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## Memorandum

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**To:** Deans, Directors and Budget Unit Heads

**From:** Frank Annunziato,  
Associate Vice President and Controller

**Date:** June 24, 2008

**Subject:** Salary Distributions on Grants with Continuation Years Beginning  
After July 1, 2009

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With the launch of Banner Finance, Grant and Fund numbers for new and continuation awards will be assigned sequentially. This means that there **will not** be any logic in the last four digits of the six digit fund number. Without this logic, it is not yet possible to systemically move salaries from one grant to another without the use of the **Expense Distribution Change Form**.

To help you fill out the form, a convenient Banner Crosswalk has been developed on [TUportal](#) to convert your FMS center number to the new Banner FOAPAL string. FOAPALs for awards with continuation years are being added to the Crosswalk and Banner on a daily basis. If your continuation award is not yet in the Banner Crosswalk, Grant and Contract Accounting will notify you of this information within the next two weeks. Once you have the FOAPAL information, you should complete the interactive Expense Distribution Change Form to move salaries from the expiring award's FOAPAL to the new continuation award's FOAPAL as soon as possible.

To access the updated Expense Distribution Change Form, log in to [TUportal](#). Then, click on the **Staff Tools** tab and, in **Employee Forms** section, click on **Payroll** and then the **Expense Distribution Change** tab at the top.

### Take Advantage of the New Grant Number

As part of the transition to Banner, we would like to assist the University research community with the use of the Grant number and the benefits it provides. A special Grant Crosswalk has been developed by Computer Services and will be available on [TUportal](#) in July. The Grant Crosswalk will allow you to query specific information related to Grants, such as, the Principal Investigator, Sponsor ID number, or Grant Title. Using the Grant Crosswalk, you will also be able to obtain a list of all your grants with their corresponding FOAPAL for your entire department/organization. As you may already be aware, the Grant number is the vehicle that allows the Banner system to report on grants on an inception-to-date basis and to bill for grants using the Banner Grants Billing module.

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