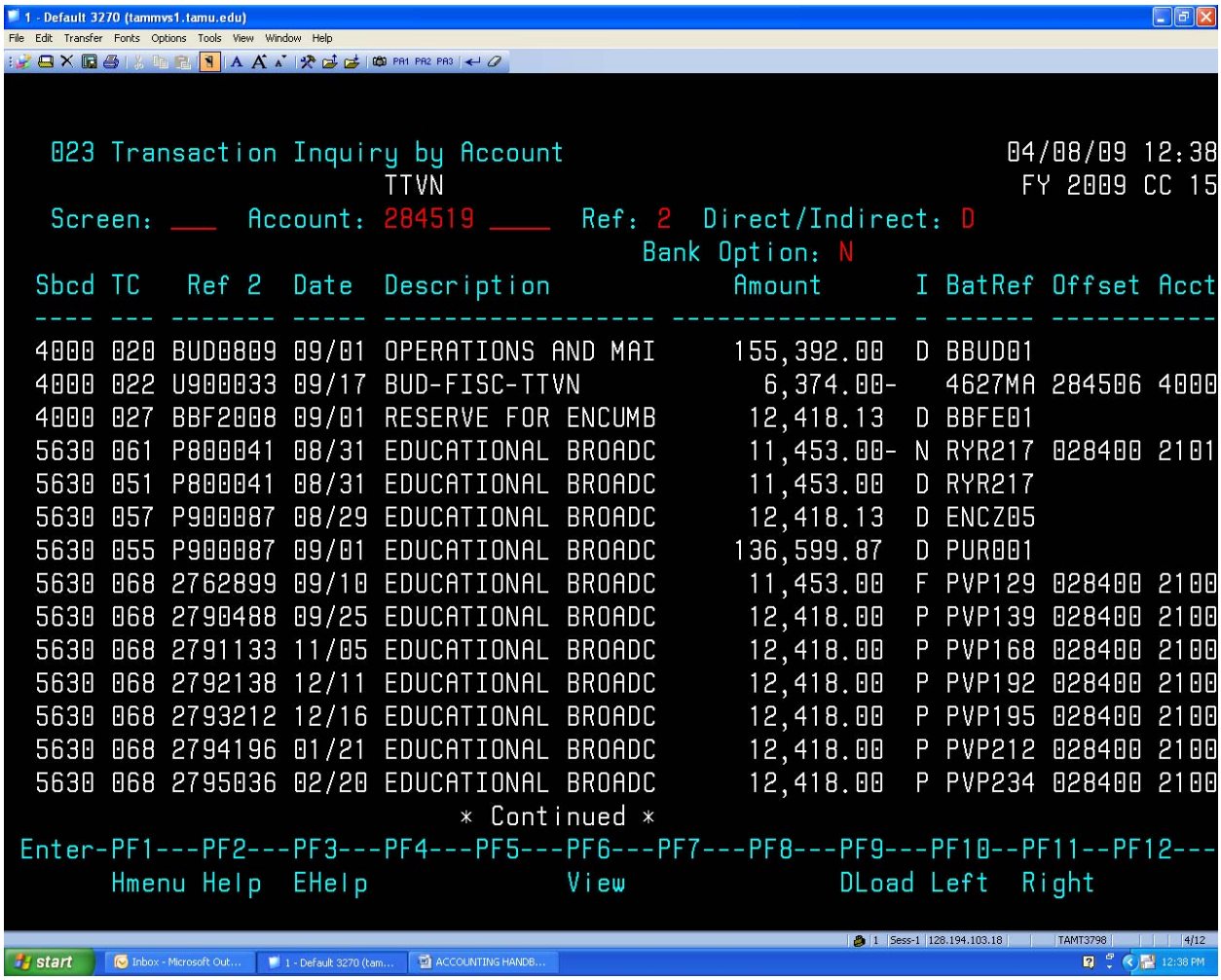
Section 08.03.05.01

GENERAL LEDGER and SUBSIDIARY LEDGER TRANSACTION INQUIRY *SCREEN 023*

This screen provides detailed transaction information for general ledger and subsidiary ledger accounts for the entire fiscal year to date.

HOW TO READ SCREEN #023 FOR G/L AND S/L ACCOUNTS



The following is a list of field descriptions and what each shows.

Action Line Information

Account: 10 digits (**Entry Required)**
Enter a Subsidiary Ledger account number + Object Code

Ref: 1 digit
Denotes the user defined reference number that accounts will be sorted by.

Direct/Indirect: 1 digit
On a GL account, if you select Direct or "D" the transaction will show its effect on the account you entered. If you select Indirect or "I" the transaction will show its effect on cash and fund balance.

Bank Option: 1 character
Indicates whether or not ('Y' or 'N') to display the bank for each transaction. N - Default: Does not display the bank for each transaction.

Screen Information

Sbcd: 4 digits
Designates a specified transaction subcode.

TC: 3 digits
Indicates the transaction code specifying budget, receipt, disbursement, or encumbrance entries.

Ref: 7 characters/digits
Shows more detail for transaction being posted. Reference examples are: purchase order #, voucher #, AP Check #, and Dept. Voucher #.

Date: 4 digits (mmdd)
Displays the date transaction was posted.

Description: 30 characters
Provides a description of the type of income/expense designated in transaction.

Amount: 20 characters
Indicates amount by specific transaction. Debits and credits are displayed; credits have a negative indicator.

I: 1 character
Indicates the transaction as Credit, debit, or encumbrance liquidation (P for Partial, F for Final, or N for No Liquidation).

Offset Acct: 10 digits

Identifies the offsetting account for direct double-sided transactions.

Panel 2 (If you hit PF11 key)

SAcct: 5 digits
Displays the Support Account number of the transaction listed.

BatRef: 6 characters/digits
Designates the batch reference for each transaction.

The following is a list of some batch headers used in FAMIS.

AFR= Year End Entries- Reversed in next Fiscal Year
BB= Budget Automatic Entry
BBFE= Budget Brought Forward for Encumbrances
BD= Budget Manual Entry
BT= Bank Transfers
CA= Cash Receipts- Manual
CD= Cash Disbursements
CM= Compound Journal Entry
CR= Cash Receipts- Automated
CSF= Change Source of Funds (State to Local or Local to State)
EN= Encumbrance
GBEZ= Generate Expense Budget- Automated
ID= Interdepartment Transfer- Automated
"Numbers"= Routing Purchases on A/P & EPA
INDZ= Indirect Cost Automated Entry
IT= Interdepartment Transfer- Manual
JE-=Journal Entries- Manual
PAY= Payroll
PC= Year End Entries
PCARD= Purchasing Card- Automated
PV= A/P Voucher Paid
RAFR= Reversal of last FY AFR entries
SEN= Salary Encumbrance & Budget
SSV= Salary Savings
SUS= Suspense Entry
TCNC= Encumbrance
VCS= A/P Voucher Paid