FINANCIAL MANAGEMENT FORUM
Grant Management at UCM
Terri Fayle, x8165

AGENDA
- Sponsored Programs – the office
- OSP Top Ten
- Proposal Submission
- Paper Form Differences
- Self-Service Queries
- INB Queries
- INB Reports
- Q&A
SPONSORED PROGRAMS – THE OFFICE

- Interim Director – Victoria Steel, x8562
- Assistant Director – Terri Fayle, x8165
- Shawn Cripe – Project Administrator, x8099
- Teresa Williams – Project Administrator, x4264
- Dan Britton – System Coordinator, x8845

Project Administrators

<table>
<thead>
<tr>
<th>Terri Fayle</th>
<th>Shawn Cripe</th>
<th>Teresa Williams</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alliance for Innovation and Research in Education</td>
<td>College of Education</td>
<td>College of Arts, Humanities and Social Sciences</td>
</tr>
<tr>
<td>Broadcasting Services (KMOX/KTBC)</td>
<td>College of Science and Technology</td>
<td>Harmon College of Business Administration</td>
</tr>
<tr>
<td>Capital Development</td>
<td>Honors College/Undergraduate Studies</td>
<td>College of Health and Human Services</td>
</tr>
<tr>
<td>Central Regional Professional Development Center</td>
<td>Library Services</td>
<td>Student Affairs</td>
</tr>
<tr>
<td>Extended Campus and Distance Learning</td>
<td>Information Technology and Instruction</td>
<td>International Center</td>
</tr>
<tr>
<td>Institute for Entrepreneurial Studies &amp; Development</td>
<td>Public Safety</td>
<td>Testing Services</td>
</tr>
<tr>
<td>Institute for Rural Emergency Management</td>
<td></td>
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<tr>
<td>Missouri Center for Career Education</td>
<td></td>
<td></td>
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<tr>
<td>Missouri Safety Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workshop on Wheels</td>
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SPONSORED PROGRAMS – THE OFFICE

- Our Charge
  - Compliance
  - Commitments
  - Support
  - Development

OSP TOP TEN THINGS TO REMEMBER

- 13. Grants are made to University of Central Missouri.
- 12. Web reports are historical data, they do not give an accurate depiction of today. Use self-service for an easy, real time status review of your budget.
- 11. Advise your supervisor of your proposed project.
- 10. Indirect costs (Facilities and Administrative Costs) are a good thing for the university.
- 9. We change labor distributions for employees who work on grants.
- 8. Be prepared for unplanned costs (IDCR, fringes, vacation payout, etc.).
- 7. Use all your resources (Funder, OSP, Banner).
OSP TOP TEN THINGS TO REMEMBER

6. Grant expenses should not be paid from department budgets.
5. Cash cost share will be transferred from your budget.
4. Last minute applications are a real problem for our staff.
3. Signatures are required before a proposal can go off-campus, plan ahead. UCM has designated, per federal guidelines, an AOR, who can approve proposal submissions, etc.
2. PI's are responsible for the allowability of expenses incurred on their project. There is no pool of UCM money to cover "errors" - the department/college will be the source for unreimbursed expenses.
1. Seek help - early and often.

PAPER FORM DIFFERENCES

- Appointment and Employment Record
- Personnel Action Form
- Personnel Vacancy Form
- Accounts Payable Paperwork
- Purchasing
- Budget Paperwork
EMPLOYMENT RECORD

PAPER FORM DIFFERENCES

- Appointment and Employment Record
- Personnel Action Form
- Personnel Vacancy Form
- Accounts Payable Paperwork
- Purchasing
- Budget Paperwork
STAFF ACTION/STAFF VACANCY FORMS

Paper Form Differences

- Appointment and Employment Record
- Personnel Action Form
- Personnel Vacancy Form
- Accounts Payable Paperwork
- Purchasing
- Budget Paperwork
ACCOUNTS PAYABLE/PURCHASING

Travel Voucher

Payment Request

POs & Requisitions

PAPER FORM DIFFERENCES

- Appointment and Employment Record
- Personnel Action Form
- Personnel Vacancy Form
- Accounts Payable Paperwork
- Purchasing
- Budget Paperwork
BUDGET PAPERWORK

- It Depends!
  - Some changes take place in OSP
  - Some changes take place in Grant Accounting
  - Some changes take place in Accounting Services
  - Is it cost share?
  - Is it salaries/fringes correction?
  - Is it a budget line modification?
- Contact your project administrator, it's possible your changes can be taken care of with an email

SELF-SERVICE BANNER QUERIES

- Inception to Date – cannot be obtained any other way in SSB.
- Finance Tab
  - Budget Queries
    - Budget Status by Account (can’t use Hierarchy Option)
    - Choose Options (columns to see)
    - Set Criteria
      - FY 2008, Period 14, None, None, All, Chart C, Grant Code
    - Report detail is Inception to Date (beginning of Banner time for the grant, regardless of fiscal year)
SELF-SERVICE BANNER QUERIES – NOT ITD

SELF-SERVICE BANNER QUERIES – EXCEL
OSP’s New ITD Report

Self-Service Query Issues

- Available balance does not always represent your spendable budget
- If your budget has transfer lines, call Ken, x4406
**INTERNET NATIVE BANNER QUERIES**

- FGIBDST – Budget Status
- FRIGITD – Grant Inception to Date (Budget Status)
- FGITRND – Transaction Detail
- FRIGRTD – Grant Transaction Detail

**INB QUERIES – FRIGITD – BEST**

![Image of INB Queries - FRIGITD - Best](image-url)
INB QUERIES – FGIBDST – NOT ITD

INB QUERIES – FRIGTRD – BEST
INB QUERIES – FGITRND – NOT ITD

INB QUERY ISSUES

- Available balance does not always represent your spendable budget
- If your budget has transfer lines, call Ken, x4406
INB QUERIES – COOL STUFF

- All Account Code Detail (Transaction Detail Form)
- Query Criteria
- Extractions

INB EXTRACT
WHAT’S GOOD ABOUT…

- Self-Service Banner
  - Don’t need fund/org, just grant code
  - You’ll see all expenses for a Fund, even if coded with wrong org, program, account
  - Real time information
  - Gives summary view as well as detail drill down

- Internet Native Banner
  - Get detail for all account codes in one query
  - Can query additional criteria
  - Real time information

INTERNET NATIVE BANNER REPORTS

- Inception to Date
  - FRRGITD – Grant Inception to Date – budget status

- Not Inception to Date
  - FGRBDSC – Budget Status (web report)
  - FGRODTA – Transaction Detail (web report)
  - NHRDIST or NHRSDST – Labor Detail (web report)
INB REPORT - FRRGITD

- Type in report ID, enter
- Job Submission Form, next block twice
- Complete Parameters, complete and next block once
- Save, F10
- Banner tells you the report number, bottom left
- Options, Review Output
- Double click in File Name Area
- Double Click .lis file
- Options, Show Document to open in a browser (can copy/paste from here)
- Landscape, .5 margins, 9 pt font, check breaks
## INB Reports - FRRGITYD

### Budget Analysis

<table>
<thead>
<tr>
<th>Budget</th>
<th>Account</th>
<th>Description</th>
<th>Budget Amount</th>
<th>Actual Amount</th>
<th>Over/Under</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>010001</td>
<td>340101</td>
<td>Personnel Salaries &amp; Benefits</td>
<td>$250,000.00</td>
<td>$245,000.00</td>
<td>$5,000.00</td>
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<tr>
<td>010001</td>
<td>340201</td>
<td>Supplies &amp; Services</td>
<td>$150,000.00</td>
<td>$152,000.00</td>
<td>$2,000.00</td>
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<tr>
<td>010001</td>
<td>340301</td>
<td>Travel &amp; Entertainment</td>
<td>$50,000.00</td>
<td>$55,000.00</td>
<td>$5,000.00</td>
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<tr>
<td>010001</td>
<td>340401</td>
<td>Professional Services</td>
<td>$200,000.00</td>
<td>$195,000.00</td>
<td>$5,000.00</td>
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</tbody>
</table>

### Annual Report

**Help Me, Help You**

- Icon illustration of a question mark button with a yellow background.

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**4/2/2008**