

## Viewing Transaction Activity Using FGITRND

The **Detail Transaction Activity Form (FGITRND)** shows the details of a transaction and can provide a list of all transactions posted to a particular Fund and Organization combination. Refine the query by adding Account, Program, Activity, and Location codes, or searching by accounting period.

Step	Task
1.	Type <b>FGITRND</b> in the <b>GoTo...</b> field and press ENTER.
2.	Type the Chart code in the <b>COA</b> field (if necessary).
3.	Type the two-digit year in the <b>Fiscal Year</b> field.
4.	Type the Fund code in the <b>Fund</b> field.
5.	Type the Organization code in the <b>Organization</b> field.
6.	Type the Program code in the <b>Program</b> field.
7.	Click the <b>Next Block</b> button.
8.	Click the <b>Execute Query</b> button.
9.	Review the results. <b>NOTE:</b> This process is available for all <b>Banner</b> documents, not just invoices.
10.	To see the details of a transaction, click the Account code of the document.
11.	If the document is a reservation or encumbrance (indicated by <i>RSV</i> or <i>ENC</i> in the <b>Field</b> column) select <b>Detail Encumbrance Info (FGIENC D)</b> from the <b>Options</b> menu to view the details. <b>OR</b> Select <b>Query Document [By Type]</b> from the <b>Options</b> menu.
12.	Click the <b>Next Block</b> button.
13.	Review the results. <b>NOTE:</b> Select <b>Document Text (FOATEXT)</b> from the <b>Options</b> menu if needed.
14.	Click the <b>Exit</b> button to return to the <b>Detail Transaction Activity Form (FGITRND)</b> .
15.	Click the <b>Exit</b> button to return to the main menu.