Review:

1. SPA Office – Post-Award
   • System Administration
   • Fiscal Monitoring
   • Accounts Receivable and Special Projects
2. Information in Banner
3. SPA’s systems/databases
4. Brief overview of Federal Regulations
Definition:

- **Sponsored Research Administration** — the office(s) that sits between the researcher and the sponsor and has responsibilities to both entities. A key role of the office(s) is to respond to the expectations of both the researcher and the sponsor.
Overview:

Early Days of Research Administration

- Outbreak of World War II increased federal funding to colleges & universities from $15 million to $1.3 billion by 1966
- Number of research offices grew also – almost three times as many offices est’d during 1961-1970 than in 1945-1960
- Higher Education recognized the need for “establishment of wide and stable policies for the management of research”
- The era of increased regulation was on its way as indicated by the Executive Branch - Bureau of the Budget Report in 1966
- The report attempted to identify administrative procedures which fostered excellent research, assisted in strengthening the institutions engaged in federally funded research, and guarantee prudent stewardship of public funds
Overview:

Increased Regulations, Focus on Compliance

- 1970 and 1980s saw the period of greatest growth in regulations and compliance activity
- Research administration expanded role and now included ensuring implementation of all sponsor requirements and assisting with the closeout activities
  - OMB Circular A-21, Cost Principles for Educational Institutions (1958, 1979, 1980s)
  - OMB Circular A-110, Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (1976)
  - Single Audit Act 1984, implemented in 1985 via OMB Circular A-133, Audits of State, Local Governments and Non-Profit Organizations
  - Uniform Guidance 2 CFR 200, implemented in 2014 will supersede the requirements previously stated in the OMB Circulars.
- The growth & complexity of regulations continued into the 1990s
- Today’s focus: compliance and electronic research administration
Overview:

Duties and Responsibilities
Sponsored Projects Accounting, a group of professional accountants and support staff within Administration and Finance focused on customer service, will assist the University by providing technical accounting support through financial reporting, transaction processing expertise, and interpretation of governmental regulations, thereby ensuring the data integrity of the financial information of the University.

We are uniquely positioned to provide financial accounting services to our internal customers within the context of the requirements of our external sponsors and auditors.

source: Sponsored Projects Accounting website (spa.nmsu.edu)
Overview

- SPA reports to the Controller under Administration and Finance
- Post Award Administration – is responsible for what happens after the proposal is submitted and the award is made
Facts:

- SPA creates and manages restricted funds in Banner Finance for grants, cooperative agreements, federal and county appropriations and gifts
  - Banner refers to the restricted accounts as G’s and they are assigned G#’s
  - The G#:
    - ties to a fund(s)
    - the fund(s) tie back to an index(es)
# SPA’s G Numbering System

<table>
<thead>
<tr>
<th>Area</th>
<th>G#</th>
<th>Fund #</th>
<th>Cost Share Fund #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main</td>
<td>GR000XXXXXX</td>
<td>60XXXX</td>
<td>65XXXXX</td>
</tr>
<tr>
<td>Alamo</td>
<td>GR00200XX</td>
<td>24XXXX</td>
<td>25XXXXX</td>
</tr>
<tr>
<td>Carlsbad</td>
<td>GR00300XX</td>
<td>34XXXX</td>
<td>35XXXXX</td>
</tr>
<tr>
<td>Dona Ana</td>
<td>GR00400XX</td>
<td>44XXXX</td>
<td>45XXXXX</td>
</tr>
<tr>
<td>Grants</td>
<td>GR00500XX</td>
<td>54XXXX</td>
<td>55XXXXX</td>
</tr>
<tr>
<td>PSL</td>
<td>GRP00XXXX</td>
<td>80XXXX</td>
<td>85XXXXX</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>GRB00XXXX</td>
<td>Same as above</td>
<td>N/A</td>
</tr>
<tr>
<td>Federal/State</td>
<td>GRF00XXXX</td>
<td>Same as above</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>GRS00XXXX</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Sponsored Projects Accounting
System Administration
System Administration:

• Responsibilities include:
  – Establishing new awards/modifications/revisions in Banner Finance
  – Establishing award budgets
  – Establishing subrecipient award encumbrances
  – Attaching the award electronic file in Banner BDMS
  – Office of Grant and Contract liaisons
  – Record Retention and Archives
System Administration - Awards

Award/Modifications/Drops

1. Office of Grants & Contracts (OGC) Checklist
2. New Fund Number Request Form(s)
3. Grant Contract Administration (GCA) form
4. Cost Accounting Standards (CAS) Justification (if applicable)
5. Contract/Award
6. Request for Proposal (RFP) (if applicable)
7. Subcontracts (if applicable)
8. Budget Restrictions Template (BRT) (if applicable)
# System Administration

## New Mexico State University

<table>
<thead>
<tr>
<th>Category</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Requests-Awards/Gifts</td>
<td>416</td>
<td>508</td>
<td>534</td>
<td>486</td>
</tr>
<tr>
<td>Modifications</td>
<td>1,351</td>
<td>1,344</td>
<td>1,364</td>
<td>1,104</td>
</tr>
<tr>
<td>Subcontracts</td>
<td>266</td>
<td>230</td>
<td>201</td>
<td>171</td>
</tr>
<tr>
<td>Other</td>
<td>956</td>
<td>1,782</td>
<td>1,600</td>
<td>376</td>
</tr>
</tbody>
</table>
System Administration - Awards

Banner Workflow

- Automates and streamlines communication and task of prior manual process
- Flows between OGC, SPA and FIP
- System-generated email includes information on action taken with time stamps
System Administration – Awards

Email generated when OGC drops a packet

Dear Requestor,

This is a notification letting you know the status of your award. As your Award progresses, further status updates will follow.

Thank you,

SPA: You may click the link below to quickly review your worklist.
View WorkList
Email generated when SPA completes setup

The following Action has been completed by Sponsored Projects Accounting. Please keep this notification for your records. Documents have been uploaded in BDMS if applicable. If you have any questions or concerns, please contact: SPA_SYSADMIN@NMSU.EDU

If this is a new sub award, please notify the vendor that any correspondence or invoices should use the EQ#. You can view encumbrance balances and payments on FGIFENCID.

Start of Workflow.
suzasanc - 20-Aug-2014 11:52:24 :
suzasanc - 20-Aug-2014 11:53:10 :
suzasanc - 20-Aug-2014 11:53:35 :
suzasanc - 20-Aug-2014 11:54:57 : GRS030085; NM HED; POP 07/01/14-06/30/15; $188,678; COST REIMBURSABLE; SMALL POOL
suzasanc - 20-Aug-2014 11:56:25 :
clflores - 20-Aug-2014 13:23:04 : GRS030085/300662
suzasanc - 20-Aug-2014 14:12:09 :
suzasanc - 20-Aug-2014 15:46:41 : FUND 340235 / INDEX 300662 ADULT BASIC EDUCATION STATE 2014-15 $188,678.00
suzasanc - 20-Aug-2014 15:47:17 :
System Administration - Awards

Banner Document Management System (BDMS)

- An imaging & document management system
  - Launches from Banner Finance Research Module, i.e. FRAGRNT, FRIGITD
  - State Certified
  - Administered by A&F - Financial Systems Administration
System Administration: Banner Forms (Log-on Banner)

Banner forms walk-through:

1. FRAPROP – Proposal Maintenance
2. FRAGRNT – Grant Maintenance
   - Main
   - Grant Agency
   - Location
   - Cost Code
   - Personnel
   - Billing
   - User Defined Data
   - Effort Reporting
   - Pass Through Agency
3. FTMFUND – Fund Code Maintenance
4. FRMFUND – Research Accounting Fund Code Maintenance
5. FRABUDG – Budget Entry
## Banner Form FRAGRNT
### Assigned Responsible Organizations

<table>
<thead>
<tr>
<th>ORGN</th>
<th>TITLE</th>
<th>ORGN</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>108000</td>
<td>Athletics</td>
<td>440510</td>
<td>Student Affairs &amp; Enrollment Mgmt</td>
</tr>
<tr>
<td>180001</td>
<td>New Mexico Dept of Agriculture</td>
<td>450001</td>
<td>Information &amp; Communication Tech</td>
</tr>
<tr>
<td>200001</td>
<td>Exec Vice President and Provost</td>
<td>460001</td>
<td>International &amp; Border Programs, VP Office</td>
</tr>
<tr>
<td>200100</td>
<td>Economic Development VPres Office</td>
<td>470001</td>
<td>V Pres Research</td>
</tr>
<tr>
<td>300001</td>
<td>Agriculture and Home Econ College</td>
<td>470500</td>
<td>Water Resources Research Institute (WRRI)</td>
</tr>
<tr>
<td>304706</td>
<td>University Communications</td>
<td>470550</td>
<td>Physical Science Laboratory</td>
</tr>
<tr>
<td>330000</td>
<td>Arts and Sciences College</td>
<td>480000</td>
<td>Regents Chief of Staff Office</td>
</tr>
<tr>
<td>340001</td>
<td>Business Admin and Econ College</td>
<td>500001</td>
<td>Senior VP for External Relations</td>
</tr>
<tr>
<td>350001</td>
<td>Education College</td>
<td>500300</td>
<td>Police Department NMSU</td>
</tr>
<tr>
<td>360001</td>
<td>Engineering College</td>
<td>520835</td>
<td>Accreditation, Outcomes &amp; Acad Plng</td>
</tr>
<tr>
<td>370001</td>
<td>Health and Social Services College</td>
<td>920001</td>
<td>ALCC Alamogordo Community College</td>
</tr>
<tr>
<td>380001</td>
<td>Graduate School, VP Office</td>
<td>930001</td>
<td>CACC Carlsbad Community College</td>
</tr>
<tr>
<td>390200</td>
<td>Library</td>
<td>940001</td>
<td>DACC Dona Ana Community College</td>
</tr>
<tr>
<td>440410</td>
<td>Instructional Innovation &amp; Quality</td>
<td>950001</td>
<td>GRCC Grants Community College</td>
</tr>
</tbody>
</table>
**Unbilled Accrual Account & Revenue Account**

<table>
<thead>
<tr>
<th>Unbilled Accounts Receivable</th>
<th>Revenue Account Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>113403 – Federal</td>
<td>541100 – Federal Appropriation</td>
</tr>
<tr>
<td>113503 – State</td>
<td>541200 – Federal Grant</td>
</tr>
<tr>
<td>113603 – County or City</td>
<td>541300 – Federal Contract</td>
</tr>
<tr>
<td>113703 – Private</td>
<td>542200 – State Grants</td>
</tr>
<tr>
<td>113801 - Foreign</td>
<td>542300 – State Contract</td>
</tr>
<tr>
<td></td>
<td>543100 – County/Local Appropriations</td>
</tr>
<tr>
<td></td>
<td>543200 – County/Local Grant</td>
</tr>
<tr>
<td></td>
<td>543300 – County/Local Contract</td>
</tr>
<tr>
<td></td>
<td>544200 – Private Grant</td>
</tr>
<tr>
<td></td>
<td>544350 – Foreign Grant</td>
</tr>
<tr>
<td></td>
<td>544360 – Foreign Contract</td>
</tr>
</tbody>
</table>
# Banner Form FTMFUND
## Capitalization Equipment Account

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>946100</td>
<td>Increase in Plant Facilities</td>
</tr>
<tr>
<td>946110</td>
<td>Equip purchased University Owned</td>
</tr>
<tr>
<td>946120</td>
<td>Equip purchased Federal</td>
</tr>
<tr>
<td>946130</td>
<td>Equip purchased State</td>
</tr>
<tr>
<td>946140</td>
<td>Equip purchased Private</td>
</tr>
<tr>
<td>946300</td>
<td>Decrease in Bonded Indebtedness</td>
</tr>
<tr>
<td>946700</td>
<td>Decrease in Contractual Debt</td>
</tr>
</tbody>
</table>
Banner Form FTMFUND
Capitalization Fund

This Field designates who will retain ownership of the equipment:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Ownership</th>
</tr>
</thead>
<tbody>
<tr>
<td>189000</td>
<td>Main</td>
</tr>
<tr>
<td>289000</td>
<td>Alamo</td>
</tr>
<tr>
<td>389000</td>
<td>Carlsbad</td>
</tr>
<tr>
<td>489000</td>
<td>Dona Ana</td>
</tr>
<tr>
<td>589000</td>
<td>Grants</td>
</tr>
<tr>
<td>789000</td>
<td>PSL</td>
</tr>
</tbody>
</table>
Facilities and Administrative (F&A) Rate

F&A Rate = \frac{\text{Total F&A Costs}}{\text{Modified Total Direct Costs}}
Facilities and Administrative Rate (F&A)

- Rate is based on costs incurred for common or joint objectives and cannot be readily identified to a sponsored program or activity
- Calculated annually representing a % of indirect costs expensed to sponsored programs
Facilities and Administrative Rate (F&A)

- F&A Rate is negotiated every two years (effective FY08)
- Approved by the Office of Naval Research (ONR), our cognizant audit agency
- Billable Rate is the rate approved in the award
Facilities and Administrative Rate (F&A)

• F&A rate is applied to charges based on award budget

• Most common basis used to apply the rate - Modified Total Direct Cost (MTDC)
  – MTDC = Total Cost – Financial Aid – Subcontract > $25,000 – Equipment – F&A

• SPA Systems Administration assigns basis
F&A and Banner Finance:

Two F&A rates are calculated & recorded:

1. ONR Rate: Federal negotiated & approved rate
2. Sponsor Cap Rate: Maximum rate the sponsor will allow
F&A and Banner Finance:

- Approved F&A is recorded in account code 798100.
- Waived F&A is recorded as Mandatory or Voluntary cost share using designated account codes 7982XX.
- Account codes are determined and assigned at the time of award setup.
F&A and Banner Finance:

- Banner Calculation of IDC:
  - $1,000 \times 46\% = $460 \text{ (Debit to 798100-IDC General)}
  \text{ (Credit to 545001-Recovery IDC)}
  - $1,000 \times 26\% = $260 \text{ (Credit to 7982XX-C/S IDC)}
  \text{ (Debit to 545C01-C/S Recovery IDC)}

Sponsor is billed $200 or $1,000 \times 20\%
Cost Sharing

- Separate Cost-Sharing funds/indexes are created and budgeted when the sharing of direct costs is required.
- Same cost-sharing index is used for the life of the award.
- Cost-Sharing is not allowed on indexes that are a part of an indirect cost pool.
Cost Sharing

• 2 CFR 200.306 – Federal Requirements:
  – Verifiable from non-Federal entity’s records
  – Not included as contributions on any other Federal award
  – Necessary & reasonable for accomplishment of project or program objectives
  – Allowable under Subpart E - Cost Principles
  – Not paid by the Federal Government under another Federal award
  – Provided for in the approved budget when required
  – Conform to other provisions of this Part, as applicable
Cost Sharing

- 2 CFR 200.306 Guidelines on what can be considered cost-sharing:
  - Valuing needs to be established in accordance with cost principles
  - Un-recovered indirect costs; with prior approval from the federal awarding agency
  - Land or buildings within certain criteria
  - Volunteer services within certain criteria
  - Donated equipment or supplies within certain criteria
Voluntary Cost Sharing: Fixed Price Award

- If the agency caps the F&A rate (0% F&A), and there are funds remaining at the end of the award, the funds will be used to meet the full F&A calculation on direct expenses.
- The difference between the amount of the recorded cost share and the total allowable cost share is considered voluntary as allowed by available funds.
Fiscal Monitor Responsibilities

• Review G/fund set-up
• Perform award activity oversight
• Communicate with PI’s/college/departments – PI Introductory Meetings
• Process invoices and financial reports
• Prepare monthly letter of credit draws
• Assist with audit responses
• Perform close-out functions
Fiscal Monitor Banner Forms

Primary Banner forms utilized:

1. FRAGRNT – Grant Maintenance
2. FRIGITD - Grant Inception to Date
3. FRABDCN – Unbilled Status Control (SPA only)
4. FRAEVGA – Event Assignment (SPA only)
5. FRRBILL – Billing Process (SPA only)
6. FTMFUND – Fund Code Maintenance
7. FRMFUND – Research Accounting Fund Code Maintenance
Fiscal Monitor Facts

- Monitors are assigned awards by agency
- How:
  - Restricted Fund Level 2 - assigns the fiscal monitor
  - Restricted Fund Level 3 - assigns funding source
# Restricted Fund Code Structure:

<table>
<thead>
<tr>
<th>Fund Type</th>
<th>Fund Type 1</th>
<th>Restricted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Type 2</td>
<td>Campus</td>
<td></td>
</tr>
<tr>
<td><strong>Fund Level</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Level 1</td>
<td>Funding Source</td>
<td>Federal Appropriations</td>
</tr>
<tr>
<td>Fund Level 2</td>
<td>Fiscal Monitor</td>
<td>SPA FM 09</td>
</tr>
<tr>
<td>Fund Level 3</td>
<td>Funding Source Detail</td>
<td>Dept of Ag. Fed Appr CES</td>
</tr>
<tr>
<td>Fund Level 4</td>
<td>Grant</td>
<td>R00706-Project 1461</td>
</tr>
<tr>
<td>Fund Level 5</td>
<td>Data Entry</td>
<td>602085</td>
</tr>
</tbody>
</table>
Award Disbursements

Managed by monitoring the implementation of fiscal restrictions and requirements imposed by sponsors on grants and contracts in accordance with

- Federal guidelines (Uniform Guidance 2 CFR 200, FARs)
- Agency Standards
- The Business Procedures Manual and
- The University Policy Manual
Establishes uniform administrative requirements for Federal grants and agreements awarded to institutions of higher education, hospitals and other non-specific non-profit organizations
Uniform Guidance 2 CFR 200

• Provides
  – Pre-Award Requirements - OGC
  – Post-Award Requirements – financial, cost sharing, program income, budgets
  – Property Standards
  – Procurement Standards
  – Reports and Records – standard reporting forms
  – After-the-Award Requirements – financial, performance, property, reports, refunds
Uniform Guidance 2 CFR 200

• Provides **principles** for determining the costs related to “Sponsored Agreements” performed by colleges and universities under grants and contracts with the Federal Government
Uniform Guidance 2 CFR 200

• States expenses are:
  – Allowable; per Sponsor, University and 2 CFR 200
  – Reasonable and necessary
  – Allocable; provide direct benefit
  – Consistently treated throughout the Institution
  – Budgeted
Federal Acquisition Regulations System (FARS)

- Applies to the University’s Federal Contracts
- Established for the codification and publication of uniform policies and procedures for acquisition by all (US Presidential) executive agencies. It consists of the primary document, along with agency acquisition regulations that implement or supplement the FAR. The FAR System does not include internal agency guidance.
An agency head may issue or authorize the issuance of agency acquisition regulations that implement or supplement the FAR and incorporate, together with the FAR, agency policies, procedures, contract clauses, solicitation provisions, and forms that govern the contracting process or otherwise control the relationship between the agency, including any of its suborganizations, and contractors or prospective contractors.
Facts:

- Most financial transactions are reviewed prior to processing:
  - Budget Entries
  - Direct Pay Requests
  - Electronic Journal Vouchers
  - Electronic Labor Redistributions (ELR)
  - Reimbursement Vouchers
  - P-Card Transactions (BDMS after-the-fact)
  - Purchase Requisitions
  - Interdepartmental Vouchers
  - Vehicle Rental Reservation Request Form
  - Mobile Device Forms

- Turnaround time ~ 2 days
Expenditure Monitoring includes:

- Verifying expenses are within awards’ project period of performance
- Budget & applicable categories are not exceeded
- Expense is within scope of project
- CAS compliance review, Banner is used for CAS Exclusion Codes
- Validating index, fund #, G# & account code
- Verifying expense is allowable per Uniform Guidance 2 CFR 200/FAR/Agency/University
- Appropriate approvals
Banner FRAGRNT

• Used for:
  ➢ Contact Information – internal, agency
  ➢ Confirm project period, begin and end date
  ➢ Funding Information
  ➢ IDC default codes
  ➢ Billing information
  ➢ Other Rate Information & SPA Defined Coding
  ➢ Effort Reporting
Banner FRIGITD

• Used for:
  – Monitoring budget categories
  – Determining budget restrictions – large or small
  – Capturing a summary of expenditures by fund(s)
  – Capturing expenditure summaries for certain time periods
  – Determining total revenue
  – Other Report summary options – include revenue
Banner FTMFUND & FRMFUND

• FTMFUND:
  ➢ Identifies funds assigned to a G#
    ➢ Query on G# or fund #
    ➢ Trail of Changes
  ➢ Banner Ledger Coding

• FRMFUND access from FTMFUND under options & used for:
  ➢ IDC/Cost share calculation
  ➢ Rate Information and Coding
Questionable Transactions:
(requiring agency approval)

- Equipment
- Foreign Travel
- Expenses incurred near project end date
- Transfers
- Disclosure Statement – 2 – outlined costs
Transfer of Expense:

- Exercise caution and charge expenses on the correct award when incurred
- Include a copy of the original transaction
- Transfer(s) are documented and contain a full explanation of how the error occurred...
  - Example of insufficient explanation: “to correct error” or “to transfer to correct project”
Transfer of Expenses (cont’d):

• College/Departments and individual requesting the transfer are included in the responsibility of verifying the correction was properly posted

• CAUTION: frequent recording errors may indicate the need to review internal controls
Banner Index

• Banner Index = Fund, Org, Program
  – Departments should verify the index elements
  – Incorrectly set-up index could result in expense transfers
  – Banner reports restricted funds at the G# and Fund level
  – SPA reviews restricted funds at the G# and Fund level
Transfer “Red Flags”

- Transfers older than 90 days
- Transfers in the last month of the award or after the award has expired
- Explanations that raise more questions than answers
- Overruns from one sponsored project to another

**Red Flags = Potential Audits/Audit Findings**
Invoicing and Financial Reporting:

Invoices are:
- Prepared in accordance with contractual requirements, and all applicable Federal, State and University policies and procedures
- Prepared monthly – when not specified for cost reimbursable awards
- Prepared only for compliant expenditures within award terms and budget
- Reconciled to official accounting records
- Certified by designated personnel
- Prepared in accordance with standardized invoicing requirements
FRAEVGA – Events Assignment Form

Used to:

• Assign event codes
  – Billing and Reporting

• Associate invoice format codes
  – letterhead, federal form

• Create billing frequency
  – How often the agency has to be billed
BILLING PROCESS OVERVIEW

1. FRRGRNT (Deferred Grant Process)

- **FRRGRNT**
  - Is a Banner Process
  - Is run
    - Weekly and
    - At Month end
    - Daily by Fund number only (If needed to process a final billing)
  - Loads unbilled expenditures into FRABDCN (billing table)
  - Calculates and posts
    - Applicable IDC/Cost Share
    - Revenue recognition
    - Unbilled Accounts Receivable
BILLING PROCESS OVERVIEW

2. FRABDCN – Billing Table

• FRABDCN (SPA only, Depts. FRIBDET summary information)
  – Used to monitor award expenditures and the associated award IDC
  – Status of expenditure is either
    • Unbilled or
    • Hold
3. FRRBILL

• FRRBILL - Billing Process
  – Run after expenses are reviewed for allowability
  – Run in “Audit” or “Update” mode
    • “Audit” mode populates the bill format tables allowing you to view the bills online
    • “Update” mode updates the “unbilled” status of transactions to “bill” status – excluding any “hold” transactions from the invoice
Billing Results

- Banner generates entries for:
  - Revenue recognition
  - Based on award type (fixed or cost)
    - Transfers Unbilled Accounts Receivable to Billed Accounts Receivable
    - Deferred Income
Gifts

- Donation received for which no specific goods or services will directly benefit the sponsor
- Gifts are made to NMSU or to the University Advancement Office
- Types:
  - Unrestricted – can be used for any purpose
  - Restricted – once given to a certain area will be classified as such
Gifts

• Responsibilities:
  – SPA monitors expenditures for allowability
  – Works with the Advancement Office for the transfer of funds into the University accounts for expenses incurred
  – Records interest earned on gift accounts annually
Gifts

- SPA verifies established gift accounts do not run a deficit
- Departments are responsible for deficits
Sponsored Projects Accounting
Accounts Receivable
and
Special Projects
Accounts Receivable & Special Projects:

- Responsibilities include:
  - University Cost Share Process
  - Agency Letter of Credit Draws
  - Recording Agency Payments
  - Collection of Outstanding Agency Invoices
  - Financial Award Agency Close-Out
  - Fund/Index Terming
  - Effort Reports
  - Audit Requests
  - Special Projects
  - Electronic Labor Redistribution Customer Service
A/R & Special Projects Banner Forms

- Primary Banner forms & reports utilized:
  - FRAGRNT – Grant Maintenance Form
  - FTMFUND – Fund Code Maintenance Form
  - FRIGITD – Grant Inception to Date Form
  - FRABDCN – Unbilled Status Control Form
  - FGITBAL – General Ledger Trial Balance Form
  - FRIBDET – Research Accounting Billing Inquiry Detail
  - FGITBSR – Trial Balance Summary Form
  - FRAAREV – Grant Payment Entry Form
  - TGACCREV – Cashier Session Review Form
  - TGRCSHR – Cashier Detail Report
  - TGACSPV – Cashier Supervisor Form
  - FRACOLL – Grant Billing Collections
Cost Share Process

• **Cost Sharing**: In general, represents that portion of total project costs not borne by the granting agency, per BPM 3.15.10

• The University captures these costs in a separate Restricted Fund (x5xxxx) by account code

• Monthly the costs are closed-out to an unrestricted fund using account code 798350
Cost Share Close-Out Process

- The Cost Share process delivered in Banner is used to capture waived F&A
- New process was defined to capture Cost Share
  - Part of the Month End Close Process
Cost Share Close-Out - Automated Process

- Uses an Access Database
- Summarized payroll and remaining expenses are extracted from Banner
- Cost share maintenance records are created and updated based on information supplied on the Cost Share Close Out Form for the fund
- The Cost Share Close Out Form
  - Form is used to request or change where a Cost Share Fund is closed
  - Form can be found on the A&F Forms page
  - For new Funds the form should be attached to the New Fund Request Form (NFRF)
  - For changes to Funds the form can be submitted on its own
- Journal entries are created based on records in the Maintenance tables
- Journal entries are loaded back into Banner
Cost Share Close-Out - Facts

- Average cost share per month $350,000
- Total lines in the journal entry
  - Prior to Automated process 900 to 1000
  - Automated process averages 300
Agency Payments/Deposits - Background

• Types:
  – Agency Payments - Money received from agencies for payment of accounts receivable – cash, check, credit cards, ACH, wire transfers or letter of credit draws
  – Expenditure Reimbursements - Money received from departments for reimbursements on restricted indexes

• Systems:
  – Banner
    • Agency Payments are entered in the FRAAREV form
  – CASHNet
    • Expenditure Reimbursements
    • Direct Payments received before Grant Setup is complete
    • Feed into Banner Finance

• A daily log is kept of all payments received by SPA
Agency Payments/Deposits - Banner

- Identify G# for each Payment received
- Cashier session created automatically
- FRAAREV - Enter payments
- TGACREVC - Review and Close Cashier Sessions
- TGRCSHR - Cashier Detail Report
- TGACSPV - Review and Finalize Cashier Sessions
- Payments feed to Banner Finance General Ledger
Agency Payments/Deposits - Banner

- **FRAAREV**
  - Grant Id – Unique Identifier of Grant or Contract
  - Agency # - Agency attached to the Grant
  - Detail Code - Type of transaction
    - GBIL - Invoice created by fiscal monitors
    - GCHK - Checks received from agency
    - GRTF - Transfers of payments received from agency placed in the holding fund
  - Charge/Payment - Invoice/Payment Amount, respectively
  - Invoice Number/Invoice Number Paid - Invoice sent to Agency or Invoice the payment was applied to, respectively
  - Balance - Amount of invoice unpaid or payment unapplied
  - Transaction Date - Date of invoice or payment
  - Payment ID - Check #
  - Fund # - Fund associated to the Invoice/Payment
Agency Payments/Deposits - CASHNet

- SPA enters reimbursements, direct payments & cash receipts
- SPA cashier sessions are reviewed & verified before feeding to Banner
- Banner A/R module feeds to Banner Finance General Ledger over night
- Reimbursements reduce award expenses
- Direct Payments are fed to the SPA holding fund until setup is complete and then transferred to the Grant
Agency Payments/Deposits - Facts

• Payments received per month:
  ▪ Letter of Credit Wire Transfers ~ $8 million
  ▪ Checks/Credit Card Payments ~ $2.25 million
Collections

- SPA is responsible for invoicing all grants and contracts
- The invoices are prepared monthly unless otherwise specified in the award agreement
Collections

• NMSU Collection Policy
  – 1 to 30 Days – Receivables reviewed, receipt of invoice is verified
  – 31 to 60 Days – Agency contacted
  – Over 120 Days – The Sr. VP for Admin and Finance is notified
  – Over 180 Days – Possible referral to General Council for legal recourse
  – After 365 Days – Unrestricted index is requested from Research Center and PI for write-off

• Collection Policy- Business Procedures Manual (BPM) Section 3.30.05
Collections - Process

- **1st of each month**
  - COGNOS report RA-209 Grant AR Report is run from data stored in Banner
  - Collection procedures are applied to this aging report
- **12th of each month**
  - Collection efforts completed for all outstanding A/R’s over 120 days
- **15th of each month**
  - A/R’s over 120-Days report is prepared and forwarded on to management

End of Month – Collection efforts are completed on all remaining outstanding A/R’s
Collections - Facts

• Accounts Receivable @ 6/30/14

<table>
<thead>
<tr>
<th></th>
<th>NMSU</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total A/R</td>
<td>$11,052,184.95</td>
</tr>
<tr>
<td>0 TO 30 DAYS</td>
<td>$6,463,729.88</td>
</tr>
<tr>
<td>31 TO 60 DAYS</td>
<td>$2,442,873.67</td>
</tr>
<tr>
<td>60 TO 90 DAYS</td>
<td>$495,543.63</td>
</tr>
<tr>
<td>OVER 90 DAYS</td>
<td>$1,650,037.77</td>
</tr>
</tbody>
</table>

• Improvements:
  – Banner Collection forms – FRACOLL
  – COGNOS for A/R reports
  – Reports are burst monthly & emailed to colleges/departments & PI’s
Financial Award Close-Out Process

• OGC receives agency requests
• SPA prepares financial reports
  – Verifies Final Invoice reported expenditures
  – Verifies all funds were received
  – Prepares final financial report
### Terming - Facts

All grant/contract Indexes should be closed within six months after the end date per BPM 3.10

<table>
<thead>
<tr>
<th></th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants</td>
<td>564</td>
<td>430</td>
<td>405</td>
<td>384</td>
</tr>
<tr>
<td>Funds</td>
<td>1334</td>
<td>893</td>
<td>889</td>
<td>885</td>
</tr>
<tr>
<td>Indexes</td>
<td>2,383</td>
<td>1,243</td>
<td>1,086</td>
<td>1,206</td>
</tr>
</tbody>
</table>
Effort Reports

The Uniform Guidance 2 CFR 200.430 (i) provides Standards for Documentation of Personnel Expenses

- Based on records that accurately reflect the work performed
- Supported by a system of internal control
- Be incorporated into the official records
- Reasonably reflect the total activity for which the employee is compensated
- Encompass all activities compensated for
Effort Reports

• NMSU currently verifies salary twice a year through the Electronic Effort Certification system
• Reports are Reviewed by the Research Administrator
• Reports are certified by the employee or Graduate Assistant’s Fund Manager
• Automated email notifications are sent out throughout the certification process
• Training materials are provided through an online tutorial, reference manual and quick reference guides.
## Banner Research Module Query Forms

<table>
<thead>
<tr>
<th>Form</th>
<th>Name</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRIGRST</td>
<td>Grant Status History Query Form</td>
<td>used to view the <strong>history</strong> of grant information (<strong>can view the status history, good form for located termed grants</strong>)</td>
</tr>
<tr>
<td>FRIGTRD</td>
<td>Grant Transactional Detail Form</td>
<td>provides a detailed list of transactions from the Transaction Detail table, and provides the list of transactions based on the key values entered</td>
</tr>
<tr>
<td>FRIKGN</td>
<td>Grant Title Search Form</td>
<td>used to <strong>search</strong> for a <strong>grant</strong> document when you are unsure of the grant code or full grant title, OGC #</td>
</tr>
<tr>
<td>FRIMEMO</td>
<td>Grant Memo Ledger Inquiry Form</td>
<td>used to track the amount of waived overhead as defined on the Basis Definition Code Maintenance Form</td>
</tr>
<tr>
<td>FRIORGH</td>
<td>Grant Organization Inquiry Form</td>
<td>used to <strong>query all grants</strong> for a particular <strong>organization code</strong></td>
</tr>
<tr>
<td>FRIPSTG</td>
<td>Principal Investigator Grant Inquiry Form</td>
<td>used to monitor grant activity by Personnel ID (<strong>good form for located all grants by PI</strong>)</td>
</tr>
</tbody>
</table>
# Banner Research Module Query Forms

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</tr>
</thead>
<tbody>
<tr>
<td>FRIASTG</td>
<td>Grant Agency Inquiry</td>
<td>used to monitor grant activity, and allows the entry of agency codes at all levels within the hierarchy</td>
</tr>
<tr>
<td>FRIBDSG</td>
<td>Grant Budget Distribution Inquiry</td>
<td>used to view budget distributions</td>
</tr>
<tr>
<td>FRIBUTG</td>
<td>Grant Budget Totals</td>
<td>used to view grant and associated budget information</td>
</tr>
<tr>
<td>FRIBUDG</td>
<td>Grant Budget Codes Inquiry</td>
<td>used by any user to view all event codes that have been assigned to a particular Oracle user ID</td>
</tr>
<tr>
<td>FRIEVNG</td>
<td>Grant Events Inquiry</td>
<td>use this form to view and query event codes for a grant or all grants associated with a PMS code. From this form, you can determine valid personnel for the Research Accounting application</td>
</tr>
<tr>
<td>FRIGRNT</td>
<td>Grant Codes Inquiry</td>
<td>used to display the list of all grant codes (good form for querying when only certain grant information is known. i.e. OGC #)</td>
</tr>
</tbody>
</table>
Banner Research Module Query Forms

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</thead>
<tbody>
<tr>
<td>FRIGITD</td>
<td>Grant Inception to Date</td>
<td>used to retrieve account or account type information including adjusted budget, inception-to-date actual activity, encumbrance, and available balance information</td>
</tr>
<tr>
<td>FRIGSUM</td>
<td>Grant Summary Query</td>
<td>displays the summary activity of unbilled amounts, billed amounts, payment amounts, and withholding for Grants Auto Payment Management System code</td>
</tr>
<tr>
<td>FRIBILL</td>
<td>Grant Billing Query</td>
<td>displays all the billing invoice numbers, the bill amounts, and the payments against those bills</td>
</tr>
<tr>
<td>FRIBDET</td>
<td>Billing Detail Inquiry</td>
<td>displays all the activity in detail, including unbilled activity, billed activity, and payment activity</td>
</tr>
</tbody>
</table>
E-Print Reports

- FGRACCI Account Index Report
- FGRBLSH Balance Sheet
- FGRODTA Organization Detail Activity
- FGRODTAYTD Organization Detail Activity-YTD
- FGRTBAL Trial Balance
- FRRGITD Grant Inception to Date Report
- FRRGRNT Deferred Grant Process
COGNOS Reports

https://cognos-p.nmsu.edu/cognos8/NMSU%20Cognos%20Login.html
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