

Research Accounting Financial Reporting in Banner

**A. Journal Entries in Banner:**

Research Accounting is responsible for preparing journal entries that are within the range of Indexes created by Research Accounting. This includes Grant Indexes, Ben Franklin Indexes, Incentive Funds, Cost Share Funds, Maintenance and Reserve Indexes and various types of Faculty Research Grants. Journal entries include but are not limited to the following:

Posting Banner Uploads to move payments from LOC Payment Funds to individual Banner LOC Funds.

Posting other ACH grant payment transactions from daily wire sheet provided by Finance and Administration from LU Bank Account to Grant Index (11560 or 22220)

Posting funding entries, actual expenses and reallocations to Banner Indexes

Posting entries to close out grants including moving surplus or deficit balances. Faculty Incentive Funds or Start-up/Discretionary Funds are used for this process. Also the Office of research has a Research overruns index 212610 that can also be used upon proper authorization.

Posting equipment use charges to users of Maintenance Indexes.

Posting reallocations that were originally charged to a Faculty Incentive Fund that belong to a grant or department Index.

The Manager of research Accounting reviews and approves these Journal entries by reviewing supporting documentation, Index and Account codes charged or credited, and confirming the journal entry has the proper authorizations from the Financial Manager and/or Authorized signers and approval from ORSP Contract Grant Specialist.

**Journal Entry Procedures:**

Open Banner: Type Banner Id, Password and PROD

**Go to: FGAJVCQ (for journal entries)**

Click: Enter (a new screen appears)

Click: Control/Page down (the date automatically appears)

Tab over to the document total – Type in \$1.00

Click: Control/Page Down (the entry page appears)

Note: Document total is the total batch of entries for all the accounts you are entering. In order to proceed, you need to type in \$1.00 and then just correct it at the end.

The next page is the actual entry to be filled in.

\*Journal Type: JRA

Tab – auto fill in

\*Index: 541192

Tab – auto fill in – check ORG #

Tab

\*Acct: 72030

Tab (Program code is Auto)

Tab

\*Tab until amount: \$25.00 then credit or debit – always type the debit first.

\*Description

Down Arrow to the next page (and this will automatically save the current page)

Fill in same as above only for the credit side

Arrow up to look at the previously typed page or to copy F6 and F4

Double check all entries

When done with all entries – review again at the summary page...

Click: Options

Click: Access Transaction Summary Info (Review and add up all entries)

Click: Black “X” to exit this page

Click: Options

Click: Header Info to change document total (from \$1.00)

Control/Page down

Click: Options  
Click: Access completion  
Click: Complete

Now you can click “x” to exit  
Or you can click the “down arrow” by the document # to review all summaries & Totals

When all entries are completed and proof-read, fill in a Batch Header Sheet with Document number / Transaction Date / Document Total / Sign areas for Prepared by & Processed by. Staple all papers together (going in the same direction) with the batch header on top. Have the Research Accounting Manager approve and then send to Controller’s Office via interoffice envelope.

**Budget Revisions:**

These are done almost exactly the same way (FGAJVCQ) as journal entries except:

Journal Type: BD02

Type in the Index and Account Codes from the Budget Revision form.

The Amount is taken from “Change” on the form.

For Credit or Debit use (=) or (-)

Description: Budget Revision

Budget Period: “17” (always use the current fiscal year)

When completed and proof-read, make a copy of the budget sheet and put in hanging folder for filing. Take out the proper batch header (Research Budget) and staple batch header to budget sheet – fill in as above and return to Jen.

**To correct mistakes....**

If you are in the transaction summary mode and you notice an error, click the black “x” and that will bring you to the “entry” page again – from here you can arrow up or down to get to the entry that needs a correction or arrow down until you get to a blank form to add one that may have been missed.

To get back to a specific batch:

At “Go To” – type FGAJVCQ – click enter

If your document # comes up: Click control/page down twice to get to the entries.

If your document # does not come up: click down arrow (brings up summary); double click your document #, then control/page down twice.

**B. Process of running Month-End Process for FRRGRNT**

FRRGRNT process is run by Research Accounting as part of the Month end close process. The Controller’s Office notifies Research Accounting by telephone when they are ready to start the Month End close processes. FRRGRNT is the first process run.

FRRGRNT is run twice for June. Once at June 30<sup>th</sup> and again in July on the date that is designated as the June 30<sup>th</sup> Fiscal year end closing date.

Note: You can update/revise distribution for FRRGRNT before FRRGRNT is run. Go to FRAGRNT in Banner and click on the button for Cost Code

Useful query to identify INDD codes is qry\_ENDD\_View\_for Jen

**Processes:**

# 1 – Upon notification by the Controller’s Office, Access Banner Screen FRRGRNT (Contact Manager, Research Accounting to gain Access to this Form). FRRGRNT Banner Form contains the following Fields.

Cursor is placed in Process field that reads “FRRGRNT”

Click Control page down to go to the Printer Control Section of FRRGRNT Banner Form.

Click Control Page Down to continue to Parameter Values section of FRRGRNT Banner Form.

This section is run first in Audit mode “A” and then again in Update mode “U” to past in Banner.

The fields in this section are as follows: **Review list of fields below.**

01-Recalculation	N
02-Date from	
03-Date to	14-JUN-2016
04-Chart of Accounts	“P” - Production
05-Fund Option	“S” – Specific or “A” All
06-Fund From	
07-to Fund	
08-Fund	
09-Posting Date	14-JUN-2016
10-Execution Mode	“U” – Upload or “A” - Audit
11-Report Type	“S” – Summary or “D” - Detail

Enter Control/Page Down again to proceed to Submission. If you check the field “Save Parameter set as” the parameters listed above will be saved for the next time you run. You don’t need to check this field since the date will often change as well as the mode entered as “A” Audit or “U” Upload.

Hit F10 to save. You can also save by clicking the Save icon on the menu bar. The data entered will clear.

Now you can review the output by clicking on “Options” and “Review Output”. Double click in the box titled “File Name”. It may take a few moments to run. Once it runs, the file will appear below in the box titled “Available Files”.

Highlight the file ending “.LIS” and hit OK. The output will appear. Save this Data in Research Accounting folder.. When you click on save the program will ask you if you want to open the LIS file into a browser. Click Yes and save as a text file in:

I/ORSP\_RACCT/RACCT/FRRGRNT\_reports/

The Audit mode detail report should be saved as: FRRGRNT\_MMDDYYYY\_Detail.txt

The Update mode summary report should be saved as FRRGRNT\_MMDDYYYY\_Summary.txt.

# 02 – Run FGRTRNI in Banner and make sure the .log file says it completed successfully – don’t save or print. (The message used to read “0” & “9”, but there are different numbers now.)

# 03 – Run FGRTRNR and make sure .lis has 11 lines and .log has 8 lines – this means there are no errors – don’t save or print.

- If there are errors, the .lis file will have more than 12 lines –
- Print the error report to attach as backup.
- Go to FGAJCD to make necessary corrections & then complete the batch (Access complete button).

Some common reasons why there will be an error are as follows:

A transaction may have posted to a closed Index (for example, an Incentive Fund). This may be a result of either a One Card charge or an Accounts Payable charge. Run Access report at month end to see if you can identify any charges that were posted to a terminated Index.

Errors are resolved by the Research Accounting Coordinator by temporarily moving activity in a closed Index to the Office of Research Main Index. This will allow FRRGRNT to post. After this activity posts, the Research Accounting Coordinator can make the proper reallocations that caused errors in the FRRGRNT process.

# 04 – Attach a print screen of FGIJCD showing the batch is complete.

# 05 – Notify the Controller’s Office that FRRGRNT posted and that other month end processes by the Controller’s Office can begin to be run.

### **C. Process of preparing drawdowns**

Drawdowns are done for each of the following agencies.

Department of Education – Payment Fund Index is XXXXXX

Department of Energy – Payment Fund Index is XXXXXX

Department of Interior – Payment Fund Index is XXXXXX

HHS – Payment Fund Index is XXXXXX

NSF – Payment Fund Index is XXXXXX

Other LOC entities are Department of Labor, Department of Commerce, EPA and NASA

Overview:

Drawdowns are reviewed twice a month. A drawdown is done after each month end close. There is no threshold to determine if a monthly drawdown is required. A mid-month drawdown may also be required if there were over \$100,000 in expenses that occurred at the midmonth time of review. For example, NSF often requires a mid-month drawdown.

Reports are generated by Research Accounting that provide current month activity, project to date totals, current budget, budget balance available and accounts payable information.

These reports ensure that the drawdown amount does not include any grant deficits or accounts payable amounts. Reconciliations are done between the Banner Finance System and the Research Accounting reporting tools (Microsoft Access Reports) to ensure the drawdown request is correct. Reports and Drawdown amounts requested are reviewed by both the Research Accounting Financial Coordinator and the Manager of Research Accounting. The Manager of Research Accounting certifies the drawdown amount and this record is saved on file for a specified period for both internal and external auditing purposes.

After a drawdown is submitted by Research Accounting, the Federal Agency wires money to Finance and Administration to the University's Wells Fargo Bank Account. The amount of the wire is verified by Research Accounting via the daily Cash Sheet a few business days (typically 2 or 3) after the drawdown was submitted. The Cash Sheet is sent by Finance and Administration to Jen Pastor in Research Accounting. Jen Pastor moves the Wire from the Wells Fargo Index to the Research Accounting Federal Agency LOC Index (listed above). Jen Pastor then prepares a Banner Upload schedule to move the wire to each of the Federal Awards. Dominic Wallitsch uploads this spreadsheet to post the awards in Banner. See documentation on the procedures for preparing an electronic upload to Banner.

Entries:

1) Wire Transfer:

Entry to record Wire from Federal Agency  
Debit XXXXXX – 10004 (Bank Fund)  
Credit XXXXXX – 11590 (Letter of Credit Fund)

2) Move Funds from LOC Index to Award Index

Entry to move funds to Actual Award before FRRGNT is run (via Upload)  
Debit XXXXXX – 11590 (LOC Fund)  
Credit Grant Fund 5XXXXXX – 11560

3) A: Month end FRRGRNT is run (Doc type is GRAR; Doc code is Gxxxxxxx)

Depending weather there is a surplus or deficit balance:

This entry either creates an Accrued Accounts Receivable

Debit: 5XXXXXX – 11560

Credit 5XXXXXX – 50XXX (Revenue Account code Federal, State, Private or Local)

Or

This entry creates a Df Revenue

Debit: 5XXXXXX – 22220

Credit 5XXXXXX – 5XXXX (Revenue Account code Federal, State, Private, Local)

B: Month end FRRGRNT is run (Doc type is GRAR; Doc code is Gxxxxxxx)

This entry allocates the Indirect Cost expense and Indirect Cost Recovery

The allocation is based on the Indirect Cost Distribution when the Index is created and is based on the terms of the agreement.

The Indirect cost charge Account code is 798XX

The Indirect Cost Recovery Account code is 505XX

The Indirect Cost recovery is then distributed among the University (84%), College Dean (9%), PI (4%), and Department (3%)

The entry is as Follows:

Debit Grant Index 5XXXXXX – 798XX

Credit: Univ Index -505XX

Dean Index – 505XX

PI Index – 505XX  
Department Index – 505XX

Processes:

- # 1 – Currently there are both Crystal Reports and MS Access reports utilized for preparing, reviewing and reconciling Activity for drawdowns from each of the above referenced Federal Agencies.
- # 2 – Banner Screens utilized for reconciling purposes are FRIGITD and FGITBSR
- # 3 – Workpapers (Reconciliations of Drawdowns) are saved at I:/ORSP\_RACCT/RACCT/drawdowns/  
Note there are Files saved for each month-end drawdown and mid-month drawdown regardless of whether or not an actual drawdown was requested from the Federal Agency. If drawdown is done for NSF, the data from the workpapers are transferred to the ACM\$Payment Request.xls schedule for uploading into NSF website. This spreadsheet will show the amount requested for each grant. Finally, when funds are received an upload is done to transfer the funds from the LOC clearing Index to the actual grant fund (as referenced above). The upload file is also saved in the Drawdown directory.

Financial Management for agencies that are setup in Banner as Letter of Credit Drawdowns are managed through the monthly drawdown procedure. Access reports are run by LOC Grants that identify Agency, Index Number, Status, End Date, Ar Code, Acct code, Fund Balance, Budget, Project to date expenses, Project to Date Budget Balance Available, Cash Balance, Receivable Balance and Outstanding Accounts Payables. Reconciliations are done and the drawdown is reviewed and submitted via the Agencies Payment Management System.

Uniform Guidelines: Additional Information on Drawdowns:

**D. Process of performing Banner Uploads – Automated Journal Entries**

Banner Uploads can be done to process large numbers of journal entries that would otherwise be keyed individually by Research Accounting. Uploads are done semi-monthly to move wire transfers that are deposited in the Payment funds for NSF, Dept of Education, HHS/NIH, and Department of Energy to the individual Award Indexes. The database is used to perform this process that uploads the relevant information of a typical journal entry. The information includes: Gurfeed System ID (JVUPRA), Gurfeed rule code (JRA), Document Reference number, if applicable), Transaction date, Transaction Amount, Transaction Description, Debit or Credit Indicator, Index, Account code.

See complete instructions in Appendix for performing a Banner Upload. The process entails:

- 1) Making sure the Banner tables are empty before uploading new data
- 2) Importing data from excel schedule with precise header information
- 3) Confirming totals
- 4) Making sure Banner tables FWBMOJE and FWBMOJ2 are empty before loading entry
- 5) Loading entry
- 6) Verify control totals (debits = credits)
- 7) Opening up SQL developer and running script, retrieving document number and printing support for Journal entry
- 8) Printing report of journal entry detail by referencing document code
- 9) Opening Banner and running FURFEED, FGRTRNI, FGRTRNR, and FGAJVCD  
FURFEED permissions are provided by Director of Finance Systems.  
FGRTRNI provides message that processes ran successfully  
FGRTRNR provides errors (If line total 11 and 8 then the entry ran without any errors)  
Errors are corrected in FGAJVCD (correct errors, save, Access completion, print error and attach with backup)
- 10) After entry posts, empty tables and exit SQL and database to allow other users

Database is located at I:/ORSP\_RACCT/RACCT/Databases/IE\_Upload\_071811\_Prod.mdb

Journal entries should be reviewed so that no Indexes are terminated or inactive. Debits and credits must equal. Decimal places should not be more than 2 decimal places long. Gurfeed system ID must be JVUPRA and rule code must be JRA.

The Upload process for drawdowns has various checks and balances within Research Accounting. The Financial Coordinator prepares the Upload from her current period drawdown schedule and the Research Accounting Manager is able to verify totals for each Grant Fund based on his independent review of the same periods drawdown process.

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