HOW TO view General Ledger Activity for a Fund in Banner (FGIGLAC)

The form FGIGLAC allows authorized users* to query General Ledger Activity for a fund.

*Authorized User = An individual with Banner access to the Finance module.

Posted transactions may also be viewed by running the Trial Balance Summary Report found on the Financial Services website.

- Only authorized users, individuals with the appropriate Fund/Org access + data warehouse access, will be able to run these reports (more information). If you are unsure whether or not you have data warehouse access, contact the Finance Help Desk by email or phone at 514-398-3463.
- Note: The data warehouse is updated daily from the Banner database - when you run a report it will not include transactions posted "today", but, will include all transactions posted up to "yesterday" (depending on the entered search parameters).

---

When to use FGIGLAC

The Banner form FGIGLAC is used to query general ledger activity - transactions posted to the following account codes:

- "1" - asset accounts
- "2" - liability accounts
- "3" – control accounts
- "4" – fund balance accounts

The results may be further limited by account code, document type, document number, keywords in the description, and/or by amount to display selected transactions.

For more information about these account categories, consult the HOW TO Look up Account Codes.

General Ledger = The set of books against which assets, liabilities and fund balances are recorded. The General Ledger is the basis for the University’s annual Balance Sheet.
HOW TO view General Ledger Activity for a Fund in Banner (FGIGLAC)

How to access the Banner form FGIGLAC

You may access FGIGLAC by entering the form in the Go To field.

Another way to access the form is through the Options menu when using Banner form FGITBAL or FGITBSR.

- The form will appear in the Options menu allowing you to view more detailed information about a set of transactions charged to a specific account.
- Accessing FGIGLAC through the Options menu brings you to the point of viewing transactions - you may then limit the displayed transactions by following steps 10 to 11 outlined below.

How to view general ledger activity using the Banner form FGIGLAC

1. Log in to Banner.
2. Enter FGIGLAC in the Go To field and hit Enter.
3. By default, the Chart of Accounts (COA) 1 will be displayed in the Chart field. TAB to the Period field.
4. Enter the Fiscal Period you wish to query in the Period field (Format "01").
5. By default, the current Fiscal Year will be displayed in the Fiscal Year field. TAB until the cursor is in the Fund field.

   Note: If querying transactions posted in a prior fiscal year, enter the two digit fiscal year.

6. Enter the Fund code you wish to query in the Fund field and TAB.
7. Enter the Account code you wish to query in the Account field OR leave blank to view all transactions posted to the entered Fund.
8. Click on the Next Block icon or use Ctrl + Page Down if you prefer using the keyboard to bring your cursor in the Account code field.
9. To view a list of transactions posted to the entered Fund code and Fiscal period combination, press the F8 key on your keyboard or click the Execute Query icon from the Toolbar.

   Transactions will be listed on a sequence-by-sequence basis.

   Note: To move between lines, use the Next Record and Previous Record icons or the Down arrow key on your keyboard.
HOW TO view General Ledger Activity for a Fund in Banner (FGIGLAC)

**TIP: Query the total of all records displayed on the screen**
The amount in the Total field is the sum of the sequence Amounts displayed on the screen. To go to the last record, click on Options > Query total of all records.

10. If the list of transactions is too long and you want to see a specific account code or document only, you may further limit your search by pressing the F7 key on your keyboard or click the **Enter Query** icon. This will clear the displayed information and you may search on any of the fields listed below:

   - If you know the **Account code**, type in the Account code.
   - If you know the **Document Type**, i.e. JE16 for an Inter-Fund Journal entry, **TAB** to the Type field and enter the document type. For a full list of Document Types, consult the Legend of Document Types.
   - If you know the **Document Number**, **TAB** the Document Number field and enter the Document number. You may use the Wildcard "%" to search for a document. For a full list of Document Numbers, consult the Legend of Document Numbers.
   - If you know the **Amount** of the Document you are looking for, **TAB** to the Amount field and enter the amount.
   - If you know the **Debit/Credit** sequence of the transaction you are looking for, **TAB** to the Debit/Credit field and select from the pull-down menu.

11. Press the F8 key on your keyboard or click the **Execute Query** icon from the Toolbar. This will display a list of documents having the same Account code, Document Type, Document Number, Amount or Debit/Credit sequence for the entered search criteria.

12. To look up further information of a specific transaction, highlight the line of the desired sequence.

13. Click **Options > Query Document** [by Type]. This will bring you to the appropriate Banner query form – **FGIDCOR** or **FAICHKH** or **FAIINVE** for "purchasing" related documents, or **FGIDOCR** for encumbrance and journal entries.

*Note*: To cancel the query, click on the **Cancel Query** icon or use **Ctrl + Q** if using the keyboard.

Click on the **Roll back** icon to navigate back to the key block to modify the fiscal year or the FOAPAL combination. Repeat steps from 3 to 11 outlined above.

**TIP**: Refer to the Auto hint line for additional feedback, in real time, on the progress of your search.