



*Contracts & Grants
Manual*

Updated Last 7/2013

<https://www.hvcc.edu/finance/grants/manual.pdf>

FINANCE OFFICE CONTRACT/GRANT PROCEDURES MANUAL

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I. RESPONSIBILITIES

Stewardship and accountability in the management of funds on behalf of the contracting/grant agency necessitates the establishment of procedures applicable to all types of restricted funding. Most contracts/grants have specific reporting and management requirements, as well administrative support needs.

The objective of this document is to provide general information and outline responsibilities with respect to financial management and fiscal reporting aspects of contract/grant funding.



Memorandum

To:

From: Liz Halpin, Grants Assistant for Financial Analysis

Re: New Grant Director Information Letter

Congratulations on receiving your grant! I would like to introduce myself, or perhaps re-introduce myself if we've met or worked together already. My name is Liz Halpin. I work in the Finance Office and I'm responsible for the financial administration of HVCC and EOC grants and restricted accounts. I will be your contact for the financial aspects of your grant.

This Memo is intended to highlight information that you will find useful in monitoring your grant.

1. The Finance Office has a Contract/Grant Procedures Manual on our web page. That address is cited below. This manual will give you an overview about how grant funds are managed. Included in this manual is information on monitoring your budget, employment authorization and payroll procedures, purchasing procedures, grant Invoicing, forms you may need and an overview of Banner screens that will help you monitor financial transactions for your grant.

Grants Manual: <https://www.hvcc.edu/finance/grants/manual.pdf>

Other web pages that may be of some interest to you are listed below:

Finance Dept: <https://www.hvcc.edu/finance/index.html>
Purchasing Dept: <https://www.hvcc.edu/purchasing/index.html>
Accounts Payable Dept: <https://www.hvcc.edu/finance/ap/index.html>
Payroll Dept: <https://www.hvcc.edu/finance/payroll/index.html>

2. **Grant Document:** Please send me the original grant award document, or a copy, including the approved budget and any other related information that you received from the grantor.
3. **Banner Access:** You will need access to Banner in order to view the financial information for your grant – information such as the grant budget, expenditures and available balance, and to create and view purchase orders. If you do not have access to Banner you will need to complete the *Usercode Request Form for Banner System* which is available on the Computer Services web page. The specific address is <https://www.hvcc.edu/deptweb-cs/logon.php?p=https://www.hvcc.edu/comperv/forms.php>. Print and fill out the form and send the completed form to Computer Services. You will be given a user name and password by Computer Services. Contact me after you have a user name and I will give you access to the screens and accounts in Banner that will help you monitor your budget and view the expenditure activity in your grant.
4. **Purchasing:** After you have Banner access you will need to set up an appointment with Purchasing to receive training on how to create purchase requisitions. You will need to create purchase requisitions to expend your grant funds. .

CNFIENTIAL

5. **HR:** If your grant includes funding for a new employee you will need to work with the Office of Human Resources to obtain the necessary approvals and information regarding the college's hiring procedures. If the grant includes funding for additional compensation for you, or other college employees, you will need to complete Payroll Authorizations and obtain the necessary approvals before hours are worked on the grant. All expenditures, including payroll expenditures, must be approved in advance. The Office of Human Resources can provide you with instructions on how to complete the Payroll Authorization forms.
6. **Effort Report:** Employees who are paid from grant funds must complete an Effort Report on a monthly basis. The Effort Report serves as verification that grant-funded employees are working on grant related tasks/duties. This form can be found on the HVCC Website under the **Grant Manual** link listed above. Effort Reports must be completed and signed by the grant employee, approved by the employees' supervisor, and sent to me within 15 days following the end of the month.
7. **Invoicing & Fiscal Reporting:** All invoicing and fiscal reporting will be done by me. Program and all narrative reporting is your responsibility. Reporting requirements can be found in the grant award and/or the supporting documentation.

I am here to help you in any way I can with all financial issues. You can reach me at extension 7990 (629-7990), or via e-mail at e.halpin@hvcc.edu. You can also stop by my office which is in the Administration Building, Room 266. Don't hesitate to contact me with any questions you may have. If I am unable to answer your question, I will gladly try to find an answer or will direct you to someone who can help.

Again Congratulations on receiving your grant and I look forward to meeting/speaking to you.

Liz Halpin

IV. COMPUTERIZATION OF BUDGET

A. On-line Access/Retrieval

Following the receipt of a fully executed contract document, the Grants Assistant for Financial Analysis in the Business Office will assign a contract/grant number for computerization. The following data is computerized:

- Contract/grant (fund) number;
- Contract description/title;
- Expiration date;
- Expense/account numbers that correspond with grant budget

B. Access to Grant Budget in Banner:

To access the following Banner forms you must have Banner access. If you do not have access to Banner, please contact Computer Services to obtain access. After you have Banner access, contact the Grants Assistant for Financial Analysis to gain further access to the forms listed below for your grant.

1. FGIBDST - Organizational Budget Status (*see instructions page 17*)
 - a. This form will enable you to view your grant activity, budget and available balance.
2. FGRZBUDC – Funds Budget Detail Report (*see instructions page 23*)
 - a. This will enable you to view grant expenditures in more detail.

C. Expenditures:

It is the responsibility of the grant director to regularly review the above financial reports, i.e. monthly.

Expenditures should be reviewed and paid within 30 days of receiving payment notification. Any outstanding expenditure, it is the grant director's responsibility to follow up and inquire the status. All expenditures and payments should be made within a reasonable time frame.

Transfers of expenditures is not generally allowed unless the reason for the transfer can be sufficiently explained (and documented), and the request for transfer is received within 60 days of expenditure. Expenditures incorrectly directed to a grant will be transferred to the project director's departmental (college) budget if received more than 60 days after expenditure, or if there are insufficient funds in the grant.

VI. PURCHASING & PAYMENTS:

Grant Directors will need to schedule an appointment with the Purchasing Office for training on how to create Requisitions, Travel Authorizations and Purchase Orders.

A. Requisition Processing

Requisition processing of grant/contract expenditures must follow the College's purchasing procedures. This included creating requisitions/PO's prior to the expense delivery. The Grants Assistant for Financial Analysis will review all grant requisitions/purchase orders to verify that the purchase is in accordance with the approved grant budget. All costs must be reasonable, allocable and allowable in accordance with the provisions of the applicable cost principles and the terms and conditions of the grant. Project Directors should adhere to the contract funding period and avoid acquisitions that cannot be fulfilled during the contract/grant funding period.

B. Travel

Travel authorizations should be processed in accordance with the College's travel procedures. The College's per diem rates for accommodations and meals should be followed, unless other reimbursement rates are specifically identified in the contract/grant document. This also applies to mileage reimbursement.

C. Temporary Services

If the need arises for use of personnel through a temporary service agency to fill a vacancy while the search process is being conducted, the Grant Director should forward his/her request to the Office of Human Resources. The Office of Human Resources will contact the appropriate temporary service agency after receiving funding authorization from the Grants Assistant for Financial Analysis.

D. Vendor Payments

Payments to vendors for contract/grant activities shall follow procedures as documented in the *Finance Office and Purchasing Procedures Manual*. Vendor payments should be made on a timely basis. Payment should be made in 30 days of receiving vendor invoice. Grant Directors will need to work closely with the Finance Office if and when the contract/grant terms indicate that all vendor payments must be made prior to the conclusion of the grant.

E. Chargebacks

The Finance Office will charge the appropriate contract/grant on a monthly basis for actual activities/uses of the following college services (not limited to):

1. Postage;
2. Printshop/Graphics;
3. Photocopying (if not done on grant-owned/leased copier);
4. Telephone usage;
5. Classified Advertising.

F. Equipment

Equipment purchases must be explicitly approved in the grant document, and/or be authorized in writing by the grantor.

G. Unallowable Expenses

Expenditures for food for meetings, unless specifically authorized in the grant budget, are not an allowable grant expense.

H. Substitution Cost

Faculty working on grants may need substitutions to cover their classes so they can attend grant related activity. The cost of a substitute can be directly attributed (assignable) to specific grant and therefore the related expense can be charged to the grant (if there is provision/budget for the expense). Finance office should be informed when a substitution is needed because a faculty member is attending a grant related activity to appropriately direct the substitution salary expense to the grant. Prior to charging the grant for this expense, Finance will also need confirmation/approval of the expense from the grant director.

VII. FISCAL REPORTING

The Grants Assistant for Financial Analysis will prepare required fiscal reports, working with the Project Director and his/her fiscal staff, or review fiscal reports/financial information prepared by grant personnel before submission to grant sponsor. Time frames for these reports will be as outlined in the contract/grant document.

A. Matching or Cost Sharing

The Grant Director, working with Grants Assistant for Financial Analysis, is responsible for the preparation of “match or cost sharing” documentation, as required by the contracting agency. “Match or Cost Sharing” information should not be submitted to the contracting agency until reviewed and approved by the Comptroller.

B. Billing

Grant funds will be collected in accordance with the provisions of the grant award or governing regulations related thereto. Grant funds are typically secured thru periodic billings to the grantor that detail expenditures, or periodic electronic fund requests to cover disbursements. Generally grant billings/funds requests are done as reimbursement to cover grant disbursements.

The Grants Assistant for Financial Analysis will prepare required invoices working with the Project Director and his/her fiscal staff, or review all invoices prepared by grant personnel before they are submitted to grant sponsor for processing. Invoicing will be done in accordance with grant/contract requirements, i.e. frequency, format, etc. Federal cash “drawdowns” will be done by Finance Office personnel where applicable.

C. Receivables

Finance Office personnel will take appropriate “follow-up” action with the contracting agency to obtain prompt payment. The Grant Director may be requested to assist with “follow-up” action, when necessary.

D. Payments to the College

Contracting agencies are expected to remit payment within 30 days after the receipt of said bill. All payments should be forwarded by the contracting agency directly to Hudson Valley Community College, P.O. Box 1470, Troy, New York 12180.

Checks received by the Grant Director should be stapled to the Check Identification Form (*See form on page 23*) and addressed to the Grants Assistant for Financial Analysis in the Administration Building, Room 266.

E. Equipment Decaling/Inventory Process

Inventory Office personnel are responsible for the numerical decaling of all equipment acquired from contract/grant funds in accordance with existing documented procedures of the Inventory Office. A physical equipment inventory is to be taken on an annual basis in conjunction with the College's annual equipment inventory process.

VIII. PROJECT/CONTRACT CONCLUSION

At the close of the contract/grant funding period, the Grants Assistant for Financial Analysis will be responsible for the preparation or review of all final fiscal reports or financial information submitted to the grantor. The Grant Director is responsible for the completion and submission of all required programmatic and technical reporting in accordance with specified due dates. Communications between the Finance Office and the Project Director are essential to ensure coordinated reporting.

Care should be taken, even after submission of the final technical and fiscal reports, to maintain all the records relating to the project until audits are completed and in accordance with documented retention standards.

GRANT/CONTRACT ACCEPTANCE FORM

(Review of Contract Document Prior to Signature)

- A. Funding Source: _____
- B. Project Director: _____
- C. Title of Grant/Contract: _____

- D. HVCC Grant/Contract Number: _____
- E. Grantor Project I.D. Number: _____
- F. Amount of Approved Budget: _____
- G. Starting and Ending Dates: _____
- H. Name and Phone Number of Grantor:

- I. Terms/Conditions:
Date of first project report: _____
Date of final report or subsequent reports: _____

Special Conditions (explain on reverse side)

The Project Director named above hereby accepts this award, its terms and conditions and recommends acceptance by the College:

Project Director

Dept. Chair/Unit Head

Director of Grants

Vice President

Comptroller

*Chief Fiscal Officer/Vice President for
Administration and Finance*



Grant/Contract Budget Modification Form

Title of Contract/Grant: _____
 Grant Award/Agreement Number: _____
 Grant Period (Dates): _____
 Total Amount of Contract/Grant: _____
 Banner Fund Number: _____

Explanation/Reason for Budget Adjustment:

Breakdown of Cost Adjustment

Budget Category	Current/Original Budget	Banner Account	Requested Adjustment (Inc/Dec) Amount	Explanation
Personnel	\$ -	61110	\$ -	
	\$ -	61101	\$ -	
	\$ -	61102	\$ -	
	\$ -	61107	\$ -	
Fringe Benefit	\$ -	62730	\$ -	
Travel	\$ -	71001	\$ -	
Supplies	\$ -	71605	\$ -	
Contractual	\$ -	71960	\$ -	
Overhead	\$ -	71961	\$ -	
Equipment	\$ -	75900	\$ -	
Other	\$ -		\$ -	
Total	\$ -		\$ -	

Indirect cost rate used: _____% of _____ (e.g. salaries or direct costs)

Does the grant require prior approval by Grant Officer or Grant agency? Yes No

Grant/Contract Budget Modification Form

Title of Contract/Grant: _____

Submitted by (Project Director or Person responsible for grant): _____

Date: _____

Additional Conditions/Requirements

All budget modifications will need to be approved by the President. It will be the responsibility of the Project Director or person responsible for the grant to obtain Presidents approval, thru his/her Vice President and forward to the Grants Office for processing.

Cost that overruns budget will become the responsibility of the college and specifically the project directors department / division.

Cost transfers into and from an operating account will not be considered regardless of the documentation, if not received within 90 days of cost.

Copy of current/original budget must be attached with modification form.

If prior approval for modifications is required by Grantor/Sponsor agency, documentation of approval must be attached with form.

I, the Project Director (or person responsible for the grant), accept the additional conditions and requirements associated with the requested above budget modification.

Submitted by (signature): _____ Date: _____

College Administrative Approvals

Dean

Vice President

*Chief Fiscal Officer/Vice President
for Administration and Finance*

President



Memorandum

TO: _____

FROM: Elisabeth Halpin, Grants Assistant for Financial Analysis
Finance Office

DATE: _____

SUBJECT: GRANT FUND NUMBER

I have established the following grant fund code for your use:

HVCC Grant Fund Number: _____

Account Title: _____

Account/Grant Period (*Dates*) _____

Expiration Date: _____

Budget and Expenditure Codes: _____

Account (Expenditure)		Budget
Code		
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
Total Budget	\$	=====

All expenditures charged to this account must be in accordance with the approved budget and must occur within the grant period identified above. In no case will expenses be approved after the fact. This grant fund will be inactivated and closed on the above expiration date.



Memorandum

TO:

FROM: Elisabeth Halpin, Grants Assistant for Financial Analysis
Finance Office

DATE:

SUBJECT: EFFORT REPORTS

A College employee who receives part or all of his/her *salary* from a grant, or multiple grants, must submit a MONTHLY Effort Report form that accurately states the amount of time (effort) spent working on the grant, or grants. Completed Effort Reports are retained in the grant folder for audit verification purposes.

The Effort Report must be approved by the employee's supervisor and sent to me in the Administration Building Room 266 by the 15th of the following month.

If you have any questions, please contact me.

**MONTHLY
CONTRACT/GRANT EFFORT REPORT
HUDSON VALLEY COMMUNITY COLLEGE**

EMPLOYEE NAME: _____

EMPLOYEE BANNER ID #: _____

TITLE/POSITION: _____

MONTH _____ **YEAR** _____

<u>GRANT NUMBER</u>	<u>PERCENTAGE OF EFFORT</u>
<u>COLLEGE</u>	
TOTAL	<u><u>100%</u></u>

I certify the above information to be a reasonable estimate of my effort to the best of my knowledge and ability.

Employees Signature *Date*

Supervisors Signature *Date*

Forward Original to the Business Office, Administration Building, Room 266

CHECK IDENTIFICATION FORM

TO: Elisabeth Halpin, Assistant for Financial Analysis
Finance Office

FROM: _____

DATE: _____

SUBJECT: Check

Please process the attached check as indicated below.

Check # _____

Amount \$ _____

Dated _____

From _____

() Check should be deposited to Grant Account.

number: _____

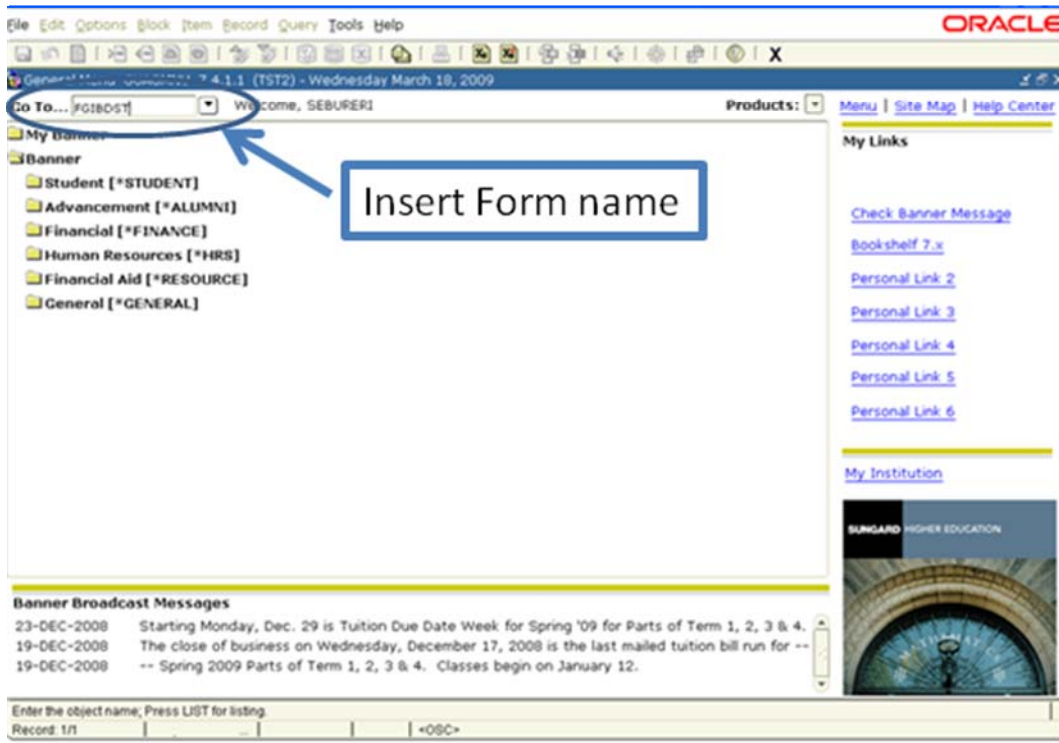
() Check should be deposited to General Operating Fund.

Detailed explanation of what this payment represents:

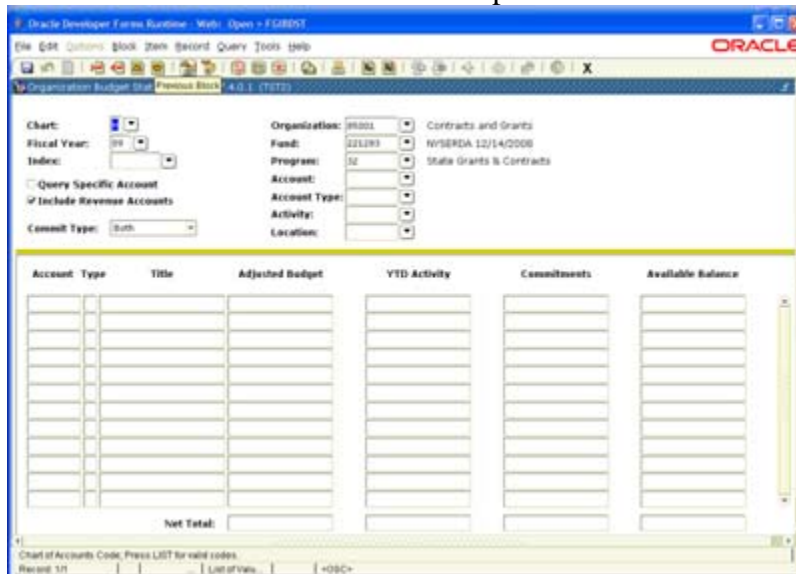
How to View Grant Activity in Banner:

Log-in to Banner – log-in and password should be obtained from Computer Services.

1. Use the “Go To” box to enter form FGIBDST



2. Press Tab or enter and the form will open



3. Once in the form, fill in the following fields

3. 1. Chart Type

- E – SUNY Education Opportunity Center
- H – Hudson Valley Community College

3.2. Tab over the fiscal year field. It will default to the current year

3.3 Tab over the Fund field and enter the Grant number

- This will auto-populate the Organization number (which is 85001) and the program number.

Organization Budget System (PREVIOUS BLOCK) 4.0.1 (1512)

3.1 Chart: [dropdown]
 3.2 Fiscal Year: 09 [dropdown]
 Index: [dropdown]
 Query Specific Account
 Include Revenue Accounts
 Commit Type: Both [dropdown]

3.3 Organization: 85001 [dropdown] Contracts and Grants
 3.4 Fund: 221283 [dropdown] NYSERDA 12/14/2008
 3.5 Program: 32 [dropdown] State Grants & Contracts
 Account: [dropdown]
 Account Type: [dropdown]
 Activity: [dropdown]
 Location: [dropdown]

4. Click Block on the above menu and choose 'Next Block' (or press Ctrl+Page Down) to view account information. If there are a lot of accounts, be sure to use the scroll bar on the right to view them all.

Oracle Developer Forms Runtime - Web: Open - FGB051.F GIB051.7

Chart: [dropdown] Organization: 85001 [dropdown] Contracts and Grants
 Fiscal Year: 09 [dropdown] Fund: 221283 [dropdown] NYSERDA 12/14/2008
 Index: [dropdown] Program: 32 [dropdown] State Grants & Contracts
 Query Specific Account
 Include Revenue Accounts
 Commit Type: Both [dropdown]

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
56355		State Grant Revenue	0.00	328,583.09	0.00	-328,583.09
61101		Professional Salary Teachin	18,453.24	9,992.50	0.00	12,960.66
61102		Classified/NEU	22,667.23	4,345.51	0.00	18,321.72
61110		Non-Teaching Professionals	87,770.94	80,875.67	0.00	6,895.27
62730		Grant Chargebacks	61,397.46	31,114.82	0.00	30,282.64
71001		Travel	63,742.87	28,294.49	10,733.81	24,724.57
710062		Personnel Development	111,160.00	7,525.00	0.00	103,635.00
71111		Printing	15,004.21	10,140.40	852.00	4,011.81
71201		Advertising	35,553.51	834.80	709.92	34,028.79
713021		Postage	18,727.18	1,224.93	2,238.74	15,263.51
71605		Departmental Supplies	1,504.92	1,422.96	0.00	81.96
71904		Consultants Expense	10,883.20	104,385.81	165,938.01	186,308.05
Net Total			-3,047,150.94	0.00	177,869.68	

(Net Total – YTD Account Activity) - Commitments = Remaining Balance

5. To calculate the remaining balance in the Grant, subtract the YTD Activity for all accounts (highlighted below in the first account's revenue line) from the Net Total. Please note, the Net Total is a negative number in Banner. Be sure to use the positive value of this number when making your calculations. Once the YTD Activity is subtracted, subtract the total Commitments from that sum. This will yield the Total Available Balance for the grant.

6. To view the Year-to-Date account activity

- Click in the YTD activity box on the particular account you'd like to view
- Click Options on the above menu and then click Transaction Detail Information [FGITRND]

Oracle Developer Forms Runtime - Web: Open - FGIRDST

File Edit Options Block Item Record Query Tools Help

Budget Summary Information [FGIBSUM]
 Organization Encumbrances [FGIOENC]
 Transaction Detail Information [FGITRND]

Format Display Preferences

Chart: HT
 Fiscal Year: 09
 Index: []

Organization: 85001 Contracts and Grants
 Fund: 221283 NYSERDA 12/14/2008
 Program: 32 State Grants & Contracts
 Account: []
 Account Type: []
 Activity: []
 Location: []

Query Specific Account
 Include Revenue Accounts
 Commit Type: Both

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
56355 R	State Grant Revenue	0.00	328,583.09	0.00	-328,583.09
61101 L	Professional Salary Teachin	19,453.24	5,492.58	0.00	12,960.66
61102 L	Classified/NIEU	22,667.23	4,345.51	0.00	18,321.72
61110 L	Non-Teaching Professionals	87,770.94	80,875.67	0.00	6,895.27
62730 L	Grant Chargebacks	61,397.46	31,114.82	0.00	30,282.64
71001 E	Travel	63,742.87	28,284.49	10,733.81	24,724.57
710062 E	Personnel Development	111,160.00	7,525.00	0.00	103,635.00
71111 E	Printing	15,004.21	10,140.60	852.00	4,011.61
71201 E	Advertising	35,553.51	814.80	709.92	34,028.79
713021 E	Postage	18,727.18	1,224.93	2,238.74	15,263.51
71605 E	Departmental Supplies	1,504.92	1,422.96	0.00	81.96
71904 E	Consultants Expense	453,933.80	104,385.81	163,239.94	186,308.05
Net Total:		-1,047,100.96	0.00	177,869.68	

Dup Item for Detail, Count Query for Orgn. Summary, Dup Rec for Encum. List
 Record: 2/18 | <OGC>

- This will show you the detailed YTD activity of the particular transaction

Oracle Developer Forms Runtime - Web: Open - FGIRDST / FGIRDST.7 - FGITEND

File Edit Options Block Item Record Query Tools Help

COA Fiscal Year Index Fund Organization Account Program Activity Location Period Query Type Commit Type

HT 09 221283 85001 71111 32

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
71111	85001	32	26-DEC-2008	SMEI	10093789	Camelot Legal Cop	523.74	+
71111	85001	32	05-DEC-2008	SE16	10093478	BH - November 08	481.18	+
71111	85001	32	07-NOV-2008	SE16	10093475	BH - October 08 Pr	221.16	+
71111	85001	32	21-OCT-2008	SMEI	10091432	Camelot Legal Cop	420.60	+
71111	85001	32	15-OCT-2008	SMEI	10091588	Camelot Legal Cop	2,761.80	+
71111	85001	32	10-OCT-2008	SMEI	10090944	Safum Resource M	975.80	+
71111	85001	32	07-OCT-2008	SE16	10090223	BH - Train the Trai	4,781.12	+
Total:							10,140.60	

Press F14 Dup Item for document query forms, Count Query for encumbrance detail
 Record: 1/7 | <OGC>

7. To view the fully detailed account activity (including encumbrances, reserves, YTD, etc...)

- Highlight the Account number
- Click Options on the menu above and then click Transaction Detail Information [FGITRND]

Oracle Developer Forms Runtime - Web: Open - FGBDST

Budget Summary Information [FGBSUM]
 Organization Encumbrances [FGIOENC]
 Transaction Detail Information [FGITRND]
 Format Display Preferences

Chart: [H]
 Fiscal Year: 09
 Index: []
 Query Specific Account
 Include Revenue Accounts
 Commit Type: Both

Organization: 85001 Contracts and Grants
 Fund: 221283 NYSERDA 12/14/2008
 Program: 32 State Grants & Contracts
 Account: []
 Account Type: []
 Activity: []
 Location: []

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
56355	R	State Grant Revenue	0.00	328,583.09	0.00	-328,583.09
61101	L	Professional Salary Teachin	18,453.24	5,492.58	0.00	12,960.66
61102	L	Classified/NIEU	22,667.23	4,345.51	0.00	18,321.72
61110	L	Non-Teaching Professionals	87,770.94	80,875.67	0.00	6,895.27
62730	L	Grant Chargebacks	61,397.46	31,114.82	0.00	30,282.64
71001	E	Travel	63,742.87	28,284.49	10,733.81	24,724.57
710062	E	Personnel Development	111,160.00	7,525.00	0.00	103,635.00
71111	E	Printing	15,004.21	10,140.60	852.00	4,011.61
71201	E	Advertising	35,553.51	814.80	709.92	34,028.79
713021	E	Postage	18,727.18	1,224.93	2,238.74	15,263.51
71605	E	Departmental Supplies	1,504.92	1,422.96	0.00	81.96
71904	E	Consultants Expense	453,933.80	104,385.81	163,239.94	186,308.05
Net Total:			-1,047,100.96	0.00	177,869.68	

Dup Item for Detail, Count Query for Orgn. Summary, Dup Rec for Encum. List
 Record: 2716 | | | | +OGC>

- This will show all transactions for this account

Oracle Developer Forms Runtime - Web: Open - FGBDST, FGBDST-7 - FGITRND, FGITRND-15

COA Fiscal Year Index Fund Organization Account Program Activity Location Period Query Type Commit Type
 H 09 221283 85001 71111 32 [] [] [] [] [] []

Account	Organization	Program	Activity	Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
71111	85001	32	REQP	07-JAN-2009	R0038973	Annette Audi	RSV	852.00	+
71111	85001	32	IMEI	26-DEC-2008	10093789	Camelot Legal Cop	ENC	-529.74	+
71111	85001	32	IMEI	26-DEC-2008	10093789	Camelot Legal Cop	YTD	529.74	+
71111	85001	32	CORD	23-DEC-2008	P0042127	Camelot Legal Cop	ENC	-87.70	-
71111	85001	32	POLQ	19-DEC-2008	P0042127	Camelot Legal Cop	RSV	-87.70	-
71111	85001	32	PORD	19-DEC-2008	P0042127	Camelot Legal Cop	ENC	87.70	+
71111	85001	32	REQP	18-DEC-2008	R0038831	Annette Audi	RSV	87.70	+
71111	85001	32	POLQ	09-DEC-2008	P0041952	Camelot Legal Cop	RSV	-529.74	-
71111	85001	32	PORD	09-DEC-2008	P0041952	Camelot Legal Cop	ENC	529.74	+
71111	85001	32	REQP	09-DEC-2008	R0038666	Asher Pauli	RSV	529.74	+
71111	85001	32	RS16	05-DEC-2008	10030478	SH - November 08	YTD	481.18	+
71111	85001	32	RS16	07-NOV-2008	10030475	SH - October 08 Pr	YTD	221.16	+
71111	85001	32	IMEI	21-OCT-2008	10091432	Camelot Legal Cop	YTD	420.60	+
71111	85001	32	IMEI	21-OCT-2008	10091432	Camelot Legal Cop	ENC	-420.60	-
71111	85001	32	IMEI	15-OCT-2008	10091088	Camelot Legal Cop	ENC	-2,761.80	-
71111	85001	32	IMEI	15-OCT-2008	10091088	Camelot Legal Cop	YTD	2,761.80	+
71111	85001	32	CORD	10-OCT-2008	P0040851	Camelot Legal Cop	ENC	420.60	+
Total:								25,996.81	+

Press Key Dup Item for document query forms, Count Query for encumbrance detail
 Record: 1730 | | | | +OGC>

- When viewing account activity, to view the detailed transaction reports
 - Highlight the account number of the transaction you wish to view
 - When doing this, pay attention to the Document number in the middle of the page. This will let you know if you have highlighted an Invoice (Doc # starts with an 'I'), a Journal entry (starts with 'J') or a Feed (starts with an 'F'). This will determine the screen you will be directed to.
 - Click Options on the menu above and the click Query Document [by Type]

Oracle Developer Forms Runtime - Web: Open - FGB05T.FGB05T.7 - FGTRND.FGTRND.15

File Edit Options Block Item Record Query Tools Help

COA Query Document (By Type) Detail Encumbrance Info [FGIENCD] Query Total for all records Format Display Preferences

Organization Account Program Activity Location Period Query Type Commit Type

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
71111	85001	32	07-JAN-2009	REQP	R8038973	Annette Audi	RSV	852.00
71111	85001	32	26-DEC-2008	INEI	00993789	Camelot Legal Cop	ENC	-529.74
71111	85001	32	26-DEC-2008	INEI	00993789	Camelot Legal Cop	YTD	529.74
71111	85001	32	23-DEC-2008	CORD	P0042127	Camelot legal Cop	ENC	-87.70
71111	85001	32	19-DEC-2008	POLQ	P0042127	Camelot legal Cop	RSV	-87.70
71111	85001	32	19-DEC-2008	PORD	P0042127	Camelot Legal Cop	ENC	87.70
71111	85001	32	18-DEC-2008	REQP	R8038831	Annette Audi	RSV	87.70
71111	85001	32	09-DEC-2008	POLQ	P0041952	Camelot Legal Cop	RSV	-529.74
71111	85001	32	09-DEC-2008	PORD	P0041952	Camelot Legal Cop	ENC	529.74
71111	85001	32	08-DEC-2008	REQP	R8038666	Asher Pauli	RSV	529.74
71111	85001	32	05-DEC-2008	DE16	00036678	EH - November 08	YTD	483.38
71111	85001	32	07-NOV-2008	DE16	00036475	EH - October 06 Fr	YTD	223.38
71111	85001	32	21-OCT-2008	INEI	00995432	Camelot Legal Cop	YTD	420.60
71111	85001	32	21-OCT-2008	INEI	00995432	Camelot Legal Cop	ENC	-420.60
71111	85001	32	15-OCT-2008	INEI	00991088	Camelot Legal Cop	ENC	-2,763.80
71111	85001	32	15-OCT-2008	INEI	00991088	Camelot Legal Cop	YTD	2,763.80
71111	85001	32	10-OCT-2008	CORD	P0048851	Camelot Legal Cop	ENC	420.60
Total:								25,896.81

Press F4 Dup Item for document query forms, Count Query for encumbrance detail
Record: 1/230

- The Document number will auto-populate
- Click Block on the above menu and choose 'Next Block' (or press Ctrl+Page Down) to open the full screen (see images below)

Invoice Screen (Doc # begins with an 'I')

Document : 10094360 Multiple Regular

Purchase Order: P0040837

Vendor: H00534973 Hayes, Paula S.

Invoice/Credit Memo Header FAIINVE 7.3 (TST2)

Invoice Date: 09-JAN-2009 **Transaction:** 09-JAN-2009 **Cancel:** Document Accounting

Check Vendor:

Address Code: VN **Sequence Number:** 2

Street Line 1: 2 Ascot Cir Apt 1

Street Line 2:

Street Line 3:

Collects Tax: N Collects no taxes

City: Saratoga Springs

State or Province: NY **ZIP or Postal Code:** 12866-9417

Nation:

Discount Code: **Payment Due:** 12-JAN-2009

Bank: HA FLEET BANK - HVCC A/P A/C

Credit Memo

Vendor Invoice: 1099 Vendor

Text Exists

1099 Tax ID:

Direct Deposit Status: N

Income Type:

Direct Deposit Override

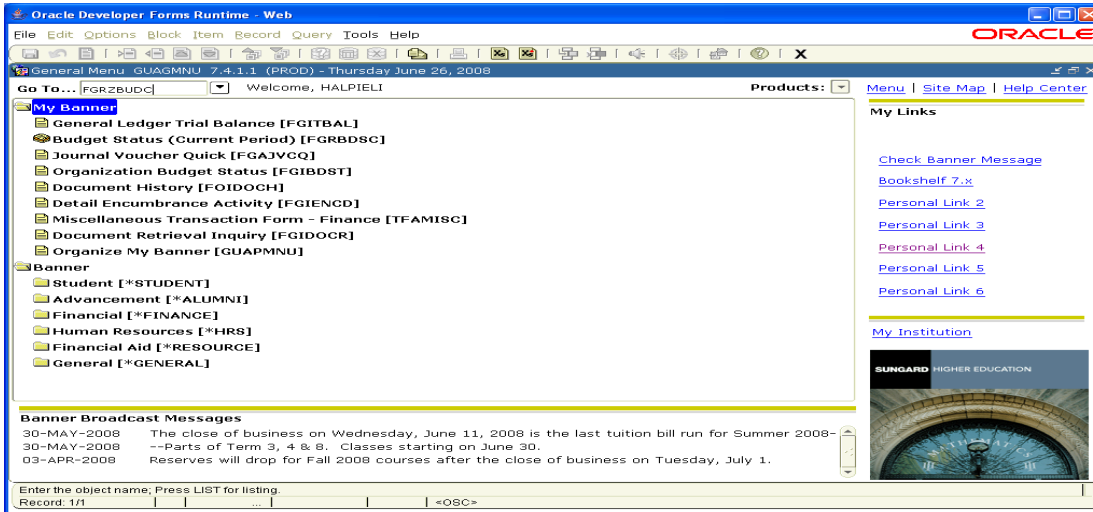
User ID: COSTESUZ

Activity Date: 09-JAN-2009

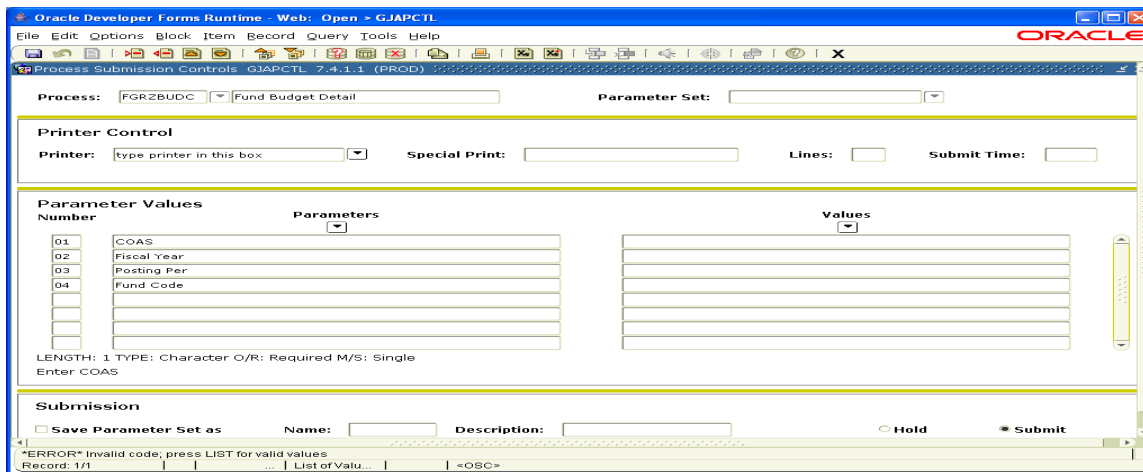
Record: 1/1 | | | | <OSC>

GRANTS BUDGET DETAIL PRINTING

- 1) Sign on to Banner and then type the form name **FGRZBUDC** in the direct access box. Press the enter button. The process submission controls form should appear on the screen.



- 2) Type your network printer name in the area labeled **Printer** in the **Printer Control** block. To locate your printer name, simply click in the **Printer** box. Then click on the down arrow button next to the **Printer** box. The printer validation window (GTVPRINT) will appear on the screen. Using the down arrow button, scroll until you see your printer name. Double-click on either **Portrait 17** or **Landscape 17** and it will appear in the box.



- 3) Under **Parameter Values**, identify or confirm the following four values:
 - a) **COAS**- This should read **H** for Hudson Valley OR **E** for EOC.
 - b) **Fiscal Year**-This should be **13** for the current 2012-2013 fiscal year.
 - c) **Posting Per**-This should be a two-digit number for the period you are printing, i.e. **01** for Period 1, **02** for Period 2, etc. (list on next page for both Hudson Valley and EOC)

Use the posting per Period Number as follows:

Hudson Valley:

<u>Use Period Number</u>	<u>Thru the Month Ending</u>
01	September 30
02	October 31
03	November 30
04	December 31
05	January 31
06	February 28 or 29
07	March 31
08	April 30
09	May 31
10	June 30
11	July 31
12	August 31

EOC:

<u>Use Period Number</u>	<u>Thru the Month Ending</u>
01	July 31
02	August 31
03	September 30
04	October 31
05	November 30
06	December 31
07	January 31
08	February 28 or 29
09	March 31
10	April 30
11	May 31
12	June 30

- d) **Fund Code** – This should be your grant number (a six digit code number) for the current 20xx-20xx fiscal year.

The screenshot shows the Oracle Developer Forms Runtime interface. The title bar reads "Oracle Developer Forms Runtime - Web: Open - GJAPCTL". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The toolbar contains various icons for navigation and actions. The main form area is titled "Process Submission Controls - GJAPCTL 7.4.1.1 (PRCD)". It features a "Process:" dropdown set to "FGR2BUDC" and a "Parameter Set:" dropdown. Below this is a "Printer Control" section with a "Printer:" dropdown set to "AP33L17", and fields for "Special Print:", "Lines:", and "Submit Time:". The "Parameter Values" section is a table with three columns: "Number", "Parameters", and "Values". The "Fund Code" parameter (number 04) is highlighted, with its value "123456" entered in the "Values" column. Below the table, it specifies "LENGTH: 6 TYPE: Character O/R: Optional M/S: Single" and "Enter Fund code to Report". The "Submission" section at the bottom has a "Save Parameter Set as" checkbox, "Name:" and "Description:" fields, and "Hold" and "Submit" radio buttons. The status bar at the bottom shows "Record: 4/4" and navigation icons.

Number	Parameters	Values
01	COAS	H
02	Fiscal Year	08
03	Posting Per	10
04	Fund Code	123456

- 4) Place your cursor in the submission block by clicking in the **Name** box. Click the **Save** icon button on the toolbar located on the top of the screen.
- 5) Your report(s) should print off the network printer you've chosen. It may take several minutes. Do not retry if your report doesn't print on the first instance. It may take several minutes.