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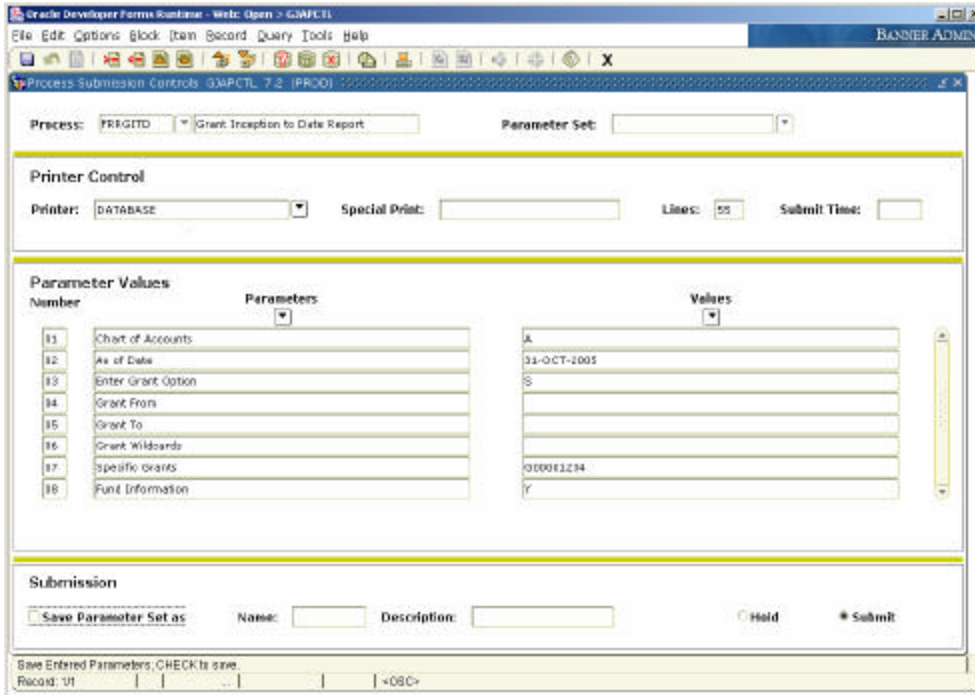information. (Equivalent of FBM090 for Grants).

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.
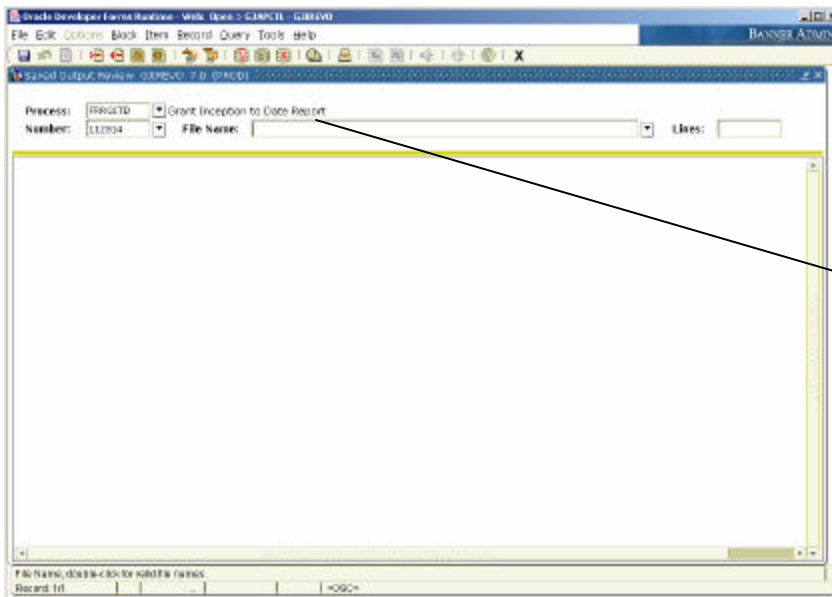3. Next Block to **Parameter Values**.

Printer should automatically show as DATABASE.

Next Block will bring you into parameter values area. Specific data entry required.

4. In **Parameter Values** input:
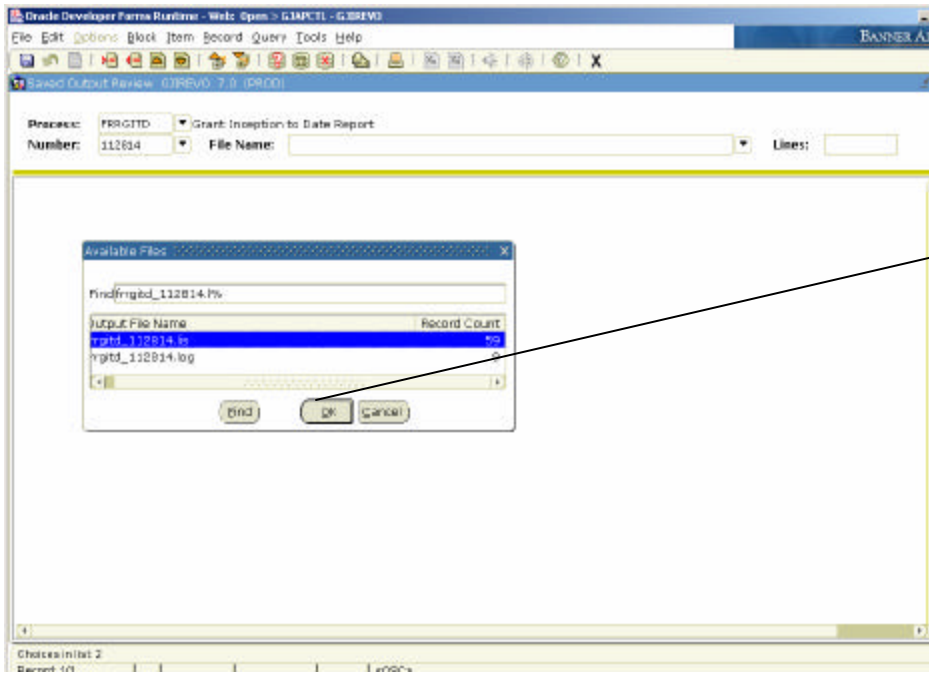
   * Chart of Accounts
   * As of Date (31-OCT-2005 will give you October 2005 monthly transactions and the
   inception to date expenditures).
   * Enter Grant Option of "S" for a Single Grant. You may run for a range of grants, but
   typically S will be used.
   * If "S" is used in Parameter 03, Enter the Grant Number in Parameter 07, Specific Grant,
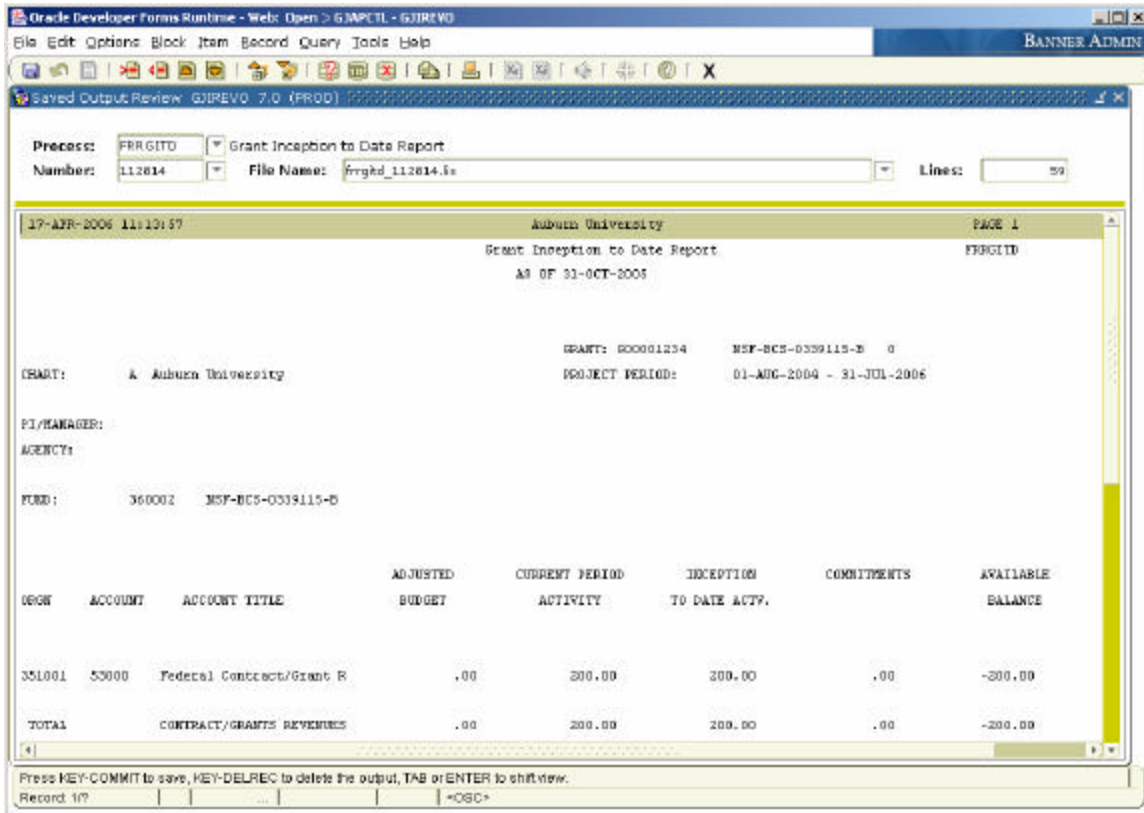   G00001234 for example.

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.

Double Click on File Name field to review report.
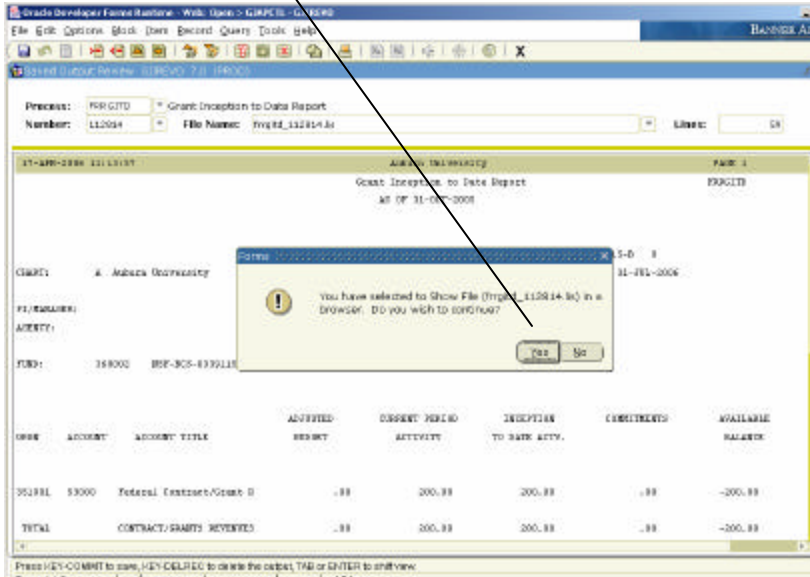
Press OK

8. Pop up prompt may appear. If it does, click OK.

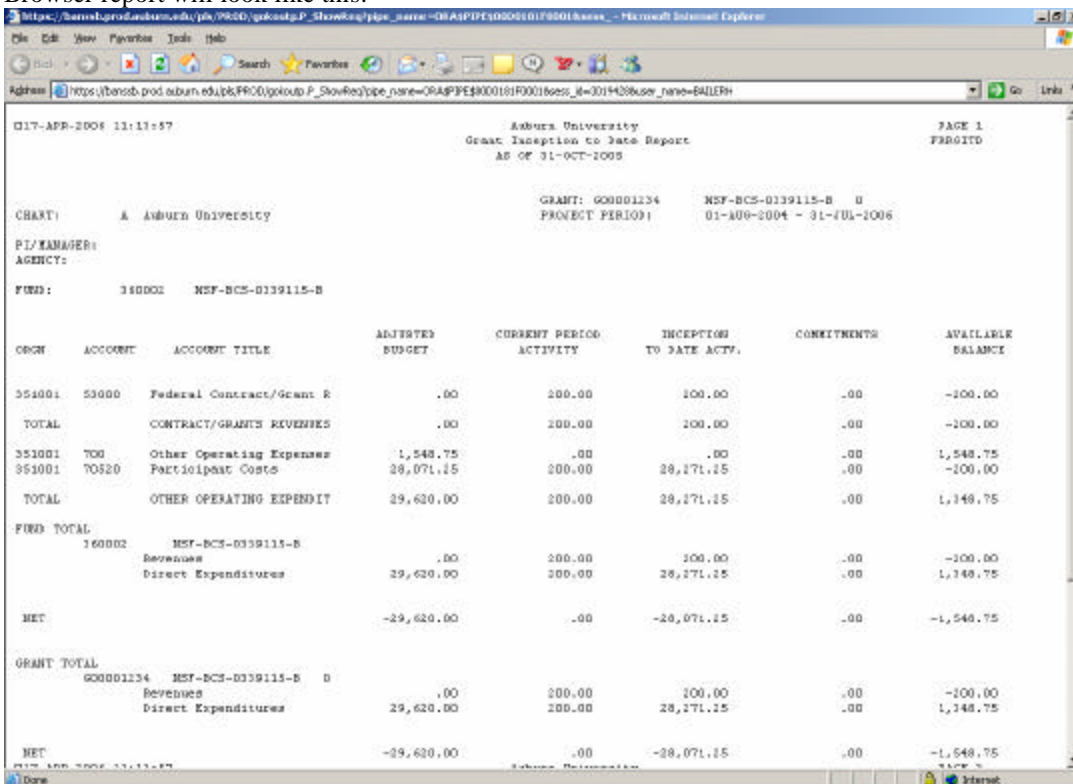9. Report will appear. At this point the report is visible on-line only.

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:

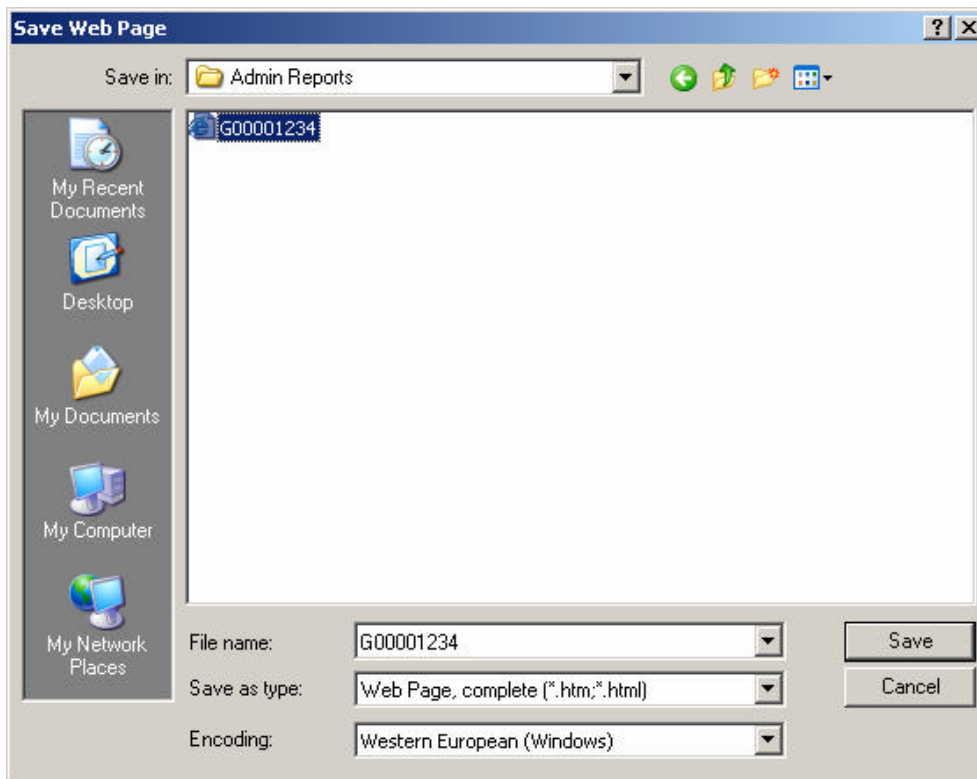1. Select OPTION on the top line. Click option – SHOW DOCUMENT (Save and Print File).
2. Pop Up Box will show in the middle of the screen asking you to confirm you want to continue. Click YES.
3. Report will now appear in a browser format. If the browser does not appear, pop ups may be block. In order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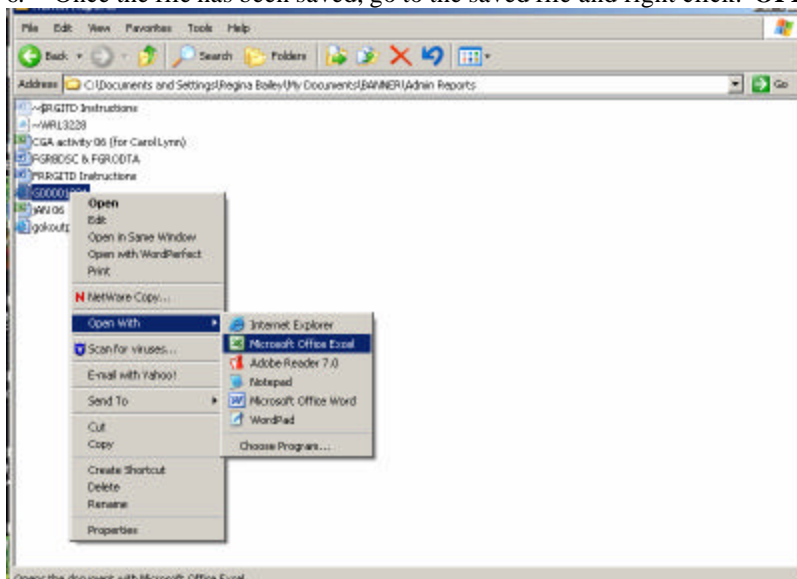

Browser report will look like this:

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.

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

ORGN	ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	INCEPTION TO DATE ACTV.	COMMITMENTS	AVAILABLE BALANCE
351001	53000	Federal Contract/Grant R	.00	200.00	200.00	.00	-200.00
TOTAL		CONTRACT/GRANTS REVENUES	.00	200.00	200.00	.00	-200.00
351001	700	Other Operating Expenses	1,548.75	.00	.00	.00	1,548.75
351001	70520	Participant Costs	28,071.25	200.00	28,271.25	.00	-200.00
TOTAL		OTHER OPERATING EXPENDIT	29,620.00	200.00	28,271.25	.00	1,348.75
FUND TOTAL	360002	NSF-BCS-0339115-B					
		Revenues	.00	200.00	200.00	.00	-200.00
		Direct Expenditures	29,620.00	200.00	28,271.25	.00	1,348.75
NET			-29,620.00	.00	-28,071.25	.00	-1,548.75

Report header:

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Grant Inception to Date Report   FRRGITD
AS OF 31-OCT-2005

GRANT: G00001234   NSF-BCS-0339115-B   O
CHART: A Auburn University   PROJECT PERIOD: 01-AUG-2004 - 31-JUL-2006

PI/MANAGER:
AGENCY:

FUND: 360002   NSF-BCS-0339115-B

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