

## How to download all of your expense transactions for your FOP

1. Go to FGITRND
2. Enter your fund, organization and the program code should default. Leave the account code blank.
3. Click the Go Button or ALT+PAGE DOWN.
4. Screen will be blank and in the filter mode. Click the Advanced Filter option.
5. Go to FIELD and change the Equals to Contains then enter YTD in the blank box
6. Go to Amount and change the Equals to Not Equal and enter 0 in the blank box
7. Press the F8 key to execute the query or click the Go button
8. Results will display
9. Click the Tools button in the upper right hand corner of the page and choose Export from the menu or click SHIFT+F1

The screenshot shows the 'Detail Transaction Activity FGITRND 9.3.4 (PROD)' window. The top navigation bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. Below the navigation bar, the current session parameters are displayed: 'COA: G Fiscal Year: 19 Index: Fund: 110000 Organization: 57105 Account: Program: 662 Activity: Location: Period: Commit Type: Both'. A 'Start Over' button is located to the right of these parameters. The main area is titled 'DETAIL TRANSACTION ACTIVITY' and has two tabs: 'Basic Filter' and 'Advanced Filter'. The 'Advanced Filter' tab is active, showing a list of filter criteria:

- Account: Equals [ ]
- Organization: Equals [ ]
- Program: Equals [ ]
- Field: Contains YTD
- Amount: Not Equal 0.00
- Add Another Field ...

At the bottom right of the filter area, there are 'Clear All' and 'Go' buttons.