

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

Step1:

Follow the navigation process to FGIGLAC

The screenshot shows a web browser window with the URL https://www.bantest.mun.ca/banjune1_applicationNavigator/seamless. The page title is "General Ledger Activity FGIGLAC: 9.3.7.M1 (banjune1)". The interface includes a search bar at the top right and a "Go" button. Below the search bar, there are several input fields: "Chart:" with a dropdown menu showing "M", "Fiscal Year:" with a dropdown menu showing "20", "Fund:" with a dropdown menu, "Period:" with a text input field, "Index:" with a dropdown menu, and "Account:" with a dropdown menu. A "Go" button is located to the right of these fields. Below the input fields, there is a grey bar with the text: "Get Started. Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER." The bottom of the page shows a footer with the URL https://edintest.aits.mun.ca/banjune1_BannerAdmin?form=FGIBAVL&ban_args={params}&ban_mode=se and the word "Memorial" on the right.

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.

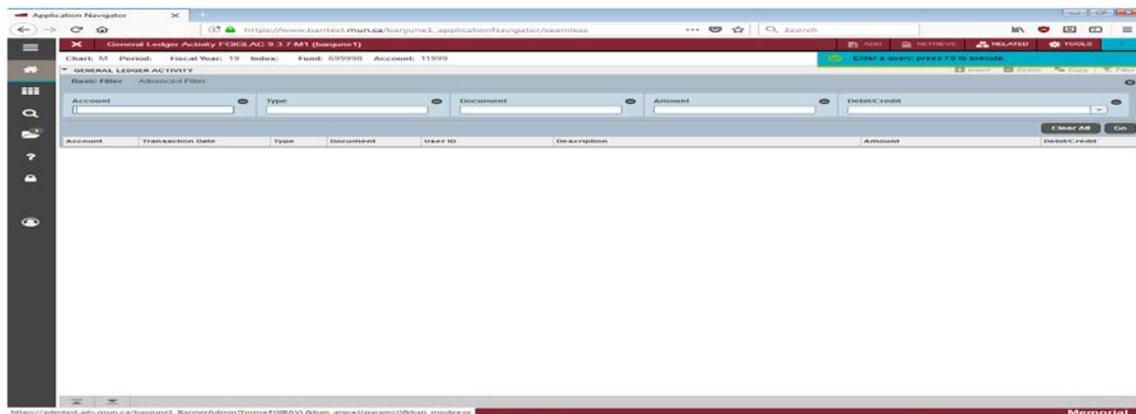
Step 7:

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.

Account	Transaction Date	Type	Document	User ID	Description	Amount	Debit/Credit
11122	12/31/2018	JE 16	J9PIN009	FINPROD	Endowed Investment	23.28	Debit
11999	12/31/2018	JE 16	J9PIN009	FINPROD	Endowed Investment	417.03	Debit
11999	12/31/2018	JE 16	J9PIN009	FINPROD	Endowed Investment	55.93	Debit
11999	12/31/2018	JE 16	J9PIN009	FINPROD	Endowed Investment	57.44	Debit
11999	12/31/2018	JE 16	J9PIN009	FINPROD	Endowed Investment	922.05	Debit
11999	12/31/2018	JE 16	J9PIN009	FINPROD	Endowed Investment	34.77	Debit
11999	12/31/2018	JE 16	J9PIN009	FINPROD	Endowed Investment	27.08	Debit
11999	12/31/2018	JE 16	J9PIN009	FINPROD	Endowed Investment	4,444.44	Credit
11999	12/31/2018	JE 16	J9PIN009	FINPROD	Endowed Investment	20.59	Debit
11999	12/31/2018	JE 16	J9PIN009	FINPROD	Endowed Investment	34.93	Debit
11999	12/31/2018	JE 16	J9PIN009	FINPROD	Endowed Investment	33.23	Debit
11999	12/31/2018	JE 16	J9PIN009	FINPROD	Endowed Investment	14.91	Debit
11999	12/31/2018	JE 16	J9PIN009	FINPROD	Endowed Investment	1,562.74	Credit
11999	12/31/2018	JE 16	J9PIN009	FINPROD	Endowed Investment	13.46	Credit
11999	12/31/2018	JE 16	J9PIN009	FINPROD	Endowed Investment	12.48	Debit
11999	12/31/2018	JE 16	J9PIN009	FINPROD	Endowed Investment	41.40	Debit
11999	12/31/2018	JE 16	J9PIN009	FINPROD	Endowed Investment	33.85	Debit
11999	12/31/2018	JE 16	J9PIN009	FINPROD	Endowed Investment	3.84	Credit
11999	12/31/2018	JE 16	J9PIN009	FINPROD	Endowed Investment	11.70	Debit
11999	12/31/2018	JE 16	J9PIN009	FINPROD	Endowed Investment	33.92	Debit
					Total	885,718.28	Credit

Account:

Displays account code you queried.

Transaction Date:

Displays the transaction posting date.

Type:

Displays the transaction rule class.

Document:

Displays the transaction document number.

User ID:

Displays the ID of the user who posted the transaction.

Description:

Displays the transaction description.

Amount:

Displays the transaction amount.

Debit/Credit:

Displays whether the transaction was a debit or credit.

Total:

Displays the total of the amount for all records.

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.