

## 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

046 Transactions for a Month by Reference Number 2 or 4 02/18/10 12:27  
 COMPROLLER  
 Screen: \_\_\_ Account: 284510 Month: 12 Search On Ref: 2 Ref Nbr: \_\_\_  
 Display Ref: 2 Bank Option: N

Sbcd	TC	Ref 2	Date	Description	Amount	I	BatRef	Offset	Acct
5215	060	0091202	12/21	BO, CASSIE A EYRING	10.00		PCRD12	000375	1615
5215	060	0091202	12/21	BO, CASSIE A EYRING	10.00		PCRD12	000375	1615
5655	060	0091202	12/21	BO, CASSIE A EYRING	6.67		PCRD12	000375	1615
1900	022	12B0114	12/15	BENEFITS REALLOCAT	1,673.06-		BD1225	280115	1900
5616	060	12F0010	12/22	Admin Copier IDT	154.23		ID1214	270032	0513
5682	060	12F0035	12/21	First Class Meter	153.76		ID1210	270051	0511
5110	060	12F0119	12/21	Telecom IDT	33.00		ID1201	270001	0608
5115	060	12F0119	12/21	Telecom IDT	473.00		ID1202	270001	0608
5125	060	12F0119	12/21	Telecom IDT	160.00		ID1203	270001	0608
5645	060	12J0002	12/03	MOVE EXPENSES	17,159.76-		JE1202	284568	5645
4085	068	2003979	12/18	CORPUS CHRISTI STA	20.25	F	PVP437	028400	2100

\* 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

**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--

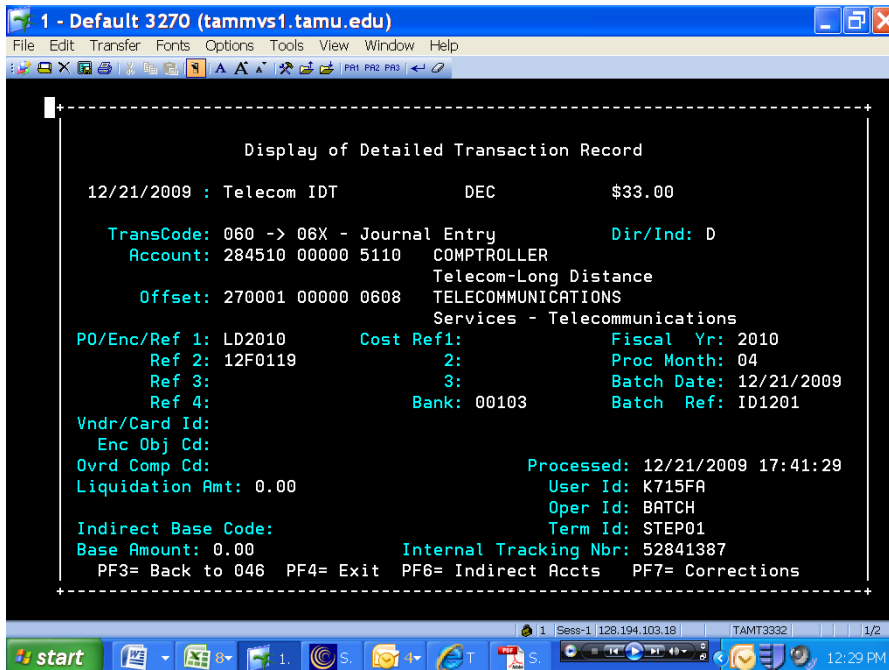
**Bank:** 5 digits  
Displays the bank account number if 'Y' was entered in the Bank Option: field.

**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.