

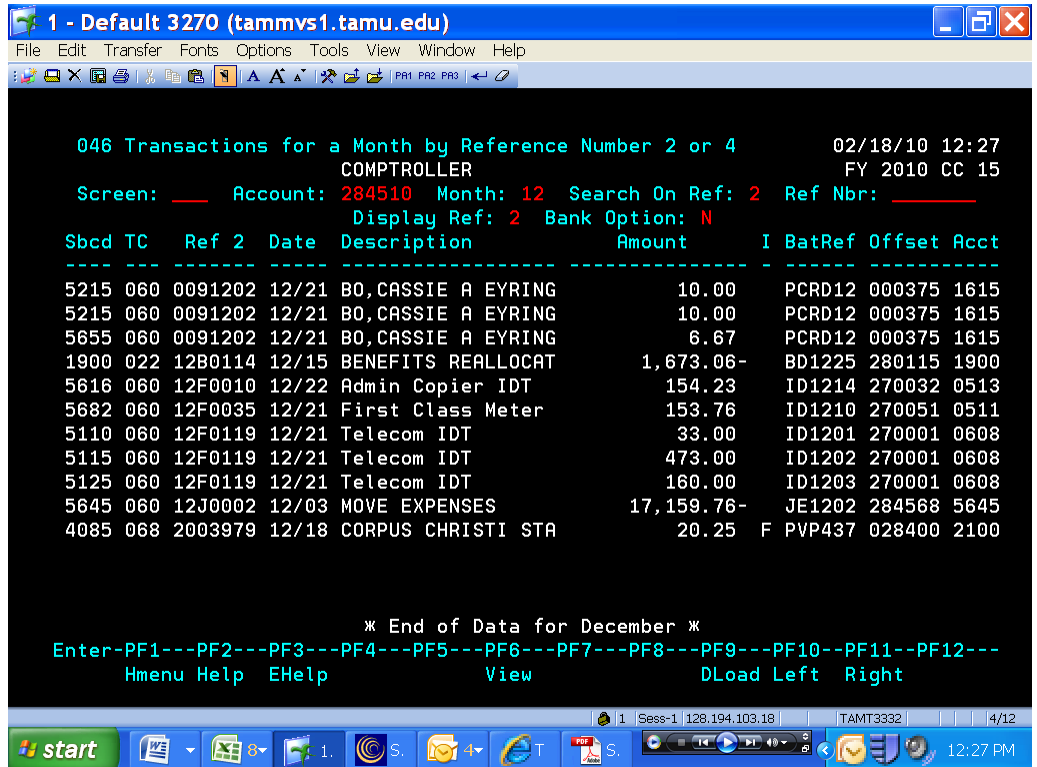
Section 08.03.05.03

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



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)

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046 Transactions for a Month by Reference Number 2 or 4          02/18/10 12:28
COMPROLLER                                                    FY 2010 CC 15
Screen: 1 Account: 284510 Month: 12 Search On Ref: 2 Ref Nbr:
Display Ref: 2 Bank Option: N
-----
Sbcd TC   Ref 2  Date  SAacct Description                               Amount
-----
5215 060 0091202 12/21 00000 BO,CASSIE A EYRING                            10.00
5215 060 0091202 12/21 00000 BO,CASSIE A EYRING                            10.00
5655 060 0091202 12/21 00000 BO,CASSIE A EYRING                             6.67
1900 022 12B0114 12/15 00000 BENEFITS REALLOCATION                        1,673.06-
5616 060 12F0010 12/22 00000 Admin 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 00000 Telecom IDT          DEC          160.00
5645 060 12J0002 12/03 00000 MOVE EXPENSES                            17,159.76-
4085 068 2003979 12/18 00000 CORPUS CHRISTI STAMP WORKS INC           20.25

* End of Data for December *
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help  EHelp          View          DLoad Left  Right
  
```

FIELD DESCRIPTIONS

Action Line Information

- Account:** 6 digits **Entry Required**
 Enter a Subsidiary Ledger account number.
- Month:** 2 digits **Entry Required**
 Indicate the current month.
- Search on Ref:** 1 digit **Entry Required**
 Enter 2 or 4 for the user defined reference number (usually the PO number).
- Ref Nbr:** 7 characters/digits **Entry Required**
 Indicate a Reference Number used to access the account.

Display Ref: 1 digit
Indicate the user defined reference number by which the accounts are to be sorted.

Bank Option: 1 character
Indicates whether or not ('Y' or 'N') to display the bank for each transaction.
N - Default: Does not display the bank for each transaction.

Screen Information

Sbcd: 4 digits
Designates a specified transaction subcode.

TC: 3 digits
Displays the transaction code specifying budget, receipt, disbursement, or encumbrance entries.

Ref: 7 characters/digits
Identifies in greater detail the type of transaction being posted. The title of this column changes according to the number entered in the Search on Ref: field. Some reference examples are: purchase order #, voucher #, AP Check #, and Dept. Voucher #.

Date: 4 digits (mmdd)
Displays the date the batch session was entered.

Description: 30 characters
Provides a description of the type of income/expense designated in transaction.

Amount: 14 digits
Gives dollar amount of the transaction.

I: 1 character
Indicates the transaction as Credit, debit, or encumbrance liquidation

(either P for Partial or F for Final).

BatRef: 7 characters/digits
Designates the individual batch reference headers.

Offset Acct: 10 digits
Shows the offsetting account for direct double-sided transactions if 'N' was entered in the Bank Option: field.

--OR--

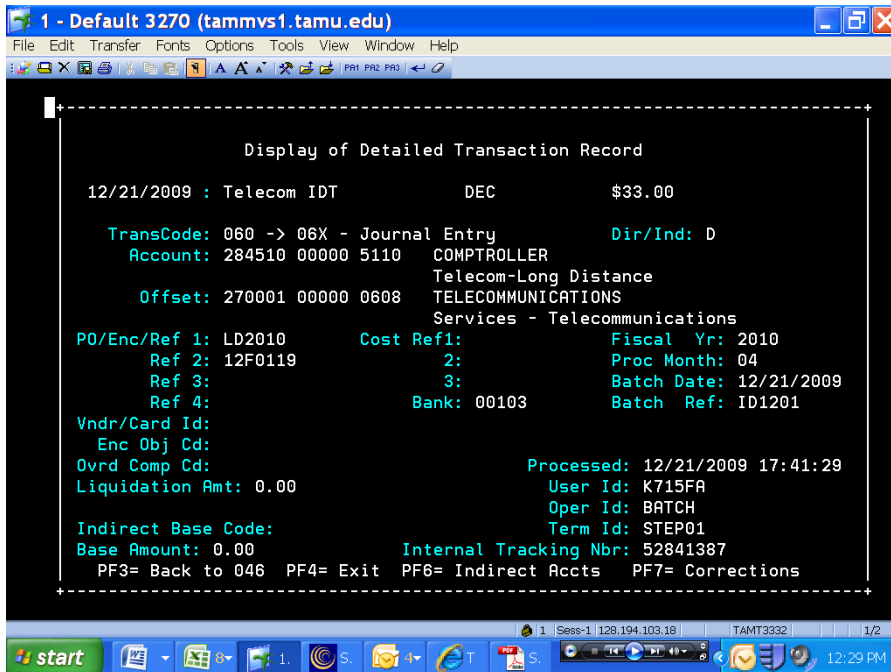
Bank: 5 digits
Displays the bank account number if 'Y' was entered in the Bank Option: field.

Panel 2

SACct: 5 digits
Shows the Support Account number.

Additional Functions

PF6 View Displays the detailed Transaction Record.



PF9 DLoad

Used to download the information through Entire Connection.