

## Memorandum

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**To:** Deans, Directors and Budget Unit Heads  
**From:** Patrick McAndrews  
Associate Controller  
**Subject:** Deposits to Externally Sponsored Grants and Contracts  
**Date:** June 1, 2009

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With the launch of the new Banner Finance system on July 1, 2009, we will be introducing a new Grants Billing System which will automate the existing manual process. The Banner Grants Billing System will allow for better tracking of accounts receivable by grant as well as provide for the aging of accounts receivable by grant.

In order to properly distinguish between grant accounts receivable balances billed in our legacy financial system, FMS, and those balances billed out of Banner we have created a new account code. The old FMS balances will remain in Account 1160 until paid, but the account code will be renamed to "Grants and Contracts – FMS Billed A/R". Any grants billed through the Banner Grants Billing System will posted to Account 1161 – "Grants and Contracts – Billed A/R".

To ensure that payments received from agencies that are related to grants are posted to the proper account code, we will be requiring that all deposits to grant funds be reviewed by the **Office of Cost Analysis located in Carnell Hall, Room 1001**. Grant Funds are those that begin with **24, 26, 27, 29, 30, 31, 33, 36, 39, 40, 42, 43, 44, 46, 47, or 49**.

Effective July 1, 2009, if you present a deposit to the Bursar's Office for an above fund number used in combination with account 1160 or 1161 without first receiving approval from the Office of Cost Analysis, you will be directed to obtain approval before the deposit will be accepted.

If you have any questions on this new procedure, please contact Patricia J. Russo at 215-204-4844 or via email at [russop@temple.edu](mailto:russop@temple.edu).