# 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 Service Desk.
- *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).

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## 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 access the Banner form FGIGLAC

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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.

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## 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.

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**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:

    o If you know the **Account code**, type in the Account code.
    o 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.
    o 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.
    o If you know the **Amount** of the Document you are looking for, **TAB** to the Amount field and enter the amount.
    o 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.