FRRGITD – Grant Inception to Date Report

Report will provide current period expenditures and inception to date balance information. (Equivalent of FBM090 for Grants).

Banner Admin:

- 1. FRRGITD
- 2. Next Block or move cursor to **Printer** and assign specific printer. Use DATABASE if you wish to save file as a Microsoft Office document or print.
- 3. Next Block to Parameter Values.

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4. In **Parameter Values** input:

* Chart of Accounts

* As of Date (31-OCT-2005 will give you October 2005 monthly transactions and the inception to date expenditures).

* Enter Grant Option of "S" for a Single Grant. You may run for a range of grants, but typically S will be used.

* If "S" is used in Parameter 03, Enter the Grant Number in Parameter 07, Specific Grant, G00001234 for example.

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- 5. Next Block to Submission section. At this point, you will need to Click the "SAVE" icon or use File/Save option (or F10). You must be in the Submission section when you Click save.
- 6. You will now see a file number in the lower left hand section of the screen (example Log File: frrgitd_112814.log List File: frrgitd_112814.lis). This is your report/log file number.
- 7. Go to the top line on the screen and Click Options. You will see two choices. Selection option REVIEW OUTPUT. The screen below will appear. Double click on the **File Name** Field.

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- 8. Pop up prompt may appear. If it does, click OK.
- 9. Report will appear. At this point the report is visible on-line only.

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From this point you can print from an Internet Explorer window or Save As a Microsoft Office document. To use Excel, complete the following steps:

- 1. Select OPTION on the top line. Click option SHOW DOCUMENT (Save and Print File).
- 2. Pop Up Box will show in the middle of the screen asking you to confirm you want to continue. Click YES.
- Report will now appear in a browser format. If the browser does not appear, pop ups may be block. In order to show in the browser, repeat steps 1 & 2 while pressing the CTRL key.

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- 4. To PRINT: Go to File, Print. The page will probably need to be formatted in Page Setup first, as all columns may not print without any formatting.
- 5. To SAVE AS EXCEL: Go to File, Save As, Enter the file name, and Save.

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6. Once the file has been saved, go to the saved file and right click. **OPEN WITH** Microsoft Excel.

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Report is now in Excel format and can be formatted to print as you prefer; landscape, portrait, etc. by using File, Page Setup.