

How to view detailed transactions for operating ledger accounts

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The FGITRND form

Use the **FGITRND** form to display detailed transaction activity for Operating Ledger ACCOUNTs (Example: revenue, labour and expenditure).

The screenshot shows the 'Detail Transaction Activity FGITRND 5.0 (Banner)' window. At the top, there are input fields for COA (1), FY (04), Index (3), Fund (4), Orgn (5), Acct (6), Prog (7), Actv (8), Locn (9), Prd (10), Q (11), and Cmt (12). Below these is a table with columns: Acct (13), Orgn (14), Prog (15), Date (16), Type (17), Document (18), Fld (24), Amount (25), and D/C (26). A scroll bar is visible on the right side of the table. A callout box with a red arrow points to the scroll bar, containing the text: 'Scroll to right to view fields captured below'. At the bottom right, there is a 'Total:' field with the value '27'.



Fields captured from the FGITRND form

Field definitions

	Item	Description
1	COA (Required)	Chart of account code. 1 represents McGill University's set of books. Defaults by UserID.
2	FY (Required)	Represents the University's fiscal year from June 1st to May 31st. (Example: "01" ends May 31, 2001). Defaults to current fiscal year but can be overridden.
3	Index	Not used at McGill.
4	Fund (Required)	Fund Code. Represents the source and restriction of money.

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	Item	Description
5	Orgn (Required)	Organization Code. Departmental entities or budgetary unit responsible for the transactions.
6	Acct	Account Code. Describes the nature of expenditures, labour and revenues (Example: All ACCOUNTs in the Operating Ledger).
7	Prog (Required)	Program Code. Functional reporting classification for tracking the use of funds.
8	Actv	Activity code. Free form element used for independent reporting needs.
9	Locn	Location Code. Identifies the physical whereabouts of financial transactions.
10	Prd	Period. Enter the number of the fiscal month you wish to query. The fiscal year starts in June not January therefore if you wanted to query the month of February you would enter "09" in this field not "02".
11	Q	Query Type. R - Relative Starting Point S - Specific Account
12	Cmt	Commit Indicator. Committed - Displays committed records only Uncommitted - Displays uncommitted records only Blank - Displays both committed and uncommitted records
13	Acct	Account Code. Describes the nature of expenditures, labour and revenues
14	Orgn	Organization Code. Departmental entities or budgetary unit responsible for the transaction.
15	Prog	Program Code. Functional reporting classification for tracking the use of funds.
16	Date	Activity date. The date the information for the record, was entered or last updated.
17	Type	Rule class that further defines the type within a document.
18	Document	Document number.

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	Item	Description
19	Description	Document description.
20	Cmt	Commit Indicator. Committed - Displays committed records only Uncommitted - Displays uncommitted records only Blank - Displays both committed and uncommitted records
21	Fund	Fund Code. Source of money and how it must be used.
22	Actv	Activity code. Free form element used for independent reporting needs.
23	Locn	Location Code. Identifies the physical location of financial activity and fixed assets.
24	Fld	Operating ledger column indicating where the amounts are posted. OBD - Overall budget ABD - Annual budget RSV - Reserve ENC - Encumbrance YTD - Actuals
25	Amount	Document amount.
26	D/C	Debit/Credit indicator. D - Debit, increase C - Credit, decrease
27	Total	Displays the total of the positive and negative amounts of the first ten records retrieved by the query initially. Total increases as more transactions are revealed.



How to view detailed transactions for Operating Ledger Accounts

Before you start

Use the **FGITRND** form to display detailed transaction activity for Operating Ledger (i.e. revenue, labour and expenditure) ACCOUNTS. It will show all financial transactions posted to any FOAPAL combination that you query. You can also look up transaction details by source document. The FGITRND query includes posted documents only.

Before you proceed, you should have the following information on hand:

- a The Chart of Accounts code
- b The fiscal year you wish to query (Example: "01" represents the University year June 1, 2000 to May 31, 2001)
- c The FOAPAL combination you wish to query. At minimum, you should provide FUND, ORGN and PROGRAM as criteria.
- d If applicable, the specific period you wish to query (Example: "10" represents March, the 10th month from the beginning of the University's fiscal year of June 1st)

Querying detailed transactions for Operating Ledger accounts

Querying detailed transactions:

- 1 Select the form **FGITRND** from the **Finance Fast Track Menu** or type **FGITRND** in the **GO** field and press Enter.
- 2 Tab to the **Fund** field and enter your Fund number.
- 3 Select which parameters you would like to search on, by filling out the appropriate **Acct**, **Prog**, **Actv** and **Locn** fields or a combination of these four fields. All transactions, on a particular fund, can be selected by leaving these fields blank.
- 4 Click **Next Block**  or use Ctrl + Page Down if you prefer using your keyboard.
- 5 Hit the F8 key to retrieve all transactions, or narrow down your search by tabbing to the field of your choice and entering your search criteria. (Example: Entering I% in the Document field and then hitting the F8 key, retrieves all invoices and P-card charges posted to your fund).
- 6 When all search criterion is entered, hit the **F8** key or click on the **Execute Query** .
- 7 A transaction can be queried down to its source document by placing the cursor in the **Acct** field, of the transaction line, and clicking on the **Query Document** link from the navigation frame.
- 8 When in the Document Retrieval Inquiry form, click Exit or Ctrl + Q, if you prefer using your keyboard, to return to FGITRND. .