**RUNNING AND UPDATING FRX REPORT “GRANT EXPENSE SUMMARY”**

1. Login to Designer, COLLIVE, Catalog of Reports, Grant Expense Summary.
2. To run the report, first check that the report ending date is correct.
3. From the dropdown menu, choose File, Generate, Generate Report Locally.
4. After the report pops open, choose File, Page Setup, set left margin to 0.2. Close the Page setup box. Choose Current Selection, OK.
5. If new accounts have had activity during the month and are not included in the report, the report must be modified to include the new accounts.
   1. Close the report (do not save) and select Open Row from the icons across the top.
   2. The report is in three sections: Grant Expense, Grant Revenue, and the Summary section at the end of the report (which is not labeled). The new account must be added to each section as follows:
   3. Expense Section: Place your cursor on the row below where you need to add an account. Add a row by right clicking and selecting Insert a Row. A number will automatically populate in the Row Code box to the left. This number can be changed to a number closer to the Code above. Changing the Code will conserve space later on when other accounts are added. Make a note of the number in the Row Code as you will need this number in the Summary section. In the description box, type in the name of the grant. In the Link to General Ledger box, copy the link from the grant above and paste it into the open Link box. Be sure to edit the link to reflect the correct grant number. (You will need to edit the link in three places).
   4. Revenue Section: Page down to the Revenue section of the report, insert a row, and add the grant similar to the Expense section. Again, make a note of the number in the Row Code as you will need it later. Be sure to place a C in Column E of the Revenue Section when you add the grant.
   5. Summary Section: Page down to the Summary section of the report, insert a row, and add the grant similar to the Revenue Section placing TOT in Column C. In column D place the Row Codes from the Expense Section and the Revenue section. Example: 293-(2951).
   6. Save and close the screen (click the small black x in the upper right corner).
   7. On the Icon Bar click “Generate Report.” A box should pop up that says Catalog Queued Successfully. Click OK and run the report as you did in 3. and 4. Above.