**Quick Reference Card - Basic**  
**FMRP_RFFMEP1AX Transactions**

**Process:** Similar to FRS Screen 023/02P/02R/02S and the third section on a ledger sheet, FMRP_RFFMEP1AX is used to run a transactions report for all documents that are posted. It can be run on a grant, fund, funds center, commitment item, functional, or funded program. In addition, it can be limited to one period in a fiscal year or across fiscal years.

**Role:** General User  
**Frequency:** When needed

**BEGINNING**

Enter the transaction code  
FMRP_RFFMEP1AX

**DOCUMENT JOURNAL**

**FM Area**  
Should default to UK00

**FM Account Assignment**  
Choose the fields you want to use for the report and enter the appropriate information

- **Grant**  
Enter the grant number or a range of grant numbers

- **Fund**  
Enter the fund number or a range of funds

- **Funds Center**  
Enter the funds center number or a range of funds center numbers

- **Commitment Item**  
Enter the commitment item number or a range of commitment item numbers

- **Functional Area**  
Enter the functional area or a range of functional areas

- **Funded Program**  
Enter the funded program or a range of funded programs

**Commitments/Actuals**

Choose the range of dates you want to use for the report. Period means the month; for example, to choose the month of October during 2006, you would enter Fiscal year/period 2006 4 to 2006 4

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The following tools to help you are on the myHelp website.  
Course Material ● Transaction Procedures ● Transaction Simulations ● Online Feedback Form  
http://myhelp.uky.edu/
**Quick Reference Card - Basic**

**FMRP_RFFMEP1AX Transactions**

<table>
<thead>
<tr>
<th><strong>Fiscal Year from</strong></th>
<th>Enter the fiscal year to start the range</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Period from</strong></td>
<td>Enter the period to start the range</td>
</tr>
<tr>
<td><strong>Fiscal Year to</strong></td>
<td>Enter the fiscal year to end the range</td>
</tr>
<tr>
<td><strong>Period to</strong></td>
<td>Enter the period to end the range</td>
</tr>
</tbody>
</table>

**Optimization of database access**

**Maximum Number of Hits**

Defaults to 500; can be changed

Click on the Execute icon

**DOCUMENT JOURNAL REPORT**

Click on the Pymt Bdgt (Payment Budget) heading to select the column

Click on the Total icon to total the column

Click on the G/L Acc (GL Account) heading to select the column

Click on the Subtotal icon to subtotal the column

**DRILL DOWN**

Double-click on any transaction to drill down into a specific document

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