

Banner Fund, Organizations and Index Creates

**A. Overview**

Research Accounting (with the assistance of the Office of Research staff) is responsible for creating, monitoring the fiscal management of, closing, and archiving Banner Indexes for each of the following:

<u>Index Range / Org Code</u>	<u>Description</u>	<u>Index Range</u>
Sponsored Research		529000 - 549999
Ben Franklin Grants		590000 - 599996
DESACC	Accelerator Grants	606900-606999
DESCOR	CORE Grants	607493-607499 & 606900-606999
DESCOS	Cost Share Indexes	603500-603999
DESCRE	CREF Awards	606900-606999
DESDTX	Data X Innov Grants	606900-606999
DEFAC	Faculty Rsrch Grants	607000-607400
DESFAC	Faculty Innov Grants	607451-607492 & 606900-606999
DESINC	Incentive Funds	608000-608999
DESIG	Innovative Seed Grant	607401-607450
DESLAS	Laser Development	610000-610499
DESMAI	Maintenance Indexes	610500-611499

Research Accounting follows specific steps/processes to effectively create a Banner Fund. Incentive Funds, Maintenance and Reserve Funds, Designated Cost Share Funds, and Faculty Research grants are created in FTMFUND or FTMORGN and FTMACCI only. Grant Funds are also created in Banner forms FRAGRNT and FRMFUND. Research Funds, including Ben Franklin Research Funds are created in a certain order. FRAGRNT is populated first, followed by FTMFUND, FTMFATA, FRMFUND, FTMACCI. FTMINDD is populated based on Indirect Costs that are charged to a Grant. These forms contain relevant information on the FOAPAL Hierarchy as well as other relevant information to assist with managing the Index in Banner.

Funds and Organizations (Fund/Orgn) are the primary entities in Banner. They provide the structure for measuring and recording the financial activity of the university. A Banner Fund/Orgn is associated with a Banner Index. This Index has associated monies and/or expense activity recorded and maintained in Banner as the result of ongoing operations of the university. In addition, each Index has various attributes that are required within Banner (e.g., description, authorized signers and financial managers, etc.) as part of the definition and creation process.

Grant Type field in FRAGRNT identifies the grant to a Federal or pass-thru entity. This field is utilized for both internal and external reporting purposes including the annual Uniform Guidance audit report and the NS survey. **Please note, the fields Category and Sub Category fields are not utilized in Banner to the extent that they could. Using these fields along with Grant Type could effectively create a hierarchy similar to FOAPAL that will categorize a grant as either Prime or Pas-Thru as well as Federal, State or Other.**

The CFDA field in FRAGRNT is populated for Federal grants and the CFDA number is referenced in the award letter. A Federal Pass-thru awards also requires a CFDA number and it is the responsibility of ORSP (and Research Accounting) to review awards and ensure this field is populated when applicable.

When an award is made by a Federal, State, Local, or Private (Industry) entity on behalf of a faculty member of the University, the Office of Research is notified and a new Banner Index Number is assigned by the Office of Research Coordinator. The Office of Research Coordinator assigns an Index Number and creates a folder that includes the following materials:

- Index Create form (see attached);
- Account Requirement Form (See attached);
- Current and or Cumulative Budget Form (see attached);

Award Letter; and  
PI Proposal.

The Office of Research Coordinator and the ORSP Contract and Grant Specialist (CGS) are responsible in making sure the Account Requirement form is prepared correctly, including all relevant information for the setup of the award in the Banner Finance system and the management of the new award including billing information and reporting requirements. In addition to new awards, the ORSP and Research Accounting also review and update Banner Finance in cases of a renewal or continuation of a grant in the form of additional funding or a no cost extension of a grant.

The new Award folder is forwarded to Research Accounting Financial Coordinator. The Research Accounting coordinator creates/updates the award in Banner based on the information provided in both the Index Create Form and the Account Requirement Form. The Research Coordinator reviews for any errors and incomplete/missing information and coordinates with both the ORSP Coordinator and the ORSP CGS.

When the Index is created, the Folder is forwarded to the Manager, Research Accounting for final review by reviewing the Grant in Banner Finance or by running other independently run reports from Access databases

The Manager of Research Accounting returns the folder to the ORSP Coordinator who files the folder in the ORSP filing cabinet of Active Awards. ORSP grants are filed alphabetically by PI and then by Index Number.

#### **Research Accounting Financial Administration of a Grant:**

You may also refer to the Payment method section, Reporting Section, and Financial Monitoring sections of the manual for additional documentation of the Financial Administration of a Grant.

All active grants are monitored with an excel spreadsheet that provides the account summary information of a grant. Titled "acctsum", the schedule is used for several administrative functions. It provides Index Number, method of payment, Sponsor, Start Date, Tem Date, CGS, PI, Contract #, Indirect cost rate applied, and Budget. There is a tab for managing the Ben Franklin Indexes. There is separate schedule (tab) for reporting requirements including if Federal SF 272 or SF 269 SF425 forms are required, when final invoice is due after termination, etc.

Research Accounting maintains an Excel schedule that keeps current record of billing and invoicing. The schedule contains the following fields in order to monitor payments made and any outstanding payments. The fields of the schedule are as follows: Index, Date, Billing Frequency, Cum Amt, Max Amt, Invoice Period, Invoice #, Amt Invoiced, and Amt Paid. Additional fields in order to identify the grant more precisely are as follows: Index Description, Principal Investigator, Start Date, End Date, Sponsor ID, Agency Name, Grant Award no, Grant Type, Grant Type Description and CGS. This schedule is used primarily for cost reimbursement grants that are not code with a PMSC code of LOC letter of credit.

Grants that have Fixed billing, Fixed prices or scheduled payments are maintained in a separate MS Excel schedule by Research Accounting.

Research Accounting maintains a monthly Calendar in MS Excel with key dates and important responsibilities of the month. There is a schedule(tab) for each month.

#### **B. Creating Banner Indexes**

##### **Creating a Grant Fund**

##### **FRAGRNT – Grant Maintenance**

Enter the six digit fund number – tab – and enter the proposal number

Ctrl page down

Most of the information on this page will default from the proposal side

***\*\*verify that the ORG CODE entered is the home department of the PI unless a center is involved in the project....then the ORG CODE will be the Center***

Check to make sure all of the information defaulted from the proposal side matches the fund create form, (title, project dates, Sponsor ID).

Status Code = A (active)

Date = start date of the grant

Amount of Funding = Auth to Spend Amount on fund Create Form

Grant Type = double click in box to make appropriate selection

CFDA = **\*\*if grant has federal funding make sure there is a CFDA# provided.**

Sponsor ID #

### SAVE

Click Options at the top of the screen.

Agency Information – click on magnifying glass to choose the correct address   SAVE

Click Options at the top of the screen.

Location Information – enter buildings and room numbers (double click to query for the building codes if needed)

Click Options at the top of the screen.

Cost Code Information –click magnifying glass to choose correct Basis Code, Rate Code, Charge Account Code, and Distribution Code.   SAVE

### FTMFUND – Fund Code Maintenance

Chart of Accounts = P

Enter six digit grant number (title will default)

    Tab to Fund Code

Enter the six digit fund code (same as grant code) – Type in Title

Effective Date = usually the same as the start date of the grant

    \*\*preaward – effective date will be prior to the start date)

Fund Type = 27 (sponsored programs)

Predecessor Fund = double click in box to make appropriate selection

Financial Manager = click on magnifying glass to query for financial manager

Unbilled AR = depends on invoicing instructions

    22220 – Deferred Revenue – if lump sum payments

    11560 - Unbilled AR – if billing based on cost reimbursement

Revenue Acct = 50220 Federal

    50230 State

    50500 Private

    50501 Ben Franklin

Bank = FA

Cash Receipt Bank Code = FM

Cap Fund Ind = Cap Different or No Cap

Multiple Fund Balance Ind = Fund Type

Restriction Ind = Unrestricted

Orgn = Same as Org Code on FRAGRNT

Prog = 4050 Public Service

    4000 Research

    4001 Ben Franklin

    3900 Instruction

**\*\*check with Dominic if unsure of what program code to use**

**SAVE**

Click Options at the top of the screen

Assign Attributes - attribute entered by e-mail address (Except pmgt codes)

FMGR – financial manager

FDST – financial report distribution

PMGT – payroll report distribution

AUTH – authorized signers

ICPOOL – indirect cost pool (1-9, research/instruction/other spon prog/etc.)

RPTSUM – report summary (R1-R5, federal/state/private/etc.)

ORGCNTR – if Center is used for main org of grant, enter the center org

ORGDEPT – if no center is referenced on the grant use the department code for both attributes (ORGCNTR and ORGDEPT)

FLDSCI- Field of Science (double click in box to make appropriate selection)

To query for attribute codes, double click on the attribute vale box and type part of the last name next to the P%

**FRMFUND – Research Accounting Fund Maintenance**

Chart of Accounts = P

Enter six digit fund number

Grant will default

Enter effective date – should be the same effective date used on FTMFUND

Budget period will default

Click Options at the top of the screen

Billing Information – Billed AR Account Code = 11580 (Billed Accounts Receivable)

Click Options at the top of the screen - Header Information (will take you back to the front page)

Click Options at the top of the screen – Default Grant Cost Codes

Cost codes entered from FRAGRNT will default

**SAVE**

**FTMACCI – Account Index Maintenance Code**

Chart of Accounts = P

Account Index – enter six digit fund code – type in title

Effective date should be the same as FTMFUND

Fund – enter six digit fund code

Organization – same as Org Code from FRAGRNT

Program – same as Program Code on FTMFUND

**SAVE**

**Once these 4 screens have been completed go back to FRAGRNT for the billing and budget information.**

**FRAGRNT**

Enter the six digit grant code

Ctrl page down

Click Options at the top of the screen

Billing Information-

IF LOC, double click on PMS Code and select the appropriate code – payment fund code and undistributed cash receipt acct will default

- Budget Limit Indicator = Total Budget
- Payment Fund Code = grant code (if non-LOC)
- Undistributed Cash Receipt Acct = 22121 (Unapplied Pymts/Clrg)
- Refund Clearing Account = 22110 (Other AP)
- Billing Address Type – will default from the address selected originally
- Bill if Budget Line Exceeded = blank
- Bill if Minimum Not Reached = Y
- Bill if Budget Total Exceeded = N
- Billing Start Date = will default from start date of grant
- Billing End Date = will default from end date of grant
- Billing Limits = Maximum (total amount of grant – will default from amount of funding entered on Header Page)

**SAVE**

Click Options

**Grant Budget Information**

Enter six digit grant code

Budget Code = Year 1, Year 2, etc.

**Click on Copy Form**

What type of copy is to be performed? Click on Proposal Budget

Enter the proposal code

Click on the magnifying glass to select the appropriate year

Enter the six digit index

Tab

Click Copy

Click Options at the top of the screen

**Budget Summary Info** – verify all account codes and amounts are correct

Click Options at the top of the screen

**Info In Worksheet Format** – (options) Calculate Information Now

Will calculate Indirect Costs – verify the total Banner calculates is the same as the amount on the budget provided

Click Options at the top of the screen

**Process and Post**

**Entering a budget will create a journal batch in Banner. Make a copy of the budget provided and fill out a batch header. Forward to the Controller's Office.**

**FOMPROF – User Profile Maintenance**

Enter the user ID of the person(s) to have Banner Access to each fund  
Ctrl page down

Click Options at the top of the screen.

**Maintain Org Security Info** – verify the individual has access to the org code the grant is assigned to. If they do not, add the org code ending in FG.

**Maintain Fund Security Info** – enter the fund code

Some individuals will have query access, posting access, or both.

**SAVE**

**Record information in I:racct/excel/bills/acctsum. Use second tab at bottom of spreadsheet titled “Instruction” to record billing instructions (i.e. # of copies and/or forms needed with invoices, etc)**

**Create a manilla folder for the Billing drawer. Attaché billing address and any invoice/payment/reporting information needed.**

#### **Additional Information on FRAGRNT and FRMFUND:**

FRAGRNT & FRMFUND – Indirect Cost Distribute to Code setup instructions

Accounting Coordinator responsibility

When choosing a code for “Indirect Cost Distribute to Code” field in FRAGRNT on the Cost Code tab, please follow the steps below :

# 1 – Click the down arrow next to the field

# 2 – Press F7

# 3 – Tab to the Code field

# 4 – Enter the first initial of the Financial Manager’s first name and the first 2 letters of the Financial Manager’s last name and then a % symbol

# 5 – Press F8

# 6 – You’re looking for a code where the Description starts with “L–(Financial Manager’s last name) etc”

# 7 – If there’s more than one code, you need to view the Distribution to determine which one is correct

- a. Click once on the 1<sup>st</sup> code and then click Options – View Distribution
- b. Scroll across to view the right side of the box that displays the Percent column
- c. Query the title of the index that gets the 3% distribution in your GA\_PROD database – this determines the Department, which should correspond to what is written in the “Incentive Funding Plan Distribution” box of the Request for New Banner Index form
- d. If that index doesn’t match the Department, click OK and go back to Step a. and click on the next code

# 8 – Once you find the correct code, double click it and it will fill into the field on the Cost Code tab.

When you get to the FRMFUND screen, make sure the correct code carries over from the FRAGRNT screen. If it doesn’t, please let the Accounting Supervisor know.

Manager, Research Accounting responsibility

To make sure the “Indirect Cost Distribute to Code” fields in FRAGRNT and FRMFUND are correct & the dollars will be distributed to the correct department, follow the steps # 1 through # 7 above. If the correct code was used, click the Black X on the toolbar to exit the Cost Code screen.

### Creating an Incentive Fund Index

An incentive fund/indirect cost code must be created in order to charge indirect costs to research grants and credit the proper indirect cost revenue fund and individual incentive funds. A grant with an indirect cost rate greater than or equal to 10% will share in the indirect cost as follows: the University (84%), the dean (9%), the PI (4%), and the department (3%). Any grant fund with an indirect cost rate of less than 10% is distributed 100% to the University.

When an award is made a specific code is created that ensures the proper incentive funds and indirect cost fund distribution is processed monthly. An example of a typical code setup is as follows: if a Physics faculty member receives a grant, the University would get 84%; the Arts & Science dean 9%; the PI 4%; the Physics department 3%. As noted above, it is possible that the PI may change the department designated to receive the incentive fund distribution, especially if the PI is associated with a center or institute, but the dean **cannot** be changed.

### Creating an Internal Research Grant Fund Index

Faculty receive internal Lehigh University funding to support research efforts in the form of Faculty Research grants. These grants are created by Research Accounting utilizing Banner forms FTMFUND and FTMACCI. The typical paperwork for the Index includes an Index create form that provides all information for the financial administration of the Index as well as a copy of the award letter that was provided to the Faculty member. Research Accounting is responsible for keying all journal entries that are sent to Research Accounting including the initial funding. Research Accounting will close the Index upon notification from the Financial Manager.

If the internal grant supports Organized Research, then an ICPOOL attribute of "02" is assigned and these internal research grants are included on the annual NSF survey.

### Creating a Cost Share Fund Index and Cost Share Documentation per Uniform Guidelines (See section on Cost Share Policy and Procedures):

#### Cost Share:

Definition per Uniform Guidelines:

#### Cost Sharing or Matching Summary:

For federal grants: Cost sharing refers to the portion of project costs not paid by Federal Funds.

#### Types of Cost Sharing:

- **Mandatory:** When the sponsor stipulates that cost sharing or matching funds are required as a condition of receiving an award. Specifically pledged in the proposal's budget or award.
- **Voluntary:** Not required by the sponsor, but included by the PI to enhance the proposal. Specifically pledged in the proposal's budget or award.
- **Voluntary Uncommitted:** Faculty effort over and above that which is committed and budgeted for in a sponsored agreement.

#### Considerations for Cost Sharing:

- Cost Sharing must be specifically identified in the Program's Budget.
- Cost Sharing must be allowable and allocable
- Cost Sharing must be necessary and reasonable
- Cost Sharing must be verifiable from the University's records
- Cost Sharing must be in compliance with OMB Uniform Guidance

**Other concerns:**

- Cost sharing expenditures should not be included in the computation of the University's Overhead rate
- Cost sharing expenditures must be applied during the project period
- Cost sharing for salaries should not exceed salary caps
- Cost Sharing on A Federal award cannot be done between or among other Federal awards
- Cost Sharing should not be double counted

**Sources of Cost Sharing reported by University:**

- Salary and Employee Benefits
- Tuition
- Equipment, Supplies, Travel, etc.

An Award letter will specify if Cost sharing was committed and approved. If cost sharing is mandatory, the Office of Research will also assign a Cost Share Index. This Index is typically the next available Index. For example: Index 543491 – Cost Share 543490 is the cost share Index related to Index 543490 – Industrial Assessment Center at Lehigh.

Note: If cost sharing on a Federal award **is not** required per the Award letter, meaning either Voluntary or Voluntary Uncommitted, **then no Index is assigned**. In this case, the PI and ORSP CGS is responsible for the monitoring and reporting of cost sharing.

Research Accounting reviews Cost Sharing Indexes at the same time in which the Original Award is being created and reviewed.

Note: If cost share is committed from University Budget salary, then a 2128xx Cost share Index is created by the Budget Office.

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**Other Internal Procedures for Cost sharing from University Budgeted Indexes:**

An Assignment Appointment form is completed by the PI that specifies the amount of cost sharing that is being committed from the University budgeted Department Account. This form is forwarded to the CGS for approval and then forwarded to payroll so that the proper reallocations can be made. The CGS also provides the Manager of Research Accounting with a copy of this reallocation so that he can keep on file and also coordinate the additional entries that need to be done which include:

First: Notify Deb Watlington, Budget Office of the amount of salary committed to this new Index and have her make the following Budget entry:

Debit: 2128X Cost Share Index – 6XXXXX Salary Account code  
Credit: 2XXXXXX University Budgeted Index – 6XXXXXX Account code

Second: Notify Research Accounting Financial Coordinator of the amount to fund the Cost Share Index by making the following entry:

Debit: 2128XX Cost Share Index – 89000  
Credit: 5XXXXXX Cost Share Index – 50900

Third: Notify Research Accounting Financial Coordinator of the amount to increase the Budget in the 5XXXXXX Cost Share Index.

Debit BD02: 5XXXXXX Cost Share Index – 6XXXXX Salary Account code

**Additional Responsibilities – Manager, Research Accounting:**

The Manager of Research Accounting, monitors Cost sharing Indexes created in Banner. There is a filing cabinet in the Manager of Research Accounting's Office. Copies of Cost share Indexes managed by the Manager of Research Accounting are filed here.



Terminated Indexes are filed here separately (Folders are thrown out to save room, but a yellow tab is inserted to sort according to Index Number.

**Active Cost Share Indexes on file by Manager of Research Accounting includes:**

- Folder labeling Cost Share Index;
- Yellow paper with Index Number label;
- Documentation from award letter that specifies that cost sharing is required;
- Account requirement form specifying cost sharing and source of cost share committed (i.e., salary, salary and Eb's, IC, No IC, Cash (not salary))

**The Manager of Research reviews cost share Indexes by reviewing each of the following:**

- Review Activity of all active Cost Sharing Indexes and those past due date that can be reviewed and closed.
- Periodically review summary of Active Cost Share Indexes. This Report also links the 2 Ledger Index to the accompanying 5 Ledger Index to review together.

Access report that displays:

Total Budget, Total Expense, Transfers In, Transfers Out, Salaries and Wages, Eb's, Other Expenses, ICR, BBA before Encumbrances, Encumbrances, BBA after Encumbrances, End Date, Term Date

This report allows you to monitor in whole and review if the Index is being charged correctly and to identify any problems and also to move any remaining balances of Funds that have ended and can be terminated.

- Review Monthly ROE for Cost Sharing Indexes including:  
Monthly Budget ROE entries, Monthly Actual ROE entries

These entries calculate EB' and Indirect cost expense and Program support 50900 and increase/decrease budget accordingly.

Review any Indexes that were not set up to run as an ROE to determine if any manual entries need to be done and follow up to see if they can be added to the ROE.

Access Transaction detail report provides this data to review and reconcile on a monthly basis.

- Review 2128XX Indexes to confirm that Salary Index Budget 6XXXX = Actual Activity in 89000

**Creating a Maintenance and Reserve Index**

See documentation on policies and procedures related to the proper documentation needed for the creation of a Maintenance and Reserve Fund. These funds are created in Banner Forms FTMFUND and FTMACCI only. Maintenance and Reserve Funds are monitored closely and reviewed annually among Research Accounting and the Financial Manager of the Maintenance Fund. Any adjustments to rates and other updates are done by Research Accounting with approval coming from the Financial Manager. Fund creates are filed in Research Accounting.

**Mapped Indexes** are linked to multiple awards under the same umbrella and are managed by ORSP and Research Accounting. A specific predecessor Fund code in Banner Finance is applied to each Grant under the mapped umbrella in order to manage the program by Research Accounting and the Financial Manager of the mapped Indexes. These awards are reviewed together, billed together, and reported on together. Examples include ATLSS's PITA programs and FHWA programs. See documentation on policies and procedures of ATLSS. Each program has its own individual Grant Index and Budget where expenses are managed independently, but for reporting and billing purposes, the Grant is mapped to a specific PMSC code in Banner. Progress reports are done for each individual award, but are submitted together on a regular (Quarterly basis). There are specific reports and queries in Desktop Finance that are utilized to review project to date expenses.

**C. Assigning Banner Attributes**

Banner attributes are assigned in Banner Form FTMFATA to further assist with both Internal and External reporting. These attributes are listed and defined below:

<b><u>Banner Attribute Code</u></b>	<b><u>Banner Attribute Description</u></b>	<b><u>Assigned by Research Accounting</u></b>
FMGR	Financial Manager	Y - Identifies Fin Mgr
AUTH1-6	Authorized Signer	Y - Identifies Auth Signers
PMGT1-5	Payroll Mgmt Rpt Dist	Y – Identifies PR Rpt Dist
FDST1-4	Financial Rpt Dist	Y - Identifies Fin Rpt Dist
990IICOL	990 Part II, Columns B,C,D	Y - For Univ 990
FLDSCI	NSF Field of Science	Y - For NSF Survey
ICPOOL	Indirect Cost Pool	Y - For IC rate Proposal
ORGCNTR	Orgn Code for Center / Institute	Y – Identifies Univ Center
ORGDEPT	Orgn Code for Academic Dept	Y – Identifies Univ Dept
PBUSE	Private Business Use - Bonds	Y - (Y/N for Private Grants)
RABM	Research Accting Billing Method	Y – Identifies Billing Method
RPTSUM	Research Report Summary	Y - For NSF Survey
<b><u>Banner Attribute Code</u></b>	<b><u>Banner Attribute Description</u></b>	<b><u>Not Assigned by Research Accounting</u></b>
ADMINFEE	Administrative Fee	N -
BLDG	Facilities Building Number	N -
C_RCR	Responsible Conduct in Research	N -
DO_GRNTS	Grants counted by Dev Office	N -
EARMARK	Earmark Grant	N -
EBCALC	EB Rate for ONR Proposal	N -
EBRATE	Employee Benefit Rate	N -
EXFORBUD	Exclude for Budget Office	N -
EXONECAR	Exclude OneCard	N -
FBAL1-2	Fund Balance Group	N -
MULTIFND	Multi-Fund Grant	N-
ONECAR01-74	OneCard Authorized Signer	N -
PLTCAP	Plant Capitalization Determination	N -
SURCHG	Endowment Gift Surcharge	N -
TREV1-6	Major Revenue Source	N -
UBIT	UBIT Index	N -
USERRPT1-2	User Report Attribute	N -

The Principal Investigator is listed as the Financial Manager.

Authorized Signers are typically assigned to the Department Account Coordinator.

Payroll reports are typically assigned to the Financial Manager, Co-PI (if applicable), the Department Coordinator, and the Contract Grant Specialist in the Office of research.

Viewing access is provided to the Financial Manager, the Department Coordinator, and the Business Managers for each of the 4 colleges which are as follows: Dept of Engineering (Dot Oullette, Stacey Lange, Liz Lanzone); College of Arts & Sciences (Phil Clauser, Laura Chiles); College of Business (Mary Lynn Breiner); and College of Education (Deb Watlington)

**When turnover occurs, the Controller's Office will notify Research Accounting of any terminations or Organizational changes and Banner is updated accordingly. The original Index create Form will contain the original set up. An Index that is terminated will have display the latest authorizations that were assigned as per the end date of an Index.**

990ICOL, FLDSI, ICPOOL, ORGCNTR, ORGDEPT, PBUSE, RABM, RPTSUM attributes are populated by Research Accounting's Financial Coordinator for each Index in the range of Indexes created by Research Accounting.

**990ICOL attribute** is used for the University 990.

**FLDSI (NSF survey Row attribute) and RPTSUM (NSF Survey column attribute) attributes** are used for the annual NSF Survey. The FLDSI attribute is primarily associated with an Indexes Department or Organization code.

**ORGCNTR and ORGDEPT attributes** are primarily associated with a Financial Manager's Department or Organizational Code are used primarily for reporting on behalf of the Dean at College/Dept/Center level.

**PBUSE attribute** is used for identifying grants that are used for Private Business Use – bonds for tax reporting purposes. Grants that have a Grant Type of Private and a RPTSUM attribute of Private are coded with a PBUSE attribute of "Yes." All other grants are coded "No."

**RABM attribute** is used to assist with identifying the Billing Method required by the awarding Agency. The RABM attribute was created in FY18 and is applied to all active grants in the 5XXXXX Fund range The attributes are CS (Cost Share), FB (Fixed Billing), FP (Fixed Payment), LOC (Letter of Credit), M (Monthly), PD (Paid in Full), PF (Payment Fund), Q (Quarterly), and S (Scheduled).

**ICPOOL attributes** assist with the NSF Survey and are an essential attribute in preparing the University's Indirect Cost proposal. ICPOOL attributes are assigned to Indexes in the following range (not only those that are listed above) – Index range between 200000 and 699999 and also between 800000 and 899999.

All Indexes in the chart above are assigned an ICPOOL attribute by Research Accounting's Financial Coordinator. The Manager of Research Accounting also reviews all new Banner Funds in this range.

In addition, all Indexes created by the Controllers' Office are scanned into Banner. The Controller's Office provides the Manager of Research Accounting a copy of the electronic version of an Index create form or the front cover page of a paper Banner Index create form. The purpose of each Index can be found in this documentation. The Manager of Research Accounting uses these resources to assign an ICPOOL attribute.

#### **D. Banner Forms: Financial Monitoring of Transactions in Banner Finance**

FGIBDST, FGITRND, FGITBSR, FRIGITD, and FRAGRNT

Budgets are loaded per functional account code (Salaries, Eb's, Equipment, Audit, Supplies, Indirect Costs) as determined. Unspecified budgets yet to be determined are loaded to Account code 76201 – Undesignated until budget category is determined. See section below regarding rebudgeting.

All University Indexes created in Banner Finance can be viewed in Banner Finance by Financial Managers, Authorized Signers, and other Lehigh employees given viewing Access to specific Organization codes and Banner Indexes when an Index is created.

Operating Ledger Activity can be viewed via FGIBDST and drilling down to FGITRND in Banner to see additional details of transactions.

General Ledger activity can be viewed via FGITBSR and drilling down in Banner to see additional details of transactions.

Operating Project to date Grant Information can be viewed via FRIGITD and drilling down in Banner to see additional details of transactions.

In addition to Banner, Financial Management of Indexes can be viewed using the database “Desktop Finance” (and other Access reporting databases) and the newly unveiled ARGOS reporting tool. Desktop Finance is a valuable tool in viewing summary detail of Indexes as well as generating financial data for external reporting and billing purposes. Desktop Finance allows for reporting and billing/invoicing on specific periods, fiscal years and project to date activity.

Desktop Finance contains relevant Menu’s that contain Reports and queries that can be exported to excel spreadsheets. These contain summary reports, transaction detail reports, Deficit reports, Project to date Budget Status reports (including reporting mapped Indexes in summary by program), IC distributions per Grant Fund, Outstanding Commitment report, and Purchase Orders.

Fund Balance Reports Menu:

- Grant or Plant Fund Reports

- Transaction Detail and Summary Reports

- Department Specific Reports (ORSP)

- Miscellaneous Reports (These reports assist with viewing Banner attributes associated with a specified Index or Organizational Code.

Please note, Under the Menu titled “Grant or Plant Fund Reports”, there is a tab titled “Transaction and Agency Reports”. This menu contains box with an Agency code drop down menu. You can select the PITA program (ex. PITA XVIII) and run reports and datadumps to excel to prepare quarterly and final billing/invoices.

Argos:

Argos is a valuable and helpful tool in that you can drill down in Argos to see payroll information.

The Financial Managers, Department Account Coordinators, ORSP, and the Research Accounting Department should be able to use Desktop Finance collectively and reconcile reports and billing/invoicing information from Banner to reports and to quarterly and final reporting and billing/invoicing.

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