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 (either P for Partial or F for Final).

**Offset Acct:** 10 digits
Identifies the offsetting account for direct double-sided transactions.

**Panel 2 (If you hit PF11 key)**

**SAacct:** 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  
- **TCNC**= Encumbrance  
- **VCS**= A/P Voucher Paid