Section 08.03.02.05

BALANCES BY SUBCODE SA ACCOUNT (SCREEN 69)

The following is an excerpt from the Financial Accounting User’s Manual developed by the FAMIS Team at Texas A&M University System.

To find information on specific 11-digit accounts (Subsidiary Ledger account number plus Support Account number) you can view Screen 69. Information is totaled through a specified month.

Screen 69 - Support Account List with Category Totals (Panel 1)

<table>
<thead>
<tr>
<th>Account</th>
<th>11th Digit</th>
<th>Description</th>
<th>Budget</th>
<th>Actual</th>
<th>Encumbrances Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>3000</td>
<td></td>
<td>Travel Pool</td>
<td>2100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>XXXX</td>
<td></td>
<td>Total Travel Pool</td>
<td>2100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4000</td>
<td></td>
<td>Other Exp Pool</td>
<td>7096</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4013</td>
<td></td>
<td>Supplies - Research</td>
<td>195</td>
<td>195</td>
<td></td>
</tr>
<tr>
<td>5650</td>
<td></td>
<td>Freight/Delivery Ser</td>
<td>39</td>
<td>24</td>
<td>18</td>
</tr>
<tr>
<td>5751</td>
<td></td>
<td>Medical &amp; Lab Equip</td>
<td>80</td>
<td>80</td>
<td></td>
</tr>
<tr>
<td>5756</td>
<td></td>
<td>SOFC - Clothing</td>
<td>17</td>
<td></td>
<td>17</td>
</tr>
<tr>
<td>5765</td>
<td></td>
<td>Educ Books, File &amp; R</td>
<td>472</td>
<td>231</td>
<td>242</td>
</tr>
<tr>
<td>XXXX</td>
<td></td>
<td>Total Other Exp Pool</td>
<td>7900</td>
<td>529</td>
<td>275</td>
</tr>
<tr>
<td>XXXX</td>
<td></td>
<td>Total Expenses</td>
<td>10000</td>
<td>529</td>
<td>275</td>
</tr>
</tbody>
</table>

If PY or IN, the display won't be correct unless the year-end process flag is set to 'P' on Screen 6.
Screen 69 - Support Account List with Category Totals (Panel 2)

BASIC STEPS
• Advance to Screen 69.
• You must enter a valid account number.
• Press <ENTER> to view the information.

FIELD DESCRIPTIONS

**Action Line Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>15 digits Entry Required, Enter a Subsidiary Ledger + Support Account + Object Code.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year</td>
<td>4 digits, Indicate the current fiscal year.</td>
</tr>
</tbody>
</table>

**Screen Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thru Month</td>
<td>2 digits, Identify through which month the budget period goes.</td>
</tr>
</tbody>
</table>
information is to be listed.

**FY/PY/IN to Date:**
- 2 characters
- FY = Fiscal Year
- PY = Project Year
- IN = Inception of the project to date.
- If ‘PY’ or ‘IN’, the display won’t be correct unless the year-end process flag is set to ‘P’on Screen 6.

**Resp Person:**
- 30 characters
- Identifies the name of the person responsible for the account.

**Exclude from Bottom Line:**
- 12 digits
- Gives the dollar figure that is excluded from the total.

**Department:**
- 4 characters
- Designates the department responsible for the account.

**Flags:**
- 1 character
- Indicated values for Flag Maintenance.
  - Y - Value for flag is “on.”
  - N - Value for flag is “off.”

**Net Dir BBA:**
- 12 digits
- Shows the Budget Balance Available attributed to direct expenses.

**Map Code:**
- 5 digits
- The General Ledger to which the Subsidiary Ledger is tied.

**Unprotected Available:**
- 12 digits
- Displays the unprotected portion of budget that is not under spending restrictions set on Screen 10C.

**Obj:**
- 4 digits
- Object codes defining categories where money is expensed or received.
Description: 30 characters
Provides written description of object code.

Budget: 12 digits
Funds budgeted and the allocation of these funds to expenses.

Actual: 12 digits
Actual dollar amounts spent in object code categories.

Encumbrances: 12 digits
Gives the dollar amounts encumbered for object code categories.

Available: 12 characters
Available funds (Budgeted amounts minus Actuals and Encumbrances) from revenue and for expenses.

Panel 2:
C: 1 character
A value in this field indicates the type of Category Control in effect.
R = Reject
W = Warning
Blank is no control

P: 1 character
A ‘P’ indicates that this budget category is protected from borrowing funds by other budget categories.

CM Actual: 12 digits
Gives the actual dollar amount for the current month.

Actual: 14 digits
Gives actual dollar amount spent/received on object code item.
Encumbrances: 12 digits
Gives dollar amounts committed for specified object codes.

Available: 12 digits
Gives dollar amounts available, in relation to the budget, for specified object codes.