

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Banner Queries

<u>FTMFUND</u> – 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.

| X (II) TEXAS TECH UNIVE | Fund Code Maintenance FTMFUND 9.3.6 (TTUSPRD) (TTU) | | 📑 ADD 😫 RETRIEVE 🝶 RELATED 🔆 TOOLS |
|-------------------------|---|-----------------------|---------------------------------------|
| * FUND CODE MAINTENA | NCE | | 🚥 🖽 🚦 Insert 🚍 Delete 📲 Copy 👻 Filter |
| Chart of Accounts * | | Financial Manager | |
| | Active Status | Unbilled AR Account | |
| Grant | | Revenue Account | |
| Proposal | | Bank | |
| Fund * | | Cash Receipt Bank | |
| | | Code | |
| Title * | | Capitalization Fund | Cap Different or No Cap |
| 57 4 5 4 4 | | Indicator | |
| Effective Date - | 12/28/2018 | Capitalization Equity | |
| Termination Date | | Canitalization Fund | |
| Next Change Date | | Multiple Fund | (None) |
| | | Balance Indicator | |
| Expenditure End | | Restriction Indicator | (None) |
| Date | | | |
| | ✓ Data Entry | Default Organization | |
| Fund Type * | | Default Program | |
| | Fund Requires Effort Certification | Default Activity | · · · · · |
| Predecessor Fund | | Default Location | |
| | Fund Requires Effort Allocation | | |
| I ■ 1 of 1 ► H | 20 V Per Page | | Record 1 of 1 |

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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.

| X (ii) TEXAS TECH UNIVERS | TY SYSTEM Fund C | ode Maintenan | ce FTMFUND 9.3.6 (| TTUSPRD) (TTU) | | | | | | + ADD | PRETRIEV | /E 🛔 RELAT | ED 🌞 TOOL | s 1 |
|---------------------------|--|---------------|--------------------|----------------|-----------|--------------|----------|---------------------------|-----------|-------------------|----------------|---------------|--------------|------------|
| FUND CODE MAINTENAN | ICE | | | | | | | | | | | 😫 Insert 🗖 🗖 | elete 📲 Copy | 👻 Filter |
| Basic Filter Advanced | l Filter 🎝 | | | | | | | | | | | | | 0 |
| Chart of Accounts E | Chart of Accounts Grant O Proposal O Fund Add Anothe | | | | | | | Another Fiel | d | | • | | | |
| | | | | | | | | liek "Ge" | to oxecut | 0.011 | | | Clear 4 | Go |
| Chart of Accounts * | Active Status | Grant | Grant Title | Propos | al Fund * | Fund Title * | <u>۲</u> | Click Go to execute query | | ery _{Ne} | tt Change Date | Expenditure E | nd Date | |
| | | | | | | | - | 0 | 1/15/2019 | _ | | | | |
| 4 | | - | | | | | | | | | | | | • |
| | 20 V P | er Page | | | | | | | | | | | Rec | ord 1 of 1 |

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

| X (II) TEXAS TECH UNIV | RSITY SYSTEM Fund Code Maintenance FTMFUND 9.3.6 (TTUSPRD) (TTU) | | 🚦 ADD 🚆 RETRIEVE 🛛 🚜 RELATED 🛛 🔆 TOOLS |
|------------------------|--|-----------------------|--|
| FUND CODE MAINTEN | ANCE | | 💷 📰 📑 Insert 📑 Delete 🌆 Copy 🎅 Filter |
| Active filters: Cha | rt of Accounts: E 🕒 Fund: 243104 O | | Filter Again 😒 |
| Chart of Accounts * | | Financial Manager | Diaz-Jaquez, Raquel |
| [| Active Status | Unbilled AR Account | |
| Grant | E243104 Adrenergic signaling leiomyosarcoma | Revenue Account | |
| Proposal | | Bank | 49 HSC El Paso JPMC Op Disbursement |
| Fund | 24310 | Cash Receipt Bank | 80 Elp JPMC Op Deposit |
| | | Code | |
| Title * | Adrenergic signaling leiomyosarcoma | Capitalization Fund | Cap Different or No Cap |
| | 410410047 | Indicator | |
| Effective Date | 11/01/2017 | Capitalization Equity | 41000 |
| Termination Date | Terrein etien Dete field | Capitalization Fund | 06300 |
| Next Change Date | | Multiple Fund | (None) |
| | | Balance Indicator | |
| Expenditure End | | Restriction Indicator | (None) |
| Date | | | |
| | ✓ Data Entry | Default Organization | 53330 |
| Fund Type * | 2A Restricted MY | Default Program | 20 |
| | Grant Requires Effort Certification | Default Activity | |
| Predecessor Fund | 243E: Priv Grant Ctr of Excellence Elp MY | Default Location | ••• |
| | Fund Requires Effort Allocation | | |
| K ◀ 1 of 1 ►) | 20 • Per Page | | Record 1 of 1 |



<u>FOATEXT</u> – 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.

| ND CODE SAINTENANCE | | Q Search |
|---|--------------------------------|---|
| ve filters: Chart of Accounts: E O Fund: 243104 O Clear All | | Attribute Information [FTMFATA] |
| Chart of Accounts* | Financial Manager | Diaz-Jaguez, Raguel |
| Active Status | Unbilled AR Account | |
| Grant E243104 Adrenergic signaling leiomyosarcoma | Revenue Account | Document Text [FOATEXT] |
| Proposal | Bank 49 ++++ + | HSC EI Paso JPMC Op Disbursement |
| Fund 24310 | Cash Receipt Bank 80 +++ E | Elp JPMC Op Deposit Grant Information [FRAGRN1] |
| | Code | View Hierarchy (EGOENDH) |
| Title * Adrenergic signaling leiomyosarcoma | Capitalization Fund Cap Differ | ent or No Cap |
| | Indicator | |
| Effective Date 11/01/2017 | Capitalization Equity 41000 | |
| | Account | |
| Termination Date | Capitalization Fund 96300 | |
| Next Change Date | Multiple Fund (None) | · • |
| | Balance Indicator | |
| Expenditure End | Restriction Indicator (None) | · · |
| Date | | |
| Sector Data Entry | Default Organization | |
| Fund Type * 2A Restricted MY | Default Program 20 | |
| Grant Requires Effort Certification | Default Activity | |
| Predecessor Fund 243E: Priv Grant Ctr of Excellence Elp MY | Default Location | |
| Fund Requires Effort Allocation | | |

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

| X 🕕 TEXAS TECH UNIVERSITY SYSTEM General Text Entry FOATEXT 9.3.6 (TTUSPRD) (TTU) | + / | NDD 🖹 RETRIEVE | 🛓 RELATED 🔹 TOOLS |
|---|---------|----------------|------------------------------|
| Type: FND Code: 243104 Cyfault Increment: 10 | | | Start Over |
| * GENERAL TEXT ENTRY | | 🖶 Insert | 🗖 Delete 🛛 📲 Copy 🏾 🏹 Filter |
| Text | Print * | Line | |
| 133092-533388-20 | | | 310 |
| Image: Image Image: Image | | | Record 1 of 1 |

<u>ETIFATA</u> - 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 ERSPPROJ (Effort Certification) Attribute Type and the SP (Effort Reporting) Attribute Value by going to FTIFATA.



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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.**"

| | X (1) TIXAI TICH LINE TIME FOAPAL Attribute Association Query FTIFATA 9.0 (TTUSPRD) (TTU) | 🔒 ADD | RETRIEVE | RELATED | TOOLS |
|---|---|-------|----------|---------|-----------|
| | Chart of Account: * E | | | | Go |
| * | Select FOAPAL: Fund | | | | |
| | Element to Query | | | | |
| | Query Criteria: | | | | |
| | Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER. | | | | |
| Q | | | | | |
| 2 | | | | | |
| ? | | | | | |
| • | Click "Next Block" | | | | |
| | | | | | |
| 0 | | | | | |
| 盦 | | | | | |
| | | | | | |
| | | | | | |
| | EDIT Rebard: 1/1 KEY_BLOCK COAS_CODE [1] 62000 - 2018 Ellucian. All rights reserved. | | | | ellucian₌ |

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.

| X (1) TEXAS TECH UNIVERSITY | SYSTEM FOAPAL Attribute Association | n Query FTIFATA 9.0 | (TTUSPRD) (TTU) | | + ADD | | E 🛃 RELATED | 🏶 TOOLS | 1 |
|-----------------------------|-------------------------------------|---------------------|--------------------|--------|---------------------|------|---------------------|----------|--------------|
| Chart of Accounts: E Se | lect FOAPAL Element to Query: Fu | nd Query Criteria: | By Attribute Types | By Set | s of Attibute Types | | (| Start Ov | /er |
| ▼ FOAPAL ATTRIBUTE ASS | OCIATION QUERY | | | | | | 🖸 Insert 🛛 🗖 Delete | Pa Copy | 👻 Filter |
| Basic Filter Advanced F | ilter | | | | | | | | 0 |
| Fund Code 243104 | Description | 0 | Attribute Type | • | Description | • | Attribute Value | | • |
| Add Another Field * | Enter fund code and hit F8 |] | | | | | Click "Go" | lear All |) G o |
| Fund Code | Description | Attribute Type | Description | | Attribute Value | Desc | | Set | Code |
| 🖌 🛋 📋 of 1 🕨 月 | 1 • Per Page | | | | | | | Reco | rd 1 of 1 |



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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.

| X TEXAS TECH UNIVER | SITY SYSTEM FOAPAL Attribute Association | n Query FTIFATA 9.0 (TTUS | SPRD) (TTU) | | | 🛱 ADD 📲 RETRIEVE 🛛 🗸 RELATED | 🗱 TOOLS |
|----------------------|--|---------------------------|------------------------|------------------|-----------------|------------------------------------|---------------|
| Chart of Accounts. | Select FOAPAL Elements Owner Elements Of To exit, Click of | n black "X" | By Attribute Typ | bes 🔵 By Sets of | Attibute Types | Sta | nt Over |
| ▼ FOAPAL ATTRIBUTE | | | | | | 🕒 Insert 🗖 Delete 🏻 🖿 Co | py 🔍 🕄 Filte |
| Active filters: Fund | Clear All | | | | | Filt | er 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 Ca | mpus | E | El Paso | |
| 243104 | Adrenergic signaling leiomyosarc | EFUNDCAT | HSC Fund Ca | tegory | RE | 300 Restricted Funds | |
| 243104 | Adrenergic signaling leiomyosarc | EFUNDCLS | HSC Fund Cla | ISS | PRIV | 340 Private Gifts Grants and Con | |
| 243104 | Adrenergic signaling leiomyosarc | EFUNDDIV | HSC Fund Division ESOM | | ESOM | School of Medicine - Paul L Foster | |
| 243104 | Adrenergic signaling leiomyosarc | EFUNDORG | HSC Fund De | partment | 53338 | Biomedical Sciences Elp | |
| 243104 | Adrenergic signaling leiomyosarc | EINTFUND | HSC Interest A | Allocation Fund | 241037 | Restricted Interest | |
| 243104 | Adrenergic signaling leiomyosarc | FORGRECH | HSC Organize | d Research | Y | HSC Organized Research | |
| 243104 | Adrenergic signaling leiom ER | SPPROJ Attribute 1 | Гуре | earch Agency | PNFP | Private Not for Profit | |
| 243104 | Adrenergic signaling leiom SP | Attribute Value | <i>y</i> r - | incer | С | Cancer | |
| 243104 | Adrenergic signaling leiomy | Enonor | nee eaneer i | esearch Category | TR | Cancer Treatment | |
| 243104 | Adrenergic signaling leiomyosarc | ERES CCT | HSC Respons | ible Accountant | E10 | R11469878 Veronica Armendariz | |
| 243104 | Adrenergic signaling leiomyosarc | FLESPURP | H.C Restricte | d Funds Purpose | FXP | Fixed Price | |
| 243104 | Adrenergic signaling leiomyosar | | HSC SF Res | earch | 0003 | Basic Science | |
| 243104 | Adrenergic signaling leiomyosarc | ERSCHTYP | HSC Research | т Туре | В | Biological and Other Life Sciences | |
| 243104 | Adrenergic signaling leiomyosarc | ERSPPROJ | HSC Effort Ce | rtification | SP | Effort Reporting | |
| 243104 | Adrenergic signaling leiomyosarc | ESPONSOR | HSC Sponsore | ed Project | SP | Sponsored Project | |
| | 20 V Per Page | | | | | R | ecord 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.

| X III TEXAS TECH UNIVE | ERSITY SYSTEM Budget Availability Statu | IS FGIBAVL 9.3.7 (1 | TTUSPRD) (TTU) | | + ADD | RETRIEVE | 뤕 RELATED | 🗱 TOOLS |
|------------------------|---|---------------------|----------------------------|------------------------------|--------|----------|-----------|---------|
| Chart: * | * E | | Fiscal Year: * | 19 | | | | Go |
| Index: | | | Commit Type: | Both | * | | | |
| Fund: | 243104 | | Organization: | 533302 | | | | |
| | Adrenergic signaling leiomyosarcor | na | | Ctr of Exc in Cancer Rsch EP | | | | |
| Account: | 6001 | Faculty Salaries | Program: | 20 | | | | |
| Keys > | | | | | | | | |
| Control Fund: | | | Control Organization: | | | | | |
| Control Account: | | | Control Program: | | | | | |
| Pending Documents: | | ſ | Enter Fund and Account cod | e and hit | | | | |
| Get Started: Complet | te the fields above and click Go. To s | search by name, pr | "Go" or F8 | h criteria, and then press | ENTER. | | | |

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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.

| × | KAS TECH UNIVERSITY SYSTEM Budget Availability | Status FGIBAVL 9.3.7 (TTUSPRD) (TTU) | | | 🔒 ADD 🖹 RETR | RIEVE 🗸 RELATED 🔅 TOOLS |
|-------------|--|--|------------------------------------|-------------------------------------|---------------------------|-------------------------------|
| Chart: E Fi | scal Year: 19 Index: Commit Type: E | Both Fund: 243104 Adrenergic signaling | leiomyosarcoma Organization: 533 | 302 Ctr of Exc in Cancer Rsch EP | | Start Over |
| Account: 60 | 01 Faculty Salaries Program: 20 Re | esearch Keys > Control Fund: 24 | 43104 Control Organization: 533302 | Control Account: 6001 Control Progr | am: 20 Pending Documents: | |
| * BUDGET AV | AILABILITY STATUS | | FOP is valid | | 🕃 In: | sert 🖪 Delete 🍢 Copy 🤶 Filter |
| Account | Title | Adjusted Budget | ID Activity | Commitments | Available Balance | Pending Documents |
| 6001 | Faculty Salaries | 0.00 | 0.00 | 0.00 | 0.00 | |
| 6006 | Unallocated Salaries | 675.64 | 0.00 | 0.00 | 675.64 | |
| 6007 | Payroll Related Costs | 461.33 | 0.00 | 0.00 | 461.33 | |
| 7010 | Maintenance and Operations | 1,204.15 | 0.00 | 0.00 | 1,204.15 | |
| 7055 | Facilities and Admin | 656.15 | 0.00 | 0.00 | 656.15 | |
| | Total | 2,997.27 | 0.00 | 0.00 | 2,997.27 | |
| K < 1 | of 1 🕨 🕅 10 🔻 Per Page | | | | | 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.