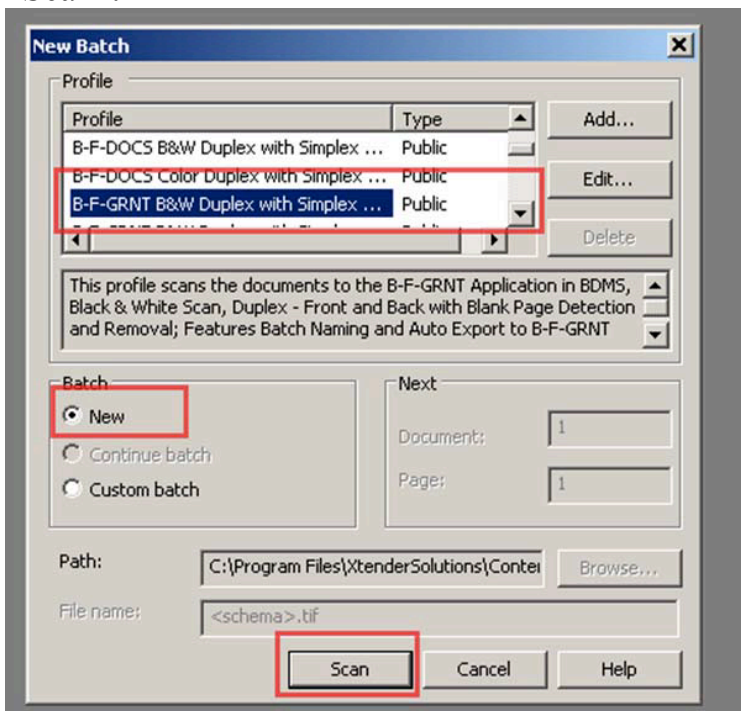
4. A small window will pop up. Select "Simplex" if the document is one sided or "Duplex" if the pages are double sided then press "Continue". Press "Stop" when the window pops up and the pages are done.
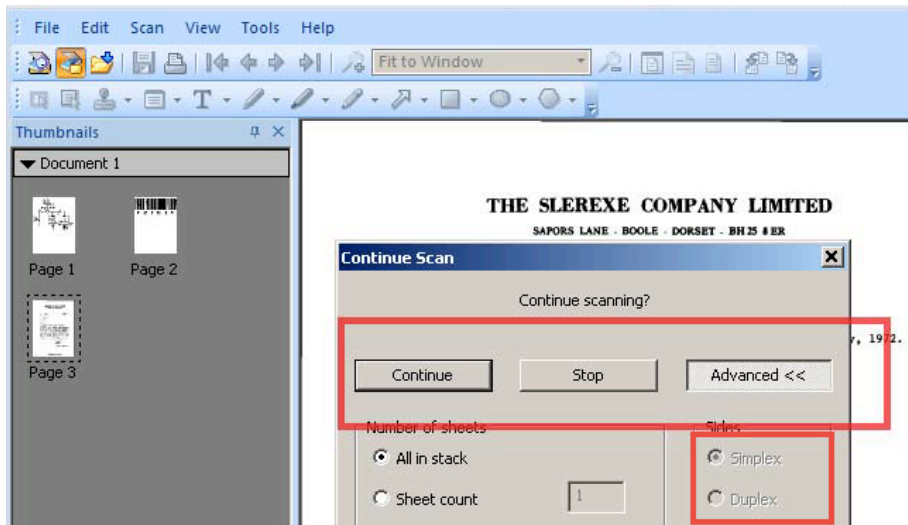
5. Name the batch in a format such as **SPA-(grant#)-MMDDYY-(Initials) (batch number)** for example **SPA-MRDC-090314-YY1** for grant MRDC on 9/3/14 with initials YY and the first batch of the document.
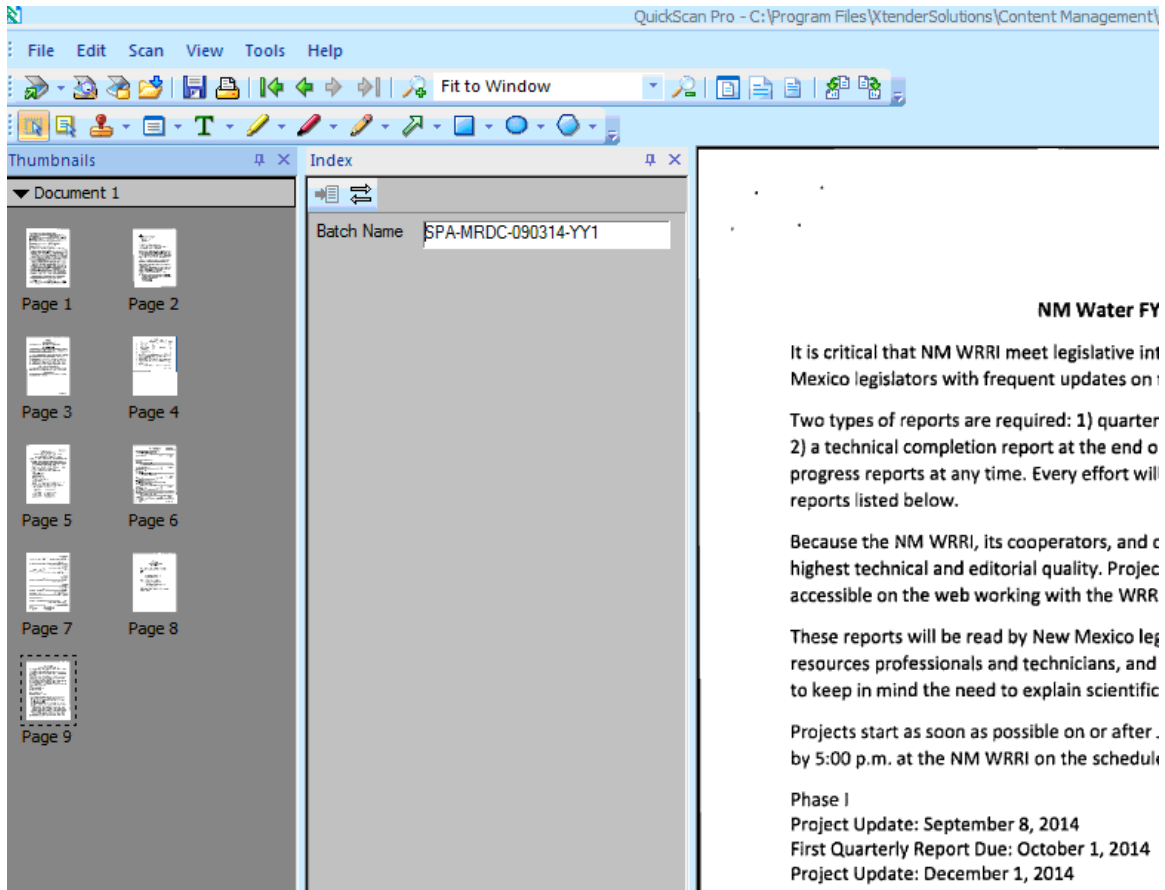
6. Click the "X" to close the window. A confirmation will pop up saying "Batch Export Successful". You may now close QuickScan if you are done or go back to step 2 if you have more to scan.

Batch Export

Batch Export Successful

OK
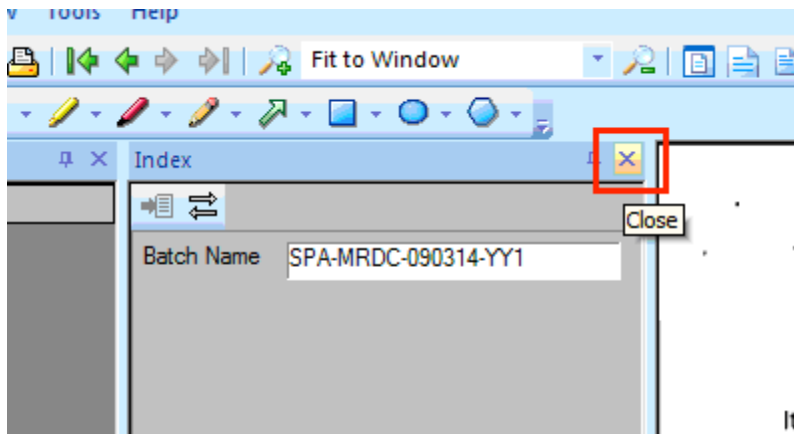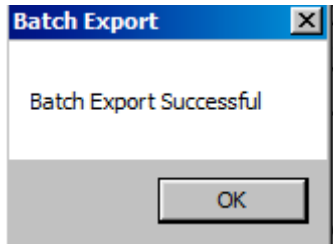
3) *Indexing the scanned documents*

1. Log on to banner and select the BDM – Display document button.
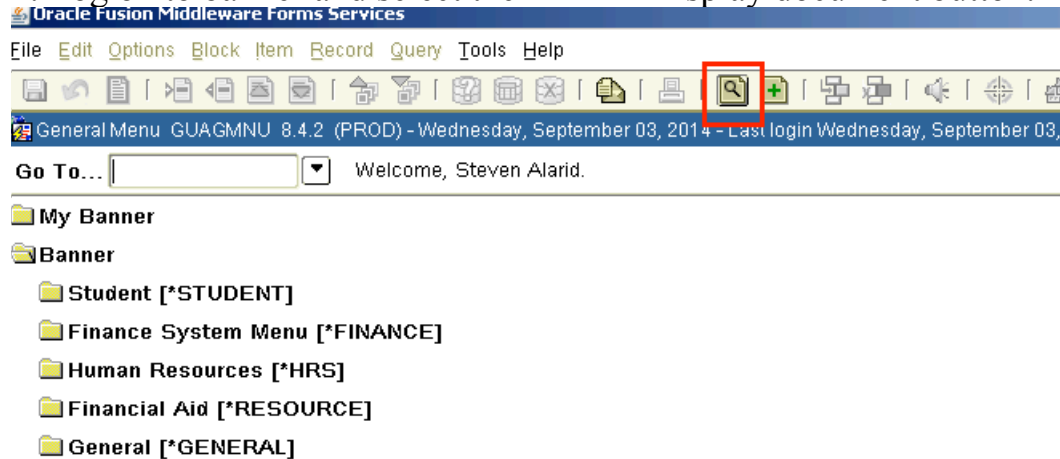
2. A new window will show. Choose the "Batch List" button near the top of the page.
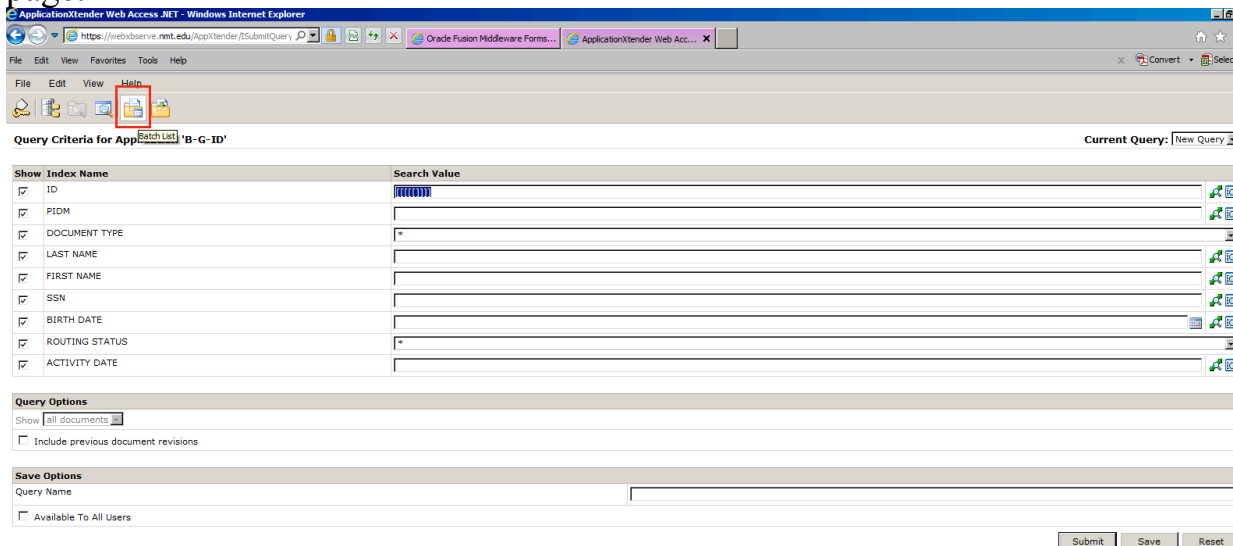
3. A list of scanned documents that have not been indexed will show. Click on the button on its left that says "Open batch for Indexing" when hovored over.
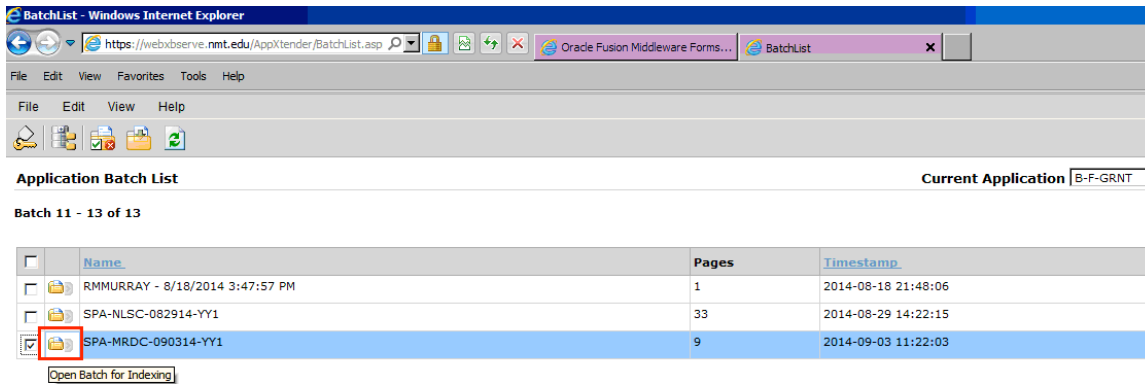
4. The new screen will show the document. Add in the grant code and select the document type. The other fields should auto populate. Press "Save".
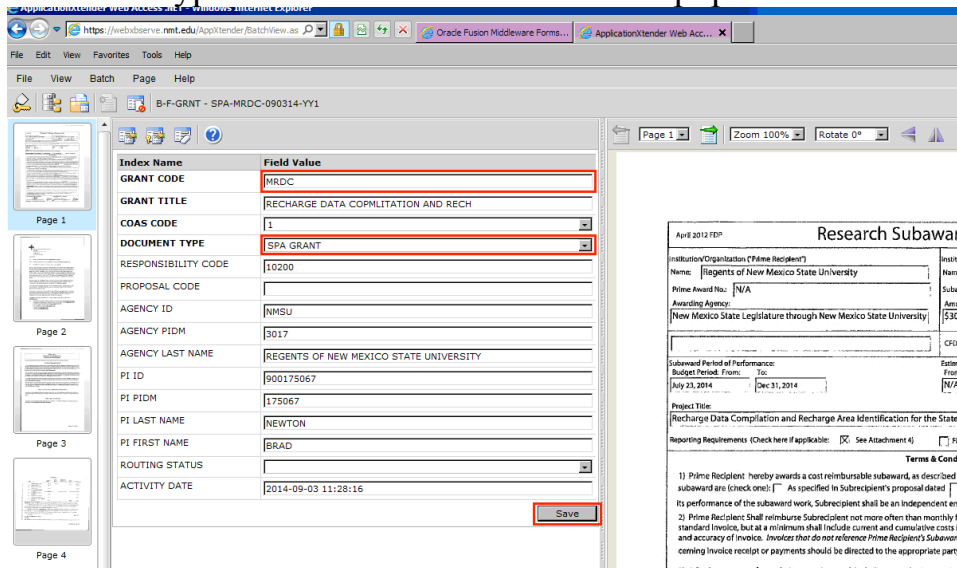
The drop down menu for selecting document type will look like this.
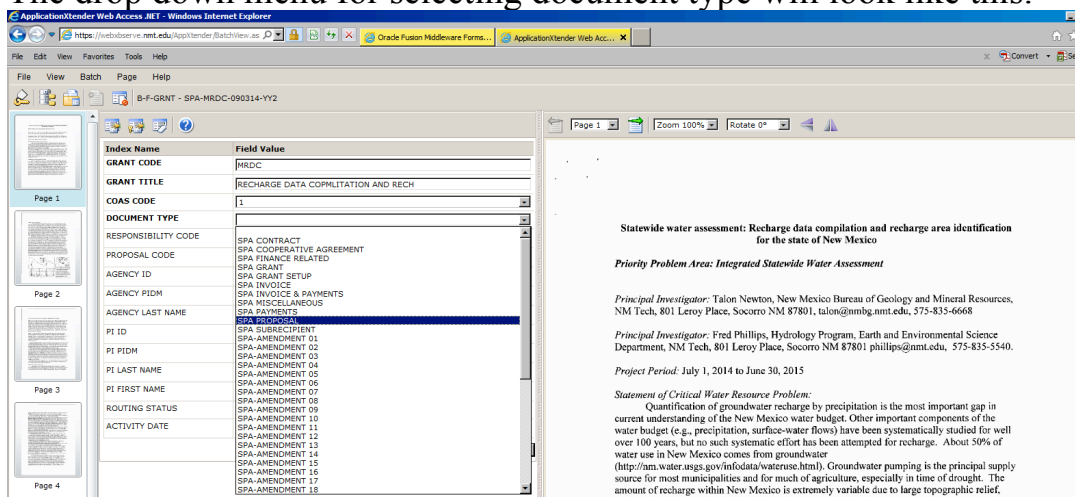
5. Next press the "Add All Pages" button on the top. A confirmation will appear and will ask what you want to do. You can view the document if you want to check it.

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.

4) *Viewing an Indexed Document*

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

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

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 administer
FRIGITD	Grant Inception To Date Report	Displays ITD budget, current and cumulative expenditures, encumbrances
FRIGRNT	Grant Code Inquiry	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"
FRIGTRD	Grant Inception To Date	Pull activity by Account Code etc but also need another parameter ie., date, document type
FRMTUND	Research Accounting Fund Mainten	Establish rates such as facility support, overhead and fixed fee for a particular FUND or modify an existing FUND record.
FRRGBFY	Grant Budget Status Report	Displays budget information, YTD activity, commitments and available balance *for a specific FY*
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 En	Billed charges and payments by Grant
FRIAPPL	Application of Payment History Inquiry	Pull Application of Payment History
FRIBDET	Research Accounting Billing Detail I	Expenditures, billed and payments by FUND
FRIBILL	Research Accounting Billing Inquiry	Billing inquiry
FRIGSUM	Research Accounting Grant Summa	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)
FGITBSR	Trial Balance Summary	Pull on tran code "GRAP" and "C" (credits) *Clearly Indicates FUND balance*
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 Maintenan	Establishes credit account code (recipient)
FTMCSTD	Cost Share Distribution Code Maint	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

COST CATEGORY - Choose One (Ask Carol/Anna/Harvey if not sure)

Banner Code	Code	Description
	100	EQUIPMENT
	110	BUILDINGS
	120	LAND IMPROVEMENTS
	80 - OM	OPERATIONS & MAINTENANCE
	50 - GA	GENERAL & ADMINISTRATION
	40 - DA	DEPARTMENTAL ADMINISTRATION
10011	70 - LI	LIBRARY
	60 - SP	RESEARCH ADMINISTRATION
	20 - IN	INSTRUCTION
29000	10 - SP	ORGANIZED RESEARCH - ie., pursuit of new knowledge, understanding existing knowledge or testing/proving existing knowledge
29001	130 - SO	OTHER SPONSORED ACTIVITIES - programs & projects financed by federal & non-federal agencies which involve the performance or work other than instruction & organized research ie., construction projects
	30 - OA	OTHER INSTITUTE ACTIVITIES

(16) CONTRACT TYPE - CHOOSE ONE FROM EACH COLUMN

FP	FIRM FIXED PRICE	CT	CONTRACT
FF	COST PLUS FIXED FEE	GT	GRANT
CT	COST	CP	COOP AGREEMENT
TM	TIME & MATERIALS	IN	INTERNAL
IN	INTERNAL		

(17) FUNDING SOURCE - CHOOSE AT LEAST ONE FROM THE LEFT COLUMN [1]

FD	FED NON-DOD	FS	FED SUB NON-DOD
DD	DEPT OF DEF	DS	DEPT OF DEF SUB
PR	PRIVATE	PS	PRIVATE SUB
ST	STATE of NM [2]	SS	STATE SUB
OT	OTHER [3]	OS	OTHER SUB
IN	INTERNAL	NR	NON-RESEARCH SPONSOR

(18-5) CFDA NUMBER

Refers to catalog of Federal Domestic Assistance Number. To be provided by prime.

(19) DEPARTMENT / BANNER ORG CODE

DEPARTMENT	BANNER ORG CODE		DEPARTMENT	BANNER ORG CODE		DEPARTMENT	BANNER ORG CODE
BIOLOGY	BIOL	20100	HUMANITIES	HUM	20600	VP FOR ADMIN & FIN	VPAD	30000
BUREAU OF MINES	BUREAU	10200	ICASA	ICASA	32000	VP FOR R&ED	R&ED	40100
BUSINESS OFFICE	BUSOFF	30201	INFORMATION SERV DEPT	ISD	38000	IERA	IERA[5]	10301
BUSINESS ADMIN (MANAGEMENT)	BUSADM	21000	MATERIALS & MET. ENG.	METAL	21200	GEOPHYS RESRCH CTR	GRC	44000
CHEMISTRY	CHEM	20200	MATHEMATICS	MATH	20700	IRIS	IRIS	44700
COMPUTER SCIENCE	CSCI	20300	MECHANICAL ENGINEERING	MECH ENG	21600	KAVE & CARST	K&C	44500
EARTH & ENVIR SCI-GEOSCIEND	E&ES-GEO	20500	MINING (MINERAL ENGINEERING)	MINING	21300	HOMELAND SECURITY	HLS	44600
EARTH & ENVIR SCI-GEO FIELD CRSE	E&ES-GEO	20501	PETROLEUM ENG.	PETROL	21500	MRO		44710
			PHYSICS	PHYSICS	20900	VP FOR UNIV RELATIONS	VPUR	5xxxx
ELECTRICAL ENGINEERING	ELEC	21100	PRRC	PRRC	10600	STUDENT SERVICES	STSERV	50300
EMRTC	EMRTC	10300	PSYCHOLOGY	PSYCH	20800	NRAO		44720
ENVIRONMENTAL EVALUATION GRP	EEG	10700	SCIENCE TEACHER TRAINING	MST	21800	PHYSICAL PLANT	PPLANT	308xx
ENVIRONMENTAL ENGINEERING	ENVIRO	21400	STATE MINING INSPECTOR	STMINE	34000			

(21) COST SHARE

DC	DIRECT CO	BO	BOTH DIRECT & INDIRECT COSTS
IC	INDIRECT COSTS		
EQ	EQUIPMENT	NO	NONE

(23) ENTITLED OVERHEAD RATE

NMIMT ENTITLED OH RATE WILL DIFFER FROM AWARDED OH RATE TO SATISFY COST SHARE REQUIREMENTS.

(30-1) [6] PROPERTY SOURCE - CHOOSE ONE

FD	FEDERAL	OT	OTHER
ST	STATE	NO	NONE

(30-7) BILLING FORMAT - CHOOSE ONE

270	FORM 270
1034	FORM 1034
ADV	ADVANCED PAY[4]
STAN	STANDARD INVOICE

PMS CODE - CHOOSE ONE???

MTHLY 1034	Monthly 1034 Billing
MTHLY 270	Monthly 270 Billing
MTHLY STD	Monthly Standard Billing
QTLY 270	Quarterly 270 Billing
QTLY 272	Quarterly 272 Billing
QTLY STD	Quarterly Standard
ASAP	AUTO STANDARD APPL FOR PMT
GAPS	GRANT ADMIN AND PMT SYSTEM
PAPRS	PAPERLESS AUTO PMT REFUND SY
PAYWEB	ONR E270
PMS	PAYMENT MANAGEMET SYSTEM
VIPERS	VENDOR INQ PMT ELEC REPORT SYS
WAWF	DoD'S Wide Area WorkFlow

PMS CODE/LOC Fund Code

NSFLOC	National Science Foundation LOC
NASLOC	NASA LOC

(28) PROPERTY TITLE (FOR PROPERTY OFFICE) - CHOOSE ONE OR LEAVE BLANK IF NO PROPERTY

AF	AIR FORCE	NY	NAVY
AR	ARMY	SL	SANDIA NAT. LAB
DE	DEPT OF ENERGY (LANL, ETC.)	FD	FEDERAL
NA	NASA	ST	STATE
NS	NATIONAL SCIENCE FOUNDATION	OT	OTHER
		TB	TO BE DETERMINED

(30-8) BILLING FREQUENCY - CHOOSE ONE

MO	INVOICED MONTHLY
QT	INVOICED QUARTERLY
CO	INVOICED UPON COMPLETION
SP	INVOICED BY SCHEDULED PAY
SM	INVOICED SEMI-ANNUALLY

(30-9) BILLING SORT LEVEL

F6	SORT INVOICE BY FIRST 6 (ie., 29T-TQL)
TK	SORT INVOICE BY TASK NO. (ie., 29M9DG010)
PO	SORT INVOICE BY PO NUMBER (ie., 29-T-QK/QM both under po # 03347)

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 OBJ CODE	ACCOUNT	INCREASE (DECREASE)*	
Salaries				
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		
Total				
			INCREASE	
REVENUES		ACCOUNT	(DECREASE)	
Federal G&C Revenue	450	570000		
State & 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		
Total				

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