<table>
<thead>
<tr>
<th>Determining Fund and Grant Balances</th>
<th>Review Grant Transaction Detail</th>
<th>Find ALL Grants by PI Form</th>
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</thead>
</table>
| **1.** Type FRIGITD in the Go to ... field, and press the ENTER key to open the Grant Inception to Date Form.  
2. Press the TAB key to move to Grant field.  
3. Type the grant code if known, then skip to step 9. OR  
If the grant code is not known, click the Search button.  
4. Click the List of Grant Codes (FRIGRNT).  
5. Type any known information in the appropriate fields, or use the wildcards (% OR _) to narrow the search.  
6. Click the Execute Query button.  
7. Scroll to find the desired grant and double-click it.  
8. Click the Fund Summary box to select it.  
9. Click the Next Block button.  
10. View desired information. Scroll down if necessary to see all the information.  
11. Click the Exit button to return to the main menu. | **1.** Type FRIGTRD in the Go to ... field and press the ENTER key to open the Grant Transaction Detail Form.  
2. Press the TAB key to move to the Grant field.  
3. Type the grant code if known, then skip to step 8. OR  
If the grant code is not known, click the Search button.  
4. Click the List of Grant Codes (FRIGRNT).  
5. Type any known information in the appropriate fields, or use the wildcards (% OR _) to narrow the search.  
6. Click the Execute Query button.  
7. Scroll to find the desired grant and double-click it.  
8. Click the Next Block button.  
9. Click the Execute Query button.  
10. Select transaction to view detail.  
11. From the Options menu, select Query Document [By Type].  
12. Click the Next Block button to review detail information about the transaction.  
13. Click the Exit button to return to the Grant Transaction Detail Form (FRIGTRD).  
14. Click the Exit button again to return to main menu. | **1.** Type FRIPSTG in the Go to ... field, and press the ENTER key to open the Grant Personnel Inquiry Form.  
2. Click the Search button next to the Personnel ID field. The Entity Name/ID Search Form (FTIIDEN) displays.  
3. Press the TAB key to move to the Last Name field.  
4. Type the last name. This field is case-sensitive. Use the wildcards (% OR _) to fill in the missing information.  
5. Click the Execute Query button. A list of grant personnel displays.  
6. Double-click the ID field or any other highlighted field of the desired individual to place the selected PI into the Grant Personnel Inquiry Form.  
7. Click the Next Block button. The screen displays grants by individual Principal Investigator.  
8. Place the cursor in the desired Grant field.  
9. Select Grant Information (FRAGRNT) from the Options menu. This will insert the selected grant code in the Grant Maintenance Form (FRAGRNT).  
10. Click the Next Block button.  
11. Review the grant information.  
12. Click the Exit button to return to the Grant Personnel Inquiry Form (FRIPSTG).  
13. Click the Exit button to return to the main menu. |