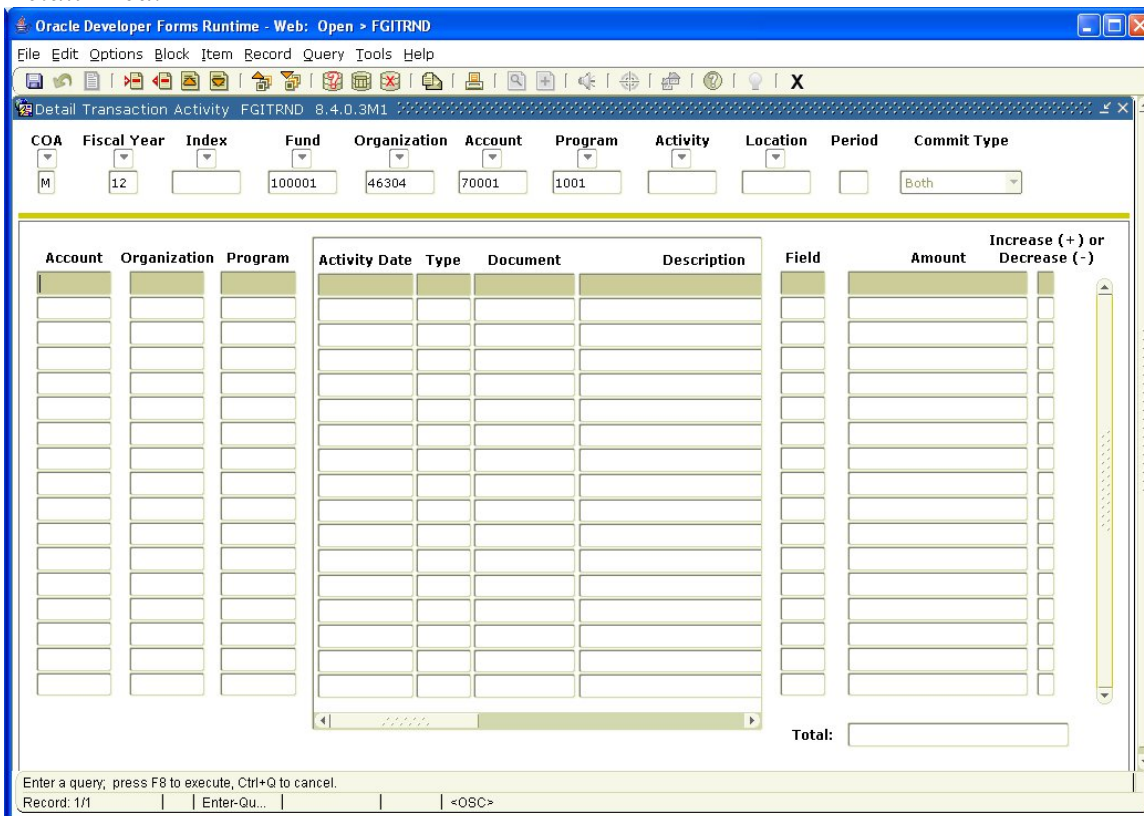


- Step 3. FY: Enter the fiscal year you want to query.
- Step 4. Index: Enter the FOAPAL definition you want to query (Not required).
- Step 5: Fund: Enter the Fund code you want to query.
- Step 6: Orgn: Enter the Organization code you want to query.
- Step 7: Acct: Enter the Account code you want to query.
- Step 8. Prog: Enter the Program code you want to query.
- Step 9. Actv: Enter the Activity code you want to query.
- Step 10. Locn. Enter the Location code you want to query.
- Step 11. Prd: Enter a transactional accounting period within the fiscal year.
- Step 12. Q: Enter an R (Relative query), or an S (Specific account query) if you enter an account this field defaults to an S.
- Step 13: Cmt. Enter a C (Committed) if you want to display only committed records or a U (Uncommitted) to display only uncommitted records.

Perform Next Block function. 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:



- Account: Displays Account code.
- Orgn: Displays the Organization code.
- Prog. Displays the Program code.
- Date: Displays the Transaction Posting date.

Type: Displays the Transaction Rule class.
Document: Displays the Transaction Document number. Use the horizontal scrollbar to view the document's description, Commitment indicator, fund, activity, and location.
Fld: Displays the affected OPAL transaction ledger, which are:

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

Amount: Displays the transaction amount.
Debit/Credit: The values can be D, C, +, or -.

Additional Queries:

- Select the *Query Totals for all records* option in the Navigation Frame to go the last record and display the total for all the retrieved records.
- Select a line item from the Detail area then select *Query Document* option from the Navigation Frame, which will bring you to the Document Retrieval Inquiry form (FGIDOCR). This form displays non-purchase (encumbrance and journal vouchers). The document number for the line item you selected will be highlighted on this form. Perform Next Block function to view detail for your selection.
- Once you have the detail for your transaction on FGIDOCR, you can query each sequence number of the document to display the Rule code ledger postings. Select the desired sequence number and view all the document process postings for that sequence number by selecting *Access Document Postings* from the Navigation Frame.
- Select the Detail Encumbrance Info option in the Navigation Frame to go the Encumbrance Detail Form (FGIENCD) to display the encumbrance detail.