How to retrieve grant information

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The FRIGIDT form

Use the **FRIGITD** form to retrieve account type information, including adjusted budgets, inception-to-date actual activity, encumbrance and available balance amounts.

Field definitions

	Item	Description
1	COA	Chart of Account Code. "1" represents McGill University's set of books.
2	Grant (Required)	Grant identification number. Format is GXXXXXX.
3	Year	Enter year to query a specific grant year or leave blank to perform a query of multiple years.
4	Index	Not used at McGill.
5	Fund	Fund Code. Represents the source and restriction of money.
6	Orgn	Organization Code. Departmental entities or budgetary unit responsible for the transactions.
7	Prog	Program Code. Functional reporting classification for tracking the use of funds.
8	Actv	Activity Code. Free form element used for independent reporting needs.
9	Locn	Location Code. Free form element used to identifies the physical where-abouts of financial transactions.
10	Acct Type	Account Type. Higher level category of account. 50 - Revenue 60 - Salaries, wages and Benefits 70 - Expenditures
11	Acct	Account Code. Describes the nature of expenditures, revenues, assets, liabilities and fund balances.
12	Account Summary	Level of the account type. **Level 1 account types:** Account information is displayed in a rollup fashion by level (account types of 50 Revenue, 60 Labour, 70 Expenses, and 80 Transfer). **Level 2 account types:** Account information is rolled to it's external account type and displayed. **All Levels:** Account information is displayed as it has been posted to each account in the grant ledger.

Field definitions

	Item	Description
13	**Date From (MM/YY)**	Month and year the grant period starts. To retrieve details for a specific period enter the starting period OR leave blank for inception to date.
14	**Date To (MM/YY)**	Month and year the grant period ends. To retrieve details for a specific period enter the ending period OR leave blank for inception to date.
15	**Fund Summary**	Check box that indicates whether to summarize ledger activity by fund for grants that are linked to multiple funds. **Checked** - Summarize ledger activity by fund. **Unchecked** - View ledger activity by grant.
16	**Hierarchy**	Check box that indicates whether to view details based on hierarchy values supplied in the key block for query. If a hierarchy value has been entered, the system uses a separate view for returning detail information. The query may take longer than if a hierarchy was not entered. **Checked** - Hierarchy information has been entered. **Unchecked** - Hierarchy information has not been entered.
17	**Include Revenue Account**	Indicates if revenue accounts are to be included in the query. **Checked** - Include revenue accounts in the query. **Unchecked** - View ledger activity by grant.
18	**Code**	User-defined account code identifies the type of account (for example assets, liabilities or expenditures), used by the system for reporting purposes.
19	**T**	Account Type. Higher level category of Account. R - Revenue L - Salaries E - Expenditures
20	**Desc**	Description of the account code.

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21	Adj Budget	Adjusted budget. Total budget for the year. It combines the **Adopted Budget** (original allocation given at the beginning of the year) and any **Budget Adjustments** (adjustments made to adopted budget through-out the year - supplementary amounts).
	Item	**Description**
22	**Activity**	Year-To-Date Activity. Represents actual revenue and expenditures posted.
23	**Commitment**	Commitments equal to the total budget set aside for future obligations. Commitments are made up of **Reservations** (generated by requisitions) and **Encumbrances** (generated by purchase orders).
24	**Avail Balance**	The **Available Balance** is the **Adjusted Balanc**e, plus or minus **Actual** and plus or minus **Commitments**.
25	**Net Total**	The total of the various columns; Adj Budget, YTD Activity, Commit-ments, Avail Bal.

How to get a fund balance

Before you start

The **Grant Inception to Date** form displays grant information. This form is used to create or query existing funds linked to grants. If you are not the fund holder, you may not have access to view the funds. Before you proceed you must have the Grant code.

Obtaining your balance

To obtain a grant fund balance:

1   Select the form **FRIGITD** from the **Finance Fast Track Menu** or type FRIGITD in the **GO** field and press Enter.

2   Enter the Grant number. Fund number proceeded by the letter G.

3   **Tab** to the **fund** field.

4   **Delete** the **Prog**, **Actv** and **Locn** fields.

5   Click the **Next Block** icon 📋 or use **Ctrl-Page Down** for keyboard users.

6   The **Adj budget** column represents your **Total Budget** for the year.

7   The **Activity** column represents the **Actual** revenue and expenditures posted to your fund.

8   The **Commitments** column represents the **Total Budget** set aside for **Future Obligations**. It includes **Reservations** and **Encumbrances**.

9   The **Available Balance** column represents what you have **Left** to spend.

10 To perform a **New Search** click the **Rollback** icon 🔄 to return to the **Key Block**.