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

Step1:   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	Transaction Date	Type	Document	User Id	Description	Amount	Debit/Credit
10000	28-JUL-2011	JE16	J2122180	UCASH069	REV J2122166 ERROR JULY 28	191,942.10	Debit
10000	28-JUL-2011	JE16	J2122166	UCASH264	CHEQUE REGISTER JUNE 30/11	191,942.10	Credit
10000	01-APR-2011	YEOB	J1BF0001		BEGINNING BALANCE	0.00	Debit
10001	01-APR-2011	YEOB	J1BF0001		BEGINNING BALANCE	0.00	Debit
10002	01-APR-2011	YEOB	J1BF0001		BEGINNING BALANCE	0.00	Debit
10003	11-OCT-2011	REBT	I2013735	UMARI384	PST portion of HST only	97.51	Debit
10003	11-OCT-2011	REBT	I2013735	UMARI384	GST portion of the HST only	60.94	Debit
10003	11-OCT-2011	CNNI	C0222364	UCASH069	Farmer, David	0.00	Credit
10003	11-OCT-2011	CNNI	C0222364	UCASH069	Farmer, David	84.00	Debit
10003	11-OCT-2011	REBT	I2013734	UMARI384	GST portion of the HST only	0.72	Debit
10003	11-OCT-2011	REBT	I2013733	UMARI384	GST portion of the HST only	1.04	Debit
10003	11-OCT-2011	REBT	I2013732	UMARI384	GST portion of the HST only	1.04	Debit
10003	11-OCT-2011	REBT	I2013731	UMARI384	GST portion of the HST only	1.04	Debit
10003	11-OCT-2011	REBT	I2013730	UMARI384	GST portion of the HST only	1.04	Debit
10003	11-OCT-2011	JE16	J2019249	UMARI384	Ocean Safety Aug 16/11	98.69	Credit
10003	11-OCT-2011	JE16	J2019249	UMARI384	Marine Security Trng - Jul 26/11	227.96	Credit
10003	11-OCT-2011	JE16	J2019248	UMARI384	MI20203 FX Loss	159.55	Credit

Total: 238.87 C

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.