HOW TO PROCESS AN INQUIRY ON FGIBDSR

Description:

Executive Summary Form. You can query online for the highest level of the account structure hierarchy for adjusted budget, year-to-date activity, budget commitments, and available balance for selected index, fund, organization, account, program, activity and location combinations.

Navigation:

Direct Access ➔ **FGIBDSR**

Enter Selection ➔ Products Menu
Finance System Menu
General Ledger System Menu
General Accounting Query Forms Menu
General Budget Query Forms Menu
Executive Summary Form

Key Block:

Step1: Follow the navigation process to FGIBDSR

Step 2: Your cursor should be in the COA field, in which should be entered a valid Chart of Accounts code that you want to query. This should default to" M".

Step 3. Fiscal year: enter the fiscal year that you want to query (Required).

Step 4.   Index: Enter the FOAPAL definition you want to query (Not required).
Step 5:   Query Specific Account: Check this box if you want to query a single
              Account type. If you check this box, then the Acct Type field should be
              specified in order to receive a breakdown by account for a particular group.
              For example if you entered 7b you would receive a breakdown of Capital
              expenditures by in account code sequence.
Step 6:   Commit Ind: From the pull-down menu, select *Both, Uncommitted, or
              Committed.*
Step 7:   Orgn: Enter the Organization code you want to query. (Required).
Step 8:   Fund: Enter the Fund code you want to query. (Required).
Step 9.   Program: Enter the Program code you want to query. (Not required).
Step 10:   Account: Enter Account code you want to query. (Not required).
Step 11:   Acct Type: Enter the Account type you want to query. (Not required).
Step 12:   Activity: Enter the Activity code. (Not required).
Step 13:   Location: Enter the Activity code. (Not required).
Step 14:   Perform Next Block. If using keystrokes enter CTRL/ page down or from
              the menu bar select *Block* then *Next*, or use the *Next Block* icon on   the
              toolbar. This will bring you to the detail area.

Detail Area:

Acct: Displays the Account codes sequentially, starting with the Account code
               entered above.
Type: Displays all the Account codes within the Account type
Title: Account Description.

Adj. Budget: Current adjusted budget for the Account code.
YTD Activ: Current OPAL ledger year-to-date actual transaction total for the Account code.
Commitments: Current encumbrance and/or reservation total for the Account code.
Avail Bal: Remaining budget, which is: **Adj Budget** minus **YTD Activity** minus **Commitments.**

Step 11: Use the scrollbar to scroll through the records that match the criteria entered in the Key Block.
Net Total: The total of the records in each column.

Additional Queries:
- Select an account from the Detail area, then select *Transaction Detail Information* option in the Navigation Frame. The Detail Transaction Detail Form (FGITRND) appears, which displays the detailed OPAL transaction activity.
- In the detail area, select any account. Go to the Document Retrieval Form (FGIDOCR) by selecting Transaction Detail on Options list, which will bring you to FGITRND. From here select Query Document on the options list which will bring you to FGIDOCR. Next Block function displays information. This displays non-purchase (encumbrance and journal vouchers) transaction sequences for a particular document.
- On FGIDOCR, each sequence of the document can be queried to display the Rule code ledger postings. Go to the Detail Records window and select the desired sequence number. View all the document process postings for that sequence number by selecting Access Document Postings from the Options list. .