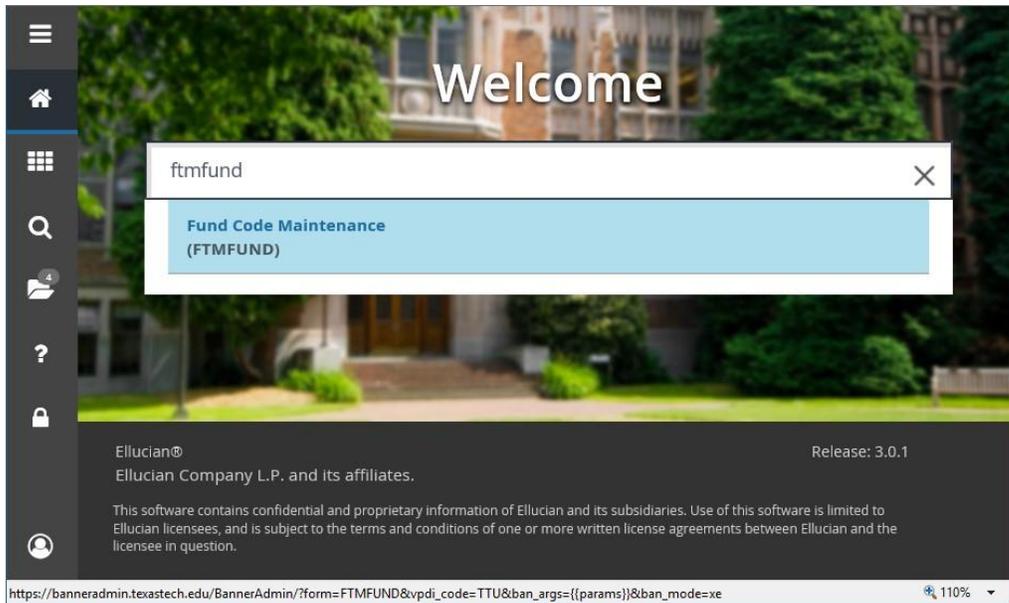
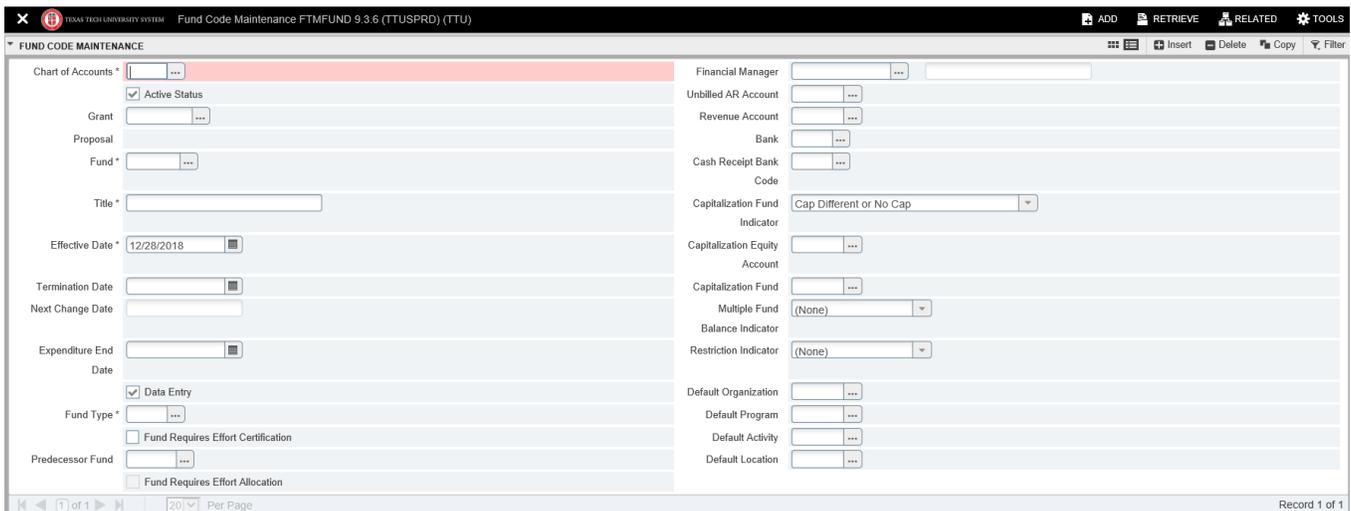


Banner Queries

FTMFUND – To query a fund in Banner Admin to determine if the fund is valid, enter FTMFUND in the field box on the Banner Admin “Welcome” page and press enter on your keyboard.

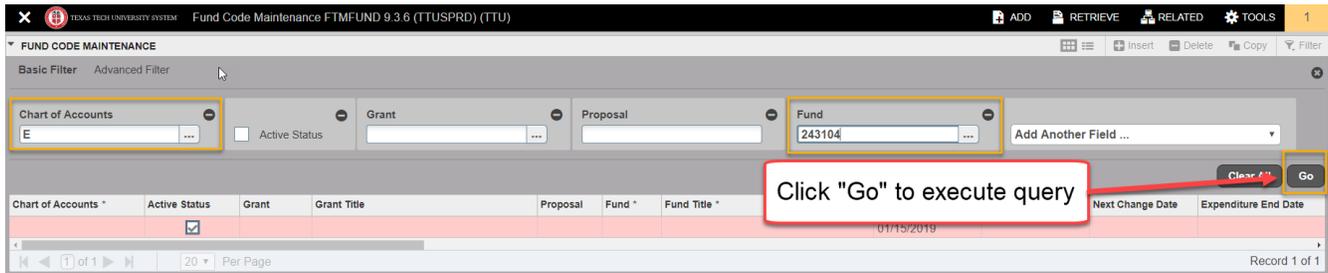


When the FTMFUND table comes up, your cursor should be in the “Chart of Accounts” field. Before you enter any information, press F7 on your keyboard and enter a query to execute.

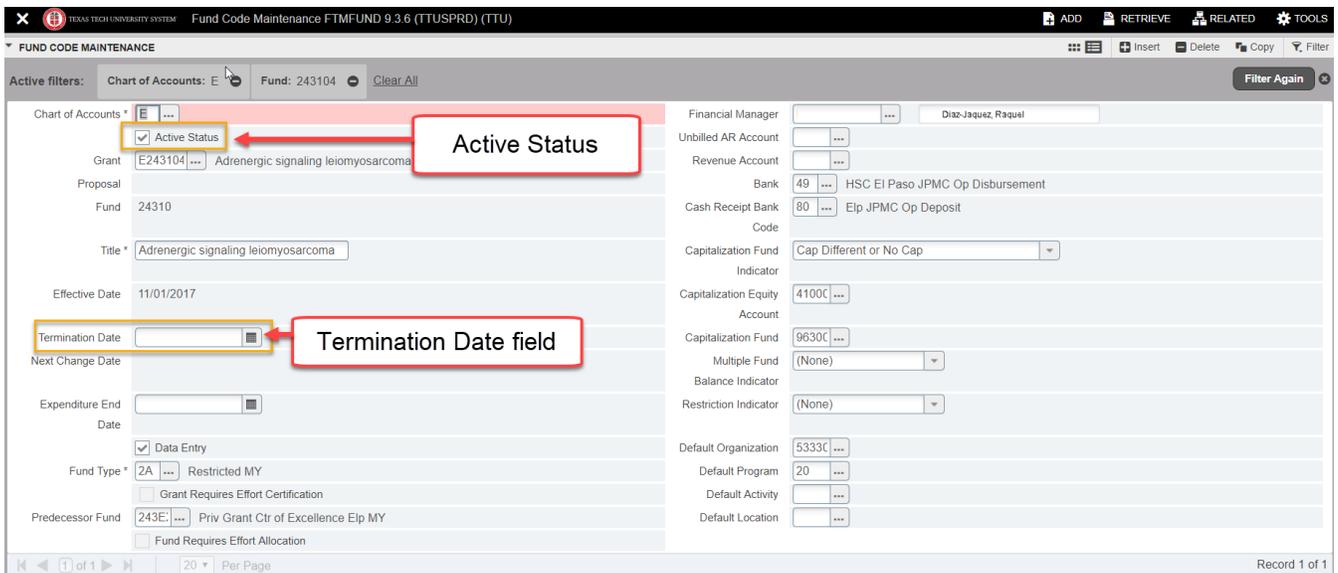


Enter the Chart of Accounts Code (E - El Paso , H – HSC, T – TTU, S – TTUS) in the “Chart of Accounts:” field. Tab to the “Fund” field and enter the Fund code.

After entering the Chart of Accounts and the Fund code, click on the “Go” icon in the Icon menu bar or press F8 on your keyboard.



If there is no date in the “Termination Date:” field and the “Active Status” is checked, the fund is valid.



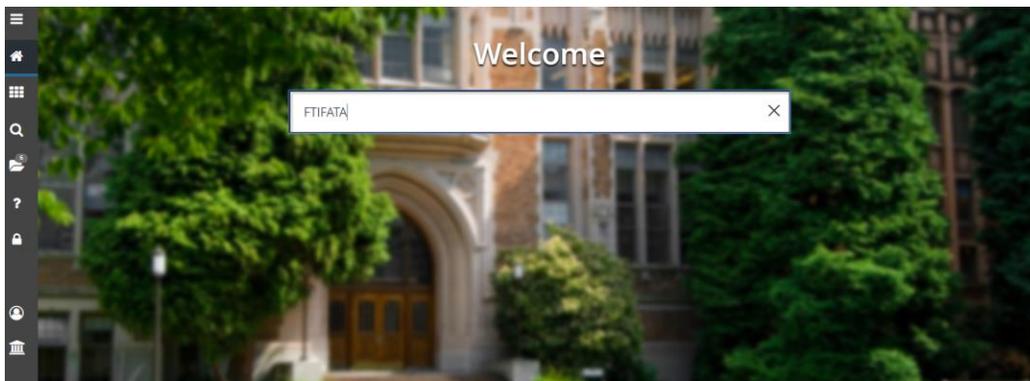
FOATEXT – To determine an associated Cost Share Fund, go to FOATEXT from FTMFUND. To access FOATEXT, click on the “**Document Text (FOATEXT)**” link from the “**Related**” drop down list on the menu bar.

The screenshot shows the 'Fund Code Maintenance FTMFUND 9.3.6 (TTUSPRD) (TTU)' interface. The 'RELATED' menu is open, and 'Document Text [FOATEXT]' is highlighted. The main form displays details for Fund 24310, including Chart of Accounts (E), Grant (E243104), and Title (Adrenergic signaling leiomyosarcoma).

FOATEXT stores user defined information about the related Fund and Cost Share information.

The screenshot shows the 'General Text Entry FOATEXT 9.3.6 (TTUSPRD) (TTU)' interface. The 'Text' field contains '183092-53338B-20' and the 'Line' field contains '310'.

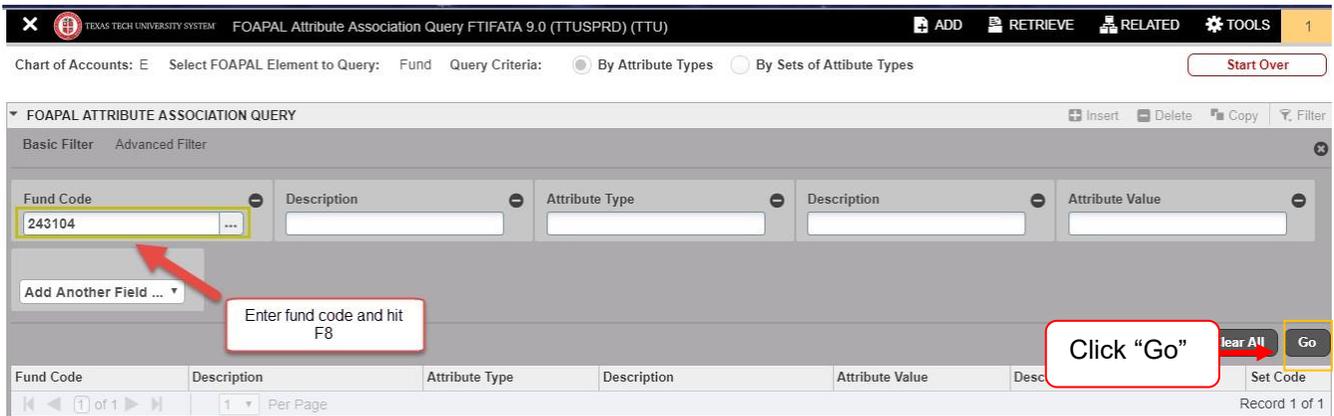
FTIFATA - To determine if a Fund and associated grant are required to report salaries paid from the fund you can see if the Fund has the ERSPROJ (Effort Certification) Attribute Type and the SP (Effort Reporting) Attribute Value by going to FTIFATA.



Enter FTIFATA in the field box on the Banner Admin “Welcome” page and press Enter on your keyboard. “E” should default in the Chart of Accounts field, but if it does not, enter “E” and click on **“Next Block”** from the Icon Menu bar or click **“Alt + Page down.”**



In the “Fund Code” field on the left side of the page, enter the fund that you wish to query and click on the **“Go”** icon in the Icon menu bar or press F8 on your keyboard.



The screen will populate with all of the Attributes associated to the Fund. Scroll down the list until you find the ERSPPROJ Attribute Type and the SP Attribute Value. If you do not find the ERSPPROJ Attribute Type in the list for the Fund you are querying, then the Fund and associated grant do not have to report any effort for salaries paid from the Fund. To exit out of the screen, click on the black “X” in the Icon menu bar.

FOAPAL Attribute Association Query FTIFATA 9.0 (TTUSPRD) (TTU)

Chart of Accounts: Select FOAPAL Element to Query Fund Query Criteria: By Attribute Types By Sets of Attribute Types Start Over

Active filters: Fund Code: 243104 Clear All Filter Again

Fund Code	Description	Attribute Type	Description	Attribute Value	Description	Set Code
243104	Adrenergic signaling leiomyosarc...	ECENTITY	HSC Entity	E	TTU Health Sciences Center at E...	
243104	Adrenergic signaling leiomyosarc...	EFUNDCAM	HSC Fund Campus	E	El Paso	
243104	Adrenergic signaling leiomyosarc...	EFUNDCAT	HSC Fund Category	RE	300 Restricted Funds	
243104	Adrenergic signaling leiomyosarc...	EFUNDCLS	HSC Fund Class	PRIV	340 Private Gifts Grants and Con...	
243104	Adrenergic signaling leiomyosarc...	EFUNDDIV	HSC Fund Division	ESOM	School of Medicine - Paul L. Foster	
243104	Adrenergic signaling leiomyosarc...	EFUNDORG	HSC Fund Department	53338	Biomedical Sciences Elp	
243104	Adrenergic signaling leiomyosarc...	EINTFUND	HSC Interest Allocation Fund	241037	Restricted Interest	
243104	Adrenergic signaling leiomyosarc...	FORGRSCH	HSC Organized Research	Y	HSC Organized Research	
243104	Adrenergic signaling leiomyosarc...	ERESAGCY	Research Agency	PNFP	Private Not for Profit	
243104	Adrenergic signaling leiomyosarc...	ERESCAN	Cancer	C	Cancer	
243104	Adrenergic signaling leiomyosarc...	ERESRCH	HSC Cancer Research Category	TR	Cancer Treatment	
243104	Adrenergic signaling leiomyosarc...	ERESACCT	HSC Responsible Accountant	E10	R11469878 Veronica Armandariz	
243104	Adrenergic signaling leiomyosarc...	ERESPURP	HSC Restricted Funds Purpose	FXP	Fixed Price	
243104	Adrenergic signaling leiomyosarc...	ERSCHNSF	HSC NSF Research	0003	Basic Science	
243104	Adrenergic signaling leiomyosarc...	ERSCHTYP	HSC Research Type	B	Biological and Other Life Sciences	
243104	Adrenergic signaling leiomyosarc...	ERSPPROJ	HSC Effort Certification	SP	Effort Reporting	
243104	Adrenergic signaling leiomyosarc...	ESPONSOR	HSC Sponsored Project	SP	Sponsored Project	

Record 1 of 17

FGIBAVL - To determine if a Fund / Orgn / Prog is a valid FOP combination in Banner Admin, enter FGIBAVL in the field box on the Banner Admin “Welcome” page. You do not have to use the query menu icons with this form. The Chart (E) and Fiscal Year should default in this form. Tab to the Fund field and enter the Fund, Organization, Account Code of 6001 and the Program code. The Account Code 6001 is the Faculty Salaries expense budget pool. Once the fields are completed do a “Next Block” by clicking on the “Next Block” icon in the Icon Menu bar.

Budget Availability Status FGIBAVL 9.3.7 (TTUSPRD) (TTU)

Chart: * E Fiscal Year: * 19 Go

Index: Commit Type: Both

Fund: 243104 Adrenergic signaling leiomyosarcma Organization: 533302 Ctr of Exc in Cancer Rsch EP

Account: 6001 Faculty Salaries Program: 20

Keys ---> Control Fund: Control Organization: Control Account: Control Program: Pending Documents:

Enter Fund and Account code and hit "Go" or F8

Get Started: Complete the fields above and click Go. To search by name, press the search icon, enter your search criteria, and then press ENTER.

If information populates in the bottom section, the FOP is valid. If a budget has been established for salaries, you will see those in the 600... range shown in the example below.

Chart: E Fiscal Year: 19 Index: Commit Type: Both Fund: 243104 Adrenergic signaling leiomyosarcoma Organization: 533302 Ctr of Exc in Cancer Rsch EP

Account: 6001 Faculty Salaries Program: 20 Research Keys ---> Control Fund: 243104 Control Organization: 533302 Control Account: 6001 Control Program: 20 Pending Documents:

BUDGET AVAILABILITY STATUS FOP is valid

Account	Title	Adjusted Budget	FID Activity	Commitments	Available Balance	Pending Documents
6001	Faculty Salaries	0.00		0.00	0.00	<input type="checkbox"/>
6006	Unallocated Salaries	675.64		0.00	675.64	<input type="checkbox"/>
6007	Payroll Related Costs	461.33		0.00	0.00	<input type="checkbox"/>
7010	Maintenance and Operations	1,204.15		0.00	0.00	<input type="checkbox"/>
7055	Facilities and Admin	656.15		0.00	0.00	<input type="checkbox"/>
Total		2,997.27		0.00	0.00	

Record 1 of 5

To exit out of any Banner form or screen, click on the black “X” in the Icon menu bar. If you have additional questions, please contact ECRTElp@ttuhsc.edu.