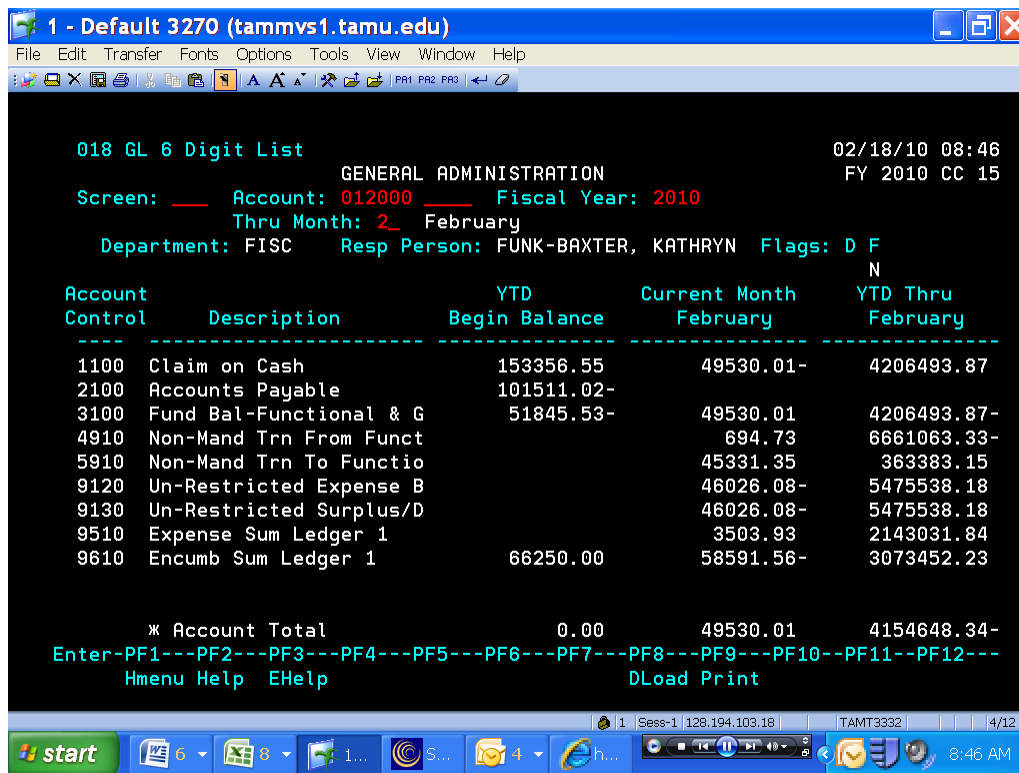


Section 08.03.02.01

GENERAL LEDGER ACCOUNT BALANCES (SCREEN 18)

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

Screen 18 displays the balance sheet for a General Ledger Account. The balance sheet will be that portion of the screen that lists the Assets (Account Controls - 1000s), Liabilities (Account Controls - 2000s) and the Fund Balance at 3X00. Account controls higher than 3000 are for your information only and not part of the balance sheet for the account.



BASIC STEPS

- Advance to Screen 18.
- Enter a valid General Ledger account number.
- Press <ENTER> to view the information.

FIELD DESCRIPTIONS

The following are field descriptions commonly found on Screen 18.

Action Line Information

Account:	10 digits Enter a General Ledger account number.	Entry Required
Fiscal Year:	4 digits Indicate the current fiscal year.	Entry Required
Thru Month:	2 digits Identify through which month the information is to be listed.	Entry Required

Screen Information

Department:	4 characters Designates the department responsible for the account.
Resp Person:	20 characters Identifies the name of the person responsible for the account.
Flags:	1 character Indicated values for Flag Maintenance. Y - Value for flag is "on." N - Value for flag is "off."
Account Control:	4 digits Represents a specific Balance Sheet line item for a GL account.
Description:	30 characters Provides a description of the Account Control item.
YTD Begin Balance:	15 digits Shows the beginning year to date balance.

Current Month: 15 digits
Provides information on listed month's activities.

YTD Thru: 15 digits
Provides year to date information about specific line items through specified month.

Account Total: 10 digits each
Displays the totals of the columns.

Additional Functions

PF KEYS See the Appendix for explanations of the standard PF Keys.

PF8 DLoad Used to download the information through Entire Connection.

PF9 Print Print the information through Entire Connection.