

## 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

023 Transaction Inquiry by Account 04/08/09 12:38  
 TTVN FY 2009 CC 15  
 Screen: \_\_\_ Account: 284519 \_\_\_ Ref: 2 Direct/Indirect: D  
 Bank Option: N

Sbcd	TC	Ref 2	Date	Description	Amount	I	BatRef	Offset	Acct
4000	020	BUD0009	09/01	OPERATIONS AND MAI	155,392.00	D	BBUD01		
4000	022	U900033	09/17	BUD-FISC-TTVN	6,374.00-		4627MA	284506	4000
4000	027	BBF2008	09/01	RESERVE FOR ENCUMB	12,418.13	D	BBFE01		
5630	061	P800041	08/31	EDUCATIONAL BROADC	11,453.00-	N	RYP217	028400	2101
5630	051	P800041	08/31	EDUCATIONAL BROADC	11,453.00	D	RYP217		
5630	057	P900087	08/29	EDUCATIONAL BROADC	12,418.13	D	ENCZ05		
5630	055	P900087	09/01	EDUCATIONAL BROADC	136,599.87	D	PUR001		
5630	068	2762899	09/10	EDUCATIONAL BROADC	11,453.00	F	PVP129	028400	2100
5630	068	2790488	09/25	EDUCATIONAL BROADC	12,418.00	P	PVP139	028400	2100
5630	068	2791133	11/05	EDUCATIONAL BROADC	12,418.00	P	PVP168	028400	2100
5630	068	2792138	12/11	EDUCATIONAL BROADC	12,418.00	P	PVP192	028400	2100
5630	068	2793212	12/16	EDUCATIONAL BROADC	12,418.00	P	PVP195	028400	2100
5630	068	2794196	01/21	EDUCATIONAL BROADC	12,418.00	P	PVP212	028400	2100
5630	068	2795036	02/20	EDUCATIONAL BROADC	12,418.00	P	PVP234	028400	2100

\* Continued \*

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
 Hmenu Help EHelp View DLoad Left Right

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)***

**SActt:** 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