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

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:
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.