

# BANNER FINANCE E-Print – RESEARCH TIPS

## How do I find my Grant Code?

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

Go to the Banner Finance Help Web Page

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

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

Index Description

### Search Results

Index	Index Description (Title)	Fund Code	Organization Code	Program Code	Grant Code
500121	HHS/ARRA/1R03DA02711301/Thkur, G.	500121	116100	2010	G00003186
500122	HHS/ARRA/DC009684-02S1/Kong, Y.	500122	117300	2010	G00003189
500123	HHS/ARRA/1R03MH081291-01AZ/Kim, N	500123	131400	2010	G00003192
500126	HHS/ARRA/1R03MH081291-01AZ/Kim, N	500126	131400	2010	G00003192
500128	HHS/ARRA/128486-02S1/Torchilin, V.	500128	116500	2030	G00003056
500129	HHS/ARRA/CA111985/Sitkovsky, M	500129	116200	2010	G00000259

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

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

- Includes indirect/direct cost total, grant end date, PI

Report	Description
FZRB090	Budget Statement - Inception To Date

Award Start & End dates are shown highlighted below:

Report ID: FZRB090  
 Fiscal Year: 11  
 Fiscal Period: 03  
 FUND: 599306  
 ORGN: 123200  
 Index: 599306  
 Grant: G00001299

Northeastern University  
 BUDGET STATEMENT - INCEPTION TO DATE  
 AdmDate: 09/30/2010

Start Date: 14-DEC-2009 End Date: 13-DEC-2011 PI Name: Harris, Vincent G.

Account Code	Account Code Title	Adopted Budget	Adjusted Budget	Current Period	Inception To Date Activity	Commitment	Available Balance
.....	.....	.....	.....	.....	.....	.....	.....

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

Yes, via the **FZRO091** report. Just select Data (yellow) to choose all Funds or the Magnifying glass (green) to choose a specific Fund to download the detail right to excel.

Banner Finance Production : FZRO091

Title	
	REPORT OF TRANSACTIONS BY FOAP From Date: 06/01/2010 Through Date: 06/30/2010
	REPORT OF TRANSACTIONS BY FOAP From Date: 09/01/2010 Through Date: 09/30/2010

## How is Budget Balance determined?

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

Account Code	Account Code Title	Adopted Budget	Adjusted Budget	Current Period	Inception To Date Activity	Commitment	Available Balance
7995	Indirect Costs	10,510.00	143,510.00	1,800.59	324,386.49	0.00	27,123.51
7995	Indirect Costs	10,510.00	143,510.00	1,800.59	324,386.49	0.00	27,123.51
TOTAL FOR ORGN CODE: 123200	Civil and Environmental Engineering	0.00	0.00	7,713.88	324,923.28	0.00	-124,923.28
TOTAL Revenue		10,793.74	143,793.74	1,904.18	344,084.34	0.00	-49,290.60
Total Salary and Benefits		10,793.74	143,793.74	1,904.18	344,084.34	0.00	-49,290.60
Total Direct Expense		10,510.00	143,510.00	1,800.59	324,386.49	0.00	27,123.51
TOTAL Expense, Transfer, Fund Abla/Dedu		40,040.00	436,040.00	7,713.88	329,977.56	0.00	109,062.44

FYI – for data security reasons, the examples used in the queries do not match the grant chosen in the previous search on the page

## Index/Fund Code Naming/Numbering Conventions

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

## How do I know the project end date?

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

That tells you when the 90 day clock starts ticking

## Fund terminated? Why?

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

## Overspent Grants?

Did you obtain additional funding?

If yes, did you submit a request to ORAF?

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

If no additional funding, go to next step:

Deficits in research budgets must be covered by....

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

Consult the Professional Standards & Business Conduct Policy Manual

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

## How to avoid problems?

- Monitor your grants regularly
- Submit modifications in a timely manner
- Stop spending when grant ends

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

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Northeastern University  
 Office of Research Administration  
 and Finance