

GA1110 – General Ledger Archival Inquiry

The General Ledger Archival Inquiry program provides a way for you to select, view and sort General Ledger data which has been archived using the On-Line GL Archival Inquiry Process (GA1318J).

The General Ledger Archival Inquiry program consists of two screens:

- the Selection Screen which allows you to specify what archived data you want to see
- the Sort Sequence Screen which allows you to specify the sort order in which you want to view the retrieved data

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Selection Screen

Description

The General Ledger Archival Inquiry - Selection Screen (GA1110) is the first of two screens you can use to view general ledger data archived using the On-Line GL Archival Inquiry Process (GA1318J). The second screen is the General Ledger Archival Inquiry - Sort Sequence Screen which you use to control the order in which the data is displayed on the Selection Screen.

Use the Selection Screen to enter the account structure for the archived data you want to display. Note that you can use question marks as wildcard characters to control the number of records retrieved. One question mark stands for one character.

The On-Line GL Archival Inquiry Process (GA1318J) archives general ledger data into the ARCHV database based on the value entered in the parameter YR-MO. Note that the month must be closed before you schedule GA1318J.

User Functions

| | |
|---|---|
| F1 (Refresh) | Redisplays the screen and the account code components entered. |
| F2 (Summary and Print Summary) | Displays a summary record (totals) based on the criteria entered in the account code fields. Also prints the summary records. |
| F3 (Detail and Print Detail) | Displays detail records in table format based on the criteria entered in the account code fields. Also prints the detail records. |
| F4 (Expanded Detail and Print Expanded) | Displays expanded detail records (complete records) based on the sequence entered in the Sort Sequence screen. Also prints the expanded detail records. |
| F5 (Select Sort Seq) | Accesses the General Ledger Archival Inquiry - Sort Sequence Screen. |
| F7 (Help) | Not available. |
| F8 (Menu) | Returns you to the FMS Menu where you can select a different process or log off the system. The current transaction is canceled. |

Data Fields

| | |
|------------------------------------|---|
| GL (key; required) | Ssrc |
| Appr Indx (key) | Bank Acct (key) |
| Prg Indx (key) | Due To/From (key) |
| Org Indx (key) | Reim Code (key) |
| Sobj (key) | Begin Period (required) |
| Ssobj (key) | End Period (required) |
| Src | |

General Ledger

| | |
|-------------------|---|
| Definition | Key field. Entry required. A code defined by SBCTC-ITD identifying the general ledger used for the account structure search. (A GL code is an account code which is used to segregate data by type for a financial statement or balance sheet.) |
|-------------------|---|

| | |
|---------------|----------|
| Length | 4 digits |
|---------------|----------|

Appropriation Index

| | |
|-------------------|--|
| Definition | Key field. A code defined by users identifying a fund and appropriation combination. |
| Length | 3 characters |

Program Index

| | |
|-------------------|--|
| Definition | Key field. A code defined by users representing the program, subprogram, and activity. |
| Length | 3 characters |

Organization Index

| | |
|-------------------|---|
| Definition | Key field. A code defined by users which generally represents a campus, division, and department. |
| Length | 4 characters |

Subobject

| | |
|-------------------|--|
| Definition | Key field. A code defined by SBCTC-ITD representing the object and subobject for expenditure transactions. Subobject codes are used for external reporting purposes. |
| Length | 2 characters |

Sub-subobject

| | |
|-------------------|---|
| Definition | Key field. A code defined by users which allows further definition of expenditures within the object/subobject structure. |
| Length | 2 characters |

Source of Revenue

| | |
|-------------------|---|
| Definition | A code defined by SBCTC-ITD representing the major group and major source for revenue transactions. |
| Length | 4 characters |

Subsource

| | |
|-------------------|--|
| Definition | A code defined by users identifying types of revenue within a source of revenue. |
| Length | 2 characters |

Bank Account Code

| | |
|-------------------------------|--|
| Definition | Key field. A code defined by users identifying a central bank account. |
| Length | 2 characters |
| Additional Information | If this field is left blank, FMS applies all cash activity to the central bank account by default. |

Due to/From

| | |
|-------------------|---|
| Definition | Key field. A code indicating that an amount is <i>due to</i> or <i>due from</i> another fund or agency. |
| Length | 3 characters |

Reimbursable Code

| | |
|-------------------|--|
| Definition | Key field. A code defined by users for capturing a particular type of accounting activity that reports detailed transactions based on that activity. |
| Length | 2 characters |

Begin Period

| | |
|-------------------|--|
| Definition | Required field. Identifies the beginning date for displaying archived data. The first two digits are the last two digits of the fiscal year. The last two digits are the archived month. For example, to view records for October, 2000, enter 0010 in this field. Note: Use the Begin Period and End Period fields to establish a range of months, or enter the same month in each field to view one month of archived data. |
| Length | 4 digits |

End Period

| | |
|-------------------|--|
| Definition | Required field. Identifies the ending date for displaying archived data. The first two digits are the last two digits of the fiscal year. The last two digits are the archived month. For example, to view records through the end of November 2000, enter 0011 in this field. Note: Use the Begin Period and End Period fields to establish a range of months, or enter the same month in each field to view one month of archived data. |
| Length | 4 digits |

Sort Sequence Screen

Description

The General Ledger Archival Inquiry - Sort Sequence Screen is the second of two screens used to view general ledger data archived using the On-Line GL Archival Inquiry Process (GA1318J). The first screen is the General Ledger Archival Inquiry - Selection Screen which you use to enter the account structure for the archived data you want to display.

Use the Sort Sequence Screen to:

- create and save a default sort sequence;
- create temporary sort sequences that you do not want to save;
- change the sort order of the expanded detail data.

The On-Line GL Archival Inquiry Process (GA1318J) archives general ledger data into the ARCHV database based on the value entered in the parameter YR-MO. Note that the month must be closed before you schedule GA1318J.

User Functions

| | |
|------------------------|--|
| F1 (Refresh) | Resets the Sort Sequence screen and returns you to the Selection Screen. |
| F2 (Default Sort Seq) | Clears an unsaved sort sequence and displays the saved (default) sort sequence in its place. |
| F4 (Activate Sort Seq) | Returns you to the Selection Screen and uses the displayed sort sequence to sort the data. This sequence is used until you press Default Sort Seq (F2) or you leave the General Ledger Archival Inquiry Screen. Both actions will cause the default sort sequence to be reactivated. |
| F5 (Save Sort Seq) | Saves the displayed sort sequence. The saved sequence becomes the default sort sequence. |
| F7 (Help) | Not available. |
| F8 (Menu) | Returns you to the FMS Menu where you can select a different process or log off the system. The current transaction is canceled. |

Data Fields

Element

| | |
|-------------------|--|
| Definition | Display only. Displays the data elements that define the financial account structure and the various batch components. |
|-------------------|--|

Sequence

| | |
|-------------------|--|
| Definition | Key field. A code which controls the sort order used when the expanded detail records on the Selection Screen are displayed. |
| Length | 2 digits |

Instructions for viewing archived GL data

Below are the steps for using the two General Ledger Archival Inquiry screens to view archived GL data. Note that, in order to view the data, you must first archive it using the On-Line GL Archival Inquiry Process (GA1318J). Also note that the month must be closed before you schedule GA1318J.

To view archived GL data

1. From the FMS Menu, select GA1110 and press Enter.

The Selection Screen is displayed.

2. In the various fields provided, type the codes and date ranges you want to use for selecting and viewing General Ledger data.

Note: You can use question marks as wildcard characters in the fields. One question mark represents one character. For example, if you want to see all items under all General Ledger codes for a specific time period, type question marks (????) in the GL field (and then enter the date range for the records you want to see).

3. Select one of the following options:
 - To see data totals only, press Summary (F2).
 - To see certain details about each record, press Detail (F3).
 - To see the complete record, press Expanded Detail (F4).

After you press one of the above function keys, the data will be displayed. It will automatically be sorted based on a default sort sequence.

Note: When you press Summary, Detail or Expanded Detail, the function key label changes to allow you to print the screen. Summary becomes Print Summary, Detail becomes Print Detail, and Expanded Detail becomes Print Expanded.

If your search results in more than one screen of information, use Previous Screen (F5) and Next Screen (F6) to see the other screens. You can also type the page number you want to see in the Page field in the upper right-hand corner of the screen.

To change the sort sequence

1. From the Selection Screen, press Select Sort Seq (F5).

The Sort Sequence Screen and default sort sequence are displayed. You have the following options:

- To change the default sort sequence, in the Seq column, type numbers representing the new order in which you want the data to be sorted. Press Save Sort Seq (F5). The new sort sequence will become the default.

- To create a temporary (non-default) sort sequence, type a new set of numbers in the Seq column but do not press Save Sort Seq. This temporary sort sequence will be active until you press Default Sort Seq (F2) to recall the default sequence or until you exit the GL Archival Inquiry program.
2. Press Activate Sort Seq (F4) to return to the Selection Screen.