

# Researching Finance Transactions and Documents

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## Table of Contents

<b>QUERY FORMS DESCRIPTIONS</b> .....	5
General Budget Query Forms .....	5
FGIBDST – Organization Budget Status Form .....	5
FGIBDSR – Executive Summary Form .....	5
FGIBAVL – Budget Availability Status Form .....	5
FGIBSUM – Organization Budget Summary Form .....	5
General Account Query Forms .....	6
FGIJSUM – Journal Voucher Summary Form .....	6
FGIDOCR – Document Retrieval Form .....	6
FGITRND – Detail Transaction Activity Form .....	6
FGITBAL – General Ledger Trial Balance Form .....	6
FGITBSR – Trail Balance Summary Form .....	6
FGIGLAC – General Ledger Activity Form .....	7
General Encumbrance Query Forms .....	7
FGIENCD – Detail Encumbrance Activity Form .....	7
FGIOENC – Organizational Encumbrance List Form .....	2(H)-48.202.8.14.....7.....
Chart of Account Hierarch Query Forms .....	7
FTIFNDH – Fund Hierarchy Form .....	

FGIBDST – Organization Budget Status Form ..... 13  
    Establishing the Criteria to Query FGIBDST ..... 13  
    Navigating the Information in FGIBDST ..... 14  
FGIBAVL – Budget Availability Status Form ..... 15  
    Establishing the Criteria to Query FGIBAVL ..... 15  
Appendix A ..... 17  
    Account Type and Field Values ..... 17  
Appendix B ..... 19  
    Account Type Queries on FGIBDST and FGIBDSR Forms ..... 19  
Appendix C ..... 20  
    Query Examples on FGIBDST and FGIBDSR Forms ..... 20  
Additional Resources ..... 21

## QUERY FORMS DESCRIPTIONS

### General Budget Query Forms Menu

**x FGIBDST – Organization Budget Status Form**

This form is the most useful form when querying or researching transactions that affect a particular organization or fund. It displays the status of the budget for a particular department, including how much budget was assigned, spent, and how much is reserved or encumbered. More detailed information can also be accessed directly from this form. See Page13 for more information on using FGIBDST. See Appendix B for information regarding Account Type queries for FGIBDST. See Appendix C for query examples for FGIBDST.

**x FGIBDSR – Executive Summary Form**

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## RESEARCHING FINANCE TRANSACTIONS AND DOCUMENTS

04/05/2019 against Unrestricted Fund 43276 (e) Hunter/RINA (E) (e) 2 (1) 5J /Ter (L) (E) 3 (s) r

block of FTIORGH and <Next Block> (Ctrl+Page Down ) to display all

hierarchy, i.e., predecessor, information for that organization code. The system will accept either high or low-level organization codes.

**x FTIACTH – Account Hierarchy Query Form**

Use the Account Hierarchy Query form to obtain an online view of the hierarchical relationship of defined accounts. Enter an account code (<List> (F9) is available) in the key block of FTIACTH and <Next Block> (Ctrl+Page Down ) to display all hierarchy, i.e., predecessor, information for that account code. The system will accept either high or low-level account codes.

**x FTIPRGH – Program Hierarchy Query Form**

Use this form to obtain an online view of the hierarchical relationship between defined programs. Enter a program code (<List> (F9) is available) in the key block of FTIPRGH and <Next Block> (Ctrl+Page Down ) to display all hierarchy, i.e., predecessor, information for that program code. The system will accept either high or low-level program codes.

### Accounts Payable Query Forms

This menu has forms that allow you to investigate and research payment transactions, activities, and other related vendor data.

**x FAIVNDH – Vendor Detail History Form**

The Vendor Detail History form provides a list of vendor invoices, credit memos, and payment transactions for a specified vendor. A Selection drop down list allows you to query open, paid, credit memos, or all invoices. Once an option is selected you may perform additional queries on vendor invoice number, internal document number, and approved, c/m, o/p and canceled indicators. You may use the Navigation Frame options or <Drill Down> function (F3) to view the originating invoice information (FAIINVE), or view the commodity line (FOICOMM). Move the cursor to the Check Number field and select "Detail" or use the <Drill Down> function (F3) to view the check information on FAICKH.

**x FAICKH – Check Payment His Himent02 T8( Hi Fy)-5(02 Tm0.001Tf MCID 3BDC EMC 35Body**



x F



*Block*> (Ctrl+Page Down ) to display the following information for the vendor by fiscal year:

- x Total number and amount of credit memos
- x Total number and amount of open invoices
- x Total number and amount of paid invoices

To perform a query, <*Enter Query*> (F7) and enter values. You may use the percent sign (%) as a wild card or the less than (<) or greater than (>) symbols in the number and amount fields. <*Execute Query*> (F8) to view the requested information.

Use the <*Drill Down*> function (F3) or select View Credit Memos, View Open Invoices, or View Paid Invoices from the navigation frame options to view the invoice numbers and amounts for the invoices/credit memos that make up the total number and amount displayed for each fiscal year shown on the Vendor History Query form (FAIVHIS). <*Exit*> (Ctrl +q ) to return to the Vendor History Query form (FAIVHIS).

## Commodity Query Forms

### x FOICOMM – Commodities for Review Query Form

The Commodities for Review Query form displays all the commodities for a specified procurement document. It is often accessed as a drill down from another form or via the <*List*> (F9) function on the Requisition, Purchase Order, and Invoice forms.

### x FOICACT – Commodities and Accounting for Review Query Form

The Commodities and Accounting for Review Query form displays the accounting distribution (FOAPAL information) for a given commodity for the specified document. It is often accessed via the Account Data link in the Options bar on the Requisition, Purchase Order, and Invoice forms.

## Purchasing Query Forms

This menu has the necessary forms to allow you to investigate and research Purchase Orders and Blanket Orders.

### x FPIBLAR – Blanket Order Activity Form

This inquiry-only form displays the various activities against an unfunded blanket. This includes call numbers, change orders, and invoices. The form displays the

remaining balance for the blanket. The ACTION field reflects the direction in which the transaction affects the remaining balance field. The PEND field indicates a 'Y' when the document awaits posting. Specific queries can be made against the Transaction Date, Type, Chg Seq, and Document Code fields.

**x FPIPURR – Purchase/Blanket/Change Order Query Form**

This inquiry-only form displays purchasing requisitions which are completed, approved, closed, cancelled, or in process. This includes purchase orders and related blanket or change order documents. All information contained in the original document will be displayed on this form. Use *<Next Block>* (Ctrl+Page Down ) to move through each window. This form must be used to view a completed and approved purchase document.

**x FPIOPOF – Open Purchase Orders by FOAPAL Form**

This form provides a display of open purchase orders by any combination of fund, organization, account, program, activity, and location (FOAPAL). *<Next Block>* (Ctrl+Page Down ) and a summary of purchase and commodity information for those purchase orders will display. Use Navigation Frame options or *<Drill Down>* function (F3) to view the Commodities for Review Query form (FOICOMM) or the Purchase/Blanket/Change Order Query form (FPIPURR).

**x FPIOPOB – Open Purchase Orders by Buyer Form**

This form displays open PO commodity lines by Buyer Code. Enter a valid buyer code in the BUYER field and *<Next Block>* (Ctrl+Page Down ). Drill down is available through the Navigation Frame option or the *<Drill Down>* function (F3) to view the Purchase Order Validation form (FPIPOHD) or the Commodities for Review Query form (FOICOMM).

**x FPIOPOV – Purchase Orders by Vendor Form**

The Purchase Orders by Vendor form displays open purchase orders for a specified vendor. This form allows you to query by fiscal year (current year will default) any one of the following values: Open, Closed, Incomplete, or All.





- x To start over and query another department, use *<Clear Form; Rollback>*  
(Shift+F7 ) to move back to the key block.C1[(O1(P)-4(OS)-1(E)6(TAO TNS)-1( S)-0TNS)-1OS rete

x Fund

Enter the fund code of interest or <List> (F9) to choose a fund code from FTVFUND.CAU Use <Exit with Value> (Shift+F3 ) to return  
a 322.3240.28 47(F)5(UN)1(D)2(.9.002J -0m Tw 7.5 0 Td [(E)3(nt2a[( )3(())T  
a 322 [(<Li)1(s)-2(t401.64.64e )2 Tc 0 Tw 12 0 0 12 396.6 708 Tm [( )3(



## Appendix A – Account and Rule Code Types and Field Values

Account Type is a two-digit field found in the key block of the Organization Budget Status (FGIBDST) and Executive Level Budget Status (FGIBDSR) forms. This code can be used to limit a query to a certain group of account codes. For example, to display only data on commodity transactions, the code CM can be entered in the key block along with the organization and fund codes. Following are a few of the more common codes used for low level queries.

<u>Account Type</u>	<u>Description</u>
PS	Personal Services
SB	Staff Benefits
TL	Travel
SV	Contractual Services
CM	Commodities
RS	Items for Resale
MS	Miscellaneous

Type is a four-character field located in the fourth column on the Detail Transaction Activity form (FGITRND). It displays the rule code that was used to process the transaction. A query can be run against this field. The first two characters used in naming the rule codes follow certain conventions. The following table describes some of the most common conventions. The XX's indicate that several different character combinations exist.

<u>Type</u>	<u>Description</u>
BDXX	Budget Transactions
CAXX	Contract Authorizations
CNXX	Cancelled Check Transactions
COXX	Change Order Transactions
DNXX	Check Transactions
DPXX	Direct Pay Encumbrances
ICXX	Invoice Cancellations
INXX	Invoice Transactions
JVXX	Journal Vouchers
LPXX	Limited Purchase Orders
PCXX	Petty Cash Reimbursements
POXX	Purchase Order Transactions
REXX	Requisition Transactions
TRXX	Travel Encumbrance
UTXX	Utility Encumbrance

Fld is a three-character field located in the seventh column on the Detail Transaction Activity form (FGITRND). It refers to the field in the ledger that was affected by the



## Appendix B – Account Type Queries on the Organization Budget Status (FGIBDST) and Executive Summary (FGIBDSR) Forms

The Organization Budget Status (FGIBDST) and Executive Summary (FGIBDSR) forms provide query by account type along with other FOAPAL elements. The Account Type field is located beneath the Account Code field in the key block of the FGIBDST and

## Appendix C – Query Examples on the Organization Budget Status (FGIBDST) and Executive Summary (FGIBDSR) Forms

*Optimize query performance by providing as many query variables as possible*

Once a group of transactions has been retrieved with the drill down feature, further queries can be performed by doing a *<Clear Form/Rollback>* (Shift+F7 ) and then entering new query values.

Following are examples using the Organization Budget Status form (FGIBDST):

- 1) Display Adjusted Budget, year to date activity, reservations/encumbrances and available balance for all minor account codes with activity
  - a) Enter appropriate organization and fund codes in the key block
  - b) Execute the *<Next Block>* function
  
- 2) Display total adjusted budget, year to date activity, reservations/encumbrances and available balance for all commodity account codes with activity (including totals)
  - a) In the key block, enter organization and fund codes and type CM in the account type field
  - b) Execute the *<Next Block>* function
  
- 3) Display total adjustment budget, year to date activity, reservations/encumbrances and available balance for all contractual account codes with activity
  - a) In the key block, enter organization and fund codes and type SV in the account type field
  - b) Execute the *<Next Block>* function
  
- 4) Display all year to date activity in the 3774 account code
  - a) In the key block, enter the organization and fund codes and type 3774 in the account field and SV in the account type field
  - b) Execute the *<Next Block>* function
  - c) Use *<Next Record>* and *<Next Field>* functions to move the cursor to the 3774 account code line and year to date column
  - d) Select Transaction Detail Information from Navigation Frame

Following are examples using the Detail Transaction Activity Form (FGITRND):

- 1) Display all detail travel transactions with amounts greater than \$100.00
  - a) In the key block, enter the organization and fund codes
  - b) Execute the *<Next Block>* function
  - c) Type 2% in the Acct field and >100.00 in the Amount field
  - d) Execute Query

