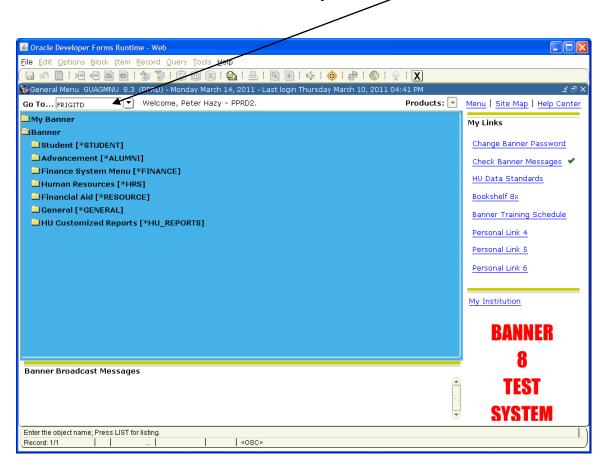
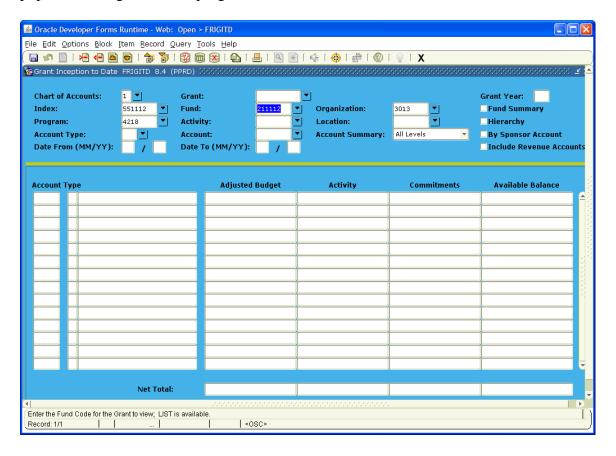
Grant Inquiry

This form provides query capability on the budget, inception to date activity, budget reservations and the available balance for the restricted funds 2xxxxx.

Enter FRIGITD in the Direct Access field and press enter



Tab to the index, enter your account (index) in the index field and press your TAB key to populate the org, fund, and program



Place your cursor on the Grant field.

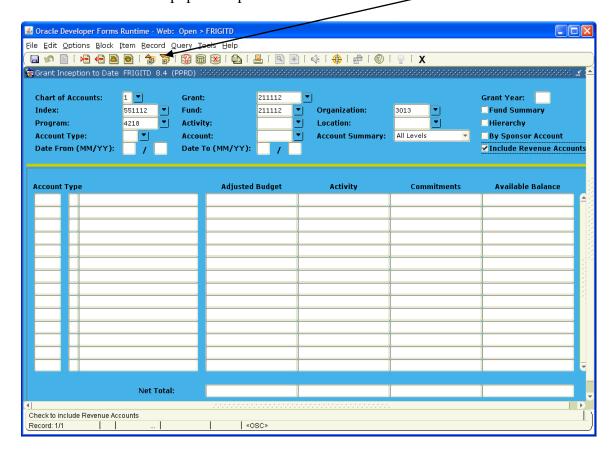
The grant will default to the fund for your first inquiry.

If this is not your first inquiry you will need to key in the Grant information.

The Grant and the Fund are the same values.

For grants that have a revenue side check the include revenue accounts.

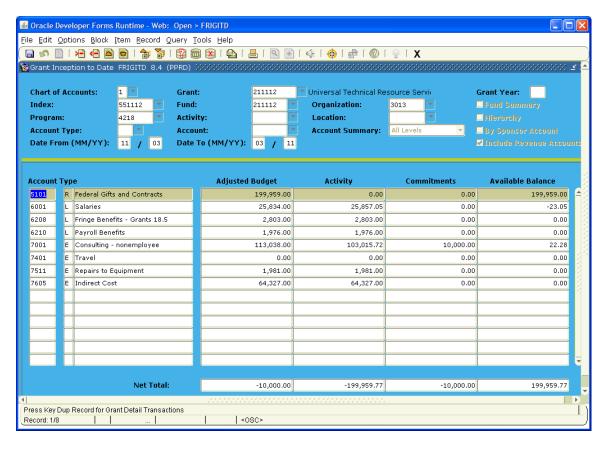
Once the Grant field is populated press the Next Block button—



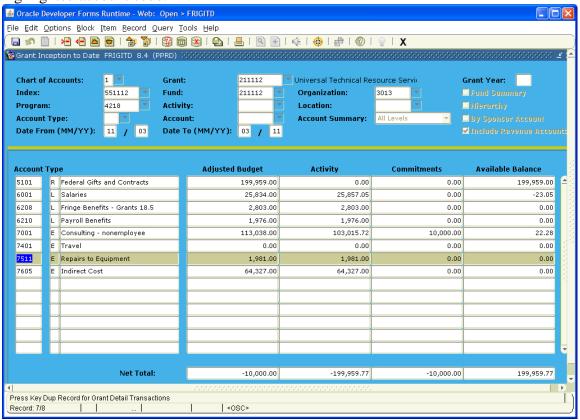
The **Grant Inception to Date** from now displays budget information for the accounting information entered. Note that only items that have been **processed** against the budget (inception to date activity) or have been **approved** (Commitments) will be included in the amounts.

The **Account** and **Title** fields allow you to identify the type of expense or revenue (ex. supplies, travel, etc). The **Adj Budget** is the current budgeted amount. The **Activity** indicates how much has been spent since inception. **Commitments** are encumbrances for the account until it is expended. **Avail Bal** is the balance available to be spent.

Net Totals are displayed for the Adj Budget, Activity, and Commitments.



Choose options and transaction detail to review **Grant Detail Information** for highlighted account code.



The following form displays transactions, document types and fields (fld):

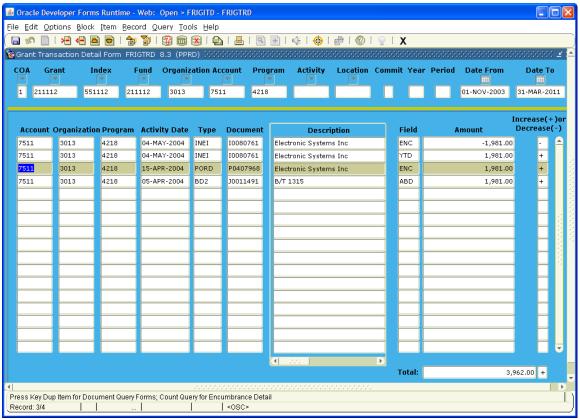
BD01 for the original budget

BD02 or BD2 for the adjusted budget

BW2 through BW4 for budget quarter waive

PORD for the Purchase Order Encumbrance

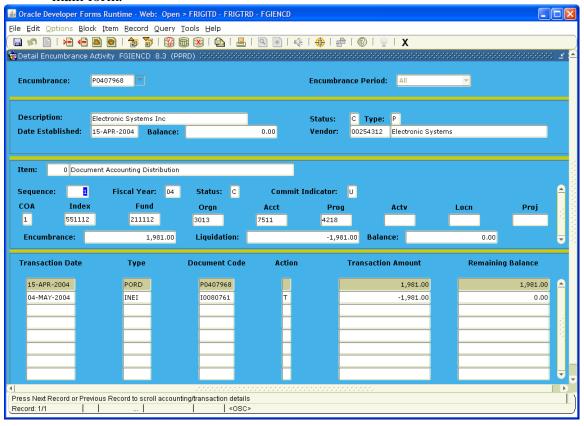
INEI for the Invoice and Check



Once cursor is placed on the account for the purchase order, choose options and encumbrance detail to review 'commitments'.

Here you will see activity against the commitment.

Click on the X to return to the **Grant Transaction Detail Information** to review any other commitments or X again to return back to the **Grant Inception to Date** main form.



To review additional Budgets, click Roll Back on the Tool Bar and the form will refresh. Click on the X to exit the screen.

