Banner Finance Research Grant Overview

BY THE END OF THIS SESSION, YOU SHOULD HAVE A GENERAL UNDERSTANDING OF THE FOLLOWING TOPICS.....

- Setup of Research Grants
- Process for making changes to research grants
- Methods for querying your research grants
- Interpreting the results of these queries
- Process for requisitions, invoices, journal entries
- Data conversion from FRS
- Common problems and the steps to resolve those problems
- Where to go for help with questions about your grants

# What pieces make up a Banner Grant?
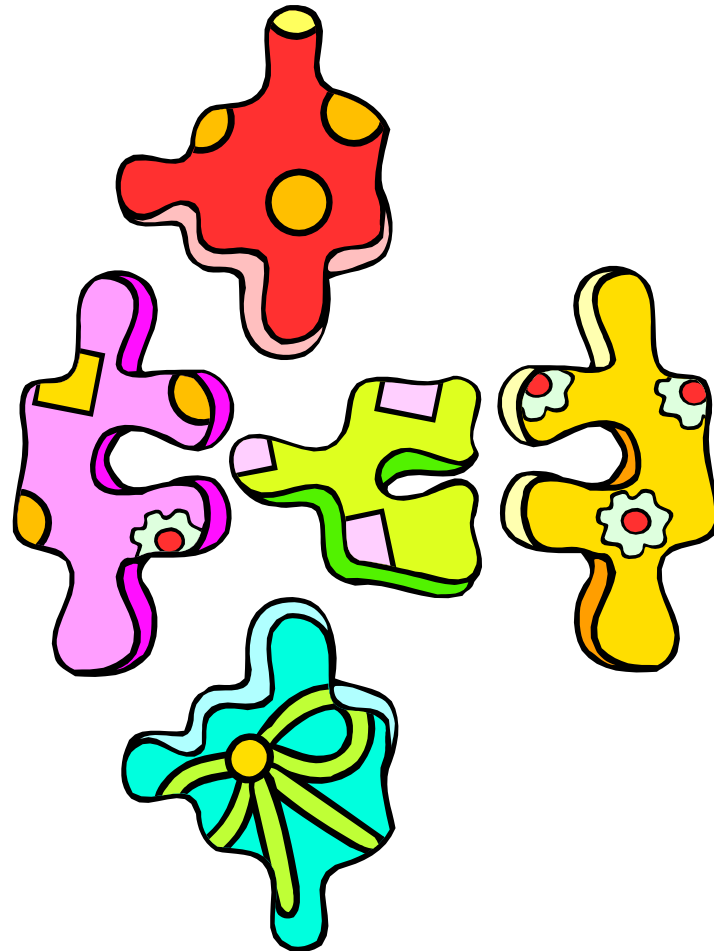
Piece #1 - Grant Code
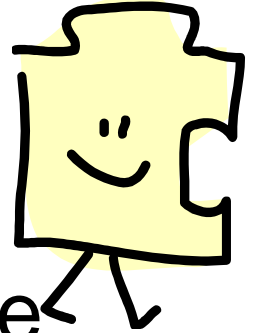
- Code that allows for inception-to-date reporting
- It is not limited to research grants
  - For research, grant codes begin with G
  - For non-research, grant code = fund code
  - 2xxxxx funds have no associated grant code
    - These are fiscal year funds

Piece #2 - Fund Code

- Banner fund numbering convention
  - *2xxxxx = Operating*
  - *3xxxxx = Designated*
  - *4xxxxx = Endowment (was CENSSIS in FRS)*
  - *5xxxxx = Research*
  - *6xxxxx = Other restricted*
  - *7xxxxx = Plant*
  - *8xxxxx = SABO*
  - *9xxxxx = Loans*
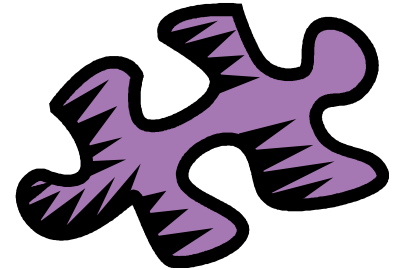
Fund Codes

- Why isn't the Banner Fund code the same as the FRS Account number?

1) The index code is the same
as the FRS account number.

2) Logic was built into
the new fund code numbers

3) Banner funds are built in a
hierarchy, allowing for additional

reporting functionality.

# Fund Codes Conventions

- Naming convention
  - Fund Description
    - Funding agency/Award # or Corp/PI name
- Numbering convention examples
  - 500xxx = HHS
  - 501xxx = NSF
  - 506xxx = Corporate
  - 59xxxx – pass-through, subcontract
- For full list of fund ranges, see hierarchy report
  - FGRFNDH in e~Print

Piece #3 - Index Code
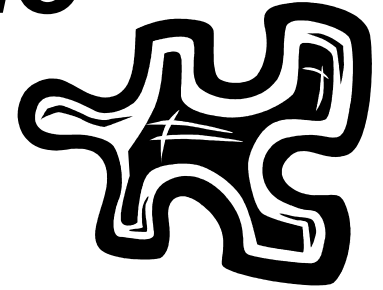
– Index = FRS 6-digit account number

– Maps to a Banner FO_P

- *F - Fund (source of $)*
- *O – Organization (budgetary unit)*
- *A – Account (rev/exp category)*
- *P – Program (fin statement category)*

How do these pieces fit together?
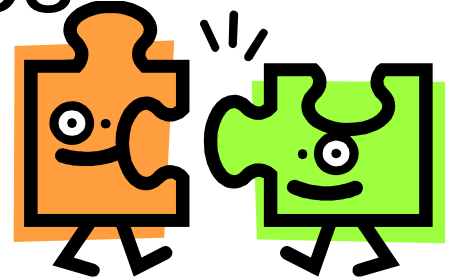
- Grant code is created (DSPA)
- Fund codes is created (Research Accounting)
  - Linked to a grant
  - Multiple funds can be linked to one grant
    - Cost share, participant costs, multiple PIs, CENSSIS
- Index code created (Research Accounting)
  - Linked to FO_P

- See Banner Finance web page for examples
  - CENSSIS, Org 117300

Closer look at the Grant Code

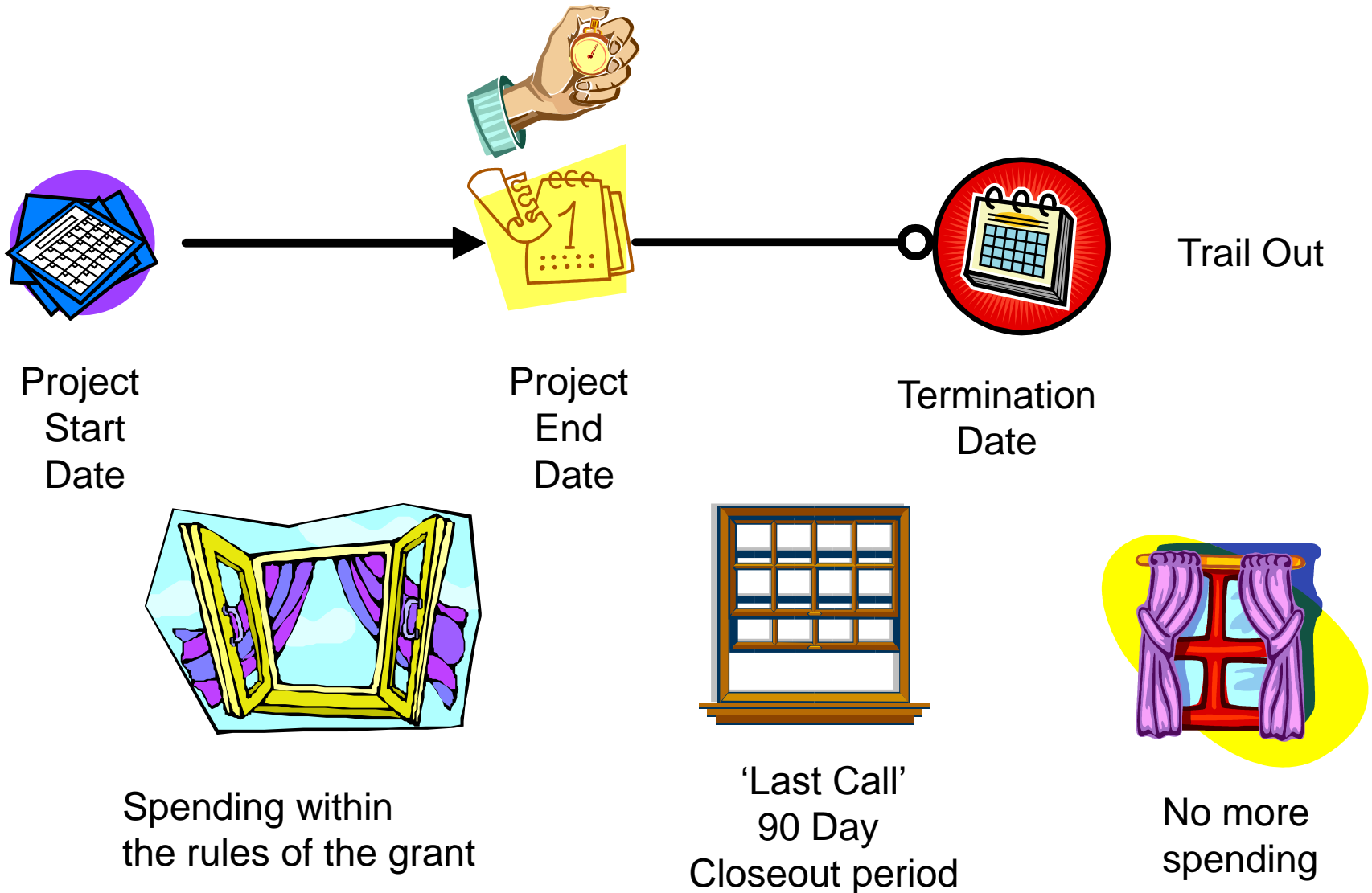- Important data on a grant record
  - Project start & end dates, termination date
  - PI name
  - Budgeted amount
  - Overhead rate & basis code
- What is the significance of each of these?

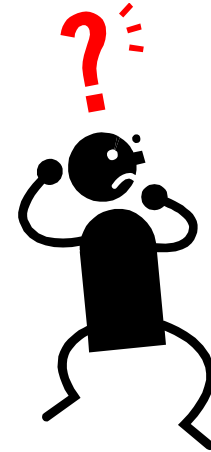# Grant Record Dates

- Project end date
  - End date of project according to the grant contract

- Termination date
  - 90 days after project end date
  - Date after which you can no longer spend against the grant

A picture is worth….??

Project Start Date

Project End Date

Termination Date

Trail Out

Spending within the rules of the grant

'Last Call' 90 Day Closeout period

No more spending

Trail Out Period

- Fund terminated? Why?

- Your 90 day closeout period is over, the termination date is current
  - Banner will not allow you to create a Req
  - Banner will not allow A/P to process an invoice
  - Feeds will still go through (this is a bad thing)
- OK, now what?
  - If charge is legitimate for the grant & there are funds, contact DSPA

How do I know the project end date?

- FZRB090 e~Print report
  - (grant version of the FZR0090)
  - Contains project end date
    - That tells you when the 90 day clock starts ticking
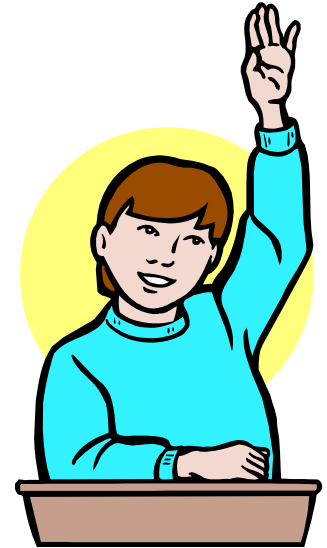
What can you do
to avoid date issues?

- Monitor your end dates
- Make sure you get final charges processed prior to the termination date
- When appropriate, submit a an extension request to DSPA
  - These must first be formally approved by the granting agency
- Change your salary splits in payroll when the grant is completed
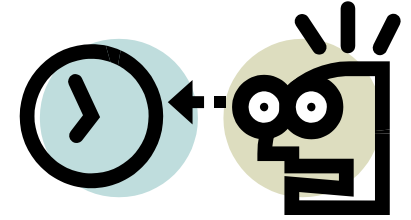
Bonus PI Date Monitoring Tool

- FZRB090
  - Also contains PI name
    - Keys the Finance Alerts Grant portal channel
    - Notification x days prior to project end date
      - Look at portal channel

Session Status Check

- We talked about Grant codes, Index codes & FO_Ps, dates – any questions?

- OK, what's next?

ACCOUNT CODES

Account Codes - Budgets

- For grants converted from FRS
  - Created budgeted lines based on BBA by FRS object code

- For new grants in Banner
  - DSPA sets up the budgets when they set up the grants
  - Budgets are based on the award document
  - Budget rules – one pool for the entire fund
    - Budgets at the account code are for monitoring purposes

Account Codes - Costs

- Direct costs
  - Examples include salaries, travel, supplies, etc.
  - Charged to the appropriate account code
- Indirect costs (overhead)
  - Utilities, etc.
  - Rate & basis code used to determine overhead charge
    - These are added to the grant by DSPA when the grant is created
  - Indirect costs are budgeted
  - Actual charges are calculated monthly

How do I know my direct & indirect costs?

- Indirect cost = account 79995

- Direct cost is the sum of many account codes

  – FZRB090

    - Contains PI name & dates

    - Also contains a calculation of direct & indirect cost for each grant FOAP

SSB?

Related non-Banner topic Salaries & Fringe Benefits

- How are they set up?
  - Department sets up the initial payroll splits
- Salaries
  - Fed from PeopleSoft with each payroll feed
  - Person's name is on the transaction
- Fringe
  - Fed from PeopleSoft with each payroll feed
    - Was monthly in FRS
  - Summarized total for the FOAP
    - Not based on an individual
  - Calculated at two rates for grants
    - 61010 = Full time (25.1%)
    - 61050 = Part time (7.65%)

Salary split modifications

- Same process as in FRS
  - Salary splits are defined in PeopleSoft
  - Verification reports describe the splits in Peoplesoft
  - Changes are requested with PDC forms
  - Changes made in Peoplesoft

How is Budget Balance determined?

- Budget
  - Total amount of the award
  - Split among various account codes
- Expenses
  - Direct & indirect
  - Split among various accounts code
- Commitments
  - Requisitions & POs
- BBA = Budget – expenses – commitments

Research Revenue

- For research, how does it work?
  - Sum of your expense transactions to date (may be timing differences)
    - Was hidden in the GL in FRS
- What is it used for?
  - Accounting purposes
  - Specifically - revenue recognition

Research Revenue

- What is it NOT????
  - Not cash received
  - Not amount billed
  - Not something that has any effect on your BBA
  - Not something you need to pay attention to
- Grant Billing
  - Responsibility of Research Accounting

Notes about Available Balance

- Pooling
  - Done at the fund level, not by account codes
- Ongoing costs
  - You must take into account your indirect costs and salaries when determining your available balance

Where can I check my budget balance?

– SSB queries

  • Using grant code vs. not

    – *Look at Finance web page doc*

– FZR0090

  • Like SSB query without grant code

– FZRB090

  • Similar to SSB query with grant code

  • Also includes indirect & direct cost totals, grant end date, PI

Example of a Research FOAP

```
TOTAL Revenues
    Total Salaries and Benefits
    Total Direct Expenses
    Total Indirect Expenses
TOTAL Expenses, Transfers, Fund Adds/Deds
```

- Jeff logs into e~Print and……

- Finds that his grant is overspent.
- What should he do????
- Don't panic Jeff, break out your emergency overspent grant checklist

Overspent grants

1) Did you obtain additional funding?

- If yes, did you submit a request to DSPA?
  - No – submit it (requires written approval by funding agency)
  - Yes, check to see if it was processed
    - FZR0091 for detailed transactions,
    - FZRB090 for summary

- If no additional funding, go to next step

2) Are your detailed transactions accurate?

– Check FZR0091 - Do they all look accurate?

– If no

- For non-payroll expenses, submit a JE to DSPA
- For salary, submit change form to Payroll
    - Remember that splits may also need to be changed
- Wrong but not sure what it is – contact ???

– If transactions are accurate, you are truly overspent - go to next step

Overspent grants

3) Charge a different FOAP with funds
  – Cool – I have another Grant. I'll charge that one.

- NOOOOO!!!!!!!

Overspent Grants

- Consulting the Professional Standards and Business Conduct Policy Manual
  http://www.northeastern.edu/neuhome/adminlinks/prostand.pdf

  - Deficits in research budgets must be covered by….

    - PI overhead funds (3xxxxx)

    - PI departmental or college OH return funds

    - Operating Funds (200000)

Non-emergency Version
How to avoid problems

- Monitor your grants regularly
  - FZRB090 Balances
  - FZR0091 transactions
  - Payroll verification
  - Grant end dates
- Submit modifications in a timely manner
  - Extensions, additional funding to DSPA
  - Expense move JVs to DSPA
- Stop spending when grant ends
  - Payroll split changes
  - Procard charges

Recap - Grant process

- DSPA creates the grant record
  - Includes project end date, PI name, rate & basis codes
- Research Accounting set up the fund & index, link grant to fund
- DSPA sets up the budget & notifies the PI
- Department sets up salary splits
- PI begins research & spending on the grant
- Extensions & additional funding requests go to DSPA
- Grant ends
- PI processes final payments during 90 day Closeout period
- Salaries splits are changed in PeopleSoft to stop charging grant

Approvals

- Reqs against research funds
  - Less than $1,000, dept only
  - Greater than $1,000 also goes to DSPA
  - No budget check
- Invoices against POs
  - Dept approval only, no DSPA
- Direct pay invoices
  - Form on AP web site
  - Must be signed by DSPA > $1,000

Conversion

- Which grants were converted?
  - DSPA & Research Accounting reviewed 2,500+ funds
  - Based on activity & budget balances converted about 700 funds
- Which data was converted?
  - Summary lines by Banner account code
  - Detail remains in FRS & FRS e~Print
- What if you can't find your grant in Banner?
  - Submit a Remedy ticket

Journal Entries

- Terminology
  - JV, journal voucher
  - JE is a type of JV
- What are Banner journals entries used for?
  - To move non-salary expenses
  - Salary changes – PCD form & PeopleSoft
- Process
  - See Budget Department for form
  - Department completes form, forwards to DSPA for approval, on to Research Accounting for processing
  - Description must be specific as to the reason for the entry

Need further help?

- Questions about grant creation, terminated funds, extensions, end dates, budgets, JEs
  - DSPA
- Questions about grant billing, indirect cost calculation errors
  - Research Accounting
- Questions about salary allocation
  - Payroll
- Questions about conversion
  - Help desk

WE ARE AT THE END OF THE SESSION, DO YOU HAVE A GENERAL UNDERSTANDING OF THE FOLLOWING TOPICS.....

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•Questions, comments?