Contract & Grant Accounting  
Date: October, 2018

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 FRIGITD form and view assets and liabilities using FGITBSR form.

1. In the Search box, type FRIGITD and press Enter.

2. Enter the Grant Code or Index Number and skip to step #7  
   OR  
   If you do not know your Grant code:
   
   Click Search on the Grant Field

3. Click on List of Grant Codes (FRIGRNT).

4. Enter known information in the appropriate fields or use the wildcards (%) to narrow your search.

5. Click on Go (or press F8).

6. Scroll using arrows to find desired grant and double-click in it.

7. Click in the Fund Summary check box.

8. Click Next Block (or press Alt + PgDn).

9. View desired information. Use the scroll bar to see all information, if needed.

11. Enter the Fund Code (or Grant Code) and Fiscal Year to retrieve summary information. (If Fund Code is known skip to step #16).

12. If the Fund Code is not known: Click X in upper left hand corner, in the search box type FTMACCI and press Enter, Click Filter (or press F7)

13. Tab to the Account Index field, and enter the Grant Index code.

14. Click Go (or press F8). The Fund Code for this Index will be displayed.

15. Write down Fund Code and click Exit. In the search box type FGITBSR and press Enter.

16. Type the Fiscal Year and Fund Code.

17. Click on Next Block (or press Alt + PgDn).

18. View desired information. Scroll down if needed.

19. Click Exit (or press Ctrl +Q) to return to the Main Menu.

***End***