

GA1103 - General Accounting Batch Header Screen

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General Accounting Batch Header Screen

Use the General Accounting Batch Header Screen (GA1103) to create a batch or access an existing batch of transactions.

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	Add a new batch of transactions.
F3	CHANGE	Changes an existing batch of transactions.
F4	INQUIRE	Displays an existing batch of transactions
F5	DELETE	Deletes an existing batch of transactions
F6	ACCOUNT TRANS	Displays the General Accounting Transaction Screen (GA1104)
F8	MENU	Redisplays the FMS System menu.

Data Fields

BATCH IDENTIFIER (key; required)
BATCH DATE (key field; required)
SUB-BATCH (required when changing, displaying or deleting a batch))

Batch Identifier

Definition	Key field. Entry required. A code identifying a source or type of accounting transaction, for example, 01 (pooled cash), 02 (tuition distribution), and 10 (GL opening entries).
Length	2 characters
Edits	Must be valid on the Batch Identifier Table (GA1068).

Batch Date

Definition	Key field. Entry required. The date of an accounting activity.
Length	6 digits
Format	YYMMDD

Sub-batch

Definition	Entry required when changing, displaying or deleting a batch. A unique, system-generated further defining a batch number.
Length	2 digits
Edits	Must be valid on the Batch Identifier Table (GA1068).

General Accounting Batch Header Screen - Balance

Use General Accounting Batch Header Screen - Balance (GA1103) to balance or release a batch of transactions.

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	COPY BATCH	Displays the General Accounting Batch Header (GA1103) - Copy/Reverse Screen
F3	REVERSE BATCH	Displays the General Accounting Batch Header (GA1103) - Copy/Reverse Screen
F6	ACCOUNT TRANS	Displays the General Accounting Transaction Screen (GA1104)
F8	MENU	Redisplays the FMS System menu.

Data Fields

BATCH IDENTIFIER (key; required)	BATCH AMOUNT ENTERED
BATCH DATE (key field; required)	BATCH AMOUNT COMPUTED (display only)
SUB-BATCH (required when changing, displaying or deleting a batch)	BATCH RELEASE
BATCH ENTRY DATE (display only)	BATCH REVERSE (display only)
BATCH POSTING PERIOD	BATCH STATUS (display only)
FISCAL MONTH (display only)	BANK ACCT CD (display only)
BATCH COUNT ENTERED (required)	BATCH POST IN (display only)
BATCH COUNT COMPUTED (display only)	NUMBER FATAL ERROR (display only)

Batch Identifier

Definition	Key field. Entry required. A code identifying a source or type of accounting transaction, for example, 01 (pooled cash), 02 (tuition distribution), and 10 (GL opening entries).
Length	2 characters
Edits	Must be valid on the Batch Identifier Table (GA1068).

Batch Date

Definition	Key field. Entry required. The date of an accounting activity.
Length	6 digits
Format	YYMMDD

Sub-batch

Definition	Entry required when changing, displaying or deleting a batch. A unique, system-generated further defining a batch number.
Length	2 digits
Edits	Must be valid on the Batch Identifier Table (GA1068).

Batch Entry Date

Definition	Display only. The date a batch of accounting transactions will be posted.
Length	6 digits
Format	YYMMDD

Batch Posting Period

Definition	The accounting period to which a batch of accounting transactions will be posted. Defaults to the current year and month but can be changed.
Length	4 digits
Format	YYMM

Fiscal Month

Definition	Display only. The fiscal month in which a batch of accounting transactions will be posted.
Length	2 digits

Batch Count Entered

Definition	When releasing a batch for processing, entry required if Batch Post Ind contains a 1. The number of transactions entered in a batch.
Length	6 digits
Format	999999

Batch Count Computed

Definition	Display only. A system-calculated number indicating the total number of transactions entered in a batch.
Length	6 digits
Format	999999

Batch Amount Entered

Definition	Your calculation of the the total dollar amount of the accounting transactions entered in a batch. The Trns Dr/Cr Ind (transaction Dr/Cr indicator field on the Transaction Code Table (GA1093) determines whether the batch balance will be increase, decreased or not affected.
Length	12 digits

Batch Amount Computed

Definition	Display only. A system-calculated number indicating the total dollar amount of the accounting transactions entered in a batch. The Trns Dr/Cr Ind (transaction Dr/Cr indicator field on the Transaction Code Table
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	(GA1093) determines whether the batch balance will be increase, decreased or not affected.
Length	12 digits

Batch Release

Definition	A code indicating whether or not a batch of accounting transactions is to be released for processing. Note: A batch cannot be released if: <ul style="list-style-type: none"> • Fatal errors exist. • The batch contains no transactions. • The batch is out of balance.
Length	1 character
Values	Valid codes are: <p style="text-align: center;">Y Yes N No</p>

Batch Reverse

Definition	Display only. A code indicating whether or not a batch has been reversed.
Length	1 character
Values	Valid entries are: <p style="text-align: center;">Blank Not reversed R Reversed</p>

Batch Status

Definition	Display only. A code indicating the status of a batch.
Length	1 character
Values	Valid entries are: <p style="text-align: center;">O Batch is open for updates P Batch is in the final phase of posting; transactions cannot be added, changed or deleted. E Batch is partially posted. Errors have been encountered when posting detail transactions; only those records in error can be accessed for correction. G Batch is open only for generated transactions.</p>

	C	This code is currently not used. Batch is closed; transactions cannot be added, changed or deleted.
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Bank Account Code

Definition	Display only. A code indicating that a bank account different from the central account will be affected by the cash transactions in a batch.
Length	2 characters
Edits	Must be valid on the Bank Account Code Table (GA1074).

Batch Post Indicator

Definition	Display only. A code indicating when a batch of transactions is to be processed.
Length	1 character
Values	Valid entries are: <ul style="list-style-type: none"> 1 Manually (transactions are posted when the batch is balanced and released) 2 Immediately (transactions are posted as they are entered into the batch) 3 Automatically (transactions are posted the end of the day)

Number of Fatal Errors

Definition	Display only. The number of fatal errors in a batch.
Length	7 digits

General Accounting Batch Header Screen - Copy/Reverse

Use General Accounting Batch Header Screen (GA1103) - Copy/Reverse to copy or reverse an existing batch of transactions.

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.
F8	MENU	Redisplays the FMS System menu.

Data Fields

BATCH IDENTIFIER (key; required)	BATCH AMOUNT ENTERED
BATCH DATE (key field; required)	BATCH AMOUNT COMPUTED (display only)
SUB-BATCH (required when changing, displaying or deleting a batch)	BATCH RELEASE
BATCH ENTRY DATE (display only)	BATCH REVERSE (display only)
BATCH POSTING PERIOD	BATCH STATUS (display only)
FISCAL MONTH (display only)	BANK ACCT CD (display only)
BATCH COUNT ENTERED (required)	BATCH POST IN (display only)
BATCH COUNT COMPUTED (display only)	NUMBER FATAL ERROR (display only)

Batch Identifier

Definition	Key field. Entry required. A code identifying a source or type of accounting transaction, for example, 01 (pooled cash), 02 (tuition distribution), and 10 (GL opening entries).
Length	2 characters
Edits	Must be valid on the Batch Identifier Table (GA1068).

Batch Date

Definition	Key field. Entry required. The date of an accounting activity.
Length	6 digits
Format	YYMMDD

Sub-batch

Definition	Entry required when changing, displaying or deleting a batch. A unique, system-generated further defining a batch number.
Length	2 digits
Edits	Must be valid on the Batch Identifier Table (GA1068).

Batch Entry Date

Definition	Display only. The date a batch of accounting transactions will be posted.
Length	6 digits

Format	YYMMDD
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Batch Posting Period

Definition	The accounting period to which a batch of accounting transactions will be posted. Defaults to the current year and month but can be changed.
Length	4 digits
Format	YYMM

Fiscal Month

Definition	Display only. The fiscal month in which a batch of accounting transactions will be posted.
Length	2 digits

Batch Count Entered

Definition	When releasing a batch for processing, entry required if Batch Post Ind contains a 1. The number of transactions entered in a batch.
Length	6 digits
Format	999999

Batch Count Computed

Definition	Display only. A system-calculated number indicating the total number of transactions entered in a batch.
Length	6 digits
Format	999999

Batch Amount Entered

Definition	Your calculation of the the total dollar amount of the accounting transactions entered in a batch. The Trns Dr/Cr Ind (transaction Dr/Cr indicator field on the Transaction Code Table (GA1093) determines whether the batch balance will be increase, decreased or not affected.
Length	12 digits

Batch Amount Computed

Definition	Display only. A system-calculated number indicating the total dollar amount of the accounting transactions entered in a batch. The Trns Dr/Cr Ind (transaction Dr/Cr indicator field on the Transaction Code Table (GA1093) determines whether the batch balance will be increase, decreased or not affected.
Length	12 digits

Batch Release

Definition	A code indicating whether or not a batch of accounting transactions is to be released for processing. Note: A batch cannot be released if: <ul style="list-style-type: none">• Fatal errors exist.• The batch contains no transactions.• The batch is out of balance.
Length	1 character
Values	Valid codes are: Y Yes N No

Batch Reverse

Definition	Display only. A code indicating whether or not a batch has been reversed.
Length	1 character
Values	Valid entries are: Blank Not reversed R Reversed

Batch Status

Definition	Display only. A code indicating the status of a batch.
Length	1 character
Values	Valid entries are: O Batch is open for updates P Batch is in the final phase of posting; transactions cannot be added, changed or deleted. E Batch is partially posted. Errors have been encountered when posting detail transactions; only those records in error can be accessed for correction. G Batch is open only for generated transactions. This code is currently not used. C Batch is closed; transactions cannot be added, changed or deleted.

Bank Account Code

Definition	Display only. A code indicating that a bank account different from the central account will be affected by the cash transactions in a batch.
Length	2 characters
Edits	Must be valid on the Bank Account Code Table (GA1074).

Batch Post Indicator

Definition	Display only. A code indicating when a batch of transactions is to be processed.
Length	1 character
Values	Valid entries are: <ul style="list-style-type: none">1 Manually (transactions are posted when the batch is balanced and released)2 Immediately (transactions are posted as they are entered into the batch)3 Automatically (transactions are posted the end of the day)

Number of Fatal Errors

Definition	Display only. The number of fatal errors in a batch.
Length	7 digits

Using GA1103

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.