

Human Resources/Finance Information Systems



Grants Billing



The University of South Dakota.



Procedure Manual



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Section A: Introduction

Overview

Workbook goal

The goal of this work is to provide you with the knowledge and tools to set up, maintain, and generate grant bills. The workbook is divided into four sections:

- Introduction
- Set Up
- Day-to-day Operations
- Reference

Intended audience

Grant Personnel who will be responsible for setting up, maintaining, and generating grant bills.

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Section A: Introduction

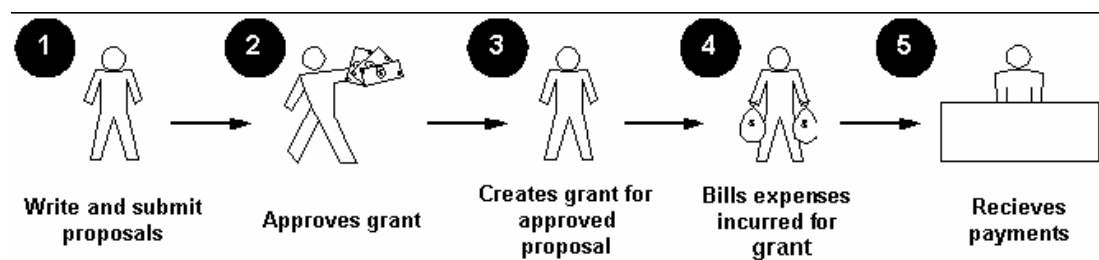
Process Introduction

Introduction

The Grants Billing process involves setting up, maintaining, generating bills, and recording payment.

Flow diagram

This diagram highlights the Grants and Contract Accounting 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

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Section B: Set Up

Overview

Introduction

The purpose of this section is to outline the set-up process for generating grant bills.

Intended audience

Grant Personnel

Objectives

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

- create system control records
- set up billing formats
- set up billing exclusion codes
- set up grant charge/payment/transfer codes
- set up event codes for grant bills and reports.

Prerequisites

To complete this section, you should have

- completed computer-based training (CBT) tutorials:
- Fundamentals: Navigation and Forms,” or have equivalent experience navigating in the
- FOPAL
- Finance Overview
- Chart of Accounts CBT’s
- completed the Chart of Accounts training workbook ???
- completed the Research training workbook
- established administrative rights to create rules and set validation codes in SCT Banner.
- Oracle Reports must be set up for running the Grant Bill Reports – technical staff should
- contact UDC Support Center for direction.

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Section B: Set Up

Overview (Continued)

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Section B: Set Up

Setup Forms Used in the Grants Billing Module

Introduction

You will need to set up billing information before you run bills and reports using the Grant Billing System.

Setup forms

These forms are used to set up billing information.

Form Description	SCT Banner Name
Account Code Maintenance	FTMACCT
Fund Code Maintenance	FTMFUND
System Control Maintenance	FOASYSC
Research Accounting System Control	FRASYSC
Billing Format Validation	FRVBFRM
Grant Billing Format	FTMBFRM
Payment Management System Code Maintenance	FRVPMSC
Billing Exclusion Maintenance	FTMBECL
Event Code Validation	FRVEVNT
Detail Code Control	TFADETC

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Section B: Set Up

Grant Billing Account and Fund Code Set Up

Purpose

The following account and fund codes are needed for recording the accounting events in the Grant Billing Module. If the codes have not been previously set up work with your campus module member to determine codes and then set up on the FTMACCT and FTMFUND forms.

Account Code	Description	Account Type
120045	Grant Unbilled Accounts Receivable	Asset
120050	Grant Billed Accounts Receivable	Asset
2G0025	Grant Retainage Account Receivable	Asset
200015	Grant Unapplied Payment Clearing Account (Undistributed cash)(Grant Cash Clearing)	Asset or Liability
	Grant Payment Holding Account	Asset or Liability
2G00015	Grant Deferred Revenue	Liability
2000008	Grant Refund Account Code	Liability

Fund Code	Description	Fund Type
	Payment Holding Fund – used to hold unidentified payments from grant agencies	Restricted or Client Discretion
Campus use	Letter of Credit Clearing Fund(s) – used to record initial payment from Letter of Credit Draw. Consider setting up a clearing fund for each Letter of Credit.	Restricted

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Section B: Set Up

System Control Maintenance Form Grant Processing Information Window

Purpose

The System Control Maintenance Form (FOASYSC) Grant Processing Information Window is used to determine when Indirect Cost and Cost Share amounts will be calculated. This calculation may be performed automatically on each transaction or only when the Deferred Grant Process (FRRGRNT) is run from the Process Submission Controls Form (GJAPCTL).

SCT Banner form

Procedure

Follow these steps to check the status of the Defer Calculations of Indirect Cost and Cost Share box.

Step	Action
1	Access the Research Accounting System Control Form (FOASYSC).
2	Select Grant Processing Info from the Options Menu.
3	Verify status of the Defer Calculations of Indirect Cost and Cost Share box. <u>Note:</u> Checking this box will require the Deferred Grant Process (FRRGRNT) to be run manually before the billing process can be run. Discuss this option with consultant and then the consultant will direct how to change record if needed.

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Section B: Set Up

Creating Research Accounting System Control Records

Purpose

The Research Accounting System Control Form (FRASYSC) is used to create system control records that store general billing information for grants such as payee name, address, and other system-level defaults.

SCT Banner form

The screenshot shows the FRASYSC 7.0 form with the following fields and values:

- COA:** B SCT University
- Last Activity Date:** [Empty]
- Effective Date:** 21-DEC-2004
- Termination Date:** [Empty]
- Next Change Date:** [Empty]
- Payee Name:** SCT University
- Address Line 1:** 4 Country View Road
- Address Line 2:** [Empty]
- Address Line 3:** [Empty]
- City:** Malvern
- State or Province:** PA
- ZIP or Postal Code:** 19355
- County:** [Empty]
- Nation:** [Empty]
- Refund Clearing Account:** [Empty]
- Deferred Revenue Account:** [Empty]
- Payment Holding Account:** [Empty]
- Payment Holding Fund:** [Empty]
- System Level Defaults:**
 - Bill If Budget Line Exceeded?
 - Bill If Budget Total Exceeded?
 - Bill If Minimum Not Reached?
 - Maintain History for Reversal?

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Research Accounting System Control Form (FRASYSC). <u>Note:</u> The defaults specified in FRASYSC will be used where there is no override value specified in the Billing Information window of the FRAGRNT form.
2	Enter the code associated with the chart of accounts that is responsible for payment of the invoice in the COA field. <u>Note:</u> The Last Activity field displays the date this record was created or last modified.
3	Enter the date on which you want this record to become effective in the Effective field.
4	Enter the date on which this record terminates in the Termination field. <u>Note:</u> The Next Change field displays the date on which the record was changed.
5	Enter the name of the enterprise or recipient organization in the Payee Name field.
6	Enter the address of the enterprise or recipient organization in the Address field.

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Section B: Set Up

Creating Research Accounting System Control Records (Continued)

Procedure, continued

Step	Action
7	Enter the address of the enterprise or recipient organization in the City, State or Province, ZIP or Postal Code and County fields.
8	Enter the code of the nation of the enterprise or recipient organization. <u>Note:</u> The name will display automatically in the Nation field.
9	Enter the account code used to process refunds to an agency in the Refund Clearing Account field.
10	Enter the account code used to post the difference between fixed billing amounts and actual costs in the Deferred Revenue Account field. <u>Note:</u> You can override this account code on the Grant Maintenance Form (FRAGRNT).
11	Enter the account code to which grant payments are posted when you enter them on the Miscellaneous Transaction Form (TFAMISC) in the Payment Holding Account field.
12	Enter the code of the fund to which grant payments are posted when you enter them on the Miscellaneous Transaction Form (TFAMISC) in the Payment Holding Fund field.
13	Click the Bill if Budget Line Exceeded checkbox to indicate whether you want to generate a bill if the budget has been exceeded for a specific line item.
14	Click the Bill if Budget Total Exceeded checkbox to indicate whether you want to generate a bill if the total expense of all line items exceeds the budget.
15	Click the Bill if Minimum Not Reached checkbox to indicate whether you want to generate a bill if expenses are less than the minimum budget limit. <u>Note:</u> You can override the values in the Bill if Budget Line Exceeded, Bill if Budget Total Exceeded, and Bill if Minimum Not Reached checkboxes on the Grant Maintenance Form (FRAGRNT), Billing Information window.
16	Click the Maintain History for Reversal checkbox to indicate whether you want to store a detailed history of all bill reversals in the Billing Detail History Table (FRRBDTH).
17	Click the Save icon.
18	Click the Exit icon.

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Section B: Set Up

Creating Bill and Report Format Codes

Purpose

The Billing Format Validation Form (FRVBFRM) is used to create bill and report format codes. You can also define generic or organization-defined format codes for bills and reports using this form.

SCT Banner form

Billing/Report Format Code	Description	System		Activity Date
		Req	Type	
1034	Public Vouchers for Purchases	<input checked="" type="checkbox"/>	B	05-FEB-1999
269R	Financial Status Report(short-form)	<input checked="" type="checkbox"/>	R	04-JUN-1998
270B	Request for Advance/Reimbursement	<input checked="" type="checkbox"/>	B	04-JUN-1998
272B	Federal Cash Transactions Report	<input checked="" type="checkbox"/>	B	04-JUN-1998
272R	Federal Cash Transactions Report	<input checked="" type="checkbox"/>	R	04-JUN-1998
CNSF	Canadian Standard Report	<input checked="" type="checkbox"/>	R	01-JUL-1990
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Billing Format Validation Form (FRVBFRM).
2	Scroll to the bottom of the list and perform a Next Record function to create a new Format code. Note: A list of all existing codes displays in the Billing/Report Format Code field.
3	Enter the new code in the Billing/Report Format field.
4	Enter a description for the new code in the Description field.
5	Click the System Req check box if you want the data delivered as seed data for standard forms.
6	Enter <i>B (bill)</i> or <i>R (report)</i> in the Type field to indicate the type of the Format code. Note: The Activity Date field displays the System date.
7	Click the Save icon.
8	Click the Exit icon.

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Section B: Set Up

Specifying Organization Defined Format Codes

Purpose

The Grant Billing Format Form (FTMBFRM) is used to specify which expenditure groups and subtotals to include in the generic or organization-defined format codes, once the format is defined on the FRVBFRM.

SCT Banner form

Grant Billing Format FTMBFRM 7.0

Billing or Report Format Code: Type Indicator:

Subtotal Definition

Subtotal Sequence Number	Description	Activity Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Grant Billing Format Form (FTMBFRM).
2	Enter the Format code (the description for the code will display next to the code) in the Billing/Report Format Code field.
3	Perform a Next Block function.
4	Enter the subtotal sequence number in the Subtotal Sequence Number field. The system will default to Subtotal Sequence Number 1.
5	Enter a description for the subtotal in the Description field. Note: The subtotal and description will appear in the actual printout of the bill or report in the order you have defined here.
6	The Activity Date field displays the System date.
7	Select Expenditure Group Assignment from the Options menu.

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Section B: Set Up

Specifying Organization Defined Format Codes (Continued)

Procedure, continued

Step	Action
8	<p>Enter the number that specifies the order in which you want the expenditure groups to appear in the bill or report in the Group Sequence Number field.</p> <p>Note: For Fixed Price Generic Bill formats, 999 must be entered in the Group Sequence Number field to display the fixed price amount. This can be in addition to other groupings.</p> <p>Refer to Appendix B for Fixed Price Bill Format Options and Accounting Results.</p>
9	<p>Enter a description for the expenditure group in the Group Description field.</p>
10	<p>Enter the Sequence number of the summary group to which you want to link this expenditure group in the Subtotal Sequence Number field.</p> <p>Note: For each expenditure group, perform a Next Block function to associate SCT Banner Account codes or Account types. It is ONLY necessary to associate Account Types or Account Codes with group sequence 999 if account types or account codes have not already been associated with previous group sequences. See Appendix B for Fixed Price Options and Accounting Results.</p>
11	<p>Enter the code identifying an accounting or reporting entity in the COA field.</p>
12	<p>Enter an Account type in the Account Type Code field.</p> <p>Note: If you enter information in the Account Type Code fields, <i>do not</i> enter information in the Account Range Start and Account Range End fields. If you enter information in the Account Range Start and Account Range End fields, <i>do not</i> enter information in the Account Type Code fields.</p>
13	<p>Enter the first Account code in the series that you want to associate with an expenditure group in the Account Range Start field.</p>
14	<p>Enter the last Account code in the series that you want to associate with an expenditure group in the Account Range End field.</p> <p>Note: The Activity Date field displays the date on which you created or modified the accounting information.</p>
15	<p>Click the Save icon.</p>
16	<p>Click the Exit icon.</p>

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Section B: Set Up

Creating Payment Management System Codes

Purpose

The Payment Management System Code Maintenance Form (FRVPMSC) is used to create payment management system codes that link together grants that have the same reimbursement requirements and were received from the same sponsoring agency.

SCT Banner form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Payment Management System Code Maintenance Form (FRVPMSC).
2	Enter the user-defined PMS code and description in the PMS Code field.
3	Enter the Chart of Accounts code for the Letter-of- Credit fund in the COA field.
4	Enter the code and description of the fund to which payments on this letter of credit will be posted in the Letter of Credit Fund field. Note: When you associate a grant with this PMS code using the Billing Information window of the Grant Maintenance Form (FRAGRNT), the LOC Fund code entered will appear as the default value for the Payment Fund Code field for that grant. It cannot be changed on FRAGRNT.

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Section B: Set Up

Creating Payment Management System Codes (Continued)

Procedure, continued

Step	Action
5	<p>Enter the Account code for the Undistributed Cash account to which payments will be credited in the Undistributed Cash Account field.</p> <p>Notes: When you associate a grant with this PMS code using the Billing Information window of the Grant Maintenance Form (FRAGRNT), the Undistributed Cash Account code entered here will appear as the default value in the Undistributed Cash Account field for that grant. It cannot be changed on FRAGRNT.</p>
6	<p>Enter the user-defined code that identifies the letter of credit in the Letter of Credit Number field.</p> <p>Note: This number will be printed on Standard Form 272.</p>
7	<p>Enter the maximum amount that you can draw on the letter of credit in the Letter of Credit Limit field.</p> <p>Note: The system does not use this value; it is for informational purposes only.</p>
8	<p>Enter the number of the last invoice associated with this Payment Management System code in the Last Invoice Number field.</p> <p>Note: If you are converting from a legacy system, enter the number of the last invoice that was generated by your legacy system. The Research Accounting Billing Process (FRRBILL) will update this number when run in Update mode for the PMS code.</p>
9	<p>Enter the code and description of the sponsoring agency associated with the letter of credit in the Agency field.</p>
10	<p>Click the Save icon.</p>
11	<p>Click the Exit icon.</p>

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Section B: Set Up

Creating Exclusion Codes

Purpose

The Billing Exclusion Maintenance Form (FTMBECL) is used to create exclusion codes that automatically place non-allowable accounts and Account types on hold.

SCT Banner form

The screenshot shows the 'Billing Exclusion Maintenance FTMBECL 7.0' form. At the top, there is an 'Exclusion Code' field with a dropdown arrow. Below this is a horizontal line. Underneath, there are 'Description' and 'Activity Date' text input fields. Another horizontal line follows. The main section is titled 'Exclusion Definition' and contains a table with the following columns: 'COA' (dropdown), 'Account Type' (dropdown), 'Account Type Description' (text), 'Account Range' (with sub-columns 'Start' and 'End', both dropdowns), and 'Activity Date' (text). The table has six rows of input fields.

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Billing Exclusion Maintenance Form (FTMBECL).
2	Enter the exclusion code that you want to define or modify in the Exclusion Code field.
3	Enter a description for the Exclusion code in the Description field. Note: The Activity Date field displays the date on which the Exclusion code was created or modified.
4	Enter the Chart of Accounts code in the COA field.
5	Enter an Account type and description in the Account Type field. Note: If you enter information in the Account Type field, <i>do not</i> enter information in the Account Range Start and Account Range End fields. If you enter information in the Account Range Start and Account Range End fields, <i>do not</i> enter information in the Account Type field.
6	Enter the first Account code in the series associated with the exclusion code in the Account Range Start field.

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Section B: Set Up

Creating Exclusion Codes (Continued)

Procedure, continued

Step	Action
7	Enter the last account code in the series associated with the exclusion code in the Account Range End field. Note: The Activity Date field displays the date that the associated COA , ATYP , ATYP Description , Account Range Start , and Account Range End fields were entered or modified.
8	Click the Save icon.
9	Click the Exit icon.

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Section B: Set Up

Defining Event Codes

Purpose

The Event Code Validation Form (FRVEVNT) is used to maintain event codes for bills, reports, and events. Event codes may be added, deleted, or updated. One Bill Event must be set up in order to successfully run the Grant Billing Process. More than one Billing Event can be set up but there must be at least one.

SCT Banner form

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

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Event Code Validation Form (FRVEVNT).
2	Enter an Event Code (maximum of 6 characters) in the Event Code field.
3	Enter text in the Description field.
4	Enter <i>B</i> (bill), <i>R</i> (report), or <i>E</i> (event) in the Type field.
5	Click the Save icon.
6	Click the Exit icon.

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Section B: Set Up

Creating Detail Codes

Purpose

The Detail Code Control Form (TFADETC) is used to create Detail codes to process bills for sponsoring agencies and payments from those agencies. The following chart contains examples of detail codes that should be set up.

Example:

<i>Detail Code</i>	<i>Description</i>	<i>Type</i>	<i>Category</i>	<i>Grant Type</i>	<i>Priority</i>	<i>Refund Code</i>
GBIL	Billing	C	GRN	B	999	Cleared
GRWH	Retainage	C	GRN	W	999	Cleared
GCSH	Cash/ Payments	P	GRN	P	999	Cleared
GRRF	Refunds	C	GRN	R	999	Selected
GRTF	Transfers	P	GRN	T	999	Cleared

SCT Banner form

The screenshot displays the TFADETC 7.2 (c700) software interface. It shows three example detail code forms arranged vertically. Each form includes the following fields and options:

- Detail Code:** GBIL (Grant Billing), GCSH (Grant Cash Payment), GRC (Grant Charge)
- Type:** C, P, C
- Category:** GRN
- Grant Type:** B, P, B
- Priority:** 999
- Refund Code:** (dropdown menu)
- Options:**
 - GL Enterable
 - Active
 - Direct Deposit
 - Refundable
 - Receipt
- Pay Type:** N
- Tax Type:** (dropdown menu)
- Defaults:**
 - Amount: (text input)
 - Effective Date: (calendar icon)

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Section B: Set Up

Creating Detail Codes (Continued)

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Detail Code Control Form (TFADETC).
2	Enter a Detail code and a description for the code in the Detail Code field.
3	Indicate whether this is a Payment Detail code or a Charge Detail code in the Type field.
4	Enter the code <i>GRN</i> in the Category field. Note: Set up at least one detail code for a charge and one detail code for payment.
	Action
5	The Grant Type field has these choices: <i>B</i> – Billing Detail code – used by the billing process when it produces a bill. <i>W</i> – Retainage Detail code – used by the billing process when you finally bill all retainage amounts as the final bill. <i>P</i> – Payment Detail code – used to process payments from the agency. <i>R</i> – Refund Detail code – used to process refunds to the agency. <i>T</i> – Transfer Detail code – used to transfer to the grant fund from another fund. Note: Additional examples of Grant Detail Codes may be found in the Processing
6	Click the Save icon.
7	Click the Exit icon.

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Section B: Set Up

Self Check

Directions

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

Question 1

Which form is used to set up defaults for the grant billing process?

Question 2

The Payment Management System Code Maintenance Form (FRVPMSC) is used to create Payment Management System codes that link together grants that have the same reimbursement requirements and were received from the same sponsoring agency.

True or False

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Section B: Set Up

Answer Key for Self Check

Question 1

Which form is used to enter or update grant information?

The Research Accounting System Control Form (FRASYSC).

Question 2

The Payment Management System Code Maintenance Form (FRVPMSC) is used to create Payment Management System codes that link together grants that have the same reimbursement requirements and were received from the same sponsoring agency.

True.

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Section C: Day-to-Day Operations

Overview

Introduction

The purpose of this section is to explain the day-to-day or operational procedures to handle grant billing at your institution.

Intended audience

Grant Personnel

Objectives

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

- create a grant and associate it to a fund
- set up, make adjustments to, and query bills
- view and print bills
- run the billing process
- process various reports
- record, apply, and unapply payments.

Prerequisites

To complete this section, you should have

- created all FOAPAL elements needed
- setup all validation forms that will be used in the Grant Maintenance and Billing processes.

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Section C: Day-to-Day Operations

Overview (Continued)

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Section C: Day-to-Day Operations

Creating a Grant

Introduction

In SCT Banner, there are three ways to create a grant

- from scratch
- from a proposal – where you can change/edit any field
- from an existing grant – copy/use the template.

SCT Banner form

This section is also covered in Research Accounting refer to that workbook.

The Grant Maintenance Form (FRAGRNT) is used to enter or update grant 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 grant.

Note: If you are using fund/organization security, access to this form is controlled by the Responsible Organization code entered on the grant. If you have access to the Responsible Organization code specified, then you are granted access to enter or query record to the grant.

The screenshot shows the 'Grant Maintenance FRAGRNT 7.0' application window. At the top, there are dropdown menus for 'Grant:' and 'Proposal:', and a 'Text Exists:' field with a value of 'N'. Below this is a navigation bar with tabs for 'Main', 'Grant Agency', 'Location', 'Cost Code', 'Personnel', 'Billing', and 'User Defined Data'. The main form area contains several sections of input fields:

- Chart of Accounts:** A dropdown menu with 'B' selected, followed by a 'Responsible Organization:' dropdown.
- Long Title:** A large text input field.
- Title:** A text input field.
- Agency:** A dropdown menu.
- Principal Investigator ID:** A dropdown menu.
- Project Start Date:** A date input field with a calendar icon.
- Project End Date:** A date input field with a calendar icon.
- Termination Date:** A date input field with a calendar icon.
- Expenditure End Date:** A date input field with a calendar icon.
- Status:** A dropdown menu.
- Alternate Description:** A text input field.
- Proposal:** A dropdown menu.
- Pass Through Indicator:** A checkbox.
- Status Date:** A date input field with a calendar icon.
- Current Amount:** A text input field.
- Cumulative Amount:** A text input field.
- Maximum Amount:** A text input field.
- Related Grant:** A text input field.
- Grant Type:** A dropdown menu.
- Category:** A dropdown menu.
- Sub Category:** A dropdown menu.
- CFDA Number:** A dropdown menu.
- Sponsor ID:** A text input field.

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Section C: Day-to-Day Operations

Creating a Grant (Continued)

Procedure

Follow these steps to complete the process.

Step	Action								
1	Access the Grant Maintenance Form (FRAGRNT).								
2	<p>Enter a new or existing grant code in the Grant Code field.</p> <ul style="list-style-type: none"> ▪ 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 border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">IF you want to create a grant from...</th> <th style="text-align: center;">THEN...</th> </tr> </thead> <tbody> <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> </tbody> </table>	IF you want to create a grant from...	THEN...	scratch	perform a Next Block function	a proposal	enter the proposal code in the Proposal field and perform a Next Block function	from an existing grant	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 .
IF you want to create a grant from...	THEN...								
scratch	perform a Next Block function								
a proposal	enter the proposal code in the Proposal field and perform a Next Block function								
from an existing grant	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 .								
3	The Chart of Accounts field will automatically default to S.								
4	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.								
5	<p>Enter the title of the grant (up to 256 characters) in the Long Title field.</p> <p>Note: The first 35 characters will display in the Title field. You may change the text in this field if you want.</p>								
6	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.								

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Section C: Day-to-Day Operations

Creating a Grant (Continued)

Procedure, continued

Step	Action
7	<p>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.</p> <p>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.</p> <p>If grant personnel search does not retrieve the PI's name:</p> <ul style="list-style-type: none"> ▪ Cancel query (Control + Q). ▪ Click Rollback. ▪ Uncheck proposal personnel and check the appropriate box. ▪ <i>Next Block</i> or click in field. ▪ Enter query. ▪ Double click to insert PI's name on Main window. <p><i>Note:</i> 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.</p>
8	<p>Enter the proposed start date of the grant in the Project State Date field. The start date is the date the agency awarded the grant. It cannot be changed once transactions have been posted to the grant ledger (FRBGRNT). The Project Period Start date defines the setup of the grant/award year and the starting period in the FRBGRNT table. This date will default into the Grant Billing Window as Billing Start Date, but can be changed.</p> <p><i>Notes on entering dates:</i></p> <ul style="list-style-type: none"> • If entering today's date, a <i>t</i> 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. <p>Example: Entering 05222006 will appear as 22-MAY-2006.</p> <div style="display: flex; justify-content: center; align-items: center; gap: 20px;"> <div style="border: 1px solid gray; padding: 2px 5px;">05222006</div> <div style="font-size: 1em;">⌵</div> <div style="border: 1px solid gray; padding: 2px 5px;">22-MAY-2006</div> <div style="font-size: 1em;">⌵</div> </div>

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Section C: Day-to-Day Operations

Creating a Grant (Continued)

Procedure, continued

Step	Action
9	Enter the expected end date of the project in the Project End Date field. This is the last day of the grant period of the grant. This date will default into the Grant Billing Window as the Billing End Date but can be changed.
10	The Proposal field will automatically be populated with the proposal code if you created the grant from a proposal.
11	Enter 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	Expenditure End Date is the final date expenditures can post. This will default in the Fund record and is the final date that transactions can post. This date cannot be changed. Recommend leaving this date blank.
13	Enter the code that represents the status of the grant using the drop down error. The choices are: <ul style="list-style-type: none"> • 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..

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Section C: Day-to-Day Operations

Creating a Grant (Continued)

Grant Agency tab

Grant: 215601 Proposal: HHS 3021 Text Exists: N

Main Grant Agency Location Cost Code Personnel Billing User Defined Data

Agency:

Contact:

Predecessor:

Address Type:

Sequence Number:

Email:

Phone Number Exists:

Phone Type: Number: Extension:

Phone Sequence Number:

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

Grant: 215601 Proposal: HHS 3021 Text Exists: N

Main Grant Agency Location Cost Code Personnel Billing User Defined Data

Location

Research Code

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Section C: Day-to-Day Operations

Entering Indirect Cost and Cost Share Information

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 the steps below to add cost code information to the grant.

Step	Action
1	Select the Cost Code tab.
2	Enter the Chart of Accounts code for use in validating the Cost codes that will be entered in the COA field.
3	Enter the code that represents a list of accounts used in indirect cost calculation in the Indirect Cost Basis field. Note: This field is required if the Indirect Cost Rate Code , Indirect Cost Charge Account Code , or Indirect Cost Distribution Code fields are populated.

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Section C: Day-to-Day Operations

Entering Indirect Cost and Cost Share Information (Continued)

Procedure, continued

Step	Action
4	<p>Enter the code that represents the percentage rate the sponsoring agency must contribute towards the expense in the Indirect Cost Rate Code field.</p> <p>Note: This field is required if the Indirect Cost Basis field is populated.</p>
5	<p>Enter the code that represents the account to which you want to charge indirect costs in the Indirect Cost Charge Account Code field.</p> <p>Note: This field is required if the Indirect Cost Basis field is populated.</p>
	Action
6	<p>Enter the code that represents the credit side of indirect cost calculation in the Indirect Cost Distribute To Code field.</p> <p>Note: This field is required if the Indirect Cost Basis field is populated.</p>
7	<p>Enter the code that represents a list of accounts used in cost share calculations in the Cost Share Basis field. COST SHARE NOT USED AT THIS TIME Next Block will take you to the Personnel Tab</p> <p>Note: This field is required if the Cost Share Rate Code, Cost Share Credit Account Code, or Cost Share Distribution Code fields are populated.</p>
8	<p>Enter the code that represents the percentage rate the organization must contribute towards the expense in the Cost Share Rate Code field.</p> <p>Note: This field is required if the Cost Share Basis field is populated.</p>
9	<p>Enter the code that represents the credit side of the cost share calculations in the grant fund in the Cost Share Credit Account Code field.</p> <p>Note: This field is required if the Cost Share Basis field is populated.</p>
10	<p>Enter the code that represents the debit side of the cost share calculations reflected in the unrestricted or general fund in the Cost Share Distribute field.</p> <p>Note: This field is required if the Cost Share Basis field is populated.</p>

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Section C: Day-to-Day Operations

Recording Personnel Information

Personnel tab

Grant Maintenance FRAGRNT 7.0 (C700)

Grant: 215601 Proposal: HHS 3021 Text Exists: N

Main Grant Agency Location Cost Code **Personnel** Billing User Defined Data

ID: [] []

Indicator: []

Chart of Accounts: B

Organization: []

Salutation: []

Title: []

Address Type: [] Address Sequence Number: []

Phone Type: [] Phone Sequence Number: []

Billing or Report Format: []

Full Time Equivalency: [] Employee: []

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	To add additional personnel you want to associate with the grant, do a Record Next until you reach a blank record. Use the drop down box to select the additional personnel. Tab to the next field. The person's name will auto-populate 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 User Defined tab.

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Section C: Day-to-Day Operations

Modifying Billing Data

Purpose

The Grant Billing Information window is used to enter or modify data pertaining to the Billing process.

This information overrides the data setup on FRASYSC. It is not necessary to complete the fields that are also on FRASYSC if the values are the same. Refer to Appendix A for billing maximum control options.

Billing tab

Procedure

Follow the steps below to modify data pertaining to the grant billing process.

Step	Action
1	Select the Billing tab.
2	Enter the user-defined code in the PMS Code field that enables you to link together multiple grants from the same sponsoring agency that have the same reimbursement requirements.
3	Enter the user-defined code that represents a list of accounts to be excluded from billing in the Billing Exclusion Code field. Ex: Exclude benefits from invoice to sponsor. Note: If an expense is charged to one of these accounts, SCT Banner will automatically place the charge on hold.

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Section C: Day-to-Day Operations

Modifying Billing Data (Continued)

Procedure, continued

Step	Action
4	The Budget Limit Indicator allows you to select whether Total Budget or Line Item Budget is used when performing budget checking.
5	Enter the fund to which grant payments are posted when you enter them on the Grant Payments Entry Form (FRAAREV) in the Payment Fund Code field. Note: If a value is not entered in this field, single payments will be posted only after fund code is manually entered on the Grant Payments Entry Form (FRAAREV). If a PMS code is used the payment fund codes defaults from Payment Management System Code Maintenance Form (FRVPMSC). Campus Specific.
6	Enter the account to which grant payments are posted when you enter them on the Grant Payments Entry Form (FRAAREV) in the Undistributed Cash Receipt Account field.
7	Enter the account used to process refunds to an agency in the Refund Clearing Account field. Use 200008 Grant Refund Clearing Note: If you do not enter a value in this field, the account in the Refund Clearing Account field on the Grant System Control Maintenance Form (FRASYSC) will be used to process refunds.
8	Enter the code that represents the Billing Address type of the sponsoring agency in the Billing Address Type field.
9	Enter the sequence number of an address for agencies with multiple addresses (for example, three different billing addresses) in the Sequence Number field.
10	Enter the unique number identifying the most recent invoice for this grant generated by the Research Accounting Billing Process (FRRBILL) or your legacy billing system in the Last Invoice Number field. Note: This field may not be updated once the billing process has run.
11	Enter the Format code that defines the 1034 continuation form in the 1034 BFRM Extension field. Note: Enter a value in this field if you want to generate a 1034 continuation form and you entered the 1034 bill Format code in the Billing/Report Format Code field on the Grant Events Assignment Form (FRAEVGA). Otherwise, leave this field blank.

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Section C: Day-to-Day Operations

Modifying Billing Data (Continued)

Procedure, continued

Step	Action
12	<p>Enter <i>Y</i> (generate a bill if the line item expense exceeds the budget) or <i>N</i> (do not generate a bill if the line item expense exceeds the budget) to indicate whether to generate a bill if the line item expense exceeds the budget in the Bill If Budget Line Exceeded field.</p> <p>Note: If you do not enter a value in this field, the value in the Bill If Budget Line Exceeded field on the Grant System Control Maintenance Form (FRASYSC) will be used.</p>
13	<p>Enter <i>Y</i> in the Bill If Minimum Not Reached field (generate a bill if the expense is less than the minimum amount) or <i>N</i> (do not generate a bill if the expense is less than the minimum amount) to indicate whether to generate a bill if the expense is less than the minimum amount.</p> <p>Note: If you do not enter a value in this field, the value in the Bill If Minimum Not Reached field on the Grant System Control Maintenance Form (FRASYSC) will be used.</p>
14	<p>Enter <i>Y</i> in the Bill If Budget Total Exceeded field (generate a bill if the total expense exceeds the budget) or <i>N</i> (do not generate a bill if the total expense exceeds the budget) to indicate whether to generate a bill if the total expense exceeds the budget.</p> <p>Note: If you do not enter a value in the Bill If Budget Line Exceeded, Bill If Minimum Not Reached, and Bill If Budget Total Exceeded fields, the values for these fields on the Grant System Control Maintenance Form (FRASYSC) will be used.</p>
15	<p>Select Grant Ledger or Maximum Billing Limit from the drop-down list to be compared to the Total Budget in the Budget Check Source field.</p> <p>Note: Enter a value in this field only if Total Budget has been selected for the Budget Limit Indicator field. Line Item Budget defaults Grant Ledger and No Budget Action will not allow entry in this field.</p>
16	<p>Enter the start date of the billing period in the Billing Start Date field.</p>

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Section C: Day-to-Day Operations

Modifying Billing Data (Continued)

Procedure, continued

Step	Action
17	Enter the end date of the billing period in the Billing End Date field.
18	Enter the amount that unbilled expenditures need to exceed for bills to be generated in the Minimum field. Note: In the Billing Limits: Cumulative field, the display shows the total amount billed to date. This is updated by the Billing process. This field may not be updated once the billing process has run.
19	Enter the maximum amount you can bill the sponsoring agency in the Maximum field. Note: This value defaults from your entry in the Maximum field on the Header Information of the FRAGRNT form but can be changed.
20	Enter the account used to post the difference between fixed billing amounts and actual costs in the Deferred Account Code field. Use 2G0015 Note: If you do not enter a value in this field, the account in the Deferred Revenue Acct field on the Grant System Control Maintenance Form (FRASYSC) will be used to post differences between fixed billing amounts and actual costs.

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Section C: Day-to-Day Operations

Entering User Defined Data

Purpose

The User Defined Data tab is used to define attributes to a grant. This is not required to run the billing processes.

User Defined Data tab

The screenshot shows the 'User Defined Data' tab in the 'Grant Maintenance FRAGRNT 7.0' application. At the top, there are input fields for 'Grant:' (containing '215501'), 'Proposal:', and 'Text Exists:' (with a dropdown set to 'N'). Below these are several tabs: 'Main', 'Grant Agency', 'Location', 'Cost Code', 'Personnel', 'Billing', and 'User Defined Data' (which is selected and highlighted in blue). The main content area is divided into two columns: 'Literal' and 'Value'. Each column has a dropdown menu above a table with six rows. The 'Literal' column has one cell highlighted in green in the first row. The 'Value' column has two cells highlighted in green in the first row.

Procedure

Follow these steps to complete the process.

Step	Action
1	Select the User Defined Data tab.
2	Select the User Defined Data tab.

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Section C: Day-to-Day Operations

Associating a Grant to a Fund

Purpose

The Fund Code Maintenance Form (FTMFUND) is used to associate a grant to a fund. This form allows you to establish Fund codes for a specific Chart of Accounts and set up the codes to calculate revenue recognition for funds. From this form, you can navigate to the Research Accounting Fund Maintenance Form (FRMFUND) to set up the Indirect Cost (I/C), Cost Share (C/S) and Accounts Receivable (A/R) codes. The Expenditure End date field in FTMFUND permits you to specify a Trail Out period for posting expenditures following the official termination of the grant.

Note: It is possible to link multiple fund codes to one grant, but it is NOT possible to link multiple grants to one fund code.

SCT Banner form

Use the Fund Code Maintenance Form (FTMFUND) to establish Fund codes for a specific Chart of Accounts

The screenshot shows the 'Fund Code Maintenance FTMFUND 7.3' window. The form is organized into several sections:

- Chart of Accounts:** A dropdown menu.
- Grant:** A dropdown menu.
- Proposal:** A text input field.
- Fund:** A dropdown menu.
- Effective Date:** A date field with a calendar icon, showing '21-DEC-2004'.
- Expenditure End Date:** A date field with a calendar icon.
- Fund Type:** A dropdown menu.
- Predecessor Fund:** A dropdown menu.
- Financial Manager:** A dropdown menu and a text input field.
- Unbilled Accrual Account:** A dropdown menu.
- Revenue Account:** A dropdown menu.
- Bank:** A dropdown menu.
- Cash Receipt Bank Code:** A dropdown menu.
- Capitalization Fund Indicator:** A dropdown menu with the option 'Cap Different or No Cap'.
- Capitalization Equity Account:** A dropdown menu.
- Capitalization Fund:** A dropdown menu.
- Multiple Fund Balance Indicator:** A dropdown menu with the option '(None)'.
- Restriction Indicator:** A dropdown menu with the option '(None)'.

Additional fields and options include:

- Active Status:** A checked checkbox.
- Last Activity Date:** A date input field.
- Title:** A text input field.
- Termination Date:** A date field with a calendar icon.
- Next Change Date:** A date input field.
- Data Entry:** A checked checkbox.

Defaults: Four dropdown menus for 'Organization', 'Program', 'Activity', and 'Location'.

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Section C: Day-to-Day Operations

Associating a Grant to a Fund (Continued)

Procedure

Follow these steps to complete the process.

Warning: This form is restricted through role security.

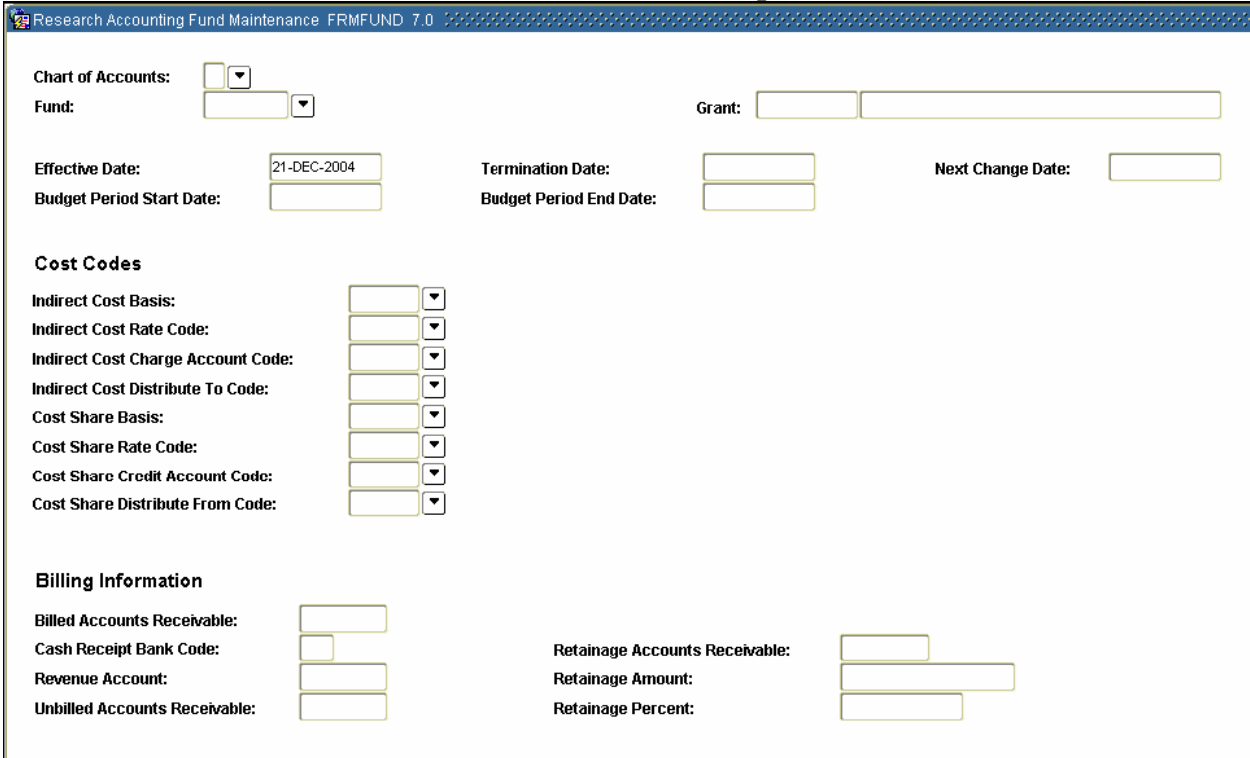
Step	Action
1	Access the Fund Code Maintenance Form (FTMFUND).
2	Double-click in the Chart of Accounts field to select the Chart of Accounts to associate with this Fund code.
3	Click the Search icon to select Grant in the Grant field. Note: The name of the grant and the Proposal field will be auto populated if a proposal is associated with the grant.
4	Double-click to select from a list of Fund Types in the Fund field. Note: The Budget dates are purely informational. The forms and processes do not use these values in their edits or calculations from the fund record.
5	Enter a name for the Fund in the Title field. Note: The Effective Date field will default to today's date. This date should be set back to the project period start date or earlier. It must be set back to the earliest date that a transaction will post to this fund.
6	Enter the date in the Grant Termination field. Warning: This date must be greater than the effective date. The time between the Project End date and the Termination date or Expenditure End Date determines the <i>trailout</i> period. No transaction activity is allowed following this date without user access from the User Profile Maintenance Form (FOMPROF) indicator.

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Section C: Day-to-Day Operations

Associating a Grant to a Fund (Continued)

Procedure, continued

Step	Action
15	<p>Select I/C.C/S Code Information (FRMFUND) from the Options menu.</p>  <p>The screenshot shows the 'Research Accounting Fund Maintenance FRMFUND 7.0' window. It contains several sections of input fields:</p> <ul style="list-style-type: none"> Chart of Accounts: A dropdown menu. Fund: A dropdown menu. Grant: Two text input fields. Effective Date: A text input field containing '21-DEC-2004'. Termination Date: A text input field. Next Change Date: A text input field. Budget Period Start Date: A text input field. Budget Period End Date: A text input field. Cost Codes: A section with eight dropdown menus: Indirect Cost Basis, Indirect Cost Rate Code, Indirect Cost Charge Account Code, Indirect Cost Distribute To Code, Cost Share Basis, Cost Share Rate Code, Cost Share Credit Account Code, and Cost Share Distribute From Code. Billing Information: A section with six text input fields: Billed Accounts Receivable, Cash Receipt Bank Code, Revenue Account, Unbilled Accounts Receivable, Retainage Accounts Receivable, Retainage Amount, and Retainage Percent.
16	Tab through the Fund and Grant to generate the dates entered on the fund record.
17	<p>Select the Default codes from the Options menu, from grant or enter the indirect cost codes and/or cost share codes that will be used.</p> <p>Note: These can be left blank</p>
18	Navigate to the Billing Information section from the Options menu.
19	Enter the appropriate account for Billed A/R in the Billed Accounts Receivable field.
20	Enter the Retainage Account if an amount or percentage will be withheld from the billing process until the end of the project at the agency's demand.
21	Enter a Retainage percent in the Percent field or a Retainage amount in the Amount field.
22	Click the Save icon.
23	<p>Click the Exit icon.</p> <p>Note: Once the fund code has been created, return to the Grant Maintenance Form (FRAGRNT) and navigate to the Billing Options Window. For all grant codes not associated with a PMS Code, the payment fund code must be entered here.</p>

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Section C: Day-to-Day Operations

Assigning Event Codes to a Grant

Purpose

The Grant Events Assignment Form (FRAEVGA) is used to assign Event codes to a grant, associate format codes with a grant, and create billing frequency.

SCT Banner form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Grant Events Assignment Form (FRAEVGA).
2	Enter the Grant Identification code in the Grant Code field.
3	The Description field displays a description for the Grant code.
4	Perform a Next Block function to open the Event Assignment window.
5	Enter the Event Identification number in the Event Code field.

IF	THEN
you are creating a billing event	you must select an Event code that has a Type code <i>B</i> on the Event Code Validation Form (FRVEVNT).
you are creating a reporting event	you must select an Event code that has a Type code <i>R</i> on the Event Code Validation Form (FRVEVNT).
you are creating some other regular event	you must select an Event code that has a type code <i>E</i> on the Event Code Validation Form (FRVEVNT).

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Section C: Day-to-Day Operations

Assigning Event Codes to a Grant (Continued)

Procedure, continued

Step	Action
6	<p>Enter the number of days before the event is due that the user should be reminded to satisfy that event in the # of Days Reminder field.</p> <p>Note: Billing events are satisfied when the Research Accounting Billing Process (FRRBILL) is run in Update mode. Reporting events are satisfied when the Research Accounting Report Process (FRRGRPT) is run. Regular events (with a Type code <i>E</i>) must be satisfied manually using the Grant Event Action Form (FRAEVNG).</p>
7	<p>Enter the number of days after the Begin date that you want the event to occur in the Number of Days field.</p> <p>Note: This field is used for one-time events. If you enter a value in this field, you must also select a value in the Begin Date field.</p>
8	<p>Enter the first day of the event in the Date From field.</p>
9	<p>Enter the last day of the event in the Date To field.</p>
10	<p>Select an option from the drop-down list to indicate at which point of the grant period you want the event to begin in the Begin Date field.</p> <p>Note: This field is used for one-time events.</p> <p>If you select a value for this field, you must also enter a value in the Number of Days field.</p>
11	<p>Select the frequency of billing in the Frequency field.</p> <p>Note: Values are Weekly, Bi-weekly, <i>Monthly</i>, <i>Quarterly</i>, <i>Semi-annually</i>, and <i>Annually</i>.</p>
12	<p>Select an option from the drop-down list to indicate the way in which you bill the sponsoring agency in the Payment Method Type Ind field.</p> <p>Note: The Values are <i>Fixed</i> and <i>Cost Reimbursement</i>. <i>Cost reimbursement</i> will bill any unbilled expenses (listed in FRABDCN). <i>Fixed</i> will bill a specified flat sum, recording the difference between this amount and actual unbilled expense in the account specified in the Deferred Revenue field. Fixed price amounts must be associated by highlighting each pending event and entering the fund and amount on the fixed schedule window of the options menu.</p>

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Section C: Day-to-Day Operations

Assigning Event Codes to a Grant (Continued)

Procedure, continued

Step	Action
13	Enter the end date of the period for the first bill you would like to produce in the Period To field.
14	Enter the Format code you would like to be used when creating the bill in the Bill Format field.
15	Enter the Oracle ID of the individual primarily responsible for creating or completing an event in the Default Responsible User ID field. Note: This ID will be used for all events in the Event Detail block; however, the ID can be overridden for specific events.

Click save and you will see the planned events.

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Section C: Day-to-Day Operations

Billing Process Overview

Overview

The billing process should begin after reviewing unbilled transactions. The billing process can be run in **Audit** or Update mode. Running the process in Audit mode populates the corresponding bill format tables and you can view the bills online. Running the process in Update mode updates the unbilled status of transactions to bill status in the billing detail table.

Expenses need to be posted and the Indirect Cost/Cost Share/Revenue Recognition calculations must be posted for the Grant prior to running the Grant Billing Processes for Cost Reimbursable Grants.

Deferred grant processing is set to 'ON' on FOASYSC, thus the Indirect Cost/Cost Share/Revenue Recognition processes FRRGRNT, FGRTRNI and posting will be run monthly.

It is recommended that you perform the following steps when running the Billing process:

- Review the Unbilled Status Control Form (FRABDCN) to monitor unbilled grant expenditures and the associated grant overhead and to change the status of an item from unbilled to hold and vice versa.
- Run the Billing Preview Report (FRRINVS) for a specific date to determine, which grants will be selected by the billing process when you run it for that date.
- Run the Research Accounting Billing Process (FRRBILL) in **Audit** mode for a specific Billing Format code and Billing period to date.
- Run the Billing Exception Report (FRRBEXC) to identify exceptions for the specified grant or PMS code.
- Correct any exceptions.
- Run FRRBILL in Update(ONLY) mode for a **specific** Billing Format code and Billing period to date.
- View the billed amounts and print the bills using the Standard Billing forms.

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Section C: Day-to-Day Operations

Billing Process Overview (Continued)

Procedure

Follow the steps below to monitor unbilled grant expenditures and the associated grant overhead. You may also change the status of an item.

Step	Action
1	Access the Unbilled Status Control Form (FRABDCN).
2	Enter the user-defined or System-assigned Grant Identification code and title in the Grant field.
3	Press the Tab key to go to the next field.
4	Enter the name of the sponsoring agency in the Agency field.
5	Enter the code identifying an accounting or reporting entity in the COA field. S
6	Enter the code that enables you to link together multiple grants from the same sponsoring agency that have the same reimbursement requirements in the PMS Code field.
7	Enter the code that represents a fund from which grant expenses are paid in the Fund field.
8	Perform a Next Block function.

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Section C: Day-to-Day Operations

Billing Process Overview (Continued)

Procedure, continued

Step	Action
9	Execute a query to view the detailed transactions.??

Field	Function
Grant	Displays the Grant identification code and title
Fund	Displays the Code that represents a fund from which grant expenses are paid
Status**	Displays the status of the expense.
Document Code	Displays the Document code for an expense that was posted against the grant
Transaction Date	Displays the date that the associated transaction was posted to the ledgers
Billing Period Date	Displays the date that specifies the bill on which you want to include the associated expense
Hold Date	Displays the date that the associated item was placed on hold.
Release Date	Displays the date that the status of the associated expense was changed from hold to unbilled
Account	Displays the Account code for the associated expense.
Account Class Code *	Displays the code that represents the type of expense.
Item Number	Displays the item number of the transaction.
Sequence Number	Displays the sequence number of the transaction.
Description	Displays the description of the document in which the transaction is stored.
Sponsor Account	Displays the Account code of the sponsoring agency.
Amount	Displays the dollar amount of this transaction
Total	Displays the dollar amount of all the transactions listed on this form

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Section C: Day-to-Day Operations

Billing Process Overview (Continued)

Procedure, continued

Step	Action
10	<p>Use the scroll bar at the bottom of the Doc Code and Transaction Date fields to see the remaining fields.</p> <p>Note: Values are <i>D</i> (<i>direct expense</i>), <i>I</i> (<i>indirect cost</i>), <i>C</i> (<i>cost share</i>).</p> <p>This may be changed. Options are <i>Hold</i> or <i>Unbilled</i>. If you place a direct expense on hold, the System will automatically place the corresponding indirect cost and cost share on hold. If you change the status of a direct expense from hold to unbilled, the system will not automatically change the status of the corresponding indirect cost and cost share. You need to do this manually.</p>
11	Click the Save icon.
12	Click the Exit icon.

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Section C: Day-to-Day Operations

Previewing Bills

Purpose

You can preview all the grants that will be selected if you run the Billing process for a specified period and date. The Grant Billing Preview Report (FRRINVS) prints a list of all grants that will be selected by the Research Accounting Billing Process (FRRBILL) when it is run on the specified date.

SCT Banner form

The screenshot shows a web-based form titled "Process Submission Controls GJAPCTL 7.0". The "Process" dropdown is set to "FRRINVS" and the "Grant Billing Preview Report" is selected. The "Parameter Set" dropdown is empty.

Printer Control
 Printer: [dropdown] Special Print: [text] Lines: 55 Submit Time: [text]

Parameter Values
 Parameters: [dropdown] Values: [dropdown]
 01 [checkbox] As of date [text] 21-DEC-2004 [text]
 [checkbox] [text] [text]
 [checkbox] [text] [text]
 [checkbox] [text] [text]
 [checkbox] [text] [text]
 [checkbox] [text] [text]
 [checkbox] [text] [text]
 LENGTH: 11 TYPE: Date O/R: Optional M/S: Single
 Enter as of date (DD-MON-YYYY)

Submission
 Save Parameter Set as Name: [text] Description: [text] Hold Submit

Procedure

Follow the steps below to print the unbilled transactions report.

Step	Action
1	Access to the Grant Billing Preview Report (FRRINVS). Note: This report lists the grants that will be selected by the Research Accounting Billing Process (FRRBILL) its run on the specified date.
2	Enter <i>DATABASE</i> in the Printer field.
3	Enter the last date you want included in the report in the As of Date field.
4	Click the Submit radio button to activate the Submission block.
5	Click the Save icon.
6	Click the Exit icon.

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Section C: Day-to-Day Operations

Running Bills in Audit Mode

Purpose

The Research Accounting Billing Process (FRRBILL) is used to generate billing amounts and posts transactions to ledgers.

SCT Banner form

Process Submission Controls GJAPCTL 7.0

Process: FRRBILL Billing Process Parameter Set:

Printer Control

Printer: DATABASE Special Print: Lines: Submit Time:

Parameter Values

	Parameters	Values
01	Bill by PMS Code/Grant Code	G
02	PMS Code Option	
03	From PMS Code	
04	To PMS Code	
05	PMS Code	
06	Grant Code Option	
07	From Grant Code	
08	To Grant Code	

LENGTH: 1 TYPE: Character O/R: Required M/S: Single
Enter (P)MS Code or (G)rant Code

Submission

Save Parameter Set as Name: Description: Hold Submit

Procedure

Follow these steps to generate your billing amounts and post transactions to your ledger.

Step	Action
1	Access the Research Accounting Billing Process (FRRBILL).
2	Enter <i>DATABASE</i> in the Printer field.
3	Indicate whether you want to generate bills by grant code or PMS code in the Bill by PMS Code/Grant Code field.
	Note: Values are <i>P</i> (bill by PMS code) or <i>G</i> (bill by grant code).

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Section C: Day-to-Day Operations

Running Bills in Audit Mode (Continued)

Procedure, continued

Step	Action
4	<p>Indicate the way you want to enter PMS code(s) in the PMS Code Option field. Note: Enter only if the value in the Bill by PMS Code/Grant Code field is <i>P</i>. Values are:</p> <p><i>A</i> – Automatically enter all PMS codes <i>R</i> – Enter a range of PMS codes <i>W</i> – Search for a specific PMS code using a wildcard <i>S</i> – Enter a specific PMS code</p>
5	<p>Enter the first PMS code in a series in the From PMS Code field.</p> <p>Note: Enter only if the PMS Code Option field's value is <i>R</i> in the From PMS Code field.</p>
6	<p>Enter the last PMS code in a series in the To PMS Code field.</p> <p>Note: Enter only if the PMS Code Option field's value is <i>R</i>.</p>
7	<p>Enter the code that represents one or more grants from the same sponsoring agency with the same reimbursement requirements in the PMS Code field.</p> <p>Note: Enter only if the PMS Code Option field's value is <i>W</i> or <i>S</i>. You may use a wildcard (* or %) if the PMS Code Option field's value is <i>W</i>.</p>
8	<p>Indicate the way you want to enter grant code(s) in the Grant Code Option field. Enter only if Bill by PMS Code/Grant Code value is <i>G</i>. Values are:</p> <p><i>A</i> – Automatically enter all Grant codes <i>R</i> – Enter a range of Grant codes <i>W</i> – Search for a specific Grant code using a wildcard <i>S</i> – Enter a specific Grant code</p>
9	<p>Enter the first Grant code in a series in the From Grant Code field.</p> <p>Note: Enter only if the Grant Code Option field's value is <i>R</i>.</p>
10	<p>Enter the last grant code in a series in the To Grant Code field. Note: Enter only if the Grant Code Option field's value is <i>R</i>.</p>

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Section C: Day-to-Day Operations

Running Bills in Audit Mode (Continued)

Procedure, continued

Step	Action
11	<p>Enter the code to identify a grant in the Grant Code field.</p> <p>Note: Enter only if the Grant Code Option field's value is <i>W</i> or <i>S</i>. You may have a wildcard (* or %) if the Grant Code Option field's value is <i>W</i>.</p>
12	<p>Enter the code to define the format of a bill in the Billing Format Code field.</p>
13	<p>Enter a date that specifies which transactions to include in the billing process in the Billing Period To Date field.</p> <p>Note: Transactions with dates less than or equal to the billing period to date will be selected. The default value is the system date.</p>
14	<p>Indicate if this is the last bill for the Grant or PMS code in the Final or Partial Payment field.</p> <p>Note: Values are <i>F</i> (<i>This is the final bill</i>) or <i>P</i> (<i>This is not a final bill</i>).</p>
15	<p>Indicate whether you want to bill for advance or reimbursement payments in the Advance/Reimbursement Payment field.</p> <p>Note: Enter only if the Billing Format Code field's value is <i>270B</i>. Values are <i>A</i> (<i>bill for advance payment</i>) or <i>R</i> (<i>bill for reimbursement payment</i>).</p>
16	<p>WARNING Execution mode: Indicate whether you want the system to generate a bill and post transactions to the ledger, or generate a bill only in the Execution Mode field. You should ALWAYS run in AUDIT mode and verify before Update Mode</p> <p>Note: Values are <i>U</i> (<i>update mode – generate a bill and post transactions</i>) or <i>A</i> (<i>audit mode – generate a bill only</i>).</p>
17	<p>Specify the type of output you want to generate in the Report Type field.</p> <p>Note: Values are <i>S</i> (<i>generate output that summarizes information by grant</i>) or <i>D</i> (<i>generate output that shows detailed information by fund</i>).</p>
18	<p>Enter the date on which the bill will be generated in the Bill Date field.</p>

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Section C: Day-to-Day Operations

Running Bills in Audit Mode (Continued)

Procedure, continued

Step	Action
19	Enter the date that the transaction in the bill will be posted to the ledgers in the Posting Date field.
20	Indicate whether you want to generate a bill that includes Retainage amounts (amounts withheld from previous bills by your organization in the Bill Retainage field. Note: Values are <i>Y (bill retainage amounts)</i> or <i>N (do not bill retainage amounts)</i> .
21	Indicate whether you want to generate a bill that includes payments withheld by the sponsoring agency in the Bill Payment W/H field. Note: Values are <i>Y (bill withheld payments)</i> or <i>N (do not bill withheld payments)</i> .
22	Click the Save Parameter Set as checkbox.
23	Enter a name and description in the Name and Description fields.
24	Verify the Submit radio button is selected.
25	Click the Save icon.
26	Click the Exit icon.

Click on Options on upper left toolbar to review output

The screenshot displays the Oracle Developer Forms Runtime interface for 'GJAPCTL'. The main form area includes:

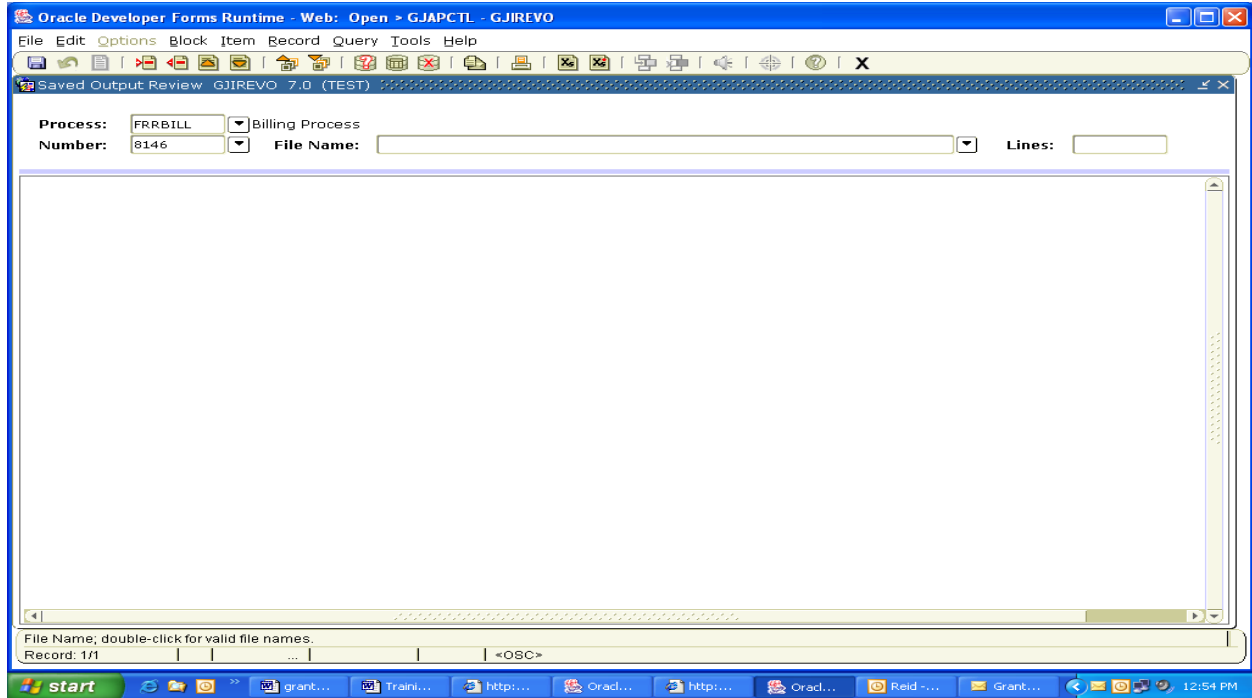
- Process:** FRRBILL, Billing Process
- Parameter Set:** (empty)
- Printer Control:** Printer: DATABASE, Special Print: (empty), Lines: (empty), Submit Time: (empty)
- Parameter Values:** A table with 8 rows (Number 01-08) for parameters like 'Bill by PMS Code/Grant Code', 'PMS Code Option', 'From PMS Code', 'To PMS Code', 'PMS Code', 'Grant Code Option', 'From Grant Code', and 'To Grant Code'. Values are entered as 'G' and 'A'.
- Submission:** Save Parameter Set as, Name: (empty), Description: (empty), Hold, Submit

The status bar at the bottom indicates 'Record: 1/1' and 'Destination Printer, DOUBLE-CLICK for available printers, NOPRINT for no printout, DATABASE to review on-line.'

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Section C: Day-to-Day Operations

Running Bills in Audit Mode (Continued)

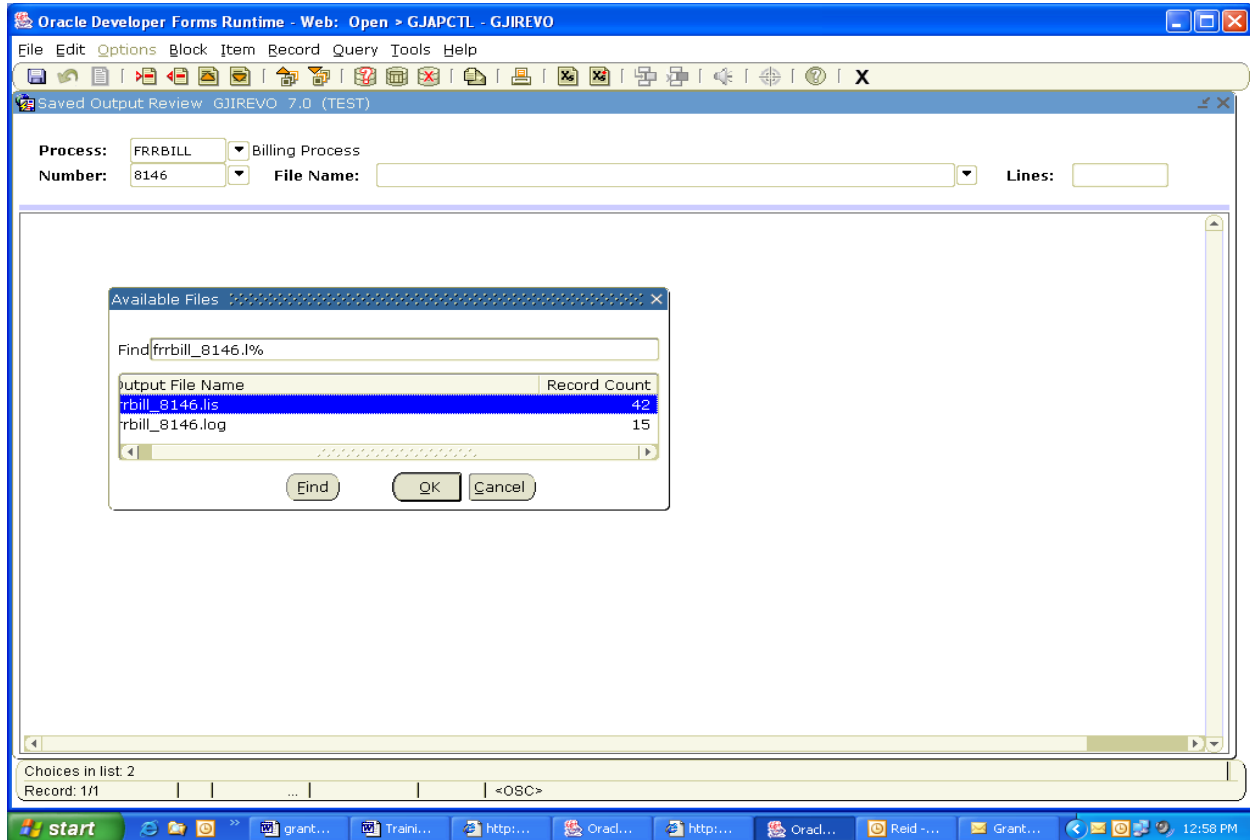


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Running Bills in Audit Mode (Continued)

Double Click in File Name



Click OK to review report

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Section C: Day-to-Day Operations

Identifying Billing Exceptions

Purpose

You need to run the Billing Exception Report (FRRBEXC) to identify exceptions for the specified grant or PMS Code and correct them.

SCT Banner form

The Billing Exception Report (FRRBEXC) generates a list of all grants that have exceptions associated with them.

The screenshot shows the 'Process Submission Controls' window for 'GJAPCTL 7.0'. The 'Process' is set to 'FRRBEXC' and the report is 'Billing Exception Report'. The 'Printer Control' section shows 'Printer: DATABASE', 'Special Print' is empty, 'Lines' is 55, and 'Submit Time' is empty. The 'Parameter Values' section has two columns: 'Parameters' and 'Values'. The 'Parameters' column has a dropdown menu set to 'PMS' and five input fields. The 'Values' column has a dropdown menu set to 'A' and five input fields. Below the input fields, it says 'LENGTH: 16 TYPE: Character O/R: Optional M/S: Single' and 'Enter PMS (Can use % as wildcard character)'. The 'Submission' section has a checkbox for 'Save Parameter Set as', 'Name:' and 'Description:' fields, and radio buttons for 'Hold' and 'Submit'.

Procedure

Follow these steps to generate a list of all your grants that have associated exceptions.

Step	Action
1	Access the Billing Exception Report (FRRBEXC).
2	Enter <i>DATABASE</i> in the Printer field. Block next
3	Enter a user-defined code that represents one or more grants from the same sponsoring agency with the same reimbursement requirements in the PMS field. Note: You may enter a partial PMS code with a wildcard (* or %).
4	Enter a user-defined code identifying the grant in the Grant Code field.
5	Enter the Billing Period End date in the To Date field.

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Section C: Day-to-Day Operations

Identifying Billing Exceptions (Continued)

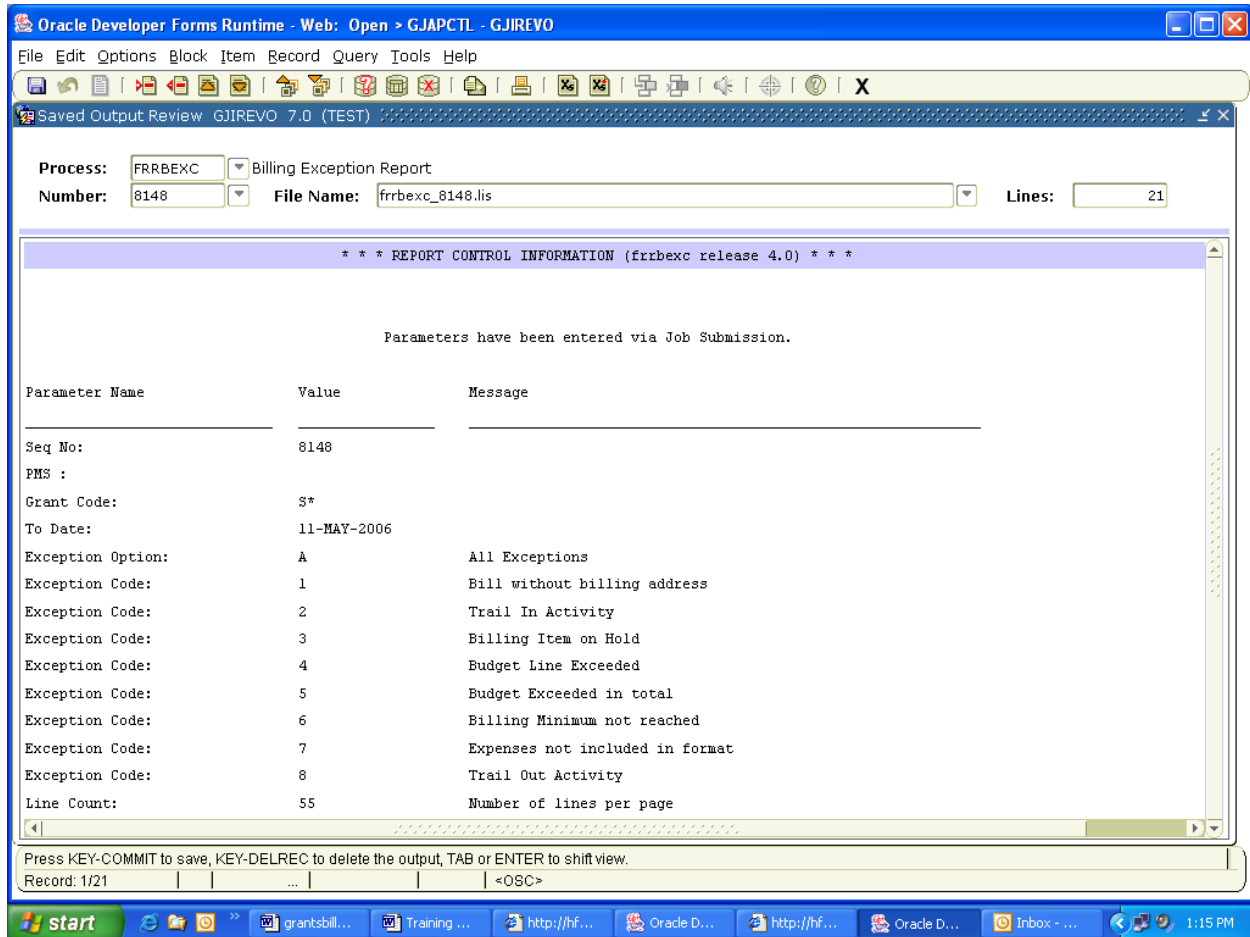
Procedure, continued

Step	Action
6	Indicate whether you want to include all exceptions or only a specific type of exception in the Exception Option field. Note: Values are <i>A (include all exceptions)</i> or <i>S (include only a specific type of exception)</i> .
7	Enter a number representing the exception you want to include in the report in the Exception Code field. Note: This parameter is required if the Exception
8	Option field has a value of <i>S</i> . Values are: <i>01</i> – No billing address <i>02</i> – Trail-in activity <i>03</i> – Trail-out activity <i>04</i> – Billing minimum not reached <i>05</i> – Budget exceeded in total <i>06</i> – Line item budget exceeded <i>07</i> – Expenses not included in format <i>08</i> – Billing items on hold
9	Click the Save Parameter Set as checkbox.
10	Enter a name and description in the Name and Description fields.
11	Verify the Submit radio button is selected.
12	Click the Save icon.
13	Click the Exit icon.
	Review output using instructions on previous section. Example of output follows.

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Section C: Day-to-Day Operations

Identifying Billing Exceptions (Continued)



Oracle Developer Forms Runtime - Web: Open > GJAPCTL - GJIREVO

File Edit Options Block Item Record Query Tools Help

Saved Output Review GJIREVO 7.0 (TEST)

Process: FRRBEXC Billing Exception Report
Number: 8148 File Name: frrbexc_8148.lis Lines: 21

*** REPORT CONTROL INFORMATION (frrbexc release 4.0) ***

Parameters have been entered via Job Submission.

Parameter Name	Value	Message
Seq No:	8148	
PMS :		
Grant Code:	S*	
To Date:	11-MAY-2006	
Exception Option:	A	All Exceptions
Exception Code:	1	Bill without billing address
Exception Code:	2	Trail In Activity
Exception Code:	3	Billing Item on Hold
Exception Code:	4	Budget Line Exceeded
Exception Code:	5	Budget Exceeded in total
Exception Code:	6	Billing Minimum not reached
Exception Code:	7	Expenses not included in format
Exception Code:	8	Trail Out Activity
Line Count:	55	Number of lines per page

Press KEY-COMMIT to save, KEY-DELREC to delete the output, TAB or ENTER to shift view.
Record: 1/21 ... <OSC>

start grantsbill... Training ... http://hf... Oracle D... http://hf... Oracle D... Inbox - ... 1:15 PM

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Section C: Day-to-Day Operations

Running Bills in Update Mode

Purpose

Run the Research Accounting Billing Process (FRRBILL) in Update mode after identifying your exceptions for the specified grant or PMS code.

Note: This process was previously run in audit mode.

Procedure

Follow the steps below to generate billing amounts and post transactions to ledgers.

Step	Action
1	Access the Research Accounting Billing Process (FRRBILL).
2	Enter <i>DATABASE</i> in the Printer field.
3	Indicate whether you want to generate bills by grant code or PMS code in the Bill by PMS Code/Grant Code field. Note: Values are <i>P</i> (<i>bill by PMS code</i>) or <i>G</i> (<i>bill by grant code</i>).
4	Indicate the way you want to enter PMS code(s) in the PMS Code Option field. Note: This is required only if the Bill by PMS Code/Grant Code field's value is <i>P</i> . Values are: <i>A</i> – Automatically enter all PMS codes <i>R</i> – Enter a range of PMS codes <i>W</i> – Search for a specific PMS code using a wildcard <i>S</i> – Enter a specific PMS code
5	Enter the first PMS code in a series in the From PMS Code field. Enter only if the PMS Code Option field's value is <i>R</i> .
6	Enter the last PMS code in a series in the To PMS Code field. Note: Enter only if the PMS Code Option field's value is <i>R</i> .
7	Enter the code that represents one or more grants from the same sponsoring agency with the same reimbursement requirements in the PMS Code field. Note: Enter only if the PMS Code Option field's value is <i>W</i> or <i>S</i> . You may use a wildcard (* or %) if the PMS Code Option field's value is <i>W</i> .

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Section C: Day-to-Day Operations

Running Bills in Update Mode (Continued)

Procedure, continued

Step	Action
8	<p>Indicate the way you want to enter Grant code(s) in the Grant Code Option field.</p> <p>Note: Enter only if the Bill by PMS Code/Grant Code field's value is <i>G</i>. Values are:</p> <p><i>A</i> – Automatically enter all Grant codes Warning will include all campuses.</p> <p><i>R</i> – Enter a range of Grant codes</p> <p><i>W</i> – Search for a specific Grant code using a wildcard</p> <p><i>S</i> – Enter a specific Grant code</p>
9	<p>Enter the first Grant code in a series in the From Grant Code field.</p> <p>Note: Enter only if the Grant Code Option field's value is <i>R</i>.</p>
10	<p>Enter the last grant code in a series in the To Grant Code field.</p> <p>Note: Enter only if the Grant Code Option field's value is <i>R</i>.</p>
11	<p>Enter the user-defined code that identifies a grant in the Grant Code field.</p> <p>Note: Enter only if the Grant Code Option field's value is <i>W</i> or <i>S</i>. You may use a wildcard (* or %) if the Grant Code Option field's value is <i>W</i>.</p>
12	<p>Enter the code in the Billing Format Code field that defines the format of a bill.</p>
13	<p>Specify which transactions to include in the billing process in the Billing Period To Date field.</p> <p>Note: Transactions with dates less than or equal to the Billing period to date will be selected. The default is the System date.</p>
14	<p>Indicate if this is the last bill for the grant or PMS code in the Final or Partial Payment field.</p> <p>Note: Values are <i>F</i> and <i>P</i>.</p>

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Section C: Day-to-Day Operations

Running Bills in Update Mode (Continued)

Procedure, continued

Step	Action
15	Indicate whether you want to bill for advance or reimbursement payments in the Advance/Reimbursement Payment field. Note: This is required only if the Billing Format Code value is <i>270B</i> . Values are <i>A</i> (bill for advance payment) or <i>R</i> (bill for reimbursement payment).
16	Indicate whether you want the system to generate a bill and post transactions to the ledger, or generate a bill only in the Execution Mode field. Note: Values are <i>U</i> (Update mode – generate a bill and post transactions) and <i>A</i> (Audit mode – generate a bill only).
17	Specify the type of output you want to generate in the Report Type field. Note: Values are <i>S</i> (generate output that summarizes information by grant) and <i>D</i> (generate output that shows detailed information by fund).
18	Enter the date on which the bill will be generated in the Bill Date field.
19	Enter the date that the transaction in the bill will be posted to the ledgers in the Posting Date field.
20	Indicate whether you want to generate a bill that includes retainage amounts (amounts withheld from previous bills by your organization) in the Bill Retainage field. Values are <i>Y</i> and <i>N</i> .
21	Indicate whether you want to generate a bill that includes payments withheld by the sponsoring agency in the Bill Payment W/H field. Note: Values are <i>Y</i> and <i>N</i> .
22	Click the Save Parameter Set as checkbox.
23	Enter a name and description in the Name and Description fields.
24	Verify the Submit radio button is selected.
25	Click the Save icon.
26	Click the Exit icon.

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Section C: Day-to-Day Operations

Reversing a Bill

Purpose

SCT Banner provides the functionality to make adjustments to bills that have been run in Update mode. First run the Bill Reversal Process (FRRBREV) to undo whatever the billing process has done.

SCT Banner form

The Research Accounting Billing Reversal Process (FRRBREV) form is used to reverse bills and transactions that have been run in Update mode.

Procedure

Follow the steps below to reverse a bill.

Step	Action
1	Access the Research Accounting Billing Reversal Process (FRRBREV).
2	Enter <i>DATABASE</i> in the Printer field.
3	Enter the PMS code on the bill you want to reverse in the PMS Code field.
4	Enter the Grant code on the bill you want to reverse in the Grant Code field.
5	Enter the invoice number of the bill you want to reverse in the Billing Invoice Number field.
	Note: This is a required field.

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Section C: Day-to-Day Operations

Reversing a Bill (Continued)

Procedure, continued

Step	Action
6	Enter the Adjustment number of the bill you want to reverse in the Invoice Adjustment Number field.
7	Click the Save Parameter Set as checkbox.
8	Enter a name and description in the Name and Description fields.
9	Verify the Submit radio button is selected.
10	Click the Save icon.
11	Click the Exit icon.

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Section C: Day-to-Day Operations

Viewing and Printing Bills

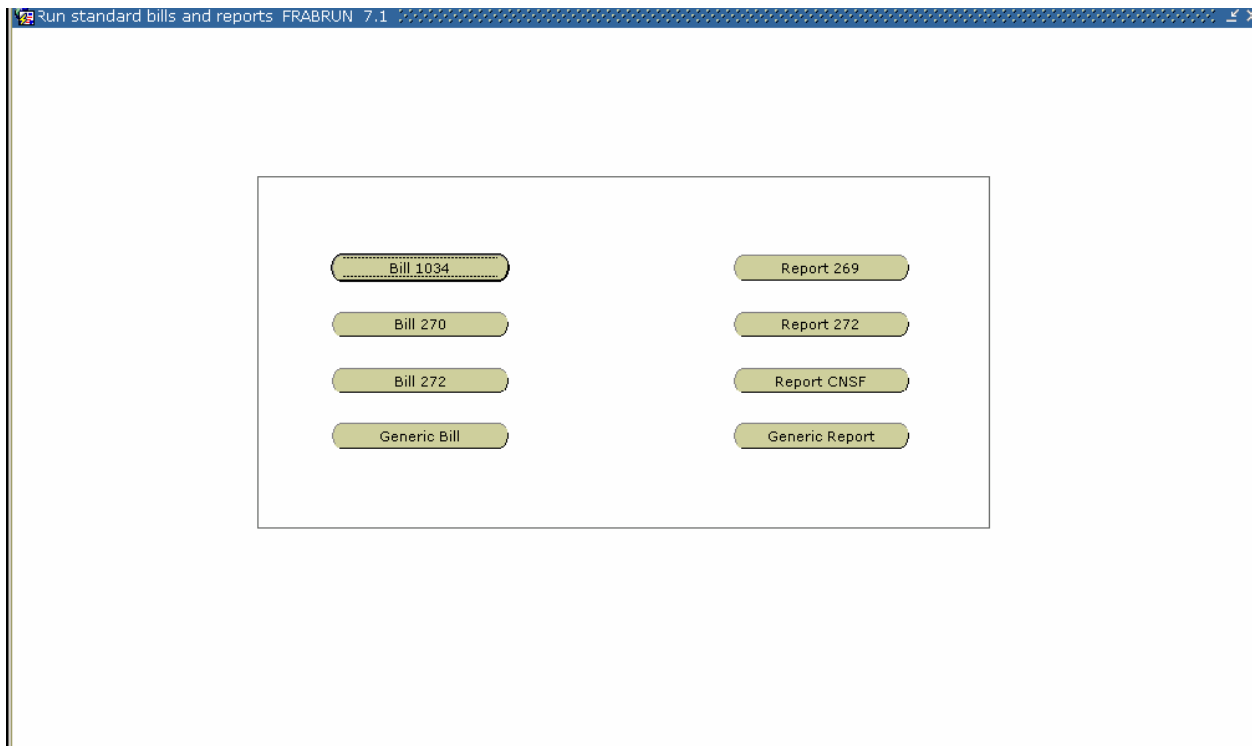
Introduction

After running the billing process, you can view single bills online using the Oracle Reports Server and print them using the forms listed below.

- Standard Billing 1034 Form (FRA134B)
- Standard Billing 270 Form (FRA270B)
- Standard Billing 272 Form (FRA272B)
- Generic Billing Form (FRAGENB)

Use the Standard Bill and Reports Form (FRABRUN) to select a format code and run bills or reports for all grants with a specified period to date.

Note: Period to date is a required field. Other parameters may be used to limit the selection. Refer to Chapter 25 of the Bookshelf Documentation for detailed information regarding parameter selection.



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Section C: Day-to-Day Operations

Using Standard Billing Form 1034

Purpose

The Standard Billing 1034 Form (FRA134B) is used to view, print, and change grant bills in the Standard 1034 format. You can also use this form to enter data from your legacy billing System.

SCT Banner form

Standard Billing 1034 FRA134B 7.0

Grant: 215501
 Bill Invoice: -

Grant: [] Voucher Number: [] - []
 Update Indicator: [] Final Indicator: [] Complete Indicator: []
 Date Submitted: []

Agency: []
 Address: []
 City: [] State or Province: [] Zip or Postal Code: []

Contract Number: []
 Payee's Name: [] Bill Amount: []
 Address: []
 City: [] State or Province: [] Zip or Postal Code: []

Period From: [] Period To: []
 PMS Code: []

Procedure

Follow the steps below to view, print and change your grant bills and/or enter data from your legacy billing system.

Step	Action
1	Access the Standard Billing 1034 Form (FRA134B). 2 Enter the user-defined or system-assigned Grant identification code and title in the Grant field.
2	Enter the user-defined or system-assigned Grant identification code and title in the Grant field.
3	Enter the invoice number that identifies a bill in the Bill Invoice field.
4	Select Bill Amount from the Options menu to view billing data.
5	Select the Bill 1034 (FRR134B) from the Options menu. Note: This allows you to produce the Standard Billing 1034 Form.
6	Click the Exit icon.

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Section C: Day-to-Day Operations

Using Standard Billing Form 270

Purpose

The Standard Billing 270 Form (FRA270B) is also used to view, print, and change grant bills in the standard 270 format. You can also use this window to enter data from your legacy billing system.

SCT Banner form

The screenshot shows a web browser window titled "Standard Billing 270 FRA270B 7.0". The form includes the following fields:

- Grant:** A dropdown menu with "215501" selected.
- Bill Invoice:** Two input boxes separated by a hyphen.
- Grant:** A dropdown menu.
- PMS Code:** A long text input field.
- Update Indicator:** A checkbox.
- Advance Indicator:** A checkbox.
- Final Indicator:** A checkbox.
- Complete Indicator:** A checkbox.
- Date Submitted:** A date input field with a calendar icon.
- Cash or Accrual:** A checkbox.
- Employer ID:** A text input field.
- Sponsor ID:** A text input field.
- Agency:** A text input field.
- Payee's Name:** A text input field.
- Address:** A text input field.
- City:** A text input field.
- State or Province:** A dropdown menu.
- Zip or Postal Code:** A text input field.
- Period From:** A date input field with a calendar icon.
- Period To:** A date input field with a calendar icon.

Procedure

Follow the steps below to view, print and change your grant bills and/or enter data from your legacy billing system.

Step	Action
1	Access the Standard Billing 270 Form (FRA270B).
2	Enter the user-defined or System-assigned Grant Identification code and title in the Grant field.
3	Enter the unique number that identifies a bill in the Bill Invoice field.
4	Perform a Next Block function.

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Using Standard Billing Form 270 (Continued)

Procedure, continued

Step	Action
5	Select Bill Amounts from the Options menu to navigate to the Computation Amount of Reimbursement/Advances Requested window to view current and cumulative billing information.
6	Select Bill 270 (FRR270B) from the Options menu to generate a bill that may be printed out or saved.
7	Click the Exit icon.

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Using Standard Billing Form 272

Purpose

Use Standard Billing 272 Form (FRA272B) to view, print, and change standard 272 bills for a grant. You can also use this window to enter data from your legacy billing system.

SCT Banner form

The screenshot shows a web browser window with the title 'Standard Billing 272 FRA272B 7.0'. The form contains the following fields:

- Grant: 215501 (dropdown menu)
- Bill Invoice: (dropdown menu)
- Grant: (dropdown menu)
- Last Invoice: (text input)
- Update Indicator: (checkbox)
- Final Indicator: (checkbox)
- Period From: (calendar icon)
- Period To: (calendar icon)
- Complete Indicator: (checkbox)
- Sponsor ID: (text input)
- Agency: (text input)
- Payee's Name: (text input)
- Address: (text input)
- City: (text input)
- State or Province: (dropdown menu)
- Zip or Postal Code: (text input)
- Employer ID: (text input)
- Letter of Credit Number: (text input)
- PMS Code: (text input)
- Date Submitted: (calendar icon)

Procedure 1

Follow these steps to complete the process.

Step	Action
1	Access the Standard Billing 272 Form (FRA272B).
2	Enter the Grant Identification code and title in the Grant field.
3	Enter the unique number to identify the bill in the Bill Invoice field.
4	The Adjustment Number field displays the number of times the bill has been adjusted.
5	Perform a Next Block function to view the information associated with the Grant code and invoice number.

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Using Standard Billing Form 272 (Continued)

Procedure 2

Follow the steps below to view the status of the federal cash using your grant code.

Step	Action
1	Select Federal Status Information from the Options menu to navigate to the Status of Federal Cash by Grant Code window to view amounts by grant.
2	Enter the Grant Identification code in the Grant Code field.
3	Enter the billing invoice and adjustment numbers generated by the Research Accounting Billing Process (FRRBILL) or your legacy billing system in the Bill Invoice field.

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Using Standard Billing Form 272 (Continued)

Purpose of the form fields

The table below describes the information and purpose of each field within the form.

Field Name	Purpose
Cash on Hand Beginning	Displays the ending balance of the previous bill. If you change this amount, the change will not be posted to the ledgers.
Letter of Credit Withdrawals	Displays the amount of payments received from the sponsoring agency during the period of this bill.
Treasury Check Payments	Displays the amount of Treasury check payments received during the period of this bill.
Total Receipts	Displays the sum of the values in the Letter of Credit Withdrawals and Check Payments Amount fields.
Total Cash Available	Displays the sum of the values in the Cash on Hand Beginning and Total Receipts fields.
Gross Disbursement	Displays the amount billed to the sponsoring agency. If you change this amount, the change will not be posted to the ledgers.
Federal Share of Program Income	Displays the Federal share of program income.
Net Disbursement	Displays the remainder of the value in the Gross Disbursement field minus the Federal Share Amount field.
Adjustments of Previous Periods	Displays the amount adjusted during previous Billing periods.
Period Cash on Hand of Period	Displays the value of the Total Cash Available field minus the Net Disbursement field plus the Previous Adjustment Amount field. If the value in this field is greater than zero, you must enter a value in the Days field.

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Using Standard Billing Form 272 (Continued)

Field Name	Purpose
Number of Days	Displays the number of days for the cash requirements. Note: You must enter a value in this field if the value in the Period Cash on Hand field is greater than zero.
Interest Income	Displays the amount of interest income.
Advances Amount	Displays the amount of advances made by your organization to secondary recipients.

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Section C: Day-to-Day Operations

Using Standard Billing Form 272 (Continued)

Procedure 3

Select Bill Header Information from the **Options** menu to return to the Bill Header Information. The table below provides the field names and their purpose.

Field Name	Purpose
Grant	Displays the Grant Identification code entered in the Key block.
Bill Invoice	Displays a unique number that identifies a bill.
Update Indicator	Indicates whether you can use the Generic Billing Form (FRAGENB) to update the bill. Values are <i>Y</i> and <i>N</i> . Note: If you use this form to update a bill, the ledgers will not be updated.
Final Indicator	Indicates whether this is the final bill for the grant. Values are <i>Y</i> and <i>N</i> .
Complete Indicator	Indicates whether the bill has been posted to the ledgers. Values are <i>Y</i> and <i>N</i> .
Sponsor ID	Displays the externally defined Grant Identification code and name of the sponsoring agency.
Payee's Name	Displays the name of the organization that will receive the payment.
Address, City, State, and Zip/PC	Displays the address of the organization that will receive the payment.
Employer ID	Displays the Tax identification number of the organization that will receive the payment.
Date Submitted	Displays the date on which the Research Accounting Report Process (FRRGRPT) or your legacy system generated the bill.
PMS Code	Displays the code that enables you to link together multiple grants from the same sponsoring agency that have the same reimbursement requirements.

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Using Standard Billing Form 272 (Continued)

Procedure 4

Follow the steps below to view, print and save the Standard Billing Form 272.

Step	Action
1	Select Bill 272 (FRR272B) from the Options menu to generate a bill that may be printed out or saved.
2	Click the Exit icon.

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Using the Generic Billing Form

Purpose

The Generic Billing Form (FRAGENB) is used to view, print and change your grant bills and/or enter data from your legacy billing system. Note: The billing process updates the budget amount in FRRGENB for each group sequence number. It does so provided that the grant is defined to be a cost reimbursable bill where the source for budget checking is the Grant Ledger.

SCT Banner form

The screenshot shows the 'Generic Bill FRAGENB 7.0' window. At the top, there are fields for 'Grant' (with a dropdown menu showing '215501'), 'Bill Format' (dropdown), and 'Bill Invoice' (dropdowns). Below this is a large form area with a yellow border. It contains several sections of fields:

- Grant Information:** Grant (dropdown), PMS Code (text), Update Indicator (checkbox), Final Indicator (checkbox), Complete Indicator (checkbox), Bill Format (dropdown), Group Sequence Number (dropdown), and Bill Invoice Number (dropdowns).
- Payee Information:** Sponsor ID (text), Agency (text), Payee's Name (text), Address (text), City (text), State or Province (text), and Zip or Postal Code (text).
- Financial and Date Information:** Employer ID (text), Budget Amount (text), Period From (text with calendar icon), Period To (text with calendar icon), Bill Amount (text), Retainage (text), and Date Submitted (text with calendar icon).

Procedure 1

Follow the steps below to complete the process.

Step	Action
1	Access the Generic Billing Form (FRAGENB).
2	Enter the Grant Identification code and title in the Grant field.
3	Enter the Bill Format Identification code and description in the Bill Format field.
4	The latest number that identifies a bill will display in the Bill Invoice field.
5	The Adjustment Number field displays the number of times the bill has been adjusted. Note: SCT Banner automatically increases the adjustment number each time you reverse or re-run a bill. For example, the first time you run a bill, the adjustment number is 0. If you reverse that bill, the adjustment number changes to 1. When you re-run the bill, the adjustment number changes to 2. The invoice # remains the same.
6	Block Next

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Section C: Day-to-Day Operations

Using the Generic Billing Form (Continued)

Procedure 2

Follow the steps below to view the amounts for all the expenditure groups on your bill.

Step	Action
1	Select the Summary Information from the Options menu. Note: This accesses the Summary information window on the Generic Billing Form (FRAGENB), where you may view the amounts for all the expenditure groups that are on the bill.
2	Select the PMS Information from the Options menu. Note: This accesses the window where you may view the amounts summarized by all grants that are linked to the code.
3	Select the Text Information from the Options menu. Note: This accesses the window where you may enter text that will be printed on the bill.
4	Click the Save icon if you entered text.
5	Select the Generic Bill (FRRGENB) from the Options menu. Note: This allows you to produce the bill in the generic format.
6	Click the Exit icon.

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Section C: Day-to-Day Operations

Producing Billing Reports

Purpose

The Research Accounting Report Process (FRRGRPT) is used to show the billing activity for grants. Prior to viewing and printing your reports, you need to assign reporting events on FRAEVGA and produce a report to show the billing activity for the grant using the Research Accounting Report Process Form (FRRGRPT).

Reports show the billing activity for grants. This process does not update the ledger, but it does update the Event Satisfied Indicator for the Grant code on FRAEVGA.

SCT Banner form

The screenshot shows the SCT Banner form for FRRGRPT. The title bar reads "Process Submission Controls GJAPCTL 7.0".

Process: FRRGRPT (dropdown) | Research Acct. Report Process (text field) | **Parameter Set:** (dropdown)

Printer Control

Printer: DATABASE (dropdown) | **Special Print:** (text field) | **Lines:** (checkbox) | **Submit Time:** (text field)

Parameter Values

	Parameters	Values
01	Report by PMS Code/Grant Code	G
02	PMS Code Option	
03	From PMS Code	
04	To PMS Code	
05	PMS Code	
06	Grant Code Option	
07	From Grant Code	
08	To Grant Code	

LENGTH: 1 TYPE: Character O/R: Required M/S: Single
Enter (P)MS Code or (G)rant Code

Submission

Save Parameter Set as | **Name:** (text field) | **Description:** (text field) | Hold | Submit

Procedure

Follow the steps below to produce a report showing the billing activity for your grants.

Step	Action
1	Access the Research Accounting Report Process (FRRGRPT).
2	Enter <i>DATABASE</i> in the Printer field.

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Producing Billing Reports (Continued)

Procedure, continued

Step	Action
3	<p>Indicate whether to generate reports by Grant code or PMS code in the Report by PMS Code/Grant Code field.</p> <p>Note: Values are P (<i>Generate reports by PMS code</i>) and G (<i>Generate reports by grant code</i>). This is a required field.</p>
4	<p>Indicate the way you want to enter PMS code(s) in the PMS Code Option field.</p> <p>Note: Enter only if the Report by PMS Code/Grant Code field's value is P. Values are:</p> <p>A – Automatically enter all PMS codes R – Enter a range of PMS codes W – Search for a specific PMS code using a wildcard S – Enter a specific PMS code</p>
5	<p>Enter the first PMS code in a series in the From PMS Code field.</p> <p>Note: This is required only if the PMS Code Option field's value is R.</p>
6	<p>Enter the last PMS code in a series in the To PMS Code field.</p> <p>Note: This is required only if the PMS Code Option field's value is R.</p>
7	<p>Enter a user-defined code representing one or more grants from the same sponsoring agency with the same reimbursement requirements in the PMS Code field.</p> <p>Note: Enter only if the PMS Code Option field's value is W or S. You may use a wildcard (* or %) if the PMS Code Option field's value is W.</p>
8	<p>Indicate the way you want to enter grant code(s) in the Grant Code Option field.</p> <p>Note: Enter only if the Bill by PMS/Grant Code field's value is G. Values are:</p> <p>A – Automatically enter all grant codes B – Enter a range of grant codes W – Search for a specific grant code using a wildcard S – Enter a specific grant code</p>

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Producing Billing Reports (Continued)

Procedure, continued

Step	Action
9	Indicate the first Grant code in a series in the From Grant Code field. Note: This is required only if the Grant Code Option field's value is <i>R</i> .
10	Indicate the last Grant code in a series in the To Grant Code field. Note: This is required only if the Grant Code Option field's value is <i>R</i> .
11	Enter the user-defined code identifying a grant in the Grant Code field. Note: This is required only if the Grant Code Option value is <i>W</i> or <i>S</i> . You may use a wildcard (* or %) if the Grant Code Option field's value is <i>R</i> .
12	Enter the code that defines the format of a report in the Report Format Code field. Note: This is a required field.
13	Enter the last date of the Reporting period you want to include in the output in the Reporting Period To Date field. Note: Reporting periods are defined on the Grant Events Assignment Form (FRAEVGA).
14	Indicate whether this is the last report for the grant or PMS code in the Final Date field. Note: Values are <i>Y</i> (<i>This is a final report</i>) or <i>N</i> (<i>This is not a final report</i>). The default is <i>N</i> .
15	Click the Save Parameter Set as checkbox.
16	Enter a name and description in the Name and Description fields.
17	Click the Submit radio button.
18	Click the Save icon to execute the report.
19	Select Review Output on the Options menu to review the report.
20	Click the Exit icon.

Review output as outlined previously

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Section C: Day-to-Day Operations

Using Standard Report 269

Introduction

You can view your reports online using these forms:

- Standard Report 269 Form (FRA269R)
- Generic Report Form (FRAGENR)
- Standard Report 272 Form (FRA272R)

SCT Banner form

The Banner Standard Report 269 Form (FRA269R) is used to view, print, and change grant reports in the standard 269 format.

Standard Report 269 FRA269R 7.0

Grant:

Grant:

Final Indicator:

Sponsor ID:

PMS Code:

Grant Period From: Period To:

Employer ID:

Agency:

Recipient Organization:

Address:

City: State or Province: Zip or Postal Code:

Date Submitted:

Period From:

Period To:

Cash Basis

Procedure

Follow the steps below to use the Standard Report 269 Form.

Step	Action
1	Access the Standard Report 269 Form (FRA269R).
2	Enter the Grant Identification code and title in the Grant field. Note: The description associated with the code displays.
3	Performing a Next Block function displays the following SCT Banner field information.

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Using Standard Report 269 (Continued)

Field names

The following table displays the following SCT Banner field information.

Field Name	Purpose
Grant	Displays the user-defined (or system-assigned) Grant Identification code and title.
Final Indicator	Indicates whether this is the final report for a grant. Values are <i>Y</i> and <i>N</i> .
Period From	Displays the start date of the Reporting period.
Period To	Displays the end date of the reporting period.
Sponsor ID	Displays the Grant Identification code assigned by the sponsoring agency.
Cash Basis	Indicates whether the grant is cash or accrual basis.
PMS Code	Displays the user-defined code that enables you to link together multiple grants from the same sponsoring agency that have the same reimbursement requirements.
Grant Period From	Displays the start date of the grant funding.
Period To	Displays the end date of the grant funding.
Employer ID	Displays the tax identification number of the organization that will receive the payment.
Agency	Displays the name of the sponsoring agency associated with this grant.
Recipient Organization	Displays the name and address of the organization that receives payments.
Address, City, State or Province, and Zip or Postal Code	Displays the address of the organization that receives payments.
Date Submitted	Displays the date on which FRRGRPT or your legacy system generated the report.

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Viewing Report Amounts

Displayed SCT Banner information

Select Report Amount from the **Options** menu to view the amounts of the report. This option also displays the following information in each field.

Field Name	Purpose
Grant Code	Displays the user-defined (or system-assigned) Grant Identification code and title.
Period to date	Displays the end date of the report request period.
Total Outlays Previously Reported	Displays the total expenses for the prior reporting period for the grant.
Total Outlays this Period	Displays the total expenses for the current reporting period for the grant.
Total outlays Cumulative	Displays the cumulative total expenses for the current and all prior reporting periods for the grant.
Recipient share of Outlays previously reported	Displays the amount of cost share for the prior reporting period for the grant.
Recipient share of Outlays this period	Displays the amount of cost share for the current reporting period for the grant.
Recipient share of outlays cumulative	Displays the cumulative amount of cost share for the current and all prior reporting periods for the grant.
Federal share of Outlays	Displays the net value of the grant sponsor's expenses for the current and all prior funding periods for the grant.
Total unliquidated obligations	Displays the total amount of encumbrances and reservations for the current and all prior funding periods for the grant.
Recipient share of unliquidated obligations	Displays the total amount of the grant recipient's encumbrances and reservations for the current and all prior funding periods for the grant.
Federal share of unliquidated obligations	Displays the total of the grant sponsor's unliquidated obligations for the current and all prior funding periods for the grant.

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Viewing Report Amounts (Continued)

Displayed SCT Banner information, continued

Field Name	Purpose
Total Federal share	Displays the total of the grant sponsor's expenses, encumbrances, and reservations for the current and all prior funding periods for the grant.
Total Federal funds authorized for this funding period	Displays the total budget authorized by the grant sponsor for the current and all prior funding periods for the grant.
Unobligated balance	Displays the total unobligated funds authorized by the grant sponsor for the current and all prior funding periods for the grant
Rate Type Indicator	Indicates the type of rate used for indirect cost calculations. Values are: <i>P</i> – Provisional rate <i>R</i> – Predetermined rate <i>F</i> – Final rate <i>X</i> – Fixed rate
Indirect Cost rate	Displays the percentage rate at which indirect costs are calculated.
Direct Expense Amount	Displays the cumulative total of expenses for all periods for the grant.
Indirect Expense Amount	Displays the cumulative total of indirect expenses for all periods for the grant.
Federal Share Amount	Displays the cumulative total of federal share of indirect costs for all periods for the grant.

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Using the Generic Report Form

Purpose

The Generic Report Form (FRAGENR) is used to view grant information.

SCT Banner form

The screenshot shows the 'Generic Report FRAGENR 7.0' window. At the top, there are two dropdown menus for 'Grant' and 'Report Format'. Below these, a horizontal line separates the header from the main form area. The form contains several input fields: 'Grant' (dropdown), 'PMS Code' (text), 'Report Format' (dropdown), 'Group Sequence Number' (dropdown), 'Sponsor ID' (text), 'Agency' (text), 'Payee's Name' (text), 'Address' (text), 'City' (text), 'State or Province' (text), 'Zip or Postal Code' (text), 'Employer ID' (text), 'Budget Amount' (text), 'Period From' (text with calendar icon), 'Period To' (text with calendar icon), 'Report Amount' (text), 'Retainage' (text), 'Date Submitted' (text with calendar icon), and a 'Final Indicator' checkbox.

Procedure 1

Follow the steps below to complete the procedure.

Step	Action
1	Access the Generic Report Form (FRAGENR).
2	Enter the grant identification code and title in the Grant field.
3	Enter the Report Format Identification code and description in the Report Format field.
4	Perform a Next Block function to display the report data.

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Section C: Day-to-Day Operations

Using the Generic Report Form (Continued)

Displayed SCT Banner data

The table below provides the field names and their purpose after performing a **Next Block** function.

Field Name	Purpose
Grant	Displays the Grant Identification code entered in the Key block.
Final Indicator	Indicates whether this is the final report for the grant. Values are <i>Y</i> and <i>N</i> .
PMS Code	Displays the code that enables you to link together multiple grants from the same sponsoring agency that have the same reimbursement requirements.
Report Format	Displays the Report Format Identification code and description.
Group Sequence Number	Displays the sequence number and description of an expenditure group (for example, salaries or supplies).
Sponsor ID	Displays the externally defined identification code and name of the sponsoring agency.
Payee's Name, Address, City, State or Province, and Zip or Postal Code	Display the name and address of the organization that will receive the payment.
Employer ID	Displays the tax identification number of the organization that will receive the payment.
Report Amount	Displays the amount reported for the expenditure group.
Budget Amount	Displays the dollar amount budgeted for the expenditure group.
Retainage	Displays the amount withheld from the bill for the expenditure group.
Period From	Displays the start date of the reporting period.
Period To	Displays the end date of the reporting period.
Date Submitted	Displays the date on which the Research Accounting Report Process (FRRGRPT) or your legacy system generated the report.

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Section C: Day-to-Day Operations

Using the Generic Report Form (Continued)

Procedure 2

Follow these steps to complete the process.

Step	Action
1	Select Summary Information from the Options menu to access the Summary Information window. Note: Use this window to view the amounts for all the expenditure groups that are in the report.
2	Select PMS Information from the Options menu to access the same window where you may view the amounts summarized by all grants that are linked to the code.
3	Select Text Information from the Options menu to access the same window where you may enter text that can be printed in the report.
4	Select Generic Report from the Options menu to produce the report in the generic format.
5	Click the Exit icon.

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Using Standard Report 272

Purpose

The Standard Report 272 Form (FRA272R) is used to view, print, and change Grant reports in the standard 272 format.

SCT Banner form

Standard Report 272 FRA272R 7.0

Grant:

Grant: Date Submitted:

PMS Code:

Final Indicator:

Employer ID:

Letter of Credit Number:

Sponsor ID:

Agency:

Payee's Name:

Address:

City: State or Province: Zip or Postal Code:

Period From: Period To:

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Standard Report 272 Form (FRA272R).
2	Enter the Grant Identification code and title in the Grant field.
3	Perform a Next Block function to view the information associated with the grant code and invoice number.

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Using Standard Report 272 (Continued)

Displayed form data

Field Name	Purpose
Grant	Displays the user-defined (or system-assigned) Grant Identification code and title.
Date Submitted	Displays the date on which the Research Accounting Report Process (FRRGRPT) or your legacy system generated the bill.
PMS Code	Displays the user-defined code that enables you to link together multiple grants from the same sponsoring agency that have the same reimbursement requirements.
Final Indicator	Indicates whether this is the final report for a grant. Values are <i>Y</i> and <i>N</i> .
Employer ID	Displays the tax identification number of the organization that will receive the payment.
Letter of Credit Number	Displays the user-defined code associated with the letter of credit.
Sponsor ID	Displays the Grant Identification code assigned by the sponsoring agency.
Payee's Name, Address, City, State or Province, and Zip or Postal Code	Displays the name and address of the organization that will receive the payment.
Period From	Displays the start date of the reporting period.
Period To	Displays the end date of the reporting period.

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Section C: Day-to-Day Operations

Using Standard Report 272 (Continued)

Displayed information

You can view your report amounts for the selected reporting period by selecting the Status of Federal Cash by PMS Code window. This will display the information detailed below.

Field Name	Purpose
Grant Code	Displays the Grant code.
Period to Date	Displays the ending date of the reporting period.
Cash on Hand Beginning of Report Period	Displays the ending balance of the previous report.
Letter of Credit Withdrawals	Displays the amount of payments received from the sponsoring agency during the period of this report.
Treasury Check Payments	Displays the amount of treasury check payments received during the period of this report.
Total Receipts	Displays the sum of the values in the Letter of Credit Withdrawals and Treasury Check Payments fields.
Total Cash Available	Displays the sum of values in the Cash on Hand Beginning of Report Period and Total Receipts fields.
Gross Disbursement	Displays the amount billed to the sponsoring agency (total expenses incurred during the period of this report).
Federal Share of Program Income	Displays the federal share of program income.
Net Disbursement	Displays the remainder of the value in the Gross Disbursement field minus the Federal Share Amount field.
Adjustments of Prior Periods	Displays the amount that was adjusted during previous billing periods.
End of Period Cash on Hand	Displays the value of the Total Cash Available field minus the Net Disbursement field plus the Previous Adjustment Amount field.
Interest Income	Displays the amount of interest income.
Amount of Advances	Displays the amount of advances made by your organization to secondary recipients.

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Section C: Day-to-Day Operations

Entering an Agency Payment

Introduction

Once an agency payment is received, you will need to identify the agency to SCT Banner and then record the payment.

Use the Grant Payments Entry Form (FRAAREV) to record payments against an agency. The form allows you to do the following:

- enter payments against one grant or enter a letter-of-credit drawdown that is against a PMSC code
- enter payments withheld by the agency
- credit transactions for a specific grant (by Grant code)
- view all charges, payments, transfers, and balances by agency, PMS Code or individual grant.

In order to enter payments on this form you must be granted appropriate access via the TFAUPRF form. This needs to be coordinated with the Accounts Receivable/Cashiering Personnel.

SCT Banner form

Research Accounting Payments Entry FRAAREV 7.0

Grant: 215501 NSF Grant Research Project

Agency: []

PMS Code: [] Distribute to Grants

Detail Code: []

Amount: [] User: FAISUSR

Transaction Number	Grant	Detail Code	Charge	Payment	Balance	Transaction Date	Invoice Number
[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]

Query Balance: [] .00

Grant Balance: []

PMS Balance: []

Agency Balance: []

Retainage Withholding Balance: []

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Section C: Day-to-Day Operations

Entering an Agency Payment (Continued)

Procedure

Follow the steps to record a payment received from an agency.

Step	Action
1	Access the Grant Payments Entry Form (FRAAREV).
2	Enter the Grant Identification code in the Grant field. Note: The description associated with the code displays automatically.
3	Enter the code and name of a sponsoring agency associated with the grant in the Agency field.
4	Enter the user-defined code that enables you to link together multiple grants from the same sponsoring agency that have the same reimbursement requirements in the PMS Code field.
5	Click the Distribute to Grants checkbox if you want the payment to be distributed to all grants associated with the PMS code.
6	The Detail Code field displays the code indicating the type of payment. Note: A detail code is a payment or charge type transaction code established on the Detail Code Control Form (TFADETC or TSADETC) as part of the set-up process. Only detail codes with a category of GRN on the Detail Code Control Form (TFADETC or TSADETC) may be used on this form.
7	Enter the amount of the payment in the Amount field, if you are entering a payment that will be distributed to the grants associated with a PMS code. Note: If applying payment against single grant code, perform a Next Block function and enter detail code and payment amount on a new record. If payment fund code was not entered on the billing options window of FRAGRNT, it will need to be entered on FRAAREV.

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Section C: Day-to-Day Operations

Entering an Agency Payment (Continued)

Procedure, continued

Step	Action
8	Click the Save icon.
9	<p>Click the Exit icon.</p> <p>Note: Once payment has been applied, the cashier session needs to be closed and finalized on the Cashier Session Review Form (TGACREV) and Cashier Supervisor Form TGACSPV and the following processes and scripts need to be run manually from the Process Submission Controls Form (GJAPCTL) or set up to run automatically overnight:</p> <p>Application of Payment Process (TRRAPPL) Accounting Feed Process (TGRFEED) Finance Feed Sweep Process (FURFEED) Interface Process (FGRTRNI) Posting Process (FGRACTG)</p>

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Section C: Day-to-Day Operations

Unapplying an Agency Payment

Introduction

Payments that have been applied incorrectly may be corrected by unapplying the payments, which is a two-step process. First, you need to identify the grant using the Unapplication of Payments Form (FRAUNAP). Next, you will need to run the Unapplication of Payments Process (TRRUNAP) to unapply the payment.

Warning: Only payments applied without inv seq # on FRAAREV can be unapplied.

SCT Banner form

Use the Unapplication of Payments Form (FRAUNAP) to identify the grant and verify the accuracy of the information.

Research Accounting Unapplication of Payments FRAUNAP 7.0

Grant: 215501 NSF Grant Research Project

Agency: _____

User: FAISUSR

Detail Code	Description	Transaction Number	Applied Payments Date	Charge or Payment	Amount	Balance

Transaction Number: _____ Unapplication of Payments Applied Date: _____

Procedure 1

Follow the steps to identify the grant and verify the agency payment information.

Step	Action
1	Access the Unapplication of Payments Form (FRAUNAP).
2	Enter the user-defined (or system-assigned) Grant Identification code and title in the Grant field.
3	The Agency field displays the code and name of the sponsoring agency associated with the grant.
4	The User field displays the ID of the user.

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Section C: Day-to-Day Operations

Unapplying an Agency Payment (Continued)

Procedure, continued

Step	Action
5	Perform a Next Block function, which displays the recorded transaction payment information.

Field Name	Description
Detail Code	Displays the Detail code of the payment along with its description.
Transaction Number	Displays the transaction number of the payment.
Applied Payments Date	Displays the transaction date of the payment.
Charge or Payment	Indicates whether the transaction is a charge or payment. A negative charge is the only type of charge displayed on this form.
Amount	Displays the amount of the payment or negative charge transaction.
Balance	Displays the balance of the payment line item.
Transaction Number	Displays the transaction number of the payment you want to unapply.
Unapplication of Payments Applied Date	Displays the start date of the period for which you want to unapply payments. Any payments that were applied from this date forward will be unapplied.

Step	Action
6	Click the Exit icon.

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Section C: Day-to-Day Operations

Unapplying an Agency Payment (Continued)

Purpose

The next step in the process of unapplying an agency payment is to run the Unapplication of Payments Process. Use the Unapplication of Payments Process (TRRUNAP) form to unapply the agency payment.

SCT Banner form

The screenshot shows the 'Process Submission Controls' window for 'GJAPCTL 7.0'. The 'Process' is set to 'TRRUNAP' and the 'Parameter Set' is empty. The 'Printer Control' section shows 'Printer' as 'DATABASE', 'Special Print' as empty, 'Lines' as '55', and 'Submit Time' as empty. The 'Parameter Values' section has a table with two columns: 'Parameters' and 'Values'. The 'Parameters' column has a dropdown menu set to 'Enter Grant Option'. The 'Values' column has a dropdown menu set to 'A'. Below the table, there is a note: 'LENGTH: 1 TYPE: Character O/R: Optional M/S: Single Values (A)ll, (W)ildcard, (R)ange, and (S)pecific.' The 'Submission' section has a checkbox for 'Save Parameter Set as', 'Name' and 'Description' fields, and radio buttons for 'Hold' and 'Submit'.

Procedure 2

Follow these steps to complete the process.

Step	Action
1	Access the Unapplication of Payments Process (TRRUNAP).
2	Enter <i>DATABASE</i> in the Printer field.
3	Enter a value in the Enter Grant Option field that indicates the way you want to enter Grant code(s). Values are: A– Automatically enter all grant codes R– Enter a range of grant codes W– Search for a specific grant code using a wildcard S– Enter a specific grant code

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Section C: Day-to-Day Operations

Unapplying an Agency Payment (Continued)

Procedure, continued

Step	Action
4	Enter the first Grant code in a series in the Grant From field. Note: Enter only if the Enter Grant Option field's value is <i>R</i> .
5	Enter the last grant code in a series in the Grant To field. Note: Enter only if the Enter Grant Option field's value is <i>R</i> .
6	Enter a partial grant code that contains a wildcard (* or %) in the Grant Wildcards field. Note: Enter only if the Enter Grant Option field's value is <i>W</i> .
7	Enter the user-defined code identifying a grant in the Specific Grants field. Note: All of the payments that were applied to charges on or after the date entered in the Unapply Date (DD-MON-YYYY) field will be selected.
8	Click the Save Parameter Set as checkbox.
9	Enter a name and description in the Name and Description fields.
10	Click the Submit radio button.
11	Click the Save icon to execute the report.
12	Click the Exit icon.

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Section C: Day-to-Day Operations

Running Queries

Types of queries

SCT Banner provides the capability to run queries regarding your billing, payment and report information. You will need to use the specified forms described on this page.

The procedural steps required to run a query are provided for only one of the forms, as the procedure is the same for each form.

Grant Summary Query

The Grant Summary Query Form (FRIGSUM) displays the summary activity of unbilled amounts, billed amounts, payment amounts, and withholding for Grants Auto Payment Management System code.

Grant Billing Query

The Grant Billing Query Form (FRIBILL) displays all the billing invoice numbers, the bill amounts, and the payments against those bills.

Billing Detail Inquiry

The Billing Detail Inquiry Form (FRIBDET) displays all the activity in detail, including unbilled activity, billed activity, and payment activity.

Standard Billing 1034 Query

The Standard Billing 1034 Query Form (FRI134B) provides a listing of all grants that use the Standard Form 1034 format. It displays a listing of invoice numbers and billing information in a columnar format.

Standard Billing 272 Query

The Standard Billing 272 Query Form (FRI272B) provides a listing of all grants that use the Standard Billing Form 272 format. It displays a listing of invoice numbers and billing information in a columnar format.

Standard Billing 270 Query

The Standard Billing 270 Query Form (FRI270B) provides a listing of all grants that use the Standard Billing Form 270 format. It displays the invoice number billing information in a columnar format.

Generic Billing Query

The Generic Billing Query Form (FRIGENB) provides a listing of all grants that use generic format. It displays a listing of all grants and their associated Generic Bill Format codes, invoice numbers, and the billing information in a columnar format.

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Section C: Day-to-Day Operations

Running Queries (Continued)

Grant Application of Payments Query

The Grant Application of Payments Query Form (FRIAPPL) displays the application of payments history including the detail of payments and applied charges.

Generic Report Query

The Generic Report Query Form (FRIGENR) provides a listing of all grants that use the generic report format.

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Section C: Day-to-Day Operations

Summary

Let's review

As a result of completing this workbook, you have

- created various codes needed to perform grants billing procedures
- created system control records
- updated grant billing information
- created billed accounts receivable and retainage accounts
- assigned event codes to a grant
- created a grant and associated it to a fund
- set up, made adjustments to, and queried bills
- viewed and printed bills
- run the billing process
- processed various reports
- recorded, applied, and unapplied payments
- viewed the various query forms.

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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

What are the three ways to create a grant?

Question 2

Which form provides the ability to post grants beyond their termination date?

Question 3

Any user can enter data after the termination date on FTMFUND?
True or False

Question 4

Select the correct statement.
A Grant can be copied from a Proposal.
A Proposal can be copied from a Grant.

Question 5

What are the benefits of being able to review unbilled transactions online before you run the Billing process?

Question 6

Which two forms are used for reviewing unbilled transactions?

Question 7

The billing process can be run in Audit or Update mode. Which mode populates the corresponding bill format tables allowing you to view the bills online?

Question 8

Which mode updates the unbilled status of transactions to bill status in the billing detail table?

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Section C: Day-to-Day Operations

Self Check (Continued)

Question 9

What mode is used to run the billing report to generate a list of all grants that have exceptions associated with them?

Question 10

The Billing Exception Report (FRRBEXC) can only be run by Grant code for a specific Billing Period End date.

True or False

Question 11

The Research Accounting Report Process (FRRGRPT) produces reports that show the billing activity for grants.

True or False

Question 12

Running the Report Process (FRRGRPT) updates both the ledger and the Event Satisfied indicator for the Grant or PMS code.

True or False

Question 13

When the billing process is run in Audit mode, you can change the amounts on the forms.

True or False

Question 14

The Standard Bill and Reports Form (FRABRUN) is used to run bills for all grants with the same Format code for a specified period end date.

True or False

Question 15

Which three forms can be used to view reports online?

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Section C: Day-to-Day Operations

Self Check (Continued)

Question 16

Before you view, print, or modify a report, you must run the Research Accounting Report Process (FRRGRPT).

True or False

Question 17

Which two processes are used to make adjustments to bills?

Question 18

The Billing Process (FRRBILL) is used to undo whatever the billing process has done.

True or False

Question 19

The Grant Payments Entry Form (FRAAREV) can be used to enter payments withheld by the agency.

True or False

Question 20

Only Detail codes with a category of GRN on the Detail Code Control Form (TFADETC or TSADETC) may be used on the Grant Payments Entry Form (FRAAREV).

True or False

Question 21

The Grants Application of Payments Process (TRRAPPL) does *not* have any parameters or printer output.

True or False

Question 22

Which form displays the summary activity of unbilled amounts, billed amounts, and payment amounts?

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Section C: Day-to-Day Operations

Answer Key for Self Check

Question 1

What are the three ways to create a grant?

- **from scratch**
- **from a proposal – where you can change/edit any field**
- **from an existing grant – copy/use the template**

Question 2

Which form provides the ability to post grants beyond their termination date?

Fund Code Maintenance Form (FTMFUND)

Question 3

Any user can enter data after the termination date on FTMFUND?

False. Only users who have clearance through the User Profile Maintenance Form (FOMPROF) are authorized to enter data after the trail out period.

Question 4

Select the correct statement.

A Grant can be copied from a Proposal.

A Proposal can be copied from a Grant.

Question 5

What are the benefits of being able to review unbilled transactions online before you run the Billing process?

This allows you to

- **manually place a transaction on hold so that it will not be billed to the agency**
- **release a transaction from hold**
- **change the Billing period for a particular transaction**
- **preview all the grants that will be selected if you run the Billing process for a specified period and date**

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Section C: Day-to-Day Operations

Answer Key for Self Check (Continued)

Question 6

Which form is used for reviewing unbilled transactions?

Unbilled Status Control Form (FRABDCN)

Question 7

The billing process can be run in Audit or Update mode. Which mode populates the corresponding bill format tables allowing you to view the bills online?

Both Audit and Update mode

Question 8

Which mode updates the unbilled status of transactions to bill status in the billing detail table?

Update mode

Question 9

What mode is used to run the billing report to generate a list of all grants that have exceptions associated with them?

Audit mode

Question 10

The Billing Exception Report (FRRBEXC) can only be run by Grant code for a specific Billing Period End date.

False. You can run this report by Grant or by PMS code for a specific Billing Period End date.

Question 11

The Research Accounting Report Process (FRRGRPT) produces reports that show the billing activity for grants.

True

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Section C: Day-to-Day Operations

Answer Key for Self Check (Continued)

Question 12

Running the Report Process (FRRGRPT) updates both the ledger and the Event Satisfied indicator for the Grant or PMS code.

False. Somewhat of a trick question, running the report process does NOT update the ledger, just the Event Satisfied indicator.

Question 13

When the billing process is run in Audit mode, you can change the amounts on the forms.

False. You can change the amounts when the billing process is run in Update mode.

Question 14

The Standard Bill and Reports Form (FRABRUN) is used to run bills for all grants with the same Format code for a specified period end date.

True

Question 15

Which three forms can be used to view reports online?

Standard Report 269 Form (FRA269R)

Generic Report Form (FRAGENR)

Standard Report 272 Form (FRA272R)

Question 16

Before you view, print, or modify a report, you must run the Research Accounting Report Process (FRRGRPT).

True. Once run, you can then view amounts in the report by Grant or by Payment Management System (PMS) code.

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Section C: Day-to-Day Operations

Answer Key for Self Check (Continued)

Question 17

Which two processes are used to make adjustments to bills?

Bill Reversal Process (FRRBREV)

Billing Process (FRRBILL)

Question 18

The Billing Process (FRRBILL) is used to undo whatever the billing process has done.

False. The Bill Reversal Process (FRRBREV) is used to undo whatever the billing process has done.

Question 19

The Grant Payments Entry Form (FRAAREV) can be used to enter payments withheld by the agency.

True

Question 20

Only Detail codes with a category of GRN on the Detail Code Control Form (TFADETC or TSADETC) may be used on the Grant Payments Entry Form (FRAAREV).

True

Question 21

The Grants Application of Payments Process (TRRAPPL) does *not* have any parameters or printer output.

True

Question 22

Which form displays the summary activity of unbilled amounts, billed amounts, and payment amounts?

The Grant Summary Query Form (FRIGSUM)

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Section D: Day-to-Day Operations

Overview

Introduction

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

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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	FOASYSC	Deferred Grant Process	FRRGRNT
Research Accounting System Control	FRASYSC	Bill Process Miscellaneous Transaction Form Grant Payments Entry Form Grant Maintenance Form	FRRBILL TFAMISC FRAAREV FRAGRNT
Billing Format Validation	FRVBFRM	Event Assignment Form Grant Maintenance Form Standard Billing 1034 Form Standard Billing 270 Form Standard Billing 272 Form Banner Standard Report 269 Form Generic Report Form Standard Report 272 Form	FRAEVGA FRAGRNT FRA134B FRA270B FRA272B FRA269R FRAGENR FRA272R
Grant Billing Format	FTMBFRM		FRVBFRM
Payment Management System Code Maintenance	FRVPMSC	Grant Maintenance Form Event Assignment Form Grant Payments Entry Form	FRAGRNT FRAEVGA FRAAREV FRABDCN
Billing Exclusion Maintenance	FTMBECL	Deferred Grant Process	FRAGRNT
Event Code Validation	FRVEVNT	Event Assignment Form	FRAEVGA
Detail Code Control	TFADETC	Grant Payments Entry Form	FRAAREV

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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/Process	Setup Forms Needed
Grant Maintenance Form (FRAGRNT)	<ul style="list-style-type: none"> • Research Accounting System Control (FRASYSC) • System Data Maintenance (FTMSDAT) • Agency Code Maintenance (FTMAGCY) • Payment Management System Code Maintenance (FRVPMSC) • Billing Exclusion Maintenance (FTMBECL) • Indirect Cost and Cost Share Validation Forms
Fund Code Maintenance Form (FTMFUND)	<ul style="list-style-type: none"> • Grant Maintenance Form (FRAGRNT) • Account Code Maintenance (FTMACCT) – Unbilled Accrual AR, Revenue Account • Bank Code Rules (GXR BANK) – cash receipt bank code
Research Accounting Fund Form (FRMFUND)	<ul style="list-style-type: none"> • Fund Code Maintenance Form (FTMFUND) • Account Code Maintenance (FTMACCT)- Billed AR Account, Retainage Account Code and percentage • Indirect Cost and Cost Share Validation Forms
Event Assignment Form (FRAEVGA)	<ul style="list-style-type: none"> • Grant Maintenance Form (FRAGRNT) • Event Code Validation Form (FRVEVNT) • Grant Billing Validation (FRVBFRM) • Grant Billing Format (FTMBFRM)

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Section D: Reference

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

Day-to-Day Form/Process	Setup Forms Needed
Deferred Grant Process (FRRGRNT)	<ul style="list-style-type: none"> • System Control Maintenance (FOASYSC) • Grant Maintenance Form (FRAGRNT) • Fund Code Maintenance Form (FTMFUND) • Research Accounting Fund Form (FRMFUND)
Unbilled Status Control Form (FRABDCN)	<ul style="list-style-type: none"> • Deferred Grant Process (FRRGRNT then posting)
Bill Process (FRRBILL)	<ul style="list-style-type: none"> • Research Accounting System Control (FRASYSC) • Grant Maintenance Form (FRAGRNT) - Grant Bill Window • Fund Code Maintenance Form (FTMFUND) • Research Accounting Fund Form (FRMFUND) • Grant Events Assignment (FRAEVGA) • Deferred Grant Process (FRRGRNT)
Miscellaneous Transaction Form (TFAMISC)	<ul style="list-style-type: none"> • Research Accounting System Control (FRASYSC)
Grant Payments Entry Form (FRAAREV)	<ul style="list-style-type: none"> • Research Accounting System Control (FRASYSC) • User Profile Definition (TGAUPRF) • Detail Code Control Form (TFADETC) • Fund Code Maintenance Form (FTMFUND) • Research Accounting Fund Form (FRMFUND) • Grant Maintenance Form (FRAGRNT) – Grant Bill Window – Payment Fund/Payment Account
Standard Billing 1034 Form (FRA134B)	<ul style="list-style-type: none"> • Bill Process (FRRBILL)
Standard Billing 270 Form (FRA270B)	<ul style="list-style-type: none"> • Bill Process (FRRBILL)
Standard Billing 272 Form (FRA272B)	<ul style="list-style-type: none"> • Bill Process (FRRBILL)

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

Day-to-Day Form/Process	Setup Forms Needed
Banner Standard Report 269 Form (FRA269R)	<ul style="list-style-type: none">• Bill process (FRRBILL)
Generic Report Form (FRAGENR)	<ul style="list-style-type: none">• Research Accounting report process (FRRGRPT)
Standard Report 272 Form (FRA272R)	<ul style="list-style-type: none">• Research Accounting report process (FRRGRPT)
Grant Payments Entry Form (FRAAREV)	Research Accounting report process (FRRGRPT)
Unapplication of Payments Form (FRAUNAP)	<ul style="list-style-type: none">• Research Accounting Payments Entry (FRAAREV)• Grant Application of Payment (TRRAPPL)

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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	
FRASYSC	Research Accounting System Control	
FRVBFRM	Billing Format Validation	
FTMBFRM	Grant Billing Format	
FRVPMSC	Payment Management System Code Maintenance	
FTMBECL	Billing Exclusion Maintenance	
FRVEVNT	Event Code Validation	
TFADETC	Detail Code Control	
TFAMISC	Miscellaneous Transaction Form	
FRAAREV	Grant Payments Entry Form	
FRAGRNT	Grant Maintenance Form	
FTMFUND	Fund Code Maintenance Form	
FRMFUND	Research Accounting Fund Maintenance Form	
FRAEVGA	Grant Event Assignment Form FRABDCN Unbilled Status Control Form	
FRA134B	Standard Billing 1034 Form	
FRA270B	Standard Billing 270 Form	
FRA272B	Standard Billing 272 Form	
FRA269R	Banner Standard Report 269 Form	
FRAGENR	Generic Report Form	
FRA272R	Standard Report 272 Form	
FRAAREV	Grant Payments Entry Form	
FRAUNAP	Unapplication of Payments Form	

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Section D: Reference

Using Billing Maximum Controls in SCT Banner

Budget Limit Indicator	Source	Bill if Budget Total Exceeded	Bill if Budget Item Exceeded	Scenario	Result
Total	Grant ledger	Y	n/a	Bill>Budget	Produces bill/ produces exception
Total	Grant ledger	N	n/a	Bill>Budget	No bill/ Produces exceptions
Total	Grant ledger	Y	n/a	Bill<Budget	Produces bill
Total	Grant ledger	N	n/a	Bill<Budget	Produces bill
Total	Maximum Amount	Y	n/a	Bill->Maximum	Produces bill/ produces exception
Total	Maximum Amount	N	n/a	Bill->Maximum	No bill/ produces exception
Total	Maximum Amount	Y	n/a	Bill<-Maximum	Produces bill
Total	Maximum Amount	N	n/a	Bill<-Maximum	Produces bill
Item	Grant ledger	n/a	Y	Bill>Budget	Produces bill/ produces exception
Item	Grant ledger	n/a	N	Bill>Budget	No bill/ produces exception
Item	Grant ledger	n/a	Y	Bill<Budget	Produces bill
Item	Grant ledger	n/a	N	Bill<Budget	Produces bill
No action	n/a	n/a	n/a	n/a	Produces bill
Total	Grant ledger	Y	n/a	Bill>Budget	Produces bill/ produces exception
Total	Grant ledger	N	n/a	Bill>Budget	No bill/ produces exception
Total	Grant ledger	Y	n/a	Bill<Budget	Produces bill
Total	Grant ledger	N	n/a	Bill<-Budget	Produces bill
Total	Maximum Amount	Y	n/a	Bill-> Maximum	Produces bill/ produces exception

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Section D: Reference

Using Billing Maximum Controls in SCT Banner (Continued)

Budget Limit Indicator	Source	Bill if Budget Total Exceeded	Bill if Budget Item Exceeded	Scenario	Result
Total	Maximum Amount	N	n/a	Bill -> Maximum	No bill/ produces exception
Total	Maximum Amount	Y	n/a	Bill<- Maximum	Produces bill
Total	Maximum Amount	N	n/a	Bill<- Maximum	Produces bill
Item	Grant ledger	n/a	Y	Bill>Budget	Produces bill/ produces exception
Item	Grant ledger	n/a	N	Bill>Budget	No bill/ produces exception
Item	Grant ledger	n/a	Y	Bill<-Budget	Produces bill
Item	Grant ledger	n/a	N	Bill<-Budget	Produces bill
No action	n/a	n/a	n/a	n/a	Produces bill

Note: The billing process updates the budget amount in FRRGENB for each group sequence number. It does so provided that the grant is defined to be a cost reimbursable bill where the source for budget checking is the Grant Ledger.

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Section D: Reference

Fixed Price Bill: FRRBILL Accounting Results and Generic Bill Format Options:

FRRBILL Accounting Results:

Example 1:

Fixed price bill of \$5,000/ \$0 unbilled charges or costs. The postings will be:

Dr	Billed A/R	\$5,000
Cr	Deferred Account	\$5,000

Example 2:

Fixed price bill of \$5,000/ \$3,000 unbilled charges/costs. The postings will be:

Dr	Billed A/R	\$5,000
Cr	Unbilled A/R	\$3,000
Cr	Deferred Account	\$2,000

Example 3:

Fixed price bill of \$5,000/ \$5,614 unbilled charges/costs. The postings will be:

Dr	Billed A/R	\$5,000
Dr	Deferred	\$ 614
Cr	Unbilled A/R	\$5,614

Example 4:

Fixed price bill of \$0.00/\$5,614 unbilled charges/costs. The postings will be:

Dr	Deferred	\$5,614
Cr	Unbilled A/R	\$5,614

At the end of the project, you may have a balance in the Deferred Account, which must be cleared by a manual journal entry.

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Section D: Reference

Fixed Price Bill: FRRBILL Accounting Results and Generic Bill Format Options: (Continued)

Generic Bill Format Set Up for Fixed Price Bills

Scenario 1:

FTMBFRM Subtotal	FTMBFRM Group Sequence	FTMBFRM ATYPES/Codes
1	10	60
1	20	70
1	999	NONE

Scenario 2

FTMBFRM Subtotal	FTMBFRM Group Sequence	FTMBFRM ATYPES/Codes
1	999	60,70

All Expense Account Types or Account Codes must be associated with group sequence numbers in order to get the accounting results above.

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This workbook was last updated on 01/19/2006.