

GA1104 – General Accounting Transactions Screen

Use General Accounting Transactions Screen (GA1104) to record or modify existing accounting transactions within a batch. Note that the General Accounting Transactions Screen (GA1104) can only be accessed through the General Accounting Batch Header Screen (GA1103).

User Function Keys

F1	REFRESH	Redisplays the screen and record. Any changes or additions you made to the screen since you last pressed Enter will disappear.
F2	ADD or DUP	Adds new transactions. Records the transaction and copies the data to the next set of highlighted accounting fields.
F3	CHANGE/ DELETE	Changes or deletes an existing transaction.
F4	LIST	Sequentially lists existing transactions.
F5	BATCH HEADER	Displays the General Accounting Batch Header Screen (GA1103).
F6	CANCEL	Cancels the current function (add, change or delete) and clears entered data.
F8	MENU	Redisplays the FMS System menu.

Data Fields

BATCH IDENTIFIER (display only)	SUB SRC
BATCH DATE (display only)	REIM-CD
SUB-BATCH (display only)	SUBSID ACCT
REC NUM (see definition)	TRNS AMT
TRNS CD	TRNS DESC
TRNS RVRS	DOC NUM (display only)
APPR INDX	REF DOC (display only)
PRG INDX	ID NUMBER
ORG INDX	ID TYP
SUB OBJ	YRQ
SSOBJ	MISC DATA
SRC REV	

Batch Identifier

Definition	Display only. Displayed from the General Accounting Batch Header Screen (GA1103). A code identifying a source or type of accounting transaction, for example, 01 (pooled cash), 02 (tuition distribution), or 10 (GL opening entries).
Length	2 characters
Edits	Must be valid on the Batch Identifier Table (GA1068).

Batch Date

Definition	Display only. Displayed from the General Accounting Batch Header Screen (GA1103). The date of an accounting activity.
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Length	6 digits
Format	YYMMDD

Sub-batch

Definition	Displayed from the General Accounting Batch Header Screen (GA1103). A unique, system-generated field further defining a batch number.
Length	2 characters
Edits	Must be valid on the Batch Identifier Table (GA1068).

Record Number

Definition	Display only when adding transactions to a batch. Entry required when changing, displaying or deleting transactions within an existing batch. A unique, sequential, system-generated number identifying an accounting transaction.
Length	7 digits

Transaction Code

Definition	A code identifying a type of transaction being entered into the General Ledger module (for example, expenditure, liquidation, revenue, or liability).
Length	3 characters
Edits	Must be valid on the Transaction Code Table (GA1093).

Transaction Reverse

Definition	A code indicating whether or not a normal debit/credit posting of a transaction code should be reversed.
Values	Valid codes are: <div style="text-align: center;"> Blank Normal posting (default) R Reverse posting </div>

Appropriation Index

Description	A code identifying the fund (for example, treasury or local allotted funds) and appropriation (the authorizing legislation for state funds) for a transaction..
Length	3 characters
Edits	Must be valid on the Fund/Appropriation Information Table (GA1090).

Program Index

Description	A code identifying a program (for example, General Administration or Student Services), subprogram (a further definition of activities within a program), and activity (yet a further definition within the program and subprogram structure) for
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	a transaction..
Length	3 characters
Edits	Must be valid on the Program Information Table (GA1091).

Organization Index

Definition	A code representing the campus, division, and department assignments for a transaction..
Length	4 characters
Edits	Must be valid on the Organization Information Table (GA1092).

Subject

Description	A code identifying the subobject expenditure categories for a transaction, for example: <table border="0" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;">Code</th> <th style="text-align: left;">Title</th> </tr> </thead> <tbody> <tr> <td>EA</td> <td>Supplies</td> </tr> <tr> <td>BA</td> <td>Benefits</td> </tr> <tr> <td>GC</td> <td>Travel</td> </tr> </tbody> </table>	Code	Title	EA	Supplies	BA	Benefits	GC	Travel
Code	Title								
EA	Supplies								
BA	Benefits								
GC	Travel								
Length	2 characters								
Edits	Must be valid on the Subobject Table (GA1011).								

Sub-subobject

Description	A code identifying the subobject expenditure categories for a transaction, for example: <table border="0" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;">Code</th> <th style="text-align: left;">Title</th> </tr> </thead> <tbody> <tr> <td>EA10</td> <td>Office supplies</td> </tr> <tr> <td>EA20</td> <td>Instruction supplies</td> </tr> <tr> <td>EA30</td> <td>Janitorial supplies</td> </tr> </tbody> </table>	Code	Title	EA10	Office supplies	EA20	Instruction supplies	EA30	Janitorial supplies
Code	Title								
EA10	Office supplies								
EA20	Instruction supplies								
EA30	Janitorial supplies								
Length	2 characters								
Edits	Must be valid on the Sub-Subobject Table (GA1012).								

Source of Revenue

Description	A code that defines how revenue is generated (for example, through fines, capital gains or sale of property) for a transaction.
Length	4 characters
Edits	Must be valid on the Major Source Table (GA1035).

Subsource

Description	A code used to further define a source of revenue for a transaction.
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Length	2 characters
Edits	Must be valid on the Subsource Table (GA1036).

Reimbursable Code

Description	A code used to capture a particular type of reimbursable accounting activity and retain the detailed transactions (for example, financial aid, salaries, or work study).
Length	2 characters
Edits	Must be valid on the Reimbursable Code Table (GA1075).

Subsidiary Account

Definition	A code identifying the subsidiary account for a transaction. The positions in the code are:	
	Positions 1-6	AR-ID (accounts receivable identification number)
	Position 7	FA - source (financial aid source code)
	Positions 8-10	Due To/From or FAPC (due to/from fund agency code or financial aid program code)
Length	10 characters	
Values	Valid codes for position 7 (FA-SOURCE) are:	
	Code	Title
	F	Financial aid check
	M	Manual adjustment
	C	Automatic financial aid check
	I	Tuition and fee transfer

Transaction Amount

Description	The dollar amount of a transaction.
Length	12 digits
Format	999999999.99

Transaction Description

Description	The description of a transaction.
Length	30 characters

Document Number

Description	A number identifying the source document of a transaction, for example, a purchase order number.
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Length	10 characters
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Reference Document

Description	A code or number identifying the reference document of a transaction, for example, an internal transaction processing document.
Length	10 characters

Identification Number

Description	A number (for example, social security number, student identification number, or vendor number) identifying the person or organization associated with a transaction.
Length	9 characters

Identification Type

Definition	A code identifying the type of person or organization associated with a transaction.
Values	Valid codes are: <div style="margin-left: 40px;"> S Student E Employee V Vendor O Other </div>

Year and Quarter

Definition	The fiscal year and session or quarter of a transaction, if applicable.
Length	4 characters
Format	For year/quarter codes and more detailed information, see Year/Quarter Codes.

Miscellaneous Data

Description	An optional text field used for entering additional information about a transaction. Accessible only for <i>ad hoc</i> inquiry.
Length	100 characters

Using GA1104

Below is information on how to use the General Accounting Batch Header Screen (GA1103)

Adding Transactions

To add a batch of transactions:

1. From the General Accounting Batch Header Screen (GA1103), type the Batch Identifier and Batch Date in the highlighted fields.
2. Press Add (F2)
3. Press Account Trans (F6) to display the General Accounting Transaction Screen (GA1104).
4. Press Add (F2).
5. Type data into the highlighted fields.
6. Press Enter to record the transaction or Dup Trns (F2) to record and copy the transaction to the next set of highlighted fields.
7. Repeat steps 5 and 6 until all accounting transactions have been added.
8. Press Batch Header (F5) to complete the addition of the batch and to redisplay the General Accounting Batch Header Screen (GA1103).

Changing Transactions

To change an existing batch of transactions:

1. From the General Accounting Batch Header Screen (GA1103), type the Batch Identifier Date, Batch Date, and Sub-Batch in the highlighted fields. Then perform one of the following three options.
2. To change the batch, press Change (F3). Type data into the highlighted fields, and press Enter.
3. To delete the batch, press Delete (F5). To confirm the deletion, press Delete (F5) again. Alternatively, to cancel the deletion, press Refresh (F1).
4. To display the General Accounting Transaction Screen (GA1104), press Account Trans (F6).
 - a. Type the Rec Num in the highlighted field.
 - b. Press Change (F3).
 - c. Type data into the highlighted fields.
 - d. Press Enter to save the changes.
 - e. Repeat steps a-d until all transactions have been changed as necessary.
 - f. Press Batch Header (F5) to redisplay the General Accounting Batch Header Screen (GA1103).

Displaying Transactions

To inquire on or display an existing batch of transactions:

1. From the General Accounting Batch Header Screen (GA1103), type the Batch Identifier, Batch Date, and Sub-batch in the highlighted fields.
2. Press Inquire (F4).

3. To display the General Accounting Transaction Screen (GA1104), press Enter or Account Trans (F6).
4. To see the transactions in the batch, press Enter or F4 (List).

The first two transactions in the batch are displayed.

5. Press Enter to continue displaying subsequent accounting transactions.
6. Press Batch Header (F5) to redisplay the General Accounting Batch Header Screen (GA1103).

Deleting Transactions

To delete an existing batch of transactions:

1. From the General Accounting Batch Header Screen (GA1103), type the Batch Identifier, Batch Date, and Sub-batch in the highlighted fields.
2. Press Delete (F5).

The Batch Header Balance Screen displays with all fields in display-only mode.

3. To confirm the deletion, press Delete (F5) to confirm the deletion. Alternatively, to cancel the deletion press Refresh (F1).

Note: Once Delete has been pressed for the second time, the batch of transaction is deleted and cannot be retrieved.

Copying Transactions

To copy an existing batch of transactions:

1. From the General Accounting Batch Header Screen (GA1103), type a new Batch ID and Batch Date in the highlighted fields.
2. Press Add (F2).

The Batch Header Balance Screen displays with all fields in editable mode.

3. Press Copy Batch (F2).
4. Type the original Batch Id, Batch Date, and Sub-batch in the highlighted fields.
5. Press Enter.

Note: Copying a batch will not affect the open or closed status of the original batch.

Reversing Transactions

To reverse an existing batch of transactions:

1. From the General Accounting Batch Header Screen (GA1103), type the Batch Identifier, Batch Date, and Sub-batch in the highlighted fields.
2. Press Add (F2).

The Batch Header Balance Screen displays.

3. Press Reverse Batch (F3).
4. Type the original Batch Id, Batch Date, and Sub-batch in the highlighted fields.
5. Press Enter.

Note: When you are reversing a batch, the original batch must have a status of Closed. The original batch is not affected by the reversal process.

Releasing Transactions

To release a batch of transactions:

1. From the General Accounting Batch Header Screen (GA1103), type the Batch Identifier, Batch Date, and Sub-batch in the highlighted fields.
2. Press Change (F3).

The Batch Header Balance Screen displays.

3. Press Reverse Batch (F3).
4. Type the Batch Count Entered, Batch Amount Entered, and Batch Release values in the highlighted fields.
5. Press Enter.