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Extracting data from Banner to Excel
THE OFFICE FOR
SPONSORED
PROGRAMS (OSP)

Contract and Grant Accounting (C&GA)

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Office for Sponsored Programs (OSP)

Welcome to the Office for Sponsored Programs. As a Unit of the Office for Research, OSP encourages Research, Instruction and Public Service through support of faculty and University personnel in the pursuit and administration of externally funded grants and contracts, in compliance with the requirements established by Federal and State laws, sponsor rules and regulations and University policies and procedures.

Human Subjects: OSP is committed to protection of participants in research, public service, and training programs. All sponsors must address issues regarding the ethical conduct of the research, dissemination of knowledge gained from the research, and the availability of health care to injured research participants.
General Information

- **BANNER** has powerful query/search features that enable users to search for and locate records based on the contents of one or more fields. A “wild card” character - the percent sign (%) - can be used when precise search information is not available. This reference manual describes general search techniques, and provides specific information on the most commonly used query forms in all **BANNER modules** and specifically OSP applications. For more information, refer to the Navigation manual.

- This OSP Banner training reference manual, is to be used in conjunction with other **BANNER** reference training manuals including Banner Finance Overview Training information.

- Remember the naming conventions of **BANNER** forms from Finance training. The third letter of the form (i.e., FRAGRNT/FRIGITD/FTMFUND) indicates the type of form. In the case of A = Application (must have update access to enter data); I = Inquiry (read only form): M = Maintenance (must have update access to table); P = Process; Q = Query (form is only accessed from another form); R = Rule; V = Validation.
OSP Terms & Numbers

• **Grants and Funds**
  - Grants and contracts have both “GR” and “Fund” numbers.
  - A GR number (GR2XXXX) is a number used by OSP to identify each grant or contract.
  - A Fund number is a number used by Banner Finance to segregate financial activity and balances.
  - For Banner Research purposes, each fund is tied to a GR number.

• **Significance of the numbering scheme**
  - Fund numbers for grants and contracts will start with 2 (2xxxx). Fund numbers for cost share will start with 7 (7xxxx).
  - The numbering scheme: For a grant or contract, the fund number is part of the GR number. For example, the grant GR20001 will have the fund number 20001.
  - If there is cost share for the grant, the cost share fund will follow the same numbering scheme as the grant fund except the “2” is replaced with a “7”. For example, the grant GR20001 (fund 20001) will have the cost share fund 70001 (if there is cost share for the grant).
Many forms have buttons (or text highlighted in blue) that appear next to the field to be filled in. These buttons produce “pop-up” windows which display additional helpful information. We will have an example later when we are reviewing some of the screens.
Tips to Banner Forms

Movement in BANNER is accomplished via the mouse or arrow keys or key strokes or the scroll bars and buttons available on each individual form.

While working in BANNER, continually refer to the Auto Hint line at the bottom left hand of every Banner screen. Messages will appear with each action to suggest necessary corrections or to indicate that Banner is “WORKING” on your request. Using the exit button will take you out of a form when you are ready to leave.

The rollback button will return you to the top of the current form unless there is an error. This may be used when you have several different sets of information to be entered into the same form.

A transaction is only stored in the database if you request to save. Successful or unsuccessful completion of your transaction or save process will be reported Auto Hint line.

Scroll bars and arrows indicate when additional data or text exists on the form.

To quickly leave without saving or escape an error situation select Record from the upper menu bar and then click on Clear.
# NAVIGATION FUNCTIONS:

<table>
<thead>
<tr>
<th>NAVIGATION</th>
<th>EDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FORM:</strong></td>
<td><strong>FORM:</strong></td>
</tr>
<tr>
<td>Block/Form Menu</td>
<td>Save/Commit</td>
</tr>
<tr>
<td>Clear Form/Rollback</td>
<td>Exit</td>
</tr>
<tr>
<td>F5</td>
<td>Ctrl + Q</td>
</tr>
<tr>
<td><strong>BLOCK:</strong></td>
<td><strong>BLOCK:</strong></td>
</tr>
<tr>
<td>Next Block</td>
<td>Clear Block</td>
</tr>
<tr>
<td>Ctrl + Page Down</td>
<td>Shift + F5</td>
</tr>
<tr>
<td>Previous Block</td>
<td></td>
</tr>
<tr>
<td>Ctrl + Page Up</td>
<td></td>
</tr>
<tr>
<td><strong>RECORD:</strong></td>
<td><strong>RECORD:</strong></td>
</tr>
<tr>
<td>Next Set of Records</td>
<td>Clear Record</td>
</tr>
<tr>
<td>Ctrl + &gt;</td>
<td>Shift + F4</td>
</tr>
<tr>
<td>Next Record</td>
<td>Insert Record</td>
</tr>
<tr>
<td>Page Down</td>
<td>F6</td>
</tr>
<tr>
<td>Previous Record</td>
<td>Delete/Remove</td>
</tr>
<tr>
<td>Page Up</td>
<td>Shift + F6</td>
</tr>
<tr>
<td>Scroll Up</td>
<td>Duplicate Record</td>
</tr>
<tr>
<td>Page Up</td>
<td>F4</td>
</tr>
<tr>
<td>Scroll Down</td>
<td></td>
</tr>
<tr>
<td>Page Down</td>
<td></td>
</tr>
<tr>
<td><strong>FIELD/ITEM</strong></td>
<td><strong>FIELD/ITEM</strong></td>
</tr>
<tr>
<td>Previous Field</td>
<td>Clear Field</td>
</tr>
<tr>
<td>Shift + Tab</td>
<td>Ctrl + U</td>
</tr>
<tr>
<td>Next Field</td>
<td>Insert/Replace</td>
</tr>
<tr>
<td>Tab</td>
<td>Insert</td>
</tr>
<tr>
<td>Next Primary Key Field</td>
<td>Delete Backwards</td>
</tr>
<tr>
<td>Shift + F3</td>
<td>Backspace</td>
</tr>
<tr>
<td>Up</td>
<td>Duplicate Field</td>
</tr>
<tr>
<td>Up Arrow</td>
<td>F3</td>
</tr>
<tr>
<td>Down</td>
<td></td>
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<td>Down Arrow</td>
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<td>Left</td>
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<td>Left Arrow</td>
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<td>Right</td>
<td></td>
</tr>
<tr>
<td>Right Arrow</td>
<td></td>
</tr>
<tr>
<td><strong>HELP/SPECIAL USE</strong></td>
<td><strong>Query</strong></td>
</tr>
<tr>
<td>Help</td>
<td>List of Values</td>
</tr>
<tr>
<td>F1</td>
<td>F9</td>
</tr>
<tr>
<td>Show Keys</td>
<td>Count Hits</td>
</tr>
<tr>
<td>Ctrl + F1</td>
<td>Shift + F2</td>
</tr>
<tr>
<td>Print</td>
<td>Enter Query</td>
</tr>
<tr>
<td>Shift + F8</td>
<td>F7</td>
</tr>
<tr>
<td>Refresh Screen</td>
<td>Execute Query</td>
</tr>
<tr>
<td>Ctrl + P</td>
<td>F8</td>
</tr>
<tr>
<td>Display Error</td>
<td>Exit</td>
</tr>
<tr>
<td>Shift + F1</td>
<td>Ctrl + Q</td>
</tr>
<tr>
<td></td>
<td>Exit w/Value</td>
</tr>
<tr>
<td></td>
<td>Shift + F3</td>
</tr>
</tbody>
</table>
Tips for Querying:

Remember: Banner is case sensitive!

Keep search criteria as broad as possible, then narrow your search if too many records are returned.

When variations in spelling, punctuation or capitalization can affect search results, replace the doubtful character(s) with the wildcard “%” sign. Using the “%” sign before and after the search criteria will allow for the possibility of words, characters or spaces before and and/or after your search criteria. Using the underline character “_” will look for one letter you may be unsure of. For example, if you are searching for a name with several possible spellings (e.g., first name Tammy, Tami, Tammie, last name Smith, Smyth, Smythe) a good strategy would be to search for (first name) T% (last name) Sm_th%.

If you are looking for a computer repair company you think is called “Smith’s (something to do with computers)”, a good first query is %Sm_th%. The leading “%” allows for the possibility that a first name is part of the company name - e.g., Joe Smith’s Computer Store. The “_” allows for variations in spelling – Smith, Smyth, etc. The last “%” covers several possibilities:

a.) presence or absence of an apostrophe following h
b.) presence or absence or an s (it could be Smith - non possessive)
c.) presence, absence, or any possible variation of words following Smith.
RESEARCH QUERY FORMS
To Find a Grant? FRIGRNT

To locate a grant number with minimal information, use FRIGRNT from the “Direct Access” screen. With only partial information, such as grant number, principal investigator, agency, dollar amount, grant status, various dates or departmental information, one can query using a wide or narrow scope.
Once in the FRIGRNT screen, click **F7** & then tab to a field to define the scope of the search. In the above example, typing “214%” in the org field will allow a search for all grants currently on the records (even inactive grants) that exist for the school of engineering. Once entered, click **F8**.
Note the scroll bar on the right hand side of the screen indicating the query caused more results than would fit on the current screen. To scroll down and view the additional information click on the scroll bar or the ↓ key or use Pg Dn.
Narrow the Search?

While scrolling through the FRIGRNT screen, a user can begin a fresh search simply by using the F7 key. This will tell BANNER that a new query is desired and will immediately bring up a blank form. Once the blank form appears, to the desired field, enter the new variable(s) and begin the query using the F8 key.

For the following example, note that three query variables are used to narrow the search. This query will search for all “A” [Active / Status] grants associated with “214%” [Responsible Orgn] the School of Engineering. **NOTE:** BANNER does not allow punctuation or dollar signs in the dollar amount fields if you are using the amount field.

Again, note the bottom left hand portion of the screen. Banner’s message line alerts the user to “Enter a query; press F8 to execute, Ctrl+q to cancel.”
Continue adding variables to narrow the search or deleting variables to broaden the search using F8 to execute the query.
Research Forms for Basic Information
FTMFUND is a helpful form when you don’t know the grant and fund number combination. This form can be used to search on one variable, such as grant number or fund number. This form is not a form to check for PROJECT PROJECT START AND END DATES. In this training, we will use a form to use for this purpose.

To begin a search, once in the form, press **F7** to clear. Then tab to the fund field and type a variable (such as “2xxxx”). Then press **F8** to execute the search.
FTMFUND details...

The “GR” number will be shown in the box entitled Grant: __________

In the example, there is an arrow pointing to the GR # for review.
The navigation options allow you to go to other forms directly from FTMFUND. The items to check are on the grant forms.
Once a Grant number is entered, do NEXT BLOCK or to fill in the information. FRAGRNT has amount of funding information, Sponsor ID numbers, project period and agency information. The navigation options can be used to access other forms by clicking on option (e.g., cost code information).
Clicking on the Cost Code Information retrieves a different form with the same information as on FRMFUND. This is just another way to get to the same information (how are IDC’s captured and distributed).
Specific grants by org?  
FRIORGH

FRIORGH is a form to find all the grants under a particular organization number (department).

Enter the Organization number do NEXT BLOCK or CONTROL PAGE DOWN to get the information requested. The information pulled will be by the “GR” number for sponsored projects.

Once again, the navigation options will allow you to go to other forms directly from FRIORGH. FRAGRNT will allow you to receive more detailed information than shown above.
Research
Administrative
Forms
Budget Balance? FRIGITD

So, what is the amount of money left in a grant budget? To see a grant budget balance from inception to date, use the form FRIGITD. THIS FORM IS SIMILAR TO THE 019 SCREEN IN FRS. The inception to date form is like a bank statement on a checking account. It will display all expenses that have “cleared” the account. FRIGITD allows a user to “drill down” to the documents affecting a budget.

From the initial title page of BANNER, type FRIGITD in the “Direct Access” field on the in the upper right hand corner. Then hit Enter.
FRIGITD details...

When the FRIGITD form appears, grant information can be accessed by typing in either the Grant number “GR2XXXX” or the fund number “2XXXX”. It incorporates only charges against the budget that have been through the approval process and have “posted”.

FRIGITD can be used to view the entire budget for all account types, or it can be narrowed to include activity of only one account type such as travel. In addition, it can display activity for the life of the grant or only for a specified period of time. One of BANNER’s strengths is allowing a user to define the amount of information received through querying.

The example below shows GR20350 being entered. Also, please make sure that Fund Summary is checked. Once everything is entered, hit Ctrl Pg Dn or NEXT BLOCK.
FRIGITD details...

This form shows the available balance for account codes of the grant. (Use the scroll bar to see entire data--if not shown.)

At this point, use the arrow keys to move the highlight to the account code for which you would like to see further detail. Click on the “Grant Detail Information”, under options, to get more specific information regarding the account. (highlighted portion must be in first column—CODE). This brings up FRIGTRD - Grant Detail screen.
FRIGITD details (FRIGTRD)...

FRIGTRD may also be accessed from the direct access. If you know you want to search on a specific account code, there would be no need to go through FRIGITD.

Note the scroll bar now on the bottom area of the form is available to use to view more information.

To find out more information (posting information), you can use the navigation options to query document (view details—this will take you to the form, FRIDOCR). You can also access FRIDOCR with direct access and query using the document number (i.e., J0000049). For more information, see instructions for FRIDOCR.
FGIDOCR is a form used to find more detail on a particular document.

Direct access: **FGIDOCR** -- input document number and press **F8**.

Or from **FRIGTRD** -- use navigation options to click and query document to pull up the FGIDOCR information. First, make sure that the cursor is in the first field (acct field) of the Account category you are wanting to query. Then press **Ctrl** or **Pg Dn** or NEXT BLOCK.
To clear screen and search for the particular document posting or fund number press [F7] to clear screen then enter amount or fund and press [F8].

NOTE: Other searches can be done on amount, description, etc. (e.g., %GR20001% when tracking IDC’s or hunting the original budget).
To determine the IDC distribution on a grant, type **FRMFUND** in the “Direct Access” field on the **BANNER** title page, then **Enter**. When the Fund Maintenance Form appears, hit **F7**. Once in the query mode, enter “A” in the “Chart of Accounts” field and then the fund number in the “Fund” field. In this case, 20350. Hit **F8** to see the results.
Banner General Accounting Transactions

Commonly Used Forms:

1. **FGAJVCD** – Budget entries.

2. **FGIJSUM** – Budget Entry Summary

3. **FRIGITD** – Budget Status View
   (similar to FRS screen 019)

4. **FGIOENC** – Encumbrance Listing
   (similar to FRS screen 021)
Budget Changes

Form FGAJVCD – to adjust the budget by moving $$ from one account code to another.

Enter NEXT for the Document number.

Then do Ctrl Pg Dn or NEXT BLOCK and enter the document total (absolute value of all items). The date will be today’s date.
Before doing Ctrl Pg Dn or NEXT BLOCK to go to the next screen, go to Options and then to document text.

Make sure that you click on save or press F10, then click on the blue X to exit the text form. This should bring back the document header screen. Then, do Ctrl Pg Dn or NEXT BLOCK.
The journal type will be BD08 (Temporary budget Research) for budget entries affecting funds that are NOT related to the Budget Office. (2XXXX funds only). Cost share funds will use a different form that is currently being created. Training on this will come at a later date.

Enter A for the chart of accounts and then enter the appropriate Fund and account code. The org and program information should default into the form.

Enter the amount and + (increase) or – (decrease) for each account code.

Enter the description of the transaction and the budget period, which is the current month of the fiscal year. (example, March is equal to 06).

Select Next Record or arrow down to proceed to the next line item of the budget change. There should always be a plus and a minus.
Budget Change Form FGAJVCD Cont.

To duplicate the previous record and make adjustments to the form, press F4. If this is done, please make sure that you change the sequence number to 2 and change the account code to the appropriate number.

Instead of doing F4, the information can be entered as it was on the first sequence by entering BD08 as the journal type again, then chart A, the appropriate fund and account number, + or - and the description.

When the budget entry is complete with both a plus and minus then **SAVE** and go to OPTIONS, ACCESS TRANSACTION SUMMARY INFO. Please go to the next page to review an example of this form.
Budget Summary - FGIJSUM

Documents must be approved before they will post to funds, organizations and accounts.

Before documents are approved, you can view & print them from FGIJSUM. Please note the status indicator field. This field lets you know that your entry is (P)ostable or has an (E)rror.

Click on the blue X to exit this form and finish the transaction.
Budget Change Form FGAJVCD Cont.

Select **NEXT BLOCK** or do **CONTROL PAGE DOWN** to get a pop up screen that will appear with the options COMPLETE and IN PROCESS. Complete will send the document to the approval and posting process. In Process will save the data without sending it to approvals or posting. This option will allow you to re-open the batch later to make adjustment or add more entries. If you choose IN PROCESS, please write down your document number so that you can later complete the transaction.

*****Make sure that you click on complete when the document is ready for approval.
Budget Status - FRIGITD

After documents have been approved and posted, use Form FRIGITD to view the operating ledger – similar to FRS screen 019.

Enter the chart of accounts (A) and fund number, the org and program will default.

Then do Ctrl Pg Dn or NEXT BLOCK.

Encumbrance Listing - FGIOENC

Use FGIOENC to view encumbrances that have been posted to a fund – this is similar to FRS screen 021.

Enter the chart of accounts (A), fiscal year and fund, the org and program defaults. Then do Ctrl Pg Dn or NEXT BLOCK.
Finance Forms
FGIBDST is a good Finance form to use to find detailed information on grant funds (2xxxx) as well as other non-grant funds. This will be fiscal year to date (not project to date) information. This is similar to FRIGITD.

Begin by clearing form, press F7. Then enter the fiscal year and tab to the fund field. By entering the number in the fund field, the org and program information will default in and Banner will then bring up all expenditures. Then press F8 to execute the search.

The navigation options will allow you to move directly to other forms (i.e., a detail form, FGITRND). This is a similar form to FRIGTRD, the form accessed earlier through FRIGITD.
Non grant fund detail? FGITRND

Remember to use the arrow keys to move the highlight to the account for which you would like to see further detail. Click on the “Grant Detail Information” under options, to get more specific information regarding the account. (highlighted portion must be in first column—CODE). This brings up FGITRND – detail transaction screen.
Similar to FRIGTRD, you can then query the document and get to FGIDOOCR, for the accounting document detail (postings).
Extracting Data from Banner to Excel

While on a particular form... Click on “Help” on the menu bar. On the dropdown list click “Extract Data No Key”.

You will then see this popup box. Click “Open”. This will result in a view of a spreadsheet.
If you wish to save your spreadsheet, select “File” “Save As”. Some tips:

- Give your Excel file a descriptive name
- “save as Type” should be Microsoft Excel
- Save this *.xls file in a convenient folder
- You can now format, sort, sum, etc. your data in Excel
QUESTIONS ?