



Contract & Grant Accounting

Date: 3/25/2011

Review Grant Transaction Detail FSJA-066

1. To review Grant Transaction detail, access Banner Form **FRIGTD**.
2. **TAB** to the Grant Code field and enter it if known (If Grant Code is known skip to step #7) **OR** If Grant Code is not known: Select the drop down arrow in the Grant field.
3. On the **List of Grant Codes** select **FRIGRNT**.
4. Enter any known information in the appropriate fields; use the wildcards to narrow your search. **Execute Query** .
5. Select the desired grant, perform a **Next Block**.
6. Grant information is displayed.
7. To view details, highlight **Account**.
8. Select **Options**, and Grant Detail Information (**FRIGTRD**). Detailed information of the account code are displayed.

End