

## PSU Sponsored Program Procedure

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

<b>Title:</b> Be specific (i.e. Award Set Up in Banner Finance) <b>Letter of Credit Billing</b>
<b>Version:</b> (1-11-14-2019 version number and date released) 1-3-12-2020
<b>Prepared by:</b> (Name of Author, Title) Liane Sutcliffe, Financial Support Specialist
<b>Approved by:</b> (Name, Director of Office of Sponsored Programs 11-14-2019) Heather Arnold, Grants Administrator & Compliance Officer
<b>Position authorized to execute this procedure:</b> (Position, Title) <b>Grants Accountant</b>
<b>Purpose/goal of procedure:</b> (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.
<b>Technology Access Required:</b> (Banner Finance, Sponsor Portal, USNH Enterprise Systems Gateway, Be specific) Banner Finance, Webi 91200 report
<b>Procedure:</b> (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 <ol style="list-style-type: none"><li>Located under Documents &gt;&gt; UNH Custom Finance Reports &gt;&gt;3.05 SPA Reports</li><li>Prompts current date &amp; “6%” This pulls all PSU LOC grants.</li><li>Use Tab 1 “All by PMS Code”</li></ol>
3. Scan the report for any activity in the “U Unbilled” column.
4. FRRBILL (run in AUDIT mode first) <ol style="list-style-type: none"><li>Enter PMS code 684PMS, 647PMS or 693PMS, enter one PMS code at a time</li><li>Click “Go”</li><li>Printer Control “DATABASE” at this form:</li><li>Arrow down (bottom left-hand corner of screen)<ol style="list-style-type: none"><li>01 Bill by PMS Code/Grant Code “P” = PMS</li><li>02 PMS code Option “S” = specific</li><li>03 From PMS Code</li><li>04 To PMS Code</li><li>05 PMS Code “6xxPMS” = PMS code (on Webi report) this will populate from above</li><li>06 Grant Code Option <b>blank</b></li><li>07 From Grant Code <b>blank</b></li><li>08 To Grant Code <b>blank</b></li><li>09 Grant Code <b>blank</b></li><li>10 Billing Format code “2728” = LOC</li><li>11 Billing Period to Date – todays date (can enter E or T and tab)</li><li>12 Final of Partial Payment “P” = partial (never final)</li><li>13 Advance/Reimbursement Payment “R” = reimbursement</li><li>14 Execution Mode “A” = audit – Always run in audit mode first</li><li>15 Report Type “D” = detail (always)</li><li>16 Bill Date = todays date (can enter E or T and tab)</li></ol></li></ol>

- 17 Posting Date = today's 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.

ellucian Process Submission Control Form GJAPCTL 9.3.10 (BPRD)

Process: FRRBILL Billing Process: Parameter Set: 647PMS

**PRINTER CONTROL**

Printer: DATABASE Submit Time: [ ] PDF Font: [ ]

Special Print: [ ] MIME Type: None Delete After [ ]

Lines: [ ] PDF Font: [ ] Delete After [ ]

**PARAMETER VALUES**

Number *	Parameters	Values
01	Bill by PMS Code/Grant Code	P
02	PMS Code Option	S
03	From PMS Code	
04	To PMS Code	
05	PMS Code	647PMS
06	Grant Code Option	
07	From Grant Code	
08	To Grant Code	
09	Grant Code	
10	Billing Format Code	272B

1 of 2 10 Per Page

LENGTH: 1 TYPE: Character O/R: Required M/S: Single  
Enter (P)MS Code or (G)rant Code

**SUBMISSION**

Save Parameter Set as

Hold / Submit  Hold  Submit

Name: [ ] Description: [ ]

EDIT Record: 1/19 GJBPRUN.GJBPRUN\_NUMBER [1] ©2000 - 2019 Ellucian. All rights reserved

@ellucian Process Submission Control Form GJAPCTL 9.3.10 (BPRD)

Process: FRRBILL Billing Process Parameter Set: 647PMS

**PRINTER CONTROL**

Printer: DATABASE Submit Time:  PDF Font:

Special Print:  MIME Type: None Delete After:

Lines:  PDF Font:  Delete After:

**PARAMETER VALUES**

Number *	Parameters	Values
11	Billing Period to Date	02/26/2020
12	Final or Partial Payment	P
13	Advance/Reimbursement Payment	R
14	Execution Mode	U
15	Report Type	D
16	Bill Date	02/26/2020
17	Posting Date	02/26/2020
18	Bill Retainage	N
19	Bill Payment Withholding	N

LENGTH: 11 TYPE: Date O/R: Required M/S: Single  
 Enter Billing Period to Date.

**SUBMISSION**

Save Parameter Set as

Name: 647PMS Description: NSF - PSU

Hold / Submit  Hold  Submit

EDIT Record: 1/1 SUBMIT\_BLK.DISPLAY\_SAVE\_DEFAULTS [1] ©2000 - 2019 Ellucian. All rights reserved

5. Click related top right hand corner > Review Output GJIREVD
  - a. Tap to "File Name" and double click
  - b. Should see two output files: "frrbill\_xx.list" and frrbill\_x.log" (xx = number)
    - i. If "Record Count" is only 29 (+/-) there is an error
    - ii. If "Record Count" is 40 (+/-) good
  - c. Double click on the "frrbill\_xx.list" file
  - d. Review the audit file
    - i. Are they for the grants you anticipated?
    - ii. Do the dollar amounts match the Webi report? (may have been activity today), otherwise the amounts should equal what's on the WEBI report.
  - e. If everything looks good in the audit file, rerun FRRBILL in "UPDATE" mode
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
  - d. 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

ellucian Saved Output Review Form GJIREVO 9.3.11 (BPRD)

Process: FRRBILL Billing Process Number: 2676464 File Name: frrbill\_2676464.lis Beginning Date Saved: Lines: 40

SAVED OUTPUT REVIEW

FRRBILL 8.11.1.8 UNIV SYSTEM OF NEW HAMPSHIRE 26-FEB-2020 01:30:01 PM

Research Accounting Billing Process PAGE 1  
Update Mode

Bill Format Code: 272B

FMS Code	Grant Code	Inv. No.	Adj. No.	From Date	To Date	Bill Amount	Act. Cost Amt	Retainage Amt
693PMS	693008	25		0 28-JAN-20	26-FEB-20	39,181.82	39,181.82	0.00

FRRBILL 8.11.1.8 UNIV SYSTEM OF NEW HAMPSHIRE 26-FEB-2020 01:30:01 PM  
Research Accounting Billing Process PAGE 2  
Update Mode

\*\*\* REPORT CONTROL INFORMATION (FRRBILL RELEASE 8.11.1.8) \*\*\*

Parameters have been entered via Job Submission.

1 of 2 20 Per Page

EDIT Record: 1/40 GUROUTP.OUTPUT\_LINE [1] ©2000 - 2019 Ellucian. All rights reserved.

# 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, 11MPMS, 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 Org	Grant Title	Sponsor ID	Grant Start	Grant End	Expiring Appropriations (Event EXP) 'To Date'	Grant Status	# Days Past End if 75+	U		B		
												Unbilled	Billed	Unbilled	Billed	
647PMS	647022	N	N	PANSCJ	REU:N.E. Collaborative Atmospheric	1757009	5/15/18	4/30/20	A		4,174.08	116,136.28				
647PMS	647023	N	N	PA7TEG	Engaging Students in Geosciences	1801414	8/1/18	7/31/21	A		4,741.75	89,001.50				
647PMS	647ADJ	N	N		NSF LOC Adjustment	NONE	7/1/05	12/31/50	A							

