

DETAIL TRANSACTION ACTIVITY

FGITRND

Description:

On this form you can query the detail transaction activity for selected Operating Ledger (Income Statement) accounts or account type.

Navigation:

Access to the form can be done in three ways:

1. Type FGITRND in the search field
2. Type Detail Transaction Activity in the search field
3. Select from the General Accounting Query Forms menu under Applications

Step1:

Follow the navigation process to FGITRND

The screenshot shows a web browser window with the URL https://www.bantest.mun.ca/banjune1_applicationNavigator/seamless. The page title is "Detail Transaction Activity FGITRND 9 3 6 M1 (banjune1)". The form contains the following fields:

COA: <input type="text" value="M"/>	Fiscal Year: <input type="text" value="20"/>
Index: <input type="text"/>	Fund: <input type="text"/>
Organization: <input type="text"/>	Account: <input type="text"/>
Program: <input type="text"/>	Activity: <input type="text"/>
Location: <input type="text"/>	Period: <input type="text"/>
Commit Type: <input type="text" value="Both"/>	

A "Go" button is located to the right of the Fiscal Year field. Below the form, a message reads: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER." The bottom right corner of the page displays the word "Memorial".

Step 2:

COA: Enter the Chart of Accounts you want to query. This should default to "M".

Step 3:

Fiscal Year: Enter the fiscal year for your query.

Step 4:

Index: Not used

Step 5:

Fund: Enter the fund you want to query.

Step 6:

Organization: Enter the organization code you want to query.

Step 7:

Account: Enter the account you want to query. (Optional)

Step 8:

Program: Enter the program code you want to query. (Optional)

Step 9:

Activity: Enter the activity code you want to query. (Optional)

Step 10:

Location: Enter the location code you want to query. (Optional)

Step 11:

Period: Enter an accounting period within the fiscal year. (April = 01, May = 02, etc., leave blank to query Year-to-Date)

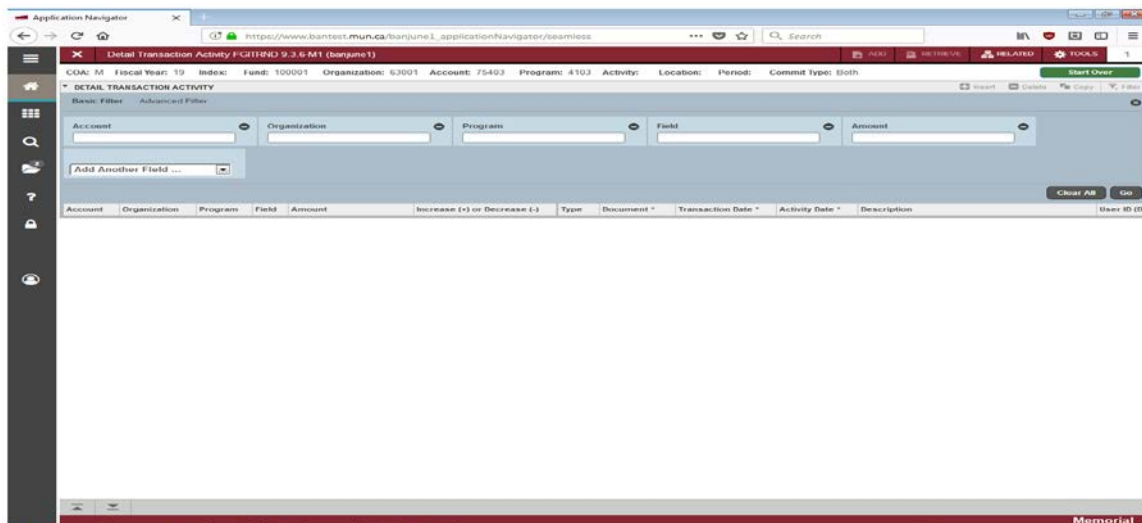
Step 12:

Commit Type: Select Committed, Uncommitted or Both. If unsure, select Both.

Step 13:

Click the "GO" button on the right. If you use the keyboard, press "ALT" and "Page Down" simultaneously.

This will bring you to *Filter* section where you enter additional criteria. Enter additional filtering criteria if desired and execute the query. (Press F8 to execute the query or select the GO button in the bottom right)



After executing the query, your results will be displayed.

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document #	Transaction Date *	Activity Date *	Description	User ID (D)
75403	63001	4103	YTD	75.00	+	JE 16	J9122281	12/10/2018	12/10/2018	WEB VISA CHGBK FEE NOV	
75403	63001	4103	YTD	48.41	+	JE 16	J9MON08	12/05/2018	12/05/2018	Moneris Feed November 2018	
75403	63001	4103	YTD	49.59	+	JE 16	J9MON08	12/05/2018	12/05/2018	Moneris Feed November 2018	
75403	63001	4103	YTD	2,339.84	+	JE 16	J9MON08	12/05/2018	12/05/2018	Moneris Feed November 2018	
75403	63001	4103	YTD	40.70	+	JE 16	J9MON08	12/05/2018	12/05/2018	Moneris Feed November 2018	
75403	63001	4103	YTD	51.45	+	JE 16	J9MON07	11/09/2018	11/09/2018	Moneris Feed October 2018	
75403	63001	4103	YTD	93.74	+	JE 16	J9MON07	11/09/2018	11/09/2018	Moneris Feed October 2018	
75403	63001	4103	YTD	1,792.68	+	JE 16	J9MON07	11/09/2018	11/09/2018	Moneris Feed October 2018	
75403	63001	4103	YTD	36.95	+	JE 16	J9MON07	11/09/2018	11/09/2018	Moneris Feed October 2018	
75403	63001	4103	YTD	15.00	+	JE 16	J9122242	11/07/2018	11/07/2018	WEB VISA CHRGBK FEE OCTOBER	
75403	63001	4103	YTD	30.00	+	JE 16	J9122219	10/22/2018	10/22/2018	WEB VISA CHGBK FEE SEPT	
75403	63001	4103	YTD	119.89	+	JE 16	J9MON06	10/10/2018	10/10/2018	Moneris Feed Sept 2018	
75403	63001	4103	YTD	154.53	+	JE 16	J9MON06	10/10/2018	10/10/2018	Moneris Feed Sept 2018	
75403	63001	4103	YTD	1,168.70	+	JE 16	J9MON06	10/10/2018	10/10/2018	Moneris Feed Sept 2018	
75403	63001	4103	YTD	61.25	+	JE 16	J9MON06	10/10/2018	10/10/2018	Moneris Feed Sept 2018	
75403	63001	4103	YTD	88.21	+	JE 16	J9MON05	09/17/2018	09/17/2018	Moneris Feed August 2018	
75403	63001	4103	YTD	265.47	+	JE 16	J9MON05	09/17/2018	09/17/2018	Moneris Feed August 2018	
75403	63001	4103	YTD	1,045.30	+	JE 16	J9MON05	09/17/2018	09/17/2018	Moneris Feed August 2018	
75403	63001	4103	YTD	38.70	+	JE 16	J9MON05	09/17/2018	09/17/2018	Moneris Feed August 2018	
75403	63001	4103	YTD	15.00	+	JE 16	J9122180	09/12/2018	09/12/2018	WEB APPVISA CHGBK FEE AUG	
			Total	44,022.99	+						

Account:

Displays Account code.

Organization:

Displays the Organization code.

Program:

Displays the Program code.

Field:

Displays the affected OPAL transaction ledger, which are:

- OBD – Original Budget
- ABD – Budget Adjustment
- YTD – Year-To-Date actuals
- ENC – Encumbrance
- RSV – Reservation

Amount:

Displays the transaction amount.

Increase (+) or Decrease (-):

Depending on the normal balance of the account, this field tells you whether the current transaction increased or decreased the balance.

Additional Information:

More information is provided in the table to the right. Use the scroll bar to look at the additional information provided, such as document type, document number, description of the transaction, etc.

Additional Queries:

Under the "Related" tab on the top right, you can select Query Document (BY Type). This will bring you to the document retrieval form. Select GO on the right and the form displays the detailed transaction information.

Under the "Related" tab on the top right you can also select Detail Encumbrance Info. This will display the detailed encumbrance information such as Purchase Orders, Travel Advances, etc.