

# 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/Thakur, G.	500121	116100	2010	G00003186
500122	HHS/ARRA/DC009684-02S1/Kong, Y.	500122	117300	2010	G00003189
500123	HHS/ARRA/1R03MH081291-01A2/Kim, N	500123	131400	2010	G00003192
500126	HHS/ARRA/1R03MH081291-01A2/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 NAVY-PT/Penn State/Harris, V.  
 ORGN: 123200 Electrical and Computer Engineering  
 Index: 599306 NAVY-PT/Penn State/Harris, V.  
 Grant: G00003299 NAVY-PT/PennState/Harris, V.  
 Northeastern University  
 BUDGET STATEMENT - INCEPTION TO DATE  
 AwardDate: 09/30/2010  
 Start Date: 14-DEC-2009 End Date: 13-DEC-2010 PI Name: Harris, Vincent G.

Account Code	Account Code Title	Adopted Budget	Adjusted Budget	Current Period	Inception To Date Activity	Commitments Available	Balance
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## 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	Commitments Available	Balance
7995	Indirect Costs	143,510.00	143,510.00	2,805.59	114,386.49	0.00	27,123.51
Account Type: 78	Indirect Costs	143,510.00	143,510.00	2,805.59	114,386.49	0.00	27,123.51
TOTAL FOR ORGN CODE: 123100 Civil and Environmental Engineering							
TOTAL Revenue		0.00	0.00	7,713.88	124,923.18	0.00	-124,923.18
Total Salaries and Benefits		103,793.74	103,793.74	4,956.18	144,084.24	0.00	-40,290.49
Total Direct Expenses		190,736.26	190,736.26	7.11	40,486.70	0.00	142,249.55
Total Indirect Expenses		143,510.00	143,510.00	2,805.59	114,386.49	0.00	27,123.51
TOTAL Expense, Transfers, Fund Advs/Dedu		438,040.00	438,040.00	7,713.88	328,957.54	0.00	109,082.44

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..

Robin Murphy – Associate Director Research Finance



**Northeastern University**  
 Office of Research Administration  
 and Finance