Viewing Project to Date Budget vs. Expenses

Modified 11/22/2007

The Project to Date budget vs. expenses for an award or index can be viewed by going through the following process in Banner. In the Banner system, each award is assigned an award number referred to as a "Grant". Each "Grant" may be made up of 1 or more indexes. Multiple indexes may have been assigned if:

- One award made up more than one "Lawson Accounting Unit" prior to 6/30/2007.
- One award has both an on-campus and off-campus Index.
- A request has been made to setup separate budgets for one award between 2 or more departments for requisition or budget tracking purposes.

Viewing the Award Project to Date Budget vs. Expenses:

Sign into Banner and type in FRIGITD on the *Go To* field.
 Press the Enter key

2. Tress the Enter Rey.	
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🙀 General Menu GUAGMNU 7.3 (PROD) - Wednesday November 07, 2007	
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- 3. On the FRIGITD screen, enter "T" in the *Chart of Accounts* field if it is not already there.
- 4. In the *Index* field type the Banner Index number you are searching for.
- 5. Press Tab key twice.
- 6. Use your cursor and click on Next Block on the Menu line
- 7. The following warning will appear. Click OK.

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Grant Inception to Date FRIGITD 7.2 (PROD)				⊻ ×
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8. The following warning will appear. Click OK to go to the budget vs. expense screen.

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Account	Туре	Adjusted Budget	Activity	Commitments	Available Balance	
61102	L Administrative	288,770.00	256,577.09	0.00	32,192.91	^
61104	L Bargaining Unit CWA	154,298.00	114,778.65	0.00	39,519.35	
61107	L Post Doctoral	169,986.00	203,004.99	0.00	-33,018.99	
61202	I Epoulty 12 Month & ALID	00 505 00				
	L Tacdity 12 Holidi AAOP	02,595.00	38,474.89	0.00	44,120.11	
61203	L Faculty 9 Month AAUP	222 Forms 2000	38,474.89	0.00	44,120.11 00000000 × ^{938.47}	
61203 61204	L Faculty 12 Month AAUP L Faculty 9 Month AAUP L Faculty 9 Month AAUP	222 Forms (0000)	000000000000000000000000000000000000000	0.00	44,120.11 000000000 × 938,47 938,42	
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61203 61204 61205 61213	L Faculty 9 Month AAUP L Faculty 9 Month AAUP L Faculty Summer L Faculty Visiting L Faculty Part Time	222 Forms 20000 194 30	FRM-40208: Form ru change database fie	nning in query-only mod	44,120.11 38.47 938.47 938.42 900.00 900.00 900.00	
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61203 61204 61205 61213 61214 61305	L Faculty 12 Month ARUP L Faculty 9 Month ARUP L Faculty Visiting L Faculty Visiting L Faculty Part Time L Faculty Part Time L Faculty Part Time Summer L Grad Non-Teach Asst	222 Forms 99:00	38,474.89 FRM-40208: Form ru change database fie	nning in query-only mod	44,120.11 338.47 388.42 000.00 00.00 00.00 152.64	
61203 61204 61205 61213 61214 61305 61306	L Faculty 19 Month ARUP L Faculty 29 Month ARUP L Faculty Summer L Faculty Visiting L Faculty Part Time L Faculty Part Time L Faculty Part Time Summer L Grad Non-Teach Asst L Grad Non-Teach Cocc	222 Forms (2000)	FRM-40208: Form ru change database fie	nning in query-only mod	44,120,11 938,42 948,42 948	
61203 61204 61205 61213 61214 61305 61306 61307	L Faculty 12 Hondin And P L Faculty 9 Month AAUP L Faculty Visiting L Faculty Part Time L Faculty Part Time Summer L Grad Non-Teach Asst L Grad Non-Teach Summ L Grad Non-Teach Summ	64,555.00 222 Forms (XXX) 194 30 64 12,364.00	FRM-40208: Form ru change database fie	0.00 000000000000000000000000000000000	44,120,11 938,47 94,47 94,4	
61203 61204 61205 61213 61214 61305 61306 61307 61308	L Faculty 12 Holin And L Faculty 9 Month AAUP L Faculty 9 Month AAUP L Faculty 9 Month AAUP L Faculty 9 Art Time L Faculty Part Time L Faculty Part Time Summer L Grad Non-Teach Asst L Grad Non-Teach Asst L Grad Non-Teach Summ L Student Employee	64 12,354.00 12,364.00 15,000.00	38,474.89 2000/2002 - 2000 - 2000 FRM-40208: Form ru change database fie 11,999.94 54,113.50 54,113.50	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	44,120.11 44,120.11 938.42 938.42 938.42 900.00 00.00 00.00 152.64 16.15 364.06 -39,113.50	
61203 61204 61205 61213 61214 61305 61306 61307 61308 61404	L Faculty 12 Holini Andor L Faculty 9 Month AAUP L Faculty Visiting L Faculty Visiting L Faculty Vart Time L Faculty Part Time L Faculty Part Time Summer L Grad Non-Teach Asst L Grad Non-Teach Summ L Grad Non-Teach Summ L Student Employee L OT-CWA Bargain Unit	64,959.00 222 Forms 55555 194 30 12,364.00 15,000.00 0.00	38,474.89 FRM-40208: Form ru change database fie 11,999.94 54,113.50 16,749.37	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	44,120.31 44,120.31 938.47 938.42 900.00 900.00 900.00 900.00 952.64 16.35 364.66 -39,113.50 -16,749.37	

This screen (FRIGITD) shows the project to date information on a specific index. An award may have more than one index.

- 10. To see all expenses associated with an award, make a note of the number in the *Grant* field. In this sample, it is 238.
- 11. Press the *Roll Back* icon.
- 12. Please review the *Date From* and *Date To* fields. If you want to review a specific time period you may edit the *Date From* and *Date To* fields to the requested time period.
- 13. If it is not already entered, enter the *Grant* number from the prior screen.
- 14. Delete the numbers in the Index, Fund, Organization and Program fields.

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Account Type	Adjusted Budget	Activity	Commitments	Available Balance
Net Total:				

15. Press Next Block in the menu bar.

16. The following warning will appear. Press OK.

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Account Type	Adjusted Budget	Activity	Commitments	Available Balance
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Net Total:				

17. The following warning will appear. Click OK to go to the budget vs. expense screen.

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Account	Type A	djusted Budget	Activity	Commitments	Available Balance	
61102	L Administrative	350,588.00	302,608.35	0.00	47,979.65	ſ
61104	L Bargaining Unit CWA	154,298.00	114,778.65	0.00	39,519.35	
61107	L Post Doctoral	169,986.00	203,004.99	0.00	-33,018.99	
61202	L Faculty 12 Month AAUP	82,595.00	38,474.89	0.00	44,120.11	
61203	L Faculty 9 Month AAUP	233 Forms 1000			00000000 × ^{065.47}	
61204	L Faculty Summer	208			565.42	
61205	L Faculty Visiting	30	ERM-40208: Form ri	unning in query-only mo	te. Cannot	
61213	L Faculty Part Time		change database fie	elds.	557.04	
61214	L Faculty Part Time Summer	6			118.85	
61304	L Grad Teach Asst-Summ				OK 892.60	
61305	L Grad Non-Teach Asst				152.64	
\rightarrow	L Grad Non-Teach-Doc	64,908.00	28,191.85	0.00	36,716.15	
61306	L Grad Non-Teach Summ	12,364.00	11,999.94	0.00	364.06	
61306 61307		00.004.00	54,112.50	0.00	-30,211.50	
61306 61307 61308	L Student Employee	23,901.00				

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Account	Туре	Adjusted Budget	Activity	Commitments	Available Balance
61102	L Administrative	350,588.00	302,608.35	0.00	47,979.65
61104	L Bargaining Unit CWA	154,298.00	114,778.65	0.00	39,519.35
61107	L Post Doctoral	169,986.00	203,004.99	0.00	-33,018.99
61202	L Faculty 12 Month AAUP	82,595.00	38,474.89	0.00	44,120.11
61203	L Faculty 9 Month AAUP	233,307.00	153,241.53	0.00	80,065.47
61204	L Faculty Summer	208,593.00	161,027.58	0.00	47,565.42
61205	L Faculty Visiting	30,000.00	0.00	0.00	30,000.00
61213	L Faculty Part Time	0.00	3,557.04	0.00	-3,557.04
61214	L Faculty Part Time Summer	6,273.00	9,391.85	0.00	-3,118.85
61304	L Grad Teach Asst-Summ	0.00	1,392.60	0.00	-1,392.60
61305	L Grad Non-Teach Asst	0.00	30,152.64	0.00	-30,152.64
61306	L Grad Non-Teach-Doc	64,908.00	28,191.85	0.00	36,716.15
61307	L Grad Non-Teach Summ	12,364.00	11,999.94	0.00	364.06
61308	L Student Employee	23,901.00	54,112.50	0.00	-30,211.50
	Net Total:	1,336,813.00	1,111,934.41	0.00	224,878.59

Please note: The *Net Total* at the bottom of the page is for the screen you are viewing only.

19. To view the *Net Total* for the entire award, scroll down to the last page. This will show the total Budget and Expenses for the award.

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🗑 Grant Ind	ept	tion to Date FRIGITD 7.2 (PROD) 300				000000000000000000000000000000000000000			
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Account	Ту	pe	Adjusted Budge	t	Activity	Commitmer	its i	Available Balance	
74205	E	Cell Phones	0.00		719.91	0.	00	-719.91	
74206	E	Electronic Comm	0.00		1,099.16	0.	00	-1,099.16	
74302	E	Postage	0.00		4,545.62	0.	00	-4,545.62	
74303	E	Freight and Delivery Charges	0.00		210.30	0.	00	-210.30	
75002	E	Pool Occupancy	-73.48		0.00	0.	00	-73.48	
75202	E	Fac Rentals/Leases	0.00		4,262.90	0.	00	-4,262.90	
76102	E	Scholarship & Fees	960,000.00		414,592.08	0.	00	545,407.92	
76902	E	Stipends	7,914.00		0.00	0.	00	7,914.00	
78002	E	Pool-Capitalized Equipment	202,254.00		0.00	0.	00	202,254.00	
78402	E	Research Equipment	0.00		129,581.78	0.	00	-129,581.78	
79101	E	Indirect Cost Recovery Grants Pool	202,788.00		0.00	0.	00	202,788.00	
79110	E	Indirect Cost Rec Grants University	0.00		106,734.09	0.	00	-106,734.09	
79120	E	Indirect Cost Rec Grants College	0.00		15,247.96	0.	00	-15,247.96	-1
79130	E	Indirect Cost Rec Grants Department	0.00		30,494.97	0.	00	-30,494.97	•
		Net Total	3,692,648.00		2,473,031.29	0.	00	1,219,616.71	

As indicated above some awards are split between two indexes.

The Grant Above is made up of two separate indexes 201046 and 201047. To find the budget vs. expenses for each index, repeat steps 1 through 19 above for each index number that makes up an award.

Note the total of the two "indexes" equal the total for the "grant".

Index	Total
201046	\$2,344,975.96
201047	\$ 128,055.34
Grant Total	\$2,473,031.30

Total for Index 201046:

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a Grant Inception to Date FRIGITD 7.2 (PROD) 000000000000000000000000000000000000	Grant Year:
	Grant Year:
	Grant Year:
Chart of Accounts: T 💌 Grant: 238 🖤 UToledo, UTeach, UTouch the Futu	
Index: 201046 💌 Fund: 201046 💌 Organization: 106600 💌	Fund Summary
Program: 1460 🛡 Activity: 💽 Location:	Hierarchy
Account Type: 🛛 💌 🖉 Account: 👘 🖉 Account Summary: All Levels	By Sponsor Account
Date From (MM/YY): 10 / 04 Date To (MM/YY): 11 / 07	Include Revenue Accounts
Account Type Adjusted Budget Activity Commitments	Available Balance
74205 E Cell Phones 0.00 719.91 0.00	-719.91
74206 E Electronic Comm 0.00 1,099.16 0.00	-1,099.16
74302 E Postage 0.00 4,333.24 0.00	-4,333.24
74303 E Freight and Delivery Charges 0.00 210.30 0.00	-210.30
75002 E Pool Occupancy -73.48 0.00 0.00	-73.48
75202 E Fac Rentals/Leases 0.00 293.90 0.00	-293.90
76102 E Scholarship & Fees 960,000.00 414,592.08 0.00	545,407.92
76902 E Stipends 7,914.00 0.00 0.00	7,914.00
78002 E Pool-Capitalized Equipment 202,254.00 0.00 0.00	202,254.00
78402 E Research Equipment 0.00 129,581.78 0.00	-129,581.78
79101 E Indirect Cost Recovery Grants Pool 187,255.00 0.00 0.00	187,255.00
79110 E Indirect Cost Rec Grants University 0.00 100,094.13 0.00	-100,094.13
79120 E Indirect Cost Rec Grants College 0.00 14,299.37 0.00	-14,299.37
79130 E Indirect Cost Rec Grants Department 0.00 28,597.89 0.00	-28,597.89
Net Total: 3,482,958.00 2,344,975.95 0.00	1,137,982.05

Total for Index 201047:

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Account	Туре	Adjusted Budget	Activity	Commitments	Available Balance	
73106	E Gas Lub Parts Etc	0.00	77.24	0.00	-77.24	
73203	E Travel - Students	0.00	1,050.00	0.00	-1,050.00	
73402	E Sponsored Events	0.00	13,440.39	0.00	-13,440.39	
73522	E Travel - Grant Activity 2	0.00	73.92	0.00	-73.92	
73999	E Travel - Other	0.00	135.00	0.00	-135.00	
74002	E Pool Information/Com	1,000.00	0.00	0.00	1,000.00	
74106	E Photocopies/Printing	0.00	1,113.28	0.00	-1,113.28	
74107	E Advertising	0.00	692.63	0.00	-692.63	
74302	E Postage	0.00	212.38	0.00	-212.38	
75202	E Fac Rentals/Leases	0.00	3,969.00	0.00	-3,969.00	
79101	E Indirect Cost Recovery Grants Pool	15,533.00	0.00	0.00	15,533.00	1
79110	E Indirect Cost Rec Grants University	0.00	6,639.96	0.00	-6,639.96	11
79120	E Indirect Cost Rec Grants College	0.00	948.59	0.00	-948.59	
79130	E Indirect Cost Rec Grants Department	0.00	1,897.08	0.00	-1,897.08	•
	Net Total	209,690.00	128,055.34	0.00	81,634.66	

If you do not know if an award has more than one index please contact the Grants Accounting Office at 419-530-8763 and someone will provide you with the information.