Human Resources/Finance Information Systems

Research Accounting

Procedure Manual

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Section A: Introduction

Overview

Workbook goal

The goal of this course is to become familiar with fundamental forms, tables, and reports, whereby allowing you to set-up and process Research Accounting transactions in the SCT Banner System. The workbook is divided into three sections:

- Introduction
- Set-up
- Day-to-day operations

Intended audience

Staff members who will be responsible for recording and tracking proposal and grant information and entering budgeted information for grants.

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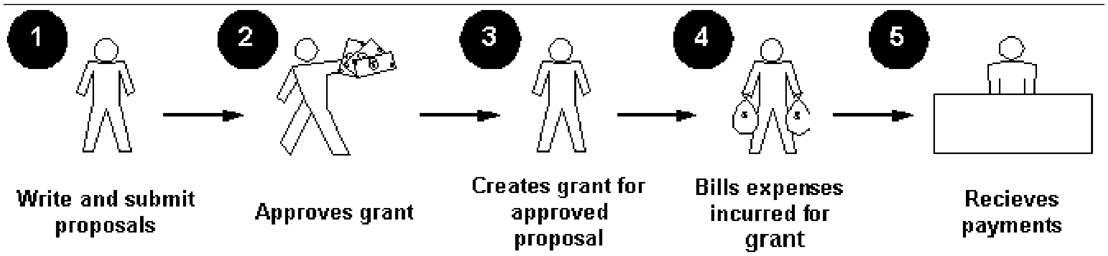
Section A: Introduction

Process Introduction

About the process
Research at many institutions is funded through grants. Grant Personnel write and submit proposals to grant agencies which provide funding for approved proposals. The grant accounting personnel bills expenses incurred for the grant. The Finance office then receives payments from the grant agency.

Flow diagram
This diagram highlights the processes used to record and track proposal and grant information in the SCT Banner system within the overall Finance process.



What happens?
The stages of the process are described in this table.

Stage	Description
Grant Personnel	
1	Writes and submits proposals
Agency	
2	Approves grant
Grant Proposal	
3	Creates grant for approved proposal
Grant Accounting Personnel	
4	Bills expenses incurred for grant
Finance Office	
5	Receives payments

Section A: Introduction

Terminology

Agency
The external organization that provides funding in the form of a grant.

Examples: The National Science Foundation (NSF), the Center for Disease Control (CDC)

Direct cost
Tangible costs to an organization.

Examples: A person’s salary, the price of supplies and equipment.

Indirect costs
Intangible costs to an enterprise associated with the cost to the institution for administering the grant. Indirect costs are typically calculated a percentage of some or all direct costs.

Section B: Set Up

Overview

Introduction
The goal of this section is to become familiar with the set up required to maintain proposals and grants in the Research Accounting Module.

The research accounting areas at the individual campuses may not be doing the set up but will be responsible for seeing that the information needed is communicated to those who will be. Therefore, this section is included in the Research Accounting Procedure Manual.

Intended audience
Staff members who will be responsible for recording and tracking proposal and grant information and entering budgeted information for grants.

Objectives
At the end of this section, you will be able to

- set up the basis for indirect cost/cost share calculations
- establish indirect cost/cost share account codes
- define the indirect cost/cost share distribution codes
- identify the rates for indirect cost/cost share calculations
- create and maintain sponsor's (agency codes)

Section contents

Section B: Set Up

Setting Up Cost Codes For Indirect Cost Calculations

Introduction
Only certain identified people on each campus will update these forms. The research accounting people at the individual campuses will be responsible for seeing that the information needed is communicated to those who will be setting them up. Therefore, this section is included in the Research Accounting Procedure Manual.

You can set up cost codes that will be linked to a proposal and/or grant for indirect cost calculations. Indirect costs are those costs to an enterprise that are not, in many respects, tangible.

Example: A person's salary, the price of supplies, and equipment are known costs and are considered direct costs. Indirect costs are typically calculated as a percentage of some or all direct costs representing the cost to the institution for administering the grant. The rate is determined through negotiations with the agency.

There are four forms you must use to create an indirect cost method:

Basis Definition Code Maintenance Form
The Basis Definition Code Maintenance Form (FTMBASI) is used to define and establish the base for indirect cost calculations.

Indirect Cost Rate Code Maintenance Form
The Indirect Cost Rate Code Maintenance Form (FTMINDR) is used to define the Indirect Cost rate.

Indirect Cost Charge Code Maintenance Form
The Indirect Cost Charge Code Maintenance Form (FTMINDA) is used to enter the account or accounts for overhead charge calculations.

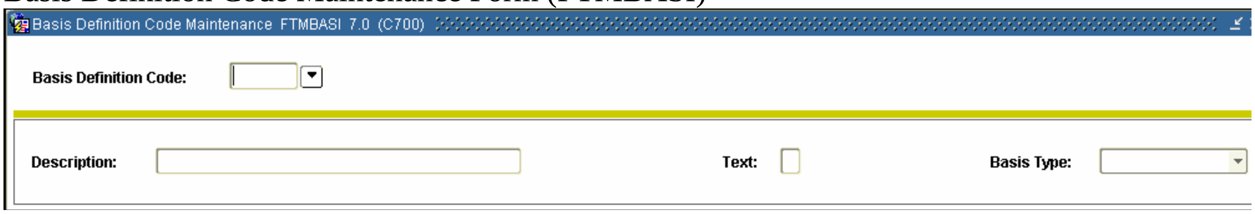
The account codes used on this form must be associated with an internal account type Labor (60) or Expenditures (70) and the Account Class 'I' for indirect cost.

Indirect Cost Distribution Maintenance Form
The Indirect Cost Distribution Maintenance Form (FTMINDD) is used to enter the FOAPAL distribution for the recovery of indirect charges. This form creates transactions used on the credit side for indirect costs in the ledgers. All of the FOAPAL elements are defined on this form.

Section B: Set Up

Setting Up Cost Codes For Indirect Cost Calculations (Continued)

SCT Banner form
Basis Definition Code Maintenance Form (FTMBASI)



Procedure
Follow these steps to complete the process.

Step	Action
1	Access the Basis Definition Code Maintenance Form (FTMBASI) to define and establish the base for indirect cost calculations.
2	Enter a new or existing basis code in the **Basis Definition Code** field to indicate the way in which indirect cost will be calculated. Code format for the Indirect Cost Basis is as follows: • MT for Modified Total direct followed by a unique numeric identifier. Example: MT4 • TDC for Total Direct Costs followed by a unique numeric identifier. Example: TDC1 • S for Salaries only followed by a unique numeric identifier. Example S1 • SB for Salaries and Benefits followed by a unique numeric identifier. Example: SB3
3	Enter a description in the **Description** field if you entered a new code in the **Basis Definition Code** field.
4	Select *Indirect Cost* as the calculation type you want to perform in the **Basis Type** field.
5	Perform a **Next Block** function.
6	Enter the chart of account code (S) for use in validating the base account codes that will be entered in the **Chart of Accounts** field.
7	Enter the effective date of the definition in the **Effective Date** field.

Section B: Set Up

Setting Up Cost Codes For Indirect Cost Calculations (Continued)

Procedure, continued

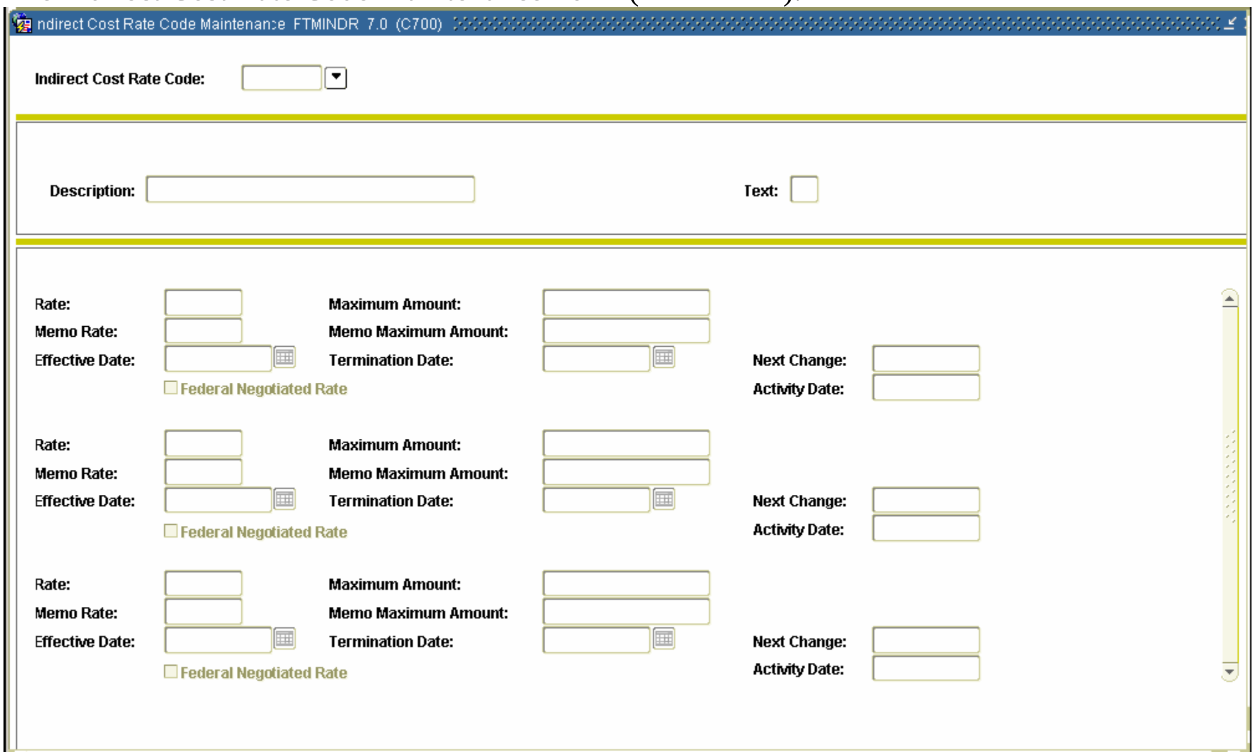
Step	Action
8	Enter the external account type that should be included in the basis in the **Account Type** field. Notes: By specifying an account type in this field, you are telling the system that all accounts that fall within this account type structure should be included in the base for calculations of indirect cost. To copy the basis definition code from another record, select Perform Copy from the **Options** menu, enter the **Basis Definition Code**, and then click the **OK** button. If you change your mind and don't want to use the **Copy** function, click the **Exit** to cancel. When setting up the codes to include or exclude in the basis for each record the **Account Type** or **Account From** & **To** range is required, but not both per record.
9	Enter an account code that will begin a range of accounts to be included in the cost calculations in the **Account Code From** field.
10	Enter an account code that will end the range of accounts to be included in the cost calculations in the **Account Code To** field.
11	You may override the values entered on FTMINDR. Enter the override values in the **Rate and Memo** fields; specify the threshold amount in the **Maximum Amount** field. These are optional fields. Note: By specifying an amount, you are telling the system that indirect cost calculations will no longer be taken once this amount has been reached for all accounts that fall within this account code range structure. You cannot enter a maximum amount when an account type is entered.
12	Click the **Save** icon.
13	Click the **Exit** icon.

Section B: Set Up

Setting Up Cost Codes For Indirect Cost Calculations (Continued)

SCT Banner form

The Indirect Cost Rate Code Maintenance Form (FTMINDR).



Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Indirect Cost Rate Code Maintenance Form (FTMINDR).
2	Enter a new or existing indirect cost rate code in the **Indirect Cost Rate Code** field. The format for the **Indirect Cost Rate Code** is an I followed by a number. Example: I8 would be an indirect cost rate of 8%
3	Perform a **Next Block** function. Note: For a new indirect cost rate you will receive a pop-up box indicating, “Query caused no records to be retrieved.” Click **OK**.
4	Enter a description in the **Description** field if you entered a new code in the **Indirect Cost Rate Code** field.
5	Perform a **Next Block** function. Note: For a new indirect cost rate you will receive a pop-up box indicating, “Query caused no records to be retrieved.” Click **OK**.

Setting Up Cost Codes For Indirect Cost Calculations (Continued)

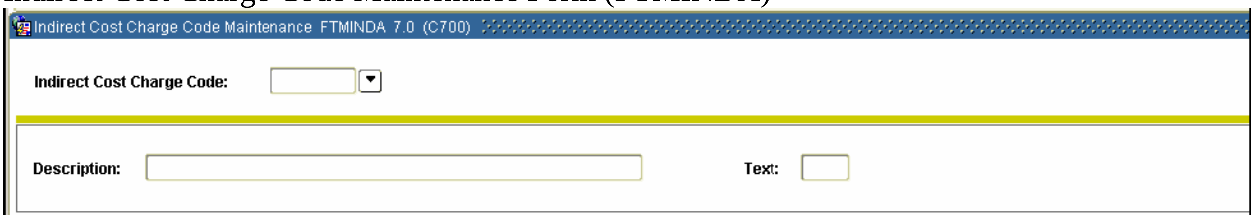
Procedure, continued

Step	Action
6	Enter the rate at which indirect cost should be calculated in the **Rate** field. Note: The rate can be overridden on the Basis Definition Code Maintenance Form (FTMBASI). Note: To update an existing Indirect Cost Rate Code, perform a **Next Record** function.
7	Enter the rate in which memo indirect costs should be calculated in the **Memo Rate** field. This is an optional field. Note: This field allows you to enter the difference between the sponsor's negotiated rate and your actual rate (waived overhead). *Example*: If your standard rate for indirect is 40%, but you negotiated a rate with the sponsor at 30%, you may wish to enter the indirect rate as *30%* and a memo rate as *10%*. The system will calculate the 10% rate based on the base and store that amount in the memo ledger, and can be queried at any time after the calculations have been posted.
8	Click the **Federal Negotiated Rate** checkbox to indicate that the indirect cost rate was negotiated by the federal government, or leave this check box unselected if the indirect cost rate is not a federally negotiated rate.
9	Enter the amount whereby indirect cost calculations will no longer be calculated once this amount has been reached in the **Maximum Amount** field.
10	Enter the amount whereby the memo indirect cost calculations will no longer be calculated and stored in the memo ledger once this amount has been reached in the **Memo Maximum Amount** field.
11	Select I/C Rate History Information from the Options drop-down menu to view the Indirect Cost Rate History Form (FRHINDR).
12	Click the **Exit** icon.
13	Click the **Save** icon.
14	Click the **Exit** icon.

Section B: Set Up

Setting Up Cost Codes For Indirect Cost Calculations (Continued)

SCT Banner form
Indirect Cost Charge Code Maintenance Form (FTMINDA)



Procedure
Follow these steps to enter the accounts and percentages for recording overhead charges.

Step	Action
1	Access the Indirect Cost Charge Code Maintenance Form (FTMINDA).
2	Enter **ICCC** as the indirect cost charge code in the **Indirect Cost Charge Code** field.
3	Perform a **Next Block** function.
4	Perform a **Next Block** function.
5	Enter the chart of accounts code – S - in the **Chart of Accounts** field. Notes: This code is used to validate the charge account codes that you can enter. This value is displayed from your user profile record and may be overridden. If you are updating an existing Indirect Cost Charge Code you must perform a **Next Record** function.
6	Perform a **Next Block** function. Note: If you want to copy data from an existing Indirect Cost Charge Code, proceed to step 10.

Section B: Set Up

Setting Up Cost Codes For Indirect Cost Calculations (Continued)

Procedure, continued

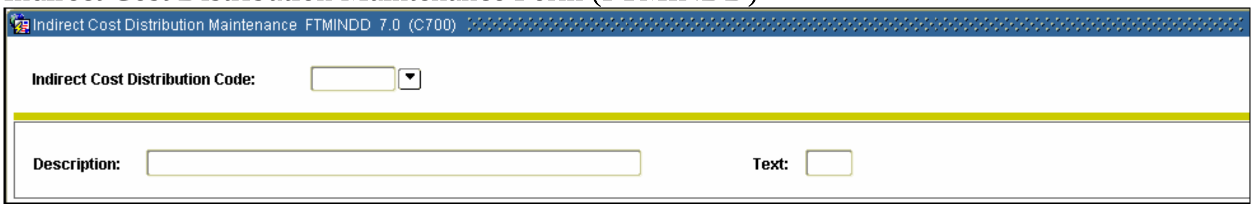
Step	Action
7	Enter the account code(s) that will be used to reflect indirect cost charges in the **Charge Account** field. Note: You may enter an account code that has an internal account type of *Labor (60)* or *Expenditure (70)* with an account class *I* for Indirect Cost, which will be validated against the COA that was entered using the effective date of this code.
8	Enter the percent of indirect cost to be charged against this account in the **Percent** field. Note: As you enter percentages in this field, the System totals the entries in the **Total Percent** field. The total must equal 100% before the record can be saved. An error message is displayed if the value in the **Total Percent** field does not equal 100%.
9	Select Copy from the **Options** menu. Note: The Copy window enables you to copy data from one indirect cost charge code combination to the current indirect cost charge code entered in the key block. Information is copied based on the effective date specified on the form. The system will select the effective date closest to the one you have entered on the form.
10	Enter a value in the **Indirect Cost Charge Code** field, and then click **Save**. Notes: If you change your mind and don't want to copy the data, click **Exit** to cancel. The Error Messages window appears when you try to copy records that are not valid, and displays the errors found. To exit the Error Messages window, select Cancel from the **Options** menu.
11	Click the **Save** icon.
12	Click the **Exit** icon.

Section B: Set Up

Setting Up Cost Codes For Indirect Cost Calculations (Continued)

SCT Banner form

Indirect Cost Distribution Maintenance Form (FTMINDD)



Procedure

Follow these steps to enter the FOAPAL elements that will be used to post the credit side of the indirect cost calculations for the distribution of recovered indirect costs.

Step	Action
1	Access the Indirect Cost Distribution Maintenance Form (FTMINDD).
2	Enter a new or existing Indirect Cost Distribution Code or select one from the list In the **Indirect Cost Distribution Code** field. Code format is: • First place holder is the numerical campus identifier. • Second, third and fourth placeholders are alpha characters as the campus wishes to use them. • Fifth and sixth place holders are numerical beginning with 01 and running consecutively. Note: To update an existing Indirect Cost Distribution Code, go to step 6.
3	Perform a **Next Block** function. Note: For a new Indirect Cost Distribution Code you will receive a pop-up box indicating, "Query caused no records to be retrieved." Click **OK** to proceed.
4	Enter a description in the **Description** field if you are creating a new Indirect Cost Distribution Code.
5	Perform a **Next Block** function.
6	Enter the chart of accounts code – S - in the **Chart of Accounts** field. Note: This code is used to validate the FOAPAL elements that you can enter. This value is displayed from your user profile record and may be overridden. Note: If you are updating an existing Indirect Cost Distribution Code you must perform a **Next Record** function.

Setting Up Cost Codes For Indirect Cost Calculations (Continued)

Procedure, continued

Step	Action
7	Perform a **Next Block** function. Note: If you want to copy data from an existing Indirect Cost Distribution Code, proceed to step 11.
8	Enter the index code that represents a pre-determined combination of FOAPAL elements in the **Index** field. This is an optional field.
9	Enter the values to which recovered indirect costs will be distributed in the **Fund, Organization, Account, Program, Activity** and **Location** fields.
10	Enter the percentage for each FOAPAL accounting distribution in the **Percent** field. Note: You may enter one distribution line at 100% or multiple distribution lines; however, the **Total Percent** field must equal 100%. The system totals the entries in the **Total Percent** field. If the value in the **Total Percent** field does not equal 100%, the record cannot be saved.
11	Select Perform Copy from the **Options** menu. Note: The Copy window enables you to copy data from one Indirect Cost Distribution Code to the current Indirect Cost Distribution Code entered in the key block. Information is copied based on the effective date specified on the form. The system will select the effective date closest to the one you have entered on the form.
12	Enter a value in the **Indirect Cost Distribution Code** field or select from the **List of Values (LOV)**, and then click **Save**. Notes: If you change your mind and don't want to copy the data, click **Exit** to cancel. The Error Messages window appears when you try to copy records that are not valid, and displays the errors found. To exit the Error Messages window, click Cancel from the **Options** menu.
13	Click the **Save** icon.
14	Click the **Exit** icon.

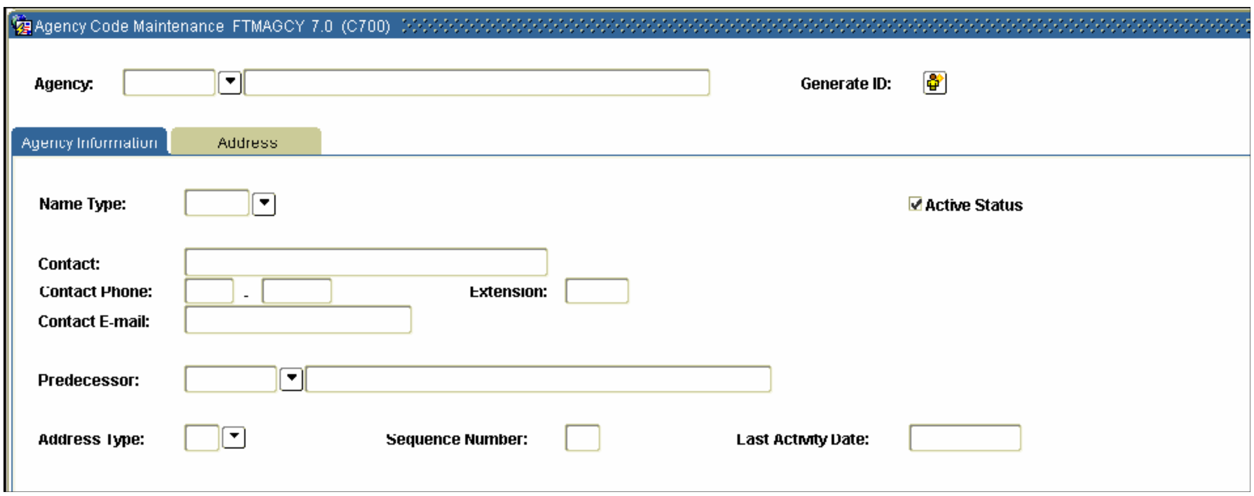
Section B: Set Up

Establishing Sponsors in Research Accounting

Introduction
You can build a database of sponsors or agencies in SCT Banner to which you submit proposals and receive awards on the Agency Code Maintenance Form (FTMAGCY). Using this form will automatically update the Identification table (SPRIDEN).

The research accounting people at the individual campuses will not be entering the agencies into the system but will be responsible for seeing that the information needed is communicated to those who will be. Therefore, this section is included in the Research Accounting Procedure Manual.

SCT Banner form
The Agency Code Maintenance Form (FTMAGCY)



Section B: Set Up

Establishing Sponsors in Research Accounting (Continued)

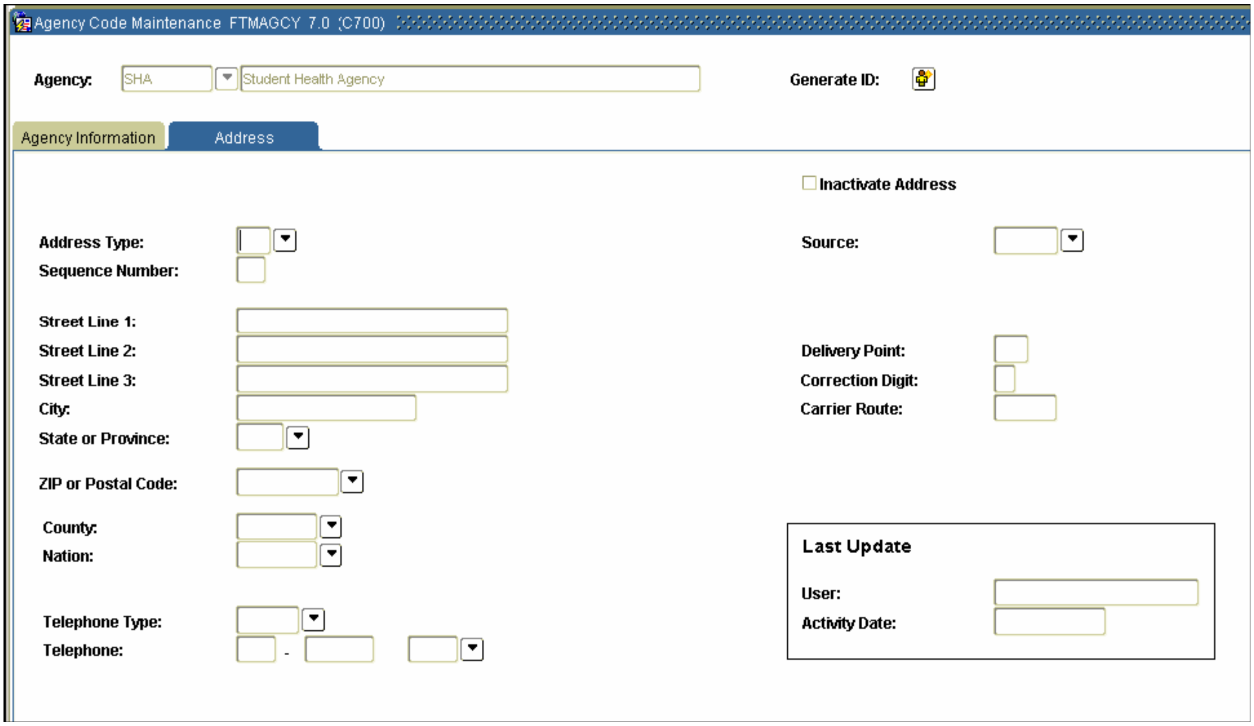
Procedure
Follow these steps to complete the process.

Step	Action
1	Access the Agency Code Maintenance Form (FTMAGCY).
2	Enter a 9 character code being with G followed by numerical characters in sequence. Example: G00000007 or G00000259
3	Select a matching source code in the **Matching Source** field. Choose LNAME_FNAME to match last name, first name or NON-PERSON to match non-person name
4	Enter the name of the agency in the **Non-person Name** field.
5	Click the **Save** icon.
6	Click the **Yes** button.
7	Click the **OK** button. Result: The Agency Code Maintenance Form (FTMAGCY) opens with the new agency name displayed.
8	Perform a **Next Block** function or click in the **Contact** field to continue.
9	Enter the larger organization's code and name in the **Predecessor** field if your agency is a division of a larger organization

Section B: Set Up

Establishing Sponsors in Research Accounting (Continued)

Address tab



Procedure

Follow these steps to complete the process.

Step	Action
1	Select the **Address** tab.
2	Select an address type in the **Address Type** field.
3	Enter all of the address information associated with the sponsor in the appropriate fields. The **Address Type**, **Sequence Number**, **City, State or Province, Zip or Postal Code,** and **Nation** fields are required. Note: Repeat the address information for each address associated with the sponsor by performing a **Next Record**.
4	Click the **Save** icon.
5	Click the **Exit** icon.

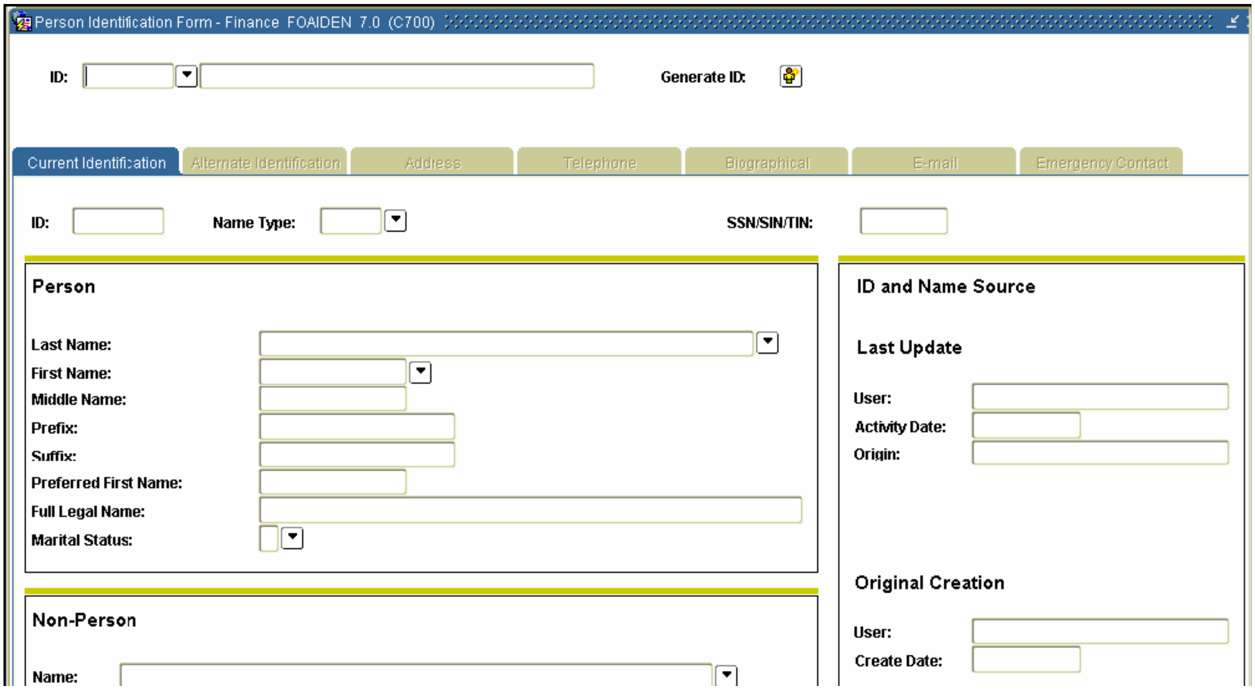
Section B: Set Up

Defining the Personnel Assigned to a Proposal and/or Grant

Introduction

Once you've set up sponsors or agencies, you may also wish to define those individuals who are assigned to a proposal and/or grant. This is done on the Identification Form (FOAIDEN). Follow your institutions standards for verifying that an ID does not already exist before adding a new entry. Most personnel will be employees and already exist in the database.

SCT Banner form



Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Person Identification Form (FOAIDEN).
2	In the **ID** field, enter an ID number for the individual (or entity), or click **Generate ID**. Note: If you had the system automatically generate an ID number, record the ID number for later use.
3	Perform a **Next Block** function to access the Current Identification window
4	Enter the last name of the person in the **Last Name** field.
5	Enter the first name of the person in the **First Name** field.
6	Optional: Go to the address tab and enter the address for the person in the appropriate address fields.
7	Enter the social security number of the person in the **SSN/TIN/SIN** field.
8	Click the **Save** icon.
9	Click the **Exit** icon**.**

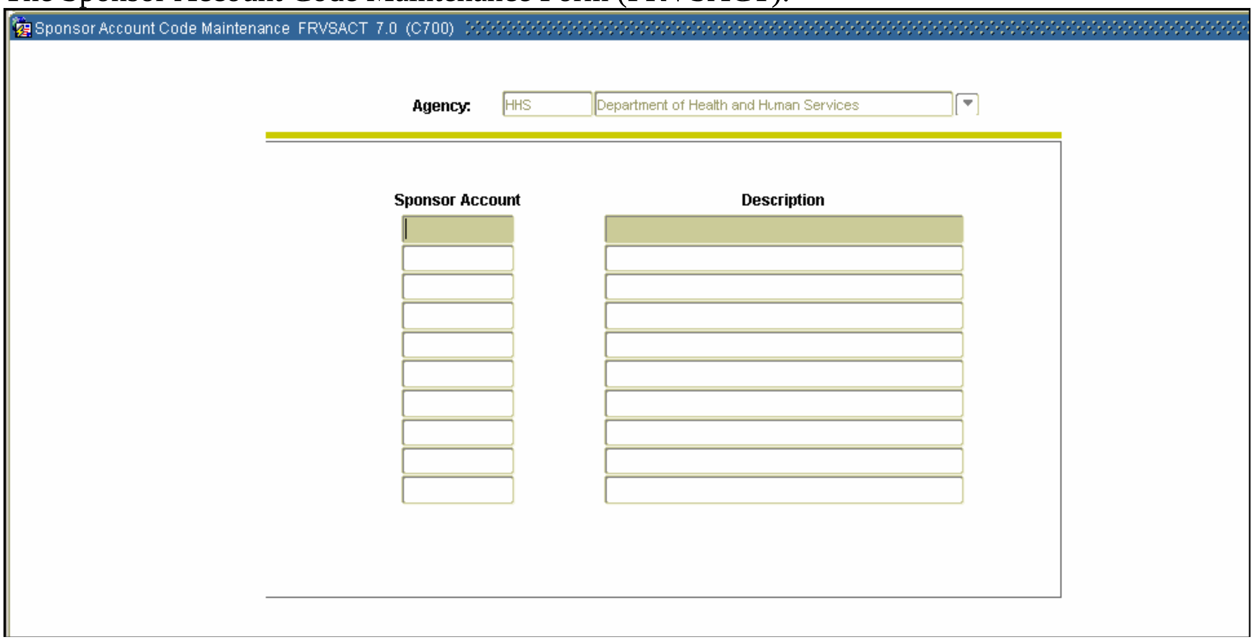
Creating and Cross-referencing Sponsors' Account Codes

Introduction
Often a sponsor wants Financial Reporting done using its own account codes. This requires the completion of two forms:

- The Sponsor Account Code Maintenance Form (FRVSACT) is used to define a sponsor's account codes.
- The Institution/Sponsor Account Maintenance Form (FRVISAC) enables you to cross-reference your account codes to a sponsor's account codes.

By creating this cross-reference, you can view budgets utilizing a sponsor's account codes or your account codes.

SCT Banner form
The Sponsor Account Code Maintenance Form (FRVSACT).



Section B: Set Up

Creating and Cross-referencing Sponsors' Account Codes (Continued)

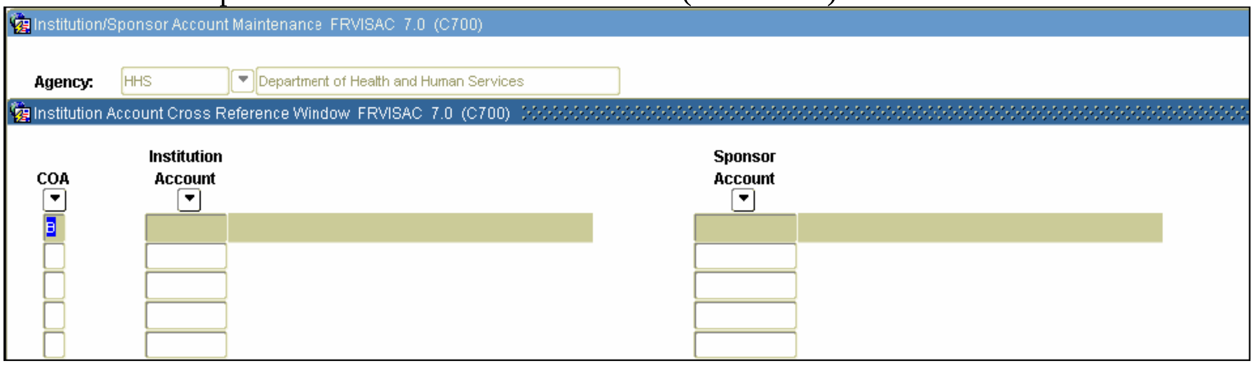
Procedure
Follow these steps to complete the process.

Step	Action
1	Access the Sponsor Account Code Maintenance Form (FRVSACT).
2	In the **Agency** field, enter or select (F9) the agency code you wish to create sponsor accounts for.
3	Perform a **Next Block** function.
4	Enter the sponsor's account code in the **Sponsor Account** field.
5	Enter the description of the sponsor's account code in the **Description** field.
6	Click the **Save** icon.
7	Continue creating sponsor's account codes on the additional lines.
8	Click the **Exit** icon.

Section B: Set Up

Creating and Cross-referencing Sponsors' Account Codes (Continued)

SCT Banner form
The Institution/Sponsor Account Maintenance Form (FRVISAC)



Procedure
Follow these steps to complete the process.

Step	Action
1	Access the Institution/Sponsor Account Maintenance Form (FRVISAC).
2	Enter the agency code you wish to cross-reference sponsor accounts to In the **Agency** field.
3	Perform a **Next Block** function. Note: The Institution Account Cross-reference window enables you to cross-reference your account codes or account types to a sponsor’s account codes. This window displays your account codes that have been previously cross-referenced to the sponsor’s account codes.
4	Enter a chart of accounts code in the **COA** field.
5	Enter or select an account code in the **Institution Account** field.
6	Enter or select the code that is the counterpart to your account code in the **Sponsor Account** field. Notes: Each enterprise account code must be unique; however, you may map as many of your account codes to the same sponsor account code, as necessary. Continue cross-referencing your account codes to a sponsor’s account codes on the additional lines as needed.
7	Click the **Save** icon.
8	Click the **Exit** icon.

Section B: Set Up

Self Check

Directions

Use the information you have learned in this workbook to complete this self check activity.

Question 1
The price of supplies and equipment are examples of indirect costs when administering a grant.

True or False

Question 2

The rate of direct costs is 5% of the grant total.

True or False

Section B: Set Up

Answer Key for Self Check

Question 1
The price of supplies and equipment are examples of indirect costs when administering a grant.

False. These are examples of direct costs.

Question 2
The rate of direct costs is 5% of the grant total.

False. The rate is determined through negotiations with the agency.

Section C: Day-to-Day Operations

Overview

Introduction
The purpose of this section is to explain the regular process and detail the procedures to handle Research Accounting procedures at your institution.

Intended audience
Staff members who will be responsible for recording and tracking proposal and grant information and entering budgeted information for grants.

Objectives
At the end of this section, you will be able to

- create a proposal
- create a proposal budget
- create and track events for proposals
- create a grant
- create a grant budget
- create and track events for grants
- maintain information on awarding agencies.

Section contents

Section C: Day-to-Day Operations

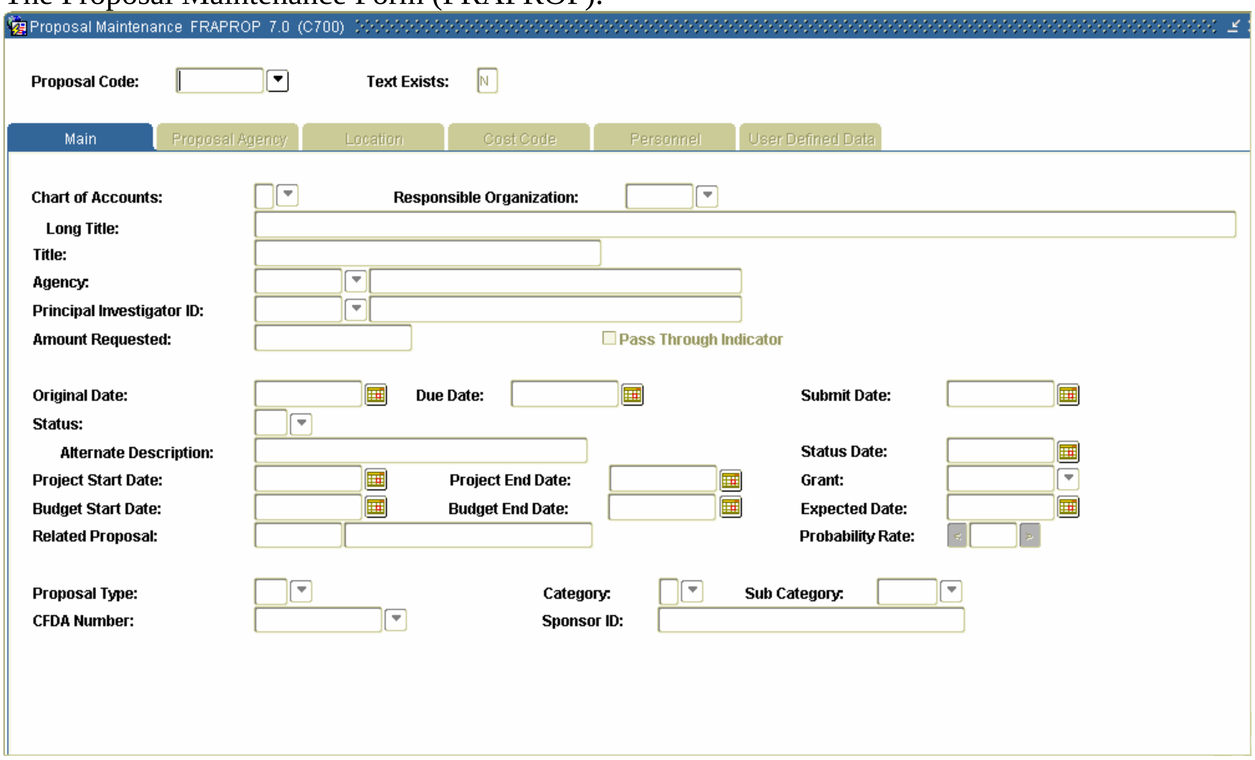
Setting Up and Maintaining a Proposal

Introduction
There are two main forms used to set up and maintain a proposal, and create a proposal budget in Research Accounting:

Proposal Maintenance Form (FRAPROP): This form is used to enter or update proposal information. It is also used to maintain information such as key personnel, agency information, and cost code information for indirect cost and cost share calculations on the proposal

Proposal Budget Form (FRABUDP): This form enables you to enter and track proposal budgets. This form supports budget iterations which may be developed for the entire length of the project or for each year within the project period

SCT Banner Form
The Proposal Maintenance Form (FRAPROP).



Setting Up and Maintaining a Proposal (Continued)

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Proposal Maintenance Form (FRAPROP).
2	Enter a new proposal code in the **Proposal Code** field. • The first placeholder is the campus designation: B – BHSU D – DSU M – SDSM&T N – NSU S – SDSU U – USD • The second placeholder is P for proposal. • The third and fourth placeholders are the last 2 digits of the fiscal year: • The last five place holders are numerical, starting on the right.
3	Perform a **Next Block** function. (Control + Page Down) Note: To create a new proposal from an existing proposal use the Copy Proposal Information function under the **Options** menu
4	**Text Exists** field indicates whether text exists for this proposal on the Entity Text Entry Form (FOAETXT). This field is used for informational purposes only.
5	The **Chart of Accounts** field will automatically default to S.
6	Enter the organizational code of the responsible administrative office for this proposal in the **Responsible Organization** field. Click the down arrow (which will take you to FTNVORGN) to find the appropriate code if the code is not known.
7	Enter the title of the proposal (up to 256 characters) in the **Long Title** field. Note: The first 35 characters will display in the **Title** field. You can edit the **Title** field if desired.
8	Enter the sponsor agency identification code in the **Agency** field or click the down arrow (which will take you to FTIIDEN) to do a search.

Section C: Day-to-Day Operations

Setting Up and Maintaining a Proposal (Continued)

Procedure, continued

Step	Action
9	Enter a principal investigator ID in the **Principal Investigator ID** field. Note: If you enter a Principal Investigator ID here, the ID and name will display on the Personnel Information window with an Indicator of 001, and is always hard-coded as the primary person responsible. If query does not come up with the PI's name: • Cancel query (Control + Q). • Click Rollback. • Uncheck proposal personnel and check the appropriate box. • *Next Block* or click in field. • Enter query. • Double click to insert PI's name on Main window. • *Note:*If a Principal Investigator ID is entered here, the ID and name will display on the Personnel Information window with an Indicator of 001 and is always hard-coded as the primary person responsible.
10	Enter total **Amount** of money **Requested** in the proposal.
11	The **Pass Through Indicator** is a checkbox that, when marked, identifies this proposal as having pass-through information. This is a display-only field.
12	Enter the original preparation date in the **Original Date** field. • This is a required field. • This date is intended to be the preparer's date and does not change over the life of the proposal. The current date is displayed but can be overridden with a prior or future date. This date can be used in ad hoc reporting to track the elapsed time between the proposal preparation date and the grant date. **Once the proposal is saved, this date cannot be changed.** *Notes on entering dates:* • If entering today's date, a *t* may be typed, and the current date will be entered in the field. • When entering a date (mmddyyyy), the month, day, year with no spaces or punctuation may be entered, and the formatting will automatically be entered when you tab to the next field. Example: Entering 05222006 will appear as 22-MAY-2006. 

Section C: Day-to-Day Operations

Setting Up and Maintaining a Proposal (Continued)

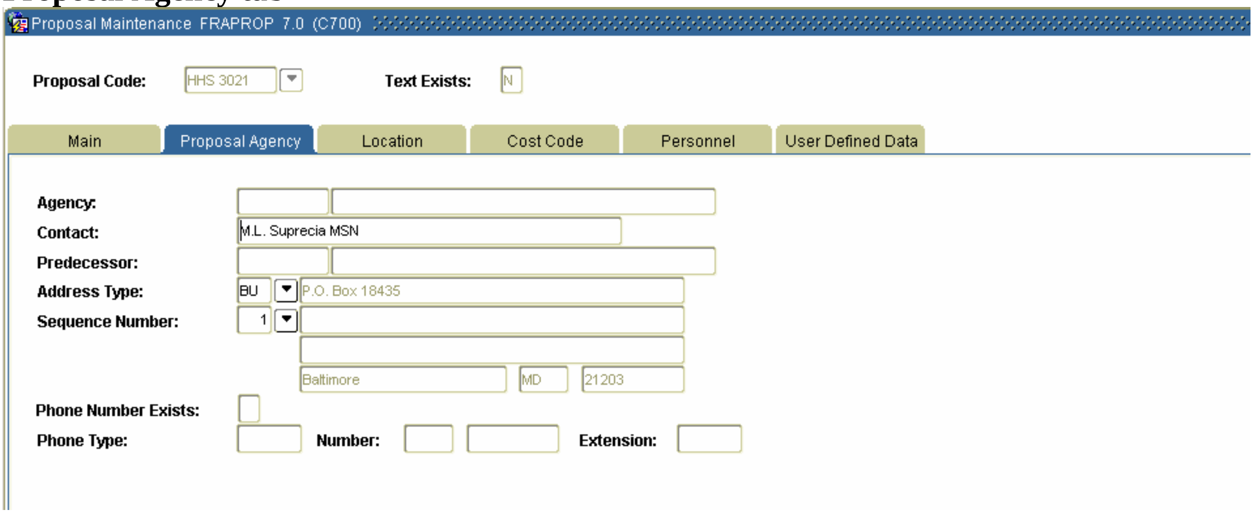
Procedure, continued

Step	Action
13	Enter the date the proposal is due in the **Due Date** field.
14	Enter the date the request was/will be submitted in the **Submit Date** field.
15	Enter the code that represents the status of the proposal in the **Status Code** field or click the down arrow (which will take you to FOQSDL). A date is **required** in the **Status Date** field when the status code is used.
16	Enter the proposed start date of the grant in the **Project Start Date** field.
17	Enter the expected end date of the project in the **Project End Date** field.
18	Enter the grant code associated with the proposal in the **Grant** field if applicable.
19	Enter the proposed start date of the budget period in the **Budget Start Date** field.
20	Enter the proposed end date of the budget period in the **Budget End Date** field.
21	If desired, enter the date by which you expect a decision regarding the proposal from the sponsor in the **Expected Date** field. Note: This date must be later than the due date.
22	If the current proposal was copied from another proposal, enter in the **Related Proposal** field the code and description of the original proposal from which the current proposal was copied.
23	If desired, enter the estimated probability of receiving funds for this proposal as a percentage in the **Probability Rate** field.
24	Enter the code to indicate the type of proposal in the **Proposal Type** field or click the down arrow.
25	Enter the category code of the sponsored program to which the proposal belongs in the **Category** field or click the down arrow.
26	Enter the code to identify the sub-category within a proposal in the **Sub Category** field or click the down arrow.
27	Select the Catalog of Federal Domestic Assistance reference number in the **CFDA** field or click the down arrow.
28	Enter the external reference number of the sponsoring agency in the **Sponsor ID** field if applicable. Note: This value is used for ad hoc reports and bills.
29	**Next Block** (Control + Page Down) will take you to the Proposal Agency Tab.

Section C: Day-to-Day Operations

Setting Up and Maintaining a Proposal (Continued)

Proposal Agency tab

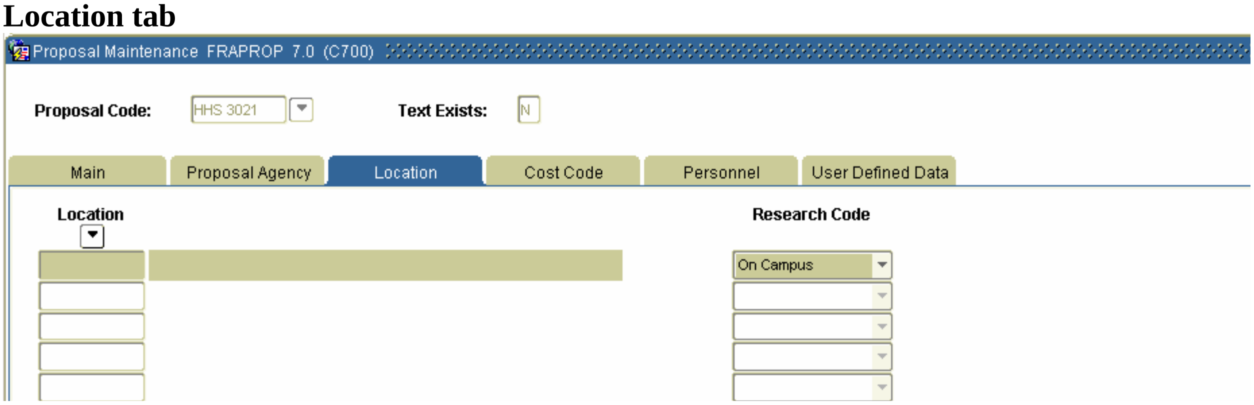


Procedure

Follow these steps to complete the process.

Step	Action
1	The default value for **Agency** comes from the Agency field on the Main window.
2	The default value for the **Contact** field is the contact information associated with the agency on the Agency Code Maintenance Form (FTMAGCY). It can be changed.
3	Verify or add **address** and **predecessor** information if needed.
4	Click the **Save** icon.
5	**Next Block** will take you to the Location Tab

Location tab



Section C: Day-to-Day Operations

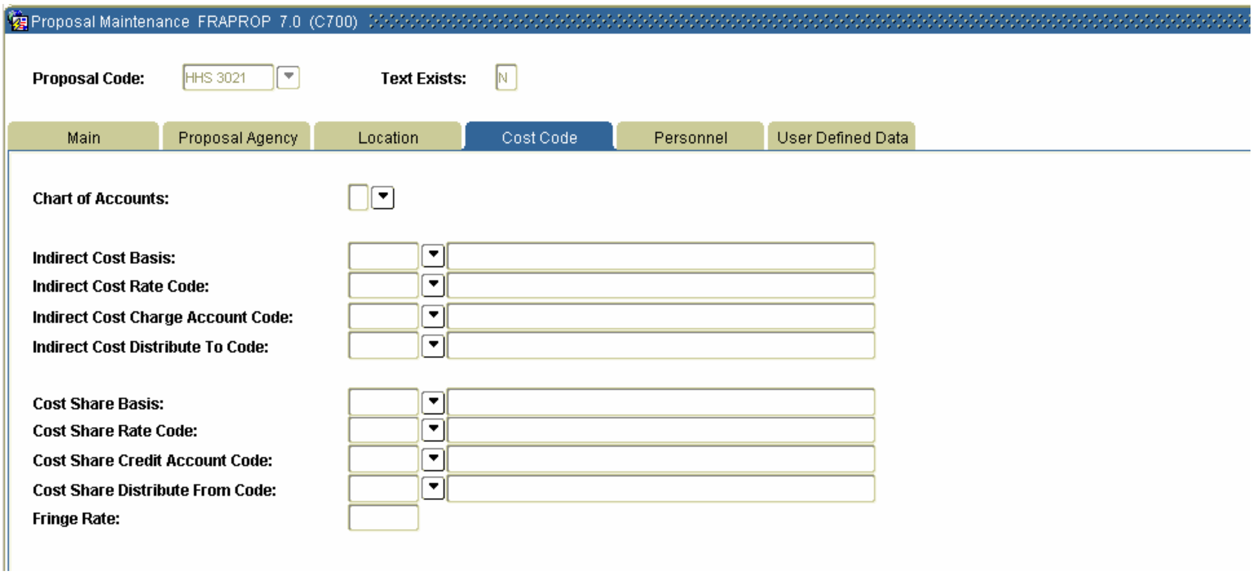
Setting Up and Maintaining a Proposal (Continued)

Procedure

Follow these steps to complete the process.

Step	Action
1	Location Tab – Not being used at this time.
2	**Next Block** will take you to the Cost Code Tab.

Cost Code tab



Procedure

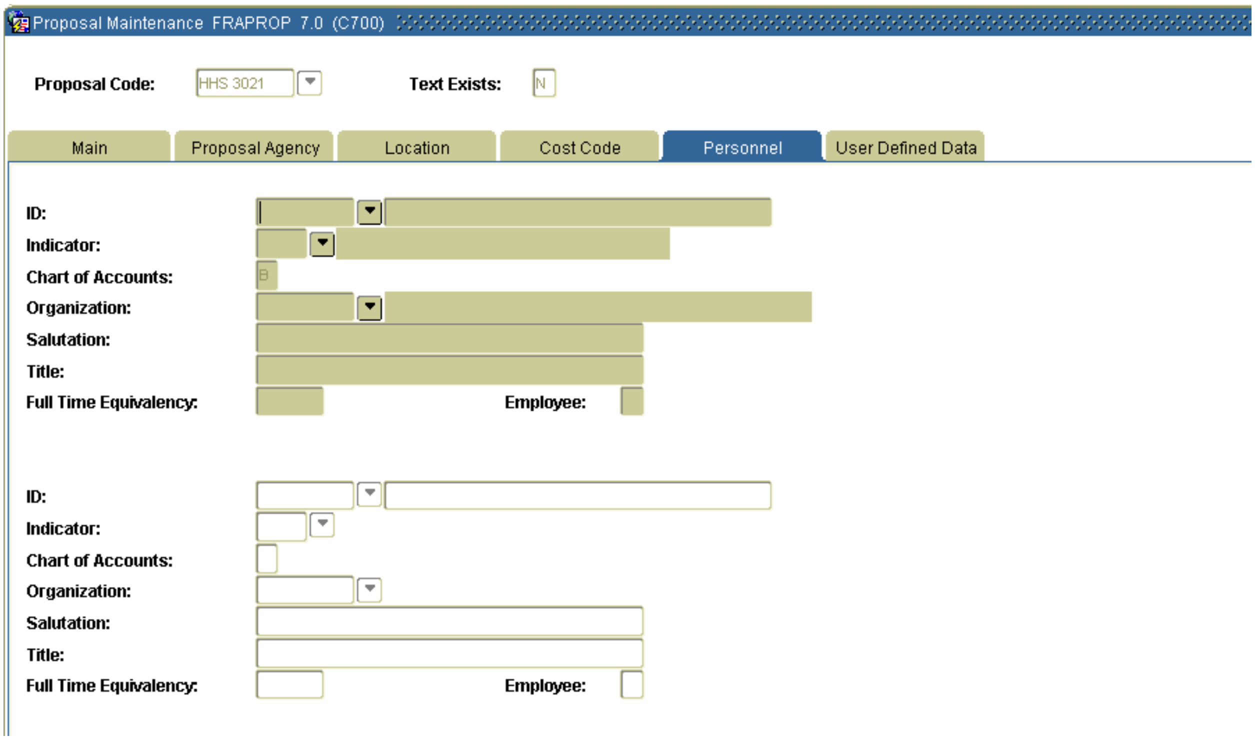
Follow these steps to complete the process.

Step	Action
1	Enter S in the **Chart of Accounts** field or click the down arrow.
2	Enter the appropriate codes for automatic **Indirect Cost** and **Cost Share** calculations.
3	Click the **Save** icon.
4	**Next Block** will take you to the Personnel Tab.

Section C: Day-to-Day Operations

Setting Up and Maintaining a Proposal (Continued)

Personnel tab



Procedure

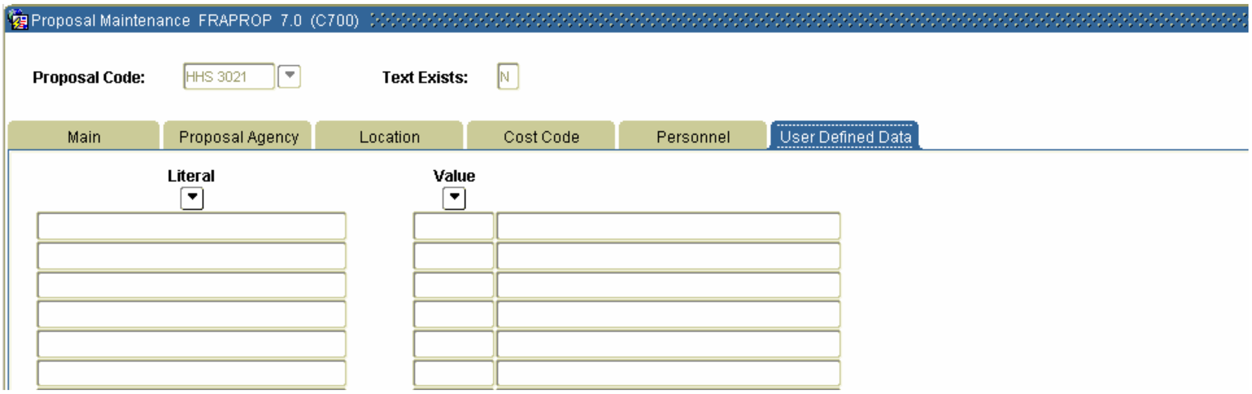
Follow these steps to complete the process.

Step	Action
1	The default information for the Principal Investigator is automatically entered from the Main window.
2	If desired, enter preferred **Salutation** for the individual.
3	If desired, enter **Title** of the individual.
4	Enter proportion of time that an individual spends working on the proposal in the **Full Time Equivalency** field... Entries in this field cannot be greater than 1.00.
5	Select an **ID** of additional personnel you want to associate with the proposal.
6	Select an indicator code in the **Indicator** field. *Note:* You can only have one Principal investigator.
7	Complete additional fields as desired.
8	Click the **Save** icon.
9	**Next Block** will take you to the User Defined Data Tab.

Section C: Day-to-Day Operations

Setting Up and Maintaining a Proposal (Continued)

User Defined Data tab



Procedure

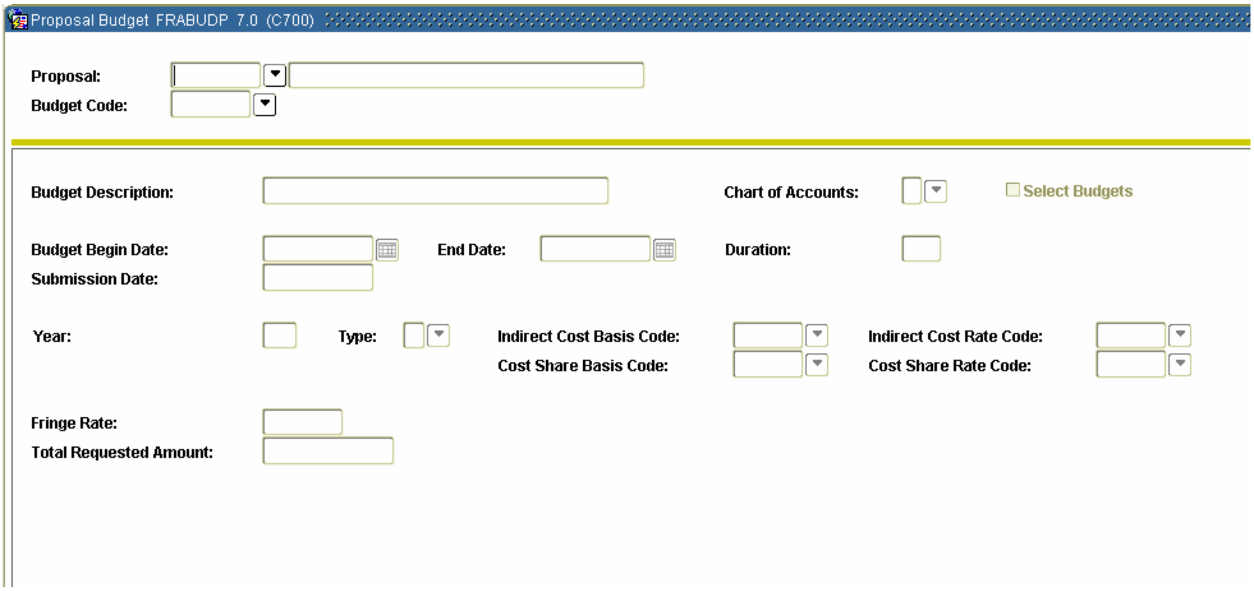
Follow these steps to complete the process.

Step	Action
1	Enter any applicable user codes that were created on FRVSDAT in the **Literal** and **Value** fields.
2	Click the **Save** icon.
3	Click the **Exit** icon.

Section C: Day-to-Day Operations

Setting Up and Maintaining a Proposal (Continued)

SCT Banner form



Procedure

Follow these steps to complete the process.

Step	Action
1	The FRABUDP form consists of two windows. The main window allows you to define the proposal budget elements that define the nature of the budget. The second window (Proposal Budget Detail window) allows you to enter multiple budget line items, and perform auto calculations of Indirect Cost, Cost Sharing, Waived Indirect, and Fringe.
2	Access the FRABUDP form.
3	Enter a proposal code in the **Proposal** field.
4	Enter a new budget code in the **Budget Code** field or search for an existing budget code.
5	Perform a **Next Block** function.
6	After performing the next block function, the following fields will display the values set on FRAPROP if a new budget code was entered: • Budget Begin Date • Chart of Accounts • Basis and Rate Codes • Total Amount Requested If an existing budget code was used, its associated attributes (budget description, COA, Indirect Cost and Cost Sharing Basis Codes, Indirect Cost and Cost Sharing Rate Codes) used in developing the budget are displayed.

Section C: Day-to-Day Operations

Setting Up and Maintaining a Proposal (Continued)

Procedure, continued

Step	Action
7	Click the **Select Budgets** checkbox to build a new budget from a previously created budget code. • Navigation from this checkbox automatically takes you to the Proposal Budget Selection Form (FRCBSEL). On FRCBSEL, you may select one or more budget codes that have already been created for existing proposals and use them as a basis for creating your new budget. If more than one budget is selected, they are consolidated into one budget by account code or title. • You may not use the **Select Budgets** checkbox feature if you have already created budget line items for this budget code.
8	Enter the description for the budget code in the **Budget Description** field.
9	Enter the date the budget period ends in the **End Date** field. The **Duration** field will automatically populate with the number of months between the Begin Date and the End Date.
10	Enter the year to which this budget applies in the **Year** field. You might enter *07* to indicate fiscal year 2007 or *1* to indicate this is the first budget year for the proposal. *Note*: This field is for informational purposes only.
11	Enter the budget type in the **Type** field. *W* for *Working* is the default value.
12	Select *Budget Detail Information* from the **Options** menu.

FRABUDP—Proposal Detail Window

The Proposal Budget Detail window allows you to add budget line items. With this form, you can enter budget information by supplying account code information; enter a description of what you are budgeting without having to enter the account, proposed budget, and cost sharing amounts; or enter a combination of the budget line items where you provide the account code (if established) and some lines where only the title is entered.

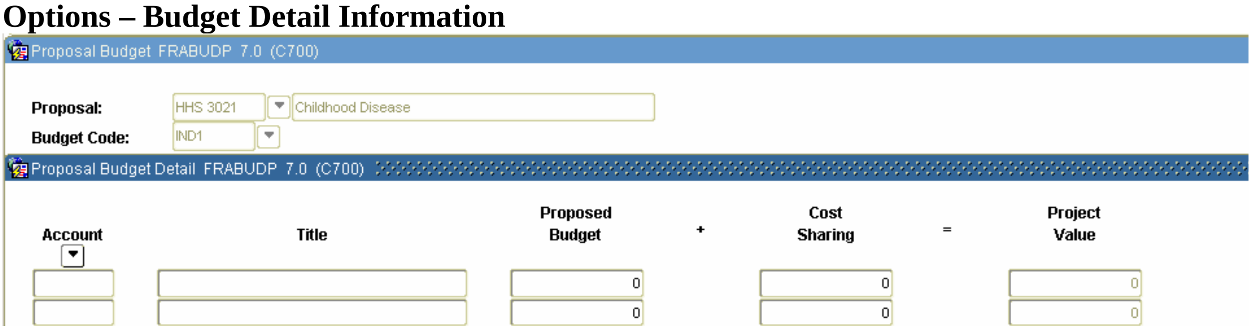
Step	Action
1	Search for an account code, using the Search feature to access the Account Code Validation Form (FTVACCT). • If you enter an account code, the title comes from the Title field on the Account Code Maintenance Form (FTMACCT) and is automatically displayed. It can be changed. **OR** Create a budget detail line without using an account code by entering in the **Title** field a description of what you are budgeting.
2	Enter the amount of money requested from a sponsoring agency for the account line item in the **Proposed Budget** field.
3	If cost sharing is involved, enter the amount of money the organization agreed to contribute toward the account line item in the **Cost Sharing** field.

Setting Up and Maintaining a Proposal (Continued)

Procedure, continued

Step	Action
4	The **Project Value** field displays the sum of the proposed budget and the cost share. • The Automatic Calculations feature in the proposal budget process allows the system to automatically calculate indirect cost or cost share based on the proposed budget amount. The calculation includes the waived indirect amount. When the indirect cost rate has a memo rate, the indirect cost foregone is put in the cost share column of the waived indirect line. So the first four sequences in this form are reserved for Indirect Cost, Fringe, Cost Share Maximum Amount, and Waive Indirect. *You cannot change the title of these lines.* You may supply the proposed budget or cost sharing amounts. • The indirect cost amount can be automatically calculated by the system if you have supplied the I/C basis code and the I/C rate code in the main window, and if you have supplied account codes in the budget detail lines. Based on the I/C basis code, the system will determine what accounts, exclusions, or overrides should be used in the calculation of the indirect cost amounts. The system looks at the indirect cost rate to determine the rate for this calculation. • The Fringe amount line may also be automatically calculated if you supplied the fringe rate in the main window and if you have supplied the account codes in your entry of budget detail lines. From the account codes entered, the system determines which accounts have an internal account type of *60* (*Labor*), and it multiplies the rate against the proposed labor dollars to store the fringe amount in the fringe amount budget line.
5	Select <u>Calculate Information Now</u> from the Options menu to calculate and display calculations in their respective budget lines.
6	Click the **Save** icon.
7	Click the **Exit** icon.

Options – Budget Detail Information



Section C: Day-to-Day Operations

Setting Up and Maintaining a Proposal (Continued)

FRABUDP—Main Window:Using Existing Budget Information to Create Budget Detail Lines in the New Budget	
Note: You may not use the **Select Budgets** checkbox feature if you have already created budget line items for this budget code.	
1	Click the **Select Budgets** checkbox. The Proposal Budget Selection Form (FRCBSEL) will open.
2	Query to find the budget(s) you want to copy. Click the Select checkbox(es) for the budget(s) you want to copy. *Note*: If you choose more than one budget, Banner will consolidate the budget information into your new budget.
3	Select *Create Budget Detail* from the Options menu.
	Banner will create a budget detail line in your new budget and return you to the Proposal Budget Form (FRSBUDP).
4	Make any changes.
5	Save.

Section C: Day-to-Day Operations

Tracking Events and Notifications to a Proposal

Introduction
Events in the Research Accounting Module are actions that need to be taken to satisfy requirements for the administration of the proposal or grant. Proposal submissions and reporting requirements, for example, would qualify as events. The Research Accounting Module provides for the scheduling of these events such that the responsible personnel will receive automatic notification, and will be required to date and designate whether and when these events have been satisfied. The FRPMESG process must be running in sleep/wake mode in order for the system to generate automatic notification.

There are several forms used to track events to a proposal:

Event Code Validation Form
The Event Code Validation Form (FRVEVNT) is used to maintain event codes. You may add a new event code, delete an event code, or update an existing event code or description.

Notes: Event codes can be used to identify reports, requirements, reminders, etc., to be associated with a proposal or grant.
Events can be one of three types: Bills (B), Reports (R), or Others (E).

Event Group Validation Form
The Event Group Validation Form (FRVEGRP) is used to assign individual events to an event grouping code that will be associated with a particular proposal.

The Proposal Events Assignment Form
The Proposal Events Assignment Form (FRAEVPA) is used to attach event codes or event groups to a proposal code.

The Proposal Event Action Form
The Proposal Event Action Form (FRAEVNP) allows you to satisfy or cancel an event that has been created or completed. Note: when viewing this form you will only be able to view event assignments for your logon. Other assignments can not be seen here.

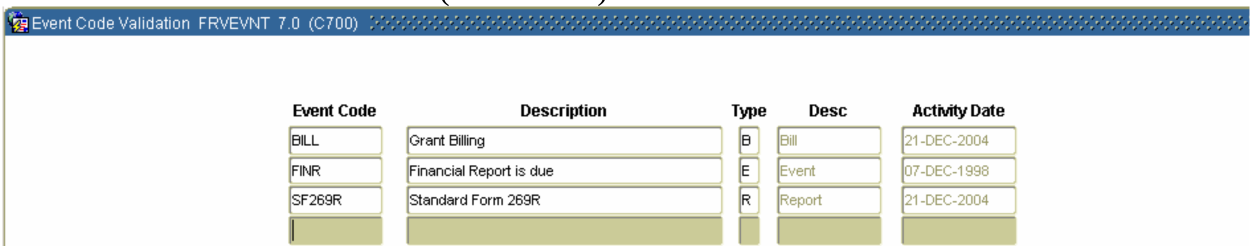
The Entity Text Form
The Entity Text Form (FOAETXT) is used to view, enter or edit text for events assigned to a proposal.

Section C: Day-to-Day Operations

Tracking Events and Notifications to a Proposal (Continued)

SCT Banner form

The Event Code Validation Form (FRVEVNT).


Event Code Validation FRVEVNT 7.0 (C700)

Event Code	Description	Type	Desc	Activity Date
BILL	Grant Billing	B	Bill	21-DEC-2004
FINR	Financial Report is due	E	Event	07-DEC-1998
SF269R	Standard Form 269R	R	Report	21-DEC-2004

Procedure

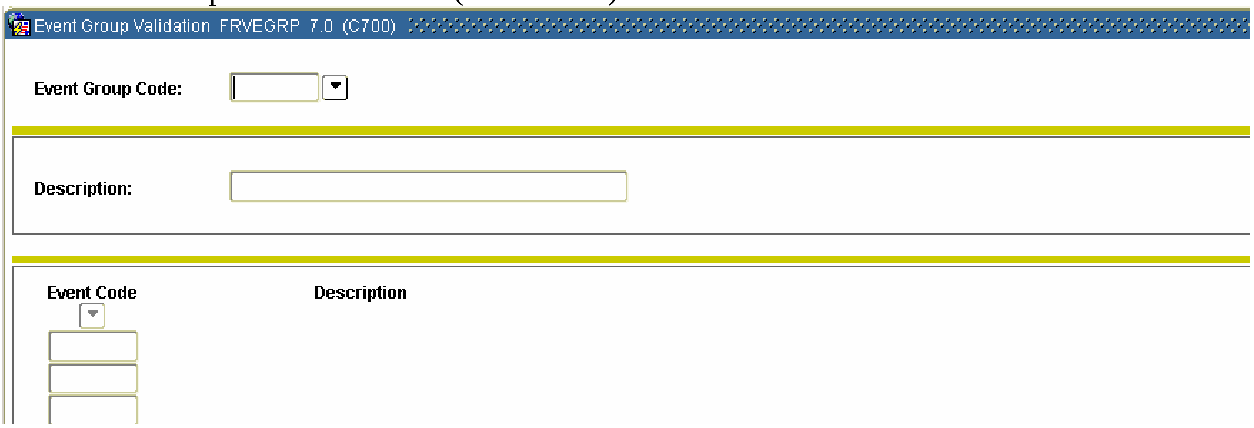
Follow these steps to complete the process.

Step	Action
1	Access the Event Code Validation Form (FRVEVNT).
2	Enter a code used to represent the user-defined event in the **Event Code** field.
3	Enter a brief description of the event code in the **Description** field.
4	Enter the code for the event type in the **Type** field. Note: Acceptable values are *E (Event), B (Bill), and R (Report).*
5	Click the **Save** icon.
6	Click the **Exit** icon.

Section C: Day-to-Day Operations

Tracking Events and Notifications to a Proposal (Continued)

SCT Banner form
The Event Group Validation Form (FRVEGRP).



Procedure
Follow these steps to assign individual event codes created in FRVEVNT to an event group code that will be associated with a particular type of proposal.

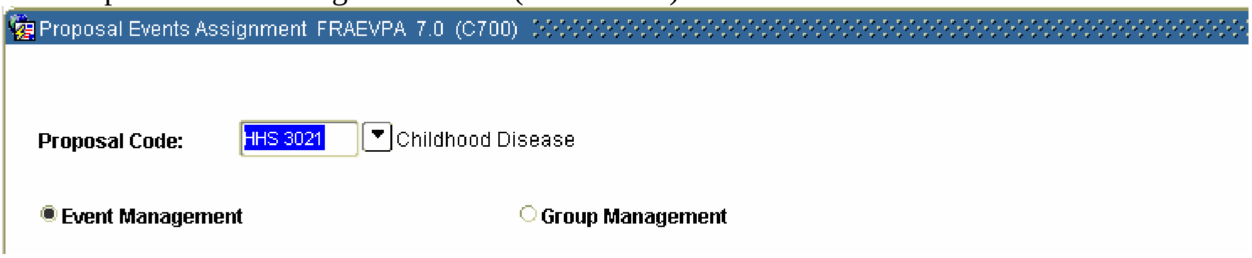
Step	Action
1	Access the Event Group Validation Form (FRVEGRP).
2	Enter a new event group code in the **Event Group Code** field.
3	Enter a brief description for the new event group code in the **Description** field.
4	Select a code in the **Event Code** field.
5	Click the **Save** icon.
6	Click the **Exit** icon.

Section C: Day-to-Day Operations

Tracking Events and Notifications to a Proposal (Continued)

The Proposal Events Assignment Form (FRAEVPA) is used to attach event codes or event groups to a proposal code.

SCT Banner form
The Proposal Events Assignment Form (FRAEVPA).



Procedure
Follow these steps assign event codes or event groups to a proposal code.

FRAEVPA – 1st Window	
Step	**Action**
1	Enter a proposal code in the **Proposal** field.
2	Select the **Event Management** radio button, which is checked by default.
3	Perform a **Next Block** function.

FRAEVPA – 2nd Window	
Step	**Action**
1	Enter an **Event Code**.
2	Enter an **Alternate Description**, if desired.
3	Enter the number of days in the **Number of Days Reminder** field before an event is due in which the user should be notified to satisfy or perform a particular event.
4	Enter values in the **Date From**, **Date To**, and **Frequency** fields. *Note*: These fields are used for recurring events. ▪ Enter the date that the first event is due in the **Date From** field. ▪ Enter the date that the reports are no longer due in the **Date To** field. ▪ Select how often the event occurs in the **Frequency** field. **OR** Enter values in the **Number of Days** and **Begin Date** fields. *Note*: These fields are used for one-time events. ▪ Enter the number of days before/after the begin/end date that the event is due in the **Number of Days** field.

Section C: Day-to-Day Operations

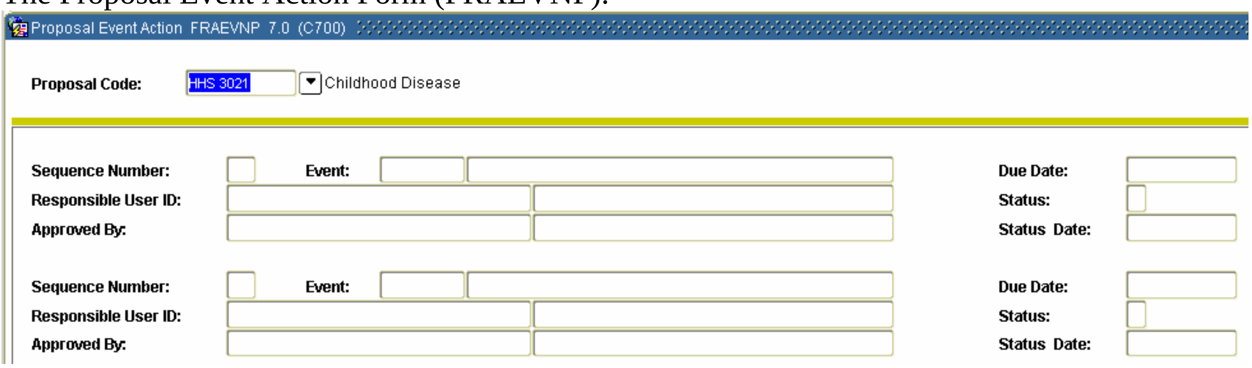
Tracking Events and Notifications to a Proposal (Continued)

Procedure, continued

Step	Action
5	Enter the user ID of the individual primarily responsible for the satisfaction of this event in the **Responsible User ID** field. ▪ **Caution:** If you perform Next Block at this point, the event information block will automatically populate, and the record will be saved. You will **not** be able to use the Proxy User ID button under the current Event Code.
6	If you are planning to add Proxy Users, click the Proxy User ID button (which takes you to the Proxy Default Window) to select secondary personnel. • **Caution:** When viewing the Proposal Event Action Form (FRAEVNP) individuals will only be able to view event assignments for their logon. If you want to see event assignments you have created for a proposal and are not the Responsible User, be sure to add yourself to the Proxy User list.

SCT Banner form

The Proposal Event Action Form (FRAEVNP).



FRAEVNP

Step	Action
1	Enter a proposal code in the **Proposal Code** field. *Note*: When viewing the Proposal Event Action Form you will only be able to view event assignments for your logon. Other assignments cannot be seen here.
2	Perform a **Next Block** function.
3	Use the down arrow to access the event that you would like to satisfy or cancel.
4	Enter S (Satisfy) or C (Cancel) in the **Status** field.
5	Click the **Save** icon. *Note*: The **Approved By** and **Date** fields will be populated.

Section C: Day-to-Day Operations

Querying a Proposal

Introduction
There are several different methods used to query a proposal. Each method requires a specific form:

Proposal Agency Inquiry Form
The Proposal Agency Inquiry Form (FRIASTP) is used to monitor all proposal activity by agency.

Proposal Budget Totals Form
The Proposal Budget Totals Form (FRIBUDT) is used to perform an online query of summarized budget data by Institution, Sponsor, Title, or ATYP levels for each proposal budget code. This form displays cost sharing and sponsor-funded amounts information.

Proposal Budget Distribution Inquiry Form
The Proposal Budget Distribution Inquiry Form (FRIBDSP) is used to view budget distributions.

Proposal/Budget Codes Inquiry Form
The Proposal/Budget Codes Inquiry Form (FRIBUDP) provides a list of proposal and budget codes and their related title/description.

Proposal Title Search Form
The Proposal Title Search Form (FRIKPRO) is used to search for a proposal by the words and/or characters in the proposal's title. This form queries both the long and short title, and allows you to use "wildcards" to search all proposals using a key word from within its title.

Proposal Code Inquiry Form
The Proposal Code Inquiry Form (FRIPROP) displays a list of all proposal codes.

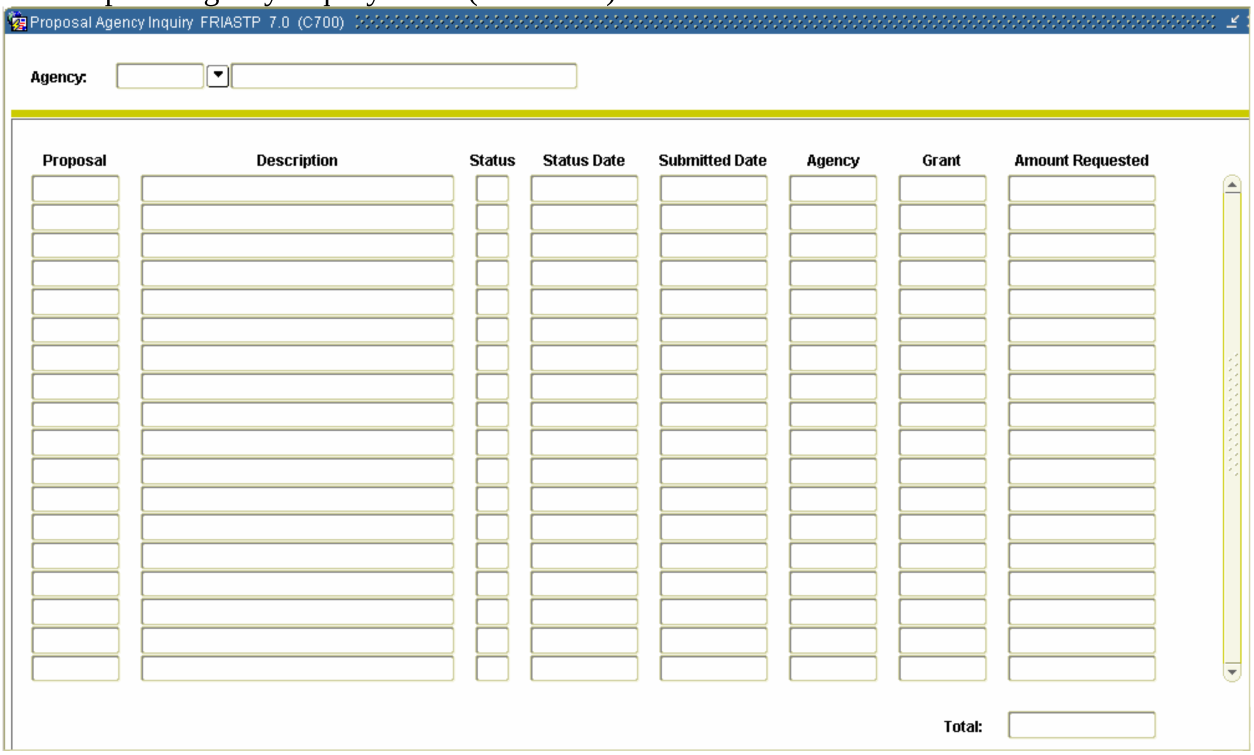
Proposal Status History Query Form
The Proposal Status History Query Form (FRIPRST) is used to view proposal status history information.

Proposal Personnel Query Form
The Proposal Personnel Query Form (FRIPSTP) is used to monitor proposal activity by primary personnel.

Section C: Day-to-Day Operations

Querying a Proposal (Continued)

SCT Banner form
The Proposal Agency Inquiry Form (FRIASTP).



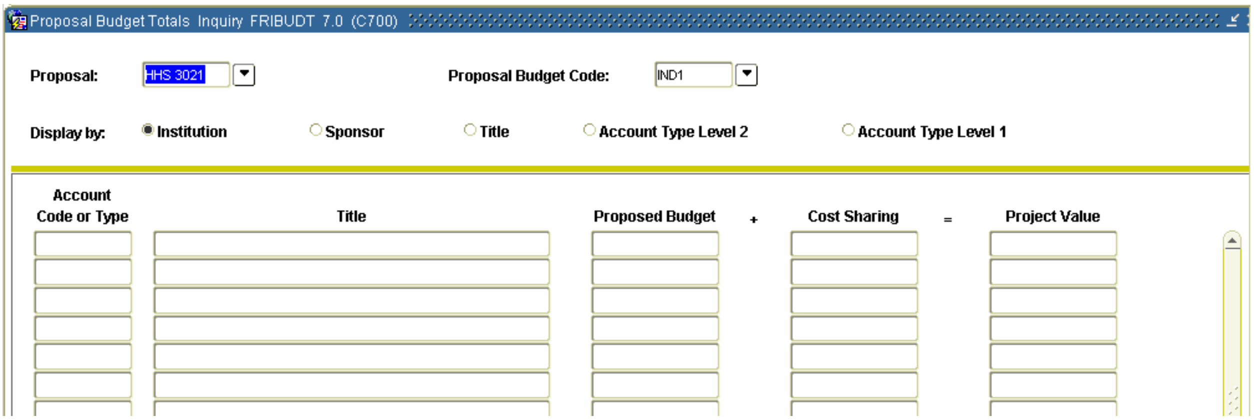
Procedure
Follow these steps to monitor all proposal activity by agency.

Step	Action
1	Access the Proposal Agency Inquiry Form (FRIASTP).
2	Enter an agency code or select one from the list in the **Agency** field.
3	Perform a **Next Block** function.
4	Select Proposal Information from the **Options** menu to view the Proposal associated with this agency.
5	Click the **Exit** icon to return to the Proposal Agency Inquiry Form.
6	Select Grant Information from the **Options** menu to view the Grant information as well as the amount requested for this proposal.
7	Click the **Exit** icon to return to the Proposal Agency Inquiry Form.
8	Click the **Exit** icon.

Section C: Day-to-Day Operations

Querying a Proposal (Continued)

SCT Banner form



Procedure

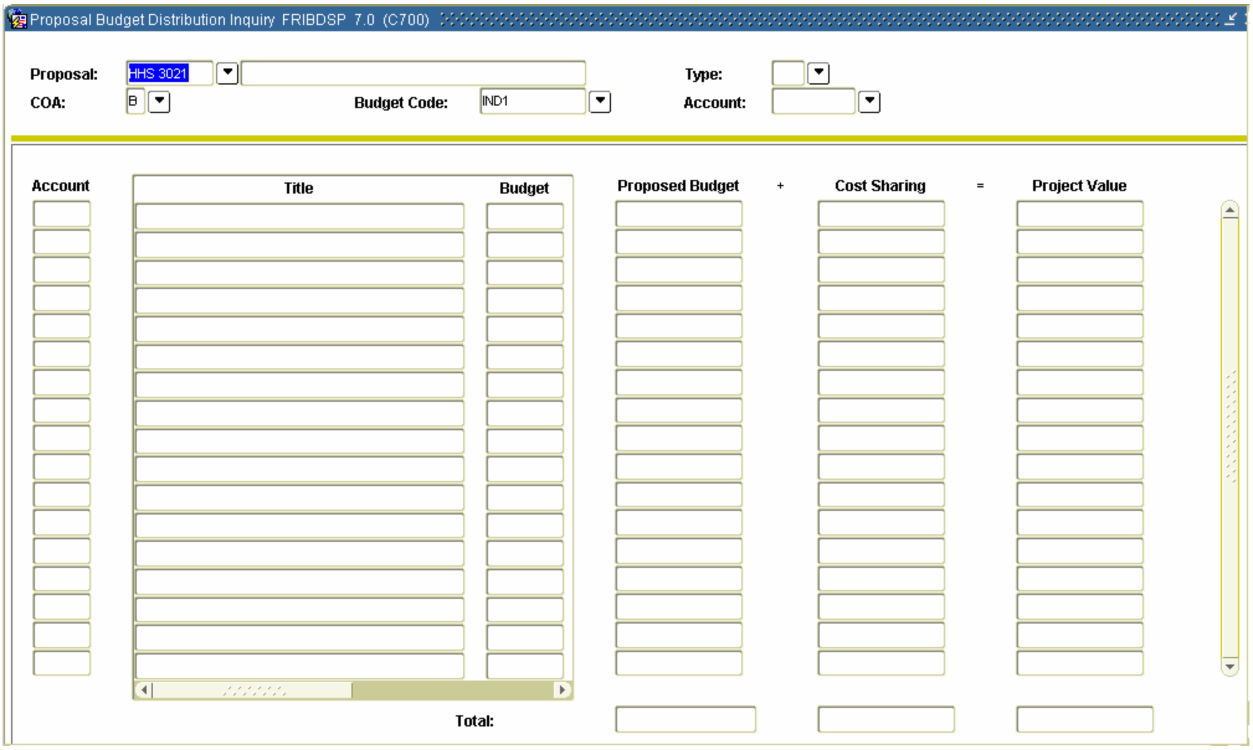
Follow these steps to perform an online query of summarized budget data by Institution, Sponsor, Title or Account Type levels for each proposal budget code.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Access the Proposal Budget Totals Inquiry Form (FRIBUDT).</td></tr>
<tr><td>2</td><td>Enter the proposal code you wish to query in the Proposal field.</td></tr>
<tr><td>3</td><td>Enter the budget code you wish to query in the Proposal Budget Code field.</td></tr>
<tr><td>4</td><td>In the Display by block, click the appropriate radio button.
<table>
<tr><th>Button</th><th>Description</th></tr>
<tr><td>Institution</td><td>All lines within the proposal budget are displayed in order by account code.</td></tr>
<tr><td>Sponsor</td><td>You can view the budget the way the agency or sponsor wants to see it.</td></tr>
<tr><td>Title</td><td>All lines within the proposal budget are displayed in account title order.</td></tr>
<tr><td>Account Type Level 2</td><td>Only those lines within the proposal budget that contain accounts are rolled into their account types at level 2 to be summarized and displayed.</td></tr>
<tr><td>Account Type Level 1</td><td>Only those lines within the proposal budget that contain accounts are rolled into their account types at level 1 to be summarized and displayed.</td></tr>
</table></td></tr>
<tr><td>5</td><td>Perform a Next Block function.</td></tr>
<tr><td>6</td><td>Click the Exit icon.</td></tr>
</table>

Section C: Day-to-Day Operations

Querying a Proposal (Continued)

SCT Banner form



Procedure

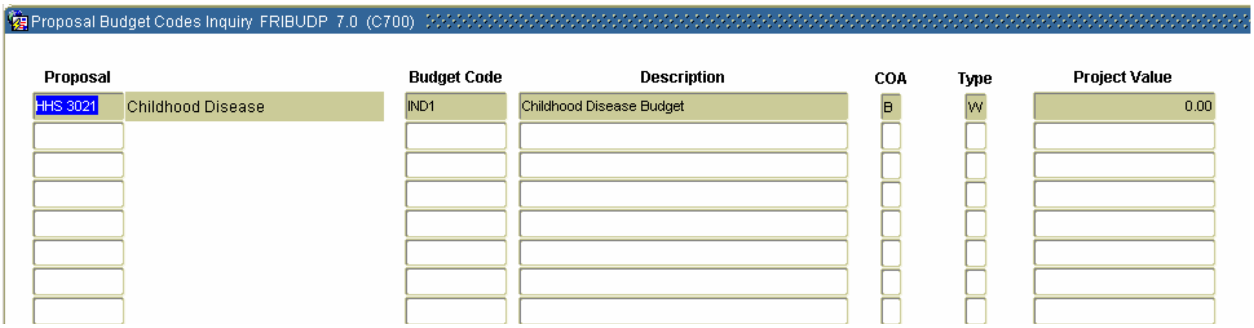
Follow these steps to view budget distributions.

Step	Action
1	Access the Proposal Budget Distribution Inquiry Form (FRIBDSP).
2	Enter the proposal code you wish to query in the **Proposal** field.
3	Enter the type of proposal in the **Type** field. • In the **Budget Code** and **Account** fields, by specifying a budget code and an account code, you can see budget line items just for those combinations. • By leaving the budget code blank and entering the type, you can view line items for multiple budgets of that type.
4	Perform a **Next Block** function.
5	Select Budget Total Information from the **Options** menu.
6	Click the **Exit** icon to return to the Proposal Distribution Inquiry Form.
7	Click the **Exit** icon.

Section C: Day-to-Day Operations

Querying a Proposal (Continued)

SCT Banner form



Procedure

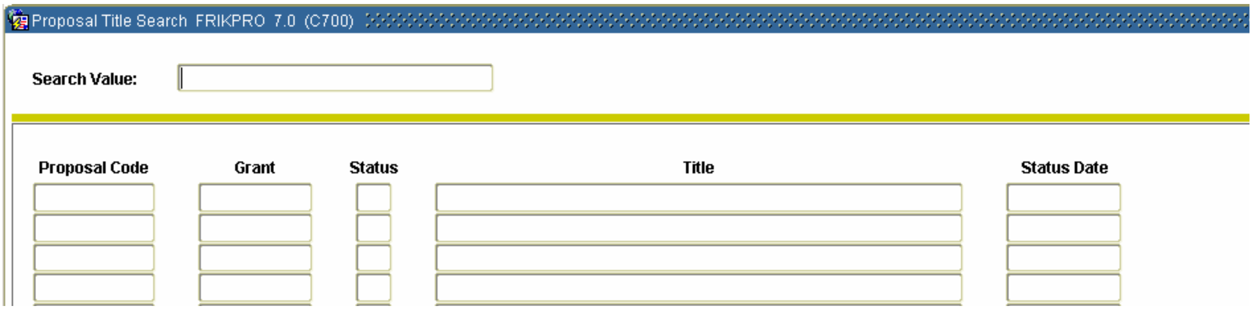
Follow these steps to view a list of Proposal and budget codes and their related titles/descriptions.

Step	Action
1	Access the Proposal/Budget Codes Inquiry Form (FRIBUDP).
2	Click the **Exit** icon.

Section C: Day-to-Day Operations

Querying a Proposal (Continued)

SCT Banner form



Procedure

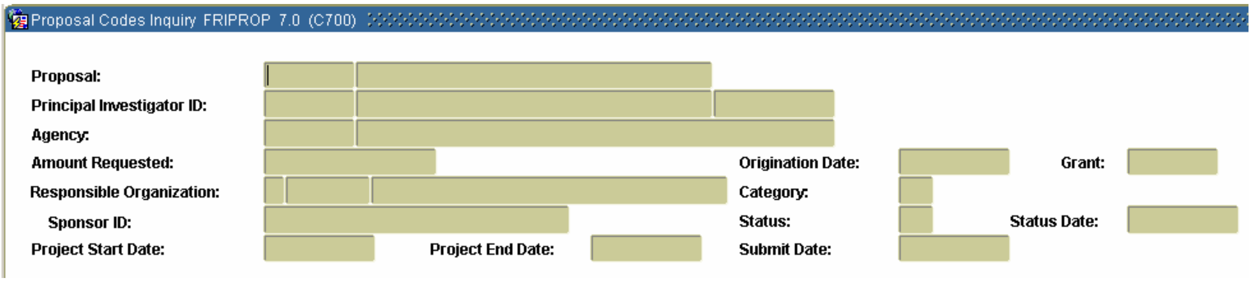
Follow these steps to search for a proposal by the words and/or characters in the proposal's long and short titles with the use of "wildcards."

Step	Action
1	Access the Proposal Title Search Form (FRIKPRO).
2	Enter any part of the title that you know in the **Search Value** field. *Example*: If the only word that you know in the proposal's title is *cancer*, enter the following in this field using the % sign as a wildcard character: *%cancer%*.
3	Perform a **Next Block** function to display the proposals that match the criteria you entered.
4	Select Proposal Information from the **Options** menu to view the Proposal Maintenance Form (FRAPROP).
5	Click the **Exit** icon to return to the Proposal Title Search Form.
6	Select Grant Information from the **Options** menu to view the Grant Maintenance Form (FRAGRNT).
7	Click the **Exit** icon to return to the Proposal Title Search Form.
8	Click the **Exit** icon.

Section C: Day-to-Day Operations

Querying a Proposal (Continued)

SCT Banner form

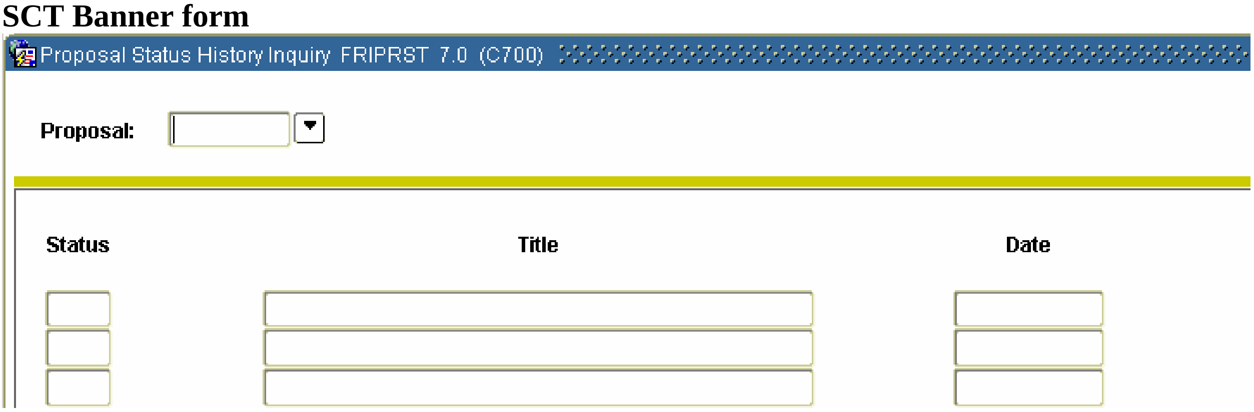


Procedure

Follow these steps to display a list of all proposal codes.

Step	Action
1	Access the Proposal Codes Inquiry Form (FRIPROP).
2	Enter the Proposal Code you want to view in the **Proposal Code** field. To view all codes leave this field blank.
3	Execute the query (F8).
4	Use the **Next Record** and **Previous Record** icons to scroll through the various proposal codes.
5	Click the **Exit** icon.

SCT Banner form



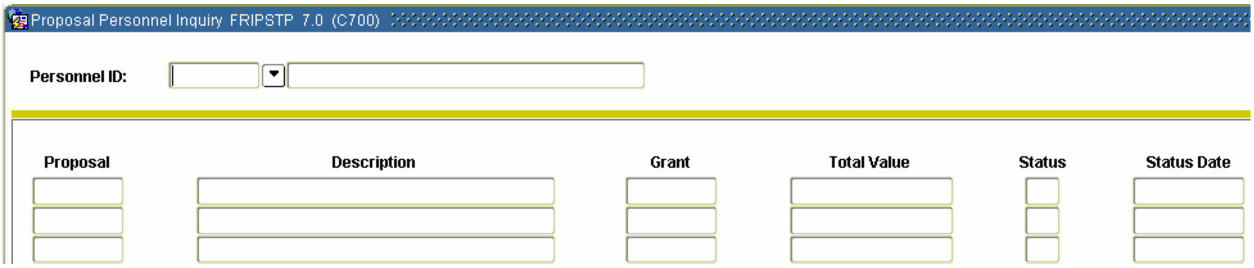
Procedure

Follow these steps to view proposal status history information.

Step	Action
1	Access the Proposal Status History Query Form (FRIPRST).
2	Enter a proposal code in the **Proposal** field.
3	Perform a **Next Block** function to view the status codes for the selected proposal code beginning with the most recent.
4	Click the **Exit** icon.

Querying a Proposal (Continued)

SCT Banner form



Procedure

Follow these steps to monitor proposal activity, if you are primary personnel.

Step	Action
1	Access the Proposal Personnel Query Form (FRIPSTP).
2	Enter your personnel ID in the **Personnel ID** field.
3	Perform a **Next Block** function to view the proposal codes and corresponding values for the personnel indicated.
4	Select Proposal Information from the Options menu to view the Proposal Maintenance Form (FRAPROP).
5	Click the **Exit** icon to return to the Proposal Personnel Query Form.
6	Click the **Exit** icon.

Section C: Day-to-Day Operations

Generating Proposal Reports

Introduction
The following proposal reports support the Research Accounting process:

Agency Budget Report
The Agency Budget Report (FRRABUD) allows you to print a proposal budget so that it can be forwarded to the agency. The report can be run in either Audit or Update mode.

Proposal Events Report
The Proposal Events Report (FRREVNP) displays events and reminders associated to a proposal. You may choose to view events for a specific Personnel indicator; for a specific time period; or for a range of proposals, a specific proposal, or a selection of proposals.

Grant Interface Processes (FRPGINF and FRPBINF)
The Grant Interface processes enable you to maintain proposal and grant information in a system external to SCT Banner while simultaneously maintaining billing and accounting information within the SCT Banner environment.

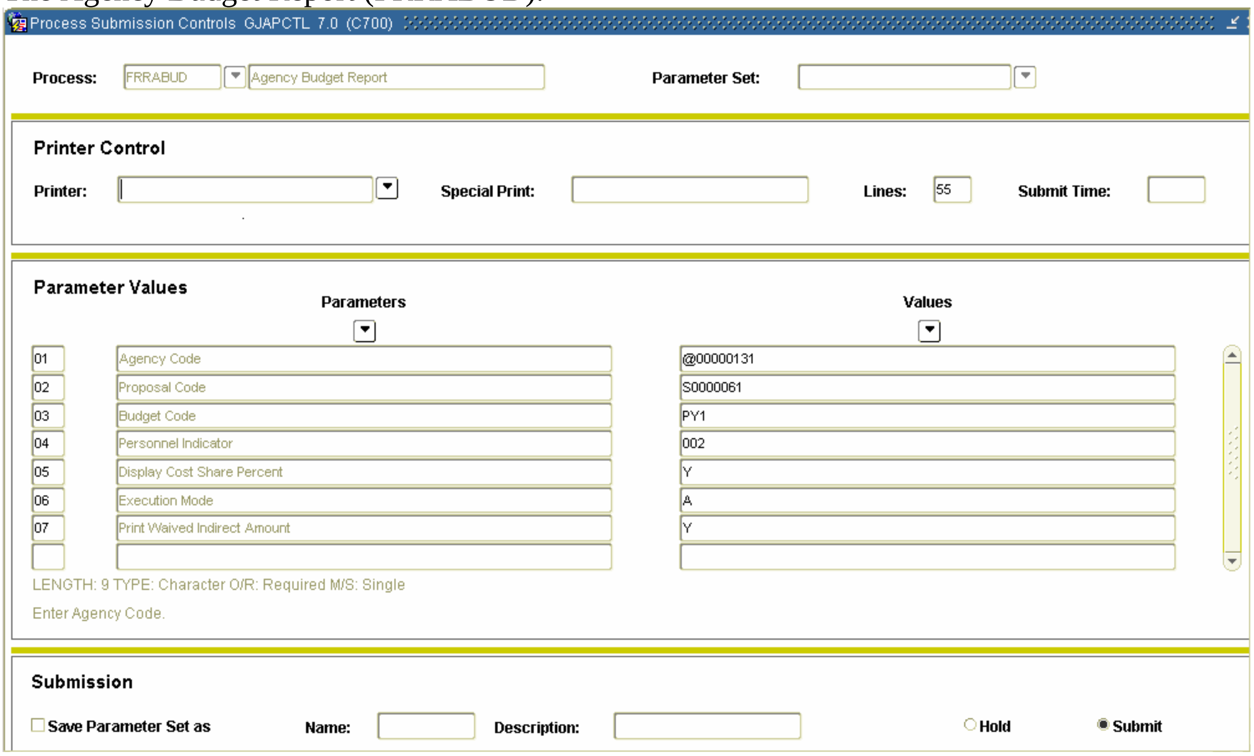
Features of these processes include the following:
- The definition of the data elements for collector tables that hold the data loaded from an external source.
- New processes that insert and update all associated grant tables including grant budget tables, grant billing tables, grant events, and grant user-defined fields.

Section C: Day-to-Day Operations

Generating Proposal Reports (Continued)

SCT Banner form

The Agency Budget Report (FRRABUD).


Process Submission Controls GJAPCTL 7.0 (C700)

Process: FRRABUD Agency Budget Report Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

	Parameters	Values
01	Agency Code	@00000131
02	Proposal Code	S0000061
03	Budget Code	PY1
04	Personnel Indicator	002
05	Display Cost Share Percent	Y
06	Execution Mode	A
07	Print Waived Indirect Amount	Y

LENGTH: 9 TYPE: Character O/R: Required M/S: Single

Enter Agency Code.

Submission

Save Parameter Set as Name: Description: Hold Submit

Section C: Day-to-Day Operations

Generating Proposal Reports (Continued)

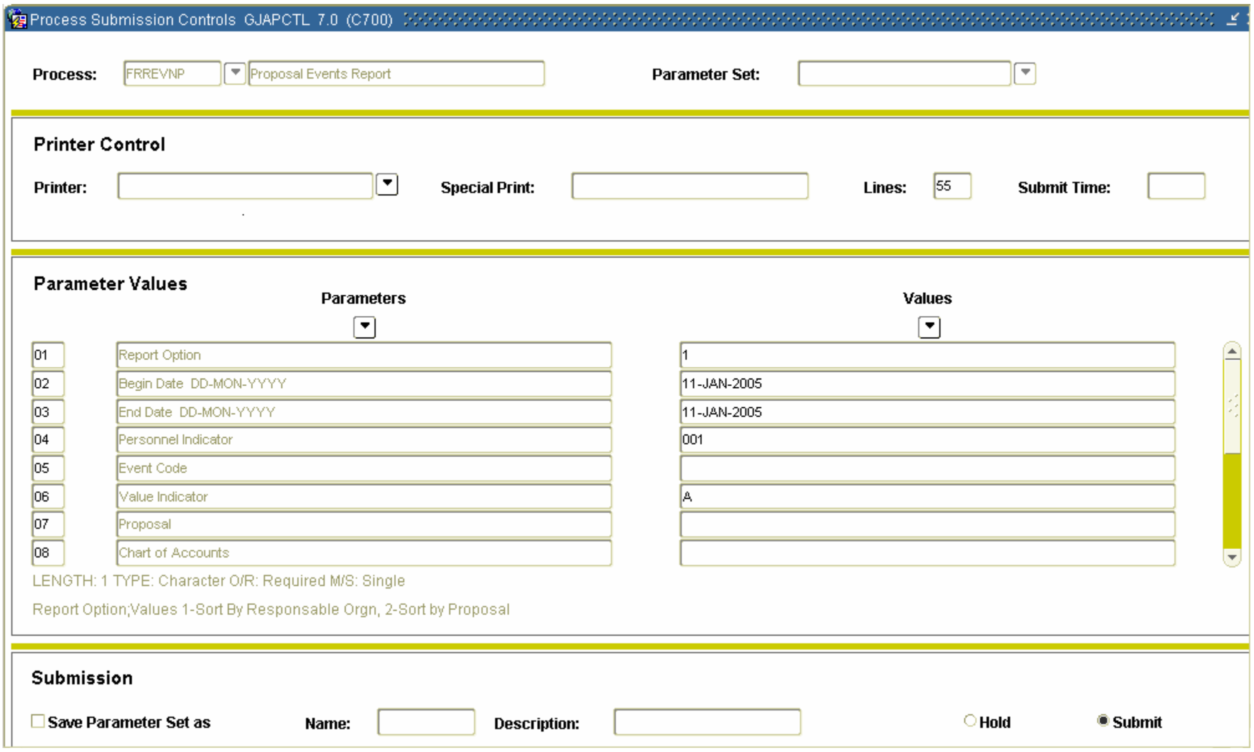
Procedure
Follow these steps to complete the process.

Step	Action
1	Access the Agency Budget Report (FRRABUD).
2	Enter the desired printer name in the **Printer** field. Note: You can enter *DATABASE* to write the report to a table for on-line viewing and to enable the saving of the report to a shared folder on a designated network drive.
3	Enter values for the parameters. Note: If the **Proposal Code** parameter is left blank, all proposal codes will be included. If the **Budget Code** parameter is left blank, all budget codes will be included.
4	Click the **Save Parameter Set as** checkbox.
5	Enter a name and description in the **Name** and **Description** fields.
6	Click the **Submit** radio button.
7	Click the **Save** icon to execute the report. Result: The Auto hint line displays the job submission number for the report log and list file.
8	Select **Review Output** on the Options menu to review the report.
9	Click the **Exit** icon.

Section C: Day-to-Day Operations

Generating Proposal Reports (Continued)

SCT Banner form



Procedure

Follow these steps to display events and reminders associated with a proposal. You may choose to view events for a specific personnel indicator; for a specific time period; or for a range of proposals, a specific proposal, or a selection of proposal.

Step	Action
1	Access the Proposal Events Report (FRREVNP).
2	Enter the desired printer name in the **Printer** field. Note: You can enter *DATABASE* to write the report to a table for on-line viewing and to enable the saving of the report to a shared folder on a designated network drive.

Section C: Day-to-Day Operations

Generating Proposal Reports (Continued)

Procedure, continued

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3</td><td>In the Display by block, click the appropriate radio button. Enter these parameter values.
<table>
<tr><th>Parameter</th><th>Description</th></tr>
<tr><td>Parameter 01: Report Option</td><td>Indicate the way you want to sort events. This is a required field. You may enter one of the following option values:
1. Sort by responsible organization
2. Sort by proposal</td></tr>
<tr><td>Parameter 02: Begin Date</td><td>Enter the first date you want to include in the report.</td></tr>
<tr><td>Parameter 03: End Date</td><td>Enter the last date you want to include in the report.</td></tr>
<tr><td>Parameter 04: Personnel Indicator</td><td>Enter the Personnel ID of the person for whom you want to view events. The default is 001 (Principal Investigator). This is a required field.</td></tr>
<tr><td>Parameter 05: Event Code</td><td>Enter the code representing the event. You may enter a partial event code with a wildcard (%). When left blank, all events will display.</td></tr>
<tr><td>Parameter 06: Value Indicator</td><td>Indicate the type of events you want to include in the report. This is a required field. Values are:

A – All events
S – Satisfied events
P – Pending events
C – Canceled events</td></tr>
<tr><td>Parameter 07: Proposal</td><td>Enter the user-defined code representing a proposal.

Note: You may enter a partial proposal code with a wildcard (%). If left blank, all proposals will be included.</td></tr>
<tr><td>Parameter 08: Chart of Accounts</td><td>Enter the code representing an accounting or reporting entity. This is a required parameter.</td></tr>
</table></td></tr>
</table>

Section C: Day-to-Day Operations

Generating Proposal Reports (Continued)

Procedure, continued

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3</td><td>Enter these parameter values.
<table>
<tr><th>Parameter</th><th>Description</th></tr>
<tr><td>Parameter 09: Responsible Orgn Option</td><td>This field indicates the way you want to enter organization codes.
Values are:
A – All organization codes
W – Search for a specific organization code using a wildcard
R – Enter a range of organization codes
S – Enter a specific organization code</td></tr>
<tr><td>Parameter 10: From Responsible Orgn</td><td>Enter the first organization code in a series.

Note: This field is required only if the Responsible Orgn Option
field’s value is R.</td></tr>
<tr><td>Parameter 11: To Responsible Orgn</td><td>Enter the last organization code in a series.

Note: This field is required only if the Responsible Orgn Option field’s value is R.</td></tr>
<tr><td>Parameter 12: Responsible Orgn</td><td>Enter the code representing an administrative office responsible for a grant.

Note: This field is required only if the Responsible Orgn Option field’s value is W or S. You may use a wildcard (%) if the Responsible Orgn Option field’s value is W.</td></tr>
</table>
</td></tr>
<tr><td>4</td><td>Click the Save Parameter Set as checkbox.</td></tr>
<tr><td>5</td><td>Enter a name and description in the Name and Description fields.</td></tr>
<tr><td>6</td><td>Click the Submit radio button.</td></tr>
<tr><td>7</td><td>Click the Save icon to execute the report.

Result: The Auto hint line displays the job submission number for the report log and list file.</td></tr>
<tr><td>8</td><td>Select Review Output on the Options menu to review the report.</td></tr>
<tr><td>9</td><td>Click the Exit icon.</td></tr>
</table>

Section C: Day-to-Day Operations

Creating a Grant and Assigning it to a Fund

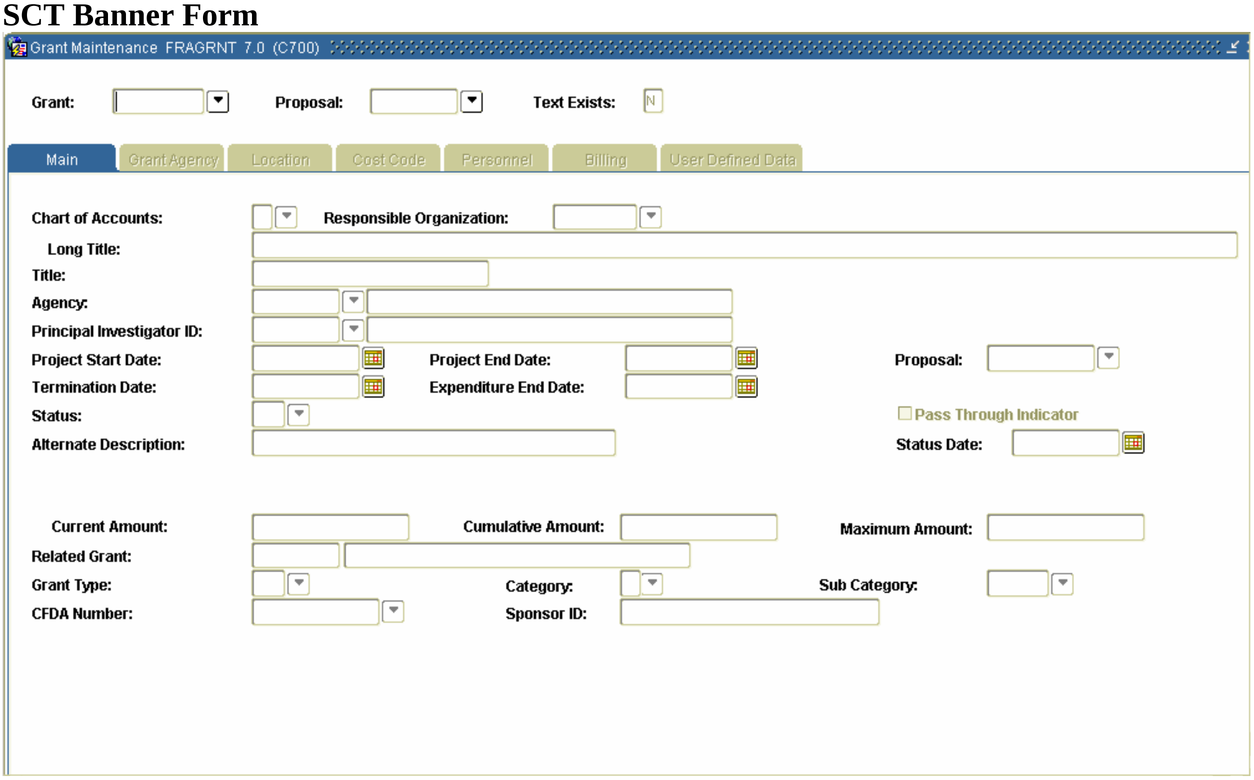
Introduction

The Grant Maintenance Form (FRAGRNT) is used to create and maintain grant records. A grant must be created in FRAGRNT before it can be associated with a fund code in the Fund Code Maintenance Form (FTMFUND). On the Grant Maintenance Form, you can record the agency, personnel, type, category, sub-category, statuses, as well as grant billing and reporting information.

All grants must be associated with a fund in the Fund Code Maintenance Form (FTMFUND). Note that while you *can* associate multiple funds to a single Grant, you *cannot* associate multiple Grants to a single fund.

It is possible to use the Research Accounting Module to track special-purpose funds other than grants, e.g., contracts or special projects. In these cases, you may wish to associate a single ‘grant’ record to several fund records – each identifying a separate funding source.

SCT Banner Form



Section C: Day-to-Day Operations

Creating a Grant and Assigning it to a Fund (Continued)

Procedure
Follow these steps to complete the process.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Access the Grant Maintenance Form (FRAGRNT).</td></tr>
<tr><td>2</td><td>Enter a new or existing grant code in the Grant Code field.

The first placeholder is the campus designation:
B – BHSU
D – DSU
M – SDSM&T
N – NSU
S – SDSU
U – USD
The second placeholder is A for Award.
The third and fourth placeholders are the last 2 digits of the fiscal year:
The last five place holders are numerical, starting on the right.

<table>
<tr><th>IF you want to create a grant from…</th><th>THEN…</th></tr>
<tr><td>scratch</td><td>perform a Next Block function</td></tr>
<tr><td>a proposal</td><td>enter the proposal code in the Proposal field and perform a Next Block function</td></tr>
<tr><td>from an existing grant</td><td>perform a Next Block function. Select Copy Grant Information from the Options menu. Type in the grant code or select from the LOV (F9) and click OK.</td></tr>
</table></td></tr>
<tr><td>3</td><td>The Chart of Accounts field will automatically default to S.</td></tr>
<tr><td>4</td><td>Enter the organizational code of the responsible administrative office for this proposal in the Responsible Organization field. Click the down arrow to find the appropriate code if the code is not known.</td></tr>
<tr><td>5</td><td>Enter the title of the grant (up to 256 characters) in the Long Title field.

Note: The first 35 characters will display in the Title field. You may change the text in this field if you want.</td></tr>
<tr><td>6</td><td>Enter the sponsor agency identification code in the Agency field or click the down arrow to do a search.</td></tr>
</table>

Section C: Day-to-Day Operations

Creating a Grant and Assigning it to a Fund (Continued)

Procedure, continued

Step	Action
7	Enter a principal investigator ID in the **Principal Investigator ID** field or click the down arrow (which will take you to FTIIDEN) to search for the principal investigator ID. Note: If you enter a Principal Investigator ID here, the ID and name will display on the Personnel Information window with an Indicator of 001, and is hard-coded as the primary person responsible. If grant personnel search does not retrieve the PI's name: ▪ Cancel query (Control + Q). ▪ Click Rollback. ▪ Uncheck proposal personnel and check the appropriate box. ▪ *Next Block* or click in field. ▪ Enter query. ▪ Double click to insert PI's name on Main window. *Note:*If a Principal Investigator ID is entered here, the ID and name will display on the Personnel Information window with an Indicator of 001 and is always hard-coded as the primary person responsible.
8	Enter the proposed start date of the grant in the **Project State Date** field. *Notes on entering dates:* • If entering today's date, a *t* may be typed, and the current date will be entered in the field. • When entering a date (mmddyyyy), the month, day, year with no spaces or punctuation may be entered, and the formatting will automatically be entered when you tab to the next field. Example: Entering 05222006 will appear as 22-MAY-2006. 

Section C: Day-to-Day Operations

Creating a Grant and Assigning it to a Fund (Continued)

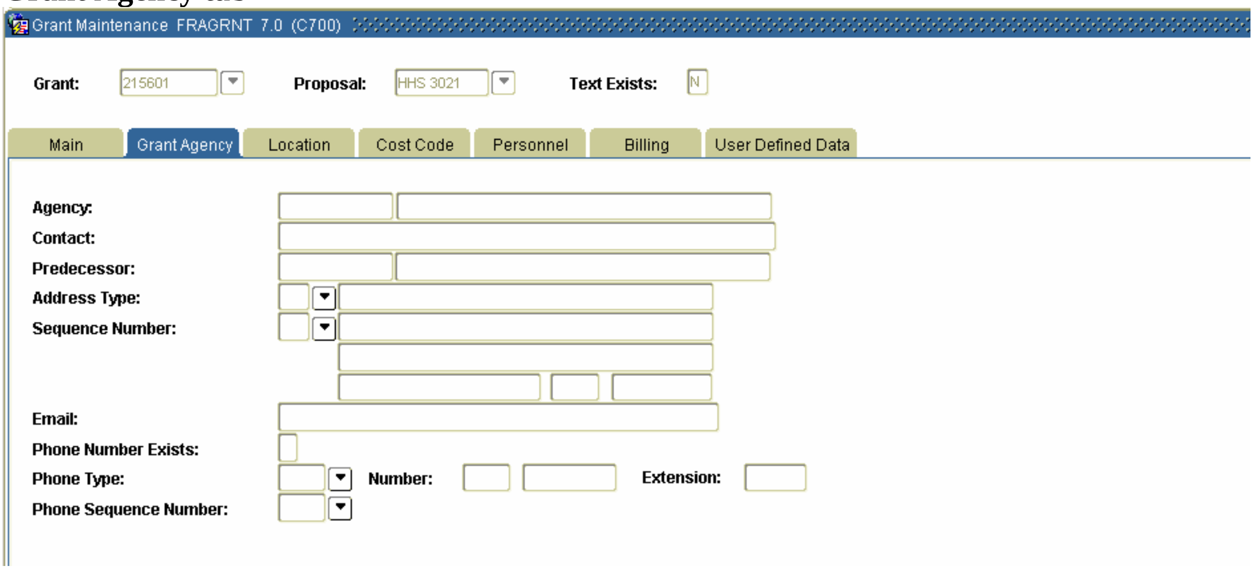
Procedure, continued

Step	Action
9	Enter the expected end date of the project in the **Project End Date** field.
10	The **Proposal** field will automatically be populated with the proposal code if you created the grant from a proposal.
11	Set the date in the **Termination Date** field. Note: This date will default into the termination date on the FTMFUND record. This is the date that you want transactions to stop posting for this grant unless the transaction is completed by an authorized user.
12	Do not put anything in the **Expenditure End Date** at this time.
13	Enter the code that represents the status of the grant using the drop down error. The choices are: • A – Active • C - Closed Note: A date must be entered in the **Status Date** field. This will be the current date.
14	Enter the dollar amounts for the **Current Amount** (the total amount of the grant currently funded), **Cumulative Amount** (total amount received to date from the agency), and **Maximum Amount** (the maximum amount of the grant committed by the agency) fields for this grant.
15	Enter the code to indicate the type of grant in the **Grant Type** field. Choice are C – Contract G - Grant
16	Enter the category code of the sponsored program to which the grant belongs in the **Category** field or click the down arrow.
17	Enter the code to identify the sub-category within a grant in the **Sub Category** field or click the down arrow.
18	If a federal grant, select the Catalog of Federal Domestic Assistance reference number in the **CFDA field** or click the down arrow.
19	Enter the external reference number of the sponsoring agency in the **Sponsor ID** field if applicable.
20	Click the **Save** icon.
21	**Next Block** (Control + Page Down) will take you to the Grant Agency Tab or you may click on the Grant Agency tab.

Section C: Day-to-Day Operations

Creating a Grant and Assigning it to a Fund (Continued)

Grant Agency tab

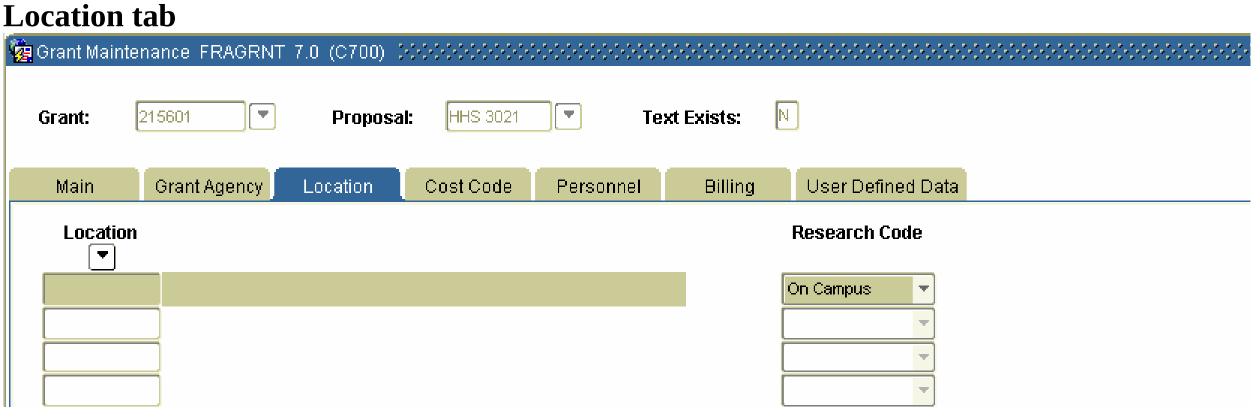


Procedure

Follow these steps to complete the process.

Step	Action
1	The default value for **Agency** comes from the Agency field on the Main window.
2	The default value for the **Contact** field is the contact information associated with the agency on the Agency Code Maintenance Form (FTMAGCY). It can be changed.
3	Verify or add **address** and **predecessor** information if needed.
4	Click the Save icon.
5	**Next Block** will take you to the Location Tab or you may click on the Location Tab.

Location tab



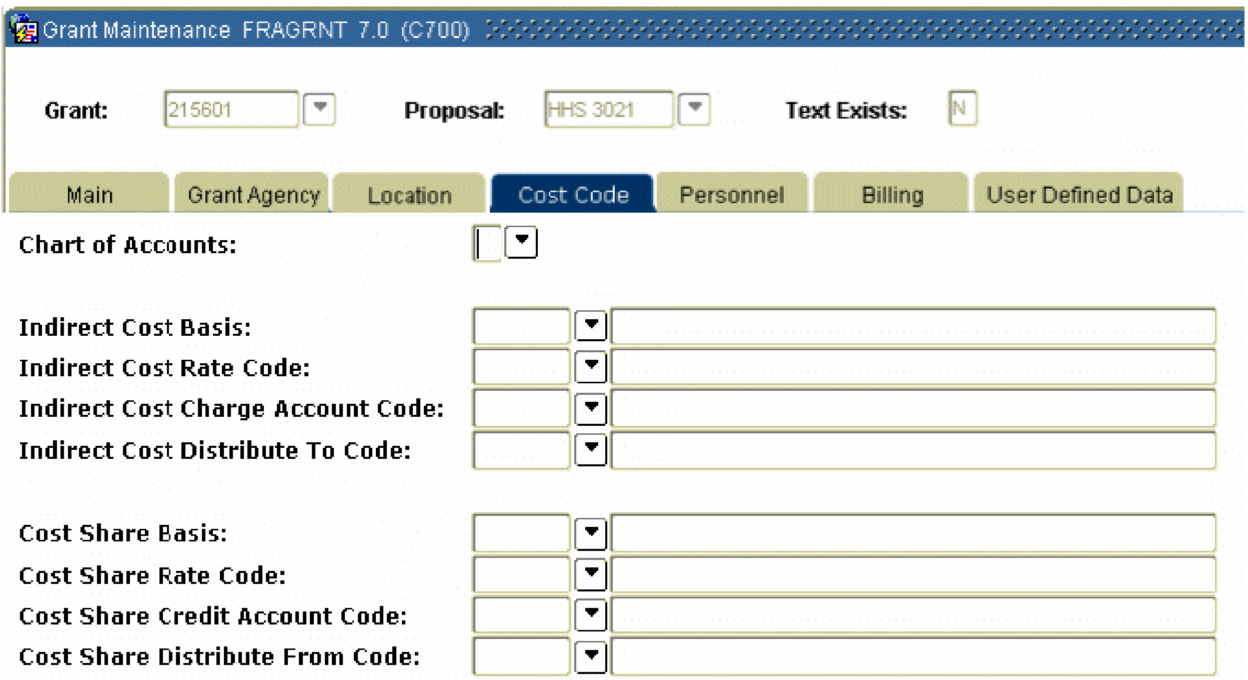
Section C: Day-to-Day Operations

Creating a Grant and Assigning it to a Fund (Continued)

Procedure
Follow these steps to complete the process.

Step	Action
1	Location tab not being used at this time.
2	**Next Block** will take you to the Cost Code Tab or you may click on the Cost Code Tab.

Cost Code tab



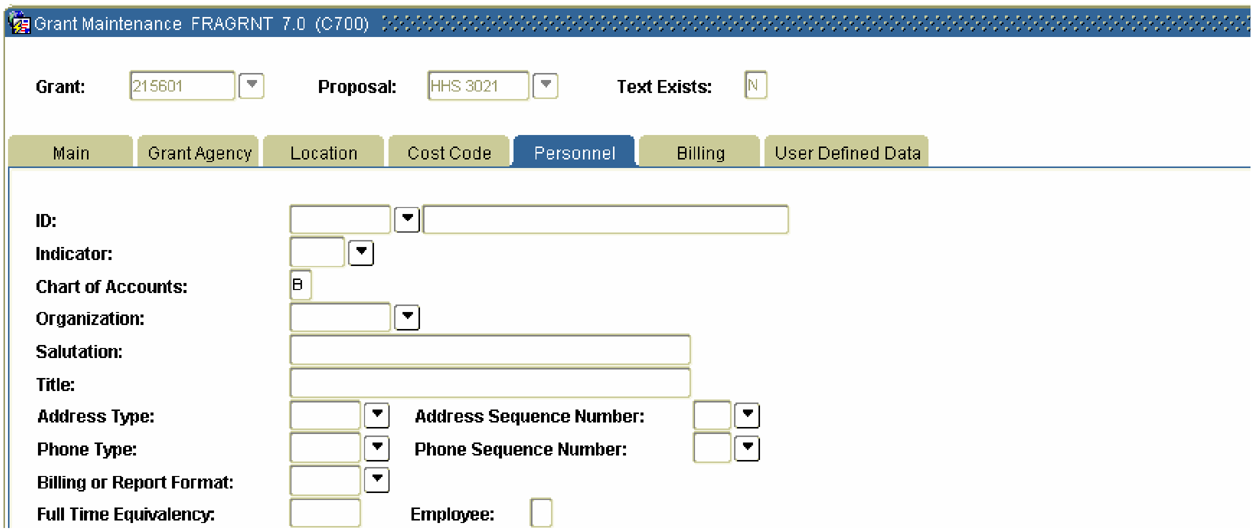
Procedure
Follow these steps to complete the process.

Step	Action
1	Select the Cost Code tab.
2	Enter the Chart of Accounts in the **COA** field, as well as the appropriate codes for automatic Indirect Cost and Cost Share calculations. Use the arrow next to the field to see options.
3	Click the **Save** icon.
4	**Next Block** will take you to the Personnel Tab or you may click on the Personnel Tab.

Section C: Day-to-Day Operations

Creating a Grant and Assigning it to a Fund (Continued)

Personnel tab



Procedure

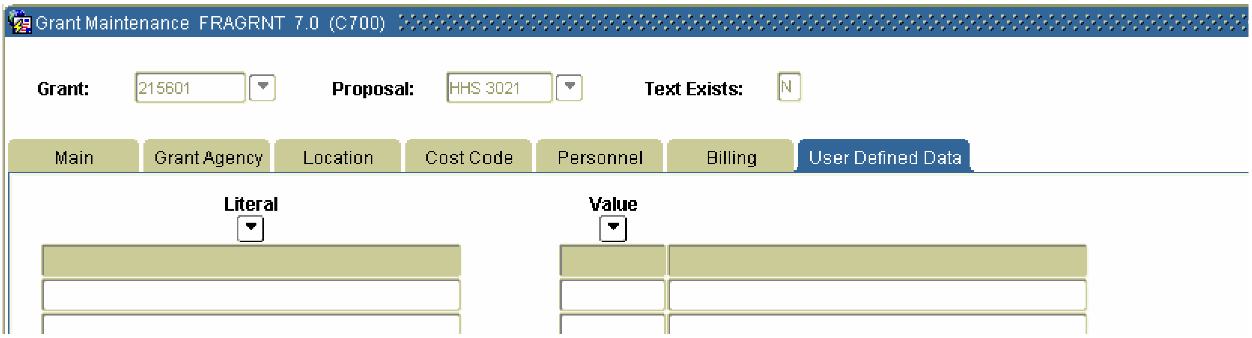
Follow these steps to complete the process.

Step	Action
1	The default information for the Principal Investigator is automatically entered from the Main window.
2	Select an ID of additional personnel you want to associate with the grant in the **ID** field. Note: You can only have one Principal investigator.
3	Select a code in the **Indicator** field. 002 Co Investigator 003 Financial Contact 004 Grant Administrator Note: If the personnel being added to the grant have the responsibility to sign a bill or report enter the format in the **Billing/Report Format** field. When the bill or report is printed, his/her name will appear in the signature block of the document.
4	If desired, enter preferred **Salutation** for the individual.
5	If desired, enter **Title** of the individual.
6	Proportion of time that an individual spends working on the grant may be entered in **Full Time Equivalency** field. Entries in this field cannot be greater than 1.00.
7	Complete additional fields as desired.
8	Click the **Save** icon.
9	**Next Block** will take you to the Billing Tab or you may click on the Billing tab.
10	See **Grants Billing Procedure Manual** to complete the billing information.
11	**Next Block** will take you to the User Defined Data tab or you may click on the User Defined Data tab.

Section C: Day-to-Day Operations

Creating a Grant and Assigning it to a Fund (Continued)

User Defined Data tab



Procedure

Follow these steps to complete the process.

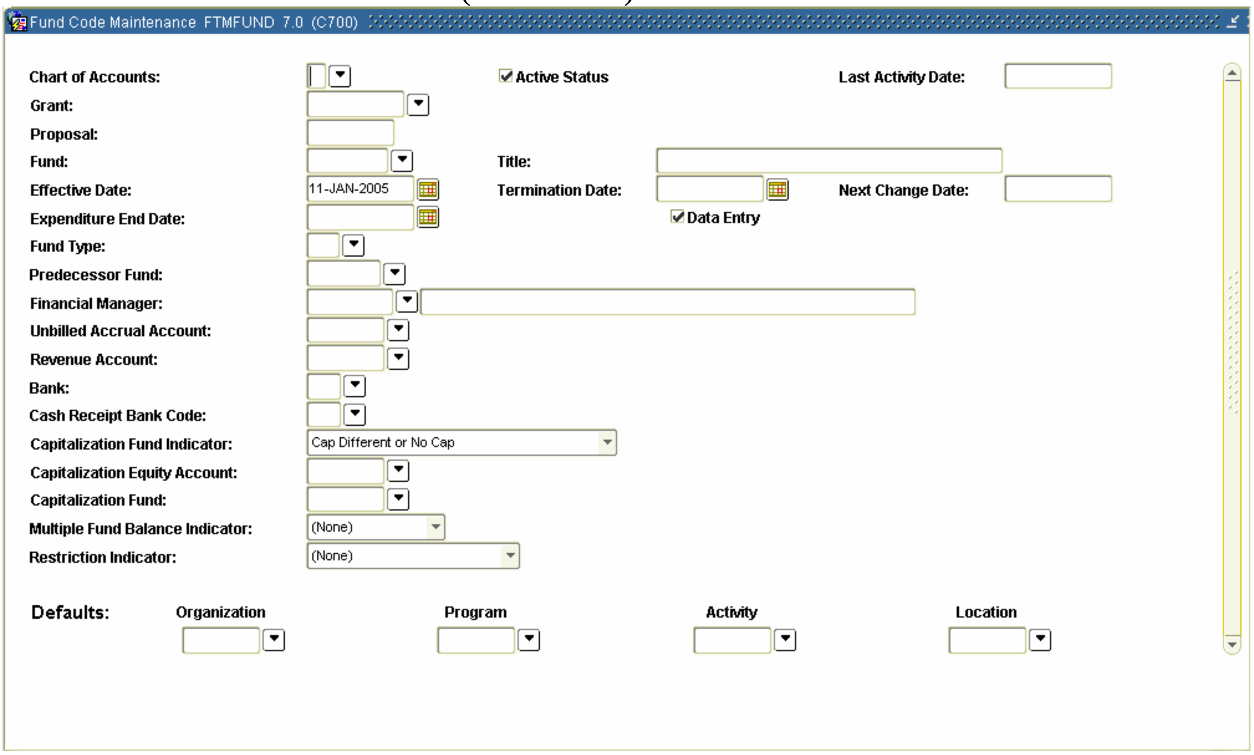
Step	Action
1	Select the User Defined Data tab.
2	Select user defined data applicable to this grant in the **Literal** and **Value** fields.
3	Click the **Save** icon.
4	Click the **Exit** icon.

Section C: Day-to-Day Operations

Creating a Grant and Assigning it to a Fund (Continued)

SCT Banner form

The Fund Code Maintenance Form (FTMFUND)



Procedure

The responsibility of creating a fund for grants will be campus decision, and if it is decided that it is a grant function, refer to the finance procedure manual for instructions. The following steps will need to either be filled in by the grants people or communicated by grants to the finance office to enter.

Step	Action
1	Provide your Grant code.
2	Provide a valid account code for **Unbilled Accrual Account.** For all campuses this code will be 120045.

Section C: Day-to-Day Operations

Creating a Grant and Assigning it to a Fund (Continued)

Procedure, continued

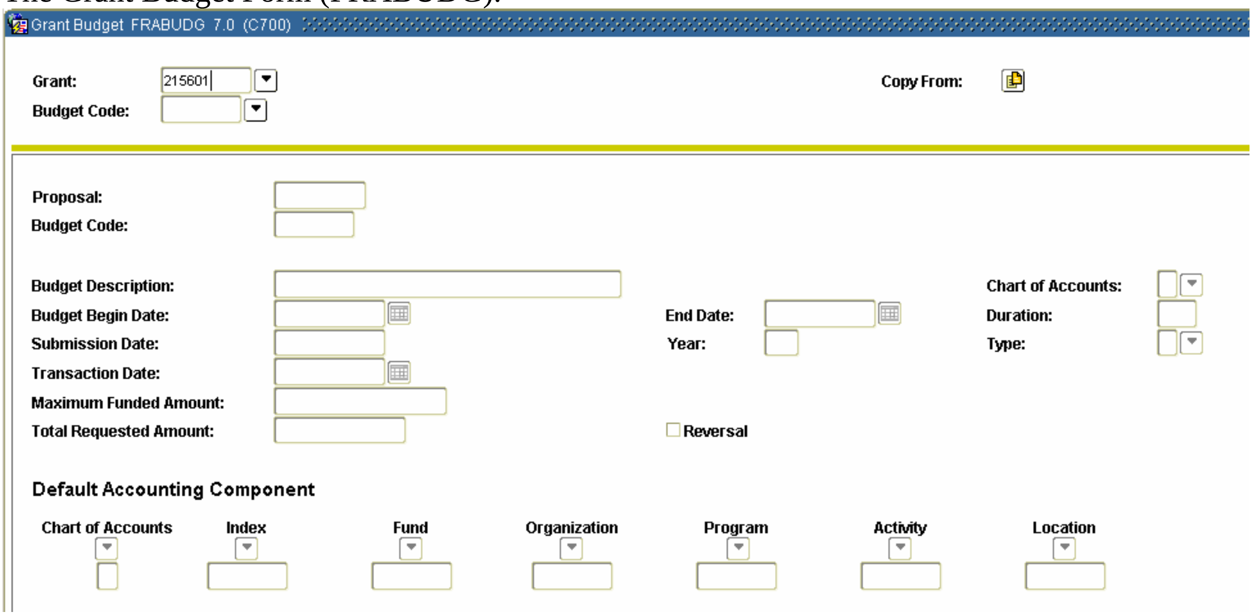
Step	Action
3	Provide a valid **Revenue Account** for grant revenue Options are: • Federal 530220 • State 530230 • Private 530240 • Other 530250
4	Provide the **Cash Receipts Bank Code.** This will be unique to each campus

Section C: Day-to-Day Operations

Creating a Grant Budget

Introduction
The Grant Budget Form (FRABUDG) enables you to create grant budgets either by entering original budget information or by copying an existing grant budget. Grant budgets created using this form will be interfaced and posted to the operating ledger using the Transaction Interface Process (FGRTRNI) and Posting Process (FGRACTG).

SCT Banner form
The Grant Budget Form (FRABUDG).



FRABUDG—Main Window
This form consists of two windows. The main window (shown above) allows you to define the grant budget elements that define the nature of the budget. The second window (Grant Budget Detail window) allows you to enter multiple budget line items and perform auto calculations of Indirect Cost, Cost Sharing, Waived Indirect, and Fringe.

Section C: Day-to-Day Operations

Creating a Grant Budget (Continued)

Procedure
Follow these steps to complete the process.

Step	Action
1	Access the Grant Budget Form (FRABUDG).
2	Enter the grant code in the **Grant** field.
3	Enter a budget code to identify the grant budget in the **Budget Code** field. Note: Multiple grant budgets may be developed for a grant, by assigning each a new budget code.
4	Perform a **Next Block** function.
5	Enter a brief description in the **Budget Description** field.
6	Enter *S* in the **Chart of Accounts** field.
7	The **Budget Begin Date** and **End Date** fields will default from the grant.
8	Enter the last two digits of the budget year in the **Year** field.
9	Enter a budget type in the **Type** field. *W* for working is the default value.
10	Enter the date in the **Transaction Date** field. Note: The current date will be the default.
11	Click the **Reversal** checkbox if you want the completed and posted grant budget to reverse a previously posted grant budget.
12	Enter the chart of accounts code that the budget line items will be posted to in the **Chart of Accounts** field.
13	Enter an index code if you are using index codes and they have been set up in FTMACCI in the **Index** field.
14	Enter the fund code that has been assigned to your grant in the **Fund** field. If you leave this field blank, no defaulting will occur in the Grant budget line items section
15	Enter the organization code that will be used for operating ledger postings (budget, revenue and expense) for this grant in the **Organization** field.

Section C: Day-to-Day Operations

Creating a Grant Budget (Continued)

Procedure, continued

Step	Action
16	Enter the program code that will be used for operating ledger postings (budget, revenue and expense) for this grant in the **Program** field.
17	Enter the activity code (or leave blank) in the **Activity** field.
18	Enter the location code (or leave blank) in the **Location** field.
19	Select Cost Code Information from the **Options** menu to review or change the Grant Cost Codes for indirect costs and cost share.
20	Click the **Credit Indirect Cost** checkbox if you want to credit indirect cost when posting the grant budget.
21	Click the **Credit Cost Share** checkbox if you want to credit cost share when posting the grant budget.
22	Click the **Distribute Cost Share** checkbox if you want to distribute cost share when posting the grant budget.
23	Perform a **Next Block** function or select Info in Worksheet Format from the **Options** menu. This will take you to the Grant Budget Detail window.
24	Enter or modify the six-character account code in the **Account** field. Note: At least one account code per distribution is required. Do not enter an account code in the two rows labeled 'Indirect Cost Expense' and 'Cost Share Maximum Amount'. These rows are reserved for Indirect Cost and Cost Share calculations.
25	Enter or modify the line item budget amount in the **Budget** field. Note: This amount is what will be rolled to the ledgers for the FOAPAL distribution that exists to its right.
26	Use your down-arrow key to move to the next line and enter another valid account code in the **Account** field, then another budget amount in the **Budget** column. Continue to do so until you have entered the entire budget for this grant.
27	Select Calculate Information Now from the **Options** menu. The system will total your budget entries and calculate the amounts for indirect cost and cost share based on the cost codes entered on the Grant Cost Codes window. Note: You may receive warnings that Indirect Cost and Cost Share cannot be calculated if you did not enter the indirect cost or cost share codes.

Section C: Day-to-Day Operations

Creating a Grant Budget (Continued)

Procedure, continued

Step	Action
28	Select the Calculate Information Now option to change an amount in the **Budget** field.
29	When you are satisfied with your budget figures, perform a **Next Block** or select Process and Post Entries from the **Options** menu.
30	Click on the **Completion** button or select Complete from the **Options** menu.
31	Click the **OK** button when you receive the message *Grant Budget Completed and Forwarded to the Transaction Interface Process*. Click **EXIT** and run the Transaction Interface process (FGRTRNI) to feed and post the grant budget.
32	Enter *FGRTRNI* in the **Go** field from the main menu screen.
33	Perform a **Next Block** function.
34	Enter *DATABASE* in the **Printer** field (or choose a printer from the list of values).
35	Perform a **Next Block** function.
36	Perform a **Next Block** function.
37	Click the **Save** icon.
38	Enter *FGRTRNR* in the **Process** field. Note: The Transaction Error Report will verify if any errors occurred while running the transaction interface process.
39	Perform a **Next Block** function.
40	Enter *DATABASE* in the **Printer** field (or choose a printer from the list of values).
41	Perform a **Next Block** function.
42	Perform a **Next Block** function.
43	Click the **Save** icon.
44	Choose Review Output from the Options menu.
45	Double-click on **File Name** to select and review the .lis file produced by the FGRTRNR report. Note: If errors are listed for the grant budget, you must go to either FGAJVCD or FGAJVCQ to correct them.
46	Click the **Exit** icon.

Section C: Day-to-Day Operations

Tracking Events to a Grant

Introduction
Events in the Research Accounting Module are actions that need to be taken to satisfy requirements for the administration of the proposal or grant. Billing and reporting requirements, for example, would qualify as events. The Research Accounting Module provides for the scheduling of these events such that the responsible personnel will receive automatic notification, and will be required to date and designate whether and when these events have been satisfied.

Warning: The FRPMESG process must be running in sleep/wake mode in order for the system to generate automatic notification.

There are several forms used to track events to a grant:

Event Code Validation Form
The Event Code Validation Form (FRVEVNT) is used to maintain event codes. You may add a new event code, delete an event code, or update an existing event code or description.

Note: Event codes can be used to identify reports, requirements, reminders, etc., to be associated with a grant.

Note: Events can be one of three types: Bills (B), Reports (R), or Others (E).

Event Group Validation Form
The Event Group Validation Form (FRVEGRP) is used to assign individual events to an event grouping code that will be associated with a particular grant.

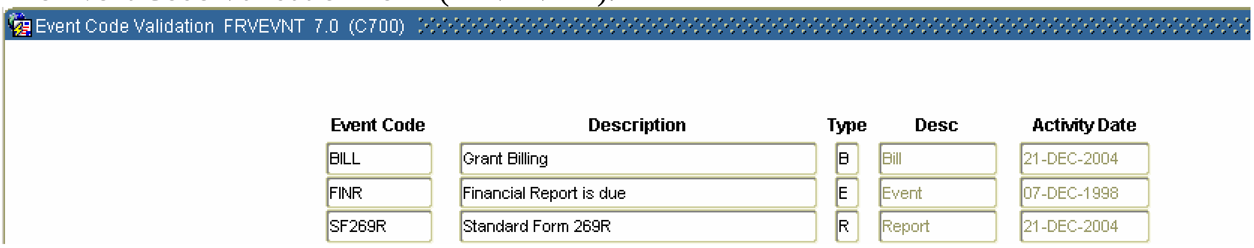
The Grant Events Assignment Form
The Grant Events Assignment Form (FRAEVGA) is used to attach event codes or event groups to a grant code.

The Grant Event Action Form
The Grant Event Action Form (FRAEVNG) allows you to satisfy or cancel an event that has been created or completed.

The Entity Text Form
The Entity Text Form (FOAETXT) is used to view, enter or edit text for events assigned to a grant.

Tracking Events to a Grant (Continued)

SCT Banner form
The Event Code Validation Form (FRVEVNT).


Event Code Validation FRVEVNT 7.0 (C700)

Event Code	Description	Type	Desc	Activity Date
BILL	Grant Billing	B	Bill	21-DEC-2004
FINR	Financial Report is due	E	Event	07-DEC-1998
SF269R	Standard Form 269R	R	Report	21-DEC-2004

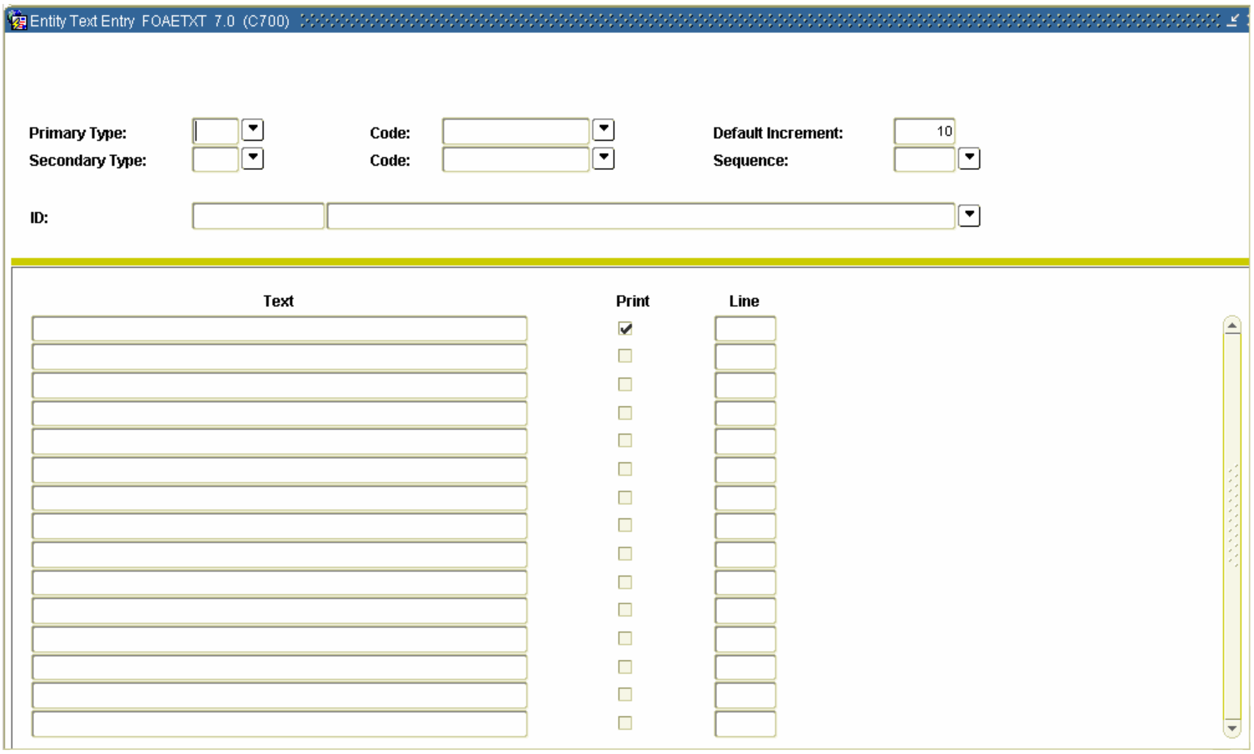
Procedure
Follow these steps to complete the process.

Step	Action
1	Access the Event Code Validation Form (FRVEVNT).
2	Enter a code used to represent the user-defined event in the **Event Code** field.
3	Enter a brief description of the event code in the **Description** field.
4	Enter the code for the event type in the **Type** field. Note: Acceptable values are *E (Event), B (Bill), and R (Report).*
5	Click the **Save** icon.
6	Click the **Exit** icon.

Section C: Day-to-Day Operations

Tracking Events to a Grant (Continued)

SCT Banner form


Entity Text Entry FOAETXT 7.0 (C700)

Primary Type:
Code:
Default Increment: 10
Secondary Type:
Code:
Sequence:
ID:

Text
Print
Line

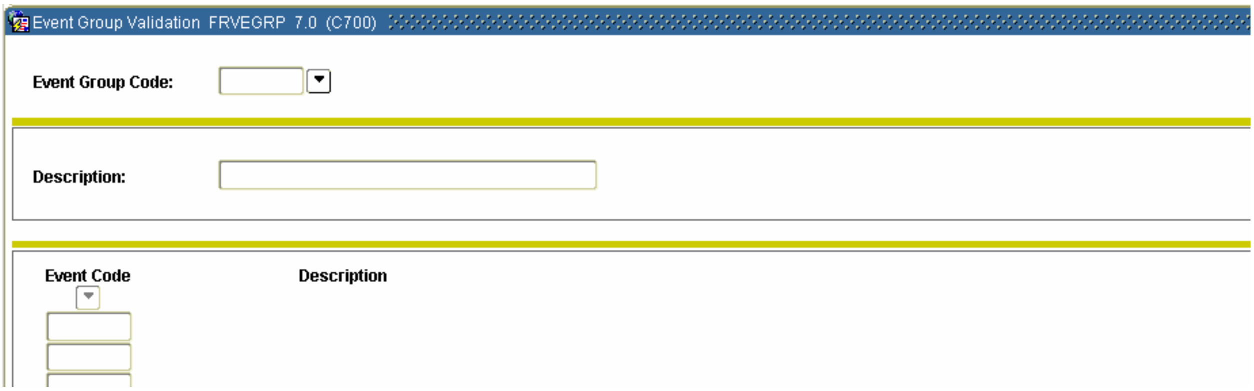
Procedure
Follow these steps to complete the process.

Step	Action
1	Access the Entity Text Entry Form (FOAETXT)
2	Enter the primary document type for the text (this will be *GRT* for a grant) in the **Primary Type** field.
3	Enter the grant code you created in the **Code** field.
4	Enter the secondary document type for the text (this will be *EVT* for an event) in the **Secondary Type** field.
5	Enter the event code you created in the **Code** field.
6	Perform a **Next Block** function.
7	Enter the text related to the event code for your grant.
8	Click the **Print** checkbox if you want the selected text to print on a document.
9	Click the **Save** icon.
10	Click the **Exit** icon.

Section C: Day-to-Day Operations

Tracking Events to a Grant (Continued)

SCT Banner Form



Procedure

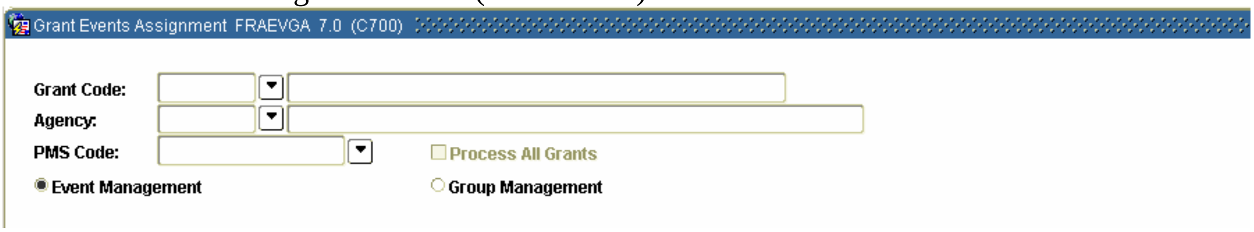
Follow these steps to complete the process.

Step	Action
1	Access the Event Group Validation Form (FRVEGRP). Note: Use this form to assign individual event codes created in FRVEVNT to an event grouping code that will be associated with a particular type of grant.
2	Enter a new event group code, e.g., *FED,* for federal grant events in the **Event Group Code** field.
3	Enter a brief description for the new event group code, e.g., *Federal Grants* in the **Description** field.
4	Select an event code in the **Event Code** field.
5	Click the **Save** icon.
6	Click the **Exit** icon.

Section C: Day-to-Day Operations

Tracking Events to a Grant (Continued)

SCT Banner Form
The Grant Events Assignment Form (FRAEVGA).



Procedure
Follow these steps to complete the process.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Access the Grant Events Assignment Form (FRAEVGA). This form is used to assign event codes or event groups to a grant code.</td></tr>
<tr><td>2</td><td>Enter your grant code in the Grant Code field.</td></tr>
<tr><td>3</td><td>Enter the agency code in the Agency field.</td></tr>
<tr><td>4</td><td><table>
<tr><th>IF you want to assign….</th><th>THEN…</th></tr>
<tr><td>an event group to a grant code</td><td>click the Group Management radio button (proceed to step 4).</td></tr>
<tr><td>event codes to a grant code</td><td>click the Event Management radio button (proceed to step 9).</td></tr>
</table></td></tr>
<tr><td>5</td><td>Perform a Next Block function to access the Group/Event Management Window.</td></tr>
<tr><td>6</td><td>Perform a Next Block function.</td></tr>
<tr><td>7</td><td>Select the event group code you just created in the Event Group Code field. You may enter up to five event group codes.</td></tr>
<tr><td>8</td><td>Perform a Next Block function to display the Event Assignment Window.</td></tr>
<tr><td>9</td><td>Perform a Next Block function.</td></tr>
<tr><td>10</td><td>The Event Code field will be populated with the first event code from your event group. Access other event codes with the down-arrow key.

Note: If you selected the Event Management radio button in step 3 perform a Next Block function and enter the event code from the LOV.</td></tr>
<tr><td>11</td><td>Enter the number of days before an event is due in which the user should be notified to satisfy or perform a particular event In the Number of Days Reminder field.</td></tr>
</table>

Section C: Day-to-Day Operations

Tracking Events to a Grant (Continued)

Procedure, continued

Step	Action
12	Enter the number of days before/after the begin/end date that the event is due in the **Number of Days** field. Notes: This field is used for one-time events. If you enter a value in this field you must select a value for the **Begin Date** field. You may enter data in the **Number of Days** and **Begin Date** fields or the **Date From** and **Date To** fields, but not both.
13	Enter the date that the first report or bill is due in the **Date From** field.
14	Enter the date that the reports are no longer due in the **Date To** field.
15	Select the date from the pull-down list in the **Begin Date** field. Note: This field is required if you entered data in the **Number of Days** field.
16	Select how often the event occurs in the **Frequency** field. Note: This field is required if the **Date To** and **Date From** fields have been populated.
17	The **Payment Method Type Indicator** field is used for Billing Events. Refer to the Grant Billing Workbook for information on the set up. Note: The two available options for **Payment Method Type** are *Cost Reimbursement* or *Fixed Cost*. *Cost Reimbursement* means that you will be billing for incurred expenses. *Fixed Cost* means that you will be billing a fixed amount for each interval (monthly, quarterly) and SCT Banner will calculate the difference between this amount and incurred costs and post the difference to deferred revenue.
18	Enter the user ID of the individual primarily responsible for the satisfaction of this event in the **Default Responsible User ID** field.
19	Click the **Default Proxy User ID** button to select a secondary person to be responsible for the satisfaction of this event.
20	Click the **Save** icon to return to the Event Assignment Window.
21	If you are assigning a billing or reporting event, in the **Period To** field, enter the date through which current billing or reporting is effective (i.e., expenses up to this date should be included in your billing or report).

Section C: Day-to-Day Operations

Tracking Events to a Grant (Continued)

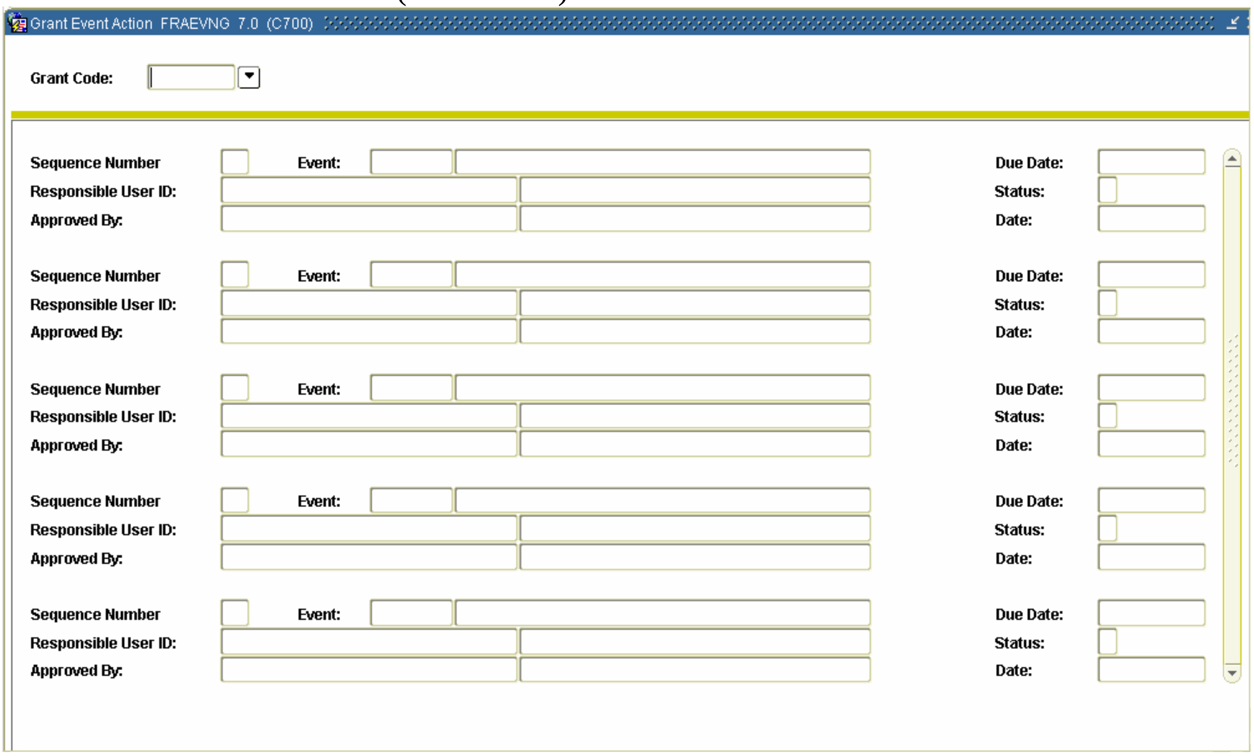
Procedure, continued

Step	Action
22	If you are assigning a billing or reporting event, in the **Bill Format** field, enter the bill or report format code that you want to associate with the grant.
23	Click the **Default Fixed Schedule** button only if you are setting up a *Fixed Cost* billing event. This option will allow you to create a fixed schedule for your billing event.
24	Click the **Save** icon to return to the Event Assignment Window.
25	Use the down-arrow key to access the next event code for this event group. Repeat steps **10-20** to complete the assignments for all the events associated to your grant.
26	Perform a **Next Block** function when you have completed the assignments for all of the events associated with your grant. Note: Performing a **Next Block** function will save the events assigned to your grant code and will allow you to view the responsible user id, due dates, text indicator and status code for each event sequence.
27	Click the **Exit** icon.

Section C: Day-to-Day Operations

Tracking Events to a Grant (Continued)

SCT Banner Form
The Grant Event Action Form (FRAEVNG).



Procedure
Follow these steps to satisfy or cancel an event that has been created or completed.

Step	Action
1	Access the Grant Event Action Form (FRAEVNG).
2	Enter the grant code in the **Grant Code** field.
3	Perform a **Next Block** function.
4	Use the down-arrow key to access the event that you would like to satisfy or cancel.
5	Enter S (Satisfy) or C (Cancel) in the **Status** field.
6	Click the **Save** icon. Note: The **Approved By** and **Date** fields will be populated.
7	Click the **Exit** icon.

Section C: Day-to-Day Operations

Querying a Grant

Introduction
There are a number of forms that can be used to query a grant:

Grant Agency Inquiry Form
The Grant Agency Inquiry Form (FRIASTG) is used to monitor grant activity, and allows the entry of agency codes at all levels within the hierarchy.

Grant Budget Distribution Inquiry Form
The Grant Budget Distribution Inquiry Form (FRIBDSG) is used to view budget distributions.

Grant Budget Totals Form
The Grant Budget Totals Form (FRIBUTG) is used to view grant budgets by account code or account type.

Grant Budget Codes Inquiry Form
The Grant Budget Codes Inquiry Form (FRIBUDG) is used to view grant and associated budget information.

Grant Events Inquiry Form
The Grant Events Inquiry Form (FRIEVNG) is used by any user to view all event codes that have been assigned to a particular Oracle user ID.

Grant Codes Inquiry Form
The Grant Codes Inquiry Form (FRIGRNT) is used to display the list of all grant codes.

Grant Status History Query Form
The Grant Status History Inquiry Form (FRIGRST) is used to view the history of grant information.

Grant Transaction Detail Form
The Grant Transaction Detail Form (FRIGTRD) provides a detailed list of transactions from the Transaction Detail table, and provides the list of transactions based on the key values entered.

Grant Title Search Form
The Grant Title Search Form (FRIKGNT) is used to search for a grant document when you are unsure of the grant code or full grant title.

Section C: Day-to-Day Operations

Querying a Grant (Continued)

Grant Memo Ledger Inquiry Form
The Grant Memo Ledger Inquiry Form (FRIMEMO) is used to track the amount of waived overhead as defined on the Basis Definition Code Maintenance Form (FTMSBASI).

Grant Organization Inquiry Form
The Grant Organization Inquiry Form (FRIORGH) is used to query all grants for a particular organization code.

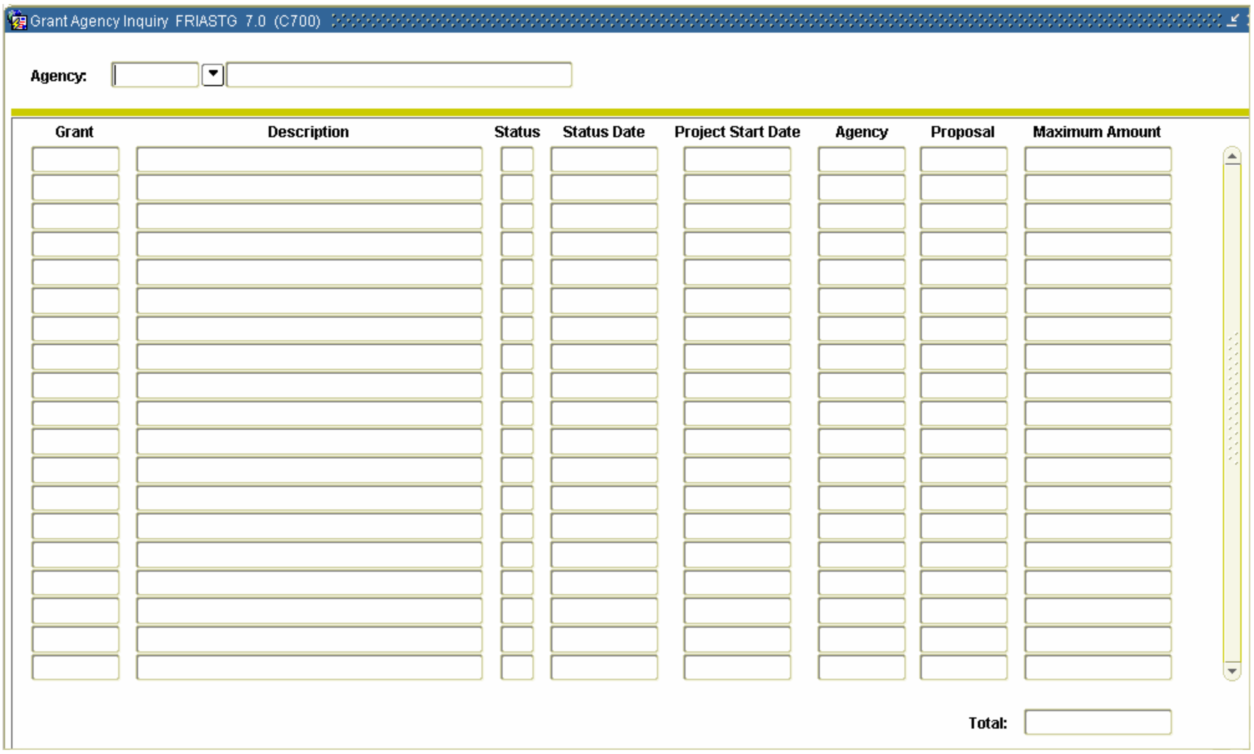
Principal Investigator Grant Inquiry Form
The Principal Investigator Grant Inquiry Form (FRIPSTG) is used to monitor grant activity by Personnel ID.

Grant Inception to Date Form
The Grant Inception to Date Form (FRIGITD) is used to retrieve account or account type information including adjusted budget, inception-to-date actual activity, encumbrance, and available balance information.

Section C: Day-to-Day Operations

Querying a Grant (Continued)

SCT Banner form
The Grant Agency Inquiry Form (FRIASTG).



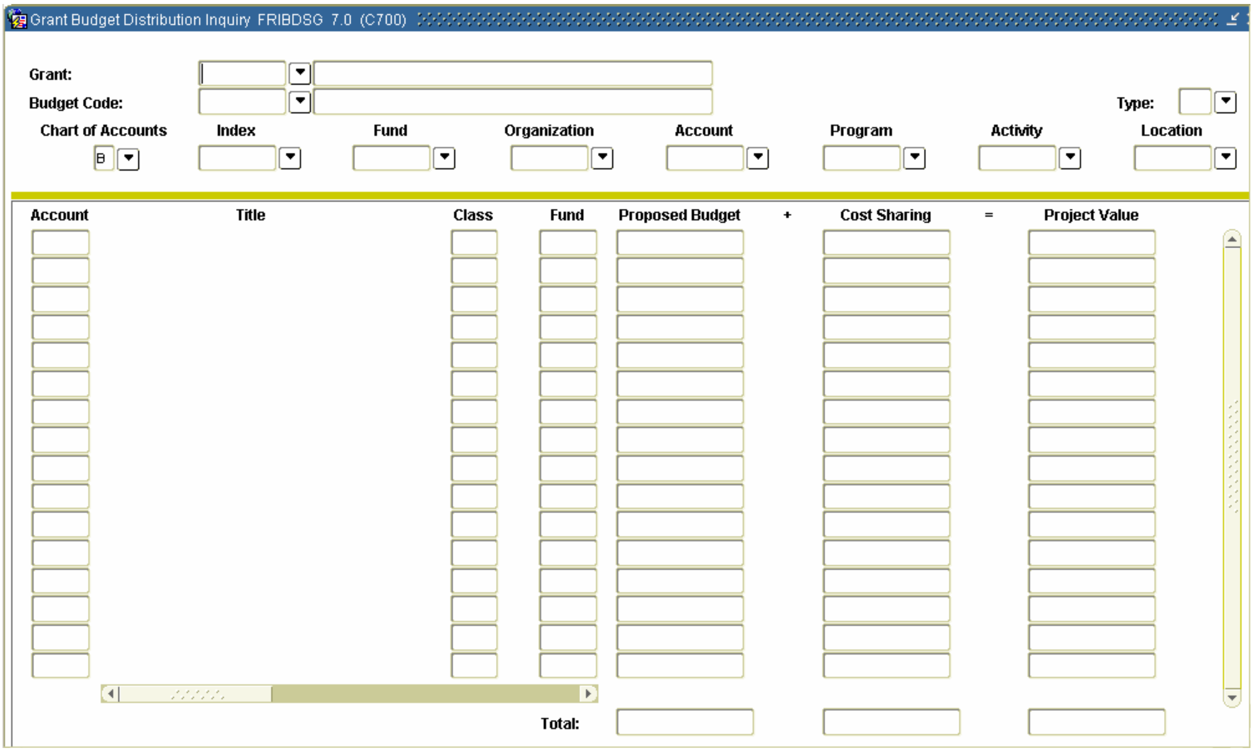
Procedure
Follow these steps to monitor all grant activity by agency.

Step	Action
1	Access the Grant Agency Inquiry Form (FRIASTG).
2	Enter an agency code or select one from the list in the **Agency** field.
3	Perform a **Next Block** function.
4	Select Grant Ledger Information from the **Options** menu to view the Grant Inception to Date information for the grant selected.
5	Click the **Exit** icon to return to the Grant Agency Inquiry Form.
6	Select Grant Information from the **Options** menu to view the Grant information on the Grant Maintenance Form (FRAGRNT).
7	Click the **Exit** icon to return to the Grant Agency Inquiry Form.
8	Click the **Exit** icon.

Section C: Day-to-Day Operations

Querying a Grant (Continued)

SCT Banner form



Procedure

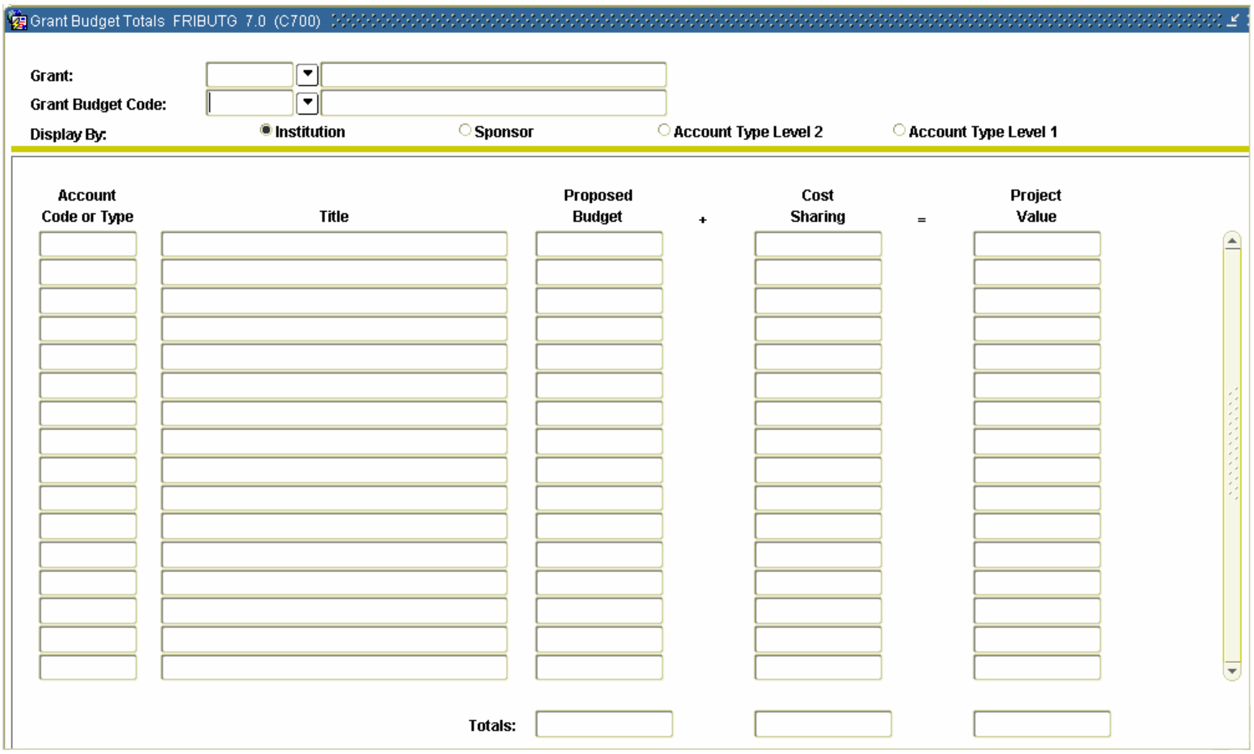
Follow these steps to view budget distributions.

Step	Action
1	Access the Grant Budget Distribution Inquiry Form (FRIBDSG).
2	Enter a grant code in the **Grant** field.
3	Enter a budget code in the **Budget Code** field.
4	Enter the budget type code in the **Type** field. • In the **Budget Code** and **Account** fields, by specifying a budget code and an account code, you can see budget line items just for those combinations. • By leaving the budget code blank and entering the type, you can view line items for multiple budgets of that type.
5	The following fields may be entered (optional) to obtain more specific information: **COA, Index, Fund, Organization, Account, Program, Activity, Location.**
6	Perform a **Next Block** function.
7	Select Budget Total Information from the **Options** menu to view the Grant Budget Totals for the grant selected.
8	Click the **Exit** icon to return to the Grant Budget Distribution Form.
9	Click the **Exit** icon.

Section C: Day-to-Day Operations

Querying a Grant (Continued)

SCT Banner form



Section C: Day-to-Day Operations

Querying a Grant (Continued)

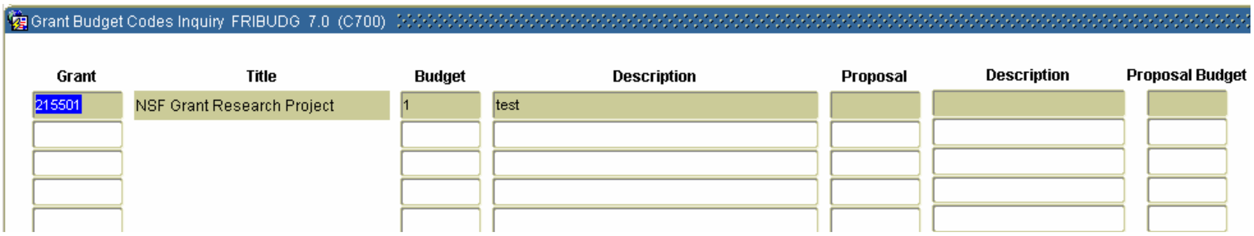
Procedures
Follow these steps to view grant budgets by account code or account type.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Access the Grant Budget Totals Form (FRIBUTG).</td></tr>
<tr><td>2</td><td>Enter a grant code to query in the Grant field.</td></tr>
<tr><td>3</td><td>Enter a grant budget code to query in the Grant Budget Code field.</td></tr>
<tr><td>4</td><td>Click the appropriate radio button in the Display by block.
<table>
<tr><th>Button</th><th>Description</th></tr>
<tr><td>Institution</td><td>All lines within the proposal budget are displayed in order by account code.</td></tr>
<tr><td>Sponsor</td><td>You can view the budget the way the agency or sponsor wants to see it.</td></tr>
<tr><td>Title</td><td>All lines within the proposal budget are displayed in account title order.</td></tr>
<tr><td>Account Type Level 2</td><td>Only those lines within the proposal budget that contain accounts are rolled into their account types at level 2 to be summarized and displayed.</td></tr>
<tr><td>Account Type Level 1</td><td>Only those lines within the proposal budget that contain accounts are rolled into their account types at level 1 to be summarized and displayed.</td></tr>
</table></td></tr>
<tr><td>5</td><td>Perform a Next Block function.</td></tr>
<tr><td>6</td><td>Click the Exit icon.</td></tr>
</table>

Section C: Day-to-Day Operations

Querying a Grant (Continued)

SCT Banner form



Procedure

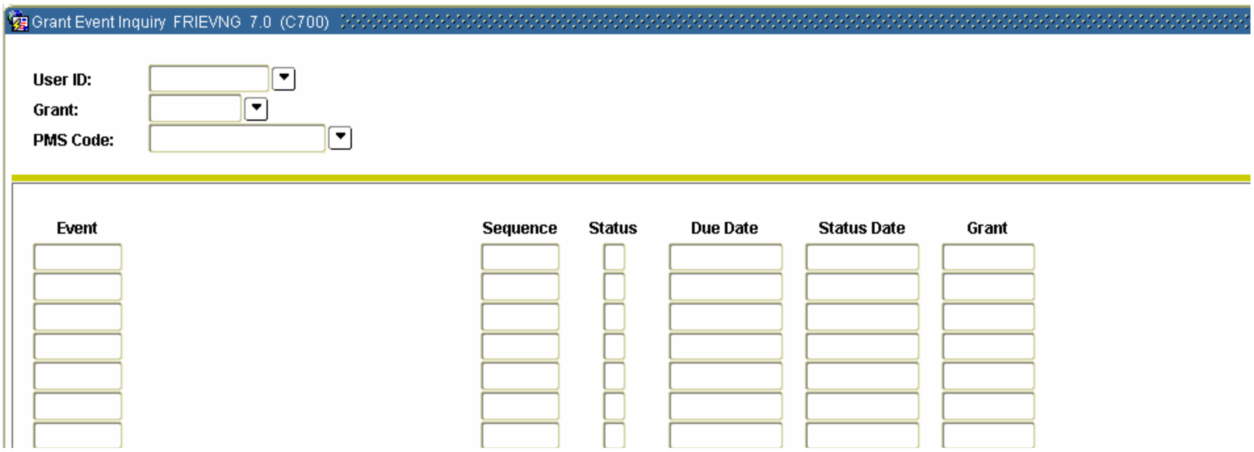
Follow these steps to view grant and associated budget information.

Step	Action
1	Access the Grant Budget Codes Inquiry Form (FRIBUDG).
2	Enter the grant code you wish to query in the **Grant** field.
3	Click the **Exit** icon.

Section C: Day-to-Day Operations

Querying a Grant (Continued)

SCT Banner form



Procedure
Follow these steps to view all event codes, which have been assigned to a particular User ID.

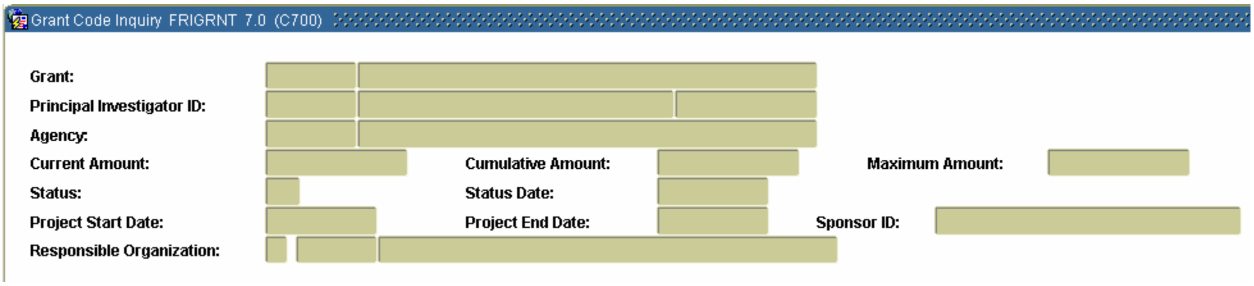
Note: This form also allows you to view events by User ID, by Grant, or a combination of the two.

Step	Action
1	Access the Grant Event Inquiry Form (FRIEVNG).
2	Enter the ID of the user who is either primarily or secondarily responsible for creating and/or completing an event in the **User ID** field.
3	Enter the grant code in the **Grant** field.
4	Enter the payment management system code in the **PMS Code** field.
5	Perform a **Next Block** function.
6	Select Event Actions from the **Options** menu to view the Grant Event Action form to satisfy or cancel a pending event.
7	Click the **Exit** icon to return to the Grant Event Inquiry Form.
8	Click the **Exit** icon.

Section C: Day-to-Day Operations

Querying a Grant (Continued)

SCT Banner form

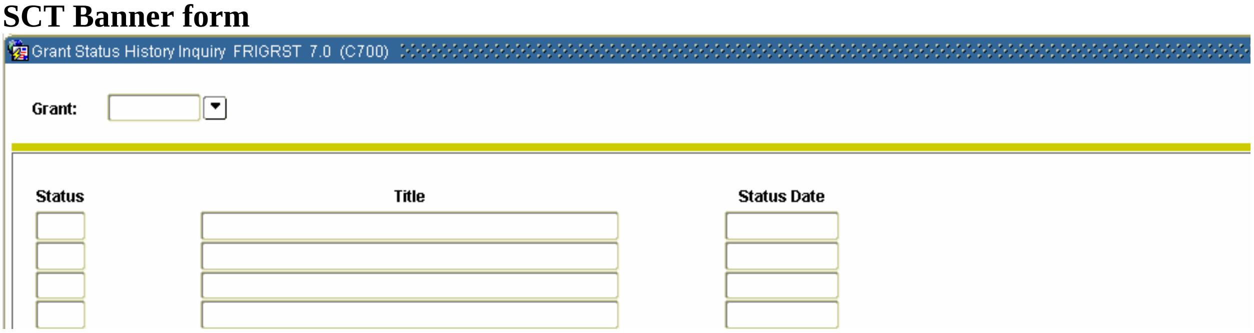


Procedure

Follow these steps to display a list of all grant codes.

Step	Action
1	Access the Grant Codes Inquiry Form (FRIGRNT).
2	Enter the Grant Code you want to view in the **Grant Code** field. Note: To view all codes, leave this field blank.
3	Perform an **Execute Query** function.
4	Use the **Next Record** and **Previous Record** icons to scroll through the various grant codes.
5	Click the **Exit** icon.

SCT Banner form



Procedure

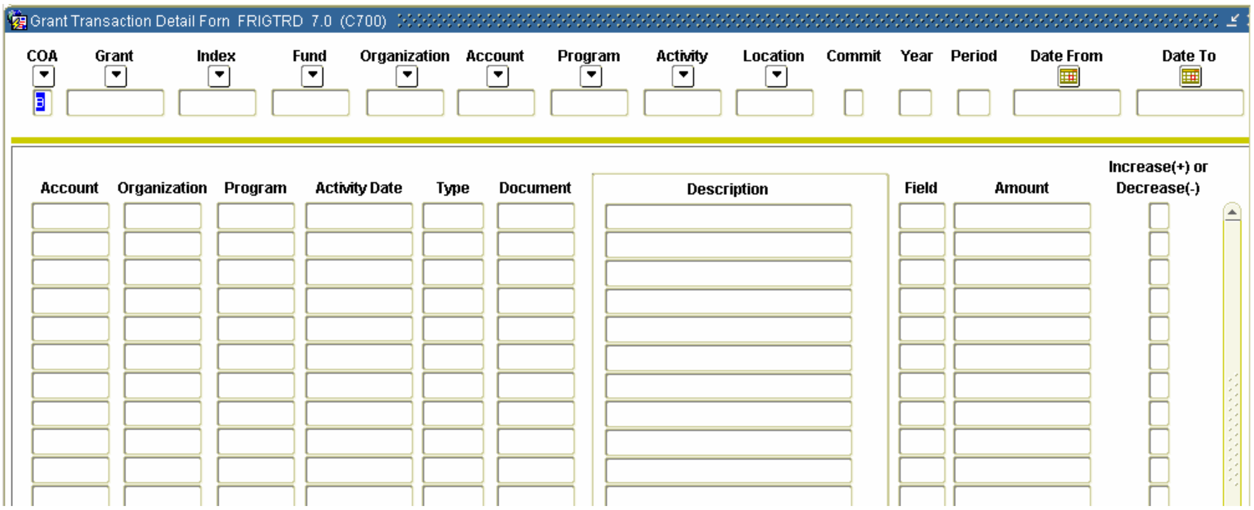
Follow these steps to view grant status history information.

Step	Action
1	Access the Grant Status History Query Form (FRIGRST).
2	Enter a grant code in the **Grant** field.
3	Perform a **Next Block** function to view the status codes for the selected grant code beginning with the most recent.
4	Click the **Exit** icon.

Section C: Day-to-Day Operations

Querying a Grant (Continued)

SCT Banner form



Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Grant Transaction Detail Form (FRIGTRD). This form provides a detailed list of transactions from the Transaction Detail table, based on the key values entered.
2	Enter a chart of accounts code in the **COA** field.
3	Enter the grant code you want to view in the **Grant** field.
4	Enter the account index code in the **Index** field.
5	Enter values in the **Fund**, **Organization**, **Account**, **Program**, **Activity**, and/or **Location** fields to obtain specific transactions. Note: Leaving these fields blank will allow you to execute a query to produce a list of all the transactions linked to the grant.

Section C: Day-to-Day Operations

Querying a Grant (Continued)

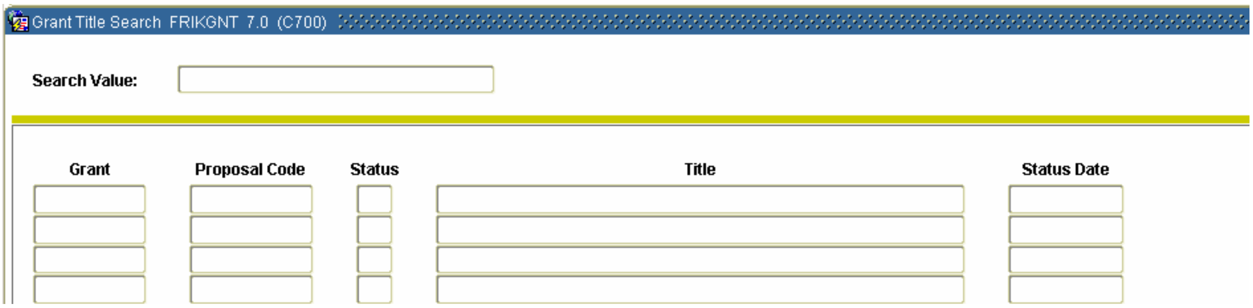
Procedure, continued

Step	Action
6	Enter a commitment code to query for the type of commitment for this grant in the **Commit** field.
7	Enter a grant year to query for a specific year in the **Year** field. Note: Leave this field blank to query for inception to date.
8	Enter a grant period to query for a specific period in the **Period** field. Note: Leave this field blank to query on all periods.
9	Enter the first date in the range in the **Date From** field.
10	Enter the last date in the range in the **Date To** field.
11	Perform a **Next Block** function.
12	Enter query criteria in the appropriate fields and perform an **Execute Query** function.
13	Click the **Exit** icon.

Section C: Day-to-Day Operations

Querying a Grant (Continued)

SCT Banner form



Procedure

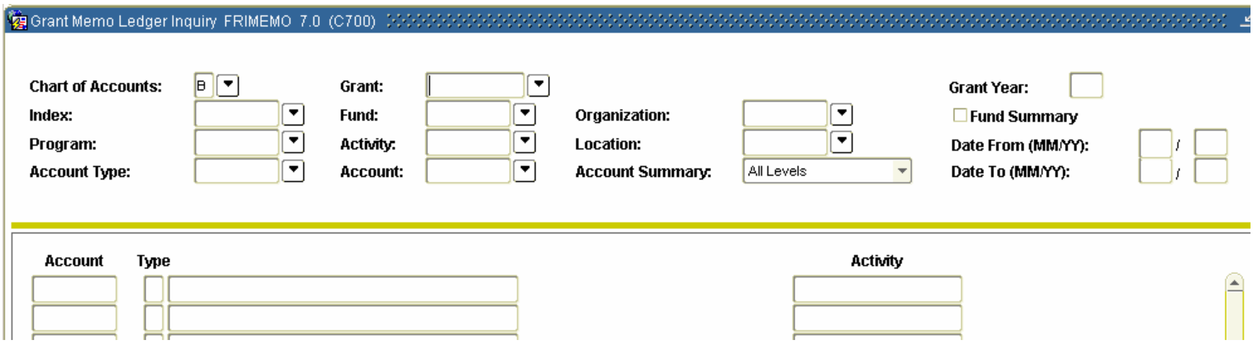
Follow these steps to search for a grant by the words and/or characters in the grant's long and short titles with the use of wildcards.

Step	Action
1	Access the Grant Title Search Form (FRIKGNT).
2	Enter any part of the title that you know in the **Search Value** field. Example: If the only word that you know in the grant's title is *cancer*, enter the following in this field using the % sign as a wildcard character: *%cancer%*.
3	Perform a **Next Block** function to display the grants that match the criteria you entered.
4	Select Grant Information from the **Options** menu to view the Grant Maintenance Form (FRAGRNT).
5	Click the **Exit** icon to return to the Grant Title Search Form.

Section C: Day-to-Day Operations

Querying a Grant (Continued)

SCT Banner form



Procedure

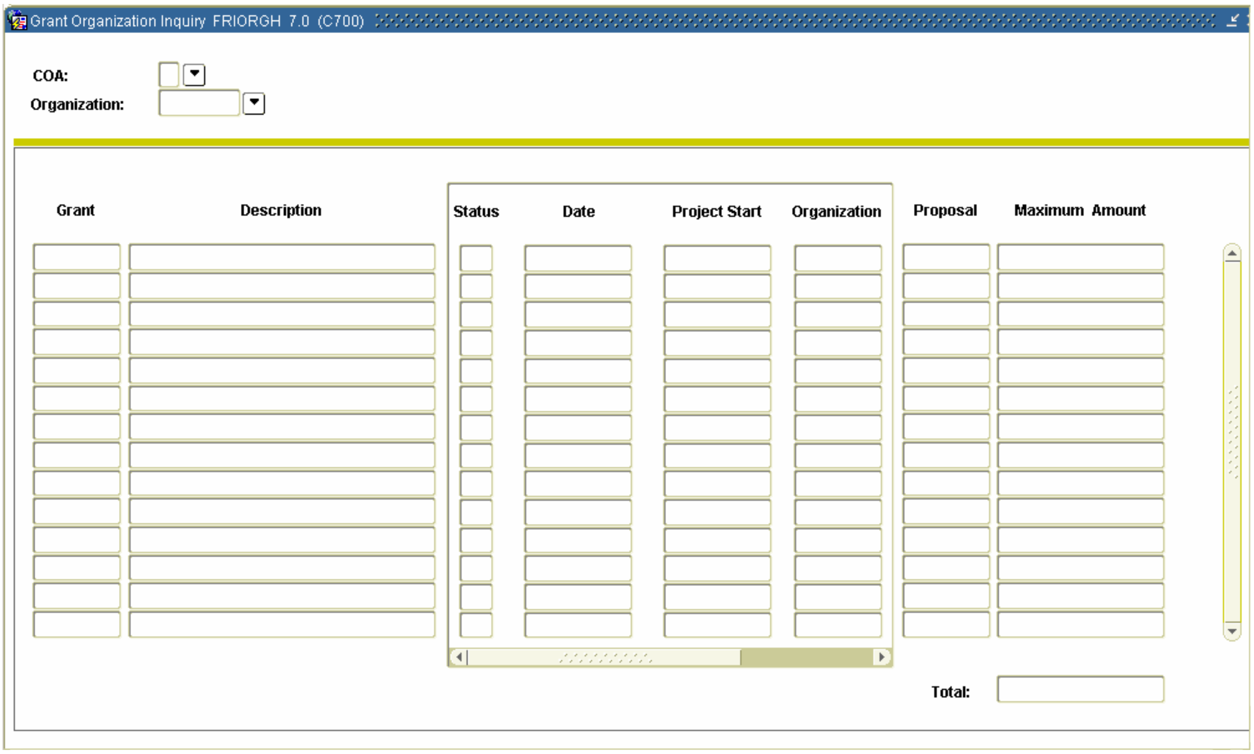
Follow these steps to track the amount of waived indirect costs (overhead). This form does not display budget or commitment information.

Step	Action
1	Access the Grant Memo Ledger Inquiry Form (FRIMEMO).
2	Enter the chart of accounts code in the **Chart of Accounts** field.
3	Enter the grant code in the **Grant** field.
4	Perform a **Next Block** function.
5	Click the **Exit** icon.

Section C: Day-to-Day Operations

Querying a Grant (Continued)

SCT Banner form



Procedure

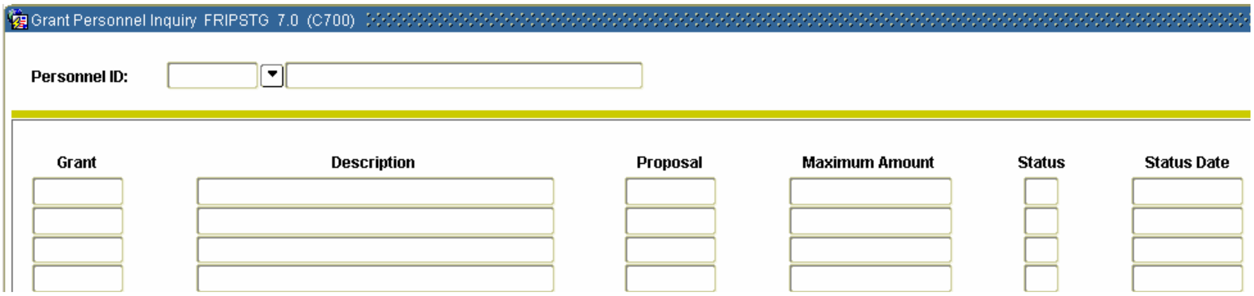
Follow these steps to query of all grants for a particular organization code.

Step	Action
1	Access The Grant Organization Inquiry Form (FRIORGH).
2	Enter the chart of accounts code in the **Chart of Accounts** field.
3	Enter the organization code in the **Organization** field.
4	Perform a **Next Block** function.
5	Select Grant Information from the **Options** menu to view the Grant Maintenance Form (FRAGRNT).
6	Click the **Exit** icon to return to the Grant Organization Inquiry Form.
7	Click the **Exit** icon.

Section C: Day-to-Day Operations

Querying a Grant (Continued)

SCT Banner form



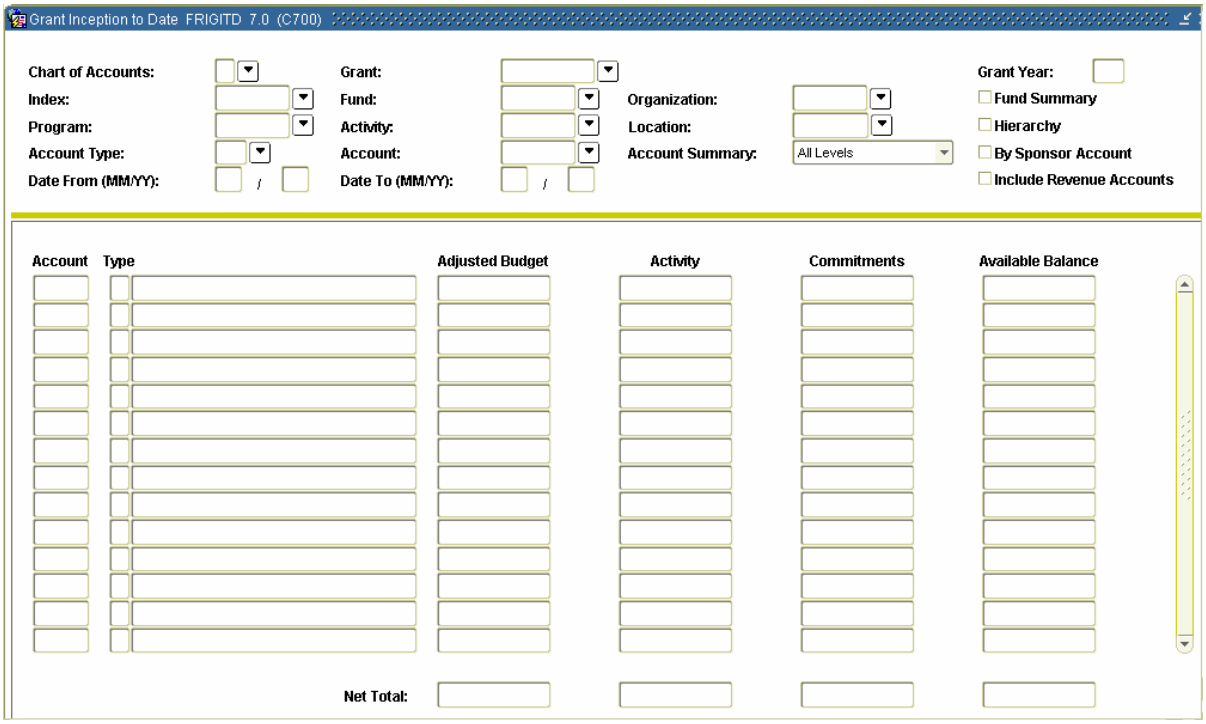
Procedure
Follow these steps to monitor proposal activity if you are entered as Principal personnel for the grant.

Step	Action
1	Access the Grant Personnel Query Form (FRIPSTG).
2	Enter the personnel ID In the **Personnel ID** field.
3	Perform a **Next Block** function to view the grant codes and corresponding values for the personnel indicated.
4	Select Grant Information from the **Options** menu to view the Grant Maintenance Form (FRAGRNT).
5	Click the **Exit** icon to return to the Grant Personnel Query Form.
6	Select Grant Ledger Information from the **Options** menu to view the Grant Inception to Date information for the grant selected.
7	Click the **Exit** icon to return to the Grant Personnel Query Form.
8	Click the **Exit** icon.

Section C: Day-to-Day Operations

Querying a Grant (Continued)

SCT Banner form



Procedure

Follow these steps to retrieve account or account type information including adjusted budget, inception-to-date actual activity, encumbrance, and available balance information.

Step	Action
1	Access the Grant Inception To Date Form (FRIGITD).
2	Enter the chart of accounts code in the **Chart of Accounts** field.
3	Enter the grant code in the **Grant** field.
4	Enter the beginning month and year of grant activity that you want to query in the **Date From (MM/YY)** field.
5	Enter the last month and year of grant activity that you want to query in the **Date To (MM/YY)** field.
6	Select the **Fund Summary** checkbox to view a summary by fund if the grant is linked to multiple funds.
7	Click the **Hierarchy** checkbox to view details based on hierarchical values supplied in the Key block for query.
8	Click the **By Sponsor Accounts** checkbox to view the activity using the sponsor-defined accounts.
9	Click the **Include Revenue Accounts** checkbox to view the activity for revenue accounts for this grant.
10	Perform a **Next Block** function.
11	Click the **Exit** icon.

Generating Grant Reports

Introduction
There are several reports and processes you can generate within the grant portion of Research Accounting:

Grant Inception to Date Report
The Grant Inception to Date Report (FRRGITD) displays operating account information, from the inception of a grant or project, to the "as of" date specified when the report is executed. FRRGITD displays budget information, actual activity, commitments, and a calculated available balance. The report derives information from the Grant Ledger.

Note: This report may be run by Chart of Accounts for all grants, for a range of grants, or a selection of grants. You can also see the breakout of grant information by fund code(s) associated with the grant

Grant Budget Status Year Report
The Grant Budget Status Year Report (FRRGBFY) displays operating account information on a grant or project based on the fiscal year specified. FRRGBFY displays budget information, YTD activity, commitments, and a calculated available balance. The report derives information from the Operating Ledger.

Note: This report may be run by Chart of Accounts for all grants, a range of grants, or a selection of grants. You can also include accrual period activity on the report.

Grant Events Report
The Grant Events Report (FRREVNG) displays events or reminders associated with a grant. You can view events for a specific Personnel indicator, a specific time period, a range of grants, a specific grant, or a selection of grants. You can also view events which are pending, satisfied, or both. The format of the display may be selected by choosing a sort option. One option displays the responsible organization, the grant, and the Due dates for each event. With this option, you may also specify an organizational code, or a range of organizations. A second option displays events by grant code.

Section C: Day-to-Day Operations

Generating Grant Reports (Continued)

Grant Expenditures Report
The Grant Expenditures Report (FRRINDC) displays operating account activity by fund; organization; account type; account; and program for a grant, a range of grants, or a selection of grants. FRRINDC displays the account title, the account type to which the account code is linked, the total expenditure amount based on the "as of" date specified when the report was executed, the amount of indirect costs or overhead calculated on that direct cost, and the total of the direct and indirect costs. Totals are displayed for each fund, organization, account type, account, and program, with a grand total by grant.

Grant Budget Report
The Grant Budget Report (FRRBUDG) displays a specific budget, or a series of budget iterations that have been created through the Grant Budget Form (FRABUDG) for a specific grant. You will see a breakdown of grant budget information by fund, organization, program, activity, and location for each account code budgeted. The reports will also display the amounts for indirect costs and cost sharing.

Deferred Grant Process
The Deferred Grant Process (FRRGRNT), in conjunction with the System Control Maintenance Form (FOASYSC), enables you to control when indirect cost, cost share, and revenue recognition transactions are calculated. If you do not want the calculations to be performed on a real-time, transaction-by-transaction basis, then check the **Defer Calculations of I/C and C/S** field on the System Control Maintenance Form (FOASYSC). You can then run the Deferred Grant Process from Job Submission to perform the calculations.

Section C: Day-to-Day Operations

Self Check

Directions
Use the information you have learned in this workbook to complete this self check activity.

Question 1
List the forms used to query a proposal.

Question 2
List the various Grant Reports that are available.

Section C: Day-to-Day Operations

Answer Key for Self Check

Question 1

List the forms used to query a proposal.

Proposal Agency Inquiry Form (FRIASTP)
Proposal Budget Totals Form (FRIBUDT)
Proposal Budget Distribution Inquiry Form (FRIDBSP)
Proposal/Budget Inquiry Form (FRIBUPD)
Proposal Title Search Form (FRIKPRO)
Proposal code Inquiry Form (FRIPROP)
Proposal Status History Query Form (FRIPRST)
Proposal Personnel Query Form (FRIPSTP).

Question 2

List the various Grant Reports that are available.

Grant Inception to Date Report (FRRGITD)
Grant Budget Status Year Report (FRRGBFY)
Grant Events Report (FRREVNG)
Grant Expenditure Report (FRRINDC)
Grant Budget Report (FRRBUDG)
Deferred Grant Process (FRRGRNT).

Section D: Reference

Overview

Introduction
The purpose of this section is to provide reference materials related to the workbook.

Section contents

Section D: Reference

Setup Forms and Where Used

Guide

Use this table as a guide to the setup forms and the day-to-day forms that use them.

Setup Form		**Day-to-Day Form(s)**	
Form Name	**Code**	**Form Name**	**Code**
System Control Maintenance Form	FOASYSC	Proposal Maintenance Form	FRAPROP
		Proposal Budget Form	FRABUDP
		Grant Maintenance Form	FRAGRNT
		Proposal Budget Totals Form	FRIBUDT
		Proposal Budget Distribution Inquiry Form	FRIBDSP
		Proposal/Budget Codes Inquiry Form	FRIBUDP
		Proposal Title Search Form	FRIKPRO
		Proposal Code Inquiry Form	FRIPROP
System Data Maintenance Form	FTMSDAT	See above	
Basis Definition Code Maintenance Form	FTMBASI	See above	
Indirect Cost Rate Code Maintenance Form	FTMINDR	See above	
Indirect Cost Charge Code Maintenance Form	FTMINDA	See above	
Indirect Cost Distribution Maintenance Form	FTMINDD	See above	
Cost Share Rate Code Maintenance Form	FTMCSTR	See above	
Cost Share Credit Account Code Maintenance Form	FTMCSTA	See above	
Cost Share Distribution Maintenance Form	FTMCSTD	See above	
Agency Code Maintenance Form	FTMAGCY	See above	
Person Identification Form	FOAIDEN	See above	

Section D: Reference

Setup Forms and Where Used (Continued)

Guide, continued

Setup Form		Day-to-Day Form(s)	
Form Name	**Code**	**Form Name**	**Code**
Sponsor Account Code Maintenance Form	FRVSACT	Proposal Maintenance Form	FRAPROP
		Proposal Budget Form	FRABUDP
		Grant Maintenance Form	FRAGRNT
		Proposal Budget Totals Form	FRIBUDT
		Proposal Budget Distribution Inquiry Form	FRIBDSP
		Proposal/Budget Codes Inquiry Form	FRIBUDP
		Proposal Title Search Form	FRIKPRO
		Proposal Code Inquiry Form	FRIPROP
Institution/Sponsor Account Maintenance Form	FRVISAC	See above	
Event Code Validation Form	FRVEVNT	Proposal Event Action Form	FRAEVNP
		Grant Events Assignment Form	FRAEVGA
		Grant Event Action Form	FRAEVNG
Event Group Validation Form	FRVEGRP	Proposal Event Action Form	FRAEVNP
		Grant Events Assignment Form	FRAEVGA
		Grant Event Action Form	FRAEVNG

Section D: Reference

Day-to-Day Forms and Setup Needed

Guide
Use this table as a guide to the day-to-day forms and the setup forms needed for each.

Day-to-Day Form	Setup Forms Needed
Proposal Maintenance Form (FRAPROP)	• Agency Code Maintenance Form (FTMAGCY) • Person Identification Form (FOAIDEN) • System Control Maintenance Form (FOASYSC) • System Data Maintenance Form (FTMSDAT) • Basis Definition Code Maintenance Form (FTMBASI) • Indirect Cost Rate Code Maintenance Form (FTMINDR) • Indirect Cost Charge Code Maintenance Form (FTMINDA) • Indirect Cost Distribution Maintenance Form (FTMINDD) • Cost Share Rate Code Maintenance Form (FTMCSTR) • Cost Share Credit Account Code Maintenance Form (FTMCSTA) • Cost Share Distribution Maintenance Form (FTMCSTD) • Sponsor Account Code Maintenance Form (FRVSACT) • Institution/Sponsor Account Maintenance Form (FRVISAC)
Grant Maintenance Form (FRAGRNT)	• See above
Proposal Budget Form (FRABUDP)	• See above
Proposal Budget Totals Form (FRIBUDT)	• See above
Proposal Budget Distribution Inquiry Form (FRIBDSP)	• See above

Section D: Reference

Day-to-Day Forms and Setup Needed (Continued)

Guide, continued

Day-to-Day Form	Setup Forms Needed
Proposal/Budget Codes Inquiry Form (FRIBUDP)	• See above, previous page
Proposal Title Search Form (FRIKPRO)	• See above
Proposal Code Inquiry Form (FRIPROP)	• See above
Proposal Status History Query Form (FRIPRST)	• Proposal Maintenance Form (FRAPROP)
Proposal Personnel Query Form (FRIPSTP)	• Proposal Maintenance Form (FRAPROP)
Proposal Agency Inquiry Form (FRIASTP)	• Proposal Maintenance Form (FRAPROP)
Proposal Event Action Form (FRAEVNP)	• Event Code Validation Form (FRVEVNT) • Event Group Validation Form (FRVEGRP)
Grant Events Assignment Form (FRAEVGA)	• See above
Grant Event Action Form (FRAEVNG)	• See above
Fund Code Maintenance Form (FTMFUND)	• Grant Maintenance Form (FRAGRNT)
Grant Budget Form (FRABUDG)	• See above
Entity Text Form (FOAETXT)	• See above
Grant Agency Inquiry Form (FRIASTG)	• See above
Grant Budget Distribution Inquiry Form (FRIBDSG)	• See above
Grant Budget Totals Form (FRIBUTG)	• See above
Grant Budget Codes Inquiry Form (FRIBUDG)	• See above
Grant Events Inquiry Form (FRIEVNG)	• See above
Grant Codes Inquiry Form (FRIGRNT)	• See above
Grant Status History Inquiry Form (FRIGRST)	• See above
Grant Transaction Detail Form (FRIGTRD)	• See above
Grant Title Search Form (FRIKGNT)	• See above

Section D: Reference

Day-to-Day Forms and Setup Needed (Continued)

Guide, continued

Day-to-Day Form	Setup Forms Needed
Grant Memo Ledger Inquiry Form (FRIMEMO)	• Grant Maintenance Form (FRAGRNT)
Grant Organization Inquiry Form (FRIORGH)	• See above
Principal Investigator Grant Inquiry Form (FRIPSTG)	• See above
Grant Inception to Date Form (FRIGITD)	• See above

Section D: Reference

Forms Job Aid

Guide

Use this table as a guide to the forms used in this workbook. The Owner column may be used as a way to designate the individual(s) responsible for maintaining a form.

Form Name	Form Description	Owner
FOASYSC	System Control Maintenance Form	
FTMSDAT	System Data Maintenance Form	
FTMBASI	Basis Definition Code Maintenance Form	
FTMINDR	Indirect Cost Rate Code Maintenance Form	
FTMINDA	Indirect Cost Charge Code Maintenance Form	
FTMINDD	Indirect Cost Distribution Maintenance Form	
FTMCSTR	Cost Share Rate Code Maintenance Form	
FTMCSTA	Cost Share Credit Account Code Maintenance Form	
FTMCSTD	Cost Share Distribution Maintenance Form	
FTMAGCY	Agency Code Maintenance Form	
FOAIDEN	Person Identification Form	
FRVSACT	Sponsor Account Code Maintenance Form	
FRVISAC	Institution/Sponsor Account Maintenance Form	
FRVEVNT	Event Code Validation Form	
FRVEGRP	Event Group Validation Form	

Release Date

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