

Award set up:

Determine the coding convention for grant funds based on sponsor hierarchy. Check FTVFUND for most current active funds and choose the next one in the sequence.

In FRAGRNT table:

MAIN MENU tab: Enter the new grant fund, using the information from the Award Coding Sheet pre-award to complete the remaining fields. Enter responsible ORG, can use query from here if required. Long and Short titles, query for Agency and select 'save' to population field. Query for Principal Investigator and select 'save' to pull name and USNH ID into FRAGRNT form. If no record is found, (which usually means they are a new PI) query FTMVEND to pull up the PI by name and copy the USNH ID into the field to complete.

Enter project start and end dates

New grants: Status A= active, or NFE = Not fully executed for projects with an approved Early Account Request form. This status will allow for necessary transactions to process while PSU waits for the form NoA.

Status date = usually the date the form is entered, but it can vary

Enter current amount, cumulative (optional) and maximum

Grant Type:

CA – cooperator agreement, CM – consortium, CT – contract **\*\*common\*\***, FA – financial aid, GR – grant **\*\*most common\*\***, OT – other

CDFA #, enter from Award coding sheet, or query from drop down menu, if non-federal funding enter "NONE".

Enter Sponsor ID from Notice of Award or Contract.

After the MAIN MENU page is completed, wait for overnight to follow steps below "REQUEST A GRANT FUND". The steps below can be completed now.

GRANT AGENCY tab: This is where you can specify the address type such as billing which will ensure the correct address when bills are run.

LOCATION tab: we do not use this field

COST CODE tab: this is informational only, when the new funds are requested via BannerFoapal is the time when the IDC fields are identified. Indirect Cost Basis (TDC, MTDC S&W) enter query and select appropriate basis. Indirect Cost Rate Code: query and choose appropriate rate PON17 = PSU federally negotiated on-campus rate FY17, (the actual rate is listed on the right hand side of screen) POFF17 = PSU federally negotiated off campus rate FY17, IDC 10 – Misc rate @ 10%

INDIRECT Cost Charge Account Code: IDCCD is the only choice

INDIRECT COST DISTRIBUTE TO CODE: PSCDST

BILLING Tab:

Example NSF – PMS/LOC billing

The screenshot shows a web browser window with the URL <https://usnhadxe00.unh.edu/applicationNavigator/seamless>. The page title is "Grant Maintenance Form FRAGRNT 9.3.8 (BPRD)". The user is logged in as "ellucian". The "BILLING" tab is active, showing the following details:

- Grant: 647022 Proposal: Grant Text Exists:
- Agency: 961152880 National Science Foundation (NSF)
- PMS Code: 647PMS PSU Natl Science Foundation LOC
- Billing Exclusion Code:
- Budget Limit Indicator: Total Budget
- Payment Fund Code: 647LOC PSU NSF LOC
- Undistributed Cash Receipt Account: 212401 Grants undistributed payments - LOC
- Refund Clearing Account:
- Billing Address Type: BI
- Sequence Number: 1
- Last Invoice Number: 10
- 1034 Billing Format Extension:
- Bill If Budget Line Exceeded:
- Bill If Minimum Not Reached:
- Bill If Budget Total Exceeded: N
- Budget Check Source: Maximum Billing Limit
- Billing Start Date: 05/15/2018
- Billing End Date: 04/30/2020
- Billing Limits: Minimum 0.00, Maximum 182,530.00, Cumulative 66,287.59
- Deferred Account Code: 112104 Grants Deferred AR

At the bottom right, there is a "SAVE" button.

To set up details in billing, go to 'related' and choose "Billing Frequency Information (FRAEVGA)

Example NSF- PMS/LOC billing frequency

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

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

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

**GRANTS** Insert Delete Copy Filter

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

Record 1 of 1

**GRANT EVENTS ASSIGNMENT DETAILS** Insert Delete Copy Filter

Event Code *	LOC ... Letter of Credit Drawdown	Frequency	(None)
Alternate Description		Payment Method	Cost Reimbursement
Number Of Days		Type Ind	
Reminder		Period To	
Number of Days		Bill Format	272B ... Federal Cash Transactions Report
Date From		Default Responsible	
Date To		User ID	
Begin Date	(None)		Default Proxy User ID
			Default Fixed Schedule

Record 1 of 1

**EVENTS** Insert Delete Copy Filter

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

Record 1 of 1

SAVE

User must enter "Default Responsible User ID" field in order to get the events to populate at the bottom of the screen.

EXAMPLE – Regular billing or Subaward billing, excluding Subawards to PSU from UNH. These are manual billing.

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

Grant Maintenance Form FRAGRNT 9.3.8 (BPRD)

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

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

BILLING Insert Delete Copy Filter

Agency 935966953 University of Connecticut

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

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

SAVE

Billing Frequency for regular billing or subaward other than award from UNH

When entering for a monthly billing: enter EVENT CODE – generally “BILL”

FREQUENCY: choose options based on sponsor award, Monthly, **\*\*most frequent\*\***, weekly, quarterly, semi-annually, annually.

In this case, the grant began 9/1/17, in set up, enter 9/30/17 in DATE FROM field, this ensures all transactions from 9/1/17 are included in the billing. PERIOD TO will auto change to this same date. Enter DATE TO as the final day of the month. This section of coding is VERY IMPORTANT.

Bill format: GENS = Generic Short form, used most often. Other choices are in the pull down.

Enter DEFAULT RESPONSIBLE USER ID

Go to NEXT SECTION, which should populate the event bill dates requested. Double check dates, and frequency. P=Pending, S=Satisfied

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

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

**GRANTS**

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

Record 1 of 1

**GRANT EVENTS ASSIGNMENT DETAILS**

Event Code \*  ... Bill to Sponsor

Alternate Description

Number Of Days

Reminder

Number of Days

Date From

Date To

Begin Date

Frequency

Payment Method

Type Ind

Period To

Bill Format  ... Generic Bill Short Format

Default Responsible

User ID

Record 1 of 1

**EVENTS**

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

**USER DEFINED DATA tab:**

Click on query for SEFA Classification – RESDEV = Research and Development, SFA – Student Financial Aid, OTRIO – Other Trio, OTHER – other.

This table can be used as an event schedule/reminder.

To Enter Budget: go to related, choose Grant budget information: FRABUDG

Enter grant fund, budget code CN = contract new, BC1 = budget change #1 to add or modify budget. Provide brief reason for budget, (enter original budget, mod#2 on subaward) Save and go to Next Section. Tab down to budget lines, enter appropriate account code, tab to right to enter dollar amount, tab down and enter all budget lines in whole dollars. Total should match sponsor approved funding. Next Section, enter BGR1 = sponsor approved budget and fiscal period. Save. The budget will populate into FRIGITD, normally in a few hours. NOTE: This table does not allow for cents. For budgets with cents that must be enter per sponsor, use FGAJVCD and BGR1.

## TO REQUEST A NEW GRANT FUND:

The FRAGRNT record must be entered and the overnight feed must process prior to the next step.

At this point, request the new grant fund via: Enterprise Systems Gateway Request Fund <http://finadmin.usnh.edu/request/fund.aspx>. Login in, use "copy fund" either by same PI, or same sponsor set up for billing, IDC etc.

Enter Grant CODE first, if the feed as occurred, the Grant name will populate the field if the overnight feed has processed.

Enter the Fund Code (if it's a one to one relationship) the grant and the fund will be the same. (There are instances of 1 grant and multiple funds attached)

Query for Financial Manager

Enter Effective date \*must\* match the start date in the FRAGRNT table

Enter Default ORG

Fund type P1

Enter reason for fund request "new award from xxxx"

Tab to budget controls- Override defaults, always check NO

Tab to: Fringe Benefits- always check RESTRICTED

Tab to Grant Details: Enter A/R, Cash Bank Code (either P1, or U3 if federal), Revenue Account (query for correct account code) , Unbilled A/R (choose account code by federal or non-federal source)

Grant F&A Rates: from Account set up sheet, query Indirect Cost Basis (S&W, MTDC, TDC)

Indirect Cost Rate query by code, PON17 = federally negotiated ON-CAMPUS rate approved in FY17.

(Other example IDC10 = Miscellaneous rate @ 10%, Many options to choose from)

Indirect Cost Charge Account: always IDCCD

Indirect Cost Distribute To Code: always PSCDST

Attributes are check by USNH BannerFoapal

Information: grant award \$

Restriction: always YES

Internally Designated: NO

Operations affiliated with external organization: YES

Self-Supporting: NO

Sales of Goods and Services: NO

Bills issued for sales or services to customers: NO

Inventories of goods held for resale: NO

Unrelated Business Income Tax or NH Meals & Room Tax applicable to account activities: NO

Person Responsible for Reconciliation: XXXX XXXXXXX

Check entries on each tab, click "Complete/Approve" the fund request goes to PSU queue for approval then to USNH.

When approved at USNH, email will be sent to requestor from Banner Finance Production which contains the details of the contained in the form. Most often, the feed will process overnight and the budget can be entered. See steps above.