

# Using GA1103 and GA1104

Below is information on how to use the General Accounting Batch Header Screen (GA1103) and the General Accounting Transaction Screen (GA1104). For further information, see the screen and field definitions for [GA1103](#) and the screen and field definitions for [GA1104](#) in [FMS Control Tables and Transaction Screens by Index Number](#).

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## 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).

To see the transactions in the batch, press Enter or F4 (List).
4. 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).
3. The Batch Header Balance Screen displays with all fields in editable mode.
4. Press Copy Batch (F2).
5. Type the original Batch Id, Batch Date, and Sub-batch in the highlighted fields.
6. 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).
3. The Batch Header Balance Screen displays.
4. Press Reverse Batch (F3).
5. Type the original Batch Id, Batch Date, and Sub-batch in the highlighted fields.
6. 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.