




## 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>LOC Application of Payment</b>																
<b>Version:</b> (1-11-14-2019 version number and date released) 1-3-16-2020																
<b>Prepared by:</b> (Name of Author, Title) Liane Sutcliffe, <b>Grants Accountant</b>																
<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) Instruction in how to apply LOC payments in Banner Finance FZAAREV																
<b>Technology Access Required:</b> (Banner Finance, Sponsor Portal, USNH Enterprise Systems Gateway, Be specific) VPN, Banner Finance,																
<b>Procedure:</b> (Detail the steps needed to execute procedure. Include screen shots of technology interfaces.)  1. When sponsor confirmation is received by S. Reynolds (or person completing LOC drawdown), the following process can be initiated to apply the electronic payment in Banner Finance.																
<table border="1" style="width: 100%; border-collapse: collapse; margin: 0 auto;"> <thead> <tr style="background-color: #00728f; color: white;"> <th style="padding: 5px;">Transaction ID</th> <th style="padding: 5px;">Disbursement Number</th> <th style="padding: 5px;">Date Certified / Prepared</th> <th style="padding: 5px;">Certified/ Prepared By</th> <th style="padding: 5px;">Total # of Awards</th> <th style="padding: 5px;">Payment Transaction Total</th> <th style="padding: 5px;">Payment Date Requested</th> <th style="padding: 5px;">Transaction Status</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">236741</td> <td style="padding: 5px;"></td> <td style="padding: 5px;">02/26/2020 14:23:35</td> <td style="padding: 5px;">Reynolds, Sarah</td> <td style="padding: 5px;">2</td> <td style="padding: 5px;">\$8,915.83</td> <td style="padding: 5px;">02/27/2020</td> <td style="padding: 5px;">Warehoused</td> </tr> </tbody> </table>	Transaction ID	Disbursement Number	Date Certified / Prepared	Certified/ Prepared By	Total # of Awards	Payment Transaction Total	Payment Date Requested	Transaction Status	236741		02/26/2020 14:23:35	Reynolds, Sarah	2	\$8,915.83	02/27/2020	Warehoused
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<b>Sarah Reynolds</b> Accountant   Speare 303A, MSC 17 (603) 535-2362 office <a href="mailto:sireynolds@plymouth.edu" style="color: blue; text-decoration: underline;">sireynolds@plymouth.edu</a>																
2. Using FZAAREV, leave grant and agency fields blank, enter PMS code (647PMS, 684PMS, or 693PMS)																
3. Enter detail code "XGLC" (grant payment LOC)																
4. In "Amount" field, enter "=" and the dollar amount of the transaction																

5. Click "Distribute to Grants"

  Grant Payments Entry FZAAREV 9.0 (BPRD)

**Grant:**  
**Agency:**   
National Science Foundation (NSF)  
**PMS Code:**   
**Detail Code:**   
Grant Payment LOC  
**Amount:**   
  
**User:** LIANES

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search

EDIT Record: 1/1 KEY\_BLOCK\_AMOUNT\_SIGN [1] ©2000

6. View the lines and verify the application of payment, then click "Distribute"

7. The screen will populate with the billing run in FRRBILL XBGL and the payment just applied in XGLC. If correct, click "save". If errors are found, "X" out of transaction and review for problems.

8. To confirm payment transaction was process, scroll right, the feed indication should = "Y". After the feed processes, the document # and feed dates will post.