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.

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

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 ERSPPROJ (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.

**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.
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.

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.