PSU Sponsored Program Procedure

Separate procedures based on use of different databases/technology and if approval/release is required. Use Calibri 12 pt font.

Title: Be specific (i.e. Award Set Up in Banner Finance) **How to Review Unbilled, Billed Expenses and Payments in Banner**	
Version: (1-11-14-2019 version number and date released) 1-3-24-2020	
Prepared by: (Name of Author, Title) Liane Sutcliffe, Grants Accountant	
Approved by: (Name, Director of Office of Sponsored Programs 11-14-2019) Heather Arnold, Grants Administrator & Compliance Officer	
Position authorized to execute this procedure: (Position, Title) Grants Accountant	
Purpose/goal of procedure: (Briefly explain what procedure will accomplish) Instruction in how to review unbilled, billed expenses and payments in Banner	
Technology Access Required: (Banner Finance, Sponsor Portal, USNH Enterprise Systems Gateway, Be specific) VPN, Banner Finance,	
Procedure: (Detail the steps needed to execute procedure. Include screen shots of technology interfaces.)	
- FRIBDET "Research Accounting Billing Detail" Inquiry Form. Use this to see summary and detailed transactions - Enter grant or grant + fund if there are multiple funds attached to a grant. Click GO - See output below:	

Grant: 64N265 Measuring Multimodal   COA: Y   Agency: 948096643 Rockingham Planning Commission   PMS Code: Fund:

▼ RESEARCH ACCOUNTING BILLING DETAIL INQUIRY

Grant *	Description
64N265	Measuring Multimodal

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▼ DETAILS

Total Expenditures	23,950.13	Retainage Withholding	0.0
Total Billed	22,843.34	Total Refunds	0.0
Payments and Transfers	22,816.04	Total On-Hold	0.0
Total Unbilled	1,106.79	Payment Withholding	0.0

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READ   Record: 1/1   FRBGRNT.FRBGRNT_CODE [1]

4. To query total Billed: click Options, scroll down and choose Billed Charge Detail
   Below is the output.   The figures in the highlighted area in the top third of the page
   lists invoice #7, for $1752.41.   In the box below is the detail of the expenses totaling $1752.41.   Multi
   choosing Related, then using FRIGITD and FRIGTRD. "Grant Transaction Detail"

✕   ⊘ ellucian   Research Accounting Billing Detail Inquiry Form FRIBDET 9.3.12 (BPRD)

Grant: 64N265 Measuring Multimodal   COA: Y   Agency: 948096643 Rockingham Planning Commission PMS Code: Fund:

▼ BILLED CHARGE DETAIL

Billing Start Period	03/26/2019	Last Bill Date	01/17/2020
Billing End Period	04/30/2020	Last Bill Amount	

▼ BILLED INVOICE DETAIL

Invoice Number	Retainage Amount	Amount	Balance	Adjustment Number	Bill Date
7	0.00	1,752.41	27.30	0	01/17/2
6	0.00	1,897.35	0.00	0	01/17/2
5	0.00	3,867.15	0.00	0	11/06/2
4	0.00	5,158.42	0.00	0	11/06/2
3	0.00	2,481.12	0.00	0	08/08/2
2	0.00	6,612.50	0.00	0	08/08/2
1	0.00	1,074.39	0.00	0	06/14/2
Total	0.00	22,843.34	27.30		

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▼ BILLED DOCUMENT DETAIL

Document	Fund	Transaction Date	Account	Class Code	Amount	Item Number	Sequence Nu
F0208083	64N265	11/08/2019	61CPHX	D	488.00	0	
F0208083	64N265	11/08/2019	65YP10	D	39.04	0	
F0208083	64N265	11/08/2019	760300	I	276.70	0	
F0208232	64N265	11/22/2019	760300	I	326.59	0	
F0208232	64N265	11/22/2019	61CPHX	D	576.00	0	
				Total	1,752.41		

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READ   Record: 1/7   TRRACCD.TRRACCD_BILL_INV_SEQ_NO [1]   ©2000 - 2019 Ellucia

5.   To view payments, go to Tools, scroll down to Payment detail. The output is below.

Note the total billed amount above and the total payment below has a variance of $27.30, which is being neg[ ]
later date.

		Research Accounting Billing Detail Inquiry Form FRIBDET 9.3.12 (BPRD)
✕ ⓞ ellucian		

Grant: 64N265 Measuring Multimodal   COA: Y   Agency: 948096643 Rockingham Planning Commission   PMS Code: Fund:

▾ PAYMENT DETAIL

Transaction Number	Withholding Amount	Amount	Balance	Fund	Payment Date	Deta
15		1,752.41	0.00	64N265	02/11/2020	XGF
14		1,870.05	0.00	64N265	02/11/2020	XGF
11		531.68	0.00	64N265	01/08/2020	XGF
10		5,131.04	0.00	64N265	12/20/2019	XGF
9		3,362.85	0.00	64N265	12/20/2019	XGF
6		2,481.12	0.00	64N265	08/28/2019	XGF
5		6,612.50	0.00	64N265	08/28/2019	XGF
2		1,074.39	0.00	64N265	07/17/2019	XGF
Total		22,816.04	0.00			

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READ   Record: 1/8   TRRACCD_1.TRRACCD_TRAN_NUMBER [1]
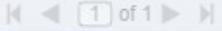
6. To view unbilled transactions, use Tools, scroll to Unbilled Detail Charge. From here query using "Related" to see the more detail (excluding payroll transactions) or use "Retrieve" to acces are included in the unbilled list. This is another method to check transactions prior to billing in additic

		Research Accounting Billing Detail Inquiry Form FRIBDET 9.3.12 (BPRD)

Grant: 64N265 Measuring Multimodal   COA: Y   Agency: 948096643 Rockingham Planning Commission   PMS Code: Fund:

UNBILLED CHARGE DETAIL

Grant	Fund	Document Code	Amount	Transaction Date	Account	Class Code	Item Number
64N265	64N265	F0208388	17.92	12/06/2019	65YP10	D	0
64N265	64N265	F0208388	127.01	12/06/2019	760300	I	0
64N265	64N265	F0208388	224.00	12/06/2019	61CPHX	D	0
64N265	64N265	F0208653	40.00	12/20/2019	61CPHX	D	0
64N265	64N265	F0208653	22.68	12/20/2019	760300	I	0
64N265	64N265	F0208653	3.20	12/20/2019	65YP10	D	0
64N265	64N265	F0208979	160.00	01/17/2020	61CPHX	D	0
64N265	64N265	F0208979	90.72	01/17/2020	760300	I	0
64N265	64N265	F0208979	12.80	01/17/2020	65YP10	D	0
64N265	64N265	F0209225	10.24	01/31/2020	65YP10	D	0
64N265	64N265	F0209225	72.58	01/31/2020	760300	I	0
64N265	64N265	F0209225	128.00	01/31/2020	61CPHX	D	0
64N265	64N265	F0209460	80.00	02/14/2020	61CPHX	D	0
64N265	64N265	F0209460	6.40	02/14/2020	65YP10	D	0
64N265	64N265	F0209460	45.36	02/14/2020	760300	I	0
64N265	64N265	F0209726	22.68	02/28/2020	760300	I	0
64N265	64N265	F0209726	40.00	02/28/2020	61CPHX	D	0
64N265	64N265	F0209726	3.20	02/28/2020	65YP10	D	0
		Total	1,106.79				

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