NEW MEXICO TECH

SCIENCE• ENGINEERING• RESEARCH• UNIVERSITY

Banner Grant Setup Instruction

Sponsored Projects Administration

Revised March 1, 2021

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1. Introduction

The purpose of this instruction is to help financial administrators to establish an award in Banner. Use the following steps to set up a grant code. These steps are guidelines and may change according to policies and procedures.

Step	Form	Action
1	FTIIDEN (Entity Name/ID Search)	Identify current agencies and their ID
2	FTMAGCY (Agency Code Maintenance Form)	Establish a new agency or update an existing one
3	FRAGRNT (Grant Maintenance)	Identify grant account and grant information such as project start/end date, dollar amount, agency, PI, and financial administrator
4	FTMFUND (Fund Code Maintenance)	Establish level 3 and 4 funds
5	YYRFUND (Fund Code Maintenance)	Establish rates such as facility support, overhead, and fixed fee for a particular fund or modify an existing record
6	FTMACCI (Account Index Code Maintenance)	Prevent overriding default organization and program codes for an existing fund
7	FRAEVGA (Grant Event Assignment)	Link invoicing and reporting events to a grant
8	FRABUDG (Grant Budget)	Set up initial budget for a grant

2. Restricted Fund Structure

Prior to setting up a Grant determine appropriate codes for the following 5 fields plus determine if IDC, CS and agency codes currently exist for new agreement.

For an agreement with cost share - first determine if it is appropriate to automate the transfer of funds into the SR exhibit. Refer to SPA's narrative on cost share tracking mechanisms.

a. ***Grant No.:*** It is possible to have multiple funds/tasks under one grant. Use the same Grant number if you want funds/tasks to invoice together. For cost share, you can code the level 3 similarly so the activity will group together for reporting/tracking purposes but use a different Grant number so it won't invoice together. Normally, the grant number should consist of 4 characters sometimes 5.

b. ***Fund No.:*** Observe following coding convention for determining appropriate first character, FUND number should consist of 6 characters:

| Prefix	Agency	Description
A	Army	Department of Defense
F	Air Force	
N	Navy	
D	DOE	Department of Energy
B	EPA	Environmental Protection Agency
Y	NASA	National Aeronautics and Space Administration
S	NSF	National Science Foundation
R	Other Federal	Other Federal
U	USGS	U.S. Geological Survey
M	MISC	Misc. Restricted
P	Main Campus	Private
T	EMRTC	
Z		Internal Accounts for SPA

c. ***Organization:*** The organization is equivalent to department codes previously used in SPA and can be searched in FRIGRNT when setting up an award (See document retrieval screens pg. 28)

d. ***Program:*** Sponsored Activity in SPA can be one of two functions: a) Organized Research which is the systematic study directed toward fuller knowledge of the subject involved and includes rigorous inquiry, experimentation or investigation (P=29000) or b) Other Sponsored Activities defined as externally funded projects that do not involve research such as construction projects, teaching/training programs, etc. (P=29001).

e. ***Grant and Contract Fund Hierarchy:*** Observe the following Grant and Contract Fund hierarchy

Level 1	Description	Level 2	Level 3	Level 4
FED	Federal Awards			
		ARMY		
			G&C FUND non data enterable	
		EPA		G&C Data enterable FUND
			G&C FUND non data enterable	
		DOE		G&C Data enterable FUND
			G&C FUND non data enterable	
		AFORCE		G&C Data enterable FUND
			G&C FUND non data enterable	
		NAVY		G&C Data enterable FUND
			G&C FUND non data enterable	
		NSF		G&C Data enterable FUND
			G&C FUND non data enterable	
		USGS		G&C Data enterable FUND
			G&C FUND non data enterable	
		NASA		G&C Data enterable FUND
			G&C FUND non data enterable	
		OTHFED		G&C Data enterable FUND
			G&C FUND non data enterable	
STATE 1	State Awards Including NM, NM Agencies, Universities and NMWRRI	STATE		G&C Data enterable FUND
			G&C FUND non data enterable	
MISRT 1	Miscellaneous Restricted Includes other Universities	MISRTD		G&C Data enterable FUND
			G&C FUND non data enterable	
PRI	Private Awards	VPRI		G&C Data enterable FUND
			G&C FUND non data enterable	
		EMRTC		G&C Data enterable FUND
			G&C FUND non data enterable	
				G&C Data enterable FUND
INTER1	Internal Funds	Internal funds G&C Usage only		

3. Grant Forms

Step l: FTIIDEN (Entity Name/ID Search)

This form is used to search for an agency. You can use this form if you are unsure whether your agency is new and needs to be setup or not. First go to FTIIDEN from the BANNER search bar.
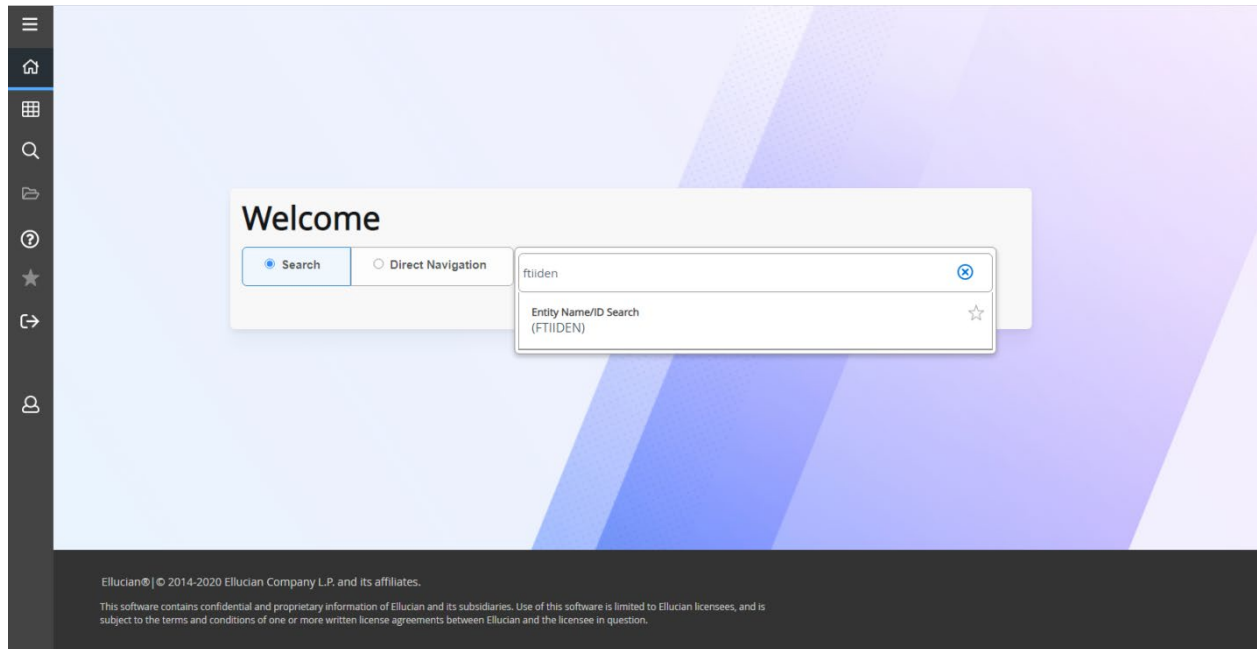
This will take you to the following page. From here uncheck the box marked "Vendors" and check "All". Then click in the Last Name field. Now you can type in a distinct part of the name of the agency you are searching for with % (wild card) on either side as shown on the next page. Then hit Go or (F8) and select the ID for the agency with the correct name (make note of the ID# for use in grant set-up). You will need to check the billing address; if it does not match you can add a new BI address in the next step. Make sure that the one you select says "Yes" under the Agency column and is not terminated. If the agency exists but hasbeen terminated call the Purchasing office to re-activate it rather than creating a duplicate.

Vendors	Proposal Personnel	Agencies
Terminated Vendors	Financial Managers	✓ All
Grant Personnel	Terminated Financial Managers	

DETAILS

Basic Filter   Advanced Filter

ID	Last Name	First Name	Middle Name	Entity Indicator	Add Another Field ... ∨
	%Sandia%				

Clear All   Go

ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor	Financial Manager	Agency	Grant Personnel	Proposal Personnel	Name Type

|◄ ◄ 1 of 1 ► ►| 20 ∨ Per Page   Record 1 of 1

ENTITY NAME/ID SEARCH

Vendors	Proposal Personnel	Agencies
Terminated Vendors	Financial Managers	✓ All
Grant Personnel	Terminated Financial Managers	

DETAILS

Active filters: Last Name: %Sandia National% ⊖   Clear All   Filter Again

ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor	Financial Manager	Agency	Grant Personnel	Proposal Personnel	Name Type
900304367	Sandia National Laboratories			Corporation		Terminated	No	No	No	No	
SANDIA	Sandia National Laboratories			Corporation		Yes	No	Yes	No	No	
SANNAT	Sandia National Laboratorie...			Corporation	Name	Terminated	No	Yes	No	No	
900304367	Sandia National Laboratorie...			Corporation	Name	Terminated	No	No	No	No	
900240230	Sandia National Labortories			Corporation		Terminated	No	No	No	No	

|◄ ◄ 1 of 1 ► ►| 10 ∨ Per Page   Record 1 of 5

If no records are found the message below will appear in the upper right hand corner and a new record will need to be set up. This is shown in the next step.

Query caused no records to be retrieved. Re-enter.
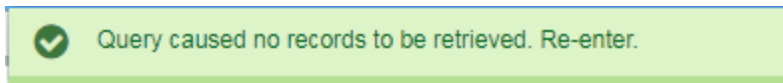
Step2: FTMAGCY (Agency Code Maintenance Form)

To access the FTMAGCY form after logging into banner, type "ftmagcy" in the search bar, then press the Enter key on your keyboard.
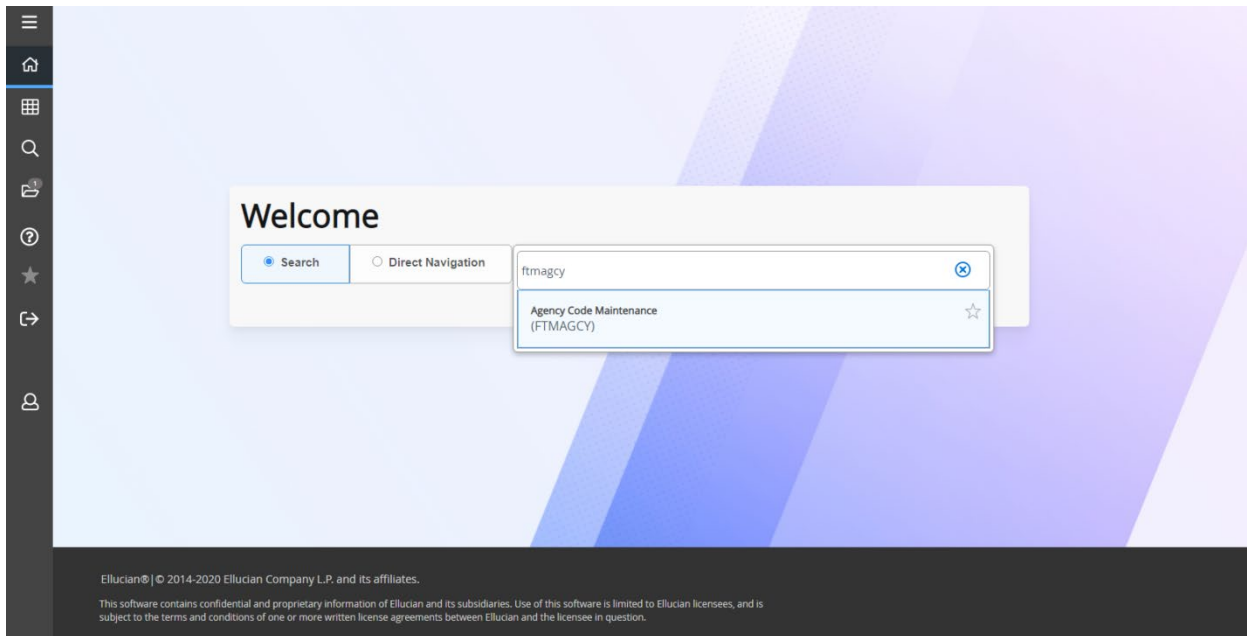
The FTMAGCY Form page is used to update existing agency information as well as create new agencies.

To update an existing agency address, enter the agency's ID number found in step 1 and select GO. Select the address tab at the top. You can then use the arrow buttons on the bottom left to view all of the current Addresses. Make note of the most recent BI sequence number then select the insert button on the top right. This will allow you to enter a new address (make sure to use a BI sequence, billing address, the BU sequence, business address, is used only by Purchasing). Enter the address information and the next sequence number then select save.

If you need to create a new agency in FTMAGCY follow the instruction on the next page, otherwise, skip to step 3.

To create a new agency select generate ID.

Enter matching source as "person/non-person" and select generate **ID** again and "Go"

On the next page enter the non-person name and billing address. Then select "Duplicate Check" just to be absolutely sure there are no duplicate agencies. If no duplicates are found hit "yes".

This will create a new 900xxxxxx Agency ID number. Write this number down to use for the new GRANT/FUND setup. Enter the contact information. Enter the address type as BI and Sequence 1 for billing. Enter the predecessor information, some examples are shown below. Then enter the address in the address tab. When you are finished press save.

Predecessor Types:

AGCYMISC (Includes all university awards & State of NM agencies)
AGCYPRIV (All private agencies)
DOD (A1my, Navy, Airforce)
US_DOE (Dept. of Energy)
DOE_LAB (a subcategory of DOE)
US_DOI (Dept. of the Interior)
US_IEGC (Federal Independent Establishments & Government Corporations such as NSF)
US_OTHER (Other Federal government departments)
UN_DOL (Dept. of Labor)

This list is not all-inclusive. If you have questions, please ask so it can be researched.

Step 3: FRAGRNT (Grant Maintenance Form)

To access the FRAGRNT Form select either the search icon or the home page icon and type "fragrant" into the search bar.
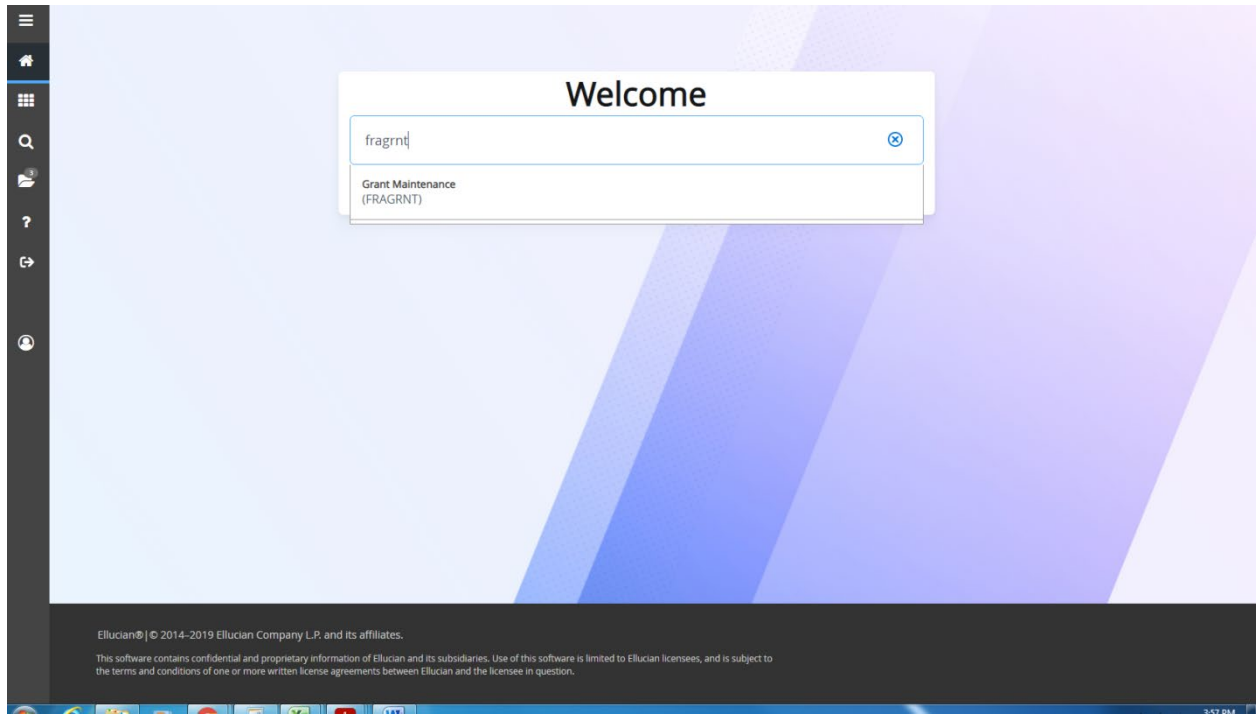
Enter the new Grant and select Go.

BANNER assumes you are entering a new record when you log into a screen. If you want to check status of an existing record in most screens, hit the filter button or F7 and tab to the field you are interested in, enter the information and click Go or F8 to see if the record exists. FRAGRNT doesn't work this way. Anything entered directly into FRAGRNT can be saved.

Enter the data as shown above and described on the following pages.

Amount of funding: current, cumulative and maximum refers to value committed by agency for award (possibly incremental funding) as opposed to value of any one fund/task.

Various screens within FRAGRNT include the following. Note this information can be access directly by selecting tabs located in screen or by selecting "Tools-Options" and scrolling to specific features.

      a. *Main* - contains header/general award information. (Print for file when all information is filled in)
      b. *Agency* - enter POC info.
      c. *Location* - currently not in use but intended for property location purposes.
      d. *Cost Code* - not in use at this time.
      e. *Personnel* - enter primary PI, co-PI, financial administrator, etc. (Tip:use the SPA org. code 30201 for financial administrator)
      f. *Billing Information* - must be filled out for every new award as shownbelow but must be done after the fund has been set up and Step 3 is completed. (Print for file when all information is filled out)

Choose **PMS Code:** Monthly Standard (most awards), Monthly Standard 2 (all NSF awards), Quarterly Standard (billed Mar, Jun, Sep, and Dec), or Scheduled Payment (billing will not be run until completed or other non-standard times).
Set the **Budget Limit Indicator** to "Total Budget"
Enter the FUND or INDEX of the award in **Payment Fund Code.**
Enter 230401 as the **Undistributed Cash Receipt Account.**

Enter 230407 as the **Refund Clearing Account.**

Place "Y" in **Bill if Minimum not reached.**
Place "N" in **Bill if Budget Total Exceeded.**

Enter "Grant Ledger" as the **Budget Check Source.**

Under Billing Limit the **Minimum** defaults to zero-Clear this out.

Enter 230202 as the **Deferred Account Code.**

Please note that the billing tab cannot be filled in completely until after the fund has been set up in FTMFUND level 4.

    g. **User Defined Data-** use for billing copy information.
    h. **Effort Reporting-** currently not in use. Uncheck the box.

The following screens MUST be populated and maintained.

a) Through Agency Distribution: equivalent to our funding source codes i.e., identify primary and secondary source of funding to Tech.

- **To Enter Data:**
  - Click Pass Through Agency tab at the top of the page
  - Enter Agency Code and % of Funding
  - Save Record
- **To Delete Data:**
  - Click on the Tools icon
  - Click Pass Through Agency Distribution
  - Allow popup box to appear
  - Select Delete 2x
  - Click "Yes" to save changes
  - Close popup box

b) **FOATEXT (Text Information):** use this screen to track and maintain specific award requirements such as agency approval to reimburse travel costs at federal rates.

- **To Enter Data**
  - ▶ From the Main tab click on the "Related" icon at the top of the screen.
  - ▶ Select Text Information [FOATEXT]
  - ▶ Add text and hit save.
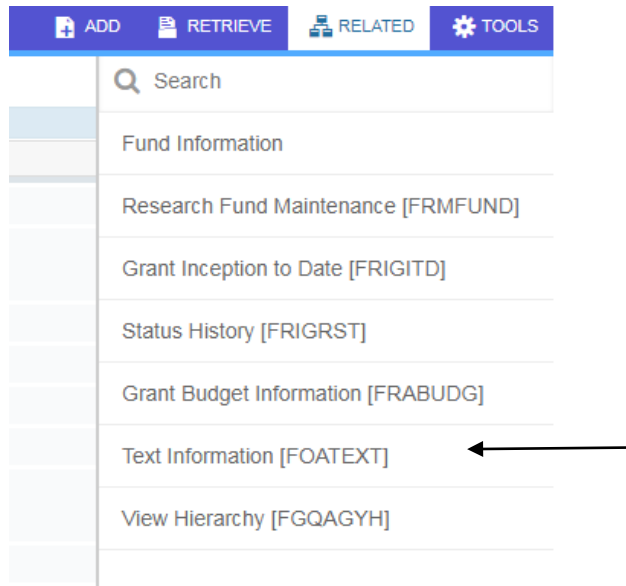
This is an extremely useful screen for adding general notes relating to a specific agreement. Use this screen to add items that are not allowable or special requirements or other useful information that makes it easy to administer the award either by the contract administrator or someone in their absence.

Items to address: travel rates, cost share requirements and related shadow accounts, property title issues.
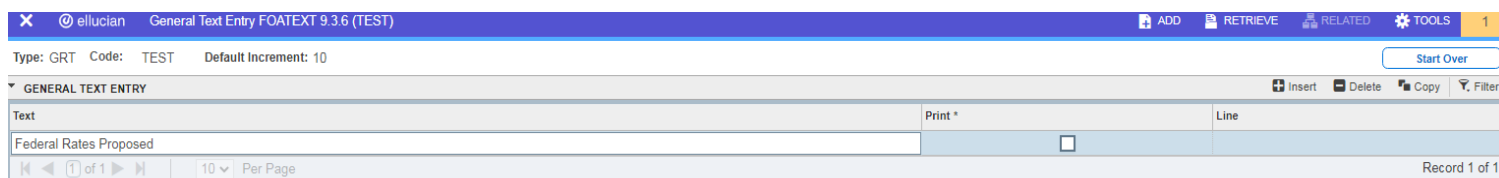
c) **Copy grant information:** a feature under "Tools-Options" that can be used when creating multiple grants with similar characteristics. Be sure to delete cumulative billed amount on billing window.

The following two fields within "Main" tab in FRAGRNT should be populated in the following manner.

- *Category-* Used to determine if cost share is required on award: Y=Yes, N= No.
- *Subcategory field on first screen* (header)-*Purpose* is to identify the primary and secondary source of funds for reporting purposes.
  ▶ Use the following codes

1. Refer to footnote No. I
DD	Department of Defense
FD	Federal Non-DOD
FDCS	Federal Non-DOD Cost Share
IN	Internal
2. ST   State of NM funding agencies including NM Universities
STDS	State of NM Department of Defense Subaward
STFS	State ofNM -Federal Subaward (non-DOD)
STCS	State Cost Share
3. OT   Other Funding Sources-Other States funding agencies including Universities
OTDS	Other Funding Sources - Depaitment of Defense subaward
OTFS	Other Funding Source -Federal Subaward (non-DOD)
OTCS	Other Funding Source - Cost share
4. NP   Non-Profit
NPFS	Non-Profit Federal Subaward

Note: Currently four character field (Attributes Field No.18-FUNDS-SOURCE). First two characters primary fundingsource and second two characters represent the secondary funding source where identified.

I. Primary and Secondary funding source should never both be from federal source.

Step 3: FTMFUND (Fund Code Maintenance Form)
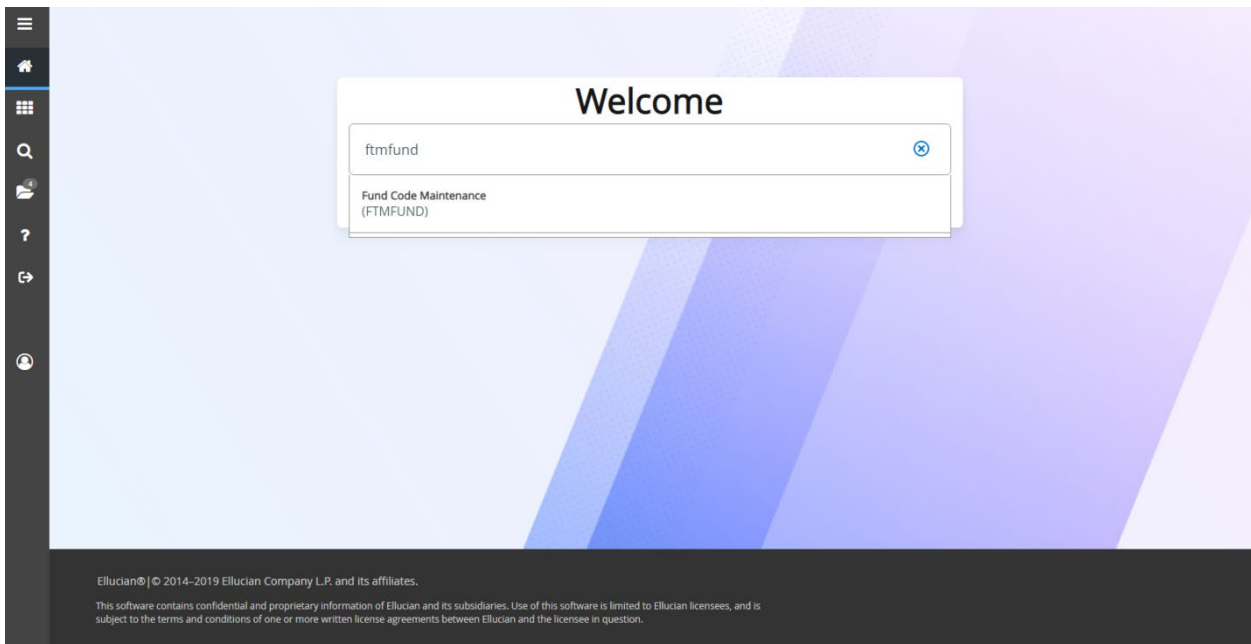
The purpose of this form is to establish Level 3 and Level 4 FUNDS, Link a Grant to a Level 4 FUND and Level 3 to a Level 2 FUND, and to establish the relationship in Tech's COA.

Before you start entering data you may find it helpful to first select the single record icon in order to display all of the fields at once as shown below. If not you can enter the date horizontally but must select single record when finished to print a copy for the file on both Level 3 FUNDS and Level 4 FUNDS.
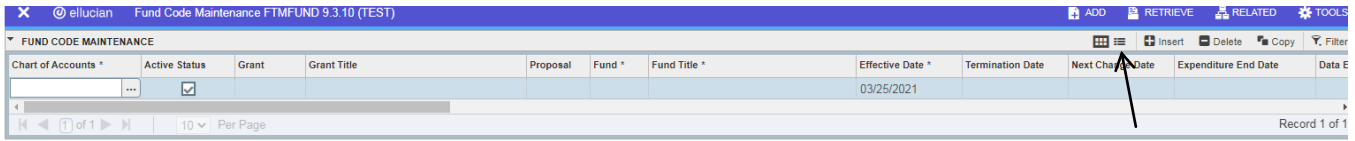
First establish the Level 3 FUND then the Level 4 FUND. Leave TERM and EXP END DATE fields blank in Level 3. Note Level 3 is **NON** data enterable.

When you enter the predecessor fund the Hierarchy will display. Verify that it is accurate and print a copy of this screen for the file. The rest of the form should be filled out as follows:

Chart of Accounts =1
Fund= the 4-5 character grant name
Fund Title =award ID
Effective date= back dated to the first day of the current fiscal year (Note: revisions to existing funds can only be current or future dated)
Fund Type =29
Financial Manger=enter financial managers banner ID
Bank Code= Vl (vendor Stephen G. Wells)
Cash Receipt Bank Code =CO (comptrollers)
Save and print
Once the Level 3 FUND has been set up, hit (F5) refresh to enter Level 4.

For the Level 4 FUND setup form should be filled as follows:

Termination and Expenditure End date: Entering a date in the termination field allows SPA, AP and general accounting to enter transactions between it and the expenditure end date. The purpose is to liquidate existing expenses incurred within the period of performance and to post closing entries. No new expenses can be incurred after the termination date.

The "expenditure end date" means just that -no transactions including closing entries will post after that date.

Tip: *Enter the project end date in FRAGRNT and use that as a guide. The termination date in FTMFUND should then be set to the actual end date; the <u>expenditure end date</u> should be set 3 months out or at the end of the fiscal year in which the projects ends (or the following one if that would be less than 90 days). The termination date in FTMACCI should always <u>equal the term date</u> in FTMFUND.*

Chart of Accounts = 1

Fund = 6 characters, the 4-5 character grant name plus the fund number

Example: TESTl0

Fund Title = this should be a short description of the task associated with the fund and should include the words "ON" or "OFF" at the end to indicate whether the task is being completed on or off campus.

Effective date = backdated to the first day of the current fiscal year (Note: revisions to existing funds can only be current or future dated)

Termination date = the actual contract end date

Expenditure end date = 3 months out (see tip above)

Fund Type = 29

A/R Unbilled Grants Account Code = 130013

Revenue Account:

Federal G&C Revenue = 570000

State G&C Revenue = 570001

Private G&C Revenue = 570002

Other G&C Revenue = 570003

Financial Manger=enter financial manager's banner ID (if your banner ID was not created before the backdated effective date you may need to enter someone else's ID number and change to your own later by creating a new record with a current effective date)

Bank Code= Vl (vendor Stephen G. Wells)

Cash Receipt Bank Code =CO (comptrollers)

Complete "Organization" and "Program" (from FOAP) in this screen so it automatically defaults values in other setup and billing screens. Program can only be either 29000 for Sponsored Research or 29001 for Other Sponsored Activities.

Save and print

Step 4: YYRFUND (Research Accounting fund Maintenance Form)

YYRFUND (previously known as FRMFUND in past versions of Banner) can be accessed from the home page by typing "yyrfund" into the search bar.

YYRFUND is used to input or modify IDC rates or CS codes.

When filling out the YYRFUND form leave the termination date field blank on the first screen to prevent invoicing problems.

The billing dates will prepopulate but must be updated if the award is later extended.

> *Tip:* Do NOT hit save until the second screen (Billing Information) is complete!

Billing information needs to be completed even if the fund doesn't have IDC's associated with it.

YYRFUND Form allows for 3 rates to be entered: facility support (FS), overhead (IDC), and fixed fee (FF).

For an award with overhead only, the screen will be filled out as follows:

Please check each column carefully when entering data to make sure that the description that is auto-filled matches the item that you intended to enter. In each Rule Set, the first cell is for the Base, the second is for the Rate, the third is for the Account Code to be charged, and the fourth is the Distribute to code which matches the rate.

A/R Billed Grant Code= 130012

The following information should autofill.

Cash Receipt Bank Code = CO
Revenue Account:
        Federal G&C Revenue= 570000
        State G&C Revenue= 570001
        Private G&C Revenue = 570002
        Other G&C Revenue= 570003
A/R Unbilled Grant Code= 130013

For EMRTC or other awards with FS and/or FF, Rule set 1 is for facility support, rule set 2 is for Overhead, and rule set 3 if for fixed fee. They are entered in the order in which they are calculated.

See example on next page.

Double clicking on any of the boxes in the rule sets will give you a list of Basis codes you can select from or press (F7) to query. Once you have entered the necessary rates click save and print a copy for the file.

Please note that prior to FY21 EMRTC and main campus had separate overhead rates. Please check your rates carefully to be sure you are using not only the correct rate but that the description matches the correct FY.

Step 5: FTMACCI (Account Index Code Maintenance)

Complete this form in order to prevent individuals from overriding default Organization and Program codes established in FTMFUND. See example on next page.

The index code should mirror the fund code. Effective date should be retroactively dated to the beginning of the latest closed FY.

Note that TERM DATE field must mirror TERM DATE used in FTMFUND in order not to interfere with FYE Encumbrance roll forward process. TERM Date refers to the project end date per terms of the award instrument.

Once completed, select save (F10) and print a copy for the file.

Step 6: FRAEVGA (Grant Event Assignment)

The purpose of this screen is to "attach" invoicing and reporting events to a grant.

- **COST REIMBURSEMENT**

For Cost Reimbursement type agreements, complete following fields:

Event Code (BILL), Pmt Method Type (Cost Reimbursement), Bill Format (STAN). Leaving the other fields blank is the equivalent of stating invoice is to be generated upon demand. Also, complete Responsible User ID and Due Date on bottom portion.

Populate Responsible User ID with the name of invoicing personnel. This identifies the individual running the billing process. However, in actuality anyonecan run the billing process.

For "Due Date" field set at least one day prior to the expected first billing date or the last day of the previous Fiscal Year, for example, 6/30/2019. When finished select save and print a copy for the file.

FIRM FIXED PRICE & SCHEDULED PAYMENTS

For Firm Fixed Price or Scheduled Payment type agreements the fields are filled out <u>the same</u> as for Cost Reimbursement agreements including the Payment Method Type which will be completed as Cost Reimbursement.

It is the entry in FRAGRNT under the billing tab where "SCHPMT" for the PMS code will be entered. This will prevent invoices from running until the PMS code is changed to allow billing to run.

In order for invoice personnel to bill for a FFP or Scheduled Payment agreement they must remove the PMS code in the billing tab of FRAGRNT, run billing in FRRBILL, then re-enter the PMS code "SCHPMT". This ensures that no billing will process accidentally.

Do NOT enter "Fixed" as the payment method in this screen.

Save and print a copy of this screen for the file.

Step 7: FRABUDG (Grant Budget Form)

This form is used to set up new budgets or to add amendments to existing budgets. Below is a screen shot of the first page in FRABUDG and is used to populate Grant and Budget Code Fields. In order to get a line item budget for each fund/task use level 4 fund code as the budget code. Note this field takes 8 characters. In order to track original budget and subsequent modifications use 01-99 at the end of the FUND code number. For example, original budget for fund TEST10 appears as "TEST1000" and the first modification would appear as "TEST1001". Once this is done select "Go".

This will bring you to the next screen.

Enter the fields as shown above and select the down arrow to move to the next section. This is where you will enter the desired account codes and budget amounts. Enter the expenditure and revenue budget (do not enter as a credit). The net will be a "hash total" (sum of debits and credits) as opposed to netting debits and credits to a zero.

If after the initial setup, a revision requires you to subtract an amount from any given line item the reversal box will need to be checked.

The budget it evaluated at level 4 account code and financial data is entered at level 5 account code.

After the budget information is entered save and print the screen. Then hit the down arrow again to move to the next section. If your budget is complete select the "Complete" button to route the budget to GA for posting to GL.

4. Appendices

1) Modifying an Existing Record in BANNER (i.e. FTMFUND,YYRFUND, FTMACCI)

To modify an existing record follow the following steps:

1) F7 to clear screen and enter a query. Tab to fund field and enter fund to be revised
2) F8 to execute query
3) You may find it helpful to select the single record button for easier viewing.
4) F4 (or copy button in the upper right hand corner) to copy the record, make the necessary changes and be sure the form has today's effective date (the T key is the shortcut for entering today's date). Changes can only be present or future dated.
5) F10 (or Save button) to save the record.

2) Document Retrieval Screens

Grant Inquiry Forms

Form	Name	Description
FRABUDG	Grant Budget	Setup initial budget for a grant
FRAEVGA	Grant Event Assignment	Link invoicing & reporting events to a grant
FRAGRNT	Grant Maintenance	Identify grant account & info such as project start/end date, dollar amount, agency, PI, and financial administrator
FRIGITD	Grant Inception to Date Report	Displays ITD budget, current & cumulative expenditures & encumbrances
FRIGRNT	Grant Code Inquiry	Pull data on any field i.e. for agency, contract no., status code, etc. Use % for wild card
FRIGTRD	Grant Inception to Date	Pull activity by account code using another parameter i.e. date or document type
YYRFUND	Research Accounting Fund Maintenance	Establish rates such as facility support, overhead, and fixed fee for a particular fund or modify an existing fund record
FRRGBFY	Grant Budget Status Report	Displays budget info, YTD activity, commitments & available balance for a specific FY
FRRINDC	Grant Expenditures Report	Displays grant expenditures report
FTMFUND	Fund Code Maintenance	Establish level 3 and 4 funds and to modify an existing record

Grant Billing Query Forms

Form	Name	Description
FRAAREV	Research Accounting Payments Entry	Used to enter payments and shows billed charges and payments by grant
FRIAPPL	Application of Payment History Inquiry	Pull application of payment history
FRIBDET	Research Accounting Billing Detail	Expenditures billed and payments by fund
FRIBILL	Research Accounting Billing Inquiry	Billing Inquiry
FRIGSUM	Research Accounting Grant Summary	Displays summary activity of unbilled amounts, billed amounts, payment amounts, & withholding amounts
FRRBREV	Billing Reversal Process	Billing reversal process
FYRUNBL	Unbilled Grants Script	Report to identify unbilled grants by bill format

General Accounting Query Forms

Form	Name	Description
FGIBAVL	Budget Availability Status	Pull available balance on non-grant
FGIBDSR	Executive Summary	Summary of funds outside SR exhibit, displays budget & financial activity
FOIDOCH	Document History	View status of a document
FGIDOCR	Document Retrieval Inquiry	View accounting behind documents
FGIGLAC	General Ledger Activity	Retrieve payments by fund transaction code "GRAP" & "C" (credits)
FGITBSR	Trial Balance Summary	Pull on transaction code "GRAP" & "C" clearly indicates fund balance
FGITRND	Detail Transaction Summary	Pull activity by specific FOAP elements
FGRACTH	Account Hierarchy Report	View account hierarchy
FGRBDSC	Budget Status	View budget status (current period)
FGRFITD	Inception to date activity report	Displays inception to date activity for account codes within fund codes
FGRFNDH	Fund Hierarchy Report	View fund hierarchy
FGRODTA	Organizational Detail Activity Report	View organizational detail activity
FTIAGYH	Agency Hierarchy Query	View agency hierarchy
FTIFNDH	Fund Hierarchy Query	Fund hierarchy query
FTMACCI	Account Index Code Maintenance	Prevent overriding default organization & program codes for an existing fund
FTMBASI	Basis Definition Code Maintenance	Establishes OH, FS, or FF base
FTMCSTA	Cost Share Credit Code Maintenance	Defines rate code
FTMCSTD	Cost Share Distribution Code Maintenance	Establishes debit distribution (cost share source)
FTMCSTR	Cost Share Rate Code Maintenance	Defines rate code
NHIDIST	Labor Distribution Data Inquiry	Identifies individuals charged to an agreement
NHRDIST	Organizational Payroll Distribution	Hours by fund
TRRAGES	Grant Aging Analysis Report	Billing aging analysis report. In order to pull outstanding invoices > 150 days populate 5th date range with : 999

Finance Approval Forms

Form	Name	Description
FOIAINP	User Approval	Documents to be approved