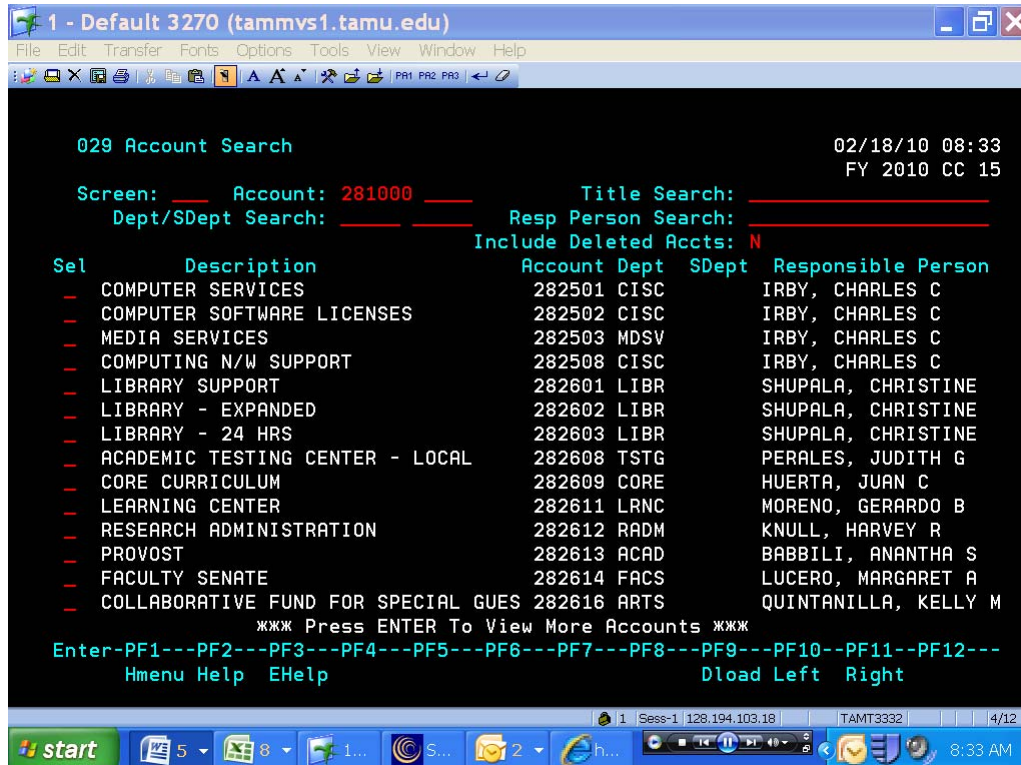


Section 08.03.01.01

GL AND SL ACCOUNTS (SCREEN 29)

The following is an excerpt from the Financial Accounting User's Manual developed by the FAMIS Team at Texas A&M University System.

FAMIS allows you to get a listing of accounts by account number, account title, department, or responsible person. Screen 29 can be used to list General Ledger accounts, Subsidiary Ledger accounts, or Bank accounts. Accounts that are set to "freeze" will appear on this screen. Accounts that are set to "delete" will not be displayed unless you type 'Y' in the Include Deleted Accts: field.

**BASIC STEPS**

- Advance to Screen 29.
- Enter a valid account number to position the screen to a particular place in the list.
- Type 'Y' in the Include Deleted Accts: field to include deleted accounts in the displayed list.
- Press <ENTER> to view the information.
- Type an 'X' in the Sel: field to select an account and press <ENTER>. FAMIS will advance to Screen 6 and display more detail about the account.

EXPLANATION OF ACCOUNT SEARCH PROCESSES

Searching by Account

Screen 29 allows the user to search for General Ledger (GL), Subsidiary Ledger (SL), and Bank accounts. To search for any of these account by their account number, enter their 6 digit identification number in the Account: field. This will bring up a numerical list of accounts, beginning with the number entered.

Searching by Title

If the account number is not known, the user may search by account description, or title. The ability to search for accounts by Title has been expanded. The Title Search: field can now be searched using a wildcard asterisk (*). Be aware that FAMIS is now searching through the Title and the Long Title fields in order to return a list to you for viewing. For example, entering “**pres**” in the field may give you the following:

ASSOC VICE PRESIDENT OPERATIONS	283627	AVPSP
CIP-PRESS BOX	830704	PHPL
ENVIRONMENTAL & COASTAL LAW COURSE	654660	HART
HEF-AVPAA	160987	AVPAA
HEF-PRESIDENT	160979	PRES

You'll notice that you do not see PRES in two of the above titles -- that's because, you are looking at the Short Title, while the letters PRES are found in the Long Title visible on the account screens such as Screen 6.

Searching by Department/Sub-Department

If the account number is not known, the user may search by the department or subdepartment responsible for the account. Enter up to 5 characters of the responsible department in the Dept Search: field and press <ENTER> to initiate the search. This will bring up an alphabetical list of accounts by department, beginning with the department entered.

Searching by Responsible Person

If the account number is not known, the user may search by the person responsible for the account. Enter up to 20 characters of the name of the person responsible for the account in the Resp Person Search: field and press <ENTER> to initiate the search. This will bring up an alphabetical list of accounts by responsible person, beginning with the name entered.

FIELD DESCRIPTIONS

The following are field descriptions commonly found on Screen 29.

Action Line Information

- Account:** 10 digits
Enter a six digit account number (either General Ledger, Subsidiary Ledger, or Bank Accounts).

- Title Search:** 20 characters
Type the title, or portion of the account title, you wish to search.

- Dept/SDept Search:** 5 characters
Indicate the department/subdepartment of the account you wish to search.

- Resp Person Search:** 20 characters
Identify the name, or portion of a name, of the person responsible for the account.

- Include Deleted Accts:** 1 character
Indicate whether or not ('Y' or 'N') to include the deleted accounts.

Screen Information

- Sel:** 1 character
Type an 'X' here and press <ENTER> to select a particular account.

- Description:** 35 characters
Provides a description of the General Ledger, Subsidiary Ledger, or Bank account.

- Account:** 6 digits
Indicates the six digit account number identifying either a General Ledger, a Subsidiary Ledger, or a Bank Account.

Dept: 4 characters
Designates the code for the department responsible for the account.

SDept: 5 characters
Designates the code for the subdepartment responsible for the account.

Responsible Person: 20 characters
Designates the person responsible for the account.

Panel 2

SPR Project: 10 digits
Shows the SPR Project number associated with the account.

Additional Functions

PF9 DLoad Used to download the information through Entire Connection. This download is restricted to 5000 records.