



UNIVERSITY OF SOUTH ALABAMA

Banner Financial Information Systems Reference Manual

**Grant Look – Up**

**Banner v. 9**

# FRIGITD

1. To check your Grant account balance, type your **Grant number** into the Grant number field in the Key Information Block and your **Fund number** in the Fund number field (Usually the same as the Grant number). If you do not know your Grant number, follow the instructions at the end of this section for finding grant numbers.

The screenshot shows the 'Grant Inception to Date FRIGITD 9.3.6 (PROD)' search screen. It features a grid of input fields for various parameters: Chart of Accounts (U), Grant Year, Fund (205044), Program (4200), Location, Account, Date From (10/63), Date To (06/18), and checkboxes for 'Include Revenue: Accounts', 'Include Revenue: Hierarchy', 'By Sponsor Account', 'Exclude Indirect: Costs', and 'Fund Summary'. A 'Go' button is located on the right side of the form.

2. Click on the **GO** button to view your account details.

The screenshot displays the 'GRANT INCEPTION TO DATE' table with the following columns: Account, Type, Description, Adjusted Budget, Activity, Commitments, and Available Balance. The table lists various account codes such as 610100, 610200, 610300, etc., with their corresponding descriptions and financial values. A 'NET TOTAL' row is provided at the bottom of the table.

Account	Type	Description	Adjusted Budget	Activity	Commitments	Available Balance	
610100	L	Executive/Admin Salaries		0.00	15,867.67	0.00	
610200	L	Instruction Salaries		97,304.00	134,492.72	0.00	
610300	L	Professional Salaries		34,920.00	42,824.22	0.00	
610330	L	Post Doctorate Salaries		0.00	22,176.68	0.00	
610400	L	Clerical Wages		3,662.00	0.00	0.00	
610600	L	Service Wages		0.00	21,601.34	0.00	
610700	L	Technical Salaries		47,732.00	46,743.23	0.00	
610900	L	Overtime		0.00	1,717.58	0.00	
620100	L	Student Wages		22,289.00	0.00	0.00	
630120	L	Employers FICA		0.00	19,121.37	0.00	
630130	L	Employee Benefits - Vacation		45,906.00	0.00	0.00	
630210	L	Insurance-Life		0.00	768.89	0.00	
630220	L	Insurance-Disability		0.00	2,252.73	0.00	
630230	L	Insurance-Health		0.00	29,413.96	0.00	
630320	L	Retirement-TIAA-CREF		0.00	2,566.55	0.00	
630330	L	Retirement-State Paid		0.00	19,832.23	0.00	
630452	L	Tuition-S/D Graduate Level		0.00	906.00	0.00	
711015	E	Express Mail		0.00	615.79	0.00	
711020	E	General Supplies		201,192.00	423.08	0.00	
711040	E	Lab Supplies		0.00	10,884.07	0.00	
<b>NET TOTAL</b>							
Adjusted Budget			929,572.50	Activity	929,572.50	Commitments	0.00
Available Balance						0.00	

FRIGITD shows a summary of account activity organized by Account code.

## Find Your Grant Balance

1. Entries are grouped by account code (left – hand side).
2. Available balance for each account is listed in the far right – hand column.
3. The budgeted dollars assigned to an account are shown in the Adjusted Budget column.
4. The Activity column shows the Project – to – Date dollar amount of transactions posted to each account code listed in the Account column. You will have the ability to drill down on any account listed to see the individual transactions which make up this total dollar amount (See ‘Drilling Down for Details’ below).
5. Scroll down until you reach the end of the listings. This registers all account codes in the ‘Net Total’ line.

## Drilling Down for Details using FRIGTRD

1. Select an Account number or amount by clicking on it. The record will be highlighted.

Grant Inception to Date FRIGTRD 9.3.6 (PROD)						
Account	Type	Description	Adjusted Budget	Activity	Commitments	
610100	L	Executive/Admin Salaries		0.00	15,867.67	
610200	L	Instruction Salaries	97,304.00		134,492.72	
610300	L	Professional Salaries	34,920.00		42,824.22	
610330	L	Post Doctorate Salaries		0.00	22,176.68	
610400	L	Clerical Wages		3,662.00	0.00	
610600	L	Service Wages		0.00	21,601.34	
610700	L	Technical Salaries	47,732.00		46,743.23	
610900	L	Overtime		0.00	1,717.58	
620100	L	Student Wages		22,289.00	0.00	
630120	L	Employers FICA		0.00	19,121.37	
630130	L	Employee Benefits - Vacation	45,906.00		0.00	
630210	L	Insurance-Life		0.00	768.89	
630220	L	Insurance-Disability		0.00	2,252.73	
630230	L	Insurance-Health		0.00	29,413.96	
630320	L	Retirement-TIAA-CREF		0.00	2,566.55	
630330	L	Retirement-State Paid		0.00	19,832.23	
630452	L	Tuition-S/D Graduate Level		0.00	906.00	
711015	E	Express Mail		0.00	615.79	
711020	E	General Supplies		201,192.00	423.08	
711040	E	Lab Supplies		0.00	10,884.07	
<div style="display: flex; justify-content: space-between;"> <span>1 of 3</span> <span>20 Per Page</span> </div>						
<b>NET TOTAL</b>			Adjusted Budget	Activity	Commitments	
			929,572.50	929,572.50	0.00	

## Find Your Grant Balance

2. Click on the RELATED button on the top right – side of the screen and select ‘Grant Detail Information’. This will open FRIGTRD.

The screenshot shows the 'Grant Transaction Detail Form FRIGTRD 9.3.6 (PROD)'. At the top, there are navigation buttons: ADD, RETRIEVE, RELATED, and TOOLS. Below these, the system parameters are displayed: COA: U, Grant: 205044, Index: Fund: 205044, Organization: 720300, Account: 610100, Program: 4200, Activity: Location: Commit: Year: Period: A 'Start Over' button is also present. The main section is titled 'GRANT TRANSACTION DETAIL' and contains a table with the following columns: Account, Organization, Program, Activity Date, Type, Document, Description, Commit, Fund, Activity, Location, Transaction Date, Field, and Am. The table lists several payroll expense transactions for the year 2006, with a total of 9 records. At the bottom, there are navigation controls including a page indicator '1 of 1', a 'Per Page' dropdown set to 10, and a 'Record 1 of 9' indicator.

Account	Organization	Program	Activity Date	Type	Document	Description	Commit	Fund	Activity	Location	Transaction Date	Field	Am
610100	720300	4200	03/31/2006	FPY	J0004920	Payroll Expense	U	205044			03/31/2006	YTD	
610100	720300	4200	02/27/2006	FPY	J0003945	Payroll Expense	U	205044			02/28/2006	YTD	
610100	720300	4200	01/27/2006	FPY	J0002922	Payroll Expense	U	205044			01/31/2006	YTD	
610100	720300	4200	12/29/2005	FPY	J0002014	Payroll Expense	U	205044			12/31/2005	YTD	
610100	720300	4200	11/29/2005	FPY	J0001265	Payroll Expense	U	205044			11/30/2005	YTD	
610100	720300	4200	10/28/2005	FPY	J0000272	Payroll Expense	U	205044			10/31/2005	YTD	
610100	720300	4200	10/26/2005	IGB	BU000006	5-20423-1100 PTD Conversion	U	205044			10/01/2005	OBD	
610100	720300	4200	10/26/2005	IGB	BU000005	5-20423-1100 PTD Conversion	U	205044			09/30/2005	OBD	
610100	720300	4200	10/26/2005	IGE	BB000003	5-20423-1100 PTD Conversion	U	205044			09/30/2005	YTD	
												Total	

## How to Look – Up a Grant Number

If you do not know your Grant number, from the main FRIGITD page:

1. Click on the drop down box to the right of the ‘Grant’ field.
2. This will open a popup window (Option List).

The screenshot shows the 'Grant Inception to Date FRIGITD 9.3.6 (PROD)' search form. It features a grid of input fields for various search criteria: Chart of Accounts (U), Grant Year, Fund, Program, Location, Account, Date From (MM/YY), Date To (MM/YY), Grant, Index, Organization, Activity, Account Type, Account Summary (All Levels), and Fund Summary. There are also checkboxes for 'Include Revenue: Accounts', 'Exclude Indirect: Costs', and 'By Sponsor Account'. A 'Go' button is located at the top right. A footer note states: 'Get Started: Fill out the fields above and press Go.'

## Find Your Grant Balance

Grant Inception to Date FRIGITD 9.3.6 (PROD)

Chart of Accounts: U  
Grant Year:   
Fund:   
Program:   
Location:   
Account:   
Date From (MM/YY): /   
Include Revenue:   
Accounts Hierarchy:   
By Sponsor Account:

Grant:   
Index:   
Organization:   
Activity:   
Account Type:   
Account Summary: All Levels  
Date To (MM/YY): /   
Exclude Indirect:   
Costs:   
Fund Summary:

Go

Get Started: Fill out the fields above and press Go.

Option List

[List of Grant Codes \(FRIGRNT\)](#)  
[Grant Title Search Form \(FRIKGNT\)](#)

Cancel

CANCEL SELECT

3. Select List of Grant Codes (FRIGRNT).

4. This will open an Inquiry page with a drop down menu titled 'Add Another Field'.

Grant Code Inquiry FRIGRNT 9.3.3 (PROD)

GRANT CODE INQUIRY

Enter a query, press F8 to execute.

Add Another Field ...

Clear All Go

5. Select 'Grant Title' from the 'Add Another Field' drop down menu.

Grant Code Inquiry FRIGRNT 9.3.3 (PROD)

GRANT CODE INQUIRY

Enter a query, press F8 to execute.

Grant Title Contains

Add Another Field ...

Clear All Go

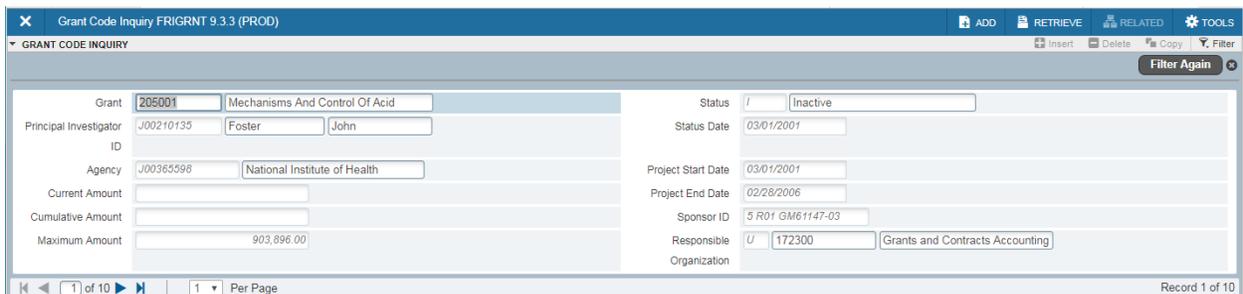
## Find Your Grant Balance

- You will then be presented with three fields: 'Grant Title' 'Contains' & a blank field.
- Fill the blank field with key words for your Grant title search. Example, 'Mechanisms'. Enter the key word with wildcard symbols (%) to search for every instance that the particular key word is used in an account title. It would be entered as: **%Mechanisms%**

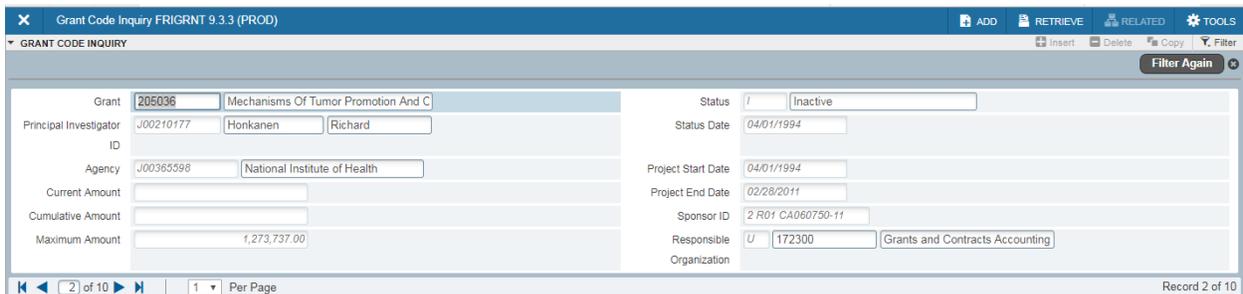


The screenshot shows the 'Grant Code Inquiry' search interface. The search criteria are set to 'Grant Title' containing '%Mechanisms%'. There is a 'Clear All' button and a 'Go' button at the bottom right.

- Click the **GO** button to execute the query. Depending on what you entered for your search criteria, you will see either a list of Grants on different scrollable pages, a single Grant, or no results at all.
- If the results return a list of Grants you can simply scroll through the pages or refine your search criteria. If there are no results, refine your criteria.
- Once you locate the Grant you are looking for, double click on the Grant code. This will return your selection to the FRIGITD form.



The screenshot shows the details for Grant 205001, titled 'Mechanisms And Control Of Acid'. The grant is currently 'Inactive' as of 03/01/2001. The Principal Investigator is John Foster (ID: J00210135) from the National Institute of Health (Agency: J00365598). The project started on 03/01/2001 and ended on 02/28/2006. The maximum amount is 903,896.00. The responsible organization is 'Grants and Contracts Accounting' (ID: 172300).



The screenshot shows the details for Grant 205036, titled 'Mechanisms Of Tumor Promotion And C'. The grant is currently 'Inactive' as of 04/01/1994. The Principal Investigator is Richard Honkanen (ID: J00210177) from the National Institute of Health (Agency: J00365598). The project started on 04/01/1994 and ended on 02/28/2011. The maximum amount is 1,273,737.00. The responsible organization is 'Grants and Contracts Accounting' (ID: 172300).

