BANNER FINANCE – RESEARCH TIPS

How do I find my Grant Code?

Where can I get a list of my grants in Banner?

Go to the Banner Finance Help Web Page

https://prod-web.neu.edu/webapp6/Banner/Finance/secure/index.jsp

A simple query via the Banner Finance Help Page accessed via MyNEU - Services & Links can provide you with this list.

Index Description ▾ | arra | Submit

Search Results

Index	Index Description (Title)	Fund Code	Organization Code	Program Code	Grant Code
500121	HHS/ARRA/1R03DA02711301/Thakur, G.	500121	116100	2010	G00003186
500122	HHS/ARRA/DC009684-02S1/Kong, Y.	500122	117300	2010	G00003189
500123	HHS/ARRA/1R03MH081291-01A2/Kim, N	500123	131400	2010	G00003192
500126	HHS/ARRA/1R03MH081291-01A2/Kim, N	500126	131400	2010	G00003192
500128	HHS/ARRA/128486-02S1/Torchilin, V.	500128	116500	2030	G00003056
500129	HHS/ARRA/CA111985/Sitkovsky, M	500129	116200	2010	G00000259
500131	HHS/ARRA/DA007215-16S1/Makriyannis,	500131	116100	2010	G00000417
500132	HHS/ARRA/018026-02S1/Epstein, S	500132	131100	2010	G00000455
500133	HHS/ARRA/DE018206child/Epstein, S	500133	131100	2010	G00000455

Where do I get the GRANT budget, actual expenditures and available balance?

ALL GRANT financial information should be reviewed in **SSB**. You need to know your Grant Code & Index to run the query.

Follow the steps listed below to run a Research query in SSB.

1) select Budget Status by Account

Budget Queries

To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.

Create a New Query Type: Budget Status by Account ▾

Create Query

2) create query then continue

Budget Queries

Select the Operating Ledger Data columns to display on the report.

- ☐ Adopted Budget
- ☐ Budget Adjustment
- ☑ Adjusted Budget
- ☐ Temporary Budget
- ☐ Accounted Budget
- ☑ Year to Date
- ☑ Encumbrances
- ☐ Reservations
- ☑ Commitments
- ☑ Available Balance

Save Query as: |
☐ Shared
Continue

3) make sure that the following fields are populated

Fiscal year:	2011 ▾	Fiscal period:	12 ▾
Comparison Fiscal year:	None ▾	Comparison Fiscal period:	None ▾
Commitment Type:	All ▾		
Chart of Accounts	N	Index	500134
Fund		Activity	
Organization		Location	
Grant	G00003260	Fund Type	
Account		Account Type	
Program			

☐ Include Revenue Accounts
Save Query as: |
☐ Shared
Submit Query

4) submit query

5) IMPORTANT re-enter the Grant Code AGAIN (it will wipe this field out so fill it in again)

Fiscal year:	2011 ▾	Fiscal period:	12 ▾
Comparison Fiscal year:	None ▾	Comparison Fiscal period:	None ▾
Commitment Type:	All ▾		
Chart of Accounts	N	Index	
Fund	500134	Activity	
Organization	131100	Location	
Grant	G00003260	Fund Type	
Account		Account Type	
Program	2010		

☐ Include Revenue Accounts
Save Query as: |
☐ Shared
Submit Query

6) submit query again

7) results

Query Results

Account	Account Title	GY10/PD10 Adjusted Budget	GY10/PD10 Year to Date	GY10/PD10 Encumbrances	GY10/PD10 Commitments	GY10/PD10 Available Balance
61013	Salary-Faculty Off Contract	21,591.00	4,875.00	0.00	0.00	16,716.00
61050	Salary-Teaching Assistant	50,000.00	44,250.00	0.00	0.00	5,750.00
62113	Fringe Benefits	9,219.00	4,672.17	0.00	0.00	4,546.83
73003	Capital Equipment-Laboratory	0.00	4,222.76	0.00	0.00	(4,222.76)
73021	Travel-Airfare	4,000.00	1,244.18	0.00	0.00	2,755.82
73026	Travel-Auto/Van Rental	0.00	308.84	0.00	0.00	(308.84)
73027	Travel-Lodging	0.00	433.71	0.00	0.00	(433.71)
73028	Travel-Meals	0.00	72.82	0.00	0.00	(72.82)
73030	Travel-Miscellaneous	0.00	290.87	0.00	0.00	(290.87)
73304	Laboratory Supplies	2,951.00	4,721.83	880.97	880.97	(2,651.80)
74310	Conference/Seminars Registration	0.00	970.00	0.00	0.00	(970.00)
79995	Indirect Costs	49,146.00	34,630.00	0.00	0.00	14,516.00
Report Total (of all records)		136,907.00	100,692.18	880.97	880.97	35,333.85

FYI – for data security reasons, the examples used in the queries do not match the grant chosen in the search at the top of the page

As noted below any data from the query result above that is blue can be drilled down on for detail, equip detail below:

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Feb 02, 2010	Feb 16, 2010	I0132322	TestEquity LLC	88.00	INEI
Feb 02, 2010	Feb 16, 2010	I0130145	TestEquity LLC	4,065.54	INEI
Feb 02, 2010	Feb 10, 2010	I0128441	TestEquity LLC	69.22	INEI
Report Total (of all records):				4,222.76	

Can I download this information to excel?

Yes, just select download selected ledger columns, it appears just below your query

Report Total (of all records)	136,907.00	100,692.18	880.97	880.97	35,333.85

Download All Ledger Columns | Download Selected Ledger Columns

Can I use e-print to review my GRANT budget, actual and available balance?

YES, in addition to SSB ALL GRANT financial information can be reviewed in e~Print via the **FZRB090** Budget Statement - Inception to Date report.

- Similar to SSB query with grant code
- Also includes indirect & direct cost totals, grant end date, PI

Report	Description
FZRB090	Budget Statement - Inception To Date

Award Start & End dates are shown highlighted below:

```
Report ID: FZRB090                          Northeastern University
Fiscal Year: 11                       BUDGET STATEMENT - INCEPTION TO DATE
Fiscal Perd: 03                              AsOfDate: 09/30/2010
FUND:    599306  NAVY-PT/Penn State/Harris, V.
ORGN:    123200  Electrical and Computer Engineering
Index:   599306  NAVY-PT/Penn State/Harris, V.
Grant:   G00003299  NAVY-PT/PennState/Harris, V   Start Date:  14-DEC-2009   End Date:  13-DEC-2010   PI Name:   Harris, Vincent G.

Account                          Adopted     Adjusted    Current     Inception To   Commitments   Available
Code    Account Code Title       Budget      Budget      Period      Date Activity               Balance
```

Can I download detail information from e~Print to excel?

Yes, via the **FZR0091** report. Just select Data (yellow) to choose all Funds or the Magnifying glass (green) to choose a specific Fund to download the detail right to excel.

```
Banner Finance Production : FZR0091

          Title
PDF TEXT DATA 🔍   REPORT OF TRANSACTIONS BY FOAP From Date: 06/01/2010 Through Date:
                  06/30/2010
PDF TEXT DATA 🔍   REPORT OF TRANSACTIONS BY FOAP From Date: 09/01/2010 Through Date:
                  09/30/2010
```

How is Budget Balance determined?

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

```
Account                        Adopted     Adjusted    Current   Inception To  Commitments  Available
Code    Account Code Title     Budget      Budget      Period    Date Activity              Balance

79995   Indirect Costs         143,510.00  143,510.00  2,800.59  116,386.49                 27,123.51
        Account Type: 7R  Indirect Costs  143,510.00  143,510.00  2,800.59  116,386.49  0.00  27,123.51

TOTAL FOR ORGN CODE: 123100  Civil and Environmental Engineering
TOTAL Revenues                      0.00        0.00   7,713.88   124,023.18      0.00  -124,023.18
  Total Salaries and Benefits  103,793.74  103,793.74  4,906.18   164,084.34      0.00   -60,290.60
  Total Direct Expenses        190,736.26  190,736.26      7.11    48,486.73      0.00   142,249.53
  Total Indirect Expenses      143,510.00  143,510.00  2,800.59   116,386.49      0.00    27,123.51
TOTAL Expenses, Transfers, Fund Adds/Dedu  438,040.00  438,040.00  7,713.88  328,957.56  0.00  109,082.44
```

Index/Fund Code Naming/Numbering Conventions

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

BANNER Codes:

GRANT a specific grant, 9 digits, always begins with a **G**. Unique for each award, an award will have one Grant Code but may have multiple Funds.

FUND a source of money, 6 digits, always begins with a 5. A single grant may have multiple funds.

ORG a budgetary unit, a fund can only belong to one organization

ACCT a revenue/expense category

PROG financial statement category

How do I know the project end date?

- **FZRB090** e~Print report
    - (grant version of the FZR0090)
    - Contains project end date

That tells you when the 90 day clock starts ticking

Fund terminated? Why?

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

Overspent Grants?

Did you obtain additional funding?

If yes, did you submit a request to ORAF?

- No – submit it (requires written approval by funding agency)
- Yes, check to see if it was processed
    - FZR0091 for detailed transactions,
    - FZRB090 for summary

If no additional funding, go to next step:

Deficits in research budgets must be covered by….

- PI overhead funds (3xxxxx)
- PI departmental or college OH return funds
- Operating Funds (200000)

Consulting the Professional Standards and Business Conduct Policy Manual

http://www.northeastern.edu/neuhome/adminlinks/prostand.pdf

How to avoid problems?

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

For additional Information please visit the Banner Finance Help Page – for training, processing JV's etc..

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Northeastern University
Office of Research Administration and Finance