Banner Post Award Basics Guide

Contents
Logging in to Banner 9 ......................................................................................................................... 2
Definitions .............................................................................................................................................. 2
FRAGRNT (Grant Maintenance) ......................................................................................................... 3
FTMFUND (Financial Fund Code Maintenance) .............................................................................. 4
FRIGITD (Grant Inception to Date) .................................................................................................. 6
FGITBSR (Claim on Cash) ............................................................................................................... 8
FRAAREV (Billing & Payments) ....................................................................................................... 9
FRIBDET (Cumulative Summary) ...................................................................................................... 10
Logging in to Banner 9

1) Banner Log in is available on University Controller’s Office next to the “Search” feature.

   ![Banner login](Image)

2) Another way is by browsing the askIT knowledge base on Technology Services.

3) However you login, you end up at the Banner main page.

Definitions

A few concepts to get you started:

**Fund (Index) number** – can be used to subdivide funds associated with an award or grant.

**Grant code** – draws together all funds associated with an award or grant.

How do Grant Codes and Fund(index) numbers work together? The finances of an award or grant can be organized in many ways. One example, a grant for five years with two sub-awards would contain fifteen funds (indexes) which could all be combined into one grant code.
FRAGRNT (Grant Maintenance)

1) Each Banner form has a name which you type into the **Search** box.

2) The first form we’ll look at is **FRAGRNT** which is used for grants maintenance.

3) And we’ll begin by entering a grant number. In this example, we’ll use 5090038FD.

4) Then click **Go**.

5) And the **Grant Maintenance** record will populate.

6) Further information about the grant is organized in **tabs**: Main, Grant Agency, Location, Cost Code, Personnel, Billing.

7) Key pieces of information on the main tab include: **agency** and **accountant**.

8) The **accountant** listed here will be your best post award point of contact.

9) Notice the project **start** and **end** dates.

10) As well as the **grant type**.
11) The **agency tab** will list the agency (or sponsor).

![Banner 9 Post Award Basics Guide v1 05112020 cfs](image)

12) Cost code information, including the **indirect cost rate**, can be found on the cost code tab.

![Banner 9 Post Award Basics Guide v1 05112020 cfs](image)

13) And select the **billing tab** to view the billing details.

![Banner 9 Post Award Basics Guide v1 05112020 cfs](image)

**FTMFUND (Financial Fund Code Maintenance)**

1) We’ll look at **FTMFUND** next which is used for financial fund code maintenance.

2) Begin by entering **FTMFUND** in the search box.

3) Click on the Filter icon to enter a query.

4) Then enter the grant number. We’ll use 5090038FD again. *(Note: FTFMUND can be filtered by grant# or fund#).*
Tip! If the grant# is unknown, you can use the filter by fund# feature to find out the grant#.

5) Click Go.

6) The form will populate.

7) Notice there are six records in this example.

8) Click on the single record icon to view an individual record.

9) Some key pieces of information to note include the termination date – the date after which no additional expenses should post.

10) There are instances, however, when the termination date may be updated in Banner due to: internal processes, 90 Day Notice for a new award year, or a no cost extension.
Tip! In order to determine if a new award year or NCE was awarded, refer to FRMFUND to see if the budget period has been updated/revised. (FRMFUND will only be updated after approval is received from sponsor.)

11) The FA (Fiscal Manager) is also listed on FTMFUND.

12) From here, you can get more information about the fund by selecting I/C Code Information (FRMFUND) from the Related menu.

FRIGITD (Grant Inception to Date)

1) Now, we’ll look at FRIGITD for budget expenses and available balances.

2) Begin by entering FRIGITD in the Go To box.

3) Next, enter either the Grant ID or the Fund (Index) Code.
Tip! If you enter the Fund Code and hit tab, then the Grant ID will self-populate.

4) You can also specify a Grant Year or leave blank in which case all years will be displayed.

5) After entering your criteria, click Go.

Tip! Click at any time to change your search criteria.

6) If the grant has more than one fund (index), you can also check Fund Summary to display a summary of each fund.

7) In this example, a date range has been specified, so one month of expenses (05/19) will display.
8) Scroll to the bottom to see the cumulative / net totals.

9) To see more details about the grant, for example: HR Payroll, select Grant Detail Information from the Related menu.

10) And the Grant Details will display.

FGITBSR (Claim on Cash)
1) We’ll look briefly at the **Claim on Cash** screen.

2) Enter **FGITBSR** in the Go To box to go to **Trial Balance Summary** and view the **Claim on Cash**.

3) We’ll enter the COA, Fiscal Year, and Fund (Index) number.

4) And the top line, Claim on Cash, will display how much **cash needs to be received** on this particular fund.

5) **FGITBSR** displays balances based on the fiscal year.

**FRAAREV (Billing & Payments)**

1) Enter **FRAAREV** next.

2) We’ll enter the grant number which is a flow through.

3) Then, Go.

4) And the billing and payment details will display.
1) The last screen we’ll look at will be a cumulative summary.

2) Enter **FRIBDET** and your grant number.

3) And the **cumulative summary** for the grant will display.

---

**FRIBDET (Cumulative Summary)**

<table>
<thead>
<tr>
<th>Grant: 5110853FF</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ohio State Univ # UT19892</td>
<td>FRIBDET</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>DETAILS</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Expenditures</td>
<td>9,516.00</td>
</tr>
<tr>
<td>Retainage</td>
<td>0.00</td>
</tr>
<tr>
<td>Total Billed</td>
<td>9,516.00</td>
</tr>
<tr>
<td>Total Refunds</td>
<td>0.00</td>
</tr>
<tr>
<td>Total On-Hold</td>
<td>0.00</td>
</tr>
<tr>
<td>Payments and Transfers</td>
<td>9,516.00</td>
</tr>
<tr>
<td>Total Unbilled</td>
<td>0.00</td>
</tr>
<tr>
<td>Payment Withholding</td>
<td>0.00</td>
</tr>
</tbody>
</table>