The Project to Date budget vs. expenses for an award or index can be viewed by going through the following process in Banner. In the Banner system, each award is assigned an award number referred to as a “Grant”. Each “Grant” may be made up of 1 or more indexes. Multiple indexes may have been assigned if:

- One award made up more than one “Lawson Accounting Unit” prior to 6/30/2007.
- One award has both an on-campus and off-campus Index.
- A request has been made to setup separate budgets for one award between 2 or more departments for requisition or budget tracking purposes.

Viewing the Award Project to Date Budget vs. Expenses:

1. Sign into Banner and type in FRIGITD on the Go To field.
2. Press the Enter key.
3. On the FRIGITD screen, enter “T” in the Chart of Accounts field if it is not already there.
4. In the Index field type the Banner Index number you are searching for.
5. Press Tab key twice.
6. Use your cursor and click on Next Block on the Menu line.
7. The following warning will appear. Click OK.

8. The following warning will appear. Click OK to go to the budget vs. expense screen.
This screen (FRIGITD) shows the project to date information on a specific index. An award may have more than one index.

10. To see all expenses associated with an award, make a note of the number in the Grant field. In this sample, it is 238.

11. Press the Roll Back icon.

12. Please review the Date From and Date To fields. If you want to review a specific time period you may edit the Date From and Date To fields to the requested time period.

13. If it is not already entered, enter the Grant number from the prior screen.

14. Delete the numbers in the Index, Fund, Organization and Program fields.

15. Press Next Block in the menu bar.
16. The following warning will appear. Press OK.

17. The following warning will appear. Click OK to go to the budget vs. expense screen.
Please note: The *Net Total* at the bottom of the page is for the screen you are viewing only.

19. To view the *Net Total* for the entire award, scroll down to the last page. This will show the total Budget and Expenses for the award.
As indicated above some awards are split between two indexes.

The Grant Above is made up of two separate indexes 201046 and 201047. To find the budget vs. expenses for each index, repeat steps 1 through 19 above for each index number that makes up an award.

Note the total of the two “indexes” equal the total for the “grant”.

<table>
<thead>
<tr>
<th>Index</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>201046</td>
<td>$2,344,975.96</td>
</tr>
<tr>
<td>201047</td>
<td>$128,055.34</td>
</tr>
<tr>
<td>Grant Total</td>
<td>$2,473,031.30</td>
</tr>
</tbody>
</table>
Total for Index 201047:

If you do not know if an award has more than one index please contact the Grants Accounting Office at 419-530-8763 and someone will provide you with the information.