




Contract & Grant Accounting

Date: 3/25/2011




Determine Fund and Grant Balance FSJA-062

From Grant Inception to Date, view revenue and expense summary information such as Trial Balance Summary Using the **FRIGTD** form and view assets and liabilities using the **FGITBSR** form.

FRIGTD:

1. Go to Banner form **FRIGTD**.
2. Enter the **Grant Code** and skip to step #7 **OR** if you do not know your Grant code, click **Search**  on the Grant Field.
3. Select **List of Grant Codes (FRIGRNT)**.
4. Enter any known information in the appropriate fields use wildcards to narrow your search.
5. **Execute Query** . Find desired grant and select it. You are directed back to FRIGTD.
6. Select **Fund Summary** check box.
7. Perform a **Next Block** .
8. Balances are displayed.

FGITBSR:

1. Go to Banner form **FGITBSR**.
2. Enter the **Fund Code** and Fiscal Year, skip to #8 **OR** If you do not know your Fund code.
3. From the File menu select Direct Access, go to **FTMACCI** and **Enter Query** .
4. Enter the Index code.
5. **Execute Query**  (or press F8). The Fund Code for this Index will be displayed.
6. Make note of the Fund Code and exit.
7. You are redirected to **FGITBSR**. Enter the Fund Code and Fiscal Year.
8. Perform a Next Block .
9. Balances are displayed.

End