GENERAL LEDGER ACTIVITY

FGIGLAC

Description:
You can query the detail transaction activity for selected general ledger accounts or account type.

Transactions are displayed here only as they relate to the general ledger (Assets, Liabilities, Control Accounts, etc.). Please use the FGITRND form to track your operating ledger transactions (Budget, Revenue, Expenditures, Encumbrances, etc)

Navigation:

Access to the form can be done in three ways:

1. Type FGIGLAC in the search field
2. Type General Ledger Activity in the search field
3. Select from the General Accounting Query Forms menu under Applications

Step 1:
Follow the navigation process to FGIGLAC

Step 2:
Chart: Enter the Chart of Accounts you want to query. This should default to “M”.
**Step 3:**
Period: Enter an accounting period within the fiscal year. (April = 01, May = 02, etc., leave blank to query Year-to-Date)

**Step 4:**
Fiscal Year: Enter the fiscal year that you want to query.

**Step 5:**
Index: Not used

**Step 6:**
Fund: Enter the fund code you want to query.

**Step 7:**
Account: Enter the account code you want to query.

**Step 8:**
Click the “GO” button on the right. If you use the keyboard, press “ALT” and “Page Down” simultaneously.

This will bring you to Filter section where you enter additional criteria. Enter additional filtering criteria if desired and execute the query. (Press F8 to execute the query or select the GO button in the bottom right)
After executing the query, your results will be displayed.

<table>
<thead>
<tr>
<th>Account</th>
<th>Displays account code you queried.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Date</td>
<td>Displays the transaction posting date.</td>
</tr>
<tr>
<td>Type</td>
<td>Displays the transaction rule class.</td>
</tr>
<tr>
<td>Document</td>
<td>Displays the transaction document number.</td>
</tr>
<tr>
<td>User ID</td>
<td>Displays the ID of the user who posted the transaction.</td>
</tr>
<tr>
<td>Description</td>
<td>Displays the transaction description.</td>
</tr>
<tr>
<td>Amount</td>
<td>Displays the transaction amount.</td>
</tr>
<tr>
<td>Debit/Credit</td>
<td>Displays whether the transaction was a debit or credit.</td>
</tr>
<tr>
<td>Total</td>
<td>Displays the total of the amount for all records.</td>
</tr>
</tbody>
</table>
Additional Queries:
Under the “Related” tab on the top right, you can select Query Transaction Source Info (BY Type). This will bring you to the document retrieval form. Select GO on the right and the form displays the detailed transaction information.