Research Accounting

Lesson 1:
Grant and Fund Attributes
Lesson Agenda

1.0 Inquiring on basic grant information
   1.1 Using the Grant Maintenance Form (FRAGRNT)

2.0 Inquiring on basic fund information
   2.1 Using the Research Accounting Maintenance Form (FRMFUND)

3.0 Identifying indirect costs
   3.1 Using the Indirect Cost Rate Code Maintenance Form (FTMINDR)
   3.2 Using the Indirect Cost Distribution Maintenance Form (FTMINDD)

You will review basic grant and fund attributes using course materials, job aids and the following Banner 2000 Forms:

- FRAGRNT
- FRMFUND
- FTMINDR
- FTMINDD
Grants are created when a fund needs inception-to-date reporting. There are several reasons that you might have to access and make use of it. As an example, a grant might be made for a five year period, each year of which could be covered by a separate fund.

The following are important elements for you to remember:

1. A grant will always contain at least one fund, and possibly more than one. Multiple funds may be created because of a multiple-year grant that requires each year be recorded separately.

2. A fund will always be associated to one, and only one, grant.

3. Transactions are posted against funds, and not against grants.
Lesson Introduction

Because the inquiries in this module are capable of returning cumulative inception-to-date results (unlike other inquiries that return only fiscal year results), these procedures are valuable to individuals seeking to access multiple aspects of a grant/fund.

Typically when performing research on grant codes, you would use codes found on the Grant Fund Authorization Form issued by Sponsored Programs Administration. (See Appendix for a copy)

In the previous class you learned the following:

- How to navigate through FMS
- How to perform inquiries on financial information
- The FOAPAL structure and hierarchy
Lesson 1: Grant and Fund Attributes

For the purposes of this class, we're only concerned with the Fund Code and the Grant Code.

---

**Grant/Fund Authorization**

<table>
<thead>
<tr>
<th>ESTABLISH</th>
<th>AMEND</th>
<th>TRANSMIT</th>
<th>TERMINATE</th>
<th>DATE</th>
<th>INDEX</th>
<th>FUND</th>
<th>ORG. CODE</th>
<th>PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>08/30/98</td>
<td>330949</td>
<td>2F112</td>
<td>06CE71</td>
<td>11</td>
</tr>
</tbody>
</table>

**Donor**

- **National Institute of Health**
  - **Period of Performance**: 8/1/98 - 6/30/99
  - **Grant Code**: 2F11

**Title**

- **Research Training in Prenatal Alcohol Studies**

**Principal Investigator**

- **Dr. Ernest Abel**

**School/College Responsible for Financial Administration**

- **Dr. Abel and Dean for School of Medicine or his authorized representative**

**Financial Information**

- **Amount of Grant, Contract or Gift**: Blank
- **University’s Share**: Blank
- **Indirect Cost**: $2,038.00 (8% of Modified Total Direct Costs)
- **Amount Rec’d**: $29,641.00

**Attachments**

- **Executed Copy of Contract**: Yes
- **Other Attachments**: Yes

**Special Conditions or Remarks**

- **A/A issued to establish this account.**
### Review: FMS Navigation Review

<table>
<thead>
<tr>
<th>Action</th>
<th>Definition</th>
<th>Keystroke</th>
<th>Toolbar Icon</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Next/Block”</td>
<td>Populates the next block of information based on data entered in the current block.</td>
<td>Control + Page Down</td>
<td>Menu path: Block then Next</td>
</tr>
<tr>
<td></td>
<td>Use Next/Block If the Inquiry form has a solid line across it.</td>
<td></td>
<td><img src="image" alt="Toolbar Icon" /></td>
</tr>
<tr>
<td>Enter into inquiry mode</td>
<td>Forces the current form into inquiry mode. Typically used to perform inquiries on forms that are NOT designed for inquiry.</td>
<td>F7 key</td>
<td>No icon</td>
</tr>
<tr>
<td></td>
<td>Use F7 if the form does not have a solid line across it.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Execute an inquiry</td>
<td>Executes an inquiry that was performed using the F7 key</td>
<td>F8 key</td>
<td>No icon</td>
</tr>
</tbody>
</table>
### Review: FMS Navigation Review (cont.)

<table>
<thead>
<tr>
<th>Action</th>
<th>Definition</th>
<th>Keystroke</th>
<th>Toolbar Icon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wildcard</td>
<td>Used in combination with partial data when performing inquiries. Example: Performing an inquiry using “Nat%” would return all values with the letters “Nat” included in them.</td>
<td>%</td>
<td>No icon</td>
</tr>
<tr>
<td>Rollback</td>
<td>Allows the user to return to the previous action/screen.</td>
<td>No keystroke</td>
<td><img src="image" alt="Toolbar Icon" /></td>
</tr>
<tr>
<td>Select</td>
<td>Selects the highlighted record.</td>
<td>No keystroke</td>
<td><img src="image" alt="Toolbar Icon" /></td>
</tr>
<tr>
<td>Exit</td>
<td>Exits the current form.</td>
<td>Control + q</td>
<td><img src="image" alt="Toolbar Icon" /></td>
</tr>
</tbody>
</table>
This topic will demonstrate how to inquire on basic grant information in FMS. Let’s assume that you need to locate reporting information about a grant from Institute of Health. You could use the Grant Maintenance form (FRAGRNT).

**What you will learn in this topic:**
- 1.1. Inquire on basic grant information using the Grant Maintenance Form (FRAGRNT)

**Items needed to complete this topic:**
- Online FMS Form: Grant Maintenance Form (FRAGRNT)
- Grant code

You’ll look at each step in the procedure separately, then you will inquire on a specific grant and identify the following:
- Who the grant is from
- The name of the Principal Investigator
- The cost sharing code
1.1.1 Example: FRAGRNT

The Grant Maintenance Form (FRAGRNT) is commonly used to inquire on basic grant attributes (i.e. PI, agency, and grant periods).

**Required Fields/Actions:**
- Grant and grant code
1.1.2 Procedure: FRAGRNT

PROCEDURE: FRAGRNT

Go to FRAGRNT

1) Enter the grant code in the Grant field
2) Select Block, then Next

NOTE:
When performing inquiries in FMS, most forms are case sensitive (i.e. National Institutes of Health).
## 1.1.3 Step-by-Step: FRAGRNT

<table>
<thead>
<tr>
<th>Step:</th>
<th>Actions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go to FRAGRNT</td>
<td></td>
</tr>
<tr>
<td>1) Enter the grant code in the Grant Field</td>
<td>Type the grant code <strong>210X</strong></td>
</tr>
<tr>
<td>2) Select Block, then Next</td>
<td>Click Block from Pull down menu then <strong>Next</strong></td>
</tr>
</tbody>
</table>
1.1.4 Results: FRAGRNT

Block/next populates fields with the following grant information:

a. The Organization Code
b. The Granting Agency Name and Agency Code
c. The name and ID of the Principal Investigator
d. The Project Period
e. CFDA (i.e. this grant is federally funded)
f. Category Code

Category codes indicate the cost-sharing status of the grant/fund:

M = Mandatory; must report cost sharing to an agency
V = Voluntary; no external reporting of cost sharing
B = Blank; no cost sharing and no cost sharing reporting.
Intentionally Blank
Topic 2.0 Inquiring On Basic Fund Information

This topic will demonstrate how to inquire on basic fund information in FMS. Let's assume that you need to identify the time period the PI can spend money from a fund. This is defined as the Budget Period and you can use the Research Accounting Maintenance Form (FRMFUND) to determine the period available.

Note that fund codes are generated from grant codes, i.e.:

- A grant having the grant code of 210X could have the following funds:
  - One FUND code could be: 210X1
  - Another FUND code could be 210X2

What you will learn in this topic:

- 2.1 Inquire on indirect cost attributes using Research Accounting Fund Maintenance Form (FRMFUND)

Items needed to complete this topic:

- Online FMS Form: Research Accounting Fund Maintenance Form (FRMFUND)
- Fund code
2.1.1 Example: FRMFUND

Common uses for the Research Accounting Maintenance Form (FRMFUND):

- Inquire on the indirect cost attributes
- Inquire on the link between FRMFUND, FTMINDR, and FTMINDD
- The Budget Period, or period of the fund’s budget

Required Fields/Actions:

- Fund and fund code
2.1.2 Procedure: FRMFUND

PROCEDURE: FRMFUND

Go to FRMFUND

1) Press the F7 key to enter into the query mode
2) Enter the fund code in the Fund field
3) Press the F8 key to execute the query
### 2.1.3 Step-by-Step: FRMFUND

<table>
<thead>
<tr>
<th>Step:</th>
<th>Actions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go to FRMFUND</td>
<td></td>
</tr>
<tr>
<td>1) Press the <strong>F7</strong> key to enter into the query mode</td>
<td>Press the <strong>F7</strong> key</td>
</tr>
<tr>
<td>2) Enter the fund code in the <strong>Fund Field</strong></td>
<td>Type the fund code <strong>210X2</strong></td>
</tr>
<tr>
<td>3) Press the <strong>F8</strong> key to execute the query</td>
<td>Press the <strong>F8</strong> key</td>
</tr>
</tbody>
</table>

**HINT:**

If you only know the grant code, in the Fund field enter the Grant Code followed by the wildcard symbol (%) and then execute the query.
2.1.4 Results: FRMFUND

Notice the query returns the following information about the fund:

a. Budget period (i.e. the fund period during which spending is allowed)

b. Indirect Cost Rate Codes (These codes correspond to the codes found in FTMINDR)

c. Indirect Cost Distribute to Code (These codes correspond to the codes found in FTMINDD)

Note: Forms FTMINDR and FTMINDD will be used shortly.
Intentionally Blank
Topic 3.0 Identifying Indirect Costs

This topic will demonstrate how to identify indirect cost codes associated with a fund using FMS forms. Using the Indirect Cost Rate Code Maintenance Form (FTMINDR) and the Indirect Cost Distribution Maintenance Form (FTMINDD), you can inquire on a fund's indirect cost codes.

What you will learn in this topic:

- 3.1 Inquire on indirect cost codes using the Indirect Cost Rate Code Maintenance Form (FTMINDR).
- 3.2 Inquire on indirect cost codes using the Indirect Cost Distribution Maintenance Form (FTMINDD).

Items needed to complete this topic:

- Online FMS Form: Indirect Cost Rate Code Maintenance Form (FTMINDR)
- Online FMS Form: Indirect Cost Distribution Maintenance Form (FTMINDD)
- Fund code
3.1.1 Example: FTMINDR

Common uses for the Indirect Cost Rate Code Maintenance Form (FTMINDR):

- Inquire on the fund’s indirect cost rate
- Inquire on the fund’s indirect cost maximum amount

Required Fields/Actions:

- Indirect Cost Rate Code field and Indirect Cost Rate Code

The two data fields you will be most interested in are the Rate and Maximum Amount fields.
3.1.2 Procedure: FTMINDR

PROCEDURE: FTMINDR

Go to FTMINDR

1) Type a fund code to be queried in the **Indirect Cost Rate Code** field.
2) Select **Block**, then **Next**

**NOTE:**
The Indirect Cost Rate Code will always be the fund code itself.
### 3.1.3 Step-by-Step: FTMINDR

<table>
<thead>
<tr>
<th>Step:</th>
<th>Actions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go to FTMINDR</td>
<td></td>
</tr>
<tr>
<td>1) Enter a fund code to be queried in the Indirect Cost Rate Code field.</td>
<td>Enter a fund code [210X2] to be queried in the Indirect Cost Rate Code field.</td>
</tr>
<tr>
<td>2) Select <strong>Block</strong>, then <strong>Next</strong></td>
<td>Click <strong>Block</strong> from Pull down menu then <strong>Next</strong></td>
</tr>
</tbody>
</table>

Go to FTMINDR

Lesson 1: Grant and Fund Attributes
3.1.4 Results: FTMINDR

The two data fields you will be most interested in are the Rate and Maximum Amount fields.

a. The figure in the Rate field represents the percentage of the grant direct costs which the University can recover in this case, 24.5%.

b. The figure in the Maximum Amount field represents the highest amount which the University can recover.

NOTE:
For instances when you see two records, the bottom record is the most current.
3.2.1 Example: FTMINDD

A common use for the Indirect Cost Distribution Maintenance Form is to inquire on the percentages of the indirect costs distributed and the funds to which they are distributed to.

**Required Fields/Actions:**
- Indirect Cost Distribution Code field and the Indirect Cost Distribution Code
3.2.2 Procedure: FTMINDD

PROCEDURE: FTMINDD

Go to FTMINDD

1) Type an Indirect Cost Distribution code to be queried in the I/C Distribution Code field.
2) Select Block, then Next

NOTE:
The Indirect Cost Distribution Code will always be the fund code itself.
### 3.2.3 Step-by-Step: FTMINDD

<table>
<thead>
<tr>
<th>Step:</th>
<th>Actions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go to FTMINDD</td>
<td></td>
</tr>
<tr>
<td>1) Enter the Indirect Cost Distribution code to be queried in the <strong>I/C Distribution Code</strong> field.</td>
<td>Type the Indirect Cost Distribution Code <strong>210X2</strong> to be queried in the <strong>I/C Distribution Code</strong> field.</td>
</tr>
<tr>
<td>2) Select <strong>Block</strong>, then <strong>Next</strong></td>
<td>Click <strong>Block</strong> from Pull down menu then <strong>Next</strong></td>
</tr>
</tbody>
</table>
3.2.4 Results: FTMINDD

When the Distribution Information window opens, you will have access to information concerning the percentage of IDC earned that have been distributed to Indirect Cost Return FOAPALs.

The uppermost row, for 144981, indicates that 10% of the posted indirect costs earned have been distributed to FOAPAL: 111420 09K1 560 24
Lesson Exercise 1: Basic Grant Information

For grant 212B determine the following:

a) Who the grant is from (the granting agency) ___________________

b) Name of the Principal Investigator ___________________________

c) The cost sharing status ___________________
Using the Grant Maintenance Form (FRAGRNT), your query for information on grant 212B should return the following:

a) The granting agency (Agency): National Science Foundation

b) Principal Investigator (PI ID): Sean Feng Wu

c) Cost sharing status (Category): Mandatory cost sharing
Lesson Exercise 2: Basic Fund Information

For fund 212B1 determine the following:

a) The period in which money can be spent against the fund _____

b) The indirect cost rate code ______________

c) The indirect cost distribute to code ____________
Lesson Exercise 2 Review: Basic Fund Information

Using the Research Accounting Fund Maintenance Form (FRMFUND) your query for information on fund 212B1 should return the following:

a) The period in which money can be spent against the fund (Budget Period): 01-JUN-1998 to 31-MAY-2001

b) The indirect cost rate code: 212B1

c) The indirect cost distribute to code: 212B1
Lesson Exercise 3: Identifying Indirect Costs

For fund 212B1 determine the following:

a) The current rate of direct costs which the university can recover __________

b) The current highest amount the university can recover _______ _________

c) The distribution of indirect cost by account code __________ _________

- Exercise 3
Lesson Exercise 3 Review: Identifying Indirect Costs

Using the Indirect Cost Rate Code Maintenance Form (FTMINDR) your query for information on fund 212B1 should return the following:

a) The current rate of direct costs which the university can recover (Rate): $50,000

b) The current amount the university can recover (Maximum Amount): $37,155.78
Lesson Exercise 3 Review: Identifying Indirect Costs

Using the Indirect Cost Distribution Maintenance Form (FTMINDD) your query for information on fund 212B1 should return the following:

c) The distribution of indirect cost by account code (See picture)
## Lesson 1 Summary

<table>
<thead>
<tr>
<th>Form</th>
<th>Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Maintenance Form (FRAGRNT)</td>
<td>Commonly used to inquire on basic grant attributes</td>
</tr>
<tr>
<td></td>
<td>(i.e. PI, agency, and grant periods)</td>
</tr>
<tr>
<td>Research Accounting Fund Maintenance Form (FRMFUND)</td>
<td>• Inquire on the indirect cost attributes</td>
</tr>
<tr>
<td></td>
<td>• Inquire on the link between FRMFUND, FTMINDR, and FTMINDD</td>
</tr>
<tr>
<td></td>
<td>• The Budget Period, or period of the fund’s budget</td>
</tr>
<tr>
<td>Indirect Cost Rate Code Maintenance Form (FTMINDR)</td>
<td>• Inquire on the fund’s indirect cost rate</td>
</tr>
<tr>
<td></td>
<td>• Inquire on the fund’s indirect cost maximum amount</td>
</tr>
<tr>
<td>Indirect Cost Distribution Maintenance Form (FTMINDD)</td>
<td>Commonly used to inquire on the percentages of the indirect costs</td>
</tr>
<tr>
<td></td>
<td>distributed and the funds to which they are distributed to.</td>
</tr>
</tbody>
</table>
Lesson 1 Review Questions: Test Your Knowledge

1. What does the Category Code in FMS mean?

2. What do the following Category Codes mean?
   M:____________________________
   V:____________________________
   B:____________________________

3. Which form would you use to identify when money can be spent against a fund (period of fund)
   a) FRAGRNT
   b) FRMFUND
   c) FTMINDR
   d) FTMINDD

4. Assume you know the Grant Code, which form could you use to identify the Organization Code and the name of the Principal Investigator?
   a) FRAGRNT
   b) FRMFUND
   c) FTMINDR
   d) FTMINDD

5. True or False. A Grant can be have one or more funds.
   a) True
   b) False

6. Which keystrokes/actions can you use to execute a query in FMS after performing an inquiry using F7?
   a) Ctrl + PageDown
   b) F7
   c) F8
   d) Block/Next
Lesson 1 Review Questions : Test Your Knowledge (cont.)

7. Which keystroke/symbol can you use as a “wildcard” to perform an inquiry using a partial name/number?

a) #
b) %
c) F7
d) Enter

8. Match the following form names with their respective acronym:

Indirect Cost Distribution Maintenance Form __ a) FRAGRNT
Indirect Cost Rate Code Maintenance Form __ b) FRMFUND
Research Accounting Fund Maintenance Form __ c) FTMINDR
Grant Maintenance Form __ d) FTMINDD
End of Lesson 1: Grant and Fund Attributes

☐ Continue to Lesson 2: Grant Code Inquiries
Research Accounting
Lesson 2: Grant Code Inquiries
Lesson Agenda

1.0 Inquiring on grant information using Granting Agency Name or Organization Name
   1.1 Using the Grant Code Inquiry Form (FRIGRNT)
   1.2 Using the Grant Organization Inquiry Form (FRIORGH)
   1.3 Using FRIORGH and the Organization Code Validation Form (FTVORGN) to search for grant codes by organization name

2.0 Inquiring on grant information by using Principal Investigator Information
   2.1 Using the Grant Personnel Inquiry Form (FRIPSTG)
   2.2 Use the Entity Name/ID Search Form (FTIIDEN) to search for the ID Number for a Principal Investigator.

3.0 Inquiring on FOAPAL information using the Account Index Code Maintenance Form (FTMACCI).

You will search for grant codes using granting agency name, organization name, and Principal Investigator information.
Lesson Overview

Before you can access any detail grant/fund information, you should have a grant code. If you don’t know the grant code, it can be found by searching on a wide variety of attributes related to the grant.

This lesson includes situations when you may not have the Grant Fund Authorization Form and must perform queries to determine the grant code.

You will be using the function of Direct Access many times throughout this lesson as well as navigation techniques similar to web navigation (i.e. use of hyperlinks).
Lesson Introduction

The forms you’ll use to find the grant code in this lesson are:

- Grant Code Inquiry Form (FRIGRNT)
- Grant Organization Inquiry Form (FRIORGH)
- Principal Investigator Grant Inquiry Form (FRIPSTG)
- Account Index Code Maintenance Form (FTMACCI).

In the previous lesson you learned the following:

- How to inquire on basic grant information
- How to inquire on basic fund information
- How to identify indirect costs
Topic 1.0 Inquiring On Grant Information by Name or Organization

This topic will demonstrate to you how to inquire on grant/fun information using organization data. For example let’s assume you need to locate grant information and you only know the granting agency’s name is The National Institutes of Health. You can use the Grant Code Inquiry Form (FRIGRNT) to locate grant information related to The National Institutes of Health.

What you will learn in this topic:

- 1.1 Using the Grant Code Inquiry Form (FRIGRNT) to search for grant codes by the granting agency name.
- 1.2 Using the Grant Organization Inquiry Form (FRIORGH) to search for grant codes by the organization code.
- 1.3 Using FRIORGH and the Organization Code Validation Form (FTV ORGN) to search for grant codes by organization name.

Items needed to complete this topic:

- Online FMS Form: Grant Code Inquiry Form (FRIGRNT)
- Online FMS Form: Grant Organization Inquiry Form (FRIORGH)
- Online FMS Form: Organization Code Validation Form (FTV ORGN)
- Granting agency name
- Organization name

You’ll look at each step in the procedure separately, then you will search for grant codes given the following data:

- Granting Agency Name
- Responsible organization
- Principal Investigator
1.1.1 Example: FRIGRNT

The Grant Code Inquiry Form (FRIGRNT) is commonly used to inquire for the grant code by various attributes, i.e. Principal Investigator Name and ID, Granting Agency, and Grant Title.

Required Fields/Actions:
- All fields are searchable (except Curr, Cum, and Max)

NOTE:
When performing inquiries in FMS, most forms are case sensitive (i.e. National Institutes of Health).
1.1.2 Procedure: FRIGRNT

**PROCEDURE: FRIGRNT**

Go to FRIGRNT

1) Enter data in any field.
2) Press the F8 key to execute the query.

If you don't know the entire name, you can use partial search criteria by including the wildcard symbol (%) at the end of the partial search criteria. For example typing in Computer Science% would return all records in that field that have the text National Institutes in it.

**NOTE:** This form is case-sensitive.
### 1.1.3 Step-by-Step: FRIGRNT

<table>
<thead>
<tr>
<th>Step:</th>
<th>Actions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go to FRIGRNT</td>
<td></td>
</tr>
<tr>
<td>1)</td>
<td>Type <code>Computer Science%</code> in the <strong>Agency</strong> field.</td>
</tr>
<tr>
<td></td>
<td><strong>Agency:</strong> <code>Computer Science%</code></td>
</tr>
<tr>
<td>1)</td>
<td>Press the <strong>F8</strong> key to execute the query.</td>
</tr>
<tr>
<td></td>
<td>Press the <strong>F8</strong> key to execute the query.</td>
</tr>
</tbody>
</table>
1.1.4 Results: FRIGRNT

Notice the Principal Investigator Sepe (a) is associated with Grant Code 2107 and the Responsible Organization is the Computer Science Administration. (b)

NOTE: This form is case-sensitive.
1.2.1 Example: FRIORGH

The Grant Organization Inquiry Form (FRIORGH) is commonly used to inquire for the grant code by Organization Code.

Required Fields/Actions:
- Organization Code or Name
1.2.2 Procedure: FRIORGH

PROCEDURE: FRIGRNT
Go to FRIORGH

1) Enter the Chart of Accounts code in the Chart of Accounts field if not populated (should be “W”)
2) Enter the Organization Code in the Organization field.
3) Select Block, then Next

If you don’t know the organization code you can double-click in the Organization field. This will open the Organization Code Validation Form (FTVORGN). On the next page is the procedure for searching FTVORGN.
### 1.2.3 Step-by-Step: FRIORGH

<table>
<thead>
<tr>
<th>Step:</th>
<th>Actions:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Go to FRIORGH</strong></td>
<td></td>
</tr>
<tr>
<td>1) Enter the Chart of Accounts code in the <strong>Chart of Accounts</strong> field if not populated (should be “W”).</td>
<td>Type the Chart of Accounts code in the Chart of Accounts field if it is not populated already.</td>
</tr>
<tr>
<td>2) Enter the organization code in the <strong>Organization</strong> field.</td>
<td>Type the organization code <strong>12K1</strong> in the <strong>Organization</strong> field.</td>
</tr>
<tr>
<td>3) Select <strong>Block</strong>, then <strong>Next</strong></td>
<td>Click <strong>Block</strong> from Pull down menu then <strong>Next</strong></td>
</tr>
</tbody>
</table>
1.2.4 Results: FRIORGH

Notice the remaining data fields will populate with data for all grants made to Reproductive Toxicology Admin. Notice the grant code “2107” in the far left column.

Notice you can also use this data here and populate the Grant Maintenance Form (FRAGRNT) by selecting a grant and clicking on the Grant Information hyperlink.
1.3.1 Example: FRIORGH & FTVORGN

The Organization Code Validation Form (FTVORGN) is commonly used to inquire on FMS organization codes. You can link to FTVORGN from FRIORGH to determine the Organization Code.

Required Fields/Actions:
- Title field

NOTE: This form is case-sensitive.
1.3.2 Procedure: FRIORGH & FTVORGN

PROCEDURE: FRIORGH & FTVORGN

Go to FRIORGH

1) Enter the Chart of Accounts code in the Chart of Accounts field if not populated (should be “W”).
2) Double-click in the Organization field to go to FTVORGN.
3) Press the F7 key to enter the query mode.
4) Enter the name of the organization in the Title field.
5) Press the F8 key to execute the query.
6) Select the title of the organization to select and return to FRIORGH.
7) Select Block, then Next.
### 1.3.3 Step-by-Step: FRIORGH & FTVORGN

<table>
<thead>
<tr>
<th>Step:</th>
<th>Actions:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Go to FRIORGH</strong></td>
<td></td>
</tr>
<tr>
<td>Enter the Chart of Accounts code in the <strong>Chart of Accounts</strong> field if not populated (should be “W”).</td>
<td>Type the Chart of Accounts code in the <strong>Chart of Accounts</strong> field if not populated (should be “W”).</td>
</tr>
<tr>
<td>Double-click in the <strong>Organization</strong> field to go to FTVORGN.</td>
<td>Double-click inside the <strong>Organization</strong> field</td>
</tr>
<tr>
<td>Press the <strong>F7</strong> key to enter the query mode.</td>
<td>Press the <strong>F7</strong> key</td>
</tr>
<tr>
<td>Enter the name of the organization in the <strong>Title</strong> field.</td>
<td>Type partial organization name and wildcard <strong>Computer Science%</strong> in the <strong>Title</strong> field.</td>
</tr>
<tr>
<td>Press the <strong>F8</strong> key to execute the query.</td>
<td>Press the <strong>F8</strong> key</td>
</tr>
<tr>
<td>Select the record return to FRIORGH</td>
<td>Select the <strong>Computer Science Administration</strong> record</td>
</tr>
<tr>
<td>Select <strong>Block</strong>, then <strong>Next</strong></td>
<td>Click <strong>Block</strong> from Pull down menu then <strong>Next</strong></td>
</tr>
</tbody>
</table>
1.3.4 Results: FRIORGH & FTORGN

Notice the remaining data fields will populate with data for all organization names with the text “Computer Science” in them with their Organization Code next to them.

NOTE: You can only query on records marked with a “Y” in the Data Entry column may be queried. Those records marked “N”, do not have data that can be queried.
1.3.4 Results: FRIORGH & FTVORGN (cont.)

Notice the remaining data fields will populate with data for all grants made to Reproductive Toxicology Admin. Notice the grant code “2107” in the far left column.

Notice you can also use this data here and populate the Grant Maintenance Form (FRAGRNT) by selecting a grant and clicking on the Grant Information hyperlink.
Topic 2.0 Inquiring On Grant Information Using Principal Investigator Information

This topic will demonstrate to you how to inquire on grant information in FMS using the Principal Investigator name or identification number. Let's assume you only know the Principal Investigators (PI) name or code. You could use the Grant Personnel Inquiry Form (FRIPSTG) in conjunction with the Entity Name/ID Form (FTIIDEN) to search for all grants associated with the PI name or ID.

What you will learn in this topic:

- 2.1. Use the Grant Personnel Inquiry Form (FRIPSTG) to search for grant codes by the Principal Investigator.
- 2.2 Use the Entity Name/ID Search Form (FTIIDEN) to search for the ID Number for a Principal Investigator.

Items needed to complete this topic:

- Online FMS Form: Grant Personnel Inquiry Form (FRIPSTG)
- Online FMS Form: Entity Name/ID Search Form (FTIIDEN)
- Principal Investigator ID Number and name
2.1.1 Example: FRIPSTG

The Grant Personnel Inquiry Form (FRIPSTG) is commonly used to inquire for the grant code by Principal Investigator.

Required Fields/Actions:
- Personnel ID field
2.1.2 Procedure: FRIPSTG

PROCEDURE: FRIPSTG

Go to FRIPSTG

1) Enter the ID number of the Principal Investigator.
2) Select Next, then Block.

If you don’t know the ID number of the Principal Investigator, you can click on the flashlight icon to open the Entity/ID Search Form (FTIIDEN). From FTTIIDEN you can search based on the PI name.
### 2.1.3 Step-by-Step: FRIPSTG

<table>
<thead>
<tr>
<th>Step:</th>
<th>Actions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go to FRIPSTG</td>
<td></td>
</tr>
<tr>
<td>1) Enter the ID number of the Principal Investigator in the <strong>Principal ID</strong> field.</td>
<td>Enter the ID number of the Principal Investigator. <strong>003003565</strong> in the <strong>Principal ID</strong> field.</td>
</tr>
<tr>
<td>1) Select <strong>Next</strong>, then <strong>Block</strong>.</td>
<td>Click <strong>Block</strong> from Pull down menu then <strong>Next</strong></td>
</tr>
</tbody>
</table>
2.1.4 Results: FRIPSTG

Notice data for all grants for Satyendra P Sepe is the PI will appear in the remaining data fields. Grant codes will be in the leftmost column.

NOTE: You can use this data to link to the Grant Maintenance Form (FRAGRNT) by selecting a record then clicking on the Grant Information hyperlink. You can also link to the Grant Inception to Date Form (FRIGITD) by selecting a record then clicking on the Grant Ledger Information hyperlink.
2.2.1 Example: FRIPSTG & FTIIDEN

The Entity/ID Search Form (FTIIDEN) can be opened from within FRIPSTG and is commonly used to search for personnel by name or partial name. Here you will use it to search by Principal Investigator.

Required Fields/Actions:
- All fields are searchable.

NOTE:
A record where the column "Ch", is blank is considered the most current record.
2.2.2 Procedure: FRIPSTG & FTIIDEN

PROCEDURE: FRIPSTG & FTIIDEN

Go to FRIPSTG

1) Click on the flashlight icon in FRIPSTG.
2) Enter the data you would like to search in FTIIDEN.
3) Press the F8 key to execute the query.
4) Select the record by clicking on the Select icon.
5) Select Next, then Block.
## 2.2.3 Step-by-Step: FRIPSTG & FTIIDEN

<table>
<thead>
<tr>
<th>Step:</th>
<th>Actions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go to FRIPSTG</td>
<td>Circle on the flashlight icon in FRIPSTG.</td>
</tr>
<tr>
<td>Click on the flashlight icon in FRIPSTG.</td>
<td>Click on the flashlight icon.</td>
</tr>
<tr>
<td>Enter the data you would like to search on.</td>
<td>Enter the partial last name and include the wildcard symbol: <strong>Sepe%</strong> in the Last Name field.</td>
</tr>
<tr>
<td>Press the F8 key to execute the query</td>
<td>Press the F8 key</td>
</tr>
<tr>
<td>Select the record by clicking the record then clicking on the Select icon.</td>
<td>Select the record Satyendra Sepe</td>
</tr>
</tbody>
</table>

| Select Next, then Block. | Click Block from Pull down menu then Next |

---

*Lesson 2: Grant Code Inquiries*
2.2.4 Results: FTIIDEN

Notice all Grant Personnel with the text “Sepe” in their last name are returned by the query. The ID Number, Last Name, First Name, and Middle Initial are returned.
Intentionally Blank
This topic will demonstrate to you how to inquire on FOAPAL stings in FMS using the grant code. Let's assume you need to identify all funds and FOAPALS associated with the grant “2F11”. You can use the Account Index Code Maintenance Form (FTMACCI) to inquire on the link between the index and the fund, organization and program codes (FOAPAL).

What you will learn in this topic:
- 3.1. Use the Account Index Code Maintenance Form (FTMACCI) to identify the FOAPAL string associated with a particular fund.

Items needed to complete this topic:
- Online FMS Form: Account Index Code Maintenance Form (FTMACCI)
- Grant code
3.1.1 Example: FTMACCI

The Account Index Code Maintenance Form (FTMACCI) is commonly used to inquire on the link between the index and the fund, organization, and program codes.

Required Fields/Actions:
- All fields are searchable.
3.1.2 Procedure: FTMACCI

**PROCEDURE: FTMACCI**

*Go to FTMACCI*

1) Press the F7 key to enter into query mode.

2) Type the grant code in the **Fund** field and put the wildcard symbol (%) at the end of the grant code to display all funds associated with the grant.

3) Press the F8 key to execute the query.
### 3.1.3 Step-by-Step: FTMACCI

<table>
<thead>
<tr>
<th>Step:</th>
<th>Actions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go to FTMACCI</td>
<td></td>
</tr>
<tr>
<td>1) Press the <strong>F7</strong> key to enter into query mode.</td>
<td>Press the <strong>F7</strong> key to enter into query mode.</td>
</tr>
<tr>
<td>2) Type the grant code in the <strong>Fund</strong> field and put the wildcard symbol (%) at the end of the grant code to display all funds associated with the grant.</td>
<td>Type the grant code 2F11 in the <strong>Fund</strong> field and put the wildcard symbol (%) at the end of the grant code to display all funds associated with the grant (i.e. <strong>2F11%</strong>).</td>
</tr>
<tr>
<td>3) Press <strong>F8</strong> to execute the query.</td>
<td>Press the <strong>F8</strong> key to execute the query.</td>
</tr>
</tbody>
</table>

**HINT:**

Recall from Lesson One, the numbering conventions of a fund:

A grant having the grant code of 2F11 could have the following funds:

- One FUND code could be: 2F111
- Another FUND code could be 2F112.
3.1.4 Results: FTMACCI

This query now displays the funds and FOAPAL strings associated with that Grant Code.

Note: You may need to use the scroll bar to view all the indices.
Lesson Exercise 1: Using FRIGRNT & FRIORGH

- Search for a grant code issued by the National Science Foundation to the Mechanical Engg Administration that is assigned to a Principal Investigator with the last name Wu. (Note, Some organizations use abbreviated titles)
- Identify grants issued to the Mechanical Engineering Administration.
The difference between The Grant Code Inquiry Form (FRIGRNT) is searchable on many fields while the Grant Organization Inquiry Form (FRIORGH) is searchable by Organization information.

Using the Grant Code Inquiry Form (FRIGRNT), your query for the grant code should return the grant code 212B.
Lesson Exercise 1 Review: Using FRIGRNT & FRIORGH

Using the Grant Organization Inquiry Form (FRIORGH), your query for the grant codes assigned to the Mechanical Engineering Administration should return the following: (see picture).
Lesson Exercise 2: Identifying Fund Codes And FOAPAL Strings

- Identify the grant codes associated with the Principal Investigator Sean Wu.
- Identify the FOAPAL string associated with grant 212B.
Lesson Exercise 2 Review: Identifying Fund Codes And FOAPAL Strings

Using the Grant Personnel Inquiry Form (FRIPSTG), your query for the Principal Investigator Sean Wu should return the following: (see picture).
Using the Account Code Maintenance Form (FTMACCI) your query for the FOAPAL associations for fund 212B2 should return the following: (see picture).
## Lesson 2 Summary

<table>
<thead>
<tr>
<th>Form</th>
<th>Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Code Inquiry Form (FRIGRNT)</td>
<td>Need to know the Principal Investigator and Organization code for a fund.</td>
</tr>
<tr>
<td>Grant Organization Inquiry Form (FRIORGH)</td>
<td>Need to locate grant information but only know the Organization Code</td>
</tr>
<tr>
<td>Organization Code Validation Form (FTVORGN)</td>
<td>Need to know the Organization Code but only know the title of the organization.</td>
</tr>
<tr>
<td>Grant Personnel Inquiry Form (FRIPSTG)</td>
<td>Need to know all grants associated with a Principal Investigator.</td>
</tr>
<tr>
<td>Account Index Code Maintenance Form (FTMACCI)</td>
<td>Need to know the FOAPAL string associated with a fund.</td>
</tr>
</tbody>
</table>
Lesson 2 Review Questions: Test Your Knowledge

1. Which inquiry form could be considered the most versatile form to perform inquiries with?
   a) FRIGRNT
   b) FRIORGH
   c) FRIPSTG
   d) FTMACII

2. Which form(s) could you use to identify the ID number of a specific Principal Investigator?
   a) FRIPSTG
   b) FTIIDEN
   c) FRIORGN
   d) FRIGRNT

3. Which form could you use to identify the FOAPAL string associated with a specific grant code?
   a) FTMACCI
   b) FRIPSTG
   c) FRIORGH
   d) FRIGRNT

4. Can the Account Index Code Maintenance Form be used to identify the FOAPAL string associated with a specific fund?
   a) Yes
   b) No
   c) Yes, only if you know the Account Index code.

5. Which keystroke/symbol can you use as a “wildcard” to perform an inquiry using a partial name/number?
   a) #
   b) %
   c) F7
   d) Enter
6. Match the following form names with their respective acronym:

Grant Organization Inquiry Form  __  a) FRIGRNT
Grant Code Inquiry Form  __  b) FRIORGH
Account Index Code Maintenance Form  __  c) FTVORGN
Grant Personnel Inquiry Form  __  d) FRIPSTG
Grant Organization Validation Form  __  e) FTMACII
End of Lesson 2: Grant Code Inquiries

☐ Continue to Lesson 3: Grant and Fund Detail Inquiries
Lesson Agenda

1.0 Inquiring on fund balance information using the Grant Inception to Date Form (FRIGITD).
2.0 Inquiring on detail transactions of a fund using the Grant Transaction Detail Form (FRIGTRD) and the Document Retrieval Inquiry Form (FGIDOCR).
3.0 Inquiring on a specific encumbrance posted to the system using the Detail Encumbrance Activity Form (FGIENCD).
4.0 Inquiring on indirect costs totals using the Organization Budget Status Form (FGIBDST).

You will inquire on a fund code to determine grant/fund balances and review detailed transactions.
Banner2000 has a battery of options for inquiring on financial data for grants and funds. Knowing which forms you can use to yield specific data will make your job easier. For this lesson you will work extensively in displaying detailed information about a grant/fund.

The following are important elements for you to remember regarding grants and funds:

- A grant consists of all monies awarded from the sponsoring agency.
- A grant is broken down into one or more funds, depending on the agency’s award structure.
- Funds represent financial activity for a specific time period. A fund will always be associated to one, and only one, grant. As an example, a grant might be made for a five year period, each year of which could be covered by a separate fund.
Lesson Introduction

You will use the following forms to find detailed information about a grant/fund:

- Grant Inception to Date Form (FRIGITD)
- Grant Transaction Detail Form (FRIGTRD)
- Document Retrieval Inquiry Form (FGIDOCR)
- Detail Encumbrance Activity Form (FGIENCD).

In the previous class you learned the following:

- How to inquire on grant information by the Granting Agency Name or Organization
- How to inquire on grant information by Principal Investigator using the Grant Personnel Inquiry Form (FRIPSTG)
- How to inquire on FOAPAL information using the Account Index Code Maintenance Form (FTMACCI)
Topic 1.0 Inquiring On Basic Grant Information

This topic will demonstrate how to inquire on detailed grant/fund information using use the Grant Inception to Date Form (FRIGITD) to determine both grant and fund balances. For example let’s assume you need to know the balance available for a particular fund. You can use the Grant Inception to Date Form (FRIGITD) to determine both grant and fund balances.

What you will learn in this topic:

1.1 Using the Grant Inception to Date Form (FRIGITD) to determine fund balance information.
1.2 Using the Grant Inception to Date Form (FRIGITD) to determine fund balance information by account summary.

Items needed to complete this topic:

- Online FMS Form: Grant Inception to Date Form (FRIGITD)
- Fund code
1.1.1 Example: FRIGITD

The Grant Inception to Date Form (FRIGITD) is commonly used to inquire on the budget availability of the fund/and or grant and also to inquire on the project to date expenditures.

Required Fields/Actions:
- All fields in the upper block are searchable
1.1.2 Procedure: FRIGITD

**PROCEDURE: FRIGITD**

Go to FRIGITD

1) Enter data in the **Grant** or **Fund** field.
2) Press the **Tab** key.
3) Select **Block**, then **Next**.
### 1.1.3 Step-by-Step: FRIGITD

<table>
<thead>
<tr>
<th>Step:</th>
<th>Actions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go to FRIGITD</td>
<td></td>
</tr>
<tr>
<td>1) Enter data in the Grant or Fund field.</td>
<td>Begin by typing the fund code <strong>F111</strong> in the Fund field.</td>
</tr>
<tr>
<td>2) Press the Tab key.</td>
<td>Press the Tab key.</td>
</tr>
<tr>
<td>3) Select Block, then Next.</td>
<td>Click Block from Pull down menu then Next.</td>
</tr>
</tbody>
</table>
1.1.4 Results: FRIGITD

Note the scroll bar in the lower right portion of the screen. While watching the bottom row of figures (Net Total), move the scroll bar down. Notice that the various column totals change to include data from each row that you scroll through.

Note that transactions with the Account Code designation 791 are classified as Indirect Cost Expense. To determine the true Total Net Available Balance, subtract the amount in the transactions with the Account Code 791 from the displayed Net Total Available Balance.
1.2. Example: FRIGITD & Account Type

FRIGITD has multiple drill-down capabilities. For example, FRIGITD can display details of activity by account type.

Level 1 Account Types are at the top of the account hierarchy, including broad amounts of general information.

Level 2 Account Types contain more detailed data, which rolls into Level 1 Accounts.

The “All Levels” option, which is automatically selected, contains the most detailed information, listing transactions at the specific account code level.
1.2.1 Procedure: FRIGITD & Account Type

PROCEDURE: FRIGITD

Go to FRIGITD

1) Enter data in any field.
2) Press the Tab key.
3) Select account level from the Account Summary pull down menu.
4) Select Block, then Next.
### 1.2.2 Step-by-Step: FRIGITD & Account Type

<table>
<thead>
<tr>
<th>Step:</th>
<th>Actions:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Go to FRIGITD</strong></td>
<td></td>
</tr>
<tr>
<td>1) Enter data in any field.</td>
<td>Begin by typing the fund code <strong>2F111</strong> in the Fund field.</td>
</tr>
<tr>
<td>2) Press the Tab key.</td>
<td>Press the Tab key.</td>
</tr>
<tr>
<td>3) Select account level from the Account Summary pull down menu.</td>
<td>Select account Level 2 Acct Types from the Account Summary pull down menu.</td>
</tr>
<tr>
<td>4) Select Block, then Next.</td>
<td>Click <strong>Block</strong> from Pull down menu then <strong>Next</strong>.</td>
</tr>
</tbody>
</table>
1.2.3 Results: FRIGITD & Account Type

Here you can see transactions by grant according to their account type (or hierarchical roll-up account).

**NOTE:** To determine the true Total Net Available Balance, subtract the amount in the transactions with the Account Code 791 from the displayed Net Total Available Balance.
Intentionally Blank
Topic 2.0 Inquiring On Transaction Details

This topic will demonstrate how to inquire on detailed grant/fund information using the Grant Transaction Detail Form (FRIGTRD) to determine both grant and fund balances. For example let’s assume you need to know why/where a transaction originated or was produced. Using a combination of forms you can identify why/where a transaction was produced.

What you will learn in this topic:
- 2.1 Using the Grant Inception to Date Form (FRIGITD) and Grant Transaction Detail Form (FRIGTRD) to display expense information.
- 2.2 Using the Grant Inception to Date Form (FRIGITD) and Grant Transaction Detail Form (FRIGTRD) to display specific encumbrances.

Items needed to complete this topic:
- Online FMS Form: Grant Inception to Date Form (FRIGITD)
- Online FMS Form: Grant Transaction Detail Form (FRIGTRD)
- Fund code
2.1.1 Example: Inquiring On Transaction Details for an Expense

For purposes of this lesson, you will use the flow-chart to the right to inquire on transaction details for a specific fund.

NOTE: Each form may be also searched individually.
2.1.2 Procedure: Inquire On Detail Transactions

PROCEDURE: Inquire On Detail Transactions

Go to FRIGITD

1) Enter the fund code in the Fund field
2) Press the Tab key
3) Select Block, then Next
4) Select the desired transaction you want to inquire on
5) Click on the Grant Detail Information hyperlink (not shown in picture)
6) Select the desired transaction you want to inquire on
7) Click on the Query Document hyperlink to inquire on a document
### 2.1.3 Step-by-Step: Inquire On Detail Transactions for an Expense

#### User Profiles doesn't exist

<table>
<thead>
<tr>
<th>Step:</th>
<th>Actions:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Go to FRIGITD</strong></td>
<td></td>
</tr>
<tr>
<td>1) Enter the fund code in the <strong>Fund</strong> field</td>
<td>Type the fund code <strong>2F112</strong> in the <strong>Fund</strong> field</td>
</tr>
<tr>
<td>2) Press the <strong>Tab</strong> key</td>
<td>Press the <strong>Tab</strong> key</td>
</tr>
<tr>
<td>3) Select <strong>Block</strong>, then <strong>Next</strong></td>
<td>Click <strong>Block</strong> from Pull down menu then <strong>Next</strong></td>
</tr>
<tr>
<td>4) Select the desired transaction you want to inquire on</td>
<td>Select the transaction with the code of <strong>72162</strong></td>
</tr>
<tr>
<td>5) Click on <strong>Options</strong>, then <strong>Grant Detail Information</strong> (to open the Grant Transaction Detail Form: FRIGTRD)</td>
<td>Click <strong>Options</strong> from Pull down menu then <strong>Grant Detail Information</strong></td>
</tr>
<tr>
<td>6) Press the <strong>F7</strong> key to enter into query mode</td>
<td>Press the <strong>F7</strong> key</td>
</tr>
<tr>
<td>7) Limit the type of transaction you want to query by typing in YTD for Expenses, BD for Budgets, ENC for Encumbrances, or RSV for Requisitions in a field in the <strong>Fld</strong> column. Press the F8 key to execute the query.</td>
<td>Type YTD in a field in the <strong>Fld</strong> column. Then press the F8 key.</td>
</tr>
</tbody>
</table>
### 2.1.3.1 Step-by-Step: Inquire On Detail Transactions for an Expense

<table>
<thead>
<tr>
<th>Step:</th>
<th>Actions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>8) Select the desired transaction you want to inquire on</td>
<td>Click on Document #AD199160</td>
</tr>
<tr>
<td></td>
<td><img src="72152_06CE71_11_15JUL-1999_APD_AD199160.png" alt="Image" /></td>
</tr>
<tr>
<td>9) Click on the <strong>Query Document</strong> hyperlink (to open the Document Inquiry Inquiry form: FGIDOCR)</td>
<td>Click on the <strong>Query Document</strong> hyperlink</td>
</tr>
<tr>
<td></td>
<td><img src="Query_Document.png" alt="Image" /></td>
</tr>
<tr>
<td>10) Select <strong>Block</strong>, then <strong>Next</strong></td>
<td>Click <strong>Block</strong> from Pull down menu then <strong>Next</strong></td>
</tr>
<tr>
<td>11) Press the <strong>F7</strong> key to enter into query mode</td>
<td>Press the <strong>F7</strong> key</td>
</tr>
<tr>
<td>12) In the <strong>Fund</strong> field enter the fund number to query on</td>
<td>Type the fund code <strong>2F112</strong> in the <strong>Fund</strong> field</td>
</tr>
<tr>
<td></td>
<td><img src="2F112.png" alt="Image" /></td>
</tr>
<tr>
<td>13) Press the <strong>F8</strong> key to execute the query</td>
<td>Press the <strong>F8</strong> key</td>
</tr>
</tbody>
</table>
2.1.4 Results: Inquire On Detail Transactions for an Expense

You can use the Document Inquiry Form (FGIDOCR) to inquire on postings for all documents processed in FMS.
2.2.1 Example: Inquiring On Transaction Details for an Encumbrance

For purposes of this lesson, you will use the flow-chart to the right to inquire on transaction details for a specific fund.

NOTE: Each form may be also searched individually.
2.2.2 Procedure: Inquire On Detail Transactions for an Encumbrance

PROCEDURE: Inquire On Detail Transactions

Go to FRIGITD

1) Enter in fund code in the Fund field
2) Press the Tab key
3) Select Block, then Next
4) Select the desired transaction you want to inquire on
5) Select Options, then Grant Detail Information (not shown in picture)
6) Select the desired transaction you want to inquire on
7) Select Options, then Encumbrance Detail to inquire on an encumbrance
## 2.2.3 Step-by-Step: Inquire On Detail Transactions for an Encumbrance

<table>
<thead>
<tr>
<th>Step:</th>
<th>Actions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go to FRIGITD</td>
<td></td>
</tr>
<tr>
<td>1) Enter in fund code in the <strong>Fund</strong> field</td>
<td>Type the fund code <strong>2F112</strong> in the <strong>Fund</strong> field.</td>
</tr>
<tr>
<td>2) Press the <strong>Tab</strong> key</td>
<td>Press the <strong>Tab</strong> key</td>
</tr>
<tr>
<td>3) Select <strong>Block</strong>, then <strong>Next</strong></td>
<td>Click <strong>Block</strong> from Pull down menu then <strong>Next</strong></td>
</tr>
<tr>
<td>4) Select the desired transaction you want to inquire on</td>
<td>Select the transaction with the code of 72162</td>
</tr>
<tr>
<td>5) Select <strong>Options</strong>, then <strong>Grant Detail Information</strong> (to open the Grant Transaction Detail Form: FRIGTRD)</td>
<td>Click on the <strong>Grant Detail Information</strong> hyperlink</td>
</tr>
<tr>
<td>6) Press the <strong>F7</strong> key to enter into query mode</td>
<td>Press the <strong>F7</strong> key</td>
</tr>
<tr>
<td>7) Limit the type of transaction you want to query by typing in YTD for Expenses, BD for Budgets, ENC for Encumbrances, or RSV for Requisitions in a field in the <strong>Fld</strong> column.</td>
<td>Type ENC in a field in the <strong>Fld</strong> column.</td>
</tr>
</tbody>
</table>
### 2.2.3.1 Step-by-Step: Inquire On Detail Transactions for an Encumbrance

#### User Profiles doesn’t exist

<table>
<thead>
<tr>
<th>Step:</th>
<th>Actions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>8) Select the desired transaction you want to inquire on</td>
<td>Click on Document #AD599160&lt;br&gt;Acct 72162&lt;br&gt;Orgn 06CE71&lt;br&gt;Prog 11&lt;br&gt;Actv Date 15-Jul-1999&lt;br&gt;Type E037&lt;br&gt;Document AD599160</td>
</tr>
<tr>
<td>9) Click on the Encumbrance Detail hyperlink (to open the Detail Encumbrance Activity Form: FGIENCD)</td>
<td>Click on the Encumbrance Detail hyperlink</td>
</tr>
</tbody>
</table>
2.2.4. Results: Inquire On Detail Transactions for an Encumbrance

You can now view detailed information concerning that encumbrance.
Intentionally Blank
Topic 3.0 Inquiring on Fund Codes by Grant Code

This topic will demonstrate how to identify all funds associated with a specific grant.

What you will learn in this topic:
- 3.1 Using the Grant Inception to Date Form (FRIGITD) to display all funds associated with a specific grant.

Items needed to complete this topic:
- Online FMS Form: Grant Inception to Date Form (FRIGITD)
- Grant code

You'll look at each step in the procedure separately, then you will identify all funds associated with a specific grant.
Intentionally Blank
3.1.1 Example: Inquire on Fund Codes by Grant Code using FRIGITD

The Grant Inception to Date Form (FRIGITD) is commonly used to inquire on the budget availability of the fund/and or grant and also to inquire on the project to date expenditures.

**Required Fields/Actions:**
- All fields in the upper block are searchable
3.1.2 Procedure: Inquire on Fund Codes by Grant Code using FRIGITD

PROCEDURE: Inquire on Fund Codes by Grant Code using FRIGITD

Go to FRIGITD

1) Enter the grant code in the Grant field
2) Press the Tab key.
3) Place a check mark in the box next to the option Fund Summary by clicking on it.
4) Select Block, then Next.
### 3.1.3 Step-by-Step: Inquire on Fund Codes by Grant Code using FRIGITD

<table>
<thead>
<tr>
<th>Step:</th>
<th>Actions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go to FRIGITD</td>
<td></td>
</tr>
<tr>
<td>1) Enter the grant code in the <strong>Grant</strong> field</td>
<td>Begin by typing the grant code <strong>2F11</strong> in the <strong>Grant</strong> field.</td>
</tr>
<tr>
<td>2) Press the <strong>Tab</strong> key.</td>
<td>Press the <strong>Tab</strong> key.</td>
</tr>
<tr>
<td>3) Place a check mark in the box next to the option <strong>Fund Summary</strong> by clicking on it.</td>
<td>Place a check mark in the box next to the option <strong>Fund Summary</strong> by clicking on it.</td>
</tr>
<tr>
<td>4) Select <strong>Block</strong>, then <strong>Next</strong>.</td>
<td>Click <strong>Block</strong> from Pull down menu then <strong>Next</strong>.</td>
</tr>
</tbody>
</table>
3.1.4 Results: Inquire on Fund Codes by Grant Code using FRIGITD

Notice this window provides the fund balances for fund 2F111 and 2F112. Each row on the bottom portion of the form indicates activity by account code for budgets and expenditures.

You can view each fund’s activity by clicking on the fund’s row. You’ll see the information below change with the selection of each fund.
Topic 4.0  Inquiring on Indirect Cost Totals

This topic will demonstrate how to determine indirect cost totals. Recall that the Indirect Cost Distribution Maintenance Form (FTMINDD) allows you to view the percentages associated with the distribution of indirect costs. Using the Organization Budget Status Form (FGIBDST), you will be able to inquire on the balances associated with those distributions.

What you will learn in this topic:

- 4.1 Using the Organization Budget Status Form (FGIBDST) to determine indirect cost totals and view a specific document using the Detail Transaction Activity Form (FGITRND).

Items needed to complete this topic:

- Online FMS Form: Organization Budget Status Form (FGIBDST)
- Online FMS Form: Detail Transaction Activity Form (FGITRND)
- Online FMS Form: Indirect Cost Distribution Form (FTMINDD) used for obtaining/selecting the Account Code
4.1.1 Example: Inquiring on Indirect Cost Totals using FGIBDST

The Organization Budget Status Form (FGIBDST) is commonly used for calculating the available balance based on completed/posted transactions only. This form also has the capability of navigating to the Detail Transaction Activity Form (FGITRND).

**Required Fields/Actions:**
- Index field
4.1.2 Procedure: Inquiring on Indirect Cost Totals using FGIBDST

**PROCEDURE:** Inquire on indirect cost totals.

1. Go to FGIBDST
2. Enter the index code in the **Index** field
3. Press the **Tab** key once.
4. Select **Block**, then **Next**.

**NOTE:**
FOAPALS may change during the year. Be sure to verify with FTMACCI for multiple FOAPALS against the index. If there ARE multiple indexes, you will add the totals together.
4.1.2.1 Formula & Rule: Calculating Available Balances

FORMULA:
(*Adj Budget) + (**YTD Activity) – (Commitments) = Avail Bal

RULES:
*If the Adj Budget Net Total is positive; use its' negative value.  If the Adj Budget Net Total is negative; use its' absolute value.

**If the YTD Activity Net Total is negative; use the value as-is (negative).  If the YTD Activity Net Total is positive; use the absolute value.

EXAMPLE:

<table>
<thead>
<tr>
<th>Adj Budget Net Total:</th>
<th>150000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>YTD Activity Net Total:</td>
<td>-107529.09</td>
</tr>
<tr>
<td>Commitments:</td>
<td>28324.61</td>
</tr>
<tr>
<td>Balance:</td>
<td>-285853.70</td>
</tr>
</tbody>
</table>

Calculation:
(-150000.00) + (-107529.09) – (28324.61) = -285853.70
### 4.1.3 Step-by-Step: Inquiring on Indirect Cost Totals using FGIBDST

<table>
<thead>
<tr>
<th>Step:</th>
<th>Actions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go to FGIBDST</td>
<td></td>
</tr>
<tr>
<td>1) Enter the Index Code in the <strong>Index</strong> field</td>
<td>Begin by typing the Index Code <strong>144981</strong> in the <strong>Index</strong> field.</td>
</tr>
<tr>
<td>2) Press the <strong>Tab</strong> key.</td>
<td>Press the <strong>Tab</strong> key.</td>
</tr>
<tr>
<td>4) Select <strong>Block</strong>, then <strong>Next</strong>.</td>
<td>Click <strong>Block</strong> from Pull down menu then <strong>Next</strong>.</td>
</tr>
<tr>
<td>5) Select the transaction you would like to view in detail</td>
<td>Click in the <strong>Acct</strong> column on acct <strong>560</strong></td>
</tr>
<tr>
<td>6) Select <strong>Options</strong>, then <strong>Transaction Detail Information</strong> to open the transaction detail in the Detail Transaction Activity Form (FGITRND)</td>
<td>Click <strong>Options</strong> from Pull down menu then <strong>Transaction Detail Information</strong></td>
</tr>
</tbody>
</table>
4.1.4 Results: Inquiring on Indirect Cost Totals using FGIBDST

Notice this window provides the totals for the Adjusted Budget, YTD Activity and Commitments. However you must manually calculate the Available Balance.

The Available Balance is calculated as follows:

\((-2712.09) + 29528.70 - 0.00 = 26816.61\)

NOTE:
Acct #560 is used for Indirect Cost Recovery
4.1.4 Results: Inquiring on Indirect Cost Totals using FGIBDST (cont.)

This window provides the detail for the transaction selected.
Notice the dates for posting. These transactions are calculated on a monthly basis.
Lesson Exercise 1: Inquiring On Transaction Details

For fund 212B2, review the document associated with the $4,000 stipend.
Lesson Exercise 1 Review

Using the Grant Inception To Date Form (FRIGITD), your query for fund 212B2 you would display the following (see picture). You would then click on the Grant Detail Information hyperlink.
After clicking on the Grant Detail Hyperlink in FRIGITD, the form Grant Transaction Detail Form (FRIGTRD) would display and you would see the following (see picture).

Clicking on the document P2H99273 and then clicking on the Query Document hyperlink would open the Document Retrieval Inquiry Form (FGIDOCR).

No User Profile problem
The Document Retrieval Inquiry Form (FGIDOCR) would then allow you to view the transaction for the $4,000 stipend.
Lesson Exercise 2: Calculating Available Balances

Calculate the available balance for index 143001 for the year 2000

![Image of budget status form]

---

**Research Accounting**

**Page: 127**

**Lesson 3: Grant and Fund Detail Inquiries**

**Exercise 2**
Lesson Exercise 2: Calculating Available Balances Review

Notice this window provides the totals for the Adjusted Budget, YTD Activity and Commitments. However you must manually calculate the Available Balance.

The Available Balance is calculated as follows:

\[-1,323.82 + 459.40 + 0.00 = -864.42\]
Lesson 3 Summary

You may be required to use a combination of forms from this lesson (refer to the flow chart).

- **Start Here**
  - Grant Inception to Date Form (FRIGITD)
  - Grant Transaction Detail Form (FRIGTRD)
  - Document Retrieval Inquiry Form (FGIDOCR)
  - Detail Encumbrance Activity Form (FGIENCD)

- Most detailed

---

Research Accounting  Page: 129  Lesson 3: Grant and Fund Detail Inquiries  Summary
### Lesson 3 Summary (cont.)

<table>
<thead>
<tr>
<th>Form</th>
<th>Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Transaction Detail Form (FRIGTRD)</td>
<td>Commonly used to:</td>
</tr>
<tr>
<td></td>
<td>• Inquire on detail transactions for the fund and/or grant</td>
</tr>
<tr>
<td></td>
<td>• Inquire on specific document information</td>
</tr>
<tr>
<td>Detail Encumbrance Activity Form (FGIENC)</td>
<td>Commonly used to:</td>
</tr>
<tr>
<td></td>
<td>• Inquire on specific encumbrances posed to the system</td>
</tr>
<tr>
<td>Grant Inception to Date Form (FRIGITD)</td>
<td>Commonly used to inquire on the budget availability of the fund/and</td>
</tr>
<tr>
<td></td>
<td>or grant and also to inquire on the project to date expenditures.</td>
</tr>
<tr>
<td>Organization Budget Status Form (FGIBDST)</td>
<td>Commonly used for calculating the available balance based on</td>
</tr>
<tr>
<td></td>
<td>completed/posted transactions only.</td>
</tr>
</tbody>
</table>
### Lesson 3 Review Questions: Test Your Knowledge

1. Which form would you use to display the balance for a fund?
   a) FRMFUND
   b) FRIGITD
   c) FRIGTRD
   d) FGIDOCR

2. Which form would you link to from the Grant Transaction Detail Form (FRIGTRD) to view details for an expense?
   a) FRIGITD
   b) FGIDOCR
   c) FGIENCD
   d) None of the above

3. Which acronym(s) would you use to limit the type of transactions shown in the Grant Transaction Detail Form (FRIGTRD)?
   a) YTD (Expenses)
   b) BD (Budgets)
   c) ENC (Encumbrances)
   d) RSV (Requisitions)

4. Which form is commonly used to inquire on the budget availability of the fund and/or grant and also to inquire on the project to date expenditures?

   __________________________
   (fill in the blank)
Lesson 3 Review Questions: Test Your Knowledge (cont.)

5. Match the following form names with their respective acronym:

Grant Inception to Date Form __ a) FGIENCD
Grant Transaction Detail Form __ b) FGIDOCDR
Document Retrieval Inquiry Form __ c) FRIGTRD
Detail Encumbrance Activity Form __ d) FRIGITD
End of Lesson 3: Grant and Fund Detail Inquiries