





The FRIGITD form provides a summary view of the budget, actuals, encumbrances and budget availability for the grant based on the dates specified. If more detailed information is required on any of the queried results, click on the field in question and then select "Grant Detail Information" from the "Options" menu on the toolbar.



The screen will automatically navigate to the "Grant Transaction Detail Form" (FRIGTRD).

# Grant Transaction Detail Form (FRIGTRD)

The Grant Transaction Detail Form (FRIGTRD) is used to show all detail posted against a grant.

Users can navigate to this form from the Grant Inception to Date form (FRIGITD), or they can access it directly. If the user navigates to this form, the query information will self-populate based on the selection from FRIGITD. If the query must be changed or modified, the user can simply use their toolbar to “Rollback” to the top of the page and enter the revised query.

COA should default to “N”

Enter the Grant Number (03xxxx). Press the "Tab" key to move to the next field

Enter the Index Number (33xxxx). Once this number is entered, the "Fund", "Orgn" "Prog" and "Actv" will default

To display detail for a specific account code, enter that number here.

For information consistency, it is important to delete the Program and Activity Codes.

To display detail for a specific Date Range, enter the information in these fields.

Oracle Developer Forms Runtime - Web: Open > FRIGTRD [Q]  
 File Edit Options Block Item Record Query Tools Help  
 Grant Transaction Detail Form FRIGTRD 7.0 (PROD)  
 COA Grant Index Fund Organization Account Program Activity Location Commit Year Period Date From Date To  
 Amount Organization Program Activity Date Type Document Description Field Amount Increase (+) or Decrease (-)  
 Total:  
 Enter Chart of Accounts. LIST Available.  
 Record: 1/1 | ... | List of Valu... | <OSC>

1. Select "Next Block" from the toolbar to move to the bottom section of the screen. (The keystroke for this option is Ctrl+ Page down.)
2. Execute the Query in order to view detail. This is done through the icon on the toolbar or the "F8" key.

3. If after executing your search, you decide that you want to revise the criteria, click on the "Rollback" button. This sends you to the top of the form and you can change information as desired.

Remember, this screen shows all activity on a grant, this includes:

- Journal Entries
- Invoices (Accounts Payable)
- Deposits
- Payroll Transactions
- Automatic Entries
- Budget Entries

## Understanding the results of the Query:

The screenshot shows the Oracle Developer Forms Runtime - Web interface for the Grant Transaction Detail Form. The form includes search criteria fields for COA, Grant, Index, Fund, Organization Account, Program, Activity, Location, Commit, Year, Period, Date From, and Date To. Below the search criteria is a table with columns: Account, Organization, Program, Activity, Date, Type, Document, Description, Field, Amount, and Increase (+) or Decrease (-). The table is currently empty.

1. If the Account Code was left blank on the top portion of this form, it can be entered here to query on a specific account. Once typed in, "Execute the Query". Detail for the account code will then populate the fields.
2. The "Actv Date" is the date the transaction was processed.
3. The "Type" shows the rule class code used to process the transaction.
  - JE\*\* indicates a journal entry with Debits equal to Credits
  - IN\*\* indicates an A/P check will be issued
  - DN\*\* is for \$0.00 and provides the check number of the A/P check issued.
  - H\*\*\* indicates a Payroll related transaction has occurred
  - BD01 indicates an original budget
  - GR\*\* indicates a computer generated batch such as indirect cost
4. The "Document" lists the document code for the transaction. All journal vouchers processed will start with the letter "J". All invoices processed through accounts payable will start with the letter "I" or "CR". Employee reimbursements processed

through Ariba will start with a “TR”. Encumbrances/Purchase orders will start with a “D”.

5. Use the scroll bar at the bottom of the page to scroll to the right and access the following information:
  - The “Description” is typed in on a journal voucher, and is the company on an invoice.
  - The “Trans Date” is the date used to post the transaction to the ledgers.
6. The “Fld” displays whether or not the transaction is a budget, an encumbrance, or year-to-date activity. If detail is needed only for YTD (year to date transactions) then prior to execution of the query make sure “YTD” is typed in this field.
7. The “Amount” of the transaction is displayed here.
8. The D/C field is somewhat misleading. It does not necessarily mean debit/credit, rather an increase (+) or decrease (-) to the account code. For example:
  - When viewing revenue, if a deposit is made, the account code 0990 is increased (+)
  - When viewing an expense, if a charge for office supplies occurs, the account code 3266 is increased (+).
9. The “Total” will display the total of the records displayed on the screen. In order to retrieve the total of all activities, you will need to scroll (or page down) until you have reached the last record.