UNIVERSITY OF SOUTH ALABAMA

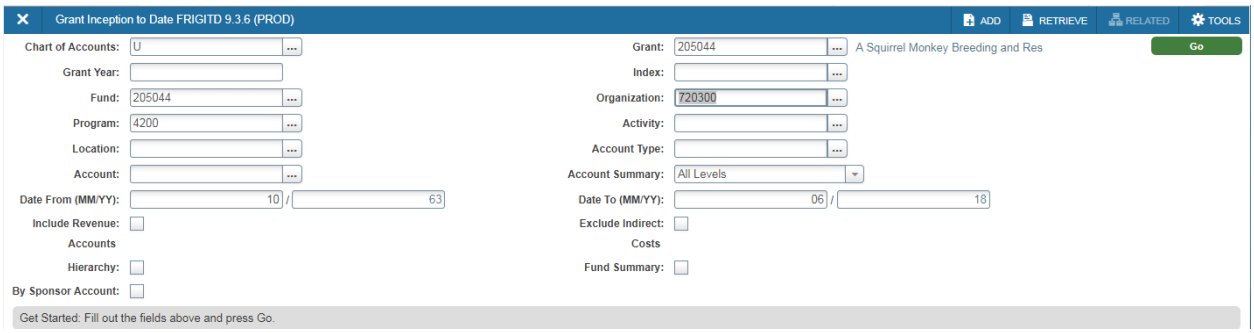
Banner Financial Information Systems Reference Manual

Grant Look – Up

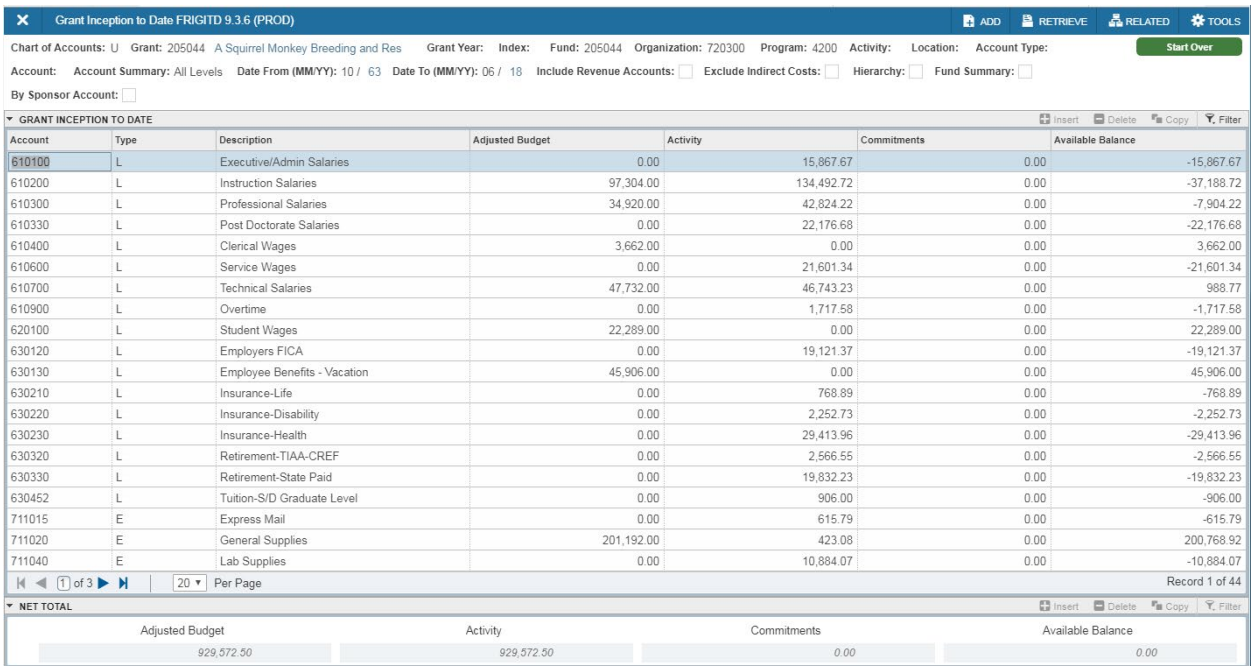
Banner v. 9

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.



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



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

1. Entries are grouped by account code (left – hand side).

2. Available balance for each account is listed in the far right – hand column.

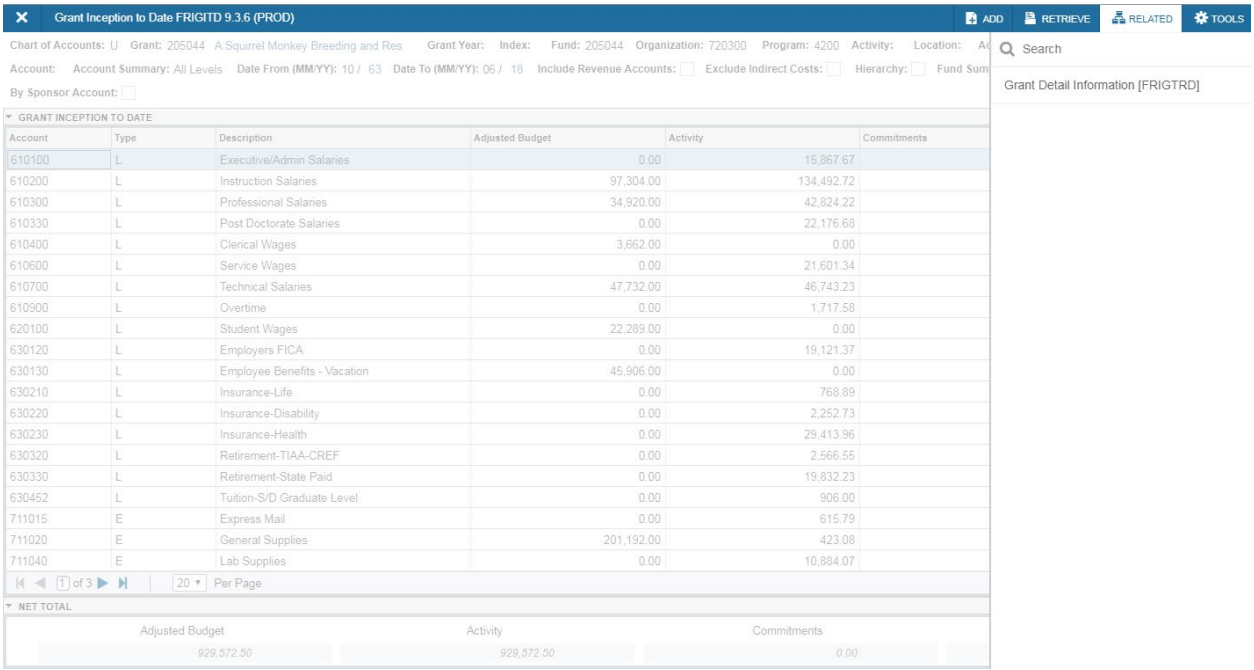
3. The budgeted dollars assigned to an account are shown in the Adjusted Budget column.

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).

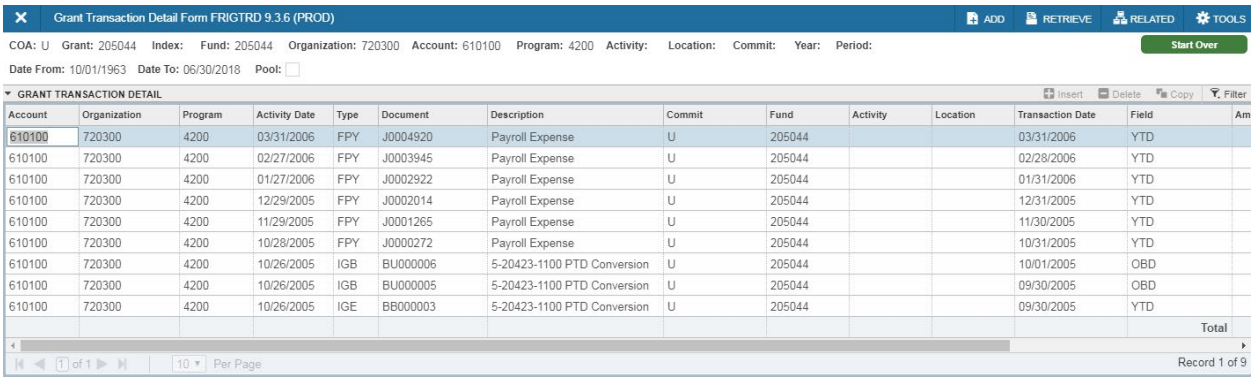
5. Scroll down until you reach the end of the listings. This registers all account codes in the 'Net Total' line.

Drilling Down for Details using FRIGTRD

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



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

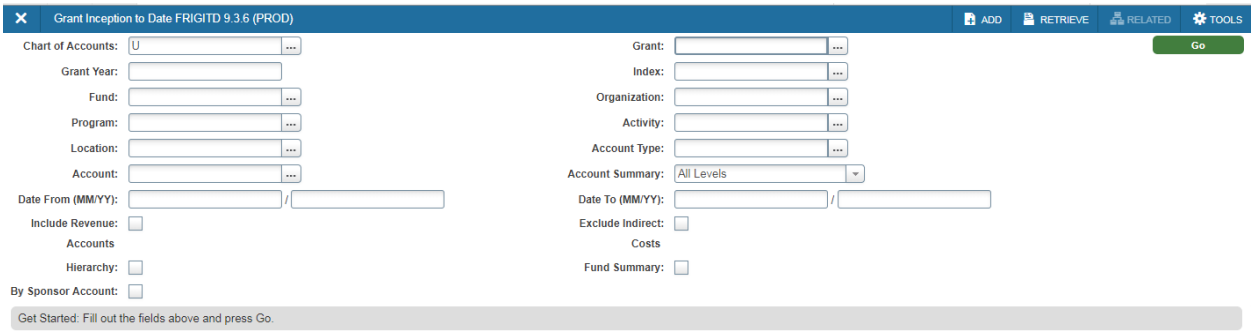


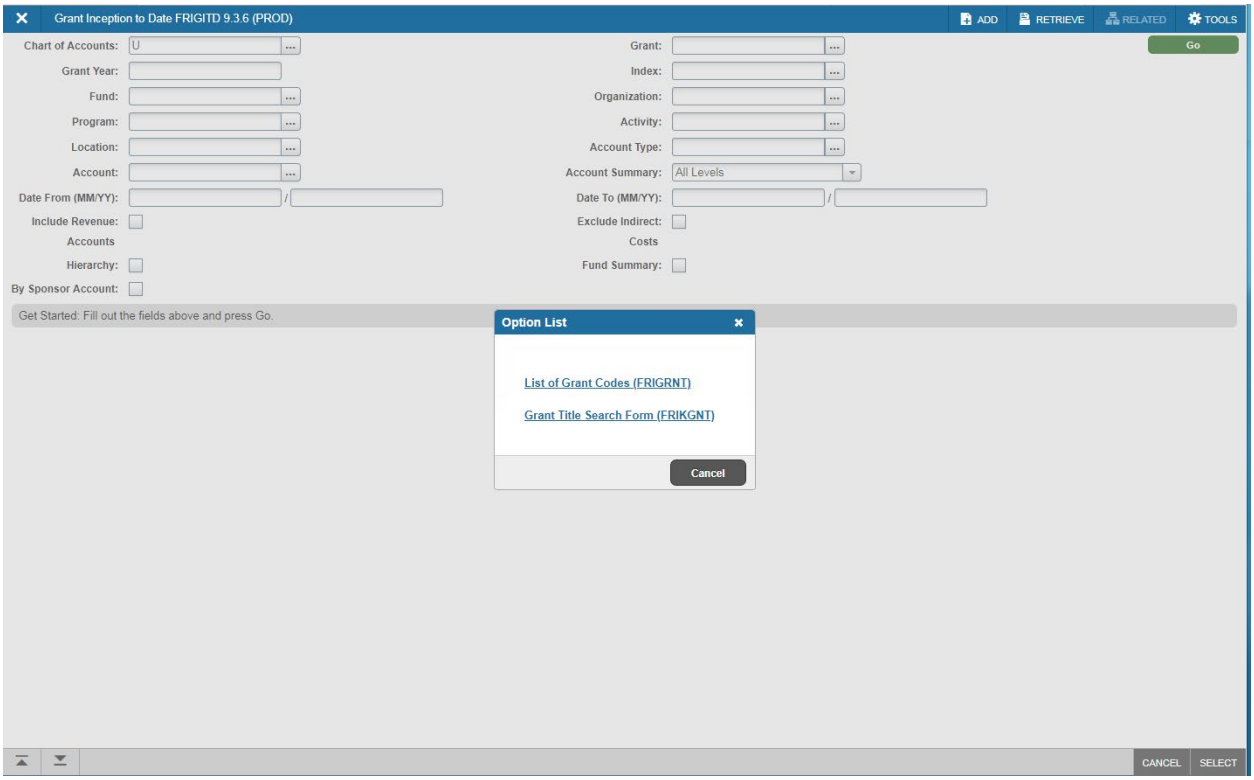
How to Look – Up a Grant Number

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.

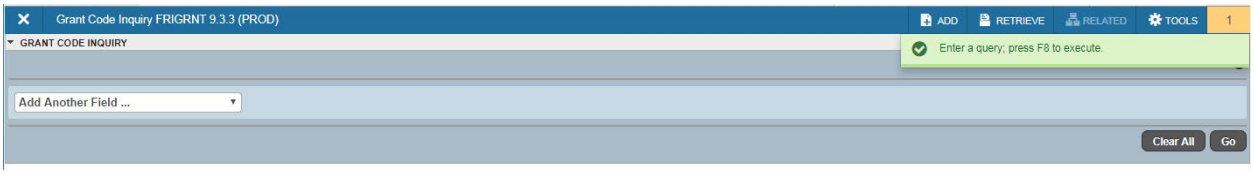
2. This will open a popup window (Option List).



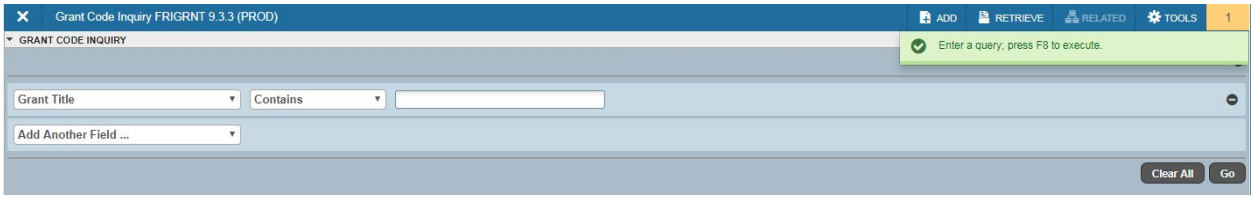


3. Select List of Grant Codes (FRIGRNT).

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

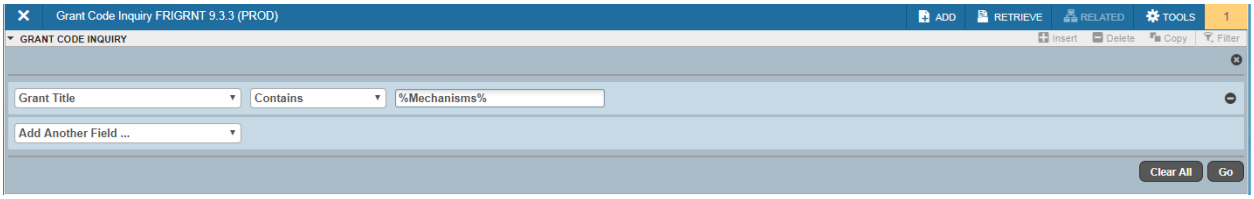


5. Select ‘Grant Title’ from the ‘Add Another Field’ drop down menu.



6. You will then be presented with three fields: ‘Grant Title’ ‘Contains’ & a blank field.

7. 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%**



8. 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.

9. 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.

10. Once you locate the Grant you are looking for, double click on the Grant code. This will return your selection to the FRIGITD form.

