

**How to Query Transactions on your Grant**  
**Using the form FRIGTRD**

1. Select the form **FRIGTRD** from the **Finance Fast Track Menu** on the Main Menu or type **FRIGTRD** in the **Direct Access** field and hit **Enter**.
2. Enter your **Grant** number in the **Grant** field.
3. **Tab** to the **Fund** field and enter your **Fund**.
4. You can choose which **Parameters** you would like to search on by filling out the **Acct** field, **Prog** field, **Actv** field, and **Locn** field.
5. If you would like to see **All** transactions on a particular **Grant**, leave the **Acct**, **Prog**, **Actv**, and **Locn** field blank.
6. Click on the **Next Bloc** icon  or, use **Ctrl-Page Down** if you prefer to use your keyboard.
7. Hit the **F8** key **OR** narrow your search even more by tabbing to the field of your choice and entering your search criteria (*Example: By enter I% in the Document field, you get all invoices and P-card charges that went through your fund*). Once your entire search criterion has been entered, hit the **F8** key.

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For **More Information** on this form, see the [Form Documentation](#)