

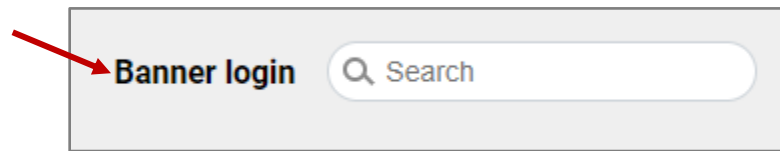
# Banner Post Award Basics Guide

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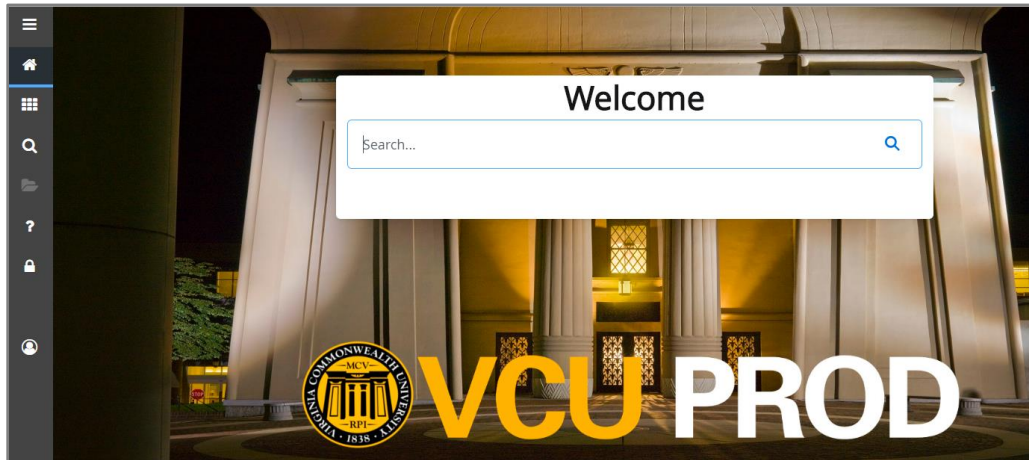
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## Logging in to Banner 9

- 1) Banner Log in is available on [University Controller's Office](#) next to the "Search" feature.



- 2) Another way is by browsing the askIT knowledge base on [Technology Services](#).
- 3) However you login, you end up at the Banner main page.



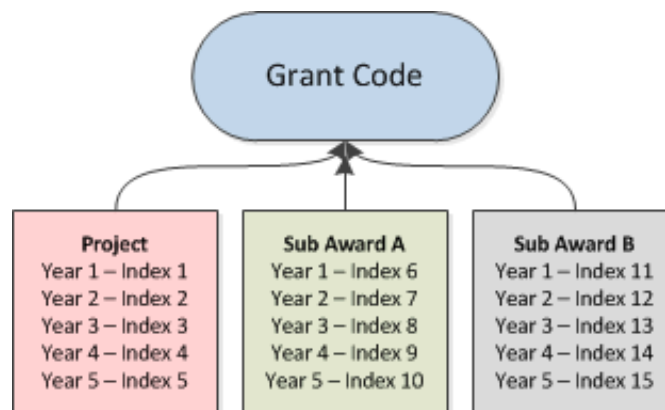
## Definitions

A few concepts to get you started:

**Fund (Index) number** – can be used to subdivide funds associated with an award or grant.

**Grant code** – draws together all funds associated with an award or grant.

How do **Grant Codes** and **Fund(index) numbers** work together? The finances of an award or grant can be organized in many ways. One example, a grant for five years with two sub-awards would contain fifteen funds (indexes) which could all be combined into one grant code.



## FRAGRNT (Grant Maintenance)

- 1) Each Banner form has a name which you type into the **Search** box.
- 2) The first form we'll look at is **FRAGRNT** which is used for grants maintenance.

3) And we'll begin by entering a grant number. In this example, we'll use 5090038FD.



Search bar for Grant Maintenance FRAGRNT 9.3.14 (PROD). The search field contains the grant number 5090038FD.

4) Then click **Go**.



Go button

5) And the **Grant Maintenance** record will populate.

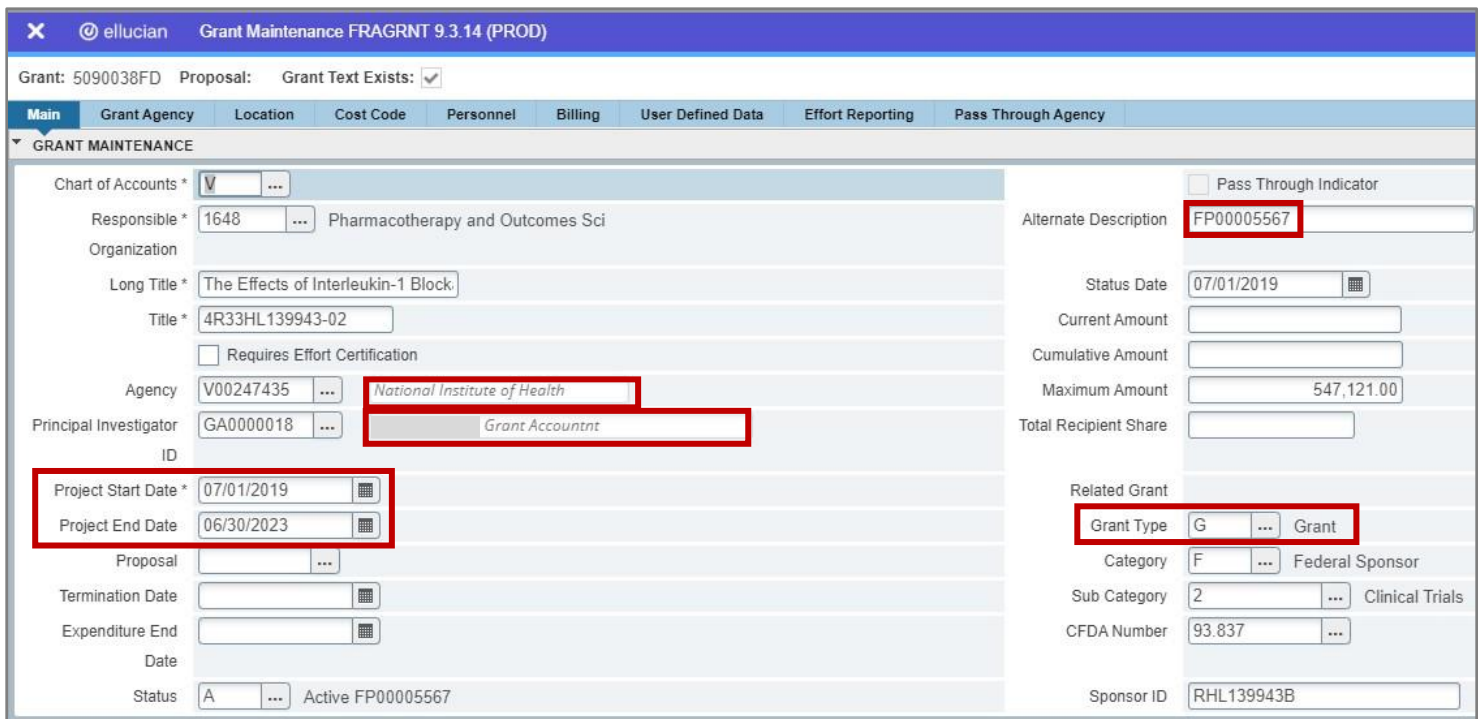
6) Further information about the grant is organized in **tabs**: Main, Grant Agency, Location, Cost Code, Personnel, Billing, User Defined Data, Effort Reporting, Pass Through Agency, Billing.

7) Key pieces of information on the main tab include: **agency** and **accountant**.

8) The **accountant** listed here will be your best post award point of contact.

9) Notice the project **start** and **end** dates.

10) As well as the **grant type**.



Grant Maintenance FRAGRNT 9.3.14 (PROD) - Main tab. Grant: 5090038FD. Proposal: Grant Text Exists:

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

GRANT MAINTENANCE

Chart of Accounts *	V	...	Pass Through Indicator	<input type="checkbox"/>
Responsible *	1648	...	Alternate Description	FP00005567
Organization	Pharmacotherapy and Outcomes Sci		Status Date	07/01/2019
Long Title *	The Effects of Interleukin-1 Block.			
Title *	4R33HL139943-02			
<input type="checkbox"/> Requires Effort Certification				
Agency	V00247435	...	Current Amount	
	National Institute of Health		Cumulative Amount	
Principal Investigator	GA0000018	...	Maximum Amount	547,121.00
ID	Grant Accountnt		Total Recipient Share	
Project Start Date *	07/01/2019		Related Grant	
Project End Date	06/30/2023		Grant Type	G Grant
Proposal	...			
Termination Date				
Expenditure End Date				
Date				
Status	A	...	Category	F Federal Sponsor
	Active FP00005567		Sub Category	2 Clinical Trials
			CFDA Number	93.837
			Sponsor ID	RHL139943B

11) The **agency tab** will list the agency (or sponsor).

Main	Grant Agency	Location	Cost Code	Personnel	Billing	User D
GRANT AGENCY INFORMATION						
Agency	V00247435	National Institute of Health				
Contact						
Predecessor	V00228088	US Department of Health and Human Services				

12) Cost code information, including the **indirect cost rate**, can be found on the cost code tab.

Main	Grant Agency	Location	Cost Code	Personnel	Billing
COST CODE					
<input type="checkbox"/> Indirect Cost Encumbering					
Chart of Accounts	V				
Indirect Cost Basis	MTDC	Modified Total Direct Costs			
Indirect Cost Rate	55.25	On-Campus Organized Research			
Code					
Indirect Cost Charge	FACHRG	Facilities & Admin Charge Code			
Account Code					
Indirect Cost	PHUBVT	IDC Support-Ben Van Tassell Un Guid			
Distribute To Code					

13) And select the **billing tab** to view the billing details.

Main	Grant Agency	Location	Cost Code	Personnel	Billing	User Defined Data	Effort Reporting	Pass Through Agency	
BILLING									
Agency	V00247435	National Institute of Health							
PMS Code	DHHSSP	Dept of Hlth and Hum Serv Spec Proj					Last Invoice Number	20	
Billing Exclusion							1034 Billing Format		
Code									
Budget Limit	Total Budget								
Indicator									
Payment Fund Code	09079S	4R33HL139943-02 Carbone							
Undistributed Cash	130370	Sponsor Undistributed Cash							
Receipt Account									
Refund Clearing	130371	Sponsor Refund Clearing							
Account									
Billing Address Type									
Sequence Number									
Billing Limits									
Minimum	0.00				Maximum	547,121.00			
Cumulative	471,296.90				Deferred Account	240050 ... Deferred Revenue Federal Grants			
					Code				

## FTMFUND (Financial Fund Code Maintenance)

1) We'll look at **FTMFUND** next which is used for financial fund code maintenance.

2) Begin by entering **FTMFUND** in the search box.

3) Click on the Filter icon to enter a query.



4) Then enter the grant number. We'll use 5090038FD again. (**Note:** FTMFUND can be filtered by grant# or fund#.)

## Welcome

FTMFUND

Fund Code Maintenance

**Tip!** If the grant# is unknown, you can use the filter by fund# feature to find out the grant#.

5) Click Go.

6) The form will populate.

FUND CODE MAINTENANCE

Active filters: Grant: 5090038FD [Clear All](#)

Chart of Accounts *	Active Status	Grant	Grant Title	Proposal	Fund *	Fund Title *	Effective Date *	Termination Date
V	<input checked="" type="checkbox"/>	5090038FD	4R33HL139943-02		09038S	4R33HL139943-02	06/14/2019	09/30/2020
V	<input checked="" type="checkbox"/>	5090038FD	4R33HL139943-02		09039S	4R33HL139943-02 Dixon	06/14/2019	09/30/2020
V	<input checked="" type="checkbox"/>	5090038FD	4R33HL139943-02		09040S	4R33HL139943-02 Abbate	06/14/2019	09/30/2020
V	<input checked="" type="checkbox"/>	5090038FD	4R33HL139943-02		09041S	4R33HL139943-02 Juan Lu	06/14/2019	09/30/2020
V	<input checked="" type="checkbox"/>	5090038FD	4R33HL139943-02		09042S	4R33HL139943-02 DeWilde	06/14/2019	09/30/2020
V	<input checked="" type="checkbox"/>	5090038FD	4R33HL139943-02		09079S	4R33HL139943-02 Carbone	06/14/2019	09/30/2020

1 of 1 Per Page

7) Notice there are six records in this example.

8) Click on the single record icon to view an individual record.



9) Some key pieces of information to note include the **termination date** – the date after which no additional expenses should post.

FUND CODE MAINTENANCE

Active filters: Grant: 5090038FD [Clear All](#)

Financial Manager: FA5930000 *Fiscal Admin*

Unbilled AR Account: 130340 Unbilled AR Federal

Revenue Account: 400200 Federal Grants Contracts

Bank: GD General Disbursement

Cash Receipt Bank: FR Federal Restricted

Code

Capitalization Fund: Cap Different or No Cap

Indicator

Capitalization Equity Account

Capitalization Fund

Multiple Fund: Fund

Balance Indicator

Restriction Indicator: Temporarily Restricted

Default Organization

Default Program

Default Activity

Default Location

Termination Date: 09/30/2020

Expenditure End Date: 10/01/2020

Data Entry:

Fund Type: 28 Sponsored

Predecessor Fund: 09000 Department Health & Human Servic

Fund Requires Effort Certification:

Fund Requires Effort Allocation:

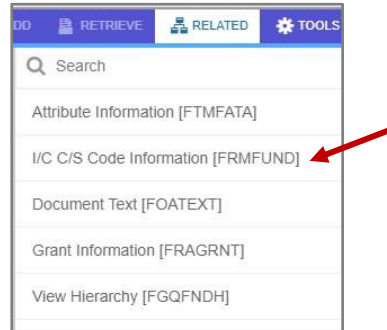
Record 1 of 6

10) There are instances, however, when the termination date may be updated in Banner due to: internal processes, 90 Day Notice for a new award year, or a no cost extension.

**Tip!** In order to determine if a new award year or NCE was awarded, refer to FRMFUND to see if the budget period has been updated/revise. (FRMFUND will only be updated after approval is received from sponsor.)

11) The **FA (Fiscal Manager)** is also listed on FTMFUND.

12) From here, you can get more information about the fund by selecting **I/C Code Information (FRMFUND)** from the Related menu.



## FRIGITD (Grant Inception to Date)

- 1) Now, we'll look at **FRIGITD** for budget expenses and available balances.
- 2) Begin by entering **FRIGITD** in the Go To box.



- 3) Next, enter either the **Grant ID** or the **Fund (Index) Code**.

ellucian Grant Inception to Date FRIGITD 9.3.14 (PROD)

Chart of Accounts: V ...

Grant: 5090038FD ...

Grant Year: ...

Fund: 09038S ...

Program: ...

Location: ...

Account: ...

Date From (MM/YY): /

Include Revenue:

Accounts

Hierarchy:

By Sponsor Account:

Index: ...

Organization: ...

Activity: ...

Account Type: ...

Account Summary: All Levels

Date To (MM/YY): /

Exclude Indirect:

Costs

Fund Summary:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

ellucian Grant Inception to Date FRIGITD 9.3.14 (PROD)

Chart of Accounts: V ...

Grant: 5090038FD ... 4R33HL139943-02

Grant Year: ...

Fund: 09038S ...

Program: ...

Location: ...

Account: ...

Date From (MM/YY): 06 / 19

Include Revenue:

Accounts

Hierarchy:

By Sponsor Account:

Index: ...

Organization: ...

Activity: ...

Account Type: ...

Account Summary: All Levels

Date To (MM/YY): 05 / 20

Exclude Indirect:

Costs

Fund Summary:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

**Tip!** If you enter the **Fund Code** and hit tab, then the Grant ID will self-populate.

4) You can also specify a **Grant Year** or leave blank in which case all years will be displayed.

5) After entering your criteria, click **Go**.

**Tip!** Click [Start Over](#) at any time to change your search criteria.

6) If the grant has more than one fund (index), you can also check **Fund Summary** to display a summary of each fund.

Fund Summary:

GRANT INCEPTION TO DATE	
Fund Code	Title
11921S	5R21HD090448-02
11922S	5R21HD090448-02 - Pediatrics
11923S	5R21HD090448-02 - Kinesiology
11924S	5R21HD090448-02 - Biostatistics

7) In this range has been specified, so **one month** of expenses (05/19) will display.

example, a date

Date From (MM/YY):  /  Date To (MM/YY):  /

Include Revenue:  Exclude Indirect:

Accounts:  Costs:

Hierarchy:  Fund Summary:

By Sponsor Account:

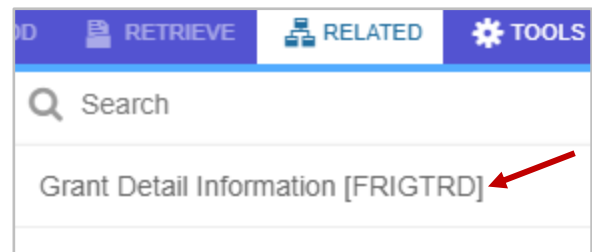
Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Account	Type	Description
50000	L	Unallocated Expenditure budget
511110	L	Teaching Research Faculty Salary
511180	L	T R Faculty FB Full Time
511181	L	T R Faculty FB Part Time
513110	L	MD Clinical Faculty Salaries
513180	L	MD Clinical Faculty FB Full Time
514110	L	Other Clinical Faculty Salaries
514180	L	Other Clinical Faculty FB Full Time

8) Scroll to the bottom to see the **cumulative / net totals**.

NET TOTAL			
Adjusted Budget	Activity	Commitments	Available Balance
0.00	14,997.64	-8,670.95	-6,326.69

9) To see more details about the grant, for example: HR Payroll, select **Grant Detail Information** from the Related menu.



10) And the **Grant Details** will display.

GRANT TRANSACTION DETAIL						
Account	Organization	Program	Activity Date	Type	Document	Description
511180	511924	2710	05/31/2019	HFEA	F0099840	Encumbrance Fringe Chrg Ba...
511180	511924	2710	05/31/2019	HFNL	F0099754	HR Payroll 2019 SM 10 0
511180	511923	2710	05/16/2019	HFEA	F0099492	Encumbrance Fringe Chrg Ba...
511180	511924	2710	05/16/2019	HFEA	F0099492	Encumbrance Fringe Chrg Ba...
511180	511924	2710	05/16/2019	HFEA	F0099492	Encumbrance Fringe Chrg Ba...
511180	511923	2710	05/16/2019	HFNL	F0099388	HR Payroll 2019 SM 9 0

## FGITBSR (Claim on Cash)



1) We'll look briefly at the **Claim on Cash** screen.

fgitbsr

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Trial Balance Summary

2) Enter **FGITBSR** in the Go To box to go to **Trial Balance Summary** and view the **Claim on Cash**.

3) We'll enter the COA, Fiscal Year, and Fund (Index) number.

**ellucian Trial Balance Summary FGITBSR 9.0 (PROD)**

COA: \*  ... Virginia Commonwealth University      Fiscal Year: \*  ...

Fund:  ... 5R21HD090448-02      OR Fund Type:  ...

Account:  ... T R Faculty FB Full Time      OR Acct Type:  ...

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

4) And the top line, Claim on Cash, will display how much cash needs to be received on this particular fund.

**ellucian Trial Balance Summary FGITBSR 9.0 (PROD)**      ADD    RETRIEVE    RELATED    T

COA: V Virginia Commonwealth University    Fiscal Year: 19    Fund: 11921S 5R21HD090448-02    OR Fund Type:    Account:    OR Acct Type:   

▼ CURRENT FUND BALANCE      Settings    Insert    Delete    Copy

Acct Type	Account	Description	Beginning Balance	Debit/Credit	*	Current Balance	Debit/Credit
11	110001	Claim On Cash		3,853.30	Credit	*	250.23 Debit

5) **FGITBSR** displays balances based on the fiscal year.

## FRAAREV (Billing & Payments)

1) Enter **FRAAREV** next.

FRAAREV

---

Research Accounting Payments Entry

2) We'll enter the grant number which is a flow through.

**ellucian Research Accounting Payments Entry FRAAREV 9.3.15 (PROD)**

Grant:  ... Ohio State Univ # UT19892      Agency:  ... Ohio State University

PMS Code:      Distribute to Grants:

Detail Code:  ...      Amount:

User: CFSHORT

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

3) Then, Go.

4) And the billing and payment details will display.

**ellucian Research Accounting Payments Entry FRAAREV 9.3.15 (PROD)**

Grant: 5110853FF Ohio State Univ # UT19892    Agency: V00835057 Ohio State University    PMS Code:    Distribute to Grants:     Detail Code:    Amount: None    User: CFSHORT

▼ ACCOUNT DETAILS

Transaction Number	Grant	Detail Code *	Charge	Payment	Balance	Transaction Date	Invoice Number
5	5110853FF	GCHK			397.28	0.00 07/31/2018	
4	5110853FF	GBIL	9,518.06			0.00 07/30/2018	1
3	5110853FF	GCHK			794.56	0.00 06/11/2018	
2	5110853FF	GCHK			545.01	0.00 06/11/2018	
1	5110853FF	GCHK			7,781.21	0.00 04/30/2018	

# FRIBDET (Cumulative Summary)

fribdet
Research Accounting Billing Detail Inquiry

- 1) The last screen we'll look at will be a cumulative summary.
- 2) Enter **FRIBDET** and your grant number.
- 3) And the **cumulative summary** for the grant will display.

Grant: 5110853FF Ohio State Univ # UT19892 COA: V Agency: V00835057 Ohio State University PMS Code: Fund:			
RESEARCH ACCOUNTING BILLING DETAIL INQUIRY			
Grant *	Description		
5110853FF	Ohio State Univ # UT19892		
<span>1 of 1</span>   <span>10</span> Per Page			
DETAILS			
Total Expenditures	9,518.06	Retainage Withholding	0.00
Total Billed	9,518.06	Total Refunds	0.00
Payments and Transfers	9,518.06	Total On-Hold	0.00
Total Unbilled	0.00	Payment Withholding	0.00