Eastern Washington University

Office of Controller – General Accounting

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 [icon]) to run the inquiry.

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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
Net Total:			1,886,295.00	364,305.57	140,839.18	1,381,150.25

To retrieve the grant inception to date activity, <u>rollback</u> using the icon highlighted here:
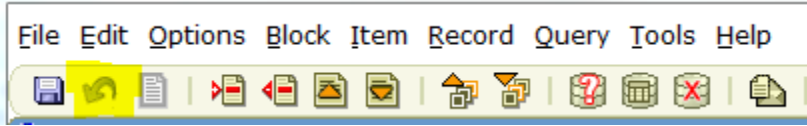
The Grant field should be highlighted. TAB out of the Grant field and the Date From field should update to the grant inception month and year. Enter the desired ending calendar month in the Date To field.
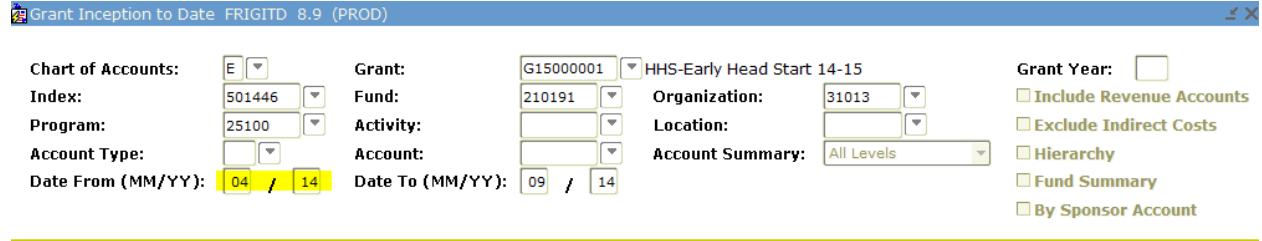
Press **Next Block** to run the inquiry. Note - Always double check the dates after pressing Next Block to verify you are retrieving the desired activity.

4. **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.

5. You may also export to Excel. Click on **Help** and then click on **Extract Data No Key**.
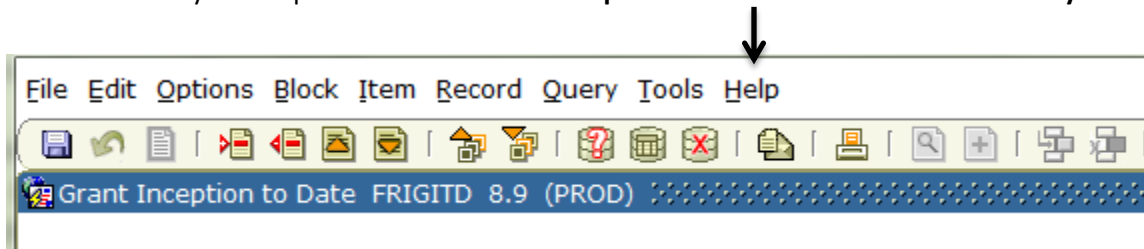
A dialog box will appear, press **Open**. After a few seconds, and excel file will open with raw data from the FRIGITD form, which can be formatted an necessary.