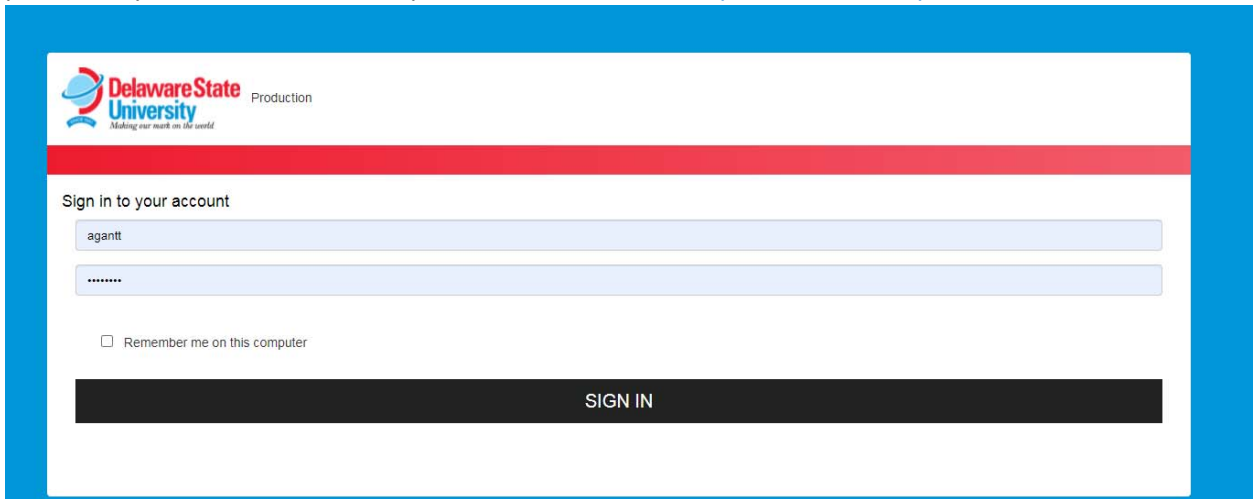
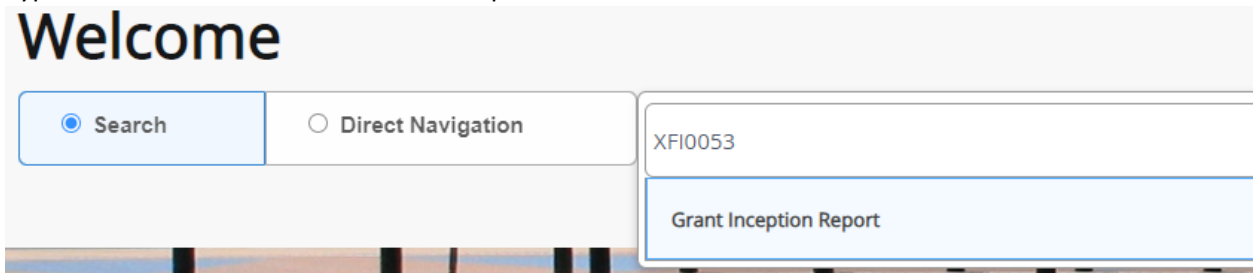


'XFI0053' Grant Inception Report Instructions

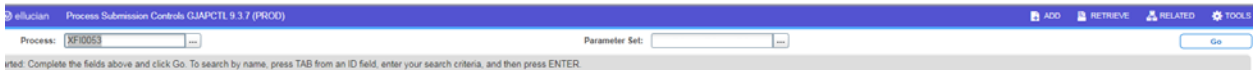
1. Be sure to have credential to log onto Banner if you do not, you will not be able to run this process. If you do not access, complete and submit the [Computer Access Request Form](#).



2. Type XFI0053 in the search bar and then press enter



3. Click Go



4. Insert the following values:

Printer- DATABASE

Chart of Accounts- 9

As of date- The date you want the report to be ran as of

Specific Grant- Your grant Fund #

Include Grant Info- Y

Process: XFI0053 Grant Inception Report Parameter Set: Start Over

PRINTER CONTROL Insert Delete Copy Filter

Printer: DATABASE Submit Time: PDF Font Size:
 Special Print: MIME Type: None Delete After Days:
 Lines: PDF Font: Delete After Date:

PARAMETER VALUES Insert Delete Copy Filter

| Number * | Parameters | Values |
|----------|-------------------|-------------|
| 01 | Chart of Accounts | 9 |
| 02 | As of Date | 31-AUG-2021 |
| 03 | Grant Option | S |
| 04 | From Grant | |
| 05 | To Grant | |
| 06 | Specific Grant | 22640 |
| 07 | Include Fund Info | Y |

1 of 1 | 10 Per Page Record 1 of 7

LENGTH: 1 TYPE: Character O/R: Required M/S: Single
 Chart of Accounts (COAS) Code (e.g. 9)

- Click the checkbox that says 'Save Parameter Set as' and Click Save in the bottom right corner

SUBMISSION Insert Delete Copy Filter

Save Parameter Set as Hold / Submit Hold Submit

Name: Description:

Save

- Click the 'Related' tab in the top right corner and click 'Review Output'.

RETRIEVE **RELATED** **TOOLS** 2

Search

Review Output [GJIREVO]

Delete Multiple Saved Output [GJIREVD]

- Click the three dots next to 'File Name' (if nothing comes up, give it a minute and try again), click on the file that has the highest Record Count, and click OK

ellucian Saved Output Review GJIREVO 9.3.7.1 (PRO)

Process: XFI0053 Grant Inception

File Name:

Lines:

Available Files ✕

Criteria

| Output File Name | Record Count | Date Saved |
|---------------------|--------------|------------------|
| xfi0053_3776495.lis | 150 | 08/31/2021 09:03 |
| xfi0053_3776495.log | 25 | 08/31/2021 09:03 |

1 of 1 | 10 Per Page | Record 1 of 2

Cancel OK

- Once report comes up, press F10. There will be a red popup box in the upper right corner and you will click yes. This will cause your report to open on another tab and at that point you can review, save and print as needed.

ADD RETRIEVE RELATED TOOLS 1 Past

! You have selected to Show File (xfi0053_3776495.lis) in a browser. Do you wish to continue?

Yes No

9. The report should look like this at the top and have your specific grant information at the bottom:



09:03:21 AM

Delaware State University
Grant Inception Report
AS OF 31-AUG-2021

PAGE 1
XFI0053

CHART: 9 DELAWARE STATE UNIVERSITY

GRANT: 22640
PROJECT PERIOD:

PARTNERSHIP TO STRENGTHEN FAMILY
01-MAY-2017 - 30-APR-2022

PT/MANAGER: Samuel A. Besong