# Section 08.03.05.03 SL TRANSACTIONS BY MONTH (SCREEN 46)

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

You can find all of the transactions posted in a given month against a specified General Ledger, Subsidiary Ledger or bank account number, beginning at a specific Reference 2 or 4 number.

#### Screen 46 - Transactions for a Month by Reference Number 2 or 4

| 🚰 1 - Default 3270 (tammvs1.tamu.edu) 📃 🗗 🗙 |   |                           |                    |  |  |
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| 046 Transactions for                        | a Month by Reference                                    | Number 2 or 4             | 02/18/10 12:27     |  |  |
| Sanaani Oasaunt                             | CUMPIRULLER   | oppeb Op Dofi 1           | PY 2010 CC 15      |  |  |
| Screen: Account                             | Display Pef: 2 Bap                                      | k Ontion: N               | Ref NDF:           |  |  |
| Shed TC Ref 2 Date                          | Description   | Amount T                  | BatRef Offset Acct |  |  |
|   |   |                           |                    |  |  |
| 5215 060 0091202 12/2                       | 1 BO,CASSIE A EYRING                                    | 10.00                     | PCRD12 000375 1615 |  |  |
| 5215 060 0091202 12/2                       | 1 BO, CASSIE A EYRING                                   | 10.00                     | PCRD12 000375 1615 |  |  |
| 5655 060 0091202 12/2                       | 1 BO,CASSIE A EYRING                                    | 6.67                      | PCRD12 000375 1615 |  |  |
| 1900 022 12B0114 12/1                       | 5 BENEFITS REALLOCAT                                    | 1,673.06-                 | BD1225 280115 1900 |  |  |
| 5616 060 12F0010 12/2                       | 2 Admin Copier IDT                                      | 154.23                    | ID1214 270032 0513 |  |  |
| 5682 060 12F0035 12/2                       | 1 First Class Meter                                     | 153.76                    | ID1210 270051 0511 |  |  |
| 5110 060 12F0119 12/2                       | 1 Telecom IDT   | 33.00                     | ID1201 270001 0608 |  |  |
| 5115 060 12F0119 12/2                       | 1 Telecom IDT   | 473.00                    | ID1202 270001 0608 |  |  |
| 5125 060 12F0119 12/2                       | 1 Telecom IDT   | 160.00                    | ID1203 270001 0608 |  |  |
| 5645 060 12J0002 12/0                       | 3 MUVE EXPENSES   | 17,159.76-                | JE1202 284568 5645 |  |  |
| 4085 068 2003979 1271                       | B CURPUS CHRISII SIH                                    | 20.25 F                   | PVP437 028400 2100 |  |  |
|   |   |                           |                    |  |  |
|   |   |                           |                    |  |  |
|   | * End of Data for                                       | December Ж                |                    |  |  |
| Enter-PF1PF2PF3-                            | PF4PF5PF6PF   | 7PF8PF9                   | PF10PF11PF12       |  |  |
| Hmenu Help EHel                             | o View  | DLoad I                   | _eft Right         |  |  |
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#### **BASIC STEPS**

- Advance to Screen 46.
- You must type a valid Subsidiary Ledger (SL) account number.
- Then type a valid Ref 2 or 4 number for the SL.
- Press <ENTER> to view the information.

| Screen 46 - Transactions for a Month by Ref Number 2 or 4 (Panel 2) |                                      |                    |  |  |
|---|--------------------------------------|--------------------|--|--|
| 🚰 1 - Default 3270 (tammvs1   | .tamu.edu)                           |                    |  |  |
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|   |                                      |                    |  |  |
| 046 Transactions for a  | a Month by Reference Number 2 or 4   | 02/18/10 12:28     |  |  |
|   | COMPTROLLER                          | FY 2010 CC 15      |  |  |
| Screen: Account:  | 284510 Month: 12 Search On Ref: 2 R  | et Nbr:            |  |  |
|   | Display Ref: 2 Bank Option: N        |                    |  |  |
| Sbcd TC Ref 2 Date  | SAcct Description                    | Amount             |  |  |
| 5015 060 0001000 10/01  |                                      | 10.00              |  |  |
| 5215 060 0091202 12/21  | 00000 BU,CHSSIE H ETRING             | 10.00              |  |  |
| 5215 060 0091202 12/21  | 00000 BU,CHSSIE H ETRING             | 10.00              |  |  |
| 1000 000 10001202 12/21   | 00000 BU, CHSSIE H ETRING            | 0.07               |  |  |
|   | 00000 BENEFITS REALLOCATION          | 1,673.06-          |  |  |
| 5616 060 12F0010 12/22  | 00000 Hamin Copier IDT DEC           | 154.23             |  |  |
| 5682 060 12F0035 12/21  | 00000 FIRST CLASS METER IDT DEC      | 153.76             |  |  |
| 5110 060 12F0119 12/21  | 00000 Telecom IDT DEC                | 33.00              |  |  |
| 5115 060 12F0119 12/21  | 00000 Telecom IDT DEC                | 473.00             |  |  |
| 5125 060 12F0119 12/21<br>5645 060 1270002 12/02                    | 00000 Telecom IDT DEC                |                    |  |  |
|   | 00000 MOVE EXPENSES                  | 17,109.76-         |  |  |
| 4085 068 2003979 12718  | 00000 CORPUS CHRISTI STAMP WORKS INC | 20.25              |  |  |
|   |                                      |                    |  |  |
|   |                                      |                    |  |  |
|   | * End of Data for December *         |                    |  |  |
| Enter-PE1PE2PE3   | -PF4PF5PF6PF7PF8- <u>PF9PF</u>       | 10PE11PE12         |  |  |
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# FIELD DESCRIPTIONS

### Action Line Information

| Account:       | 6 digits<br>Enter a Subsidiary Ledger account<br>number.                                    | Entry Required<br>Int    |
|----------------|---|--------------------------|
| Month:         | 2 digits<br>Indicate the current month.   | Entry Required           |
| Search on Ref: | 1 digit<br>Enter 2 or 4 for the user defined<br>reference number (usually the F<br>number). | Entry Required           |
| Ref Nbr:       | 7 characters/digits<br>Indicate a Reference Number us<br>access the account.                | Entry Required<br>sed to |

SL Transactions by Month

| Display Ref:       | 1 digit<br>Indicate the user defined reference<br>number by which the accounts are to be<br>sorted.  |
|--------------------|--|
| Bank Option:       | 1 character<br>Indicates whether or not ('Y' or 'N') to<br>display the bank for each transaction.<br>N - Default: Does not display the bank<br>for each transaction.   |
| Screen Information |  |
| Sbcd:              | 4 digits<br>Designates a specified transaction<br>subcode.   |
| TC:                | 3 digits<br>Displays the transaction code specifying<br>budget, receipt, disbursement, or<br>encumbrance entries.  |
| Ref:               | 7 characters/digits<br>Identifies in greater detail the type of<br>transaction being posted. The title of<br>this column changes according to the<br>number entered in the Search on Ref:<br>field. Some reference examples are:<br>purchase order #, voucher #, AP Check<br>#, and Dept. Voucher #. |
| Date:              | 4 digits (mmdd)<br>Displays the date the batch session was<br>entered.   |
| Description:       | 30 characters<br>Provides a description of the type of<br>income/expense designated in<br>transaction.   |
| Amount:            | 14 digits<br>Gives dollar amount of the transaction.   |
| l:                 | 1 character<br>Indicates the transaction as Credit,<br>debit, or encumbrance liquidation   |

# **Finance Handbook**

SL Transactions by Month

| (either | P for | Partial | or F | for | Final) | • |
|---------|-------|---------|------|-----|--------|---|
|---------|-------|---------|------|-----|--------|---|

| BatRef:      | 7 characters/digits<br>Designates the individual batch<br>reference headers.   |
|--------------|--|
| Offset Acct: | 10 digits<br>Shows the offsetting account for direct<br>double-sided transactions if 'N' was<br>entered in the Bank Option: field. |
| OR—          |  |
| Bank:        | 5 digits<br>Displays the bank account number if<br>'Y' was entered in the Bank Option:<br>field.                                   |
| Panel 2      |  |
| SAcct:       | 5 digits<br>Shows the Support Account number.  |

#### **Additional Functions**

**PF6 View** Displays the detailed Transaction Record.

| 📑 1 - Default 3270 (tammvs1.tamu.edu)                           |                                       |  |  |  |
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|   |                                       |  |  |  |
| +   |                                       | +<br>I                                 |  |  |
| Dicalau a   | Detailed Transation                   | Depend                                 |  |  |
| Display of  | Detailed Transaction i                | Record                                 |  |  |
| 12/21/2009 : Telecom IDT  | DEC                                   | \$33.00                                |  |  |
| TransCode: 060 -> 06X ·   | · Journal Entry                       | Dir/Ind: D                             |  |  |
| Account: 284510 00000   | 5110 COMPTROLLER                      |  |  |  |
|   | Telecom-Long D                        | istance                                |  |  |
| Offset: 270001 00000  | J 0608 IELECOMMUNICHI.                | luns                                   |  |  |
| BO/Enc/Dof 1, LD2010  | Services - Tell                       | Eicosl Vn. 2010                        |  |  |
| Por Encreet 1. ED2010   | 2.                                    | Proc Month: 04                         |  |  |
| Ref 3:  | 3:                                    | Batch Date: 12/21/2009                 |  |  |
| Ref 4:  | Bank: 00103                           | Batch Ref: ID1201                      |  |  |
| Vndr/Card Id:   |                                       |  |  |  |
| Enc Obj Cd:   |                                       |  |  |  |
| Ovrd Comp Cd:   | Proces                                | sed: 12/21/2009 17:41:29               |  |  |
| Liquidation Amt: 0.00   | Liquidation Amt: 0.00 User Id: K715FA |  |  |  |
|   | Ope                                   | r Id: BATCH                            |  |  |
| Indirect Base Code: Term Id: STEP01                             |                                       |  |  |  |
| Base Amount: 0.00 Internal Tracking Nbr: 52841387               |                                       |  |  |  |
| PF3= Back to 046 PF4= Exit PF6= Indirect Accts PF/= Corrections |                                       |  |  |  |
|   |                                       |  |  |  |
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# **Finance Handbook**

SL Transactions by Month

PF9 DLoad

Used to download the information through Entire Connection.