1. Type **FRIGITD** in the **Go to ...** field, and press the ENTER key to open the **Grant Inception to Date Form.**

**FRIGITD** can be used to view inception to date balances on grants or specific funds, view transactions by account type, view detail on specific transactions and much more!
2. Make sure the **Grant Field** is selected.
3. If you know the **Grant Code**, please skip to step 9. If you do not know the **Grant Code** proceed to step 4.
4. Click the down arrow to open the option list to search for your grant. Click on **List of Grant Codes**.
5. Select **Enter Query**
6. Type the P.I. last name with a % sign following the last letter, as shown above.
7. Click on **Execute Query**
Any grant that has a PI with Williams for the last name will be returned in the search.

To search for a specific PI enter the **Last Name** where indicated above and the **First Name** accordingly. No % sign is needed if the name is spelled correctly.

8. Double click on the **Grant Code** you wish to select. This will automatically populate the **Grant Code** on the main page of FRIGITD.
9. Make sure the **Grant Code** is entered into the **Grant Code** field.

10. If you know the **Fund** you want to look at, skip to step 15.

11. If you are unsure which **Fund** under the **Grant Code** you need, click on **Fund Summary** on the right of the form.

12. Enter desired date range in the **Date From** and **Date To** fields.

13. Click **Next Block**.
All Funds associated with the **Grant Code** selected will appear in a window like the one above.

14. You can use your up and down arrow keys to move between funds. As you do, transaction detail for the fund selected will appear in the window below.
15. To view the detailed transactions that make up the totals in the Activity column, click on the Amount you wish to see the detail on to highlight it.

16. In the top of the screen, click Options, Grant Detail Information.
In this case we are viewing the detail for **Account 700700**. If there were several transactions that made up the $500 total, the document #s and detail for each would be displayed as a separate line item.

You can take the information from this page to research the origination of the document and pull items from document imaging.

Close the window and go back to the main screen of BANNER.
To view charges for a specific **Account Code** on a **Fund**.

1. Type **FRIGTRD** in the **Go to** ... field, and press the ENTER key to open the **Grant Transaction Detail Form**.
2. Enter the **Account Code** as indicated above by the XXXXX.

3. Enter the **Dates** you want the search to cover and select **Next Block**. The detail, if there is any, will appear below in the lower window.

You can also access this information by exiting to the main screen, type **FRIGTRD** in the **Go to** ... field, and press the ENTER key to open the **Grant Transaction Detail Form**.
4. Press the **TAB** key to move to the **Grant** field.

5. Type the **Grant Code** if known.

6. If the **Grant Code** is not known, go back to steps 4-8.

7. Once **Grant Code** is entered, select **Next Block**.

   More information can be entered if known but is not necessary. If additional information is entered, the query will produce more refined results. Specifying specific date ranges will greatly reduce the amount of transactions that are returned and is a sure way to refine the results.

8. Now, **Execute Query**.
9. Select the transaction you wish to view detail for.

10. From the **Options** menu, select **Query Document [By Type]**.
11. Click the **Next Block** button to review detail information about the transaction.
**Header Information**

- **Transaction Date:** 25 AUG 2010
- **Fiscal Year:** 19
- **Fiscal Period:** 12
- **Items:** 00
- **Commit Type:** N
- **Text Exists:** N

**Detail Information**

<table>
<thead>
<tr>
<th>Sub Number</th>
<th>Item</th>
<th>Sequence</th>
<th>Journal Type</th>
<th>Description</th>
<th>Amount</th>
<th>Sign</th>
<th>Currency</th>
<th>NSF Override</th>
<th>Bank</th>
<th>Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9</td>
<td>1</td>
<td>3016</td>
<td>Test</td>
<td>500.00</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sub Number</th>
<th>Item</th>
<th>Sequence</th>
<th>Journal Type</th>
<th>Description</th>
<th>Amount</th>
<th>Sign</th>
<th>Currency</th>
<th>NSF Override</th>
<th>Bank</th>
<th>Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>9</td>
<td>1</td>
<td>3016</td>
<td>Test</td>
<td>50.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Submission Number: Please Deselect Item to access Document Processing (FQ001CPI).*
*Recent 1: 17 2: 1 3: 1 4: OSD*