HOW TO VIEW DETAILED TRANSACTION ACTIVITY FOR A GRANT IN BANNER FIS
Grant Transaction Detail Form (FRIGTRD)

General:

The *Grant Transaction Detail Form* (FRIGTRD) is used to display detailed transaction activity for a grant. It lists all financial transactions posted to any FOAPAL combination that you query. You can also look up transaction details by source document. The FRIGTRD query includes <u>posted</u> documents only.

Check List:

Before you proceed, you must have the following information:
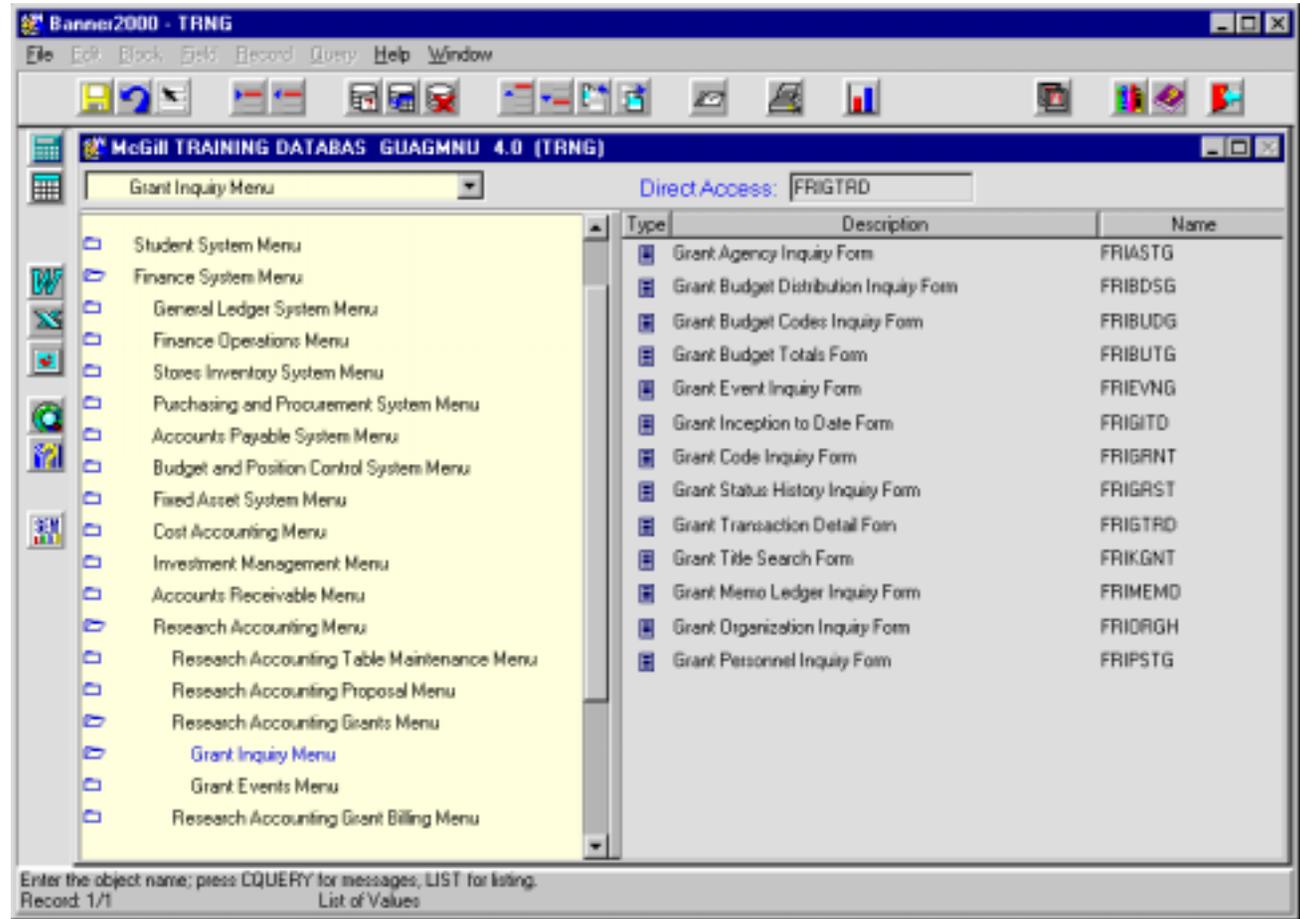
- ❑ Grant code (eg: G228265)
- ❑ Fund code (eg: 228265)

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Accessing the "Grant Transaction Detail Form" (FRIGTRD)

Type the name of the form FRIGTRD in the Direct Access field.
(OR)

Use the Menu Selection:
1) *Access* Products Menu
2) *Select* Finance System Menu
3) *Select* Research Accounting Menu
4) *Select* Research Accounting Grants Menu
5) *Select* Grant Inquiry Menu
6) *Select* Grant Transaction Detail Form (FRIGTRD)

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The adjacent screen will appear:

Note: Numbers have been added to the adjacent form to help find and identify the different fields. These numbers correspond to the table below, which not only describes what a user needs to enter in each individual field but also defines or explains the field's purpose.

The **Chart** and **Grant** or **Fund** code are the only Banner *required* fields on this form. All other fields are *optional* and can be queried as you wish.

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
✔	1.	COA	Enter 1		Required field. Chart of accounts code. "1" represents McGill University's set of books.	
✔	2.	Grant	Enter or {Search} for the grant code.		Grant Identification number. Format is G2XXXXX	
	3.	Index			McGill does not use this field.	
✔	4.	Fund	Enter or {Search} for the Fund you wish to query.	May automatically default other FOAPAL elements.	Fund Code. Represents the source and restriction of money. Format is 2XXXXX	
	5.	Orgn	Enter or {Search} for the Organization responsible for the funds you wish to query.	May automatically default other FOAPAL elements.	Organization Code. Departmental entities or budgetary unit responsible for the transactions.	
	6.	Acct	Enter or {Search} for the Account you wish to query.		Account Code. Describes the nature of expenditures, labour and revenues	
	7.	Prog	Enter or {Search} for the Program you wish to query.		Program Code. Functional reporting classification for tracking the use of funds.	
	8.	Actv	If applicable, enter or {Search} for the Activity you wish to query.		Activity code. Free form element used for independent reporting needs.	
	9.	Locn	If applicable, enter or {Search} for the Location you wish to query.		Location Code. Identifies the physical whereabouts of financial transactions.	
	10.	Cmt			Commit Indicator. **Committed** – displays committed records only **Uncommitted** – displays uncommitted records only **Blank** – displays both committed and uncommitted records	
	11.	Yr			Year of the grant. Leave this field blank	

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
					blank.	
	12.	Prd			Period. Leave this field blank.	
	13.	Date From			Date the grant period starts. To retrieve details for a specific period, enter the starting period (eg: 01-APR-2000)	
	14.	Date To			Date the grant period ends. To retrieve details for a specific period, enter the ending period (eg: 30-APR-2000)	
✓			Proceed to the {Next Block}			
			Enter an inter-query using field #15 to 29 to narrow down your search criteria. Press **F8** or select execute query **icon** to execute query. **Tip:** use wildcards (% or _) in search	Query results will appear in following fields.		
	15.	Acct			Account Code. Describes the nature of expenditures, revenues, assets, liabilities and fund balances.	
	16.	Orgn			Organization Code. Departmental entities or budgetary unit responsible for the transaction.	
	17.	Prog			Program Code. Functional reporting classification for tracking the use of funds.	
	18.	Actv Date			The date the transaction was processed.	
	19.	Type			Account type. Higher-level category of ACCOUNT. e.g. 50 = Revenue 60 = Salaries, Wages & Benefits	

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
					70 = Expenditures	
	20.	Document			Document number.	
	21.	Description			Description of the document.	
	22.	Cmt			Commit Indicator. **Committed** – displays committed records only **Uncommitted** – displays uncommitted records only **Blank** – displays both committed and uncommitted records	
	23.	Fund			Fund Code. Source of money and how it must be used.	
	24.	Actv			Activity code. Free form element used for independent reporting needs.	
	25.	Locn			Location Code. Identifies the physical location of financial activity and fixed assets.	
	26.	Trans Date			Transaction Date. Date used to post the transaction to the ledger and to edit and validate codes within the system.	
	27.	Field			Operating ledger column indicating where the amounts are posted. e.g. **OBD** – original budget **RSV** – reservation **YTD** – actual revenues/expenditures	
	28.	Amount			Amount of the transaction.	
	29.	D/C			Debit/Credit indicator. **+** (Plus - to increase) **-** (Minus -to decrease)	
	30.	Total	For display purposes only. Cannot be used		Displays the total of the positive and negative amounts of the first	

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
			in inter-query.		ten records retrieved by the query.	
✔			Execute query	The records matching you query criteria will appear.		
✔			Select **Query Total for all records** from the Navigation Frame	Will recalculate the **Total** (field #30) to include all record queries (instead of only those displayed prior to scrolling).		

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