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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.

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

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:
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).

<table>
<thead>
<tr>
<th>Program Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>29000</td>
<td>Sponsored Research</td>
</tr>
<tr>
<td>29001</td>
<td>Other Sponsored Research</td>
</tr>
</tbody>
</table>

5) **Grant and Contract Fund Hierarchy**: 
Observe following Grant and Contract Fund Hierarchy:
<table>
<thead>
<tr>
<th>Level 1</th>
<th>Description</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>FED</td>
<td>Federal Awards</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARMY</td>
<td>G&amp;C FUND non data enterable</td>
<td></td>
<td>G&amp;C Data enterable FUND</td>
<td></td>
</tr>
<tr>
<td>EPA</td>
<td>G&amp;C FUND non data enterable</td>
<td></td>
<td>G&amp;C Data enterable FUND</td>
<td></td>
</tr>
<tr>
<td>DOE</td>
<td>G&amp;C FUND non data enterable</td>
<td></td>
<td>G&amp;C Data enterable FUND</td>
<td></td>
</tr>
<tr>
<td>AFORECE</td>
<td>G&amp;C FUND non data enterable</td>
<td></td>
<td>G&amp;C Data enterable FUND</td>
<td></td>
</tr>
<tr>
<td>NAVY</td>
<td>G&amp;C FUND non data enterable</td>
<td></td>
<td>G&amp;C Data enterable FUND</td>
<td></td>
</tr>
<tr>
<td>NSF</td>
<td>G&amp;C FUND non data enterable</td>
<td></td>
<td>G&amp;C Data enterable FUND</td>
<td></td>
</tr>
<tr>
<td>USGS</td>
<td>G&amp;C FUND non data enterable</td>
<td></td>
<td>G&amp;C Data enterable FUND</td>
<td></td>
</tr>
<tr>
<td>NASA</td>
<td>G&amp;C FUND non data enterable</td>
<td></td>
<td>G&amp;C Data enterable FUND</td>
<td></td>
</tr>
<tr>
<td>OTHFED</td>
<td>G&amp;C FUND non data enterable</td>
<td></td>
<td>G&amp;C Data enterable FUND</td>
<td></td>
</tr>
<tr>
<td>STATE 1</td>
<td>State Awards</td>
<td>Includes NM Universities and NM Agencies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STATE</td>
<td>G&amp;C FUND non data enterable</td>
<td></td>
<td>G&amp;C Data enterable FUND</td>
<td></td>
</tr>
<tr>
<td>NMWRRI</td>
<td>G&amp;C FUND non data enterable</td>
<td></td>
<td>G&amp;C Data enterable FUND</td>
<td></td>
</tr>
<tr>
<td>MISRT1</td>
<td>Miscellaneous Restricted includes other Universities</td>
<td>MISRTD</td>
<td>G&amp;C FUND non data enterable</td>
<td>G&amp;C Data enterable FUND</td>
</tr>
<tr>
<td>PRI</td>
<td>Private Awards</td>
<td>VPRI</td>
<td>Various Private</td>
<td>G&amp;C Data enterable FUND</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EMRTC</td>
<td>G&amp;C FUND non data enterable</td>
<td>G&amp;C Data enterable FUND</td>
</tr>
<tr>
<td>INTER1</td>
<td>Internal Funds</td>
<td>Internal Funds G&amp;C Usage</td>
<td>only</td>
<td></td>
</tr>
</tbody>
</table>

Banner Grant Setup Instruction Rev. 5/16/17
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 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
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):
    - 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 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
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.
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, fgrtrmr, fgractg

2) FYSMGRT
   fgrtrni, fgrtrmr, fgractg

3) FYSMGRT
   fgrtrni, fgrtrmr, 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 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”.

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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”.

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 sure 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
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### GRANT INQUIRY FORMS

<table>
<thead>
<tr>
<th>FORM</th>
<th>NAME</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRABUDG</td>
<td>Grant Budget</td>
<td>Setup initial budget for a grant</td>
</tr>
<tr>
<td>FRAEVGA</td>
<td>Grant Event Assignment</td>
<td>Link invoicing and reporting events to a grant</td>
</tr>
<tr>
<td>FRAFRNT</td>
<td>Grant Maintenance</td>
<td>Identify grant account and grant information such as project start/end date, dollar amount, agency, principle investigator and financial administrator</td>
</tr>
<tr>
<td>FRAGRNT</td>
<td>Grant Inception To Date Report</td>
<td>Displays ITD budget, current and cumulative expenditures, encumbrances</td>
</tr>
<tr>
<td>FRIGITD</td>
<td>Grant Code Inquiry</td>
<td>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 : &gt;'31-Jan-2005' and : &lt;'28-Feb-2005' 'click on &quot;ok&quot;</td>
</tr>
<tr>
<td>FRIGRNT</td>
<td>Grant Inception To Date</td>
<td>Pull activity by Account Code etc but also need another parameter i.e., date, document type</td>
</tr>
</tbody>
</table>

### GENERAL ACCOUNTING QUERY FORMS

<table>
<thead>
<tr>
<th>FORM</th>
<th>NAME</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>FGIAVLL</td>
<td>Budget Availability Status</td>
<td>Pull available balance on non-grant</td>
</tr>
<tr>
<td>FGBDSR</td>
<td>Executive Summary</td>
<td>Summarized of Funds outside SR exhibit, Displays budget and financial activity.</td>
</tr>
<tr>
<td>FGIDOCR</td>
<td>Document Retrieval Inquiry</td>
<td>View accounting behind documents.</td>
</tr>
<tr>
<td>FGIGLAC</td>
<td>General Ledger Activity</td>
<td>Retrieve payments by FUND tran code &quot;GRAP&quot; and &quot;C&quot; (credits) Clearly Indicates FUND balance</td>
</tr>
<tr>
<td>FGITBSR</td>
<td>Trial Balance Summary</td>
<td>Pull on tran code &quot;GRAP&quot; and &quot;C&quot; (credits) Clearly Indicates FUND balance</td>
</tr>
<tr>
<td>FGITRND</td>
<td>Detail Transaction Activity</td>
<td>Pull activity by specific FOAP element)</td>
</tr>
<tr>
<td>FGPRTH</td>
<td>Account Hierarchy Report</td>
<td>View Account Hierarchy</td>
</tr>
<tr>
<td>FGRBDCS</td>
<td>Budget Status</td>
<td>View Budget Status (Current Period)</td>
</tr>
<tr>
<td>FGRFITD</td>
<td>Inception to date activity Report</td>
<td>Displays inception to date activity for account codes within FUND codes</td>
</tr>
<tr>
<td>FGRFDH</td>
<td>Fund Hierarchy Report</td>
<td>View Fund Hierarchy</td>
</tr>
<tr>
<td>FGRODA</td>
<td>Organizational Detail Activity</td>
<td>View Organizational Detail Activity</td>
</tr>
<tr>
<td>FTIAHY</td>
<td>Agency Hierarchy Query</td>
<td>View Agency Hierarchy</td>
</tr>
<tr>
<td>FTIFDH</td>
<td>Fund Hierarchy Query</td>
<td>Fund Hierarchy Query</td>
</tr>
<tr>
<td>FTMACCI</td>
<td>Account Index Code Maintenance fund</td>
<td>Prevent overriding default Organization and Program codes for an existing fund</td>
</tr>
<tr>
<td>FTMBCAS</td>
<td>Basis Definition Code Maintenance</td>
<td>Establishes OH, FS or FF base</td>
</tr>
<tr>
<td>FTCMSTA</td>
<td>Cost Share Credit Code Maintenance</td>
<td>Establishes credit account code (recipient)</td>
</tr>
<tr>
<td>FTCMSD</td>
<td>Cost Share Distribution Code Maintenance</td>
<td>Establishes debt distribution (cost share source)</td>
</tr>
<tr>
<td>FTCMSTC</td>
<td>Cost Share Rate Code Maintenance</td>
<td>Defines Rate Code</td>
</tr>
<tr>
<td>NHIDIST</td>
<td>Labor Distribution Data Inquiry</td>
<td>Identifies individuals charged to agreement</td>
</tr>
<tr>
<td>NHRDIST</td>
<td>Organizational Payroll Distribution</td>
<td>Hours by Fund</td>
</tr>
<tr>
<td>TRRARAG</td>
<td>Grant Aging Analysis Report</td>
<td>Billing aging analysis report. In order to pull outstanding invoices &gt;150 days populate 5th date range with: 999</td>
</tr>
</tbody>
</table>

---

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
### Banner Grant Setup Instruction Rev. 5/16/17

**New Mexico Institute of Mining & Technology**

**CONTRACT HEADER SETUP MAINTENANCE**

**CODE SHEET Rev. 8/27/08**

#### 5) Budget Setup Sheet

<table>
<thead>
<tr>
<th>Code</th>
<th>COST CATEGORY</th>
<th>BANNER ORG CODE</th>
<th>BANNER ORG CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>29001</td>
<td>EQUIPMENT</td>
<td>160 201601 HUMM</td>
<td>160 201601 HUMM</td>
</tr>
<tr>
<td></td>
<td>BUILDINGS</td>
<td>160 201601 HUMM</td>
<td>160 201601 HUMM</td>
</tr>
<tr>
<td></td>
<td>LAND IMPROVEMENTS</td>
<td>160 201601 HUMM</td>
<td>160 201601 HUMM</td>
</tr>
<tr>
<td></td>
<td>OPERATIONS &amp; MAINTENANCE</td>
<td>160 201601 HUMM</td>
<td>160 201601 HUMM</td>
</tr>
<tr>
<td></td>
<td>GENERAL &amp; ADMINISTRATION</td>
<td>160 201601 HUMM</td>
<td>160 201601 HUMM</td>
</tr>
<tr>
<td></td>
<td>DEPARTMENTAL ADMINISTRATION</td>
<td>160 201601 HUMM</td>
<td>160 201601 HUMM</td>
</tr>
<tr>
<td></td>
<td>RESEARCH ADMINISTRATION</td>
<td>160 201601 HUMM</td>
<td>160 201601 HUMM</td>
</tr>
</tbody>
</table>

#### 6) CONTRACT TYPE - CHOOSE ONE FROM EACH COLUMN

|   | 100 | 110 | 120 | 130 | 140 | 150 | 160 | 170 | 180 | 190 | 200 | 210 | 220 | 230 | 240 | 250 | 260 | 270 | 280 | 290 | 300 | 310 | 320 | 330 | 340 | 350 | 360 | 370 | 380 |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

#### 7) BANNER ORG CODE

- BANNER ORG CODE
- BANNER ORG CODE

#### 8) BILLING FREQUENCY - CHOOSE ONE

- BILLING FREQUENCY
- BILLING FREQ

#### 9) CFDA NUMBER

- CFDA NUMBER
- CFDA NUMBER

#### 10) COST SHARING

- COST SHARING
- COST SHARING

#### 11) PROPERTY SOURCE - CHOOSE ONE

- PROPERTY SOURCE
- PROPERTY SOURCE

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

- PROPERTY TITLE
- PROPERTY TITLE

#### 13) PME CODE - CHOOSE ONE

- PME CODE
- PME CODE

#### 14) PME CODE/LOC

- PME CODE/LOC
- PME CODE/LOC

---

**Banner Grant Setup Instruction Rev. 5/16/17**

Page 39
<table>
<thead>
<tr>
<th>LEGACY</th>
<th>ACCOUNT</th>
<th>INCREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>632000</td>
<td>720500</td>
<td></td>
</tr>
</tbody>
</table>

**Salaries**
- Account Budget TBD: 601 600000
- Faculty Salaries: 501 600000
- Professional Salaries: 501 600000
- Graduate Student Salaries: 502 600000
- Support Staff Salaries: 503 600000
- Technical Salaries: 504 600000
- Student Salaries: 505 600000
- Employee Benefits: 610 620000
- Supplies & Expenses: 610 710000
- Telephone-Long Distance: 621 710000
- Telephone-Equipment Charge: 622 710000
- Travel: 623 710000
- Subcontracts/Consultants: 640040 710000
- Facility Support: 664 720000
- Fixed Fee: 70003 740004
- Overtime: 660 740001
- Equipment: 720 730000

**Total**

**REVENUES**

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>INCREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>400</td>
<td>570000</td>
</tr>
<tr>
<td>450</td>
<td>570000</td>
</tr>
<tr>
<td>450</td>
<td>570000</td>
</tr>
<tr>
<td>450</td>
<td>570000</td>
</tr>
<tr>
<td>810003</td>
<td>5600315000115</td>
</tr>
</tbody>
</table>

**Total**

Explanation:

Date Prepared:

Reviewed for Compliance:

Entered by:

*To reverse existing budget data, click on "Reversal" field in FRASBDG*

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

*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