HOW TO PROCESS AN INQUIRY ON FGIGLAC

Description: 
**General Ledger Transaction Detail Form.** You can query the detail transaction activity for selected General Ledger accounts or account type.

Navigation:

Direct Access ➔ FGIGLAC

Enter Selection ➔ Products Menu
Finance System Menu
General Ledger System Menu
General Accounting Query Forms Menu
General Budget Query Forms Menu
General Ledger Activity Form

Step 1: Follow the navigation process to FGIGLAC

Key Block:

Step 2: COA: Your cursor should be in the COA field. Enter the Chart of Accounts code that you want to query. This should default. (Required).
Step 3. Period: Enter a transactional accounting period within a fiscal year.
Step 4. Fiscal Year: Enter the fiscal year that you want to query (Required).
Step 5: Index: Enter the FOAPAL definition you want to query (Not required).
Step 6: Fund: Enter the Fund code you want to query.
Step 7: Account: Enter the Account code you want to query.

Perform Next Block function. If using keystrokes enter CTRL/ page down or from the menu bar select Block then Next, or use the Next Block icon on the toolbar. This will bring you to the detail area.

**Detail Area:**

**Account:** Displays Account code you queried.
**Trans Date:** Displays the transaction posting date.
**Type:** Displays the transaction rule class.
**Document:** Displays the transaction document number.
**Description:** Displays the transaction description.
**Amount:** Displays the transaction amount.
**DC:** Displays the debit or credit balance of the account.
**Total:** Displays the total of the Amount fields for the records that are currently displaying. In order to get a total for the account you queried scroll to the bottom, or select Query Total for all records from the Navigation Frame.
Additional Queries:

- Select a line item from the Detail area then select *Query Transaction Source Info* from the Navigation Frame, which will bring you to the Document Retrieval Inquiry form (FGIDOCR). This form displays non-purchase (encumbrance and journal vouchers). The document number for the line item you selected will be highlighted on this form. Perform Next Block function to view detail for your selection.

- Once you have the detail for your transaction on FGIDOCR, you can query each sequence number of the document to display the Rule code ledger postings. Select the desired sequence number and view all the document process postings for that sequence number by selecting *Access Document Postings* from the Navigation Frame.