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)

Letter of Credit Billing

Version: (1-11-14-2019 version number and date released)

1-3-12-2020

Prepared by: (Name of Author, Title)

Liane Sutcliffe, Financial Support Specialist

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)

The purpose of this task is do the accounting related to invoicing federal sponsors for expenses incurred. After this process is run, any unbilled AR entries will become billed AR entries. No invoice is produced by this procedure because it's not required by the sponsor.

Technology Access Required: (Banner Finance, Sponsor Portal, USNH Enterprise Systems Gateway, Be specific)

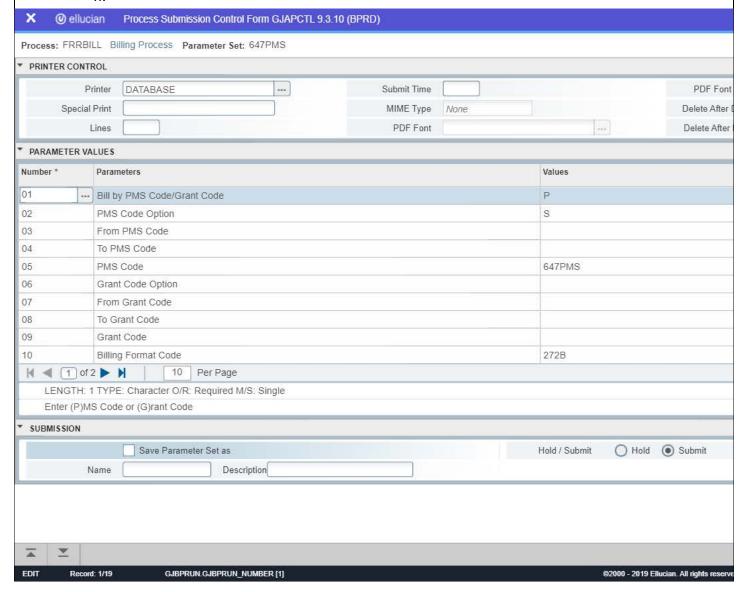
Banner Finance, Webi 91200 report

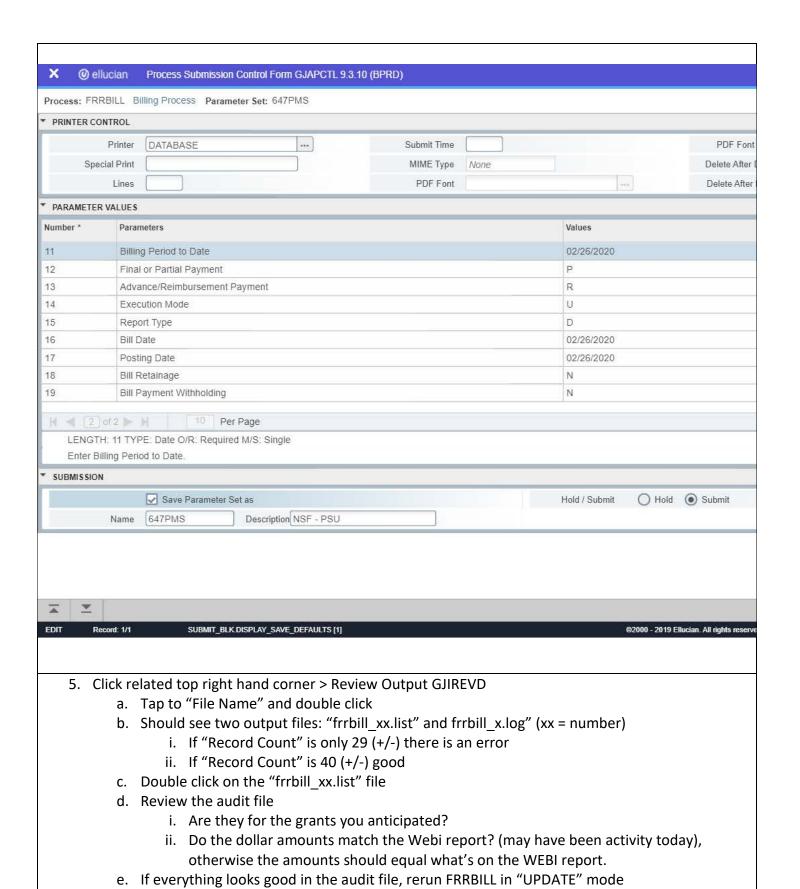
Procedure: (Detail the steps needed to execute procedure. Include screen shots of technology interfaces.)

- 1. Notify Budget and Accounting Services there will be a drawdown today.
- 2. Run Webi UNH 91200 Grant LOC Billing Report
 - a. Located under Documents >> UNH Custom Finance Reports >>3.05 SPA Reports
 - b. Prompts current date & "6%" This pulls all PSU LOC grants.
 - c. Use Tab 1 "All by PMS Code"
- 3. Scan the report for any activity in the "U Unbilled" column.
- 4. FRRBILL (run in AUDIT mode first)
 - a. Enter PMS code 684PMS, 647PMS or 693PMS, enter one PMS code at a time
 - b. Click "Go"
 - c. Printer Control "DATABASE" at this form:
 - d. Arrow down (bottom left-hand corner of screen)
 - 01 Bill by PMS Code/Grant Code "P" = PMS
 - 02 PMS code Option "S" = specific
 - 03 From PMS Code
 - 04 To PMS Code
 - 05 PMS Code "6xxPMS" = PMS code (on Webi report) this will populate from above
 - 06 Grant Code Option blank
 - 07 From Grant Code blank
 - 08 To Grant Code blank
 - 09 Grant Code blank
 - 10 Billing Format code "2728" = LOC
 - 11 Billing Period to Date todays date (can enter E or T and tab)
 - 12 Final of Partial Payment "P" = partial (never final)
 - 13 Advance/Reimbursement Payment "R" = reimbursement
 - 14 Execution Mode "A" = audit Always run in audit mode first
 - 15 Report Type "D" = detail (always)
 - 16 Bill Date = todays date (can enter E or T and tab)

- 17 Posting Date = todays date (can enter E or T and tab)
- 18 Bill Retainage "N" = none
- 19 Bill Payment Withholding "n" none
- e. Arrow down to bottom section
- f. Under "Submission" check "Save Parameter Set as" and enter PMS code in "Name" field
- g. Click Save

h.

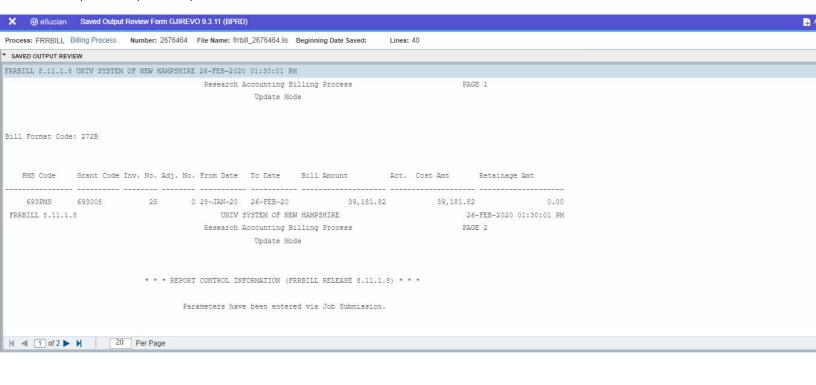




- 6. FRRBILL
 - a. Parameter Set enter the PMS code you just saved above
 - b. Only need to change line 14 Execution Mode to "U"
 - c. Click Save
 - follow the directions above GJIREVO

- i. Print and save output file "LOC draw-down reports for S. Reynolds" **new hire should identify where these files are saved and update this form and update to whom the reports are sent**
- 7. Send the Webi report with PDF and Excel format and drawdown request with name of person who ran billing to S. Reynolds (as of March 2020).

Example of output in "Update" mode





Example of Webi Report 91200

USNH_FIN 2/26/2020 12:07:42 PM

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University System of New Hampshire Letter of Credit Grants - Billing Report

Report includes only Grants with a PMS Code, excluding 11XPMS, 11HPMS, 11HPMS, 11RPMS and 11APMS. Closed and Void Grants are excluded.

Grant Pattern Selected: 6%

Billed Totals are as of Refresh Date; Unbilled Totals reflect transactions through 02/26/2020

PMS Code	Grant Code	Contains Cost Share Fund(s) (FGSOF)?	Contains Prog Inc Fund(s) (FGSOF)?	Grant Resp C	Org Grant Title	Sponsor ID		Grant Start	Grant End	Expiring Appro- priations (Event EXP) 'To Date'	Grant Status	# Days Past End if 75+	U	B Billed
647PMS	647022	N	N PA		REU:N.E. Collaborative Atmospheric	1757009	5/15/18	4/30/20	0	А			4,174.08	116,136.28 1
647PMS	647023	N	N PA		Engaging Students in Geosciences	1801414	8/1/18	7/31/2	1	Α		2	4,741.75	89,001.50
647PMS	647ADJ	N	N		NSF LOC Adjustment	NONE	7/1/05	12/31/5	50	Α				