GRANTS & CONTRACTS
BANNER FINANCE QUERIES
Commonly Used Screens for Grants & Contracts

- **FRIGITD**: Grant Inception to Date
  Use this screen to view budget, actual, encumbrances, and available balance of your accounts.

- **FRIGTRD**: Grant Transaction Detail Form
  Within the FRIGITD screen, you can use this form to see the details of specific accounts.

- **FGITBSR**: Trial Balance Summary Form
  Use this screen to view the fund balance and all balance sheet accounts.

- **FGIGLAC**: General Ledger Activity Form
  Within the FGITBSR screen, you can use this form to see the details of specific balance sheet accounts.
FRIGITD – For Budget, Actual, Encumbrances, Available Balance
1. Log into Banner Prod
2. Type FRIGITD in the Go To Box and press enter
2. Enter the following:
   a. Chart – Always use C
   b. Grant – Use your grant number which starts with a 4XXXXX
   c. Grant Year – Leave blank
   d. Index – Leave blank
   e. Fund – Use your grant number which starts with a 4XXXXX or use your cost share number which begins with either a 0XXXXX or 1XXXXX
   f. Organization – Pre-populates but you will want to remove the org code
   g. Program – Pre-populates but you will want to remove the prog code
   h. Date From and Date to – Pre-populates but can be overridden for date range specified
   i. All other fields can remain blank (Act., Location, etc)

3. Press Ctrl and Page Down keys simultaneously or click on next block icon. Press Page Down until the end is reached to give true totals.
4. a. Adjusted Budget – Budget entered by Grants & Contracts per approved budget(s).
b. Activity – Expenses posted to date
   c. Commitments - Encumbrances
d. Available Balance – Budget less Activity less Commitments
FRIGTRD—For Detailed Transaction Activity (within FRIGITD)

1. Highlight item to query by clicking in the field or column.
2. Press F4 to see line item detail

3. Click on the X (icon) at the top right side to return to the previous screen or press F3 then Ctrl and Page Down simultaneously to view more details of the transaction. When you are finished, continue to click on the x (icon) until you are back to the original screen.
**FGITBSR** – To see Fund Balance

1. Type FGITBSR in the Go Box and press enter
   
   a. COA – Always use C  
   b. Fiscal Year – Generally use current Fiscal Year  
   c. Enter Fund – For Grant, use the number that starts with 4XXXXX

2. Press Ctrl and Page Down keys simultaneously or click on next block icon
3. Shows balance sheet accounts – assets, liabilities, and fund balance (current and prior year)
   a. Revenue, expenditure, encumbrance control accounts are totals of actual year to date transactions
   b. Current Fund Balance is at the bottom of the screen. If the balance is other than a zero (0), a debit indicates the fund is overdrawn, a credit indicates a normal fund balance.
FGIGLAC – For Detailed Transaction Activity (within FGITBSR)

1. Place cursor in account column where additional information is desired
2. Hit F3 to access FGIGLAC

3. Click on the X at the top right side to return to the previous screen.