HOW TO PROCESS AN INQUIRY ON FGITBSR

Description:
Use the Trial Balance Summary Form to query and display budget detail for specific funds and accounts. The values entered in the Key Information fields determine the level of detail that the system displays below in the balance information fields. You may query one item at a time.

Navigation:
Direct Access ➔ FGITBSR
Enter Selection ➔ Products Menu
Finance System Menu
General Ledger System Menu
General Accounting Query Forms Menu
Trial Balance Summary Form

Key Block:
Step 1: Follow the navigation process to FGITBSR

Step 2: COA: Enter the Chart of Accounts you want to query. This should default.
Step 3: Fiscal Year: Enter the fiscal year for your query.
Step 4: Fund: Enter the fund you want to query.
Step 5: Account: Enter the account you want to query. (Optional).
Step 6: Fund Type: Enter the fund type you want to query. (Optional)
Step 7: Acct Type: Enter the account type you want to query. (Optional).
Step 8: 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.

Acct: Displays the Account codes sequentially, starting with the Account code entered above if applicable.
Description: The account description.
Beginning Balance: Displays the account’s balance at the beginning of the fiscal year.
DC: The debit or credit balance of the account.
Note: An asterisk (*) in the field indicates the amount is opposite to its normal balance.
Current Balance: The account’s current balance. This represents the amount of all activity, year-to-date, posted to the account at the time of the query.
DC: The debit or credit balance of the current balance.
Note: An asterisk (*) in the field indicates the amount is opposite to its normal balance.

Total: Displays the beginning balance and the current balance for all accounts that match the criteria entered in the Key Block.

Additional Queries:
- Select an account from the Detail area on FGITBAL. Select the General Ledger Activity Info option on the Navigation Frame. This will bring you to the General
Ledger Activity Form (FGIGLAC) to display the detailed fund transaction activity.

- Another option while in FGIGLAC is to select Query Totals for all records from the navigation Frame. The system will highlight the last record for the selected account and will provide a total for the detailed fund transaction activity.

- While on FGIGLAC you may 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 display 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.