

RE: Generating Grant Inception to Date inquiry form as an alternative to the hard copy report

Background: FRIGITD – A Banner Finance inquiry form used to view the adjusted budget, current and inception to date activity and available balance of a grant/contract. This form is an alternative to producing the hard copy Grant Inception to Date Report FRRGITD. Please contact Nichole Harris (x4304) with any questions relating to this form.

Procedure:

1. Open form **FRIGITD** in Banner Finance. Chart of Accounts will self-populate with E.
2. TAB to **Index** and input (will populate Grant, Fund, Organization, and Program). You may also enter **Fund** or **Grant** if you do not know the index.

Grant Inception to Date FRIGITD 8.9 (PROD)

Chart of Accounts: E | Grant: G15000001 | HHS-Early Head Start 14-15 | Grant Year:


Index: 501446 | Fund: 210191 | Organization: 31013 |  Include Revenue Accounts

Program: 25100 | Activity: | Location: |  Exclude Indirect Costs

Account Type: | Account: | Account Summary: All Levels |  Hierarchy

Date From (MM/YY): / | Date To (MM/YY): / |  Fund Summary

By Sponsor Account

3. Tab to enter the **Date From (MM/YY)** and **Date To (MM/YY)**. To query current period activity (ie: September 2014), enter the most recent calendar month (ie: 09) and year into both the **Date From (MM/YY)** and **Date To (MM/YY)** fields. Press **Next Block** (Ctrl+Page Down or ) to run the inquiry.

Grant Inception to Date FRIGITD 8.9 (PROD)

Chart of Accounts: E | Grant: G15000001 | HHS-Early Head Start 14-15 | Grant Year:

Index: 501446 | Fund: 210191 | Organization: 31013 |  Include Revenue Accounts

Program: 25100 | Activity: | Location: |  Exclude Indirect Costs

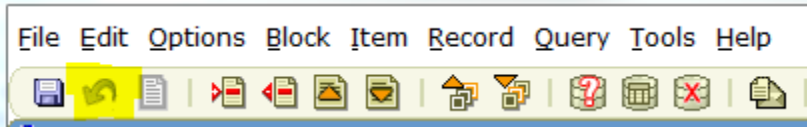
Account Type: | Account: | Account Summary: All Levels |  Hierarchy

Date From (MM/YY): 09 / 14 | Date To (MM/YY): 09 / 14 |  Fund Summary

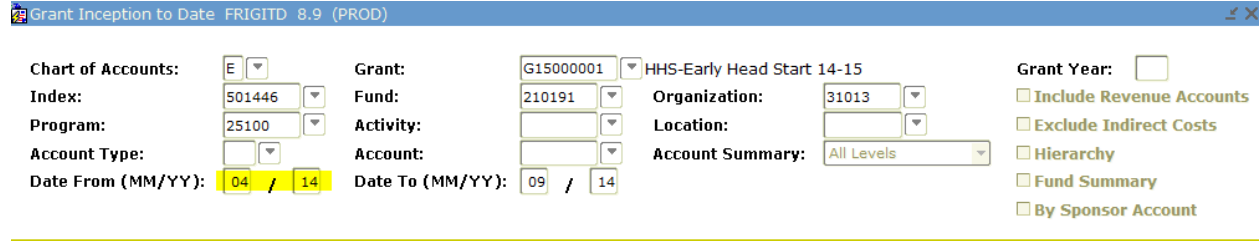
By Sponsor Account

Account Type	Adjusted Budget	Activity	Commitments	Available Balance
61100 L Administrative	822,641.00	163,278.25	0.00	659,362.75
650 L Benefits - Regular	346,374.00	0.00	0.00	346,374.00
65100 L OASI	0.00	9,395.20	0.00	-9,395.20
65110 L Medicare	0.00	2,197.26	0.00	-2,197.26
65200 L Retirement	0.00	13,388.17	0.00	-13,388.17
65300 L Medical Aid/Industrial Insurance	0.00	2,118.16	0.00	-2,118.16
65400 L Health, Life & Disability Insurance	0.00	43,744.50	0.00	-43,744.50
65500 L Unemployment Compensation	0.00	164.29	0.00	-164.29
66100 L Non-Student Wages	41,299.00	8,383.25	0.00	32,915.75
66200 L Student Wages	22,680.00	7,849.42	0.00	14,830.58
66520 L Overtime-Non-student	0.00	32.40	0.00	-32.40
66530 L Overtime-Administrative	10,994.00	30.84	0.00	10,963.16
67100 L OASI	5,758.00	1,008.44	0.00	4,749.56
67110 L Medicare	0.00	235.85	0.00	-235.85
<b>Net Total:</b>	<b>1,886,295.00</b>	<b>364,305.57</b>	<b>140,839.18</b>	<b>1,381,150.25</b>


To retrieve the grant inception to date activity, rollback using the icon highlighted here:



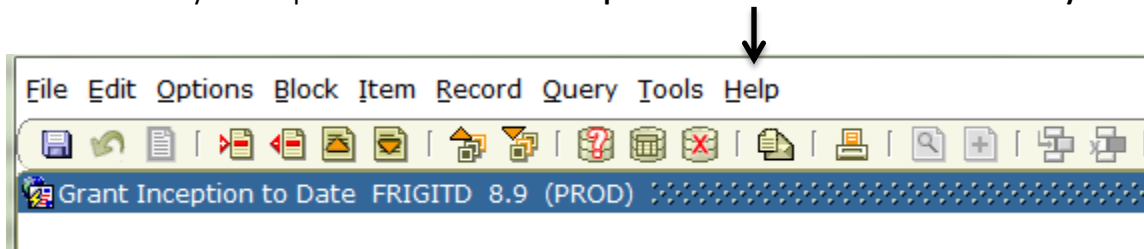
The **Grant** field should be highlighted. TAB out of the **Grant** field and the **Date From** field should update to the grant inception month and year. Enter the desired ending calendar month in the **Date To** field.



Press **Next Block** to run the inquiry. Note - Always double check the dates after pressing Next Block to verify you are retrieving the desired activity.

- In order to see the totals for each column you must scroll all the way to the bottom. The totals will update as you scroll.** If the totals are the only information that you need, you may print a screen shot after scrolling to the bottom. Click on the printer icon on your tool bar to print. 

- You may also export to Excel. Click on **Help** and then click on **Extract Data No Key**.



A dialog box will appear, press **Open**. After a few seconds, and excel file will open with raw data from the FRIGITD form, which can be formatted as necessary.

