

# GC 101: GRANTS & CONTRACTS FOR PROFESSIONAL / ADMINISTRATIVE PERSONNEL TRAINING GUIDE





## Acknowledgements

Portions of this manual are based on Ellucian Banner System, Release 8.10.

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## Prerequisites

The following are prerequisites for this course:

FN 100: Finance System Overview

FN 102: Advanced C-FOAPAL and Related Topics

## Course Information

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## Course Overview

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The goal of this course is to provide participants with a broad understanding of how to use Banner to access and research information related to sponsored projects. Sponsored projects are University research projects funded by non-University entities. The topics covered in this lesson are aimed at personnel in the Grants and Contracts Office, units, and departments.

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## Course Objectives

When you have completed the materials presented in this course, you will be able to:

- Describe grants and Funds in relation to sponsored projects.
- Recognize the forms and data used to set up grants in the Banner system.
- Recognize the forms and data used to create Funds in the Banner system.
- Identify the indirect cost basis, rate, charge, and distribution information for sponsored project funds.
- Describe the usage of index codes within grants and contracts.
- Access and query sponsored project inception-to-date (ITD) financial data, including source transactions and subaward and indirect cost encumbrances.
- Use various forms and queries to access sponsored project information.
- Access and query grant transaction approval queues.
- Review cost sharing and expenditure confirmations.
- Review Termination, Overdraft, and ITD reports.

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## Lesson 1: Sponsored Project Administration

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This lesson's topics include the grant and Fund date system, anticipation grants, grant Fund identification through index codes, indirect cost assessment, and federal grant tracking (federal pass through).

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### Lesson Objectives

When you have completed the materials presented in this lesson, you will be able to:

- Explain the areas of grants and contracts information as it relates to sponsored project administration.
- Use the **Grant Maintenance Form (FZAGRNT)** to view grant information, including anticipation status, federal pass through funding, agency information, personnel information, and user-defined information.
- Use the **Fund Code Maintenance Form (FZMFUND)** to look up Fund codes.
- Explain indirect cost assessment, as well as the process to encumber indirect costs.
- View indirect cost code information on the **Fund Maintenance Form (FZMRFND)**.
- Search for grant index codes on the **Account Index Maintenance Form (FTMACCI)**.

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## 1.1: Grants and Funds

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### Process Description

The primary means of tracking individual projects is the grant code. Sponsored project awards often have a period of performance that runs for several years, and all associated activities must be tracked for the lifetime of the award. The grant code is the mechanism that allows a project's funding and expenditures to be tracked across the University's fiscal years. The creation of the grant code establishes a sponsored project award (or any project that requires inception-to-date tracking) in the grant ledger. The grant ledger, instead of running on the same fiscal timeline as the general and operating ledgers, allows grant events to be tracked across multiple years without University fiscal year accounting interference. For example, the financial activity of a grant established in 2014 can be traced in June of 2016, without interruption, from inception to date.

The Grants and Contracts office assigns a unique, individual code to each sponsored project. The grant code convention for sponsored projects is a five-position, alphanumeric code that always begins with the character designated in the table below. Examples of grant codes are **A9658**, **F9867**, and **M8567**. This convention has been developed for reporting and identification purposes and for efficiency in assigning grant codes.

	US Trust	Other Gov	Private	State of IL
URBANA	A	B	C	D
CHICAGO	E	F	G	H
SPRINGFIELD	J	K	L	M

Fig. 1.1.1 Grant Code Convention for First Character

A Fund is a fiscal and accounting entity with a self-balancing set of accounts in which transactions are recorded and segregated. A Fund maintains a fund balance and a cumulative record of the sources and uses of monies. A single Fund or multiple Funds can be associated with a specific grant code. All data-enterable Funds associated with a particular grant correspond to the fund range listed below.

Fund Type	Agency	Fund Range
4A	U.S. Government Grants and Contracts (498000 – 498999 reserved for Federal Work Study) (499000 – 499999 reserved for Grants Use Only)	400000 - 498999
4C	Other Governmental Agencies Grants & Contracts	500000 – 509999
4E	Private Grants and Contracts	510000 – 559999
4G	State of Illinois Grants and Contracts	560000 - 599999

Fig. 1.1.2 Sponsored Project Fund Ranges

When a grant code is attached to a Fund code, income, expense, and transfer transactions will post to the grant ledger, the operating ledger, and the general ledger.

The grant ledger records inception-to-date revenue, expense, and transfer transactions on a grant year basis. This ledger stores inception-to-date totals so that sponsored project awards can be tracked for the entire period of performance. The ledger is updated as transactions are posted and therefore contains real-time totals.

The operating ledger, also called OPAL, has a structure that is nearly identical to the grant ledger. However, it stores cumulative totals of revenue, expense, and transfer transactions on a fiscal year basis. The ledger is updated as transactions are posted and therefore contains real-time totals.

The general ledger (GL) contains all transactions affecting the University's balance sheets. Balance sheets include assets, liabilities, fund balance, fund additions, fund deductions and expenditure, revenue, transfer, budget, and encumbrance controls.

Activities associated with a particular grant can take place before the grant is actually awarded, during the project period, and after the project period has officially ended. The trail-in period is defined as the period of time between the Fund code first being effective (or available for transactions to be posted against it) and the grant project start date. All transactions posted in that period are summarized into the trail-in period (period 00) in the grant ledger. The first date of the trail-in period is also known as the Fund effective date, or the date when expenditures are allowed against the grant Fund(s).

The trail-out period is defined as the period of time between the official grant project end date and the completion of expenditures relating to the grant project.



**Trail-In Period**

The period of time between the fund code first being effective and the grant project start date.

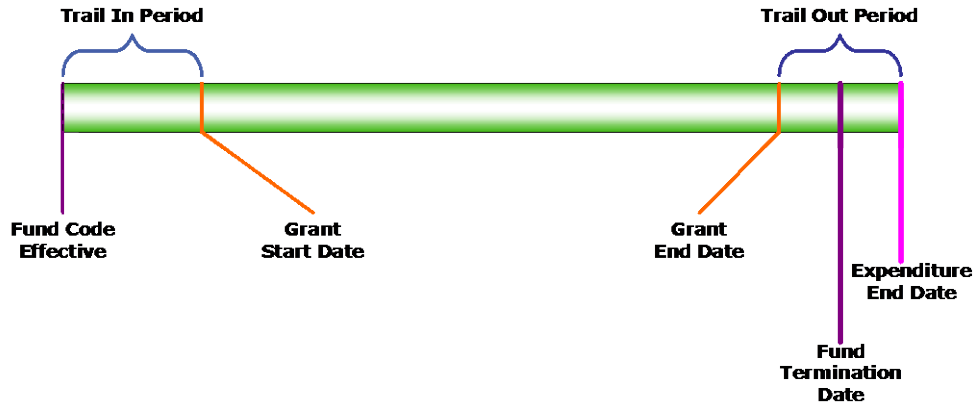


Fig. 1.1.3 Grant and Fund Relationship Timeline

## 1.2: Viewing Grants on the Grant Maintenance Form (FZAGRNT)

### Process Description

The **Grant Maintenance Form (FZAGRNT)** is used to enter and update grant information. It maintains various information about the award such as federal pass through, Principal Investigators (also known as PIs), and sponsoring agency information.

The screenshot shows the Oracle Fusion Middleware Forms Services interface for the Grant Maintenance Form (FZAGRNT). The browser window title is "Oracle Fusion Middleware Forms Services: Open > FZAGRNT [Q]". The page includes a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help) and a toolbar with various icons. The main content area contains several input fields and checkboxes:

- Grant:** A dropdown menu.
- Proposal:** A dropdown menu.
- Grant Text Exists**
- Main** (selected tab), **Grant Agency**, **Location**, **Cost Code**, **Personnel**, **Billing**, **User Defined Data**, **Effort Reporting**, **Pass Through Agency**
- Chart of Accounts:** A dropdown menu.
- Responsible Organization:** A dropdown menu.
- Long Title:** A text input field.
- Title:** A text input field.
- Requires Effort Certification**
- Agency:** A dropdown menu.
- Principal Investigator ID:** A dropdown menu.
- Project Start Date:** A date input field.
- Project End Date:** A date input field.
- Proposal:** A dropdown menu.
- Termination Date:** A date input field.
- Expenditure End Date:** A date input field.
- Pass Through Indicator**
- Status:** A dropdown menu.
- Status Date:** A date input field.
- Alternate Description:** A text input field.
- Current Amount:** A text input field.
- Cumulative Amount:** A text input field.
- Maximum Amount:** A text input field.
- Total Recipient Share:** 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.

Fig. 1.2.1 Grant Maintenance Form (FZAGRNT)



**NOTE:** See Appendix C for definitions of all the fields used in the following example.

## 1.2.A: Viewing Grant Status

### Process Description

It is often beneficial to make staff appointments and incur expenses prior to the formal notification of an award by the sponsor. When it can be determined with a high degree of certainty that an award will be made, campus units, at their own risk, may incur costs in anticipation of the award. These costs are recorded in an anticipation grant. Units request anticipation grants via approval by the Grants and Contracts Office (GCO) using the GC70: Request to Establish an Anticipation Grant/Fund - Request to Use Expired or Overdrafted Grant/Fund form. This form can be found on the OBFS Web site at **Forms > Grants & Sponsored Projects Forms** (<http://www.obfs.uillinois.edu/forms/grants-sponsored-projects/>).

Banner does not easily accommodate changes to the grant start date (also known as the project start date). Manual changes to the grant **Project Start Date** field are not permitted once transactions have been processed against a grant. This date determines how Banner records the grant year and grant period classification of activity in the grant ledger. As a result, any grant **Project Start Date** field revisions must be made via a SQL script and accompanied by a **Grant Rebuild Process** that resets the grant accounting period. This is a very labor-intensive process and can only be run by authorized GCO personnel.

Upon approval of an anticipation request, a grant is created using the **Grant Maintenance Form (FZAGRNT)**. For awards in anticipation status, an A (Anticipation) is entered in the **Status** field, and a date is entered in the **Status Date** field. This date is equal to 90 days after the anticipation request is signed. The requested anticipation amount is entered in the **Current Amount** field. If a grant is going to use anticipation grant monies for longer than originally requested or in excess of the amount originally requested, the unit must request an extension on its anticipation grant duration or an increase in anticipation grant amount.

### Process Example

In this example, we will display a grant with anticipation status using the **Grant Maintenance Form (FZAGRNT)**.

Form Name	Form Title	Menu Path
FZAGRNT	Grant Maintenance Form	Financial » Research Accounting » Research Accounting Grants » Research Accounting Grant Maintenance Form

### Step-by-Step Procedures

Step	Action	Results/Decisions
1.	In the <b>GoTo...</b> field, type <b>FZAGRNT</b> and press the ENTER key to open the <b>Grant Maintenance Form</b> .	<b>FZAGRNT</b> displays.
2.	Type the grant code in the <b>Grant</b> field.	
3.	Click the <b>Next Block</b> button.	Grant information displays.

Step	Action	Results/Decisions
4.	Review the grant information.	
5.	Click the <b>Exit</b> button to return to the main menu.	

The screenshot shows the 'Grant Maintenance Form (FZAGRNT)' interface. At the top, there are dropdown menus for 'Grant' (A9900) and 'Proposal'. Below this is a navigation bar with tabs: 'Main', 'Grant Agency', 'Location', 'Cost Code', 'Personnel', 'Billing', 'User Defined Data', 'Effort Reporting', and 'Pass Through Agency'. The 'Main' tab is active. The form contains several sections:
 

- Chart of Accounts:** Includes 'Responsible Organization' (487000 - Micro and Nanotechnology Lab) and 'Long Title' (Study of Detection Techniques for Airborne Pathogens).
- Title:** FDA Sub 123456789. There is a checkbox for 'Requires Effort Certification' which is unchecked.
- Agency:** @00497541 - University of Wisconsin - Madison.
- Principal Investigator ID:** @03545373 - Smith, JL.
- Project Start Date:** 01-JUL-2014. **Project End Date:** 30-JUN-2016. There is a 'Proposal' dropdown menu.
- Termination Date:** (empty). **Expenditure End Date:** (empty).
- Status:** A - Anticipation. There is a checked checkbox for 'Pass Through Indicator' and a 'Status Date' of 09-OCT-2015.
- Alternate Description:** (empty).
- Financials:** 'Current Amount', 'Total Recipient Share', 'Related Grant', 'Cumulative Amount', and 'Maximum Amount' (500,000.00) fields.
- Grant Type:** 8 - Grant.
- Category:** G - Cost Reimb Acct Rec.
- Sub Category:** 1100 - Basic Research.
- CFDA Number:** 10.001. **Sponsor ID:** 123456789.

Fig. 1.2.2 Grant Maintenance Form (FZAGRNT) showing Anticipation status

## 1.2.B: Viewing Agency Information

### Process Description

The sponsoring agency ID and name are displayed in the **Agency** field on the main screen of **FZAGRNT**. The sponsoring agency can also be viewed in the **Grant Agency Information** block. This block contains the agency ID, name, and the agency predecessor. You can access the **Grant Agency Information** block by selecting **Agency Information** from the **Options** menu or by clicking the **Grant Agency** tab in **FZAGRNT**.

Another way to view agency information is to use the **Agency Hierarchy Validation Form (FTIAGYH)**. **FTIAGYH** allows a user to query by agency to view that agency's place in its hierarchy. This form shows an agency's predecessor (parent) agencies but does not display its successor agencies. This form permits a user to research if a grant is a Federal grant or a State of Illinois grant, because the agency hierarchy will indicate if those types of predecessor levels exist in the agency's hierarchy.

### Process Example

In this example, we will display a grant's agency information using the **Grant Maintenance Form (FZAGRNT)**.

**Step-by-Step Procedures**

Step	Action	Results/Decisions
1.	In the <b>GoTo...</b> field, type <b>FZAGRNT</b> and press the ENTER key to open the <b>Grant Maintenance Form</b> .	<b>FZAGRNT</b> displays.
2.	Type the grant code in the <b>Grant</b> field.	
3.	Click the <b>Next Block</b> button.	Information about the grant displays.
4.	Select <b>Agency Information</b> from the <b>Options</b> menu.	<b>Grant Agency Information</b> block displays.
5.	Review the information.	
6.	Click the <b>Exit</b> button to return to the main menu.	

The screenshot shows a software window titled "Grant Maintenance Form - FZAGRNT 3.9.0.11 [UL\_SGHE064\_FIN8090011] (BANDR3) (1UIUC)". At the top, there are input fields for "Grant:" (containing "A9900") and "Proposal:". Below this is a navigation bar with tabs: "Main", "Grant Agency" (selected), "Location", "Cost Code", "Personnel", "Billing", "User Defined Data", "Effort Reporting", and "Pass Through Agency". The main content area is titled "Grant Agency Information" and contains several sections of form fields:
 

- Agency:** A dropdown menu with "@00497541" selected and a text field containing "University of Wisconsin - Madison".
- Contact:** A text field.
- Predecessor:** A dropdown menu with "@00496188" selected and a text field containing "Colleges & Universities".
- Address Type:** A dropdown menu.
- Address Sequence:** A dropdown menu.
- Street Line 1:**, **Street Line 2:**, and **Street Line 3:** Each with a text field.
- City:** A text field.
- State or Province:** A dropdown menu and a text field.
- Zip or Postal Code:** A text field.
- Email:** A text field.
- Phone Number:** A section with a checkbox "Phone Number Exists", a dropdown "Phone Type", and a "Phone Sequence Number" dropdown. Below these are three text fields for "Area Code", "Phone Number", and "Extension".

Fig. 1.2.3 Grant Maintenance Form (FZAGRNT) – Grant Agency Information Block

**Process Example**

Now we will look up an agency's predecessor information using the **Agency Hierarchy Validation Form (FTIAGYH)**.



**NOTE:** See Appendix C for definitions of all the fields used in the following example.

Form Name	Form Title	Menu Path
FTIAGYH	Agency Hierarchy Query	Financial » General Ledger » Chart Of Accounts Entity Maintenance » Agency Hierarchy Query



Step-by-Step Procedures

Step	Action	Results/Decisions
1.	In the <b>GoTo...</b> field, type <b>FTIAGYH</b> and press the ENTER key to open the <b>Agency Hierarchy Query Form</b> .	<b>FTIAGYH</b> displays.
2.	Click the <b>Search</b> button to search for an agency.	<b>FZIIDEN</b> displays.
3.	Type the search criteria, using wildcards (%) if necessary, in the <b>Last Name</b> field.	
4.	Click the <b>Execute Query</b> button.	Agency information displays.
5.	Double-click the <b>ID Number</b> field for the desired agency.	<b>FTIAGYH</b> displays with the agency's ID number and name.
6.	Click the <b>Next Block</b> button.	Information about the predecessor agency displays.
7.	Review the information.	
8.	Click the <b>Exit</b> button to return to the main menu.	

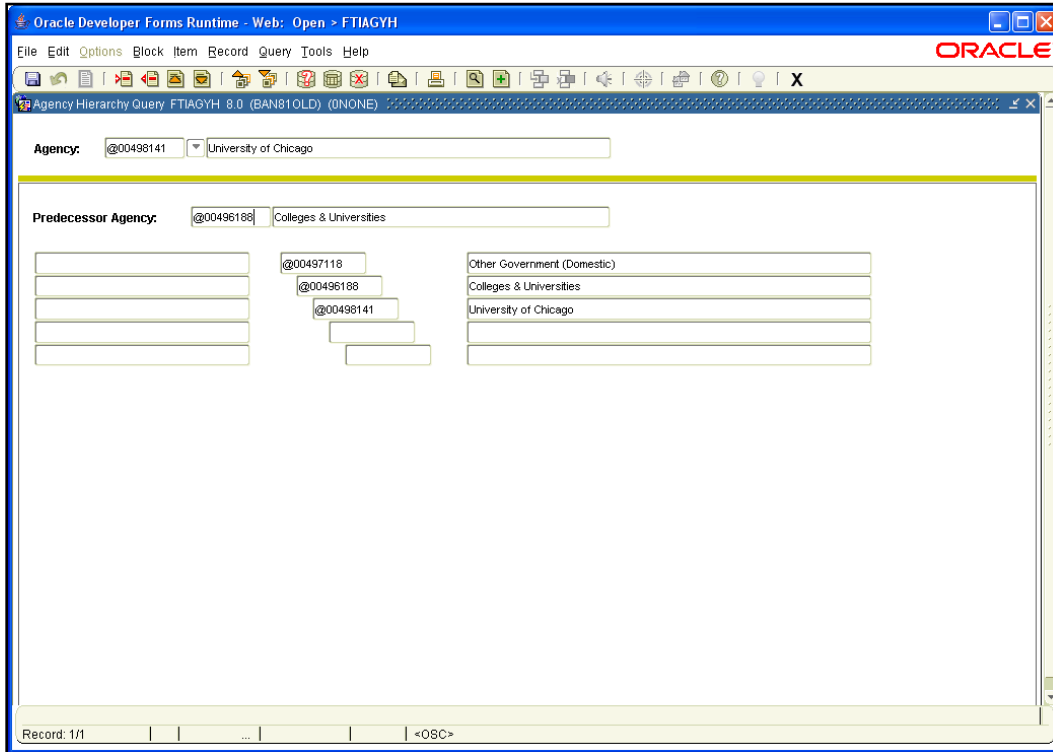


Fig. 1.2.4 Agency Hierarchy Validation Form (FTIAGYH)

## 1.2.C: Viewing Personnel Information

### Process Description

The **Personnel Information** block of *FZAGRNT* is used to enter the Principal Investigator (PI) and Co-PI(s). PIs are assigned a Personnel Indicator of 001 in the **Indicator** field. Co-PIs are assigned a Personnel Indicator of 002 in the **Indicator** field. One PI and multiple Co-PIs can be assigned to a single grant code. You can access the **Personnel Information** block by selecting **Personnel Information** from the **Options** menu or by clicking the **Personnel** tab in *FZAGRNT*.

### Process Example

In this example, we will display a grant's personnel information using the **Grant Maintenance Form (FZAGRNT)**.

### Step-by-Step Procedures

Step	Action	Results/Decisions
1.	In the <b>GoTo...</b> field, type <i>FZAGRNT</i> and press the ENTER key to open the <b>Grant Maintenance Form</b> .	<i>FZAGRNT</i> displays.
2.	Type the grant code in the <b>Grant</b> field.	
3.	Click the <b>Next Block</b> button.	Information about the grant displays.
4.	Select <b>Personnel Information</b> from the <b>Options</b> menu.	<b>Personnel Information</b> block displays.
5.	Review the information.	
6.	Click the <b>Exit</b> button to return to the main menu.	

The screenshot shows the 'Personnel' tab of the 'Grant Maintenance Form (FZAGRNT)'. The form contains the following fields and values:

- Grant: A9900
- Proposal: (empty)
- Grant Text Exists:
- ID: @03646373 | Smith, JL
- Indicator: 001 | Primary Investigator
- Chart of Accounts: 1
- Organization: 487000 | Micro and Nanotechnology Lab
- Salutation: (empty)
- Title: (empty)
- Address Type: (empty) | Address Sequence Number: (empty)
- Phone Type: (empty) | Phone Sequence Number: (empty)
- E-mail: (empty)
- Billing or Report Format: (empty)
- Full Time Equivalency: (empty) | Employee: No

Fig. 1.2.5 Grant Maintenance Form (FZAGRNT) – Personnel Information Block

## 1.2.D: Viewing Billing Information

### Process Description

The **Billing Information** block of **FZAGRNT** is used to enter data pertaining to the billing and cash receipts associated with an award. You can access this block by selecting **Billing Information** from the **Options** menu or by clicking the **Billing** tab in **FZAGRNT**.

### Process Example

In this example, we will display a grant's billing information using the **Grant Maintenance Form (FZAGRNT)**.

### Step-by-Step Procedures

Step	Action	Results/Decisions
1.	In the <b>GoTo...</b> field, type <b>FZAGRNT</b> and press the ENTER key to open the <b>Grant Maintenance Form</b> .	<b>FZAGRNT</b> displays.
2.	Type the grant code in the <b>Grant</b> field.	
3.	Click the <b>Next Block</b> button.	Information about the grant displays.
4.	Select <b>Billing Information</b> from the <b>Options</b> menu.	<b>Billing Information</b> block displays.
5.	Review the information.	
6.	Click the <b>Exit</b> button to return to the main menu.	

Fig. 1.2.6 Grant Maintenance Form (FZAGRNT) – Billing Information Block

## 1.2.E: Viewing User-Defined Information

### Process Description

The **User Defined Data** block of **FZAGRNT** is used to enter additional characteristics associated with the award. These characteristics identify awards that have specific University administration reporting requirements. For example, awards requiring human subject participation or use of recombinant DNA can be denoted as such by entering the appropriate value in the **User Defined Data** block. You can access this block by selecting **User Defined Data** from the **Options** menu or by clicking the **User Defined Data** tab in **FZAGRNT**.

### Process Example

In this example, we will display a grant’s user-defined information using the **Grant Maintenance Form (FZAGRNT)**.

### Step-by-Step Procedures

Step	Action	Results/Decisions
1.	In the <b>GoTo...</b> field, type <b>FZAGRNT</b> and press the ENTER key to open the <b>Grant Maintenance Form</b> .	<b>FZAGRNT</b> displays.
2.	Type the grant code in the <b>Grant</b> field.	
3.	Click the <b>Next Block</b> button.	Information about the grant displays.

Step	Action	Results/Decisions
4.	Select <b>User Defined Data</b> from the <b>Options</b> menu.	<b>User Defined Data</b> block displays.
5.	Review the information.	
6.	Click the <b>Exit</b> button to return to the main menu.	

Fig. 1.2.7 Grant Maintenance Form (FZAGRNT) – User Defined Data Block

## 1.2.F: Tracking Federal Pass Through Funding

### Process Description

Monies awarded to the University by a state, local, or private agency that were originally provided to the agency by the federal government are tracked separately for reporting purposes. This type of monetary award by the federal government is known as federal pass through. Banner has the capability to monitor federal pass through money in the **Grant Maintenance Form (FZAGRNT)**.

On **FZAGRNT**, a **Pass Through Indicator** check box will be selected if there is federal pass through funding on the award. You can access federal pass through information by clicking the **Pass Through Agency** tab or selecting **Pass Through Agency Distribution Info** from the **Options** menu. In the **Pass Through Agency** block, you can view the percentages of federal funds allocated to the grant award.

### Process Example

In the following example, we will look at a grant with federal pass through funding.

### Federal Pass Through

Monies awarded to the University by a state, local, or private agency that were originally provided to the agency by the federal government.

**Step-by-Step Procedures**

Step	Action	Results/Decisions
1.	In the <b>GoTo...</b> field, type <b>FZAGRNT</b> and press the ENTER key to open the <b>Grant Maintenance Form</b> .	<b>FZAGRNT</b> displays.
2.	Type the grant code in the <b>Grant</b> field.	
3.	Click the <b>Next Block</b> button.	Information about the grant displays. The <b>Pass Through Indicator</b> check box is selected.
4.	Select <b>Pass Through Agcy Distribution Info</b> from the <b>Options</b> menu.	<b>Pass Through Agency Distribution Info</b> block displays.
5.	Review the information.	
6.	Click the <b>Close</b> button.	Returns to <b>FZAGRNT</b> .
7.	Click the <b>Exit</b> button to return to the main menu.	

The screenshot shows the 'Grant Maintenance Form' for grant A9900. The 'Pass Through Indicator' checkbox is checked and highlighted with a red box. Other visible fields include: Grant: A9900, Proposal: (empty), Responsible Organization: 487000 (Micro and Nanotechnology Lab), Title: Study of Detection Techniques for Airborne Pathogens, Agency: University of Wisconsin - Madison, Principal Investigator ID: Smith, JL, Project Start Date: 01-JUL-2014, Project End Date: 30-JUN-2016, Status: N (New), Status Date: 09-OCT-2015, Current Amount: (empty), Cumulative Amount: (empty), Maximum Amount: 500,000.00, Grant Type: 8 (Grant), Category: G (Cost Reimb Acct Rec), Sub Category: 1100 (Basic Research), CFDA Number: 10.001, and Sponsor ID: 123456789.

Fig. 1.2.8 Grant Maintenance Form (FZAGRNT) showing Federal Pass Through status

Fig. 1.2.9 Grant Maintenance Form (FZAGRNT) – Pass Through Agency Block

## 1.3: Using the Fund Code Maintenance Form (FZMFUND)

### Process Description

After a grant code is created, one or more Fund codes are established to process the actual financial activity of a grant. The **Fund Code Maintenance Form (FZMFUND)** is used to establish Fund codes and associate them to grant codes. It is also used to establish the Fund's accounting and hierarchical structure.


#### 1.3. A: Using Effective Dates


### Process Description

It is crucial for the OBFS personnel creating Funds to ensure that the **Effective Date** field on **FZMFUND** is populated with the correct date (the date when expenditures are allowed against the grant fund). This date cannot be backdated after the initial creation of the Fund.

Departments can incur expenditures as long as the **Termination Date** field on **FZMFUND** has been left blank or the date entered has not expired. The termination date is the last date that transactions can be posted to the Fund by departmental users. However, please note that feeder systems can bypass the termination date.

The **Expenditure End Date** field shows the last date for transactions to be posted on the Fund for users with expenditure end date authority, such as Grants and Contracts Office personnel.

 **CAUTION:** Feeder systems can bypass the **Termination Date** field on the **Fund Code Maintenance Form (FZMFUND)**.

 **NOTE:** OBFS personnel creating funds must ensure that the **Effective Date** field on the **Fund Code Maintenance Form (FZMFUND)** has the correct date. This date cannot be backdated after the initial creation of the Fund.

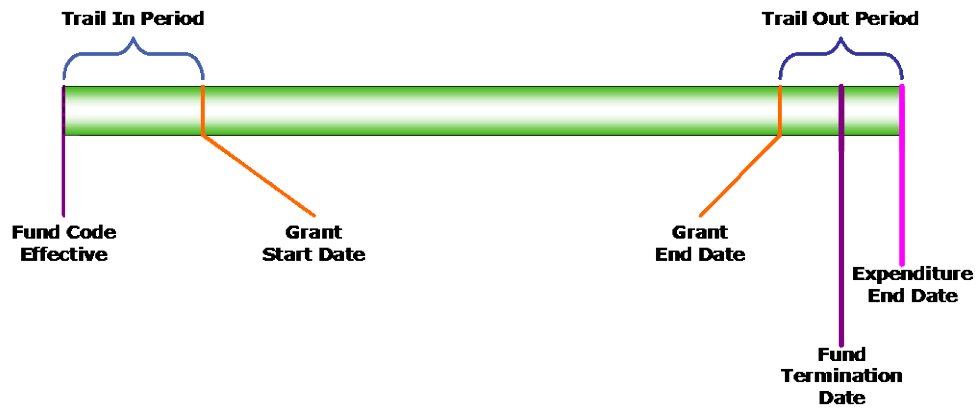


Fig. 1.3.1 Grant and Fund Relationship Timeline

### Process Example

In this example, we will use the **Fund Code Maintenance Form (FZMFUND)** to look up Fund codes and note the associated starting and ending dates.



**NOTE:** See Appendix C for definitions of all the fields used in the following example.

Form Name	Form Title	Menu Path
FZMFUND	Fund Code Maintenance Form	Financial » General Ledger » Chart of Accounts Account Codes » Research Accounting Fund Code Maintenance Form

### Step-by-Step Procedures

Step	Action	Results/Decisions
1.	In the <b>GoTo...</b> field, type <b>FZMFUND</b> and press the ENTER key to open the <b>Fund Code Maintenance Form</b> .	<b>FZMFUND</b> displays.
2.	Click the <b>Enter Query</b> button.	
3.	Type the Chart code in the <b>Chart of Accounts</b> field.	
4.	Press the TAB key to advance to the <b>Fund</b> field and type the Fund code.	
5.	Click the <b>Execute Query</b> button.	Query results display.
6.	Review all active fields displayed on the form.	
7.	Click the <b>Exit</b> button to return to the main menu.	



Fig. 1.3.2 Fund Code Maintenance Form (FZMFUND)

### 1.3.B: Viewing Fund Personnel

#### Process Description

You can use the **Fund Code Maintenance Form (FZMFUND)** to find the fund personnel associated with a Fund code, by selecting **Personnel Information** from the **Options** menu. The **Personnel Information on Fund Codes** block displays the names of each fund personnel, along with their role(s). The roles available in the **Role** field include Principal Investigator, Co-Investigator (if one exists), Financial Manager, and GL Report Distribution Contact.

#### Process Example

In this example, we will use the **Fund Code Maintenance Form (FZMFUND)** to look up the fund personnel for a Fund code.

#### Step-by-Step Procedures

Step	Action	Results/Decisions
1.	In the <b>GoTo...</b> field, type <b>FZMFUND</b> and press the ENTER key to open the <b>Fund Code Maintenance Form</b> .	<b>FZMFUND</b> displays.
2.	Click the <b>Enter Query</b> button.	
3.	Type the Chart code in the <b>Chart of Accounts</b> field.	

Step	Action	Results/Decisions
4.	Press the TAB key to advance to the <b>Fund</b> field and type the Fund code.	
5.	Click the <b>Execute Query</b> button.	Query results display.
6.	Select <b>Personnel Information</b> from the <b>Options</b> menu.	The <b>Personnel Information on Fund Codes</b> block displays.
7.	Click the <b>Next Block</b> button.	
8.	Review the fund personnel information.	
9.	Click the <b>Exit</b> button to return to the main menu.	

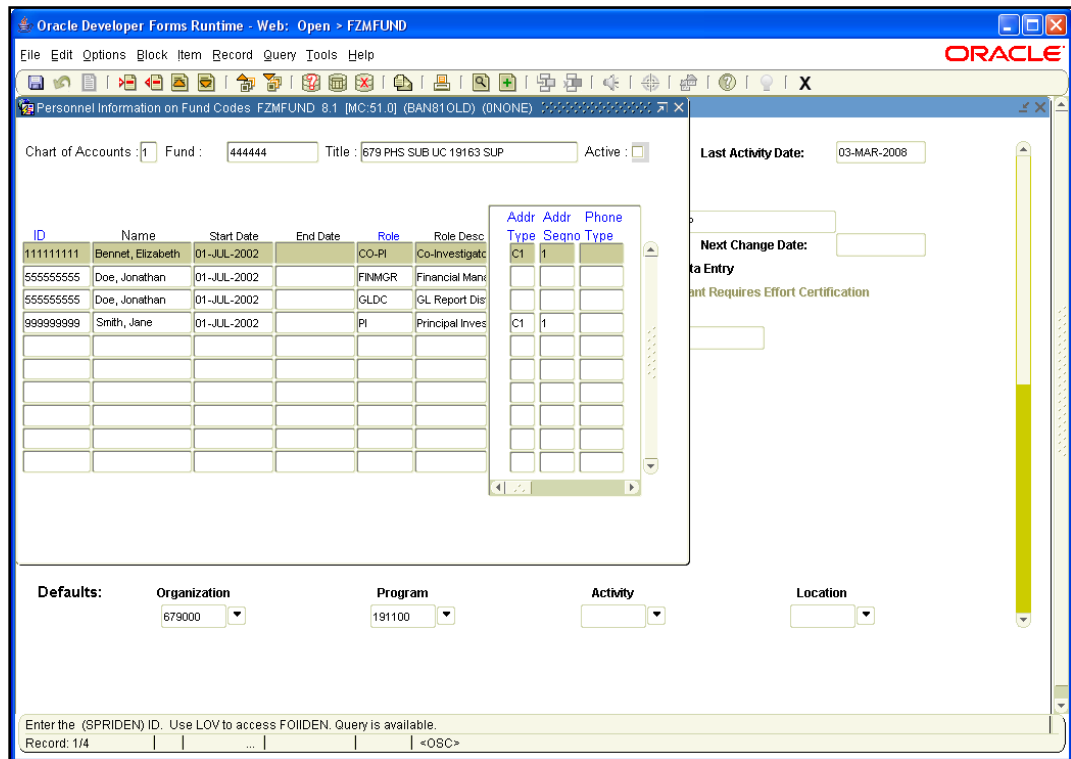


Fig. 1.3.3 Fund Code Maintenance Form (FZMFUND) – Personnel Information on Fund Codes Block

### 1.3.C: Viewing Fund Attributes

#### Process Description

You can use the **Fund Code Maintenance Form (FZMFUND)** to find the fund attributes associated with a Fund code, by selecting **Assign Attributes (A)** from the **Options** menu. The **FOAPAL Attribute Association Form (FTMFATA)** displays whether, for example, fringe benefits and Worker’s Compensation will be assessed on the Fund. The current fringe benefit rates can be found on the OBFS Web site at:

- Urbana-Champaign: <https://www.obfs.uillinois.edu/grants/urbana-champaign-campus/links-resources/indirect-cost-rates/>

- Chicago: <https://research.uic.edu/post-award/indirect-cost-rates-fa-fringe-benefits-tuition>
- Springfield: <https://www.obfs.uillinois.edu/grants/springfield-campus/indirect-cost-rates/>

### Process Example

In this example, we will use the **Fund Code Maintenance Form (FZMFUND)** to look up the fund attributes for a Fund code.

### Step-by-Step Procedures *FTMFATA*

Step	Action	Results/Decisions
1.	In the <b>GoTo...</b> field, type <b>FZMFUND</b> and press the ENTER key to open the <b>Fund Code Maintenance Form</b> .	<b>FZMFUND</b> displays.
2.	Click the <b>Enter Query</b> button.	
3.	Type the Chart code in the <b>Chart of Accounts</b> field.	
4.	Press the TAB key to advance to the <b>Fund</b> field and type the Fund code.	
5.	Click the <b>Execute Query</b> button.	Query results display.
6.	Select <b>Assign Attributes (FTMFATA)</b> from the <b>Options</b> menu.	The <b>FOAPAL Attribute Association Form (FTMFATA)</b> displays.
7.	Click the <b>Next Block</b> button.	Attribute types and descriptions display.
8.	Review the information.	
9.	Click the <b>Exit</b> button twice to return to the main menu.	

Oracle Developer Forms Runtime - Web: Open > FTMFATA

File Edit Options Block Item Record Query Tools Help

FOAPAL Attribute Association FTMFATA 8.0 (BAN81 OLD) (NONE)

Chart of Accounts: 1

Select FOAPAL element to associate attributes: Fund Orgn Acct Prog Actv Locn Atyp Ftyp

Fund Code: 444444 581 PHS 1 R01 AG21887 EM Data Entry: Y

Predecessor Code: A9901 392 PHS 1 R01 AG21887-02

Attribute Type	Description	Status	Attribute Value	Description	Begin Date	End Date
HDVINS	UIC Grad Assistant Health Benefit	<input checked="" type="checkbox"/>	Y	Assessed	01-JUL-1950	
HLDINS	Health Life Dental Assessed	<input checked="" type="checkbox"/>	Y	Assessed	01-JUL-1950	
LOCN	Physical Location	<input checked="" type="checkbox"/>	10	Urbana Campus	01-JUL-1950	
MEDICARE	Medicare OASDI Assessed	<input checked="" type="checkbox"/>	Y	Assessed	01-JUL-1950	
RETIRMNT	Retirement Assessed	<input checked="" type="checkbox"/>	Y	Assessed	01-JUL-1950	
TERMBEN	Termination Benefits Assessed	<input checked="" type="checkbox"/>	U	Urbana Assessed	04-DEC-2003	
WKCOMP	Workers Compensation Assessed	<input checked="" type="checkbox"/>	UT	Urbana Trust Assessed	04-DEC-2003	
		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				

FRM-41051: You cannot create records here.

Record: 1/7 <<08C>

Fig. 1.3.4 FOAPAL Attribute Association Form (FTMFATA)

## 1.4: Indirect Costs



**HINT:** The **Fund Maintenance Form (FZMRFND)** must be placed in query mode before looking up indirect cost codes. You can place a form in query mode by clicking the **Enter Query** button.

### Process Description

Banner calculates indirect costs on a nightly basis, and a grant's indirect cost figures are available the following business day. This allows a user to closely track a grant's indirect costs and more accurately monitor the grant's budget.

Indirect costs are calculated using four indirect cost codes assigned to a Banner Fund. These four codes work together to assess the correct indirect costs associated with a particular fund. Individually, these codes do not determine the indirect cost characteristics; instead, these codes act as a team within Banner to assess and post the indirect cost charges for a Fund.

Using the **Fund Maintenance Form (FZMRFND)**, GCO personnel can directly enter a grant's indirect cost codes. You can use **FZMRFND** to view the indirect cost codes.

The current negotiated indirect cost rate agreement can be located on the OBFS Web site:

- Urbana-Champaign: <https://www.obfs.uillinois.edu/grants/urbana-champaign-campus/links-resources/indirect-cost-rates/>
- Chicago: <https://research.uic.edu/post-award/indirect-cost-rates-fa-fringe-benefits-tuition>
- Springfield: <https://www.obfs.uillinois.edu/grants/springfield-campus/indirect-cost-rates/>

**Process Example**

In this example, we will use the **Fund Maintenance Form (FZMRFND)** to look up grant indirect cost codes.

<b>Form Name</b>	<b>Form Title</b>	<b>Menu Path</b>
FZMRFND	Fund Maintenance Form	Financial » Research Accounting » Research Accounting Grants » Research Accounting Fund Maintenance Form



**NOTE:** See Appendix C for definitions of all the fields used in the following example.

**Step-by-Step Procedures**

<b>Step</b>	<b>Action</b>	<b>Results/Decisions</b>
1.	In the <b>GoTo...</b> field, type <b>FZMRFND</b> and press the ENTER key to open the <b>Fund Maintenance Form</b> .	<b>FZMRFND</b> displays.
2.	Click the <b>Enter Query</b> button.	
3.	Type the Chart code in the <b>Chart of Accounts</b> field.	
4.	Press the TAB key to advance to the <b>Fund</b> field and type the Fund code.	
5.	Click the <b>Execute Query</b> button.	Query results display.
6.	Review the information.	Banner cost share codes will not be used to calculate cost share expenses.
7.	Double-click <b>Indirect Cost Codes</b> fields to view validation tables.	<b>FRVBASI, FRVINDR, FRVINDA, or FRVINDD</b> displays, depending on which cost code you double-clicked.
8.	Review the information.	
9.	Click the <b>Exit</b> button to return to <b>FZMRFND</b> .	<b>FZMRFND</b> re-displays.
10.	Click the <b>Exit</b> button to return to the main menu.	

The screenshot shows the Oracle Developer Forms Runtime window for the Fund Maintenance Form (FZMRFND). The form is titled "Research Accounting Fund Maintenance Form FZMRFND 8.0 [MC:50.3] (BAN81OLD) (NONE)". It contains several sections:

- Chart of Accounts:** Fund: 444444, Grant: A9900, PHS Sub U of CH ID#19163
- Effective Date:** 01-JUL-2002, **Termination Date:** (empty), **Next Change Date:** (empty)
- Budget Period Start Date:** 01-JUL-2002, **Budget Period End Date:** (empty)
- Cost Share Basis:** (empty), **Cost Share Rate Code:** (empty), **Cost Share Credit Account:** (empty), **Cost Share Distribution From Code:** (empty)
- Billing Information:**
  - Billed Accounts Receivable:** 53002 Accounts Receivable Billings
  - Cash Receipt Bank Code:** GA
  - Revenue Account:** 303010
  - Unbilled Accounts Receivable:** 53001
  - Retainage Accounts Receivable:** (empty)
  - Retainage Amount:** (empty)
  - Retainage Percent:** (empty)
- Indirect Cost Codes:** A table with columns: Basis, Rate, Charge, Distribution.
 

Basis	Rate	Charge	Distribution
1MTD1	53.00	198130	1679
1TUIT1	34.50	198150	1679

Fig. 1.4.1 Fund Maintenance Form (FZMRFND)

## 1.4.A: Indirect Cost Basis Code

### Process Description

The Indirect Cost Basis code determines which grant Account codes will be included when the indirect cost rate is assessed. Personnel in the Grants and Contracts Office create the indirect cost basis code using the **Basis Definition Code Maintenance Form (FZMBASI)**. It is possible for users to determine which Account codes are included in and/or excluded from indirect cost assessment on a basis code by querying on the **Basis Code Validation Form (FRVBASI)**. Examples include UIUC Modified Total Direct Cost (code **1MTD1**) and UIC Total Direct Cost (code **2TDC1**). For any exceptions to the base codes already in place, new base codes will have to be established.

### Process Example

In this example, we will use the **Basis Definition Code Maintenance Form (FZMBASI)** to look up Account types and/or Account code ranges that are included or excluded in the indirect cost base.

Form Name	Form Title	Menu Path
FZMBASI	Basis Definition Code Maintenance Form	Financial » Research Accounting » Research Accounting Table Maintenance » Basis Definition Code Maintenance Form

### Indirect Cost Basis Code

A code that represents a list of accounts used in indirect cost calculations.

**NOTE:** See Appendix C for definitions of all the fields used in the following example.

**Step-by-Step Procedures**

Step	Action	Results/Decisions
1.	In the <b>GoTo...</b> field, type <b>FZMBASI</b> and press the ENTER key to open the <b>Basis Definition Code Maintenance Form</b> .	<b>FZMBASI</b> displays.
2.	Click the <b>Search</b> button next to the <b>Basis Definition Code</b> field.	<b>FRVBASI</b> displays.
3.	Click the <b>Enter Query</b> button.	
4.	Type the Chart code in the <b>COA</b> field.	
5.	Click the <b>Execute Query</b> button.	Query results display.
6.	Double-click the desired basis code.	<b>FZMBASI</b> displays with the basis code in the <b>Basis Definition Code</b> field.
7.	Click the <b>Next Block</b> button.	
8.	Review the information.	
9.	Click the <b>Exit</b> button to return to the main menu.	

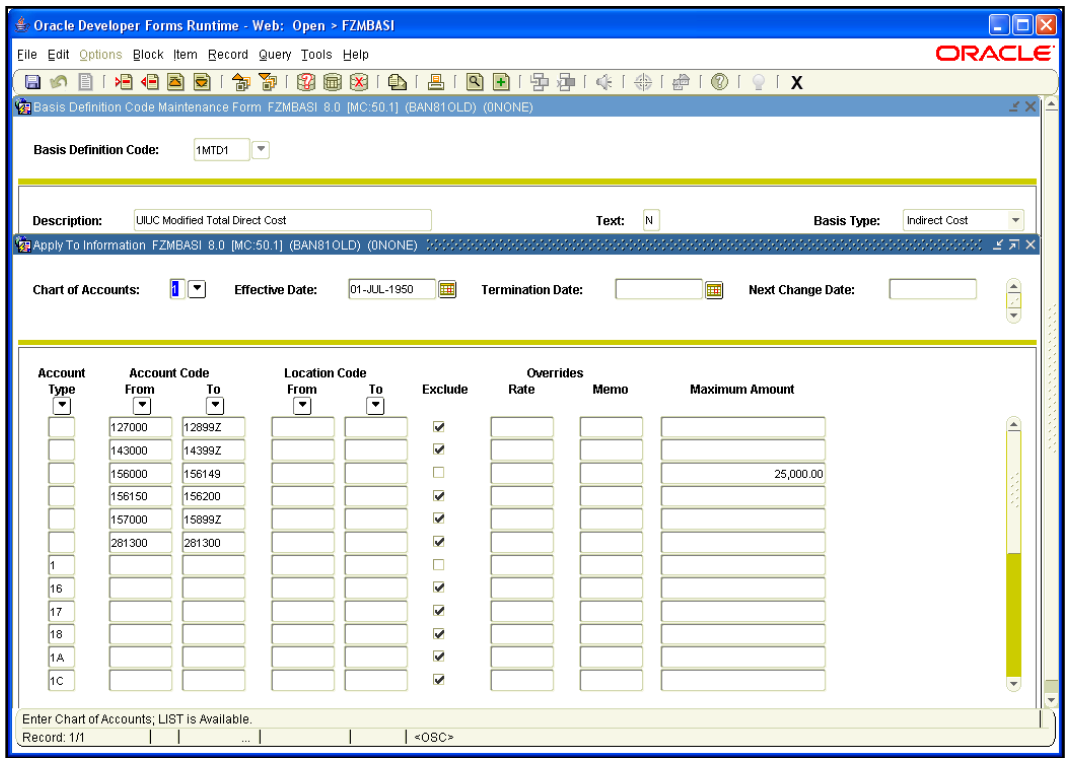


Fig. 1.4.2 Basis Definition Code Maintenance Form (FZMBASI)

## 1.4.B: Indirect Cost Rate Code

### Indirect Cost Rate Code

A code that represents the percentage rate the sponsoring agency must contribute towards the expense.

### Process Description

The Indirect Cost Rate code represents the percentage rate the sponsoring agency must contribute towards the indirect expenses. Using the **Indirect Cost Rate Code Validation Form (FRVINDR)**, you can query the indirect cost rates using information such as code, description, or rate. GCO will use the **Indirect Cost Rate Code Maintenance Form (FZMINDR)** to add, change, and delete indirect cost rates.

The rate code, while it is a number, is not the rate itself but a code that represents the indirect cost rate. This is significant because many codes will represent indirect cost rates, and the user should not think of the rate code as the actual rate being applied to calculate indirect cost.

### Process Example

In this example, we will use the **Indirect Cost Rate Code Maintenance Form (FZMINDR)** to look up indirect cost rate codes.

Form Name	Form Title	Menu Path
FZMINDR	Indirect Cost Rate Code Maintenance Form	Financial » Research Accounting » Research Accounting Table Maintenance » Indirect Cost Rate Code Maintenance Form



**HINT:** The rate code is not the rate itself; instead, it is a code that represents the indirect cost rate. You should not think of the rate code as the actual rate being applied to calculate indirect cost.

### Step-by-Step Procedures

Step	Action	Results/Decisions
1.	In the <b>GoTo...</b> field, type <b>FZMINDR</b> and press the ENTER key to open the <b>Indirect Cost Rate Code Maintenance Form</b> .	<b>FZMINDR</b> displays.
2.	Click the <b>Search</b> button next to the <b>Indirect Cost Rate Code</b> field.	<b>FRVINDR</b> displays.
3.	Click the <b>Enter Query</b> button.	
4.	Type the search criteria, using wildcards (%) if necessary, in the <b>Code</b> field.	
5.	Click the <b>Execute Query</b> button.	Query results display.
6.	Double-click the desired indirect cost rate code.	<b>FZMINDR</b> displays with the code in the <b>Indirect Cost Rate Code</b> field.
7.	Click the <b>Next Block</b> button.	
8.	Review the information.	
9.	Click the <b>Exit</b> button to return to the main menu.	



**NOTE:** See Appendix C for definitions of all the fields used in the following example.



Fig. 1.4.3 Indirect Cost Rate Code Maintenance Form (FZMINDR)

### 1.4.C: Indirect Cost Charge Code

#### Process Description

The Indirect Cost Charge code represents the Account code to which you want to charge indirect costs. On the **Indirect Cost Charge Code Maintenance Form (FTMINDA)**, GCO can add, change, or delete the Accounts and percentages (if charging more than one Account) for overhead charge calculations. Departmental users can use the **Indirect Cost Charge Code Validation Form (FRVINDA)** to query indirect cost charge codes.

#### Process Example

In this example, we will use the **Indirect Cost Charge Code Maintenance Form (FTMINDA)** to look up indirect cost charge codes.

Form Name	Form Title	Menu Path
FTMINDA	Indirect Cost Charge Code Maintenance	Financial » Research Accounting » Research Accounting Table Maintenance » Indirect Cost Charge Code Maintenance

#### Indirect Cost Charge Code

A code that represents the account to which you want to charge indirect costs.



**NOTE:** See Appendix C for definitions

of all the fields used in the following example.

**Step-by-Step Procedures**

Step	Action	Results/Decisions
1.	In the <b>GoTo...</b> field, type <b>FTMINDA</b> and press the ENTER key to open the <b>Indirect Cost Charge Code Maintenance Form</b> .	<b>FTMINDA</b> displays.
2.	Click the <b>Search</b> button next to the <b>Indirect Cost Charge Code</b> field.	<b>FRVINDA</b> displays.
3.	Click the <b>Enter Query</b> button.	
4.	Press the TAB key to advance to the <b>Code</b> field and type the search criteria, using wildcards (%) if necessary.	
5.	Click the <b>Execute Query</b> button.	Query results display.
6.	Double-click the desired indirect cost charge code.	<b>FTMINDA</b> displays with the code in the <b>Indirect Cost Charge Code</b> field.
7.	Click the <b>Next Block</b> button.	
8.	Review the information.	
9.	Click the <b>Exit</b> button to return to the main menu.	

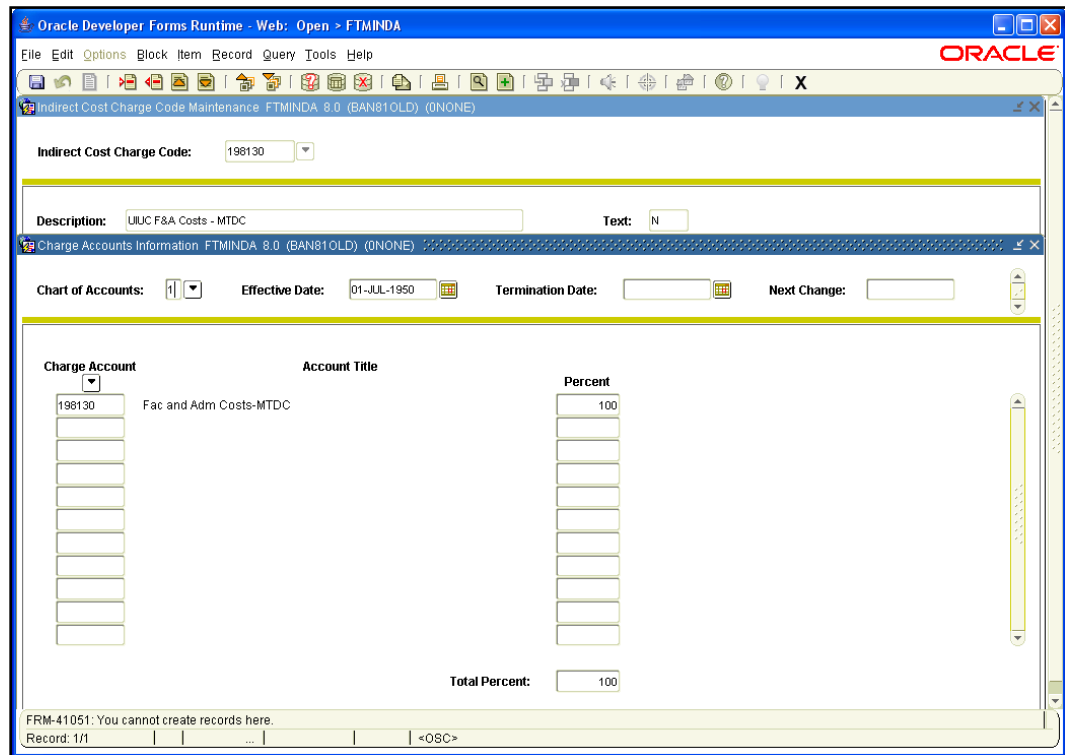


Fig. 1.4.4 Indirect Cost Charge Code Maintenance Form (FTMINDA)

### 1.4.D: Indirect Cost Distribution Code

#### Process Description

The Indirect Cost Distribution code represents the credit side of indirect cost calculations, or the offset Account code. This code establishes precisely what areas of the University should receive money and what amount they should receive at the time that the indirect cost is charged to the grant.

Each unit has a standard distribution code used for its grants. Units wishing to use any non-standard distribution must discuss and settle the matter with the Office of Budgets and Financial Analysis. The budget office will create a new code and instruct GCO as to when the non-standard distribution code should be applied. GCO uses the **Indirect Cost Distribution Maintenance Form (FTMINDD)** to modify these codes. Departmental users can also use **FTMINDD** to query these codes.

#### Process Example

In this example, we will use the **Indirect Cost Distribution Maintenance Form (FTMINDD)** to look up indirect cost distribution codes.

Form Name	Form Title	Menu Path
FTMINDD	Indirect Cost Distribution Maintenance	Financial » Research Accounting » Research Accounting Table Maintenance » Indirect Cost Distribution Maintenance

#### Step-by-Step Procedures

Step	Action	Results/Decisions
1.	In the <b>GoTo...</b> field, type <b>FTMINDD</b> and press the ENTER key to open the <b>Indirect Cost Distribution Maintenance Form</b> .	<b>FTMINDD</b> displays.
2.	Click the <b>Search</b> button next to the <b>Indirect Cost Distribution Code</b> field.	<b>FRVINDD</b> displays.
3.	Click the <b>Enter Query</b> button.	
4.	Type the search criteria, using wildcards (%) if necessary, in the <b>Code</b> field.	
5.	Click the <b>Execute Query</b> button.	Query results display.
6.	Double-click the desired indirect cost distribution code.	<b>FTMINDD</b> displays with the code in the <b>Indirect Cost Distribution Code</b> field.
7.	Click the <b>Next Block</b> button.	
8.	Review the information.	
9.	Click the <b>Exit</b> button to return to the main menu.	

#### Indirect Cost Distribution Code

The indirect cost distribution code represents the credit side of indirect cost calculations, or the offset account code.



**NOTE:** Units must work with the Office of Budgets and Financial Analysis to establish non-standard distribution codes.



**NOTE:** See Appendix C for definitions of all the fields used in the following example.

Fig. 1.4.5 Indirect Cost Distribution Maintenance Form (FTMINDD)

## 1.5: Using Index Codes

### Process Description

Index codes are established due to the length of the C-FOAPAL string that will have to be entered by departmental users for each sponsored project transaction. Index codes are unique alphanumeric codes used in place of certain Chart-specific C-FOAPAL segments. When entered, the code loads the specific C-FOAPAL segments, allowing the user to remember only one six-digit code instead of each C-FOAPAL segment. This helps reduce the risk of accounting errors caused by the user entering the wrong C-FOAPAL string and is beneficial, since many C-FOAPAL strings can be associated with one grant code.

Please note that the C-FOAPAL segments most commonly represented in a grant index code are FOP, or Fund, Organization, and Program. The other elements of the C-FOAPAL string are not used consistently enough to warrant representation in the index code. Where required, Account codes are entered manually. Activity and Location codes are rarely used; any additional index codes or changes or additions to index codes should be addressed with GCO.



#### Index Code

A unique alphanumeric code representing any combination of user-defined FOAPAL elements.



#### NOTE:

The most commonly used C-FOAPAL elements in grant index codes include Fund, Organization, and Program.

The form used by GCO to create an index code is the **Account Index Code Maintenance Form (FTMACCI)**. The index code convention used in Grants and Contracts is different from other Banner Finance areas because the index codes begin with the five-digit grant code. The sixth position is alphanumeric and sequentially represents the number of index codes created for each grant code. Index codes are created when a grant is created, and both the grant code and index codes are communicated to the appropriate department.

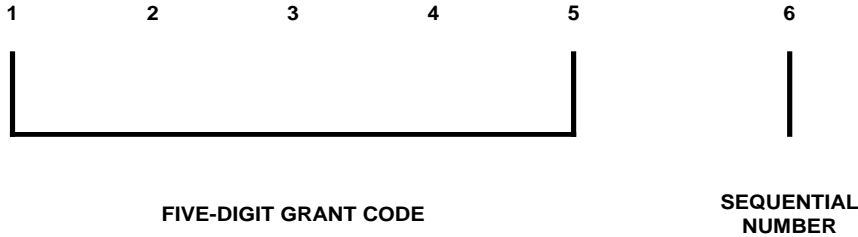


Fig. 1.5.1 Grant Index Code Character Positions

Using the **Account Index Code Maintenance Form (FTMACCI)**, you can query for index codes using various search criteria. For example, you can query for an index code using the Chart of Accounts code and part of the grant title. You can also query using any combination of the Fund code, the Organization code, the Program code, and the short title. If, for example, there is more than one index code associated with the Organization code you are querying, you can select **Next** from the **Record** menu or use the scroll bar to view the additional index codes.

To simplify the index code query process, the first three characters of the index code title are the first three characters of the grant’s associated Organization code, followed by the associated Fund code and the short title of the Fund.



**HINT:** To query for an index code, use characters from the associated Organization code, Fund code or Fund title as the search criteria.

**Process Example**

In this example, we will query for an index code using the **Account Index Code Maintenance Form (FTMACCI)**.

Form Name	Form Title	Menu Path
FTMACCI	Account Index Code Maintenance	Financial » General Ledger » Chart Of Accounts Account Codes » Account Index Code Maintenance



**NOTE:** See Appendix C for definitions of all the fields used in the following example.

**Step-by-Step Procedures**

Step	Action	Results/Decisions
1.	In the <b>GoTo...</b> field, type <b>FTMACCI</b> and press the ENTER key to open the <b>Account Index Code Maintenance Form</b> .	<b>FTMACCI</b> displays.
2.	Click the <b>Enter Query</b> button.	
3.	Type the Chart code in the <b>Chart of Accounts</b> field.	

Step	Action	Results/Decisions
4.	Press the TAB key to advance to the <b>Account Index Title</b> field.	
5.	Type the search criteria, using wildcards (%) if necessary, in the <b>Account Index Title</b> field.	
6.	Click the <b>Execute Query</b> button.	Query results display.
7.	Review results.	
8.	Select <b>Next</b> from the <b>Record</b> menu or click the <b>Next Record</b> button to view additional index codes.	
9.	Click the <b>Enter Query</b> button.	Fields clear.
10.	Press the TAB key to advance to the <b>Organization</b> field.	
11.	Type the search criteria, using wildcards (%) if necessary, in the <b>Organization</b> field.	
12.	Click the <b>Execute Query</b> button.	Query results display.
13.	Review results.	
14.	Select <b>Next</b> from the <b>Record</b> menu, click the <b>Next Record</b> button, or use the scroll bar to view additional index codes.	
15.	Click the <b>Enter Query</b> button.	Fields clear.
16.	Press the TAB key to advance to the <b>Fund</b> field.	
17.	Type the search criteria, using wildcards (%) if necessary, in the <b>Fund</b> field.	
18.	Press the TAB key to advance to the <b>Program</b> field.	
19.	Type the search criteria, using wildcards (%) if necessary, in the <b>Program</b> field.	
20.	Click the <b>Execute Query</b> button.	Query results display.
21.	Review results.	
22.	Click the <b>Exit</b> button to return to the main menu.	

The screenshot shows the Oracle Developer Forms Runtime interface for the 'Account Index Code Maintenance Form (FTMACCI)'. The window title is 'Oracle Developer Forms Runtime - Web: Open > FTMACCI'. The form includes the following fields and sections:

- Chart of Accounts:** A dropdown menu showing '1'.
- Active Status:** A checked checkbox.
- Last Activity Date:** A text field containing '03-MAR-2008'.
- Account Index:** A dropdown menu showing 'A99002'.
- Account Index Title:** A text field containing '679 496051 U OF CHI ID#1916'.
- Effective Date:** A text field containing '03-MAR-2008'.
- Termination Date:** A text field containing '03-MAR-2008'.
- Next Change Date:** An empty text field.
- Accounting Distribution:** A section with several fields and checkboxes:
  - Fund:** 444441 (dropdown), 679 U OF CHI ID#19163 (text).
  - Organization:** 679003 (dropdown), Stuttering Lab (text).
  - Account:** (empty dropdown).
  - Program:** 191100 (dropdown), Research (text).
  - Activity:** (empty dropdown).
  - Location:** (empty dropdown).
  - Check to Override:** A column of checkboxes, with the second, third, and fourth checkboxes checked.

At the bottom of the form, there is a status bar with the text 'Enter value for Chart of Accounts' and 'Record: 1/7'.

Fig. 1.5.2 Account Index Code Maintenance Form (FTMACCI)

## Support and Resources

OBFS Request for Anticipation form (Grants & Sponsored Projects Forms page):  
<http://www.obfs.uillinois.edu/forms/grants-sponsored-projects/>

The current fringe benefit rates and negotiated indirect cost rate agreement can be found on the OBFS Web site:

- Urbana-Champaign: <https://www.obfs.uillinois.edu/grants/urbana-champaign-campus/links-resources/indirect-cost-rates/>
- Chicago: <https://research.uic.edu/post-award/indirect-cost-rates-fa-fringe-benefits-tuition>
- Springfield: <https://www.obfs.uillinois.edu/grants/springfield-campus/indirect-cost-rates/>

## Lesson Summary

In this lesson, you have learned how to view grant information using the **Grant Maintenance Form (FZAGRNT)**, look up Fund codes and indirect cost code information, and search for grant index codes. You have also learned about indirect cost assessment. In the next lesson, you will learn how to view financial data associated with grants.

## Lesson Review

1. Index codes are created using the **Account Index Code Validation Form (FTVACCI)**. True or False.
  
2. To access federal pass through funds tracking, what should a user select from the **Options** menu on the **Grant Maintenance Form (FZAGRNT)**?
  - a. Personnel Information
  - b. User Defined Data
  - c. Pass Through Agcy Distribution Info
  - d. Agency Information
  
3. The **Effective Date** field on the **Fund Code Maintenance Form (FZMFUND)** can be changed after the initial creation of the Fund. True or False.
  
4. Match the indirect cost code form with its description.

<b>Definition</b>	<b>Code</b>
_____ The code on this form is responsible for determining what grant costs will be employed when calculating indirect costs for a grant.	A. <b>Indirect Cost Charge Code Maintenance Form (FTMINDA)</b>
_____ The code on this form represents the Account to which indirect costs will be assessed.	B. <b>Indirect Cost Distribution Maintenance Form (FTMINDD)</b>
_____ The code on this form represents the percentage rate that a sponsoring agency must contribute towards indirect costs.	C. <b>Indirect Cost Rate Code Maintenance Form (FZMINDR)</b>
_____ At the time that the indirect cost is charged to the grant, the code on this form establishes precisely what areas of the University should receive money and what amount they should receive.	D. <b>Basis Definition Code Maintenance Form (FZMBASI)</b>



## Lesson 2: Viewing Financial Data

In this lesson, you will learn how to search for financial data associated with grants. The information available via query includes budget and expense activity, as well as billing and payment data.

### Lesson Objectives

When you have completed the materials presented in this lesson, you will be able to:

- Check the financial status of a grant on the **Grant Inception to Date Form (FZIGITD)**.
- Review the detailed transactions for a grant using the **Grant Transaction Detail Form (FZIGTRD)**.
- Use the **Detail Encumbrance Activity Form (FGIENCDA)**.
- Look at transaction source documents.
- Search for budget data for a grant.
- View grant billing and payment information.

## 2.1: Viewing Budget and Expense Data

### 2.1.A: Accessing Inception To Date Information

#### Process Description

The **Grant Inception to Date Form (FZIGITD)** is used to view all inception to date financial information for sponsored project awards. It is one of the key forms to use when monitoring the overall financial status of a sponsored project. **FZIGITD** is a very flexible form; you can query in various ways to provide results on such scenarios as specific date parameters, excluding indirect costs, Fund detail, and Account code rollups.

The **Grant Transaction Detail Form (FZIGTRD)** is used to view individual transaction details on a sponsored project award. You can query **FZIGTRD** in multiple ways to produce results for specific date parameters, document codes, and year to date (YTD) transactions. **FZIGTRD** can be accessed directly or from **FZIGITD** by selecting **Grant Detail Information (FZIGTRD)** from the **Options** menu.

#### Process Example

In this example, we will use the **Grant Inception To Date Form (FZIGITD)** to check budget status, ITD activity, commitments (encumbrances), and available balance (overdrafts). We will also utilize various search parameters, such as multiple Funds, date parameters, exclude indirect costs, Chart of Accounts, Account summary, and “rogue” C-FOAPALs, to customize query results.



**HINT:** To

query for all year to date transactions on the **Grant Transaction Detail Form (FZIGTRD)**, type **YTD** in the **Field** field and click the **Execute Query** button.



**NOTE:** See

Appendix C for definitions of all the fields used in the following example.

Form Name	Form Title	Menu Path
FZIGTD	Grant Inception To Date Form	Financial » Research Accounting » Research Accounting Grants » Grant Inquiry » Grant Inception To Date Form

**Step by Step Procedures**

Step	Action	Results/Decisions
1.	In the <b>GoTo...</b> field, type <b>FZIGTD</b> and press the ENTER key to open the <b>Grant Inception To Date Form</b> .	<b>FZIGTD</b> displays.
2.	Type the Chart code in the <b>Chart of Accounts</b> field.	
3.	Type the grant code in the <b>Grant</b> field, then press the TAB key to view the grant title.	
4.	Click the <b>Next Block</b> button.	Grant activity completes the block.
5.	Review activity information and check overdraft status.	Note the overall balance.
6.	Click the <b>Rollback</b> button.	Query results clear.
7.	Type the search criteria, using wildcards (%) if necessary.	
8.	Click the <b>Next Block</b> button.	Note changes in results based on specific query parameters.
9.	Select an Account code line item by clicking the <b>Account</b> field.	
10.	Select <b>Grant Detail Information (FZIGTRD)</b> from the <b>Options</b> menu.	<b>FZIGTRD</b> displays.
11.	Type the search criteria, using wildcards (%) if necessary.	
12.	Click the <b>Next Block</b> button.	Note changes in results based on specific query parameters.
13.	Select a year-to-date transaction line item by clicking the <b>Field</b> field.	
14.	Select <b>Query Document (By Type)</b> from the <b>Options</b> menu.	The <b>Document Retrieval Inquiry Form (FGIDOCR)</b> displays.
15.	Click the <b>Next Block</b> button.	Transaction detail information displays.
16.	Review the results.	
17.	Click the <b>Exit</b> button three times to return to the main menu.	

## GC 101: Grants & Contracts for Professional/Administrative Personnel

Grant Inception To Date Form FZIGITD 8.9 [UL\_SGHE076\_FIN8100006] (BANDR3) (1UIUC)

**Chart of Accounts:**  **Grant:** A9900 FDA Sub 123456789 **Grant Year:**   
**Index:**  **Fund:**  **Organization:**   Include Revenue Accounts  
**Program:**  **Activity:**  **Location:**   Exclude Indirect Costs  
**Account Type:**  **Account:**  **Account Summary:** All Levels  Hierarchy  
**Date From (MM/YY):** 09 / 14 **Date To (MM/YY):** 10 / 15  Fund Summary  
 By Sponsor Account

Account Type	Adjusted Budget	Activity	Commitments	Available Balance
120000 E Budget-Materials and Supplies	750.00	0.00	0.00	750.00
131250 E Foreign Travel Vendor-Air Travel	0.00	1,276.50	0.00	-1,276.50
140000 E Budget-Contracted Services	4,824.00	0.00	0.00	4,824.00
198132 E Fac & Adm Costs-MTDC UIUC FY09	14,779.00	11,840.35	0.00	2,938.65
210000 L Budget-Personnel Services	18,225.00	0.00	0.00	18,225.00
211400 L Other Academic Salary	0.00	18,647.62	0.00	-18,647.62
219000 L Budget-Faculty/Staff Benefit Costs	1,422.00	0.00	0.00	1,422.00
219110 L Social Security without Medicare	0.00	64.95	0.00	-64.95
219210 L Medicare Matching	0.00	15.19	0.00	-15.19
219240 L Workers Compensation	0.00	27.64	0.00	-27.64
219260 L Termination Sick Leave Other	0.00	173.49	0.00	-173.49
<b>Net Total:</b>	<b>40,000.00</b>	<b>32,045.74</b>	<b>0.00</b>	<b>7,954.26</b>

Fig. 2.1.1 Grant Inception To Date Form (FZIGITD)

Grant Transaction Detail Form FZIGTRD 8.0 [MC:50.0] (BAN81OLD) (0NONE)

**COA:**  **Grant:** A9900 **Index:**  **Fund:**  **Organization:**  **Account:**  **Program:**  **Activity:**  **Location:**  **Commit:**  **Year:**  **Period:**  **Date From:** 01-JUL-2000 **Date To:** 31-MAR-2006

Account	Organization	Program	Activity Date	Type	Document	Description	Field	Amount	Increase(+) Decrease(-)
120000	679003	191100	10-AUG-2004	206	J0204548	A7514BUD004 Grant/Budget	OBD	231.00	+
120010	679003	191100	03-AUG-2003	XB3	\$G001921	Conv Grants FY04 Budget Entry	OBD	1,449.00	+
121100	679003	191100	03-AUG-2003	XB3	\$G001921	Conv Grants FY04 Budget Entry	OBD	-636.63	-
121100	679003	191100	02-AUG-2003	XG3	\$P001734	Conv Grants Billed and Paid Expense	YTD	636.63	+
121100	679003	191100	02-AUG-2003	XG3	\$P001734	Conv Grants Billed and Paid Expense	OBD	636.63	+
121300	679003	191100	03-AUG-2003	XB3	\$G001921	Conv Grants FY04 Budget Entry	OBD	-13.00	-
121300	679003	191100	02-AUG-2003	XG3	\$P001734	Conv Grants Billed and Paid Expense	OBD	13.00	+
121300	679003	191100	02-AUG-2003	XG3	\$P001734	Conv Grants Billed and Paid Expense	YTD	13.00	+
124000	679003	191100	04-MAY-2005	100	J0336279	J0237067 Done incorrectly correctin	YTD	-39.78	-
124000	679000	191100	04-MAY-2005	100	J0336279	Correcting J0237067	YTD	39.78	+
124000	679003	191100	20-OCT-2004	100	J0237067	charge 679003 org code	YTD	39.78	+
124000	679000	191100	20-OCT-2004	100	J0237067	wrong account charged	YTD	-39.78	-
124000	679003	191100	21-JAN-2004	PIL	PC258159	GPCV: LOWELL GENERAL HOSP	YTD	26.00	+
124000	679003	191100	02-DEC-2003	PIL	PC210031	News Gazette Inc	YTD	266.04	+
124000	679003	191100	03-AUG-2003	XB3	\$G001921	Conv Grants FY04 Budget Entry	OBD	-680.97	-
124000	679003	191100	02-AUG-2003	XG3	\$P001734	Conv Grants Billed and Paid Expense	OBD	680.97	+
124000	679003	191100	02-AUG-2003	XG3	\$P001734	Conv Grants Billed and Paid Expense	YTD	680.97	+
<b>Total:</b>								3,302.64	+

Press Key Dup Item for Document Query Forms; Count Query for Encumbrance Detail  
 Record: 1/7 | ... | <OSC>

Fig. 2.1.2 Grant Transaction Detail Form (FZIGTRD)

Fig. 2.1.3 Document Retrieval Inquiry Form (FGIDOCR)

**2.1.B: Subawards and Indirect Cost Encumbrances**

**Process Description**

Subawards are agreements awarded by the University to other organizations that will perform a part of the scope of work for a project awarded by the sponsor to the University. Subawards may be sub-grants, sub-cooperative agreements, or sub-contracts, and are generally of the same type as the award to the University.

When an executed subaward is received in the GCO post-award office, GCO personnel establish a budget line item for the appropriate award amount against the applicable Fund using specified Account codes that are defined within the 156XXX series. Each subaward for a project is assigned a specific Account code. These subaward Account codes cannot be re-named, so GCO personnel are responsible for noting the subaward Account codes associated to subawardees (for example, the University of Iowa). Embedded in Banner Indirect Cost Basis Codes is the functionality to allow facilities and administrative costs (indirect costs) to be assessed on the first \$25,000 of each subaward. This is most often associated with a modified total direct cost (MTDC) base.


**Subaward**

Sub-grants, sub-cooperative agreements, or sub-contracts generally of the same type as the original award to the University that are awarded by the University to other organizations who will perform a part of the scope of work for a project.

A general encumbrance is established for the obligated award amount of each subaward against the appropriate C-FOAPAL(s) using the **Encumbrance/Reservation Maintenance Form (FGAENCB)**. This reflects the available subaward balance and reduces the risk of overspending. When the subaward document is received in GCO, they will establish the encumbrance. GCO provides departmental units with the appropriate C-FOAPAL and general encumbrance values to use when processing subaward invoices for payment. When a unit is processing an invoice that requires encumbered funds, the encumbrance code must be entered on the invoice. Using Banner electronic routing and approval processes, subaward invoice vouchers are routed through GCO for approval prior to payment.

The **Detail Encumbrance Activity Form (FGIENCD)** is used to track activities as they are posted against an encumbrance. This allows departmental users and the Grants and Contracts Office to query on an encumbrance number and track the encumbrance balance and its associated transactions. This form displays information such as transaction date and type, document code, transaction amount, and the remaining encumbrance balance. An encumbrance can be associated with more than one C-FOAPAL; therefore, on this form it is possible to view the encumbrance activity on each C-FOAPAL.


A properly established subaward encumbrance, when viewed on the **Grant Inception To Date Form (FZIGITD)**, will display an available balance of zero.

 **Encumbrance**  
Specific amount budgeted and guaranteed to certain costs or expenses.

### Process Example

In this example, we will look up an encumbrance using the **Detail Encumbrance Activity Form (FGIENCD)**.

Form Name	Form Title	Menu Path
FGIENCD	Detail Encumbrance Activity	Financial » General Ledger » General Accounting Query Forms » General Encumbrance Query Forms » Detail Encumbrance Activity

 **NOTE:** See Appendix C for definitions of all the fields used in the following example.

### Step-by-Step Procedures

Step	Action	Results/Decisions
1.	In the <b>GoTo...</b> field, type <b>FGIENCD</b> and press the ENTER key to open the <b>Detail Encumbrance Activity Form</b> .	<b>FGIENCD</b> displays.
2.	Click the <b>Search</b> button next to the <b>Encumbrance</b> field.	The <b>Encumbrance List Form (FGIENCB)</b> displays.
3.	Click the <b>Enter Query</b> button.	
4.	Press the TAB key to advance to the <b>Description</b> field and type the search criteria, using wildcards (%) if necessary.	
5.	Click the <b>Execute Query</b> button.	Query results display.
6.	Scroll to the desired encumbrance number.	
7.	Double-click the <b>Encumbrance Number</b> field to select the encumbrance number.	Returned to <b>FGIENCD</b> .
8.	Click the <b>Next Block</b> button.	

Step	Action	Results/Decisions
9.	Review the information and notice the remaining balance.	
10.	Click the <b>Exit</b> button to return to the main menu.	

The screenshot shows the Oracle Developer Forms Runtime interface for the 'Detail Encumbrance Activity' form (FGIENCD). The form is titled 'Oracle Developer Forms Runtime - Web: Open > FGIENCD'. It displays the following information:

- Encumbrance:** E0004567
- Encumbrance Period:** All
- Description:** University of California, Davis
- Date Established:** 23-JUN-2005
- Balance:** 0.00
- Status:** C
- Type:** E
- Vendor:** @00852632 Regents of University of California Davis
- Item:** 0 Document Accounting Distribution
- Sequence:** 1
- Fiscal Year:** 06
- Status:** C
- Commit Indicator:** U
- COA:** 1
- Index:** 559256
- Fund:** 873011
- Orgn:** 156151
- Acct:** 191200
- Prog:** 191200
- Actv:** 191200
- Locn:** 191200
- Proj:** 191200
- Encumbrance:** 5,029.56
- Liquidation:** -5,029.56
- Balance:** 0.00

The table below shows the transaction details:

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
23-JUN-2005	S01	E0004567		5,029.56	5,029.56
24-JUN-2005	INEI	0952478		-337.00	4,692.56
01-JUL-2005	S90	EN105018	T	5,029.56	4,692.56
01-JUL-2005	S90	EN105018	T	0.00	4,692.56
01-JUL-2005	S90	EN105018	T	-337.00	4,692.56
28-APR-2006	S03	J0539876	T	-4,692.56	0.00

Fig. 2.1.4 Detail Encumbrance Activity Form (FGIENCD)

## 2.1.C: Budget Inquiry Forms

### Process Description

The **Grant Budget Codes Inquiry Form (FRIBUDG)** is used to view grant codes and the associated budget codes. **FRIBUDG** shows the original award budget code entered for a grant code, along with any modified budgets.

The **Grant Budget Distribution Inquiry Form (FZIBDSG)** is used to view the line item amounts established in a grant budget. Querying on the **Grant** and **Budget Code** fields allows you to examine each Account code and associated budget figure assigned to the grant budget selected. The budget total is also calculated. Once a budget is posted, these figures cannot be viewed on the **Grant Budget Form (FZABUDG)**, so **FZIBDSG** is the best form to use to access this information. **FZIBDSG** makes no distinction between budget increases or decreases; all budgets will be shown as an absolute value.

### Process Example

In this example, we will query a grant budget using the **Grant Budget Codes Inquiry Form (FRIBUDG)**.

Form Name	Form Title	Menu Path
FRIBUDG	Grant Budget Codes Inquiry	Financial » Research Accounting » Research Accounting Grants » Grant Inquiry » Grant Budget Codes Inquiry



**NOTE:** See Appendix C for definitions of all the fields used in the following example.

### Step-by-Step Procedures

Step	Action	Results/Decisions
1.	In the <b>GoTo...</b> field, type <b>FRIBUDG</b> and press the ENTER key to open the <b>Grant Budget Codes Inquiry Form</b> .	<b>FRIBUDG</b> displays.
2.	Click the <b>Enter Query</b> button.	
3.	Type the grant code, using wildcards (%) if necessary, in the <b>Grant</b> field.	
4.	Click the <b>Execute Query</b> button.	Query results display.
5.	Review the results.	
6.	Click the <b>Exit</b> button to return to the main menu.	

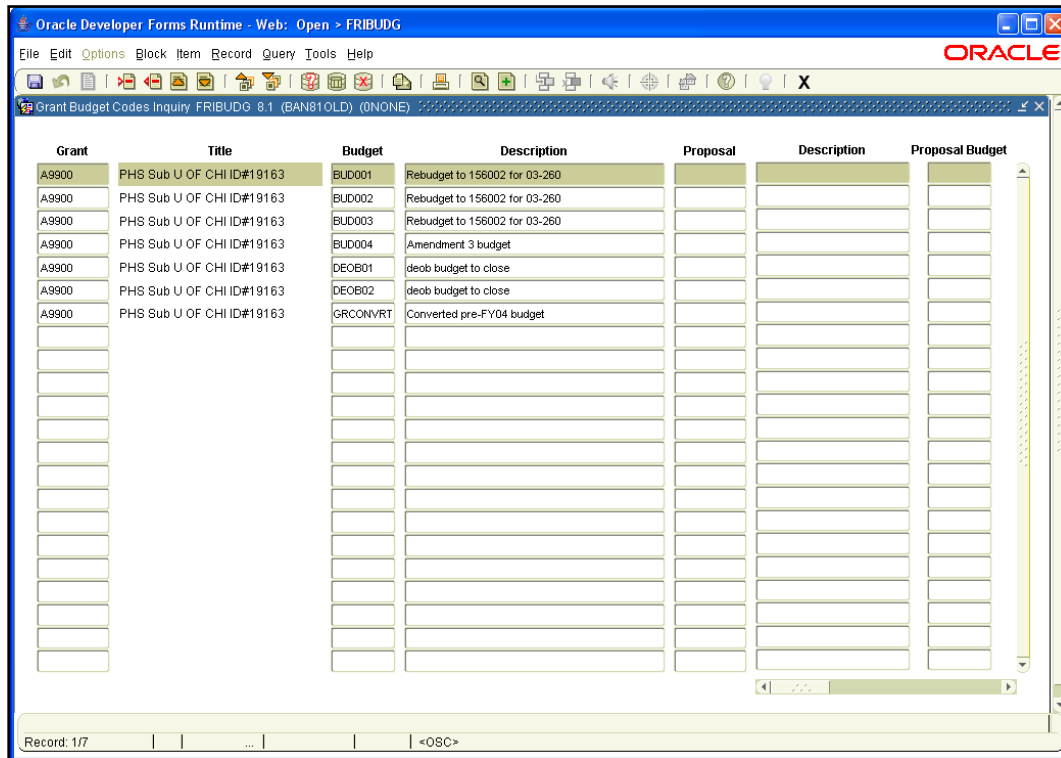


Fig. 2.1.5 Grant Budget Codes Inquiry Form (FRIBUDG)



**NOTE:** See Appendix C for definitions of all the fields used in the following example.

### Process Example

In this example, we will query a grant budget and review its line item budget amounts using the **Grant Budget Distribution Inquiry Form (FZIBDSG)**.

Form Name	Form Title	Menu Path
FZIBDSG	Grant Budget Distribution Inquiry Form	Financial » Research Accounting » Research Accounting Grants » Grant Inquiry » Grant Budget Distribution Inquiry Form - UI

### Step-by-Step Procedures

Step	Action	Results/Decisions
1.	In the <b>GoTo...</b> field, type <b>FZIBDSG</b> and press the ENTER key to open the <b>Grant Budget Distribution Inquiry Form</b> .	<b>FZIBDSG</b> displays.
2.	Type the grant code in the <b>Grant</b> field.	
3.	Press the TAB key to advance to the <b>Budget Code</b> field and type the budget code, or click the <b>Search</b> button to look up available codes.	
4.	Click the <b>Next Block</b> button.	
5.	Review the results.	Note that cost sharing is not calculated.
6.	Click the <b>Exit</b> button to return to the main menu.	

Account	Title	Class	COA	Proposed Budget	Cost Sharing	Project Value
210000	Personnel Services		1	63,491.00	.00	63,491.00
219000	Benefit Costs		1	12,795.00	.00	12,795.00
120000	Materials and Supplies		1	231.00	.00	231.00
198150	Fac and Adm Costs-Tuition Direct		1	5,788.00	.00	5,788.00
198130	Fac and Adm Costs-MTDC		1	40,554.00	.00	40,554.00
<b>Total:</b>				122,859.00	.00	122,859.00

Fig. 2.1.6 Grant Budget Distribution Inquiry Form (FZIBDSG)



## 2.2: Viewing Billing and Collection Data

### 2.2.A: Using the Billing Detail Inquiry Form (*FZIBDET*)

#### Process Description

The **Billing Detail Inquiry Form (*FZIBDET*)** displays the total amount billed, total amount paid, and total refunds for a grant. The **Total Unbilled** field does not always accurately reflect the actual unbilled data due to the nature of Banner billing processes. In addition, because of a Banner defect, the **Total Expenditures** field does not always accurately reflect actual expenditures. Please refer to the **Grant Inception To Date Form (*FZIGITD*)** to verify expense totals.

#### Process Example

In this example, we will look up billing and payment information for a grant on the **Billing Detail Inquiry Form (*FZIBDET*)**.

Form Name	Form Title	Menu Path
FZIBDET	Billing Detail Inquiry Form	Financial » Research Accounting » Research Accounting Grant Billing » Research Accounting Grant Billing Query » Research Accounting Billing Detail Inquiry Form - UI



**NOTE:** See Appendix C for definitions of all the fields used in the following example.

#### Step-by-Step Procedures

Step	Action	Results/Decisions
1.	In the <b>GoTo...</b> field, type <i>FZIBDET</i> and press the ENTER key to open the <b>Billing Detail Inquiry Form</b> .	<i>FZIBDET</i> displays.
2.	Type the grant code in the <b>Grant</b> field and press the TAB key to advance.	Grant agency and title information displays.
3.	Click the <b>Next Block</b> button.	Next two blocks display grant and billing information.
4.	Select <b>View Billed Charge Detail</b> from the <b>Options</b> menu.	The <b>Billed Charge Detail</b> window displays.
5.	Review the information.	
6.	Click the <b>Next Block</b> button.	Returned to <i>FZIBDET</i> .
7.	Select <b>Payment Detail</b> from the <b>Options</b> menu.	The <b>Payment Detail</b> window displays.
8.	Review the information.	
9.	Click the <b>Previous Block</b> button.	Returned to <i>FZIBDET</i> .
10.	Click the <b>Exit</b> button to return to the main menu.	

The screenshot shows the Oracle Developer Forms Runtime window for the 'Billing Detail Inquiry Form (FZIBDET)'. The window title is 'Oracle Developer Forms Runtime - Web: Open > FZIBDET'. The menu bar includes 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', and 'Help'. The toolbar contains various navigation and editing icons. The form header shows the following fields:

- Grant: A9900 (dropdown), PHS Sub U of CHI ID#19163
- PMS Code: (dropdown)
- Agency: @00498141 University of Chicago
- COA: 1 (dropdown)
- Fund: (dropdown)

The main data area is a table with the following columns:

Grant	Description
> A9900	PHS Sub U of CHI ID#19163

Below the table is a summary section with the following fields:

- Total Expenditures: 686,894.58
- Total Billed: 684,807.76
- Payments and Transfers: 684,807.76
- Total Unbilled: 0.00
- Retainage Withholding: 0.00
- Total Refunds: 0.00
- Total On-Hold: 0.00
- Payment Withholding: 0.00

The status bar at the bottom shows 'Record: 1/1' and '<<OSC>'.

Fig. 2.2.1 Billing Detail Inquiry Form (FZIBDET)

## 2.2.B: Using the Grant Billing Query Form (FZIBILL)


### Process Description

The **Grant Billing Query Form (FZIBILL)** is used to display billing invoice numbers, bill amounts, aging for specific bills, and the payments against those bills. Departmental users can use this form to query on a grant code and view billing activity associated with the grant, and the corresponding payment history. Note that the **Total Unbilled** field does not always accurately reflect actual unbilled data, due to the nature of Banner billing processes.

### Process Example

In this example, we will look up billing activity for a grant and Fund on the **Grant Billing Query Form (FZIBILL)**.

Form Name	Form Title	Menu Path
FZIBILL	Grant Billing Query Form	Financial » Research Accounting » Grant Billing Accounts Receivable » Grant Billing Accounts Receivable Query » Grant Billing Query Form – Multi Chart

 **NOTE:** See Appendix C for definitions of all the fields used in the following example.

Step-by-Step Procedures

Step	Action	Results/Decisions
1.	In the <b>GoTo...</b> field, type <b>FZIBILL</b> and press the ENTER key to open the <b>Grant Billing Query Form – Multi Chart</b> .	<b>FZIBILL</b> displays.
2.	Type the grant code in the <b>Grant</b> field.	
3.	Press the TAB key to advance to the <b>Fund Code</b> field and type the Fund code.	
4.	Click the <b>Next Block</b> button.	Billing activity posted to entered Fund and grant displays.
5.	Review the information.	
6.	Click the <b>Exit</b> button to return to the main menu.	

The screenshot shows the Oracle Developer Forms Runtime window for the FZIBILL form. The form is titled "Grant Billing Query Form FZIBILL 8.0 [MC:50.0] (BAN81.0LD) (0NONE)". The header section contains the following fields:

- Grant: A9900 (dropdown), PHS Sub U OF CHI ID#19163
- PMS Code: (dropdown), COA:  Fund Code: 494800 (dropdown)
- Agency: @00498141 University of Chicago

The main data table is as follows:

COA	Fund Code	Grant Code	Invoice Number	Adjustmen Number	Bill Amount	Outstanding	Paid
1	444444	A9900	11	0	21,982.52	0.00	21,982.52
1	444444	A9900	12	0	1,397.62	0.00	1,397.62
1	444444	A9900	12	1	-1,397.62	0.00	-1,397.62
1	444444	A9900	12	2	1,397.62	0.00	1,397.62
1	444444	A9900	12	3	-1,397.62	0.00	-1,397.62
1	444444	A9900	12	4	1,397.62	0.00	1,397.62
1	444444	A9900	15	0	134,129.92	0.00	134,129.92
<b>Total:</b>						0.00	157,510.06

Summary fields at the bottom of the form:

- Total Billed: 157,510.06
- Total On-Hold: 0.00
- Total Unbilled: 0.00

The status bar at the bottom indicates "Record: 1/7" and "<OBC>" navigation buttons.

Fig. 2.2.2 Grant Billing Query Form (FZIBILL)

## 2.2.C: Using the Grant Payments Entry Form (FZAAREV)

### Process Description

To search for payments for a grant, you can use the **Grant Payments Entry Form (FZAAREV)**. The **Account Detail** block of **FZAAREV** shows the **Transaction Number**, the **Charge** amount or **Payment** amount, and the **Balance** for every transaction. The transactions are displayed in order of most recent, as shown by the **Transaction Date** field. You can query any of the fields in the **Account Detail** block, for example, to show only those grant billing transactions. The detail codes used in grant billing and cash application processes are displayed in the table below:

Grant Detail Code	Detail Code Description
GAC1	UIUC Grant ACH Payment
GAC2	UIC Grant ACH Payment
GAC4	UIS Grant ACH Payment
GACH	Grant Initial ACH/Wire Payment
GBIL	Grant Billing
GCNV	Grant Payment Conversion
GLB1	UIUC Grant Lockbox Payment
GLB2	UIC Grant Lockbox Payment
GLB4	UIS Grant Lockbox Payment
GRMF	Grant Manual Refund
GRRF	Grant Refund
GRTF	Grant Transfer
GRWH	Grant Retainage
GWT1	UIUC Grant Wire Payment
GWT2	UIC Grant Wire Payment
GWT4	UIS Grant Wire Payment
GWTC	Bank One NA Chicago Grant Payment

Fig. 2.2.3 Grant Detail Codes

### Process Example

In this example, we will look up billings for a grant on the **Grant Payments Entry Form (FZAAREV)**.

Form Name	Form Title	Menu Path
FZAAREV	Grant Payments Entry Form	Financial » Research Accounting » Grant Billing Accounts Receivable » Grant Payments Entry Form



**NOTE:** See Appendix C for definitions of all the fields used in the following example.

Step-by-Step Procedures

Step	Action	Results/Decisions
1.	In the <b>GoTo...</b> field, type <b>FZAAREV</b> and press the ENTER key to open the <b>Grant Payments Entry Form</b> .	<b>FZAAREV</b> displays.
2.	Type the grant code in the <b>Grant</b> field.	
3.	Click the <b>Next Block</b> button.	Payment transaction details posted to this grant display.
4.	Click the <b>Enter Query</b> button.	The fields in the <b>Account Details</b> block clear.
5.	Type <b>GBIL</b> in the <b>Detail Code</b> field.	
6.	Click the <b>Execute Query</b> button.	Query results display.
7.	Review the information.	
8.	Click the <b>Exit</b> button to return to the main menu.	

Oracle Developer Forms Runtime - Web: Open > FZAAREV

File Edit Options Block Item Record Query Tools Help

Grant Payments Entry Form FZAAREV 8.0 [MC:50.0] (BAN81 OLD) (NONE)

Grant: A9900 PHS Sub U OF CHI ID#19163  
 Agency: @00498141 University of Chicago  
 PMS Code:  Distribute to Grants  
 Detail Code:   
 Amount:  User: JSMITH

Transaction Number	Grant	Detail Code	Charge	Payment	Balance	Transaction Date	Invoice Number
20	A9900	GLB1		134,129.92	0.00	20-FEB-2008	
19	A9900	GBIL	0.00		0.00	26-NOV-2007	15
18	A9900	GBIL	134,129.92		0.00	26-NOV-2007	15
17	A9900	GLB1		147,206.06	0.00	14-OCT-2004	
16	A9900	GBIL	145,808.44		0.00	02-SEP-2004	12
15	A9900	GBIL	1,397.62		0.00	02-SEP-2004	12
14	A9900	GBIL	-148,946.35		0.00	02-SEP-2004	12
13	A9900	GBIL	-1,397.62		0.00	02-SEP-2004	12
12	A9900	GBIL	148,946.35		0.00	11-AUG-2004	12

Query Balance: 0.00    Grant Balance: 0.00    PMS Balance:     Agency Balance: 1,526,325.81    Retainage Withholding Balance: 0.00

Enter Grant Code; LIST is available  
 Record: 1/?    <OSC>

Fig. 2.2.4 Grant Payments Entry Form (FZAAREV)

---

## Lesson Summary

In this lesson, we have learned how to check a grant's financial status, review detailed transactions for a grant, search for grant budget data, and view grant billing and payment information. In the next lesson, we will learn about document approval in Banner.

---

## Lesson Review

1. Indirect costs are assessed on the first \$25,000 of a subaward. True or False.
  
2. Which form would you use to look up a grant's collection data?
  - a. **Grant Billing Query Form (FZIBILL)**
  - b. **Grant Payments Entry Form (FZAAREV)**
  - c. **Grant Budget Codes Inquiry Form (FRIBUDG)**
  - d. **Grant Transaction Detail Form (FZIGTRD)**
  
3. Which field would you query on the **Grant Transaction Detail Form (FZIGTRD)** to only view YTD charges?
  - a. Description
  - b. Type
  - c. Field
  - d. All of the above
  
4. What is the **Detail Encumbrance Activity Form (FGIENCD)** used for in Banner?
  - a. Search for grant budget information
  - b. Look up a grant's billing data
  - c. Track activities as they are posted against an encumbrance
  - d. Review indirect costs

---

## Lesson 3: Approving Transactions

---

There is an extensive approval capability in Banner. Transactions are processed electronically, and Banner routes the transactions to appropriate GCO personnel for approval. In this lesson, you will learn about the approval process.

---

### Lesson Objectives

When you have completed the materials presented in this lesson, you will be able to:

- Describe the documentation required for approvals.
- Explain the process to approve a document using the **User Approval Form (FOAUAPP)**.
- View a document's approval history.

---

### 3.1: Required Documentation

---

#### Process Description

In some cases, there is a need to pre-audit expenditures that are sensitive in nature; specific types of transactions are listed below. These expenditures are reviewed for compliance with general University of Illinois policies, the award budget, and specific sponsor restrictions. Unallowable expenditures are returned to the unit to be charged to an unrestricted Fund.

Due to the risk for audit disallowance, GCO will pre-audit the following transactions:

1. Consultant and honorarium payments (including non-employee travel expenses)
2. Sub-award payments
3. Cost transfers
4. Cash deposits (program income, refunds, or reimbursements)
5. All leases (equipment, space)
6. Equipment requisitions are reviewed based on campus policy

GCO manages transactions requiring pre-audit through the use of approval queues by virtue of routing instructions established in Banner by GCO requirements. Pre-audit transaction types fall into three categories: invoices, purchase requisitions, and cost transfers. The routing and reviewing for each category is based on specific criteria.

---

#### Invoices

Campus units initiate subaward invoices by using the Request a General Encumbrance/Wire Transfer Payment Form, available from the Vendor Payment Forms page at <https://www.obfs.uillinois.edu/forms/payments-vendors/>. The transaction is then routed electronically to the GCO approval queue for review by the appropriate personnel.

Payments for consultants and leases are processed through the Travel and Expense Management (TEM) system. The transaction is then routed to the GCO approval queue for review by the appropriate personnel.

Only transactions involving the sensitive Account codes for Consultants (154000), Subcontracts (156xxx), and Leases (157xxx) charged to sponsored project funds will be routed to the GCO approval queue.

---

### Purchase Requisitions

Campus units initiate purchase transactions by using the **Requisition Form (FZAREQN)**. If a transaction meets specific criteria, Banner first directs initiated requisitions to unit approval queues for the appropriate review and approvals. Upon unit approval, Banner electronically routes the requisition to GCO's approval queue for review by the appropriate post-award personnel.

Only transactions charged to sponsored project funds involving the sensitive Account codes for Leases (157xxx) and Capitalized Equipment (163xxx) will be routed to the GCO approval queue. Banner does not currently allow supporting documentation to be attached to requisitions routed through the GCO approval queue. Additional documentation may need to be sent by an alternative method, if requested by the reviewer.

---

### Cost Transfers

Campus units initiate non-payroll cost transfers by completing a journal voucher (JV), using the **Journal Voucher Entry Form (FGAJVCD)**, the **Journal Voucher Mass Entry Form (FGAJVCM)**, or the **Journal Voucher Quick Form (FGAJVCQ)**. All cost transfers using sponsored fund ranges are entered in the approval queue for the campus denoted by the Chart code. If a transaction meets specific criteria, the item is routed electronically to the GCO approval queue for review by the appropriate Post-Award personnel. The review process includes an examination of the transaction details, including the **General Text Entry Form (FOATEXT)** explanation and any additional supporting documents such as the GC81 document (UIUC and UIS), original documents, and transfer explanation letters.

The date of the original transaction will determine the level of supporting documentation required and whether it will be classified as either a current or non-current cost transfer.

#### Current Cost Transfers

A current cost transfer is a transfer of expenditures incurred within 90 days of period of service, or within 90 days of initial posting to the incorrect Banner C-FOAP. A current cost transfer does not need a GC81 document. Approval of a current cost transfer needs the **minimum** requirements, as follows:

- Description text on the journal voucher
- **General Text Entry Form (FOATEXT)** entries must include:
  - Explanation of transaction and benefit to project
  - Date when service was provided or incurred
  - Date and Document Number of original transaction
  - Preparer's name and phone number

#### Non-Current Cost Transfers

A non-current cost transfer is a transfer of expenditures which were incurred but not corrected within 90 days of period of service or 90 days of initial posting. Approval of a non-current cost transfer requires supporting documentation, as follows:

- Description text on the journal voucher



- **General Text Entry Form (FOATEXT)** entries must include:
  - Explanation of transaction and benefit to project
  - Date when service was provided or incurred
  - Date and Document Number of original transaction
  - Preparer's name and phone number
- A GC81 document (UIUC and UIS)
- A copy of the original voucher (if not in Banner) or original listing of charges, as in phone charges (a copy of the monthly statement is not adequate)
- May need reconfirmation if charges go back into the period already confirmed
- May need other documents as required, such as Consultant/Honorarium agreement

For UIUC, supporting documentation not available in Banner may be transmitted using the forms available on the OBFS Web site at <http://www.obfs.uillinois.edu/forms/grants-sponsored-projects/> to facilitate timely approvals.

Unallowable charges are specifically prohibited from being charged to sponsored project funds. Determination of restricted costs (such as secretarial) as either appropriate or inappropriate charges to a sponsored project is based on project-specific justification and documentation. Banner does not define whether a restricted cost is appropriate or inappropriate. GCO personnel are able to query for expenditures (in Banner and/or Decision Support) that fall in restricted expense categories and work with the units to determine whether the costs are allowable or unallowable.

A review of restricted and unallowable cost categories is conducted on expenditures that have already been paid and posted to the grant. Unallowable costs include those not allowed under Section J of OMB Circular A-21 – for example, entertainment, lobbying, or general-purpose equipment – and those specifically identified by a particular sponsored project as unallowable or restricted. Once identified, non-salary expenditures are transferred to the **Journal Voucher Entry Form (FGAJVCD)**, **Journal Voucher Mass Entry Form (FGAJVCM)**, or the **Journal Voucher Quick Form (FGAJVCQ)**. Salary expenditures are transferred using the **Labor Redistribution Form (PZAREDS)**.

See the OBFS Web site for the policy on processing cost transfers for sponsored research projects: <https://www.obfs.uillinois.edu/bfpp/section-16-grants-research-contracts/cost-transfers>.

You can also search for "Processing Cost Transfers for Sponsored Research Projects" at [http://apps.obfs.uillinois.edu/news/dsp\\_NewsCenter.cfm](http://apps.obfs.uillinois.edu/news/dsp_NewsCenter.cfm). For UIC, the policy is the same (including the information required on the document text part of the journal voucher), with the exception that units are not required to send the GC81 form separately.

### 3.2: Approving Documents Using the User Approval Form (FOAUAPP)

#### Process Description

The **User Approval Form (FOAUAPP)** displays all the invoice vouchers, purchase requisitions, and journal vouchers that a particular user (identified by the **User ID** field) has authority to approve. The **User Approval Form (FOAUAPP)** shows four icons for each document in the user's approval queue. The **Approve** and **Disapprove** icons are designated for approval and disapproval of the document. The **Detail** icon is used to access accounting information related to the document. The **Queue** icon lists all approvers and approval levels for a particular queue.

After GCO personnel review the document and supporting documentation or explanations, the document is either approved and sent to posting, or disapproved and electronically routed back to the originating user, who will receive a system-generated message via the **General Message Form (GUAMESG)**. **FOAUAPP** provides a field to comment on why a document is being disapproved, and the Grants and Contracts Office will comment in **FOATEXT** on the reason for disapproval.

If a document is disapproved, the unit is required to correct and reprocess the item where appropriate. Any documents that need to be viewed by GCO which cannot be viewed online must be forwarded to GCO before the associated item can be approved.

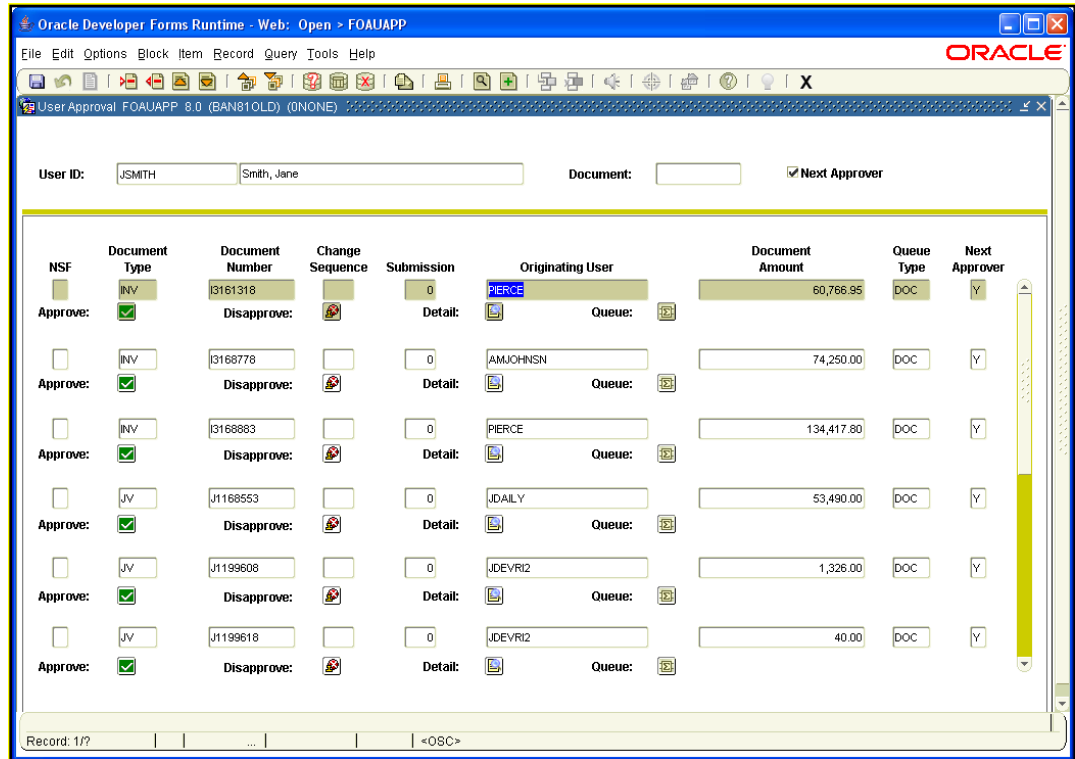


Fig. 3.2.1 User Approval Form (FOAUAPP)

The screenshot displays the Oracle Developer Forms Runtime interface for the Document Retrieval Inquiry Form (FGIDOCR). At the top, the window title is "Oracle Developer Forms Runtime - Web: Open > FGIDOCR". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The toolbar contains various navigation and action icons. Below the menu and toolbar, the document details are shown: Document: J0451855, Submission Number: (empty), Document Type: JV. The "Header Information" section includes Transaction Date: 13-FEB-2006, Fiscal Year: 06, Fiscal Period: 08, Items: 2, Commit Type: U, and Text Exists: Y. The "Detail Information" section contains two tables. The first table has columns: Sub Number (0), Item (0), Sequence (1), Journal Type (100), Description (move charges from closed account), Amount (13.00), Sign (+), Currency (empty), and Document Reference (J0431843). Below this is a grid of financial data with columns: COA (1), Index (empty), Fund (493121), Orgn (377000), Acct (142900), Prog (191100), Actv (empty), Locn (empty), Proj (empty), NSF Override (N), Bank (DA), and Accrual (empty). The second table has the same structure as the first, with Description: move charges, Amount: 13.00, and Document Reference: J0431843. At the bottom, there is a status bar with the text "Submission Number. Press Duplicate Item to access Document Postings (FGDPOCP)." and "Record: 1/2".

Fig. 3.2.2 Document Retrieval Inquiry Form (FGIDOCR)

The screenshot displays the Oracle Developer Forms Runtime interface for the General Text Entry Form (FOATEXT). The window title is "Oracle Developer Forms Runtime - Web: Open > FOATEXT". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The toolbar contains various navigation and action icons. Below the menu and toolbar, the form fields are: Type: JV, Code: J0451855, and Default Increment: 10. The main area contains a table with columns: Text, Print, and Line. The table has four rows of data: 
 

Text	Print	Line
move charges from closed account	<input type="checkbox"/>	10
J0431843 10/14/05 \$13	<input type="checkbox"/>	20
Jill Jones, 217-333-1000	<input type="checkbox"/>	30
	<input type="checkbox"/>	

 Below the table, there are several empty rows for text entry. At the bottom, there is a status bar with the text "Enter Text for the document." and "Record: 4/4".

Fig. 3.2.3 General Text Entry Form (FOATEXT)

### 3.3: Viewing Document Approval History

#### Process Description

A document's approval history can be seen on both the **Document Approval History Form (FOIAPPH)** and the **Approval History Form (FOIAPHT)**. Both forms display similar information in a slightly different manner. Which one you use is a matter of preference. In both forms, you can query for the **Document Code** if you know all or part of it, or you can query for the **Document Type**, for example, a journal voucher. Additionally, **FOIAPHT** allows you to query using the **Approver's ID**, to show all the documents a user has approved, and the **Approved Date**.

#### Process Example

In this example, we will look up a journal voucher's approval history on the **Document Approval History Form (FOIAPPH)**.

Form Name	Form Title	Menu Path
FOIAPPH	Document Approval History	Financial » Finance Operations » Finance Approval » Document Approval History

#### Step-by-Step Procedures

Step	Action	Results/Decisions
1.	In the <b>GoTo...</b> field, type <b>FOIAPPH</b> and press the ENTER key to open the <b>Document Approval History Form</b> .	<b>FOIAPPH</b> displays.
2.	Type the journal voucher code in the <b>Document Code</b> field.	
3.	Click the <b>Execute Query</b> button.	
4.	Review the information.	
5.	Click the <b>Exit</b> button to return to the main menu.	



**NOTE:** See Appendix C

for definitions of all the fields used in the following example.

Fig. 3.3.1 Document Approval History Form (FOIAPPH)

**Process Example**

In this example, we will look up approval history on the **Approval History Form (FOIAPHT)**.



**NOTE:** See Appendix C for definitions of all the fields used in the following example.

Form Name	Form Title	Menu Path
FOIAPHT	Approval History	Financial » Finance Operations » Finance Approval » Approval History

**Step-by-Step Procedures**

Step	Action	Results/Decisions
1.	In the <b>GoTo...</b> field, type <b>FOIAPHT</b> and press the ENTER key to open the <b>Approval History Form</b> .	<b>FOIAPHT</b> displays.
2.	Type the journal voucher code in the <b>Document Code</b> field.	
3.	Click the <b>Execute Query</b> button.	Query results display.
4.	Review the information.	
5.	Click the <b>Enter Query</b> button.	Fields clear.
6.	Press the TAB key to advance to the <b>Approver's ID</b> field and type the approver's ID, using wildcards (%) if necessary.	

Step	Action	Results/Decisions
7.	Click the <b>Execute Query</b> button.	Query results display.
8.	Review the information.	
9.	Click the <b>Exit</b> button to return to the main menu.	

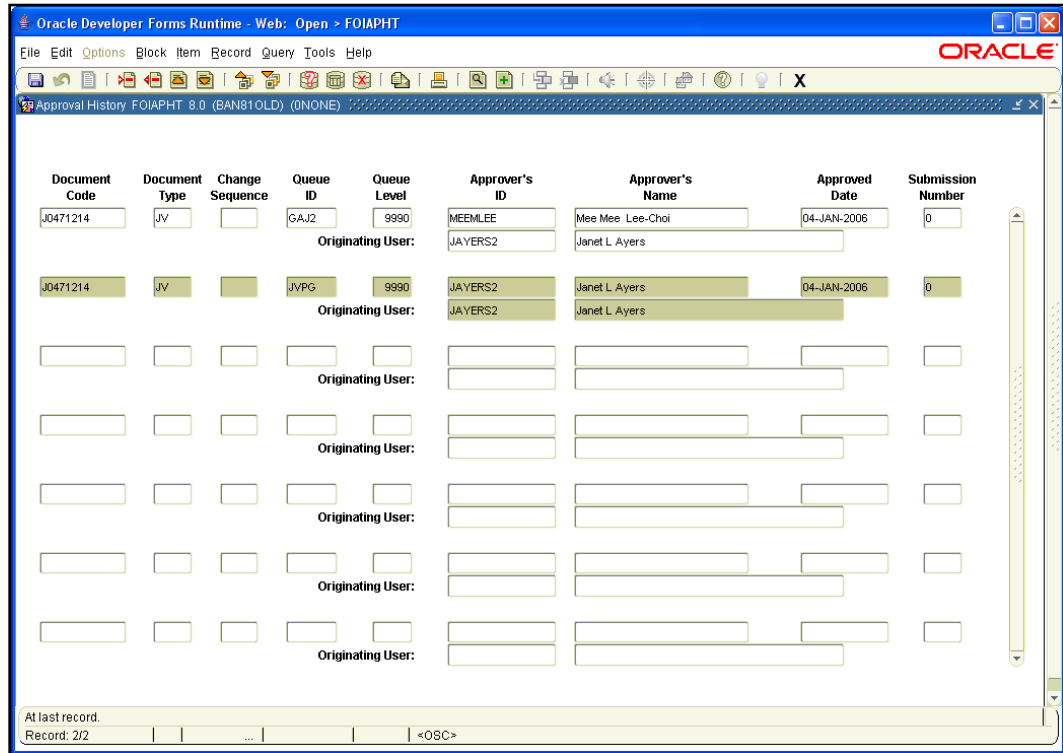


Fig. 3.3.2 Approval History Form (FOIAPHT)

## Support and Resources

For UIUC, supporting documentation not available in Banner may be transmitted using the forms available on the OBFS Web site at <http://www.obfs.uillinois.edu/forms/grants-sponsored-projects/> to facilitate timely approvals.

See the OBFS Web site for the policy on processing cost transfers for sponsored research projects: <https://www.obfs.uillinois.edu/bfpp/section-16-grants-research-contracts/cost-transfers>.

You can also search for "Processing Cost Transfers for Sponsored Research Projects" at [http://apps.obfs.uillinois.edu/news/dsp\\_NewsCenter.cfm](http://apps.obfs.uillinois.edu/news/dsp_NewsCenter.cfm).

## Lesson Summary

In this lesson, we have learned about the requirements for approval, how to approve a document, and how to view a document's approval history. In the next lesson, we will learn about cost sharing and expenditure confirmation.

---

## Lesson Review

1. Approving a non-current journal voucher requires a GC81 document. True or False.
  
2. Which button on the **User Approval Form (FOAUAPP)** is used to access accounting information?
  - a. Detail
  - b. Approve
  - c. Queue
  - d. Disapprove
  
3. Which of the following expenditures need to be pre-audited?
  - a. Leases
  - b. Honorarium payments
  - c. Sub-award payments
  - d. All of the above

---

## Lesson 4: Cost Sharing and Expenditure Confirmation

---

When a sponsored project is fully executed, the award document package is forwarded to the Grants and Contracts Office. Upon review of the award, GCO post-award personnel determine if there is any committed cost sharing to be recorded.

---

### Lesson Objectives

When you have completed the materials presented in this lesson, you will be able to:

- Describe the documentation needed for cost sharing.
- Identify whether an expense is considered hard match or soft match.
- Explain the process to confirm effort (direct and cost shared) put forth on each sponsored project.

---

### 4.1: Cost Sharing

---

#### Process Description

Cost sharing is that portion of project costs not borne by the sponsor that are incurred during the period of performance. These costs are not recorded in the sponsored project account, so the documentation requirements for them are different. The documentation should demonstrate that cost sharing is:

- Verifiable from the recipient's records.
- Incurred during the period of performance of the award.
- Not included as contributions for any other federally assisted project or program.
- Necessary and reasonable for proper and efficient accomplishment of project or program objectives.
- Allowable under the applicable cost principles.
- Not paid by the federal government under another award, except where authorized by federal statute to be used for cost sharing or matching.
- Provided for in the approved budget when required by the federal awarding agency.
- Consistent with federal cost principles (for example, costs recovered through facilities and administrative cost pools cannot be included).



#### Cost Sharing

A portion of project costs not borne by the sponsor that are incurred during the period of performance.



---

### 4.1.A: Hard Match

---

#### Process Description

Cost sharing other than the contributed effort of academic personnel (hard match) is permissible, but must be accounted for in a separate unique Fund and/or Program established specifically to document the University's cost sharing for a particular sponsored project. Hard match expenditures benefit the project and may include, but are not limited to, categories of equipment, travel, or supplies.

Upon receipt and analysis of new awards, GCO works with the departmental unit to determine the most appropriate method for recording each project's cost sharing. In all hard match cases, GCO creates attributes and attaches them to the grant code to identify the departmental Fund and/or Program code used to accumulate cost share expenditures.

If cost sharing is funded from state appropriation or indirect cost recovery funds, a departmental Program code is created to record cost share expenditures. If cost sharing is provided from a gift or non-federal sponsored project, then cost share expenditures are recorded in a separate fund. In all cases, either a unique Fund code or Program code is required to record hard match cost share expenditures.

---

### 4.1.B: Soft Match

---

#### Process Description

Banner does not provide a mechanism for accumulating soft match, which consists of contributed academic effort, associated fringe benefits, and indirect cost. Contributed academic effort is recorded in an OBFS web-based application outside of Banner.

---

## 4.2: Expenditure Confirmations

---

#### Process Description

In accordance with federal cost principles, the University is required to confirm effort (direct and cost shared) put forth on each sponsored project. As a result of past University audits, other direct charges are also confirmed. Twice each year, GCO provides departmental units with a list of projects with associated expenditures and contributed effort commitments for each Principal Investigator (PI) individually referencing each project, for the six-month period ending the preceding December and June. The PI verifies expenditures, initiates any necessary corrections, and signs and returns the confirmation to GCO.



#### Hard Match

Any expenses other than the contributed effort of academic personnel that are considered in calculating cost sharing.



#### Soft Match

The contributed effort of academic personnel considered in calculating cost sharing.

---

## Lesson Summary

In this lesson, you have learned about the requirements for cost sharing and expenditure confirmations. You have also learned about hard match and soft match cost sharing. In the next lesson, you will learn how to use query forms to research grant activity.

---

## Lesson Review

1. If a Fund code indicates cost sharing, then that Fund is the hard match cost share fund for a grant. True or False.
  
2. Soft match cost sharing is handled via Banner. True or False.

## Lesson 5: Miscellaneous Query Forms

Banner allows users to search for information through various forms. In this lesson, users are familiarized with several query forms, which enable Grants and Contracts Office personnel and departmental users to extensively research grant activity.

### Lesson Objectives

When you have completed the materials presented in this lesson, you will be able to:

- View grants by Organization code, using the **Grant Organization Inquiry Form (FRIORGH)**.
- View grants by agency, using the **Grant Agency Inquiry Form (FRIASTG)**.
- View grants by PI, using the **Grant Personnel Inquiry Form (FRIPSTG)**.
- Search for grants using the **Grant Title Search Form (FRIKGNT)**.

### 5.1: Using the Grant Organization Inquiry Form (FRIORGH)

#### Process Description

The **Grant Organization Inquiry Form (FRIORGH)** allows you to view the grants associated with a specific unit. This form is beneficial to units because it allows a summary view of a unit's active grants and the grant amounts. Units will utilize this form more frequently than GCO.

#### Process Example

In this example, we will query for an Organization on the **Grant Organization Inquiry Form (FRIORGH)**.

Form Name	Form Title	Menu Path
FRIORGH	Grant Organization Inquiry	Financial » Research Accounting » Research Accounting Grants » Grant Inquiry » Grant Organization Inquiry



**NOTE:** See Appendix C for definitions of all the fields used in the following example.

#### Step-by-Step Procedures

Step	Action	Results/Decisions
1.	In the <b>GoTo...</b> field, type <b>FRIORGH</b> and press the ENTER key to open the <b>Grant Organization Inquiry Form</b> .	<b>FRIORGH</b> displays.
2.	Type the Chart code in the <b>COA</b> field.	
3.	Press the TAB key to advance to the <b>Organization</b> field and type the Organization code.	
4.	Click <b>Next Block</b> button.	Grants assigned to the specified Organization code display.

Step	Action	Results/Decisions
5.	Scroll through grants to the end of data.	Total dollar amount of grants populates correctly.
6.	Review results and select the desired grant line item.	
7.	Select <b>Grant Information (FRAGRNT)</b> from the <b>Options</b> menu.	<i>FZAGRNT</i> displays.
8.	Click the <b>Next Block</b> button.	
9.	Review the information.	
10.	Click the <b>Exit</b> button.	Returned to <i>FRIORGH</i> .
11.	Click the <b>Exit</b> button to return to the main menu.	

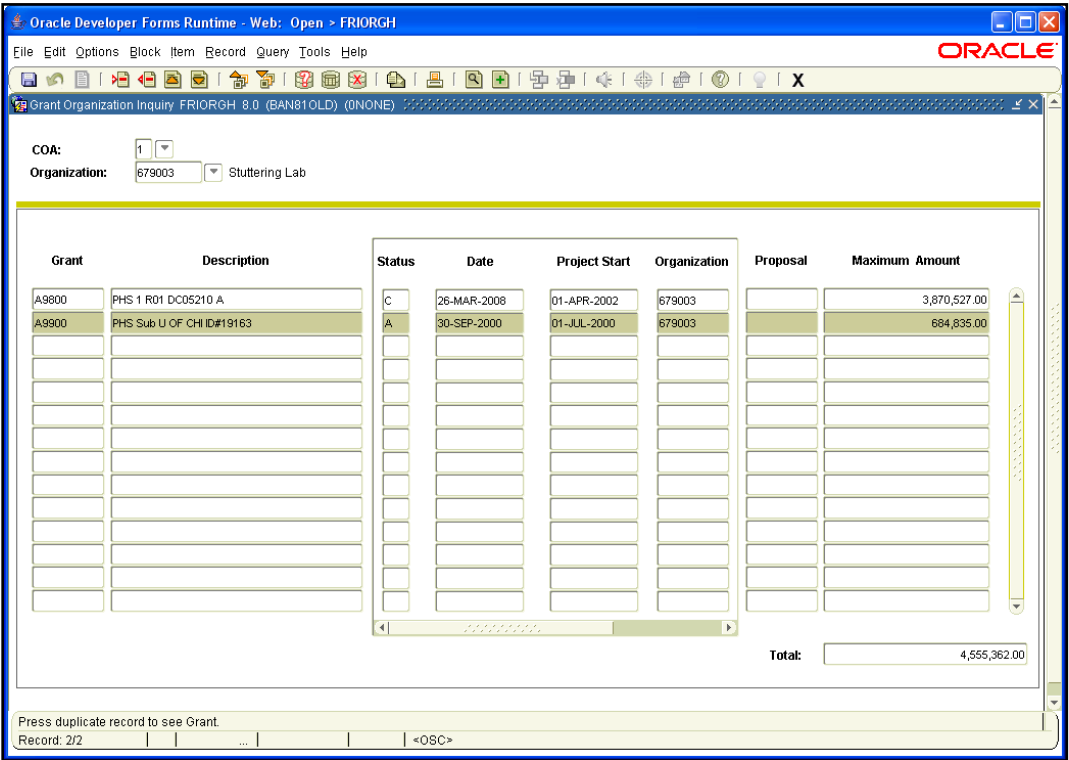


Fig. 5.1.1 Grant Organization Inquiry Form (FRIORGH)

## 5.2: Using the Grant Agency Inquiry Form (*FRIASTG*)

### Process Description

The **Grant Agency Inquiry Form (*FRIASTG*)** allows you to query by agency and view all the grants associated with an agency. This form includes the following information regarding each grant associated with the agency: grant code, description, status, date, project start date, agency code and description, and maximum grant amount. A user may find this form useful in tracking what research a particular agency is interested in funding because it shows all the grants being funded by the agency within the University. For example, a Principal Investigator can look up another grant being funded by the agency funding his or her own grant and communicate with the other PI about the agency's future interests. This form also allows the user to select a specific grant and view its information on the **Grant Maintenance Form (*FZAGRNT*)**.



**HINT:**

If you are interested in a particular area of research, you can use this form to find agencies that fund that type of research.

### Process Example

In this example, we will look up an agency's grant funding at the University using the **Grant Agency Inquiry Form (*FRIASTG*)**.

Form Name	Form Title	Menu Path
FRIASTG	Grant Agency Inquiry	Financial » Research Accounting » Research Accounting Grants » Grant Inquiry » Grant Agency Inquiry



**NOTE:** See Appendix C for definitions

of all the fields used in the following example.

### Step-by-Step Procedures

Step	Action	Results/Decisions
1.	In the <b>GoTo...</b> field, type <i>FRIASTG</i> and press the ENTER key to open the <b>Grant Agency Inquiry Form</b> .	<i>FRIASTG</i> displays.
2.	Click the <b>Search</b> button next to the <b>Agency</b> field.	The <b>Entity Name/ID Search Form (<i>FZIIDEN</i>)</b> displays.
3.	Click the <b>Enter Query</b> button.	
4.	Press the TAB key to advance to the <b>Last Name</b> field and type the search criteria, using wildcards (%) if necessary.	
5.	Click the <b>Execute Query</b> button.	
6.	Double-click the <b>ID Number</b> field for the desired agency line item to select it.	Returned to <i>FRIASTG</i> .
7.	Click the <b>Next Block</b> button.	Agency information displays.
8.	Review results and select the desired grant line item.	
9.	Select <b>Grant Information (<i>FRAGRNT</i>)</b> from the <b>Options</b> menu.	<i>FZAGRNT</i> displays.
10.	Click the <b>Next Block</b> button.	
11.	Review the grant information.	User can see Principal Investigator information.

Step	Action	Results/Decisions
12.	Click the <b>Exit</b> button twice to return to the main menu.	

Grant	Description	Status	Status Date	Project Start Date	Agency	Proposal	Maximum Amount
C7220	FRAXA Fdn 2007-02999	N	12-FEB-2007	01-JAN-2007	@00496387		95,249.00
C7395	Fraxa Fdn - Greenough	N	29-AUG-2006	16-AUG-2006	@00496387		12,800.00
C7588	Fraxa Fdn-Ceman	N	21-MAR-2006	01-MAR-2006	@00496387		
C7832	FRAXA RSCH FDN - COX	N	05-JUN-2007	01-SEP-2005	@00496387		100,000.00
C8594	FRAXA FDN DESIGN			01-JUL-2003	@00496387		
C8595	FRAXA FDN FMRP			01-OCT-2003	@00496387		
C8714	FRAXA FDN KNOCKOUT			01-MAR-2003	@00496387		20,250.00
C8721	FRAXA FDN REFINED			01-MAR-2003	@00496387		
C9069	FRAXA AXONAL			01-MAR-2002	@00496387		
C9222	FRAXA RSCH FDN GRE			01-MAR-2001	@00496387		
C9403	FRAXA FDN FMR1 GENE			01-MAR-2000	@00496387		
C9438	FRAXA RSCH FDN GREEN			01-SEP-1999	@00496387		
C9449	FRAXA RSCH FDN GR			01-JUL-1999	@00496387		
G8479	Fraxa Rech Fnd			01-MAR-2003	@00496387		
<b>Total:</b>							228,299.00

At last record.  
Record: 14/14 ... <OSC>

Fig. 5.2.1 Grant Agency Inquiry Form (FRIASTG)

### 5.3: Using the Grant Personnel Inquiry Form (*FRIPSTG*)

#### Process Description

The **Grant Personnel Inquiry Form (*FRIPSTG*)** allows users to search for all the grants for which a person is the Principal Investigator (PI). This form also allows the user to select a specific PI or Co-PI and view their grant information on the **Grant Maintenance Form (*FZAGRNT*)** or the **Grant Inception To Date Form (*FZIGITD*)**.

#### Process Example

In this example, we will look up a PI using the **Grant Personnel Inquiry Form (*FRIPSTG*)**.

Form Name	Form Title	Menu Path
FRIPSTG	Grant Personnel Inquiry	Financial » Research Accounting » Research Accounting Grants » Grant Inquiry » Grant Personnel Inquiry



**NOTE:** See Appendix C for definitions of all the fields used in the following example.

#### Step-by-Step Procedures

Step	Action	Results/Decisions
1.	In the <b>GoTo...</b> field, type <i>FRIPSTG</i> and press the ENTER key to open the <b>Grant Personnel Inquiry Form</b> .	<i>FRIPSTG</i> displays.
2.	Click the <b>Search</b> button next to the <b>Personnel ID</b> field.	The <b>Entity Name/ID Search Form (<i>FZIIDEN</i>)</b> displays.
3.	Press the TAB key to advance to the <b>Last Name</b> field and type the search criteria, using wildcards (%) if necessary.	
4.	Click the <b>Execute Query</b> button.	
5.	Double-click the <b>ID Number</b> field for the appropriate PI line item to select it.	Returned to <i>FRIPSTG</i> .
6.	Click the <b>Next Block</b> button.	Personnel information displays.
7.	Review results and select the desired grant line item.	
8.	Select <b>Grant Information (<i>FRAGRNT</i>)</b> from the <b>Options</b> menu.	<i>FZAGRNT</i> displays.
9.	Click the <b>Next Block</b> button.	
10.	Review the grant information.	
11.	Click the <b>Exit</b> button.	<i>FRIPSTG</i> re-displays.
12.	Select <b>Grant Ledger Information (<i>FRIGITD</i>)</b> from the <b>Options</b> menu.	<i>FZIGITD</i> displays.
13.	Click the <b>Next Block</b> button.	
14.	Review the grant information.	
15.	Click the <b>Exit</b> button twice to return to the main menu.	





## 5.4: Using the Grant Title Search Form (*FRIKGNT*)

### Process Description

Using the **Grant Title Search Form (*FRIKGNT*)**, you can search for a grant using any part of its long title. This form will search for the grant's long title, but it will return the grant's short title in the search results. This is useful when you may need to find a grant, but don't know the grant code. This form also allows the user to select a specific grant and view its information on the **Grant Maintenance Form (*FZAGRNT*)**.

### Process Example

In this example, we will search for a grant by title keyword using the **Grant Title Search Form (*FRIKGNT*)**.

Form Name	Form Title	Menu Path
FRIKGNT	Grant Title Search	Financial » Research Accounting » Research Accounting Grants » Grant Inquiry » Grant Title Search



**NOTE:** See Appendix C for definitions of all the fields used in the following example.

### Step-by-Step Procedures

Step	Action	Results/Decisions
1.	In the <b>GoTo...</b> field, type <i>FRIKGNT</i> and press the ENTER key to open the <b>Grant Title Search Form</b> .	<i>FRIKGNT</i> displays.
2.	Type the search criteria, using wildcards (%) if necessary, in the <b>Search Value</b> field.	
3.	Click the <b>Next Block</b> button.	Grants matching the keyword(s) display.
4.	Review results and select the desired grant line item.	
5.	Select <b>Grant Information (<i>FRAGRNT</i>)</b> from the <b>Options</b> menu.	<i>FZAGRNT</i> displays.
6.	Click the <b>Next Block</b> button.	
7.	Review the grant information.	
8.	Click the <b>Exit</b> button twice to return to the main menu.	

Grant	Proposal Code	Status	Title	Status Date
A9900		A	PHS Sub U of CHID#19163	30-SEP-2000

Fig. 5.4.1 Grant Title Search Form (FRIKGNT)

### Lesson Summary

In this lesson, we have learned how to view grants by Organization code, by agency, and by PI. We have also learned how to search for grants using the **Grant Title Search Form (FRIKGNT)**. This information will help users effectively and efficiently manage grant activity. In the next lesson, you will learn about reports relevant to research accounting.

### Lesson Review

1. A user may find the **Grant Agency Inquiry Form (FRIASTG)** useful because it allows you to see what areas of research a particular agency is interested in pursuing. True or False.
2. From the **Grant Personnel Inquiry Form (FRIPSTG)**, you can view a grant's information on the **Grant Maintenance Form (FZAGRNT)** or the **Grant Inception To Date Form (FZIGITD)**. True or False.

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## Lesson 6: Reports

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In this lesson, you will learn about reports relevant to research accounting. Reports are accessed via Banner or Mobius View.

The standard finance inception-to-date reports available in Mobius View are static month-end reports, unlike the reports available in EDDIE and Banner. This means that the process of retrieving a report requires less time, since the data is not constantly being updated.

This lesson covers the inception-to-date reports related to sponsor project funds, personnel encumbrance statement, and payroll distribution statement. Please note that other year-to-date statements are also available in Mobius View.

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### Lesson Objectives

When you have completed the materials presented in this lesson, you will be able to:

- Review **Termination Reports**.
- Review **Overdraft Reports**.
- Access Mobius View.
- View financial reports in Mobius View.
- Download financial reports from Mobius View.
- Print financial reports from Mobius View.

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## 6.1: Termination Reports

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### Process Description

Sponsored projects are usually awarded with specific dates of performance. However, the dates can change due to unavoidable performance delays or the awarding of additional work on the same award instrument. GCO is usually aware of requests for no cost extensions or additional funding; however, Principal Investigators (PI) or Unit Business/Grant Managers may sometimes have advance knowledge regarding the approval of such requests or additional information about other contemplated revisions in the project time line. Because of this, GCO produces a report called the Notice of Terminating Projects that formally notifies the Unit Business/Grant Manager when a project end date is approaching.

The Notice of Terminating Projects report is a monthly report currently emailed to UIUC and UIC departmental contacts. This notice is electronically distributed 90 days prior to the scheduled project end date of an award. Upon receipt, the PI and Unit are asked to supply information that they might have on pending no cost extensions, additional funding, or other issues that may affect the end date of the project. GCO combines the information provided on the reply to the Notice of Terminating Projects with any additional information available and may also contact a sponsor directly at this point if there are additional questions about pending requests.

If it is determined during the process described that no extensions of time will be made and no additional funding will be awarded, the project officially enters the closeout process, or trail-out period, as of the project end date.

A sponsored project is considered closed when all reporting requirements have been met and all required accounting entries have been made to project fund(s).

A Banner Fund is considered “closed” when the expenditure end date passes, or the trail-out period is over.

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## 6.2: Overdraft Reports

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### Process Description

To assist PIs and departmental units in managing their sponsored project awards, the Grants and Contracts Office has developed a report that displays the grant Funds that are in overdraft status. A Fund is in overdraft if the inception-to-date expenditures exceed the total budget. These reports are currently distributed on a monthly basis to UIUC and UIC departmental contacts via email.

Upon reviewing the report, the unit should initiate the appropriate action to terminate all automated charges, including payroll, computer, and telecommunications, on Funds that are in overdraft.

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## 6.3: Using the Mobius View Environment

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### Process Description

Any Finance end user that has been assigned the Distributed Financial Query User security profile has been granted access to EDDIE and Mobius View. If you need to request this security profile, contact your Unit Security Contact (USC).

If you need access to Mobius View only, send your request by email to:  
[RMSADMIN@uillinois.edu](mailto:RMSADMIN@uillinois.edu).

## 6.4: Locating Month-End Reports

### Process Description

The month-end reports available in Mobius View are:

Report ID (# = COA)	Report Name
FIOPLEITD#	FIOL Revenue/Expense/Transfer Detail Statement Inception to Date Chart #
FIOPLITDS#	FIOL Revenue/Expense/Transfer Summary Statement Inception to Date Chart #
FIOLTRANS#	FIOL Revenue/Expense Transactions Chart #
HRPAY00098	Payroll Encumbrance by Person Pay Period
HRPAY00102	Payroll Encumbrance by Person Month End
HRPAY00103	Payroll Expense by Person Month End
HRPAY00104	Payroll Expense by Person Pay Period

### Step-by-Step Procedure to Access Reports in Mobius View

1. Go to the following URL: <https://mobiusview.apps.uillinois.edu/mobius/view>
2. Select **Document Direct and UI2 Report** in the **Login to Repository** window.

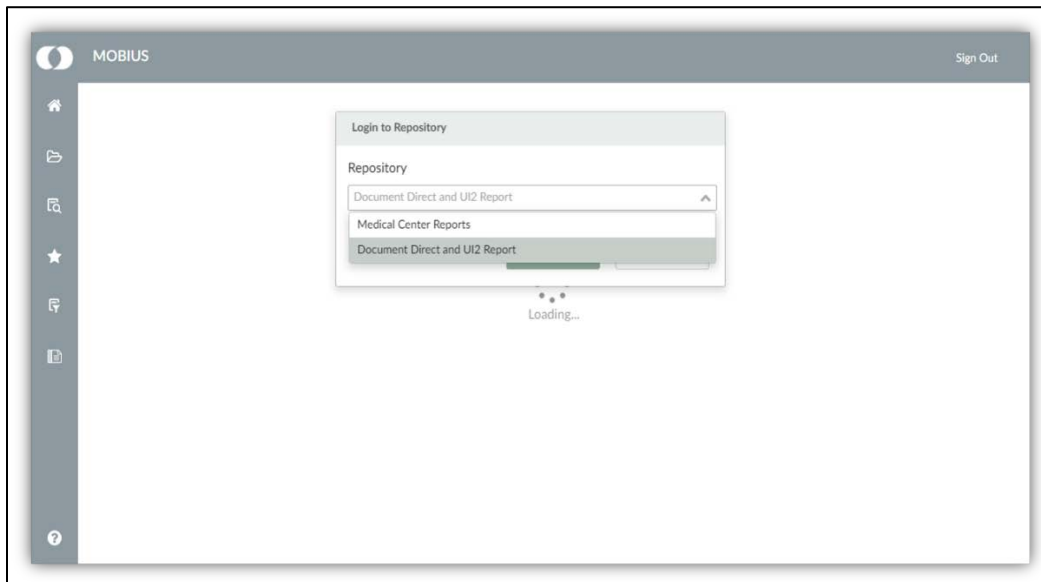


Fig. 6.4.1 Mobius View Repository Login Window

3. Click the **OK** button.
4. Enter your ID and password (the same ID and password you use to log on to Banner).

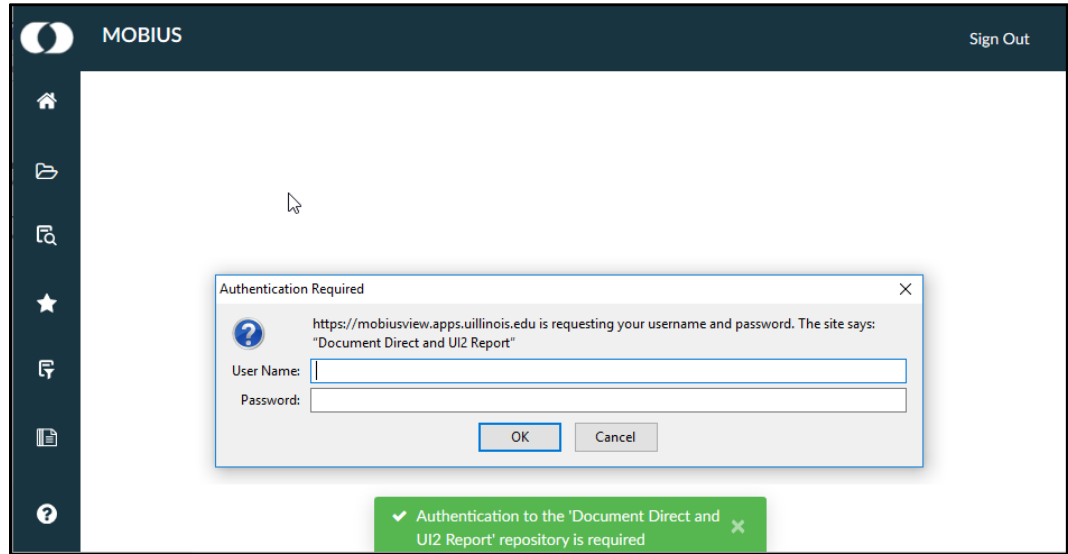


Fig. 6.4.2 Mobius View Authentication Window

5. Click the **OK** button.
6. Click the file folder icon on the left side. This opens the reports available to your ID.

NOTE: The top-level display shows all your available report folders. If you don't see the report you're looking for, check the **Reports** folder.

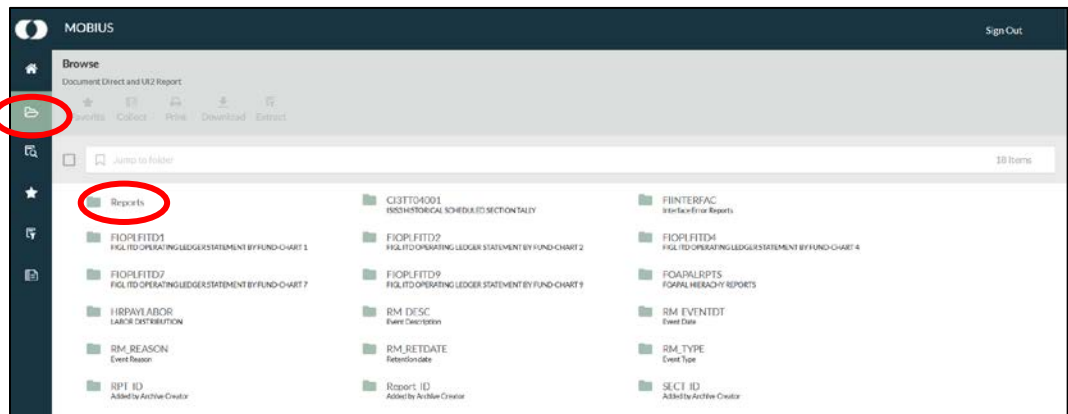


Fig. 6.4.2 Mobius View Menu – Browse

7. Click the report you would like to view.

NOTE: A list of report sub-folders organized by Organization or Fund codes will display. For Asset/Liability reports (FIGL), select the appropriate Fund code. For Revenue/Expense reports (FIOP), select the appropriate Organization code.

Mo

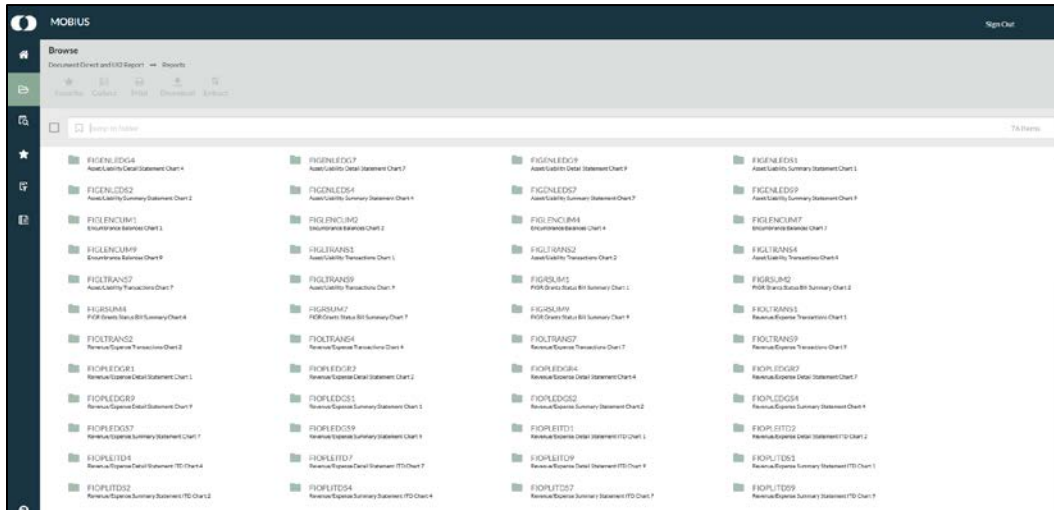


Fig. 6.4.2 Mobius View Reports Folder

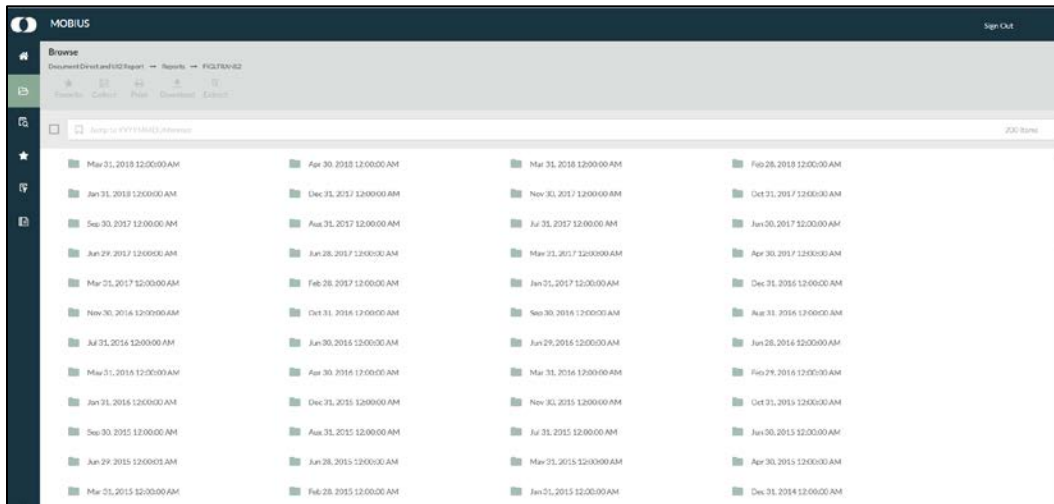


Fig. 6.4.3 Mobius View Menu – Report – Versions

- Click the folder of the report version you would like to view. A list of sections organized by Organization or Fund codes will display. For General Ledger reports (FIGL), select the appropriate Chart and Fund. For Operating Ledger Reports (FIOP), select the appropriate Chart and Organization.

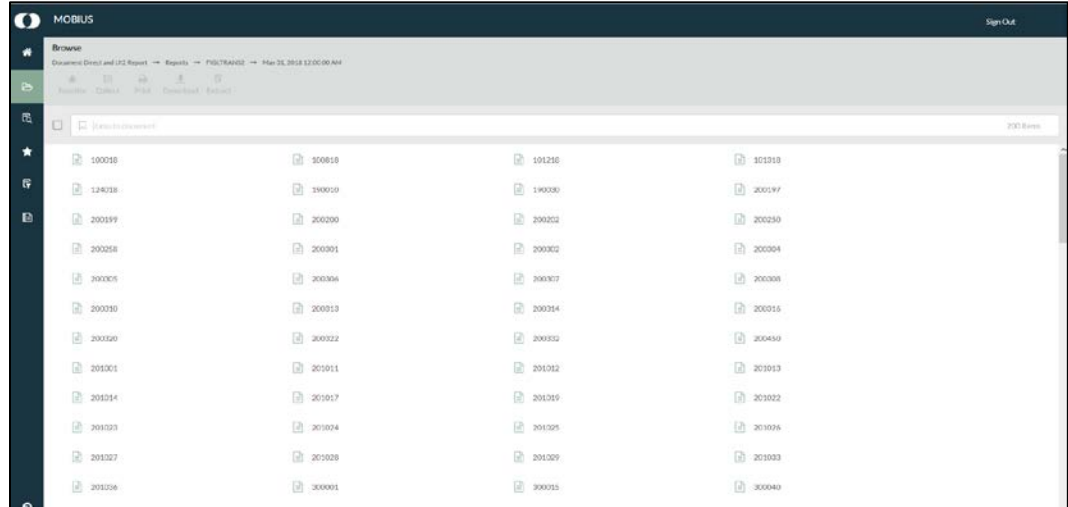


Fig. 6.4.4 Mobius View Menu – Report – Version – Sections by Organization or Fund Code

- To locate the section of a particular report (Organization or Fund), type the Organization or Fund code you are searching for in the **Jump To** field.



Fig. 6.4.5: Jump to Document Field

- Click the selected section to display the report. The report will be displayed on the right side of the screen.



# GC 101: Grants & Contracts for Professional/Administrative Personnel

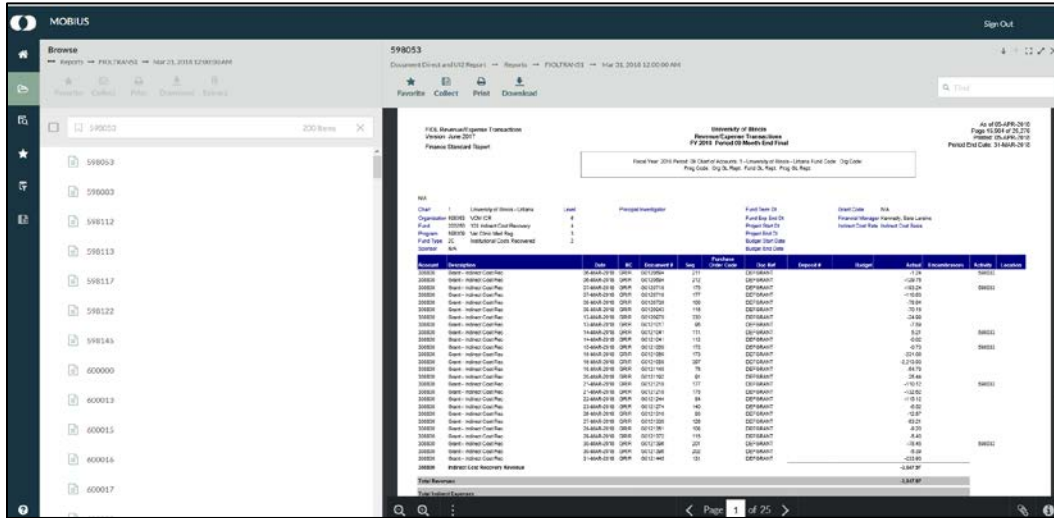


Fig. 6.4.6: Mobius View: Report

11. Click the **Zoom In** (magnifying glass) icon at the bottom of the window to enlarge the report image.

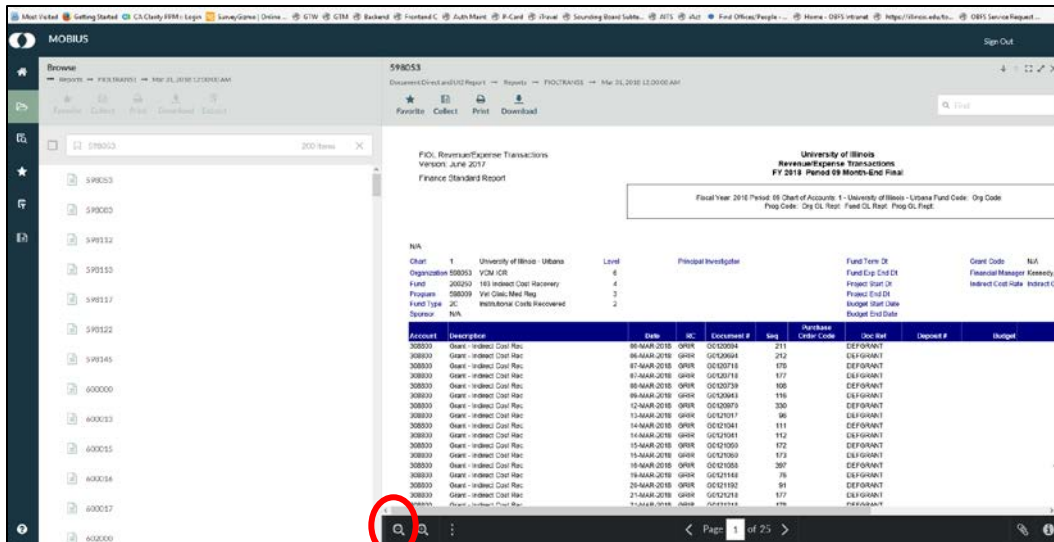


Fig. 6.4.7: Mobius View: Report (Enlarged)

GC 101: Grants & Contracts for Professional/Administrative Personnel

FIOL Revenue/Expense Detail Statement  
Version June 2017

University of Illinois  
Revenue/Expense Detail Statement  
FY 2018 Period 11 Month-End Final

As of 06-JUN-2018  
Page 1 of 2,007  
Printed: 06-JUN-2018  
Period End Date: 31-MAY-2018

Finance Standard Report

Fiscal Year: 2018    Period 11    Chart of Account: 4 - University of Illinois - Springfield    Org Code:    Fund Code:  
Prog Code:    Orig GL Rept:    Fund GL Rept:    Prog GL Rept:

N/A

Chart	4	University of Illinois - Springfield	Level	Principal Investigator	Fund Term Dt	Grant Code	N/A
Organization	100000	CNB-OBFS - Cash Mgmt & Invest	6		Fund Exp End Dt	Financial Manager	Ford, Janet Marie
Fund	810000	100 Campus Endow Income Allocation	4		Project Start Dt	Indirect Cost Rate	Indirect Cost Basis
Program	161500	Institutional Support	3		Project End Dt		
Fund Type	4J	Trust-Endowment Income	2		Budget Start Date		
Sponsor	N/A				Budget End Date		

Account	Description	Permanent Budget	Temporary Budget	Current Budget	Current Month	Year to Date	Encumbrances	Budget Bal Avail
303370	Endowment Income	0.00	0.00	0.00	1,790.00	17,646.00	0.00	-17,646.00
	Investment Income	0.00	0.00	0.00	1,790.00	17,646.00	0.00	-17,646.00
<b>Total Revenues</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,790.00</b>	<b>17,646.00</b>	<b>0.00</b>	<b>-17,646.00</b>
415006	NMT from/fo Endowment	0.00	0.00	0.00	-1,790.00	-17,646.00	0.00	17,646.00
	Non-Mandatory Transfers	0.00	0.00	0.00	-1,790.00	-17,646.00	0.00	17,646.00
<b>Total Transfers</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,790.00</b>	<b>-17,646.00</b>	<b>0.00</b>	<b>17,646.00</b>
<b>Total Indirect Expenses</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Direct Expenses</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Transfers</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,790.00</b>	<b>-17,646.00</b>	<b>0.00</b>	<b>17,646.00</b>
<b>Total Expenses and Transfers</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,790.00</b>	<b>-17,646.00</b>	<b>0.00</b>	<b>17,646.00</b>
<b>Net Totals</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Fig. 6.4.8: Revenue/Expense Detail Statement

FIOL Revenue/Expense Summary Statement  
Version June 2017

University of Illinois  
Revenue/Expense Summary Statement  
FY 2018 Period 11 Month-End Final

As of 06-JUN-2018  
Page 8 of 1,798  
Printed: 06-JUN-2018  
Period End Date: 31-MAY-2018

Finance Standard Report

Fiscal Year: 2018    Period 11    Chart of Account: 4 - University of Illinois - Springfield    Org Code:    Fund Code:  
Prog Code:    Orig GL Rept:    Fund GL Rept:    Prog GL Rept:

N/A

Chart	4	University of Illinois - Springfield	Level	Principal Investigator	Fund Term Dt	Grant Code	N/A
Organization	103000	Control - OBFS - Accounting	6		Fund Exp End Dt	Financial Manager	
Fund	103000	Accounting Control Operations	3		Project Start Dt	Indirect Cost Rate	Indirect Cost Basis
Program	1A	State Approp-GRF EAF F	2		Project End Dt		
Fund Type	N/A				Budget Start Date		
Sponsor	N/A				Budget End Date		

Account Type Description	Permanent Budget	Temporary Budget	Current Budget	Current Month	Year to Date	Encumbrances	Budget Bal Avail
3A Appropriations	-58,869,500.00	-243,267.49	-59,112,767.49	-1,347,423.12	-52,379,314.62	0.00	-6,733,452.87
<b>Total Revenues</b>	<b>-58,869,500.00</b>	<b>-243,267.49</b>	<b>-59,112,767.49</b>	<b>-1,347,423.12</b>	<b>-52,379,314.62</b>	<b>0.00</b>	<b>-6,733,452.87</b>
<b>Total Indirect Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Direct Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Expenses and Transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Totals</b>	<b>-58,869,500.00</b>	<b>-243,267.49</b>	<b>-59,112,767.49</b>	<b>-1,347,423.12</b>	<b>-52,379,314.62</b>	<b>0.00</b>	<b>-6,733,452.87</b>

Fig. 6.4.9: Revenue/Expense Summary Statement

GC 101: Grants & Contracts for Professional/Administrative Personnel

FIGL Asset/Liability Transactions  
 Version: July 2017  
 Finance Standard Report

As of 06-JUN-2018  
 Page 38 of 6,805  
 Printed: 06-JUN-2018  
 Period End Date: 31-MAY-2018

University of Illinois  
 Asset/Liability Transactions  
 FY 2018: Period 11 Month-End Final

Fiscal Year: 2018 Period: 11 Chart of Account: 9 - University of Illinois - Admin  
 Fund Code: Fund GL Rpt:

N/A  
 Chart 9 9 - University of Illinois - Admin Level Principal Investigator Fund Term Dt Grant Code N/A  
 Fund 100018 103 FY18 GRF/EAF/IF State Funds 4 Fund Expend End Dt Financial Manager Rasmus, Brent  
 Fund Type 1A State Approp-GRF EAF/IF 2 Project Start Dt Budget Start Date  
 Sponsor N/A Project End Dt Budget End Date

Atyp	Account	Description	Date	RC	Document	Seq	Doc Ref	Deposit	Actual
	81100	AMERICAN 00171420131083	02-MAY-2018	VIB	T000VW66	1			-485.81
	81100	EMBASSY SUITES CHARE	04-MAY-2018	VIB	T000VW18	1			-192.66
	81100	EMBASSY SUITES CHARE	04-MAY-2018	VIB	T000VYVH	1			-207.87
	81100	AMERICAN 00171428054582	10-MAY-2018	VIB	T000WZ18	1			-654.60
	81100	AGENT FEE 85007349594181	10-MAY-2018	VIB	T000WZ1T	1			-35.00
	81100	AMERICAN 00121832313018	10-MAY-2018	VIB	T000W3JJ	1			-11.20
	81100	BLACK DOG SMOKE AND AL	01-MAY-2018	VIB	T000WB3F	1			-130.37
	81100	Date Circuits	28-MAY-2018	170F	TL006389	18	MAY818		-77.78
	81100	Date Circuits	28-MAY-2018	170F	TL006389	87	MAY818		-155.98
	81100	Software License Sub	28-MAY-2018	170F	TL006372	2	MAY818		-10.00
	81100	POSTAGE	31-MAY-2018	170F	V0011296	1	0011296		-7.10
	81100	LABOR	31-MAY-2018	170F	V0011296	2	0011296		-1.36
	81100	POSTAGE	31-MAY-2018	170F	V0011297	1	0011297		-7.51
	81100	LABOR	31-MAY-2018	170F	V0011297	2	0011297		-1.44
	81100	POSTAGE	31-MAY-2018	170F	V0011298	1	0011298		-0.47
	81100	LABOR	31-MAY-2018	170F	V0011298	2	0011298		-0.09
	81100	qinewman/Visual Studio Professional	31-MAY-2018	170F	WB042789	1	E758874		-26.00
	81100	schuere/Visual Studio Professional	31-MAY-2018	170F	WB042903	1	E758810		-26.00
81	81100	State Clearing Payable							-728,205.60

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Fig. 6.4.10: Asset/Liability Transactions

HPAY Payroll Encumbrance by Person Pay Period  
 Version: March 2016  
 AITS Finance/HR Standard Report

Page 5,554  
 Printed: 10/06/2018

University of Illinois  
 Payroll Encumbrance by Person Pay Period

Fiscal Year: 2018  
 As of Date: 15-JUN-2018

Chart 2 University of Illinois - Chicago Status Project Start Dt Grant Code  
 Organization 650000 Urology A Project End Dt Financial Manager Vora, Kunal  
 Fund 200260 103 Indirect Cost Recovery A Budget Start Dt Principal Investigator  
 Program 650003 Urology A Budget End Dt Fund Term Dt

Account Name	UIN	EC	Posn	Posn Suff	Appt Begin	Appt End Dt	Encumb Num	Encumb Item	Encumb Seq	Rate	FTE	% Time	Remaining Encumb	Activity	Location
211300			BA	C83165	00	12/16/2003	PR180002		0	8693	4,407.03	1.00	2,203.52		
211300													2,203.52		
219120			BA	C83165	00	12/16/2003	PR180002		14	8693		1.00	274.56		
219120													274.56		
219210			BA	C83165	00	12/16/2003	PR180002		11	8693		1.00	31.95		
219210													31.95		
219220			BA	C83165	00	12/16/2003	PR180002		16	8693		1.00	444.89		
219220													444.89		
													2,954.92		
Total Personnel Encumbrances													2,954.92		

Fig. 6.4.11: Payroll Encumbrance by Person (Pay Period)



HPAY Payroll Expense by Person Month End										University of Illinois										As of 06-JUN-2018		
Version: June 2016										Payroll Expense by Person Month End										Page 13,884 of 17,551		
Finance Standard Report										FY 2018 Period 11 Month-End Final										Printed: 06-JUN-2018		
										Fiscal Year: 2018 Period 11										Period End Date: 31-MAY-2018		
										Chart of Account: Org Code: Fund Code:										2018-5/31/2018		
										Prog Code:												
Chart 2 University of Illinois - Chicago										Principal Investigator										Grant Code N/A		
Organization 650000 Urology										Grant Start Date										Grant End Date		
Fund 200250 103 Indirect Cost Recovery										Financial Manager										Vora, Kunal A		
Program 650003 Urology																						
Account	Name	UIN	EC	Posn	Posn	Pay	Pay	FTE	PayPeriod	PayPeriod	PayPeriod	Hours	Fringe	Amount	Doc Num	Activity	Location					
				Staff	Cat	Seq			Code	Begin Dt	End Dt		Rate									
211300			BA	C83165	00	A	0	1.00	2018-MN-5	04/16/2018	05/15/2018	173.33										
211300																						
215100			SA	C89606	00	A	0	0.00	2018-BW-10	04/22/2018	05/05/2018	24.00										
215100			SA	C89606	00	A	0	0.00	2018-BW-11	05/06/2018	05/19/2018	11.00										
215100			SA	C89606	00	A	0	0.00	2018-BW-9	04/08/2018	04/21/2018	21.00										
215100																						
219120			BA	C83165	00	D	0	1.00	2018-MN-5	04/16/2018	05/15/2018		0.1246									
219120																						
219210			BA	C83165	00	D	0	1.00	2018-MN-5	04/16/2018	05/15/2018		0.0145									
219210																						
219220			BA	C83165	00	D	0	1.00	2018-MN-5	04/16/2018	05/15/2018		0.2019									
219220																						
Total Personnel Expense														6,463.39								

Fig. 6.4.14: Payroll Expense by Person (Month End)

### Step-by-Step Procedure to Log Off Mobius View

When you're done with Mobius View, be sure to log off by clicking the **Logoff** icon on the right side of the Mobius View toolbar. The server that controls Mobius View runs more smoothly when you use this button to exit Mobius View because it terminates the session immediately. Closing out of the application without clicking this button will not efficiently end your computer's connection with the Mobius View server.

### Timing Out

As a means of allowing Mobius View to function more smoothly and effectively for all its users, the system has been programmed to time out after one hour of inactivity. This means that if no requests (such as accessing a new report section or printing a report) are sent to the Mobius View server, it will be necessary to log in to Mobius View again.

You will know when your Mobius View session has timed out when you receive the following message:

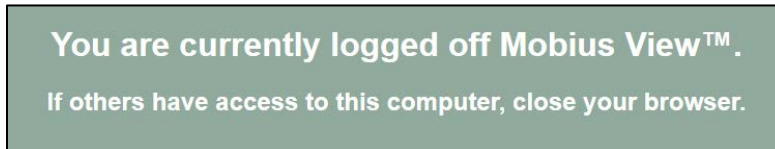


Fig. 6.4.15: Mobius View– Session Timed Out Message

### Lesson Summary

In this lesson, you learned how to access Mobius View to view, download, and print financial reports. You also learned about **Termination Reports** and **Overdraft Reports**.

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## Lesson Review

1. The Notice of Terminating Projects report takes place 90 days prior to a project's scheduled end date. True or False.
  
2. The reports available in Mobius View are constantly being updated. True or False.

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## Course Summary

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You should now have a broad understanding of how to use Banner to access and research grant information. This information will help you to effectively and efficiently manage grant activity.

In this course, you have learned how to:

- Describe grants and Funds in relation to sponsored projects.
- Recognize the forms and data used to set up grants in the Banner system.
- Recognize the forms and data used to create Funds in the Banner system.
- Identify the indirect cost basis, rate, charge, and distribution information for sponsored project funds.
- Describe the usage of index codes within grants and contracts.
- Access and query sponsored project inception-to-date (ITD) financial data, including source transactions and subaward and indirect cost encumbrances.
- Use various forms and queries to access sponsored project information.
- Access and query grant transaction approval queues.
- Review cost sharing and expenditure confirmations.
- Review Termination, Overdraft, and ITD reports.

## Glossary

Term	Definition
<b>Activity Date</b>	The actual date a record was entered into Banner.
<b>Anticipation Grant</b>	A grant established prior to formal award notification for the purpose of incurring necessary expenses in expectation that the award will be received.
<b>Basis Code</b>	A code that indicates the way in which indirect cost or cost share will be calculated.
<b>Cost Sharing</b>	The portion of project costs not borne by the sponsor that are incurred during the period of performance. These costs are not recorded in the sponsored project account, so the documentation requirements for them are different.
<b>Direct Costs</b>	Those costs that are incurred specifically for the purpose of carrying out a sponsored project, such as salary and fringe benefits, travel expenditures, or the purchase of supplies or equipment.
<b>Effective Dating</b>	The date Banner recognizes as the first date an item can be used. Funds must be effective dated and the effective date can be backdated at initial creation. Once the effective date of the Fund is set, it can only be changed to a current or future date. It is not possible to link anything to a Fund prior to the Fund's effective date.
<b>Facilities and Administrative Costs (F&amp;A)</b>	Indirect costs. See the indirect costs definition.
<b>Federal Pass Through</b>	Monies awarded to the university by a state agency or private agency that were originally provided to the agency by the federal government.
<b>C-FOAPAL</b>	Chart, Fund, Organization, Account, Program, Activity, and Location are the seven components that represent the Chart of Account (COA) structure.
<b>Fund Expenditure End Date</b>	The date transactions can no longer be processed. It prevents approved administration personnel from processing transactions. When the termination date is used, the expenditure end date should always be greater than the University's current fiscal year end date.
<b>Fund Termination Date</b>	After this date, non-approved administration personnel can no longer process transactions. Approved administration personnel can still process transactions.
<b>GC81 form</b>	A supporting document used to explain the reason for a non-current transfer.
<b>GCO</b>	The Grants and Contracts Office
<b>Grant Budget Begin and End Dates</b>	The start and end dates of the grant budget. The budget begin date is the starting date of the budget and cannot be changed after the budget has been processed. The budget end date is the end of the budget and cannot be changed after the budget has been processed.
<b>Grant Code</b>	User-defined or system-assigned grant identification code.



Term	Definition
<b>Grant Ledger</b>	A ledger in the General Ledgers system that records inception-to-date revenue, expense and transfer transactions on a grant year basis. The transaction date in conjunction with the grant project start date determines the appropriate grant year and grant period bucket. It stores grant period transaction data in a cumulative fashion (year-to-date).
<b>Grant Project Period Dates</b>	The begin and stop dates of the grant project. The project start date cannot be changed after grant transactions are posted. The grant project end date can be changed at any time, but it cannot be changed past the termination date.
<b>Hard Match</b>	Any expenses other than the contributed effort of academic personnel that are considered in calculating cost sharing.
<b>Inception-To-Date</b>	A period range starting with the date of creation of a Fund or grant to a specified as of date.
<b>Indirect Cost</b>	Those costs related to institutional infrastructure, both physical and administrative, that are necessary for research to be conducted. Examples are space, utilities, custodial services, security, library services, animal facilities, information systems, shared research facilities, institutional review board, institutional animal care and use committee, bio-safety, payroll, purchasing, and grant management. These costs are not itemized in grant applications. Typically, indirect costs are calculated as a percentage of all or part of the direct costs.
<b>Indirect Cost Basis Code</b>	A code that represents a list of Accounts used in indirect cost calculations. This code is validated against the <b>Basis Definition Code Maintenance Form (FZMBASI)</b> .
<b>Indirect Cost Charge Code</b>	A code that represents the Account to which you want to charge indirect costs.
<b>Indirect Cost Code</b>	A combination of four components that work together to calculate the indirect costs for a grant. Assessment of indirect costs requires four codes be assigned to each Fund: indirect cost basis code, indirect cost rate code, indirect cost charge Account code, and indirect cost distribute to code.
<b>Indirect Cost Distribution Code</b>	The indirect cost distribution code represents the credit side of indirect cost calculations; the offset Account code.
<b>Indirect Cost Rate Code</b>	A code that represents the percentage rate the sponsoring agency must contribute towards the expense. This code is validated against the <b>Indirect Cost Rate Code Maintenance Form (FZMINDR)</b> .
<b>Indirect Costs Basis</b>	The direct costs on a sponsored award account that are subject to the indirect cost rate.
<b>Index Code</b>	A unique code that represents user-defined segments of a C-FOAPAL. The Grants Office sets up an index code for each Fund.
<b>Investment/Interest Income</b>	Additional funding for sponsored projects that is generated when sponsors require that funds paid in advance be held in interest bearing accounts.
<b>Journal Voucher</b>	Journal vouchers record either original accounting entries or adjustments and corrections to previously recorded transactions. Cost transfer requests for grants are prepared with journal vouchers.

<b>Term</b>	<b>Definition</b>
<b>Labor Redistribution</b>	The process in Banner for transferring salary and fringe benefits costs.
<b>Operating Ledger</b>	The Operating Ledger stores cumulative totals of revenue, expense and transfer transactions on a fiscal year basis and is updated as transactions are posted so it has real-time totals.
<b>PMS Code</b>	A code that enables linking together of multiple grants from the same sponsoring agency that have the same reimbursement requirements.
<b>Predecessor Agency</b>	The agency assigned to level immediately preceding another agency's level
<b>Rate</b>	The percentage rate at which indirect cost should be calculated.
<b>"Rogue" C-FOAPAL</b>	A C-FOAPAL created that uses any combination of improper C-FOP segment codes; e.g., a Fund code from one department with an Organization and Program code from another department.
<b>Soft Match</b>	The contributed effort of academic personnel considered in calculating cost sharing.
<b>Sponsored Project</b>	Agreements that are solicited and/or accepted for purposes which are consistent with and enhance the teaching, research, and public service mission of the University. Sponsored activities are undertaken by the University with support from outside sponsors that expect an outcome that either directly benefits the sponsor or serves a public purpose the sponsor wants to promote. At a minimum, the sponsor requires the University to report on how the funds are spent and what progress has been made in accomplishing the goals of the activity.
<b>Subaward</b>	Sub-grants, sub-cooperative agreements, or sub-contracts generally of the same type as the original award to the University that are awarded by the University to other organizations who will perform a part of the scope of work for a project.
<b>Termination Reports</b>	Reports generated by the Grants and Contracts Office that formally notify the Unit Business/Grant Manager when a project end date is approaching.
<b>Trail-In Date</b>	The period of time between the Fund code first being effective (or available for transactions to be posted against it) and the grant project start date. All transactions posted in that period are summarized into the trail-in period (period 00) in the grant ledger.
<b>Trail-Out Date</b>	The period of time between the official grant project end date and the completion of all expenditures relating to the grant project.
<b>Tuition Remission</b>	A rate-based benefit that reimburses eligible Research and Graduate Assistants for tuition costs. The reimbursement is calculated as a percentage of salary earned.
<b>Tuition Remission Rate</b>	The rate used to calculate tuition remission costs. This rate can be set annually by each campus.

## Answer Key

Following is the answer key for each lesson review.

### Lesson 1: Sponsored Project Administration, page 30

1. Index codes are created using the **Account Index Code Validation Form (FTVACCI)**. True or False.  
**False.** Index codes are created on the **Account Index Code Maintenance Form (FTMACCI)**. **FTVACCI** can be used to query for index codes.
  
2. To access federal pass through funds tracking, what should a user select from the **Options** menu on the **Grant Maintenance Form (FZAGRNT)**?
  - a. Personnel Information
  - b. User Defined Data
  - c. Pass Through Agcy Distribution Info
  - d. Agency Information

Answer: **c.**

3. The **Effective Date** field on the **Fund Code Maintenance Form (FZMFUND)** can be changed after the initial posting of the Fund. True or False.  
**False.** The **Effective Date** field on **FZMFUND** cannot be changed after the Fund is posted.

4. Match the indirect cost code form with its description.

	<b>Definition</b>	<b>Code</b>
<u>  D  </u>	The code on this form is responsible for determining what grant costs will be employed when calculating indirect costs for a grant.	<b>A. Indirect Cost Charge Code Maintenance Form (FTMINDA)</b>
<u>  A  </u>	The code on this form represents the Account to which indirect costs will be assessed.	<b>B. Indirect Cost Distribution Maintenance Form (FTMINDD)</b>
<u>  C  </u>	The code on this form represents the percentage rate that a sponsoring agency must contribute towards indirect costs.	<b>C. Indirect Cost Rate Code Maintenance Form (FZMINDR)</b>
<u>  B  </u>	At the time that the indirect cost is charged to the grant, the code on this form establishes precisely what areas of the University should receive money and what amount they should receive.	<b>D. Basis Definition Code Maintenance Form (FZMBASI)</b>

**Lesson 2: Viewing Financial Data, page 45**

1. Indirect costs are assessed on the first \$25,000 of a subaward. True or False.

True.

2. Which form would you use to look up a grant's collection data?

- a. **Grant Billing Query Form (FZIBILL)**
- b. **Grant Payments Entry Form (FZAAREV)**
- c. **Grant Budget Codes Inquiry Form (FRIBUDG)**
- d. **Grant Transaction Detail Form (FZIGTRD)**

Answer: **b.**

3. Which field would you query on the **Grant Transaction Detail Form (FZIGTRD)** to only view YTD charges?

- a. Description
- b. Type
- c. Field
- d. All of the above

Answer: **c.**

4. What is the **Detail Encumbrance Activity Form (FGIENCD)** used for in Banner?

- a. Search for grant budget information
- b. Look up a grant's billing data
- c. Track activities as they are posted against an encumbrance
- d. Review indirect costs

Answer: **c.**

**Lesson 3: Approving Transactions, page 54**

1. Approving a non-current journal voucher requires a GC81 document. True or False.

Answer: **True**

2. Which button on the **User Approval Form (FOAUAPP)** is used to access accounting information?
  - a. Detail
  - b. Approve
  - c. Queue
  - d. Disapprove

Answer: **a.**

3. Which of the following expenditures need to be pre-audited?
  - a. Leases
  - b. Honorarium payments
  - c. Sub-award payments
  - d. All of the above

Answer: **d.**

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**Lesson 4: Cost Sharing and Expenditure Confirmation, page 57**

1. If a Fund code indicates cost sharing, then that Fund is the hard match cost share fund for a grant. True or False.

**True.**

2. Soft match cost sharing is handled via Banner. True or False.

**False.** A system outside of Banner handles the soft match cost sharing processes.

**Lesson 5: Miscellaneous Query Forms, page 65**

1. A user may find the **Grant Agency Inquiry Form (FRIASTG)** useful because it allows you to see what areas of research a particular agency is interested in pursuing. True or False.

**True.**

2. From the **Grant Personnel Inquiry Form (FRIPSTG)**, you can view a grant's information on the **Grant Maintenance Form (FZAGRNT)** or the **Grant Inception To Date Form (FZIGITD)**. True or False.

**True.**

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**Lesson 6: Reports, page 80**

1. The Notice of Terminating Projects report takes place 90 days prior to a project's scheduled end date. True or False.

**True.**

2. The reports available in Mobius View are constantly being updated. True or False.

**False.** The standard finance inception-to-date reports available in Mobius View are static month-end reports.

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## Appendix A: OBFS Resources

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### OBFS Training Center

The OBFS Training Center aims to meet campus units' needs for training, knowledge, and understanding of the OBFS systems, policies, and processes. From their Web site, you may access information on types and availability of courses, register for classes, access online training, and download training materials. Visit the OBFS Training Center at <http://www.obfs.uillinois.edu> and click the **Training Center** link. Then check out these helpful links:

- Click the **Course Registration** link to register for an OBFS training course.
- Click the **Curriculum Guide** link to help identify OBFS courses and prerequisites you should take.

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### OBFS News Center

If you wish to receive announcements from the OBFS functional unit sponsoring the content of this course, subscribe to the Grants and Sponsored Projects announcements at the OBFS News Center as outlined below:

1. Go to the OBFS home page at <http://www.obfs.uillinois.edu>.
2. Click **Sign up for email updates!** (See the link on the lower right side of the page.)
3. Select the following topic: **Grants & Sponsored Projects**

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### Grants & Sponsored Projects Training Materials

Information for OBFS Grants & Sponsored Projects courses, presentations and reports are available from the OBFS Training Center Web site when you go to: <http://www.obfs.uillinois.edu> and click the **Training Center** link. Then click the **Job Aids & Training Materials** link to see these sections:

- General Grants & Sponsored Projects
- Grants & Contracts for Professional and Administrative Personnel

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## Appendix B: Support and Resources Summary

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OBFS Request for Anticipation form (Grants & Sponsored Projects Forms page):  
<http://www.obfs.uillinois.edu/forms/grants-sponsored-projects/>

The current fringe benefit rates and negotiated indirect cost rate agreement can be found on the OBFS Web site:

- Urbana-Champaign: <https://www.obfs.uillinois.edu/grants/urbana-champaign-campus/links-resources/indirect-cost-rates/>
- Chicago: <https://research.uic.edu/post-award/indirect-cost-rates-fa-fringe-benefits-tuition>
- <https://research.uic.edu/post-award/indirect-cost-rates-fa-fringe-benefits-tuition>
- Springfield: <https://www.obfs.uillinois.edu/grants/springfield-campus/indirect-cost-rates/>

For UIUC, supporting documentation not available in Banner may be transmitted using the forms available on the OBFS Web site at <http://www.obfs.uillinois.edu/forms/grants-sponsored-projects/> to facilitate timely approvals.

See the OBFS Web site for the policy on processing cost transfers for sponsored research projects <https://www.obfs.uillinois.edu/bfpp/section-16-grants-research-contracts/cost-transfers>.

You can also search for “Processing Cost Transfers for Sponsored Research Projects” at [http://apps.obfs.uillinois.edu/news/dsp\\_NewsCenter.cfm](http://apps.obfs.uillinois.edu/news/dsp_NewsCenter.cfm).

**For technical problems, contact the AITS Help Desk at 217-333-3102 or 312-996-4806, or send a message to [servicedeskait@uillinois.edu](mailto:servicedeskait@uillinois.edu).**



## Appendix C: Field Definitions

Following is a list of field names referred to in this course:

Field Name	Input Data	Usage
Account	Default, Display, Text Entry, Validated	A code representing revenue, expenditures, asset, liability, equity, and transfers.
Account Code From	Validated	An Account code or the beginning of a range of Accounts used to calculate indirect costs or cost sharing.
Account Code To	Validated	If a range of Accounts is intended, the last Account in the range.
Account Index	Display	A unique alphanumeric code representing any combination of user-defined C-FOAPAL elements.
Account Index Title	Display	The corresponding descriptive title of the Account Index.
Account Title	Display	Title of Account to charge indirect cost recovery.
Acct	Display	A code representing revenue, expenditures, asset, liability, equity, and transfers. Required.
Action	Display	An indicator used to show the effect of the journal voucher: Partial or Total (Liquidation), Adjustment.
Active Status	Check box, Display	The current status of the associated validation table record. Check box indicator that shows if a code is active or inactive.
Activity	Default, Text Entry	An optional C-FOAPAL segment for use in tracking non-budget control financial activities. The activity is usually short in duration.
Activity Date	Display	The date the associated transaction took place.
Actv	Display	An optional C-FOAPAL segment for use in tracking non-budget control financial activities. The activity is usually short in duration.
Addr Seqno	Validated	Address sequence number to retrieve address.
Addr Type	Validated	Address type to retrieve address.
Adjusted Budget	Default	The budget amount after adjustments are applied to budget.
Adjustment Number	Display	A unique number identifying the document being updated.
Agency (or Agency Code)	Display, List of Values, Validated	The code and name of the sponsoring agency associated with the grant.
Agency Balance	Display	Summary balance of all charges to and payments from the sponsoring agency.
Alternate Description	Text Entry	This field describes the alternate status code; it is user-defined.
Amount	Display	The associated transaction amount.
Approved Date	Display	Date when document was approved.
Approver's ID	Display	ID of person who approved the document.

**GC 101: Grants & Contracts for Professional/Administrative Personnel**

<b>Field Name</b>	<b>Input Data</b>	<b>Usage</b>
Approver's Name	Display	Name of person who approved the document.
Available Balance	Default	The total amount available in budget considering year to date activity and committed amount.
Balance (encumbrance amount)	Display	The cumulative balance of the encumbrance after all activity is calculated.
Balance (sequence amount)	Display	The overall balance of the encumbrance associated with the sequence number C-FOAPAL segments.
Balance	Display	Summary balance of the charges and payments for the associated transaction.
Bank	Validated	Used for identification purposes on all cash transactions.
Basis Definition Code	Validated	A code that represents a list of Accounts used in indirect cost calculations.
Basis Type	List of Values	Defines the Base code as either an Indirect Cost or Cost Share code.
Bill Amount	Default	Amount of specific invoice for grant activity.
Billed AR Account Code	Validated	A code representing the billed Accounts Receivable account for this Fund.
Budget	Display	The unique user-defined budget code for the grant to identify a budget. Multiple budgets may be developed for a grant by assigning each budget to a separate code.
Budget Code	Validated	The unique user-defined budget code and description for the grant to identify a budget.
Budget Period	Text Entry	The start date of the budget period for this Fund.
Capitalization Fund Indicator	List of Values	Indicates whether the capitalization fund is the same as or different from the source fund.
Cash Receipt Bank Code	Validated	Used for identification purposes on all cash transactions in grant billing.
Category	Validated	A category code for the grant representing the grant reimbursement code option.
CFDA Number	Validated	Number indicated on federal award from the Catalog of Federal Domestic Assistance (CFDA) for tracking purposes.
Change Sequence	Default	Sequence number assigned to document if document is serving to adjust another document amount.
Charge	Text Entry	The charge amount associated with this transaction.
Charge Account	Validated	The Account code(s) to charge indirect cost recovery.
Chart of Accounts (or COA)	Text Entry	A one-digit code for a campus or major accounting entity used to facilitate financial reporting.
Commit	Display	Indicates if encumbrance amount is (U) Uncommitted or (C) Committed.
Commitments	Default	The amount of the budget associated with Account code committed (encumbered) to certain activities.

**GC 101: Grants & Contracts for Professional/Administrative Personnel**

<b>Field Name</b>	<b>Input Data</b>	<b>Usage</b>
Cost Sharing	Display	The cost sharing amount for this Account.
Cumulative Amount	Text Entry	The cumulative funding amount of the grant, committed by the agency.
Current Amount	Text Entry	Current funding amount for the grant, used for anticipation grant amount.
Data Entry	Check box	Indicates if the Fund code is to be used for data entry (Y) or if the field is used for reporting (N). Defaults to Y.
Date	Display	The creation date of the grant.
Date Established	Display	The date the original encumbrance was established.
Date From (MM/YY)	Text Entry	The start date of time period user wants to query.
Date To (MM/YY)	Text Entry	The end date of time period user wants to query.
Description	Default, Display, Text Entry	-Description of the grant (grant title). -Description or title of the encumbrance. -Description of the budget for this grant. -Description of the purpose of the journal voucher record being created. -Description or title appropriate for the rate code. -Description or title appropriate for the detail Account charge code.
Description (Organization)	Display	The Organization name or description.
Detail Code	Validated	Identifies the detail code associated with the transaction.
Document (or Document Code)	Display, Text Entry	The unique number identifying the document.
Document Type	Text Entry	Type of document, such as invoice or purchase order.
Effective	Text Entry	The effective date of the code.
Effective Date	Display	The effective (official start) date of the index code.
Effective Date	Text Entry	The date when expenditures are allowed against the grant Fund. This date cannot be backdated after the initial creation of the Fund.
Encumbrance (amount)	Display	The amount of the encumbrance associated with the sequence number C-FOAPAL segments after adjustments.
Encumbrance (number)	Validated	A system generated number to identify the encumbrance.
Exclude	Check box	Select to exclude an Account type, Account or Account range from the calculation of indirect costs or cost sharing.
Exclude Indirect Costs	Check box	Select to exclude all accounts with indirect costs from the query results.

**GC 101: Grants & Contracts for Professional/Administrative Personnel**

<b>Field Name</b>	<b>Input Data</b>	<b>Usage</b>
Expenditure End Date	Text Entry	The ending period date for expenditure activity. This date may be later than the date shown in the <b>Termination Date</b> field. Posting activity occurs up to this date only for users with the requisite authorization.
Field	Display	Field description.
Fiscal Year	Display	The fiscal year in which the activity occurred.
Fund (or Fund Code)	Validated	A Fund maintains a Fund balance and a cumulative record of the sources and uses of monies.
Fund Summary	Check Box	Indicator used to return query results displaying all of a grant Funds' activities.
Fund Type	Validated	Fund Code types used to classify and aggregate Fund Code Data.
Grant	Display	A user-defined or system-assigned grant identification code.
Grant Balance	Display	Summary balance of all charges and payments for the grant code specified. It is only calculated if a single grant is entered in the <b>Grant</b> field.
Grant Code	Display	User-defined code identifying an accounting or reporting entity.
Grant Type	Validated	The code to reflect if this is a grant, contract, cooperative agreement, etc. as defined on <b>FTVSDAT</b> .
Grant Year	Text Entry	The year of the grant to query on. Leave this field blank to retrieve information about a grant from its start date to the current date.
ID	Validated	University ID number of associated fund personnel.
Increase (+) or Decrease (-)	Display	Indicator that shows if journal voucher transaction is a debit or credit using + / -.
Index	Validated	A unique code that represents user-defined segments of a C-FOAPAL.
Indirect Cost Basis Code	Validated	A code that represents a list of Accounts used in indirect cost calculations. Banner automatically calculates indirect cost when you charge an expense to an Account on this list. This code is validated against the <b>Basis Definition Code Maintenance Form (FZMBASI)</b> .
Indirect Cost Charge Code	Validated	A code that represents the Account to which you want to charge indirect costs. This code is validated against the <b>Indirect Cost Charge Code Maintenance Form (FTMINDA)</b> .
Indirect Cost Distribution Code	Validated	A user-defined code that represents the credit side of indirect cost calculations. This code is validated against the <b>Indirect Cost Distribution Maintenance Form (FTMINDD)</b> .

**GC 101: Grants & Contracts for Professional/Administrative Personnel**

<b>Field Name</b>	<b>Input Data</b>	<b>Usage</b>
Indirect Cost Rate Code	Validated	A code that represents the percentage rate the sponsoring agency must contribute towards the expense. This code is validated against the <b>Indirect Cost Rate Code Maintenance Form (FZMINDR)</b> .
Invoice Number	Display	The invoice number of a specific application of payment.
Item	Display	This number relates to encumbrances affecting purchase orders. All other encumbrances will use a standard item number in this field.
Last Activity Date	Display	The date that information for this Fund code was entered or last updated.
Liquidation	Display	The amount of the encumbrance associated with the sequence number C-FOAPAL elements that have been liquidated.
Location (or Locn)	Text Entry	An optional segment of the C-FOAPAL string primarily used with, but not limited to, the Fixed Asset module to designate physical places or sites, such as building and room number.
Long Title	Text Entry	The title of the grant; contains up to 256 characters.
Maximum Amount	Display, Text Entry	The maximum amount of expense. This amount is the maximum for the duration of the award. The total of all indirect charges or for the life of the award is compared to this amount.
Multiple Fund Balance Indicator	List of Values	Designates multiple fund balance Accounts at the Fund Type, Fund or Account level.
Name	Display, Validated	Name of person responsible for document.
Net Total	Default	These fields display the cumulative total for Adjusted Budget, Activity, Commitment and Available Balance.
Organization (or Orgn)	Display, Text Entry, Validated	A segment of the C-FOAPAL accounting string used to identify a functional reporting unit (such as a school, college, or department) with discrete financial activities.
Originating User	Display	ID of person responsible for document.
Outstanding	Default	Amount of specific invoice unpaid.
Paid	Display	Amount of specific invoice paid.
Payment	Text Entry	The payment amount associated with this transaction.
Payment ID	Text Entry	User-defined field where a credit card number, check number, or wire number can be entered when a payment is received.
Percent	Text Entry	The percentage of the credit to be charged to the associated Account distributions.
Personnel ID	Validated	The name and ID of the Principal Investigator (PI) or Co-PI.
PMS Code	Validated	Payment Management System code.

**GC 101: Grants & Contracts for Professional/Administrative Personnel**

<b>Field Name</b>	<b>Input Data</b>	<b>Usage</b>
Predecessor (or Predecessor Agency)	Validated, Display	The user-defined value of the other-than level 1 predecessor agency code.
Predecessor Fund	Validated	The user-defined value of the other-than level 1 predecessor Fund code.
Principal Investigator ID	Validated	Identification code, first and last name of the principal investigator.
Program (or Prog)	Display, Text Entry, Validated	A segment of the C-FOAPAL accounting string that determines the use of monies at the expenditure level. Program designates NACUBO functional classifications, e.g., instruction, research, public service, institutional support and sub-classifications.
Project End Date	Text Entry	End date for the project period of the grant.
Project Start Date	Display, Text Entry	The start date for the project period of the grant. This value cannot be changed once transactions have been posted to the grant ledger.
Project Value	Display	The total of the proposed budget and cost sharing for this Account.
Proposed Budget	Display	The proposed budget amount for this Account.
Query Balance	Display	Summary balance of all charges and payments for the grant code(s) specified.
Queue ID	Display	ID of approval queue.
Queue Level	Display	Level of approval queue existing in hierarchy of queues.
Rate	Text Entry	The percentage to be used to calculate the recovery amount. This rate will be applied to the basis for an award.
Remaining Balance	Display	The remaining balance of the encumbrance amount associated with the sequence number C-FOAPAL elements after the transaction detail line item was posted.
Responsible Organization	Validated	Code, description, and Chart of Accounts associated with the administrative office responsible for this grant.
Restriction Indicator	List of Values	Determines the restriction (Restricted, Unrestricted, or Temporary) for FASB117.
Retainage AR Account Code	Validated	Code representing the retainage Accounts Receivable Account for this Fund.
Revenue Account	Validated	Specifies the revenue Account code to be automatically credited as the result of the incurrence of expenditures in a contract or grant Account.
Role	Validated	Indicates role or reason for the association of this person to the Fund code.
Role Desc	Validated	Description of the fund personnel role.
Search Value	Text Entry	The grant title keyword(s) for which to search.

**GC 101: Grants & Contracts for Professional/Administrative Personnel**

<b>Field Name</b>	<b>Input Data</b>	<b>Usage</b>
Sequence	Display	For encumbrances with one accounting distribution, one (1) is used as the standard. For Purchasing encumbrances, this is the appropriate accounting distribution sequence number.
Sponsor ID	Text Entry	Grant identification code assigned by the sponsoring agency. This value is used for bills and reports.
Start Date	Text Entry	Indicates the starting date of the association of the fund personnel to the Fund code.
Status	Display	-The status code of the grant. Examples are (N) New and (A) Anticipation. Codes are defined on <b>FTVSDAT</b> . If the code is not on the table, an appropriate error message displays. -An indicator that displays the encumbrance status as O (Open) or C (Closed).
Status Date	Display, Text Entry	-The creation date of the grant. -The date when the defined status is achieved. The grant always shows the latest status date. If this is changed, it creates a new status history record.
Sub Category	Validated	A category code for the grant representing the grant project activity.
Submission Number	Default	Submission number associated with journal vouchers and invoices.
Termination Date	Display, Text Entry	-The date when this particular index code is no longer in effect. -The date when this Fund code is no longer in effect. The last date for activity on the grant by departmental users.
Title	Display, Text Entry	-The title of the grant, Account or Fund. -A field representing the shortened version of a longer title field.
To	Text Entry	The end date of the budget period for this Fund.
Total	Display	The total amount of the proposed budget, cost sharing, and project value for listed Accounts.
Total Billed	Default, Display	Cumulative amount of billings to date.
Total Expenditures	Display	Sum of all expenditures associated with this grant to date.
Total On-Hold	Default, Display	Cumulative amount of billings on hold.
Total Payment Withholding	Display	Total amount of withheld payments associated with this grant.
Total Payments and Transfers	Display	Sum of all payments associated with this grant to date.
Total Percent	Display	-The total percentage of the recovery rate to be charged. -The total percentage of the credit to be charged to the Account distributions.

**GC 101: Grants & Contracts for Professional/Administrative Personnel**

<b>Field Name</b>	<b>Input Data</b>	<b>Usage</b>
Total Retainage Withholding	Display	Total amount of withheld retainage associated with this grant.
Total Unbilled	Default, Display	Sum of all activities that have not been billed to date for this grant.
Transaction Amount	Display	The amount of the associated transaction detail line item.
Transaction Date	Default, Display, Text Entry	-The date the associated transaction took place. -Specifies the date the transaction becomes effective. As of this date, the transaction will be calculated into the amount due and will be eligible to be fed to accounting.
Transaction Number	Default	Identifies the transaction number associated with each detail transaction on the Account.
Type	Default, Display	-The Account type code to categorize Accounts. -The transaction journal type; for example, 501 – Original Encumbrance. -Defines the status of the budget. (W)orking is the default. Updated to (A)ctive when the budget is rolled to the ledgers. At that time the status for the budget code can no longer be changed.
Type (document)	Display	An indicator that displays the type of document - (E) Encumbrance.
Type (journal rule code)	Default	The journal type rule code used in the associated transaction detail line item.
Unbilled Accrual Account	Validated	The user-defined Account code specifying the accrual Account to be used as a result of the fiscal year and closing process.
User	Display	ID of person accessing form.
Vendor	Display	The identification number and name of the vendor associated with the encumbrance.
Year	Display	The year of the grant on which to query; if form is accessed via <b>FZIGITD</b> , then this field will default.



## Appendix D: Grants Status and Billing Summary Report

This report provides a comprehensive financial summary of a grant, including budget and expense information, general ledger balances for a specific accounting period, current accounts receivable balances and individual sponsored project billings. The report is updated daily and can be accessed in **ViewDirect** or in EDDIE.

**Important:** If you need to set up EDDIE, follow the instructions on the job aid titled EDDIE **Setup**. This job aid can be found at the following Web site: [OBFS > Job Aids & Training Materials > Accounting & Financial Reporting > Retrieving General Ledger Reports](#)

### Step-by-Step Procedures

Step	Action	Results/Decisions
1.	Access EDDIE at: <a href="https://eddie.ds.uillinois.edu">https://eddie.ds.uillinois.edu</a>	
2.	Click <b>Log In to EDDIE</b> .	
3.	Type your <b>User name</b> .	
4.	Type your <b>Password</b> .	
5.	Click the <b>Log On</b> button.	
6.	Click the <b>Documents</b> tab.	
7.	Click the <b>Categories</b> section on the left side.	
8.	Click the plus sign next to <b>Corporate Categories</b> to expand it.	
9.	Click the plus sign next to <b>Finance</b> to expand it.	
10.	Click <b>Grants</b> .	
11.	Double-click <b>FIGR_Grants_Status_and_Billing_Summary_Report</b> .	
12.	Click the <b>Refresh</b> button at the top to select or enter report parameters.	<b>NOTE:</b> It may take a few minutes for the parameter box to appear.

Step	Action	Results/Decisions
13.	<p>Select or enter <b>ALL</b> parameters before executing the query.</p> <ol style="list-style-type: none"> <li>Select the appropriate <b>Chart of Account</b> (for example, 1 for Urbana) and click the <b>Add</b> (right arrow) button.</li> <li>Click <b>Fiscal Year</b>. Select it from the list of values or enter the appropriate value in the blank field and click the <b>Add</b> (right arrow) button.</li> <li>Click <b>Grant Code</b>. Select it from the list of values or enter the appropriate value and click the <b>Add</b> (right arrow) button.</li> <li>Click <b>Period</b>. Select it from the list of values and click the <b>Add</b> (right arrow) button.</li> <li>Click <b>Principal Investigator</b>. Select it from the list of values or enter the appropriate value and click the <b>Add</b> (right arrow) button.</li> <li>Click <b>Responsible Organization</b>. Select it from the list of values or enter the appropriate value and click the <b>Add</b> (right arrow) button.</li> <li>Leave the <b>VDR Date</b> field blank.</li> </ol>	<p>The first prompt is already selected.</p> <p>Use an asterisk (*) to search for all grants belonging to a Principal Investigator or Organization code.</p> <p>Use an asterisk (*) if you entered a specific grant code in (c) or to see all grants that belong to an organization.</p> <p>Use an asterisk (*) if you entered a specific grant code in (c) or a specific PI in (e).</p>
14.	Click the <b>OK</b> button.	<b>NOTE:</b> It may take several minutes to run the report.
15.	<p>To print the report, follow these steps.</p> <ol style="list-style-type: none"> <li>Click the <b>Print</b> button on the toolbar (not the browser's <b>Print</b> button).</li> <li>Select the <b>Open with Adobe Acrobat</b> option on the pop-up window.</li> <li>Click the <b>OK</b> button. This opens the report as a PDF.</li> <li>Print the PDF by selecting <b>Print</b> from the <b>File</b> menu.</li> <li>Click the <b>Print</b> button.</li> </ol>	
16.	<p>To save the report, follow these steps.</p> <ol style="list-style-type: none"> <li>Click the <b>Export</b> button on the toolbar.</li> <li>Select <b>Export Document As</b>.</li> <li>Choose <b>Excel</b>.</li> <li>A pop-up window asks if you want to open or save the file. Select <b>Open with Microsoft Excel</b>.</li> <li>Click the <b>OK</b> button. This opens the report as an <b>Excel</b> file.</li> <li>Click the <b>Save</b> button.</li> </ol>	