Banner FIS Grants
User Manual

OPAA
This manual gives an overview of the Banner forms needed for Grants administration. It also covers Appworx reports, Data Warehouse reports, and Nolij documents.
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**Restricted Funds Structure**

Restricted funds are set up in Banner with a grant code, fund(s), and index(es). Grant codes are designed to inform the system to accumulate across fiscal years. If cost share is part of the agreement, a cost share grant code, fund(s), and index(es) may be set up. The first letter of the grant code can be used to identify the agency providing the funding for the project.

**Restricted Fund Prefixes**

Below is a sample of some common agency prefixes; a complete list can be found in GCG 406: [http://oregonstate.edu/fa/manuals/gcg/406](http://oregonstate.edu/fa/manuals/gcg/406).

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>BP</td>
<td>DOE/BPA</td>
</tr>
<tr>
<td>DA</td>
<td>USDA</td>
</tr>
<tr>
<td>GS</td>
<td>USDI/Geological Survey</td>
</tr>
<tr>
<td>NL</td>
<td>National Labs</td>
</tr>
<tr>
<td>P</td>
<td>Public Health Services</td>
</tr>
<tr>
<td>S</td>
<td>National Science Foundation</td>
</tr>
</tbody>
</table>

**Chart of Accounts Structure – Restricted Funds**

All parts of an award are rolled up together under the grant code, but each part of an award can be viewed individually.

<table>
<thead>
<tr>
<th>Grant</th>
<th>Fund</th>
<th>Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>N00350</td>
<td>N0035A</td>
<td>N0035A</td>
</tr>
<tr>
<td></td>
<td>N0035B</td>
<td>N0035B</td>
</tr>
<tr>
<td></td>
<td>N0035C</td>
<td>N0035C</td>
</tr>
<tr>
<td></td>
<td>N0035D</td>
<td>N0035D</td>
</tr>
</tbody>
</table>

**Grant**

The grant code will always end in 0 and contains the following information:

- Sponsoring agency name
- Type of research – applied or basic
- Award amounts – present and future
- Sponsor’s agreement number
- Names of the Principal Investigator(s) (PI)
- Catalog for Federal Domestic Assistance (CFDA) code for audits and reporting

Example grant code and title:
N00350 ONR Circular Wave Formation
The fund code will end with an alpha character with the exception of some OSU Foundation (OSUF), Ag Research Foundation (ARF), and gift funds. Separate funds are established for different indirect cost rates, different organizations (based on budgets), different financial managers (if requested), and the sponsor’s requirement for reporting specific tasks. Expenditures and encumbrances will be listed for each fund.

The fund record contains the following information:
- Financial manager (PI)
- Indirect cost rate and method
- Cost share code
- Title – which includes the department buyer code, agency acronym, PI’s last name, and grant end date

Example fund and title:
N0035A OAS ONR 1211 Blackson Wave Fronts

The index code is used for all data entry including purchases, payables, payroll, and inquires. A budget is entered for each index.

The index record includes:
- The fund
- The organization code – the department identifier
- The program code – the type of activity (i.e. on campus research, off campus research, or other sponsored activity)

Example index code and title:
N0035A OAS-ONR Blackson Wave Fronts

Cost share is the portion of a project or program cost that is not reimbursed by the sponsor. It is considered mandatory if it is a condition of the award. Voluntary cost share can also be offered by the institution in excess of the required amount. However, once the award is made, all cost share commitments are considered mandatory and represent binding obligations to the university.

Each organization has a single department index linked to the cost share method; the cost share method is then linked to the fund requiring cost sharing. When an expenditure is posted to the cost share index, Banner will automatically make an offsetting transfer entry from the departmental index. Cost share reports are available through Data Warehouse.
Chart of Accounts Structure – Cost Share

If the Cost Share Method code on FRMFUND is REQD, a cost share grant, fund(s), and index(es) will be set up; other methods will not have cost share accounting set up.

The Cost Share grant code will end with an S, with the fund and index linked to the grant code.

<table>
<thead>
<tr>
<th>Grant</th>
<th>Fund</th>
<th>Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>N0035S</td>
<td>005051</td>
<td>N0035S</td>
</tr>
<tr>
<td></td>
<td>005052</td>
<td>N0035T</td>
</tr>
<tr>
<td></td>
<td>005053</td>
<td>N0035U</td>
</tr>
<tr>
<td></td>
<td>005054</td>
<td>N0035V</td>
</tr>
</tbody>
</table>

Example cost share grant code and title: N0035S CS ONR Circular Wave Formation

Example cost share fund and title: 005051 OAS – CS Blackson N0035A/OAS023

Example cost share index and title: N0035S OAS – CS Blackson N0035A/OAS023

Facilities and Administrative Costs

Facilities and Administrative (F&A) costs are indirect costs charged to the granting agency to support research at the University. F&A cost rates are negotiated with the federal government and are based on past costs incurred at the University.

From the Office of Sponsored Programs:

*These are costs that cannot be uniquely associated with a particular project but which are nonetheless incurred by the university due to the project. They include costs such as departmental accounting and clerical support, network support, equipment depreciation, building and facilities operation and maintenance, library, general and sponsored projects administration. These costs are budgeted and charged as a percentage of some of the direct cost elements.*

Banner will automatically apply the F&A costs with each direct cost, when appropriate.

Encumbrances

Encumbrances allow funds to be placed in reserve so you can get a better idea of the current budget on a project. They are automatically created when purchase orders, subcontracts, and payroll are entered into Banner. Departments may also selectively encumber major items such as international travel and personal service contracts. Although the funds are placed in reserve, Banner does not prevent the funds from being used for other purposes.
The fund balance, however, is not a real time balance. Payroll is only updated twice a month (at mid-month and the end of the month) and Facilities and Administrative costs are not encumbered with direct cost items. In addition, journal vouchers, purchase orders, and invoices must go through the approval process before they affect the fund balance.

**Budget Changes**

For restricted funds from agencies that have granted OSU expanded authority, the department can request a reallocation of budget line items. Some examples when a reallocation may be appropriate include unexpected supply purchases, travel, or salary redistributions (hired a graduate assistant instead of full time faculty).

Reallocation requests are accomplished through a budget JV using journal type 1PBB. Proper justification must be included in the text field. The JV then goes to the Office of Post Award Administration (OPAA) for final approval.

Please note, changes are not allowed to revenue account codes. In addition, budget change requests will not change the sponsoring agency’s restrictions.

For reallocation of budget between indexes on a grant, contact your OPAA grant accountant.

**Cost Transfers**

Cost transfers are used to adjust or move charges from one index to another. They can be initiated due to:

- Errors – this can be as simple as a typo that posted the charge to the wrong index.
- Unallowable costs – charges that are not allowed on the restricted fund must be moved to a state fund index.
- Closely related work – related projects may be supported by more than one funding source; occasionally, charges may need to be moved between the indexes for the projects.

All cost transfers must be completed within 90 days of the original charge. In addition, the journal voucher text must include the reason for the cost transfer and the contact name and number of the person entering the JV.

**Cost Overruns and Unallowable Costs**

CAS 505 requires cost overruns and unallowable costs to be identified and recorded. Cost overruns fall into two categories:

1. Project related costs above the authorized award amount – these can be used to meet cost share obligations on the project.
2. Unallowable costs – charges identified by OMB Circular A-21 or by the sponsoring agency as inappropriate for restricted funds.

When cost overruns are found, OPAA will process a JV charging the appropriate department CR cost share index.
Pre-Award and No-Cost Extensions

Pre-award costs are expenditures made before the effective date of a sponsored agreement. Typically these types of expenditures are not allowed. However, some federal agencies allow requests for pre-award expenditures up to 90 days prior to the expected start date of the grant.

If the agency does allow pre-award expenditures:

- The request must be submitted to OPAA using the Pre-Award Cost Form.
- The Department Head/Chair or Dean/Director must guarantee to reimburse the university if the grant is not received.
- The funding must be necessary for the effective and economical conduct of the project.
- The proposal must have been routed through the Office of Sponsored Programs (OSP).

For agencies that do not allow pre-award costs, a pending index may be set up prior to the award being received to allow for appropriate cost allocation:

- The request must be submitted to OPAA using the Pending Index Form.
- The Department Head/Chair or Dean/Director must guarantee to reimburse the university if the grant is not received.
- The proposal must have been routed through the Office of Sponsored Programs (OSP).

No-cost extensions allow for additional time beyond the original expiration date of the grant with no additional funding. Some reasons for no-cost extensions include:

- Additional time is required to assure completion of the original approved objectives.
- Continuity of grant support is required while a competing application is under review.
- Extension is necessary to permit an orderly phase out of a project that will not receive continued support.

No-cost extensions must be requested through OPAA at least 30 days prior to the expiration date of the project using the OPAS/No-Cost Extension Form.
Grant Forms

The two main forms used to find grant information in Banner are:

1. **FRAGRNT** – to view all general grant details.
2. **FRIGITD** – to view all accounting related information

FRAGRNT – Grant Maintenance

On the FRAGRNT form you can look up all grant details including the responsible organization (org), grant title, agency, PI, project start and end dates, funding details, and grant type.

Grant details found on the FRAGRNT Main tab:

A. Responsible Organization – the department responsible for the grant.
B. Title – a brief description of the research.
C. Agency – the sponsor who awarded the grant funds.
D. Principal Investigator – ID and name of the main researcher responsible for the technical aspects of the award.
E. Dates
   - Project Start Date: the date from which costs can be incurred.
   - Project End Date: the date that the project is complete and all costs charged.
F. Termination Date – date the grant ended; if blank the grant is still active.
G. Status – if the grant is active (A) or inactive (I).
H. Status Date – last date the grant record was updated.
I. Amounts
   - Current Amount: amount of the most recent increment of funding.
   - Cumulative Amount: amount awarded to date for the grant.
   - Maximum Amount: maximum funding the sponsoring agency will award for the grant.
J. Grant Type – type of restricted fund. Grant (G), contract (C), and cooperative agreement (A) are the most common types. To view a complete list, click on the drop down arrow.

K. Category – Federal (F) or Non-federal (N).

L. Sub Category – additional details on the grant category, such as individual (INDV), commercial (CORP), or state (STAT).

M. CFDA (Catalog for Federal Domestic Assistance) Number – used for reporting when funds are federal.

N. Sponsor ID – number assigned by the agency for the grant; also called the agreement number or the contract number.

Enter the grant code then Ctrl + Page Down or click Next Block (.nih) to populate the form:

Look up all Principal Investigators and Grant Accountant

On FRAGRNT, click on the Personnel tab. Arrow down to view the Principal Investigator (PI), any co-PIs, and the grant accountant.

The Primary PI will have an indicator of 001. There can only be one PI.

If there are any co-PIs, they will have an indicator of 002. There can be multiple co-PIs.

The OPAA Grant Accountant will have an indicator of 003. There is only one grant accountant.
Look up User Defined Data

On FRAGRNT, select the User Defined Data tab.

User defined data includes:

- Ag Codes – if the project is Ag related, there will be an Ag code listed for reporting.
- Billing Detail – if a billing detail sheet is needed for the project.
- Classification – if the project is new, a continuation, a renewal, a revision, or supplemental.
- Country Code – if the grant funds are from a foreign source, the country will be listed.
- NCES Code – used for reporting by field of research.
- OSU Clinical Trial – if the project is a clinic trial, the type will be listed: human, no, or veterinary.
- OSU Compliance Codes – if these are required for the project, the codes will be listed: IRB, IACUC, radioactive materials, DNA, etc.
- OSU E-Verify – if E-Verify is required for the project.
- OSU Pay Method – how the agreement will be billed: invoiced as cost reimbursable, fixed price, received in advance, or drawn down via Letter of Credit (LOC).
- OSU Small Biz – if a small business report is required for the project.
- Project Type – the type of research, typically applied or basic.
FRIGITD – Grant Inception to Date

On the FRIGITD form you can look up accounting details for the grant including the budget, expenditures, encumbrances, and balances as well as specific expenditure details by fund or index.

The bottom half of the form contains the budget details:

A. Account – the account code.
B. Type – major category of the account code – Labor (L), Expense (E), or Revenue (R).
C. Description – description or title of the account code.
D. Adjusted Budget – if funds were budgeted for a particular account code, the amount will be in this column.
E. Activity – any expenditures posted to the account code.
F. Commitments – also called encumbrances, these are funds that are held in reserve for a specific upcoming cost, most commonly salary and subcontracts.
G. Available Balance – the adjusted budget minus any activity and minus any commitments; these are the available funds for the account.

Look up Fund Details

On FRIGITD, enter the Grant code and check the Fund Summary box:

Ctrl + Page Down or click Next Block (↵) to see a list of all the fund codes associated with the grant.
The top of the form lists all of the funds for the grant with the total budget and available balance; you may need to scroll down to view all the funds.

To view details for a particular fund, place your cursor in the Fund Code field. The bottom half of the form will display the accounts codes used on the fund and the current available balance. You may need to scroll down to view all accounts on the fund.
Look up Expenditure Details

On FRIGITD, enter the grant code and select the account summary level to view (the form will default to All Levels if not specified). Ctrl + Page Down or click Next Block to populate the form.

Level 1 Acct Types will display a breakdown of expenses by major categories (labor and expense):

Level 2 Acct Types will display the major budget line items:
All Levels will display all accounts that have been used on the grant code:

The date range on FRIGITD defaults to the dates of the grant – from the date the grant began to the current month. To view a specific date range, change the Date From and Date To fields:

This can be especially useful to review costs that have posted after the grant has ended for unallowable costs.
To view expenses for a specific index with the indirect cost basis and rate (F&A costs), enter the index and choose all levels for account summary. Ctrl + Page Down or click Next Block to populate the form:

Note: Index or Fund must be populated to view the IC Basis. Indexes can have different IC rates and cost share methods due to several factors including:

- **Multiple IC Bases** – most common are MTDC (modified total direct costs) and TDC (total direct costs).
- **Multiple IC Rates** – most commonly due to on campus, off campus, or other sponsored activities; each type has a different negotiated rate. Different rates can also occur if OSU’s negotiated rates change during the life of the grant.
- **Cost Share** – can be REQD, GRAFEE, IC or REPORT. For REQD, OPAA will set up a cost share index. If the method is GRAFEE or IC, OPAA will calculate the cost share. If the method is REPORT – most commonly from a third part or volunteer time – then the BC is responsible for providing the information to OPAA.
You can also view specific transactions within an account code. With your cursor in an account code field, select F4 on your keyboard or Grant Detail Information [FRIGTRD] from the Options menu:

Note: you can also right click anywhere on the form to view the Option Menu items.

All transactions for the account code selected will be listed:
To view the details of the expenditure, place your cursor in the account column then select Query Document [By Type] from the Options menu:

![Screenshot of Oracle Banner FIS Grants interface](image)

This will bring up the form to view the invoice, journal voucher, or other document details. Simply Ctrl + Page Down to populate the form and look up the information needed.

**Look up Basic Grant Information**

From FRIGITD, you can view basic grant details including the agency name, principal investigator (PI), start and end dates of the project, and sponsor ID. From the options menu, select Grant Information:

![Screenshot of Oracle Banner FIS Grants interface](image)

Note: you can also use F3 on your keyboard to toggle back and forth to the Grant Information screen.
If you need additional grant details, use the FRAGRNT – Grant Maintenance form.
Search for Grants

There are several forms in Banner that can be used to look up Grants:

1. FRIGRNT – look up grants by grant code, agency, PI, org, sponsor ID (the code assigned by the granting agency), dates, or status.
2. FRIPSTG – look up grants by principal investigator.
3. FRIORGH – look up grants by responsible organization.

**FRIGRNT – Grant Code Inquiry Form**

You can access FRIGRNT directly from the Banner main menu or by clicking on the arrow next to the Grant field on FRIGITD or FRAGRNT and selecting List of Grant Codes (FRIGRNT):

On FRIGRNT, you can search for grants using any field – or combination of fields – on the form.
You can also use wildcards on the form to find all grants that meet your criteria. For example, to view all National Lab grants, enter NL% in the Grant field then click F8 or Execute Query (F8). Arrow or page down to view the results:

If you accessed the form from FRIGITD or FRAGRNT, with your cursor in the Grant field, click Select to return to the form with the grant code populated; otherwise the form is query only.

**FRIPSTG – Grant Personnel Inquiry Form**

On FRIPSTG, you can look up grants by principal investigator (PI).
Enter the PI’s id then Ctrl + Page Down or click Next Block to populate the form:

From this form you can get to FRAGRNT or FRIGITD. With your cursor in the grant you want to view, select Grant Information [FRAGRNT] or Grant Ledger Information [FRIGITD] from the Options Menu:

**FRIORGH – Grant Organization Inquiry Form**

On FRIORGH, you can look up grants by the responsible organization:
Enter the Organization then Ctrl + Page Down or click Next Block to populate the form:

If you need additional information, with your cursor in the grant field, select Grant Information [FRAGRNT] from the Options menu:

**Additional Banner Forms**

Additional forms for looking up grant information include:

1. FTMFUND – look up fund details for all funds on a grant.
2. FRMFUND – look up indirect cost and cost share details.
3. FTMACCI – look up Fund, Org, and Program for an Index.
4. FGITBAL – look up cash balance on gift and foundation accounts.
5. FWITBSR – look up current balance for specific fiscal period.
6. FRIBILL – look up summary of invoices on grants.
7. FRIBDET – look up details for charges on grants.
8. NYIEDST – Payroll Form – look payroll details by employee.
9. NYIDIST – Payroll Form – look payroll details by index.
Look up Fund Details – FTMFUND

On FTMFUND, you can view the fund details for all funds on a grant, including the fund title, fund type, financial manager (the PI for that particular fund), and determine if the fund has been terminated.

To view the fund details, you must first click F7 or Enter Query ( ). Enter the grant code in the Grant field then click F8 or Execute Query ( ) to populate the form:
Page down or scroll to view additional funds on the grant:

You can also access FRMFUND to view indirect costs and cost share for the fund directly from FTMFUND. Simply select I/C, C/S Code Information [FRMFUND] from the Options menu:

Look up Indirect Costs and Cost Share – FRMFUND

On FRMFUND, you can find the indirect cost details – including rate and account – as well as the cost share method, if applicable.

If you access the form from FTMFUND, the cost details for the fund will already be populated. If you access the form directly, you must first click F7 or click Enter Query. Enter the fund in the Fund field then click F8 or click Execute Query to populate the form:
Note: if the Cost Share Method is REQD, cost share accounting (grant, index(es), and fund(s)) will be set up; for IC, GRAFEE, or REPORT, no cost share accounting will be set up.

Look up Fund, Org, and Program – FTMACCI

On FTMACCI, you can find the Fund, Org, and Program associated with a particular index.

To view the details, you must first click F7 or Enter Query ( ). Enter the index in the Account Index field then click F8 or Execute Query ( ) to populate the form:
Look up Cash Balance for Gift or Foundation Accounts by Fiscal Year – FGITBAL

On FGITBAL, you can find the cash balance on gift and foundation accounts by fiscal year.

![FGITBAL Image](image)

The fiscal year will default to the current year, but can be changed if needed. Enter the fund and Ctrl + Page Down or click Next Block to populate the form:

![FGITBAL Image](image)

The balance for all gift funds should be greater than zero. If there is an asterisk in the far right column, that denotes an amount opposite of the normal balance.
Look up Cash Balance for Gift or Foundation Accounts by Fiscal Year and Period – FWITBSR

On FWITBSR, you can find the cash balance for gift or foundation accounts by fiscal year and period.

The fiscal year will default to the current year, but can be changed if needed. Enter the period and fund then Ctrl + Page Down or click Next Block to populate the form:

Again, the balance should be greater than zero and the asterisk in the far right column denotes an amount opposite of the normal balance.
Look up Summary of Invoices on Grants – FRIBILL

On FRIBILL, you can view the invoices that have been billed to the funding agency, if the invoice has been paid, and any outstanding amount.

Enter the grant code in the Grant field then Ctrl + Page down or click Next block to populate the form:
Look up Details for Charges on Grants – FRIBDET

On FRIBDET, you can view detailed information on charges billed to the funding agency.

The bottom of the form contains the charge details:

A. Total Expenditures – the total amount spent on the grant.
B. Total Billed – the amount that has been invoiced to the funding agency.
C. Payments and Transfers – the amount that has been paid by the funding agency.
D. Total Unbilled – any amount that has not been invoiced to the funding agency.
E. Total Retainage Withholding – retainage is a percentage or flat dollar amount of each invoice that the agency holds and will remit when the project is completed; if the agency is retaining funds, the amount will be listed here.
F. Total Refunds – total of any overpayments from the agency that have been refunded by OSU.
G. Total On-Hold – any costs charged to a grant that will not be billed to the agency. This function is currently not used at OSU.
H. Payment Withholding – if the agency takes retainage when it is not part of the agreement, the amount is listed here. OPAA bills the agency for the shortage at the end of the grant.
Enter the grant code in the Grant field and Ctrl + Page Down or click Next Block to populate the form:

<table>
<thead>
<tr>
<th>Grant Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>99100</td>
<td>Long Term Ecological Research</td>
</tr>
</tbody>
</table>

- **Total Expenditures:** $6,278.40
- **Total Billed:** $6,278.40
- **Payments and Transfers:** $4,678.40
- **Total Unbilled:** $0.00
- **Retainage Withholding:** $0.00
- **Total Refunds:** $0.00
- **Total On-Hold:** $0.00
- **Payment Withholding:** $0.00

For additional details, select from the Options menu:

- **Summary Information** – the main page of the FRIBDET form with the expenditure totals.
- **Expenditure Detail Information [FRIGITD]** – this will take you to the Grant Inception to Date form; from there you can view additional details about all the expenditures on the grant.
- **Unbilled Charge Detail** – a list of all charges that have not been remitted to the funding agency.
- **On-Hold Charge Detail** – a list of all charges that will not be billed to the agency and have been put on hold. This function is currently not used at OSU.
- **Billed Charge Detail** – a list of all charges that have been billed to the funding agency.
- **Payment Detail** – a list of all payments received from the funding agency.
- **PMS Summary Information** – the bottom portion of the FRIBDET form listing expenditure and billing totals for grants that are drawn via Letter of Credit.
Look up Employee Payroll Details – NYIEDST

You must have Banner HRIS access to view this form. On NYIEDST, you can view all payroll data (including benefit deductions and hours worked) for a particular employee for any period.

Enter the employee ID, the From Date and the To Date then Ctrl + Page Down or click Next Block to populate the form:

![Employee Distribution Inquiry Form NYIEDST](image)

Look up Payroll Details by Index – NYIDIST

You must have Banner HRIS access to view this form. On NYIDIST, you can view payroll details and OPE for all employees paid on an index for any particular period.

Enter the Index, the From Date and the To Date then Ctrl + Page Down and F8 or click Next Block to populate the form:

![Labor Distribution Data Inquiry Form NYIDIST](image)
Reports

Grant reports can be run in both Appworx and Data Warehouse.

Appworx Reports

To access Appworx, click on the Appworx Job Submission link from the Banner General Menu page and log in:

From the Appworx main page, select the Requests (button to choose the report you would like to run and enter the search criteria:
Grant specific Appworx reports and criteria needed for each report:

- **FZRGRNT** – one line summary report for each index/fund by org or PI.
  - Enter Org Code, Grant Code, or PI’s ID number.
- **FRRGITD** – Grant Inception to Date by org or specific grant.
  - Enter the following:
    - As of Date – the report will show grant details from inception to date entered.
    - Grant Option:
      - S – Specific Grant (default) – must then enter Specific Grant.
      - W – Wildcard – must then enter Grant Wildcards.
      - R – Range – must then enter Grant From and Grant To.
- **FRR0060** – Grant Ledger Summary Report – includes a breakout of student pay and OPE.
  - Enter the following:
    - From Date.
    - To Date.
    - Grant, Fund, or Org Code.
- **FRR0090** – Grant Ledger Summary Report.
  - Enter the following:
    - From Date.
    - To Date.
    - Grant, Fund, or Org Code.
- **FRR0100** – Grant Ledger Summary Report by account for fund/org.
  - Enter the following:
    - From Date.
    - To Date.
    - Fund (wildcards are allowed) or Org Code.
Data Warehouse Reports

The following grant specific reports have been created in Data Warehouse.

Operating Ledger:
1. Indirect Costs – determine the amount of returned overhead due to your department for the current fiscal year.
2. Index for Org – enter Org to see all indexes assigned to it.
3. PI Indexes – enter PI’s last name to see what indexes they are responsible for.
4. Grant/Fund Index – enter grant code to see all indexes on the grant.
5. Terminated Funds by Org – enter Org to see all grants that have terminated in the current fiscal year.
6. Future Ending Grant Funds – enter Org to see what grant funds are ending and when.
Operating Ledger – Multi Year:
1. Indirect Costs – enter Org and select fiscal year to determine the amount of returned overhead due to your department for the fiscal year selected.
2. Inception to Date by Fund – enter fund to see what has been spent to date and the budget balance.
3. Inception to Date by Grant – enter grant to see what has been spent to date and the budget balance.
4. Terminated Funds by Org – enter Org to see all grants that have terminated since FIS began.
5. Annual Grant Expenditures – enter the fiscal year and org to find the expenditure by fund type for a particular fiscal year.
6. Cost Share Reports:
   - Cost Share Detail for Index – enter the index to see details of cost share charges.
   - Cost Share Detail for Grant – enter the grant to see details of cost share charges.
   - Cost Share Summary for Grant – enter the grant to see a summary of cost share charges.
   - Cost Share Summary for Org – enter the Org to see a summary of cost share charges.

General Ledger:
1. Fund Balance – enter fund to find the current cash balance for a gift fund.
Transactions – Current Year or Multi Year:
1. Detail by Index and Period – enter index and fiscal period to detailed list of transactions.
2. JV Listing – enter the JV number to get a copy of the JV.
3. Budget JV’s – enter the index and fiscal period to find the account code line item detail for a budget JV.

Transactions – Prior Year:
1. Grant Awards – enter Org to find the amount of awards received in the previous fiscal year.
Payroll Ledger – Default Pay:

Default Pay will display the future earnings for an employee or an index, not what they have been paid.

1. Default Pay – 1 Employee – enter the employee’s id number to find their default pay.
2. Default Pay – 1 Index – enter the index to find the default pay for a particular index.

Payroll Ledger – Multi Year:

Multi Year will display the actual pay received by an employee or paid on an index for the time frame selected.

1. Payroll for an Employee – enter the employee’s id number to find their pay.
2. Payroll for an Index – enter the index to the find the pay for a particular index.
Nolij

All documentation related to grants is stored in Nolij. Access Nolij at:

http://banner.oregonstate.edu/

To view grant documents, follow the steps below.
Nolij Grant Query QRC

1. To access the system, go to http://banner.oregonstate.edu/ then select the Nolij link.
2. If you have access to multiple roles in Nolij, be sure to select the OPAA role from the drop down list at the top right:

3. To find grant documents, you can search by Grant ID, Fund, Sponsor ID, Agency Name, PI ID, PI Name, Subcontract #, Sub: Vendor Name, or Grant Status.

   Type in the information, then Enter to access the documents in the system (in this example, grant ID was entered):

Note: PAR Form Administrators have additional search options; you can search by Org Code, University ID, or name (PAR forms are indexed/organized by the employee’s University ID):
4. To access the documents, click on the Folder in the Query Results Window:

5. The documents will be listed in the Folder Objects Window. Single click on a document name to open in the form view window:

Note: Double clicking on the document name will open it in the full size viewer in a new window.
6. The document will open in the form view window:
## Nolij Grant Document Types

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Folder</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>A/R – Cash Receipts</td>
<td>Grant</td>
<td>Yellow cash receipts, check stubs (back scanning only)</td>
</tr>
<tr>
<td>A/R – Invoices</td>
<td>Grant</td>
<td>Invoices to agency, detail sheets, agency specific invoice forms</td>
</tr>
<tr>
<td>A/R – Ledger</td>
<td>Grant</td>
<td>Accountants Billing Sheet</td>
</tr>
<tr>
<td>A133 Audit Report</td>
<td>Agency</td>
<td>Audit letters, requests, and reports from agencies and subcontractors</td>
</tr>
<tr>
<td>ACH Report</td>
<td></td>
<td>Daily ACH forms from Treasury</td>
</tr>
<tr>
<td>Award – Amended</td>
<td>Grant</td>
<td>Amendments and modifications to an existing award</td>
</tr>
<tr>
<td>Award – OPAS</td>
<td>Grant</td>
<td>OPAS form, notification letter to agency</td>
</tr>
<tr>
<td>Award – Original</td>
<td>Grant</td>
<td>Original award (grant, contract, agreement, MOU, PO, etc)</td>
</tr>
<tr>
<td>Award Info/Budget</td>
<td>Fund</td>
<td>Award Information Sheet, Fellowship Award Information Sheet, Budget pages (including narrative), Yellow setup sheet, pink cost share setup, Notice of Award</td>
</tr>
<tr>
<td>Closeout</td>
<td>Grant</td>
<td>Patent report, equipment report, lobbying cert, contractor release</td>
</tr>
<tr>
<td>Corresp – Authorizations</td>
<td>G or F</td>
<td>Approval from agency authorizing change (i.e. rebudget, foreign travel), foreign travel, Fly America waivers, cell phone and direct charge, classified salary direct charge</td>
</tr>
<tr>
<td>Corresp – External</td>
<td>G or F</td>
<td>Any correspondence involving parties outside OSU</td>
</tr>
<tr>
<td>Corresp – Internal</td>
<td>G or F</td>
<td>Any correspondence involving only parties at OSU (PIs, dept, accts, etc)</td>
</tr>
<tr>
<td>Cost Share</td>
<td>Grant</td>
<td>Cost share budgets, narrative, correspondence specific to cost share</td>
</tr>
<tr>
<td>Draw down</td>
<td>Agency</td>
<td>Spreadsheets, FRRBILL output, printouts from drawdown system</td>
</tr>
<tr>
<td>Equipment</td>
<td>Fund</td>
<td>Departmental requisitions, purchase orders, quotes</td>
</tr>
<tr>
<td>Expend – Document*</td>
<td>Fund</td>
<td>Invoice, JV, and travel reimbursement backup, email documentation for cost transfers</td>
</tr>
<tr>
<td>Expend – High Risk*</td>
<td>Fund</td>
<td>PAR Form, Cost Transfer, Direct Pay, and Foreign Travel checklists, Excel spreadsheets, backup documentation</td>
</tr>
<tr>
<td>Fellow – Appt form</td>
<td>Fund</td>
<td>Appointment form, acceptance form</td>
</tr>
<tr>
<td>Fellow – Authorizations</td>
<td>Fund</td>
<td>Purchase approvals (i.e. computers), travel approvals, etc</td>
</tr>
<tr>
<td>Fellow – Checklist</td>
<td>Fund</td>
<td>Fellowship checklist</td>
</tr>
<tr>
<td>Fellow – Correspondence</td>
<td>Fund</td>
<td>All correspondence between fellow, department, and sponsor</td>
</tr>
<tr>
<td>Foreign Travel Authorization</td>
<td>Fund</td>
<td>Form requesting OPAA prior approval for foreign travel</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>G or F</td>
<td>Payroll/expense crosstabs, labor distributions, Banner reports, Data Warehouse queries and reports</td>
</tr>
<tr>
<td>Prop – Amended</td>
<td>Grant</td>
<td>Any additional proposals (continuation, supplement, renewals)</td>
</tr>
<tr>
<td>Prop – Original</td>
<td>Grant</td>
<td>Original proposal for an award (including transmittal form)</td>
</tr>
<tr>
<td>Quarterly Report 1 July-Sept</td>
<td>Grant</td>
<td>Quarterly reports, FFR, Small Business reports</td>
</tr>
<tr>
<td>Quality Assurance</td>
<td>Fund</td>
<td>Expenditure review documents, scrubbing for unallowable charges, notification of unallowable charges</td>
</tr>
<tr>
<td>Quarterly Report 2 Oct-Dec</td>
<td>Grant</td>
<td>Quarterly reports, FFR, Small Business reports</td>
</tr>
<tr>
<td>Quarterly Report 3 Jan-Mar</td>
<td>Grant</td>
<td>Quarterly reports, FFR, Small Business reports</td>
</tr>
<tr>
<td>Quarterly Report 4 Apr-Jun</td>
<td>Grant</td>
<td>Quarterly reports, FFR, Small Business reports</td>
</tr>
<tr>
<td>RCR Training</td>
<td>Grant</td>
<td>NSF awards requiring certification that training has been complete</td>
</tr>
<tr>
<td>Report – Cost Share</td>
<td>G or F</td>
<td>Cost Share reports (including backup documentation)</td>
</tr>
<tr>
<td>Report – Financial</td>
<td>Grant</td>
<td>425’s, agency specific financial reports</td>
</tr>
<tr>
<td>Report – Technical</td>
<td>Grant</td>
<td>Progress reports, final Technical reports</td>
</tr>
<tr>
<td>Sabbatical</td>
<td>Grant</td>
<td>Documentation related to an employee on a grant, approval from agency for supplemental pay while on sabbatical</td>
</tr>
<tr>
<td>Salary</td>
<td>Fund</td>
<td>Labor distributions, other payroll related documents</td>
</tr>
<tr>
<td>Semi-Annual Report 1</td>
<td>Grant</td>
<td>Semi-annual reports, FFR</td>
</tr>
<tr>
<td>Semi-Annual Report 2</td>
<td>Grant</td>
<td>Semi-annual reports, FFR</td>
</tr>
<tr>
<td>Sub – Amendment</td>
<td>Sub</td>
<td>Amendments/modification to the exiting subaward</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-----</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Sub – Closeout</td>
<td>Sub</td>
<td>Subaward Closeout Requirement form, property reports, patent/invention disclosures</td>
</tr>
<tr>
<td>Sub – Correspondence</td>
<td>Sub</td>
<td>All correspondence between OSU, OPAA, dept, and subawardee</td>
</tr>
<tr>
<td>Sub – Cost Share</td>
<td>Sub</td>
<td>Cost Share reports (including backup documentation)</td>
</tr>
<tr>
<td>Sub – Invoices</td>
<td>Sub</td>
<td>Invoices from subcontractors, detail sheets, any other invoice backup</td>
</tr>
<tr>
<td>Sub – Original Contract</td>
<td>Sub</td>
<td>Original contract for subaward</td>
</tr>
<tr>
<td>Suspension/Termination</td>
<td>Grant</td>
<td>Documentation of a grant being suspended or terminated due to lack of funding or due to cause</td>
</tr>
</tbody>
</table>

*These two doc types are specifically for High Risk Monitoring  
**Reports should go in grants; cost share set up can go in the fund.  
Note: Some of the report documents may go in the agency folders (for drawdown agencies).
Appendix A: Additional Resources

Business Affairs – Office of Post Award Administration
Find Grant Accountant assignments, OPAS Pre-Award and No Cost Extensions information, fellowship details, and additional reference materials:
http://oregonstate.edu/fa/businessaffairs/staff/postawards

Business Affairs – Business Center Resources
Find forms, links to policies, training, and FAQs:
http://oregonstate.edu/fa/businessaffairs/bcr

Grant, Contract, & Gift Accounting Policy Manual:
http://oregonstate.edu/fa/manuals/gcg

Fiscal Operations Policy Manual:
http://oregonstate.edu/fa/manuals/fis

Office of Sponsored Programs
Information on proposal development, preparation, and submission:
http://oregonstate.edu/research/osp/index.htm