Banner Training & Reference Manual

UA Research Website Address:
http://ovpred.ua.edu
Table of Contents

• CGA (Contract and Grant Accounting) Staff Contact Information

• OSP (Sponsored Programs) website

• General information

• Terms & information

• Banner tips to forms, keys and successful querying

• Research Query Forms:
  – Grant number (search by PI, org, $$, etc): FRIGRNT

• Research Forms for Basic Information:
  – Grant/fund number combination (locate GR#): FTMFUND
  – General grant information (locate current project period, sponsor id, amount of award): FRAGRNT
  – List of all grants under an org number: FRIORGH

• Research Administration Forms:
  – Grant budget, balance and encumbrance (up-to-date balances): FRIGITD, similar to FGIBDST for non-grants
  – Detail of specific grant transactions (reconciling): FRIGTRD, similar to FGITRND for non-grants
Table of Contents (cont.)

- Research Administration Forms (cont.):
  - Document detail (information for journal vouchers): FGIDOCR, form is for grant and non-grant funds.
  - Determine IDC rate on a particular grant: FRMFUND
  - Inception to date report with account code detail (reconciling): FRRGITD

- Banner General Accounting Forms:
  - FGAJVCD (Budget entries)
  - FGIJSUM (Budget voucher summary)
  - FRIGITD
  - FGIOENC

- Finance Forms:
  - Revenues & expenses by account code search by number (for IDC and non-Research & Economic Development balances): FGIBDST, similar to FRIGITD for grants
  - Detail of specific transactions (non-grants): FGITRND, similar to FRIGTRD for grants

- Extracting data from Banner to Excel
Contract & Grant Accounting (CGA)

http://ovpred.ua.edu/contract-grant-accounting/staff-listing

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Sponsored Programs (OSP)
http://ovpred.ua.edu/sponsored-programs/

Office for Sponsored Programs

Welcome to the Office for Sponsored Programs. As a Unit of the Office for Research and Economic Development, 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.

Phone: (205) 348-5152 | Fax: (205) 348-8882

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.

Office for Research and Economic Development Calendar of Events

**FastLane Advisory: Your primary email address must be kept up-to-date in FastLane. Click here for more information**
General Information

- **BANNER** has query/search filters that enable users to search for and locate records based on the contents of one or more fields. This reference manual describes general search techniques, and provides specific information on the most commonly used query forms in all **BANNER modules** and specifically Research & Economic Development applications. For more information, refer to the Navigation manual.

- 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.
Numbering Scheme

• Grants and Funds
  – Grants and contracts have both “GR” and “Fund” numbers.
  – A GR number (GR2XXXX) is a number used 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).
**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, an error message will appear in the top right corner when corrections are needed or confirmation that an entry was saved successfully.

Using the exit button in the top left corner or the button in bottom right corner will take you out of a form when you are ready to leave.

The Start Over button or F5 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 click the save button in the lower right corner or F10. Successful or unsuccessful completion of your transaction or save process will be appear in a pop up box in the top right corner.

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

Laminated navigation cards should have been received during BANNER Finance training. You will also receive laminated reference cards today that contain BANNER Research Tips.
RESEARCH QUERY FORMS
FRIGRNT
Grant listing per agency, PI, ORGN, start/end date

A complete listing of your grants can be found using FRIGRNT, which can be accessed from the “Home” screen. The form will go directly to the Filter screen where you can choose from search options in the drop down box based on the information you have.
FRIGRNT details…

Once on the filter screen, click **F7** and choose a search filter from the Add Another Field drop down box to define the scope of the search. The Contains drop down box will allow you to choose how you will enter the information you have. To narrow the search even more you can opt to add another filter from the Add Another Field drop down box. Once this information is entered click **F8** or **GO**.

Example: Search by Responsible Organization Equal to 214251 (with Project End Date Greater 01/01/2017, click **F8** or **GO**).
FRIGRNT details…

Note the and buttons on the left middle side indicating the search caused more results than would fit on the current screen. To scroll through and view the additional information click on the arrows to page forward and back. The number of results per page can also be adjusted if desired. The right scroll bar would then be used to view all results on that page.
Narrow the Search?

To begin a new search click **F7** or **Filter Again** button. This will tell **BANNER** that a new query is desired and will immediately bring up the filter page. Once back at the filter page, proceed with a new search using the previous or new criteria or add additional fields in order to narrow the search.

This information can be exported to EXCEL and formatted for a more condensed view. To export, click the **TOOLS Button** in the upper right hand corner then choose **Export**, or **SHIFT+F1**. A pop up box will appear and you can choose To Open or Save the file.
Research Forms for Basic Information
**FTMFUND**

**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 START AND END DATES. In this training, we will look at a form to use for this purpose. The managing Accountant will also be found on this screen.

To begin a search, once in the form, press **F7** to clear. In the Add Another Field drop down box choose a variable type (such as Grant or Fund) and enter the GR or Fund number. Then press **F8** or the **GO** button to execute the search.
The highlighted items above are the only information to be viewed from this screen. Please keep in mind that this is a search screen only, no information can be added here.

To determine if there are multiple funds tied to the same GR, hit **F7** or the **Filter Again** button. Choose Grant from the drop down box, enter the GR number and hit **F8** or the **GO** button. Then use the forward and back arrow buttons to scroll thru each fund.
The Related tab allows you to view other screens directly from FTMFUND. FTMFUND can be viewed this way or by typing in FTMFUND directly from the Home screen.

This screen shows the IDC distribution on a grant. When viewed straight from FTMFUND, the grant information auto populates into FTMFUND. When entering from the Home screen hit `F7` then choose Fund from the dropdown box and hit `F8` or `GO`. 
This form provides basic information about any grant / contract. Refer to this screen to locate the Start and End date of the award, the PI, awarding agency, sponsor ID and type of award.

The GR number is required for this form, which can be found on FTMFUND if unsure. Once the GR number is entered, the proposal will auto populate then hit GO. The main tab contains all necessary information, see highlights above. The Personnel tab is also helpful to see all Co-PIs, the CGA Accountant, OSP Contact and Department Admin.
FRIORGH

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

Enter the Organization number and hit the **GO** button to get the information requested. The information pulled will be by the “GR” number for sponsored projects.

Once again, the RELATED tab 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
FRIGITD

To view a grant budget balance from inception to date along with real time charges, use the FRIGITD form. 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.

This screen can be accessed from the main Banner page by typing FRIGITD. Once on the screen enter the GR number (if known) and the fund number and delete the Program. In the event the GR number is unknown, the fund number can be entered and the GR number will auto-populate. However, you must go back and tab through the grant to make sure the title appears before proceeding. Once all information is entered, hit GO.
FRIGITD details...

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. If there are multiple funds associated with the GR, just the GR number and Org can be entered and check the Fund Summary box. This will show an entire list of the funds budget and expense information.

The scroll bar on the right can be used to scroll to the bottom of the page in order to view additional information such as the Adjusted Budget Amount, Activity, Commitments and Available Balance.

The information can be extracted to EXCEL by clicking on the TOOLS Tab and choosing Export.
FRIGITD details…

At this point specific account details can be viewed by highlighting the account code and from the RELATED tab select Grant Detail Information FRIGTRD. This screen will bring up all charges associated with the account code that was chosen. Even more details can be seen by highlighting a particular charge and choosing Query Document from the RELATED tab. From the FRIGTRD screen, the search criteria can be revised by hitting the Start Over button. Here the account code can be changed as well as the Date From and Date To period. Hit GO and add an additional search filter from the drop down box if needed and press F8 or GO.

FRIGTRD can also be accessed directly from the main Banner page.

![Image of Banner screen showing Grant detail form FRIGTRD 9.2.2 (UA 9.0) (PROD) with search results]

COA: A Grant: GR25268 Index: Fund: 25268 Organization: 212105 Account: 71510 Program: 100 Activity: Location: Commit:

Year: Period: Date From: 10/01/2016 Date To: 06/30/2017 Pool:

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<th>Program</th>
<th>Activity Date</th>
<th>Type</th>
<th>Document</th>
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</table>

READ Record: 1/624 FRIGTRD.FRIGTRD_ACCT_CODE [1]
FRIGITD details...

To view less account code detail, from the FRIGITD screen, enter Grant/Fund number information following same process as above but in the Account Summary box choose Level 2 Acct Types from the drop down box. This is helpful when determining funds availability for Buy Bama purchases. All of the 7xxxxx account codes will roll together and the amount showing in the 71 Account Type will indicate whether or not there are funds available for a Buy Bama purchase.
**FGIDOCR**

**FGIDOCR** is a form used to find more detail on a particular document.

**FGIDOCR** can be accessed from the main Banner page or from **FRIGTRD** by highlighting the specific document’s account code then choosing Query Document under the RELATED tab.

From the main Banner page, type in **FGIDOCR**. Once directed to screen, enter the Document number and press **GO**. This will pull up the screen shown below. Information related to the document will be found here, use the scroll bar at the bottom to view additional information on the page. The text information can also be viewed by choosing Document Text under the RELATED tab.
FGIDOCR details…

To search for another document, click **Start Over**, this will take you back to the main **FGIDOCR** screen to enter another document number.

To access from **FRIGTRD** the FOAPL information is needed. Once entered, hit **GO** and you will be directed to the Filter page. Choose a search filter from the drop down list, in the below example it will be filtered by the fund number, then press F8 or **GO**.

From here, highlight the account code for the Document number then choose Query Document under the RELATED tab. This directs you to the main **FGIDOCR** and the previous process will be followed.
FRMFUND

To determine the IDC distribution on a grant, type FRMFUND on the main Banner page. When directed to the screen, hit F7 or the Filter button. Once on the filter screen choose Fund from the drop down box, enter the Fund number and press F8 or GO. The next screen will contain the IDC cost rate for the selected fund. This is found in the second section under Cost Codes, in the below example it is 5%. The scroll bar located on the right side can be used to view any additional information.
Banner General Accounting Transactions

**Commonly Used Forms:**

1. **FGAJVCD** – Budget entries.
2. **FGIJSUM** – Budget Entry Summary
3. **FRIGITD** – Budget Status View
4. **FGIOENC** – Encumbrance Listing
Budget Changes

Form **FGAJVCD** is used to adjust the budget by moving dollars from one account code to another within the same fund. Once on the FGAGVCD screen, type NEXT in the Document Number field and hit **GO**. The transaction date will auto populate with the current day’s date and the Document Total will need to be entered as the absolute value of all items.
The text screen for a Budget Change is extremely important, so at this point choose Document Text [FOATEXT] under the RELATED tab. Enter the reason for the budget change and be as detailed as possible. This will be information used to determine approval for the budget change. After information has been entered, click the SAV[ ] button in the bottom right of screen and exit out of this page by clicking the white X in the top left. This will take you back the document header screen. Once there, click ALT+PG DOWN or the down arrow button in the bottom left to be directed to the transaction detail screen.
Budget Change Form FGAJvCD Cont.

The journal type will always be **BD08** (Revised Budget Research) for budget entries affecting funds that are NOT related to the Budget Office (2XXXX funds only).

Enter A for the chart of accounts and then enter the appropriate Fund and account code. The org and program information will auto-populate.

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, June is equal to 09).

Click the **SAVE** button in the bottom right corner to save this entry and proceed to entering next entry.
To duplicate the previous record and make adjustments to the form, click the Copy button on the right side of screen. If this is done, the sequence number will update once you tab thru. Then the account code will need to be changed as well as the +/- sign.

Instead of copying the previous record, 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 click the SAVE button.
Budget Summary - FGIJSUM

Click on the RELATED tab and choose Access Transaction Summary Info [FGIJSUM] to view before it is approved.

Please note the status indicator field, which will let you know if the document entry is (P)ostable or has an (E)rror. This is also the place to confirm that FOAP information has been entered correctly and that the Transaction Total equals the Document Total.

Once this screen has been reviewed, click on the white X to exit this form and finish the transaction.
Budget Change Form FGAJVCD Cont.

Select the arrow down button or do ALT+PG DOWN to enter the Completion section 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. Documents must be approved before they will post to funds, organizations and accounts.
Encumbrance Listing - FGIOENC

Use **FGIOENC** to view encumbrances that have posted to a fund. Enter the Chart of accounts (A), Fiscal Year and Fund. The org and program will auto-populate then hit **GO**.
Finance Forms
FGIBDST

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. Do not use this form regularly for grants as it is important to review grants based on program periods.

From the main Banner page type in **FGIBDST**. Enter the fiscal year and fund number, the org will auto-populate. Press **GO** to execute the search.

The RELATED tab 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.
Extracting Data from Banner to Excel

While on a particular form… Click on the TOOLS tab and choose Export or press Shift + F1 without going to the TOOLS tab.

At this point a small pop up box in the lower left corner will come up. Once you click on the box, the Excel spreadsheet will open with all of the information from Banner. From here you can format this information to fit your needs and save the file if needed.
QUESTIONS ?