

## 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 **FRIGTD** form and view assets and liabilities using **FGITBSR** form.*

1. In the Search box, type **FRIGTD** 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.
10. From the File menu select Direct Access, type **FGITBSR** and press **Enter** to access the Trial Balance Summary Form to view assets and liabilities summary information.
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\*\*\*