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)

<table>
<thead>
<tr>
<th>Screen:</th>
<th>Account: 284510</th>
<th>Month: 12</th>
<th>Search On Ref: 2</th>
<th>Ref Nbr: -----------</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scond TC</td>
<td>Ref 2</td>
<td>Date</td>
<td>Description</td>
<td>Amount</td>
</tr>
<tr>
<td>5215 080 0001202 12/21 000000 BO, CASSIE A EVING</td>
<td>10.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5215 080 0001202 12/21 000000 BO, CASSIE A EVING</td>
<td>10.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5655 080 0001202 12/21 000000 BO, CASSIE A EVING</td>
<td>6.67</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1900 022 1280114 12/15 000000 BENEFITS REAllocation</td>
<td>1,673.06-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5018 080 12F00010 12/22 000000 Admin Copier IDT</td>
<td>154.23</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5682 080 12F00355 12/21 000000 First Class Meter IDT</td>
<td>153.76</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5110 080 12F0010 12/21 000000 Telecom IDT</td>
<td>35.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5110 080 12F00110 12/21 000000 Telecom IDT</td>
<td>470.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5112 080 12F00110 12/21 000000 Telecom IDT</td>
<td>180.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5645 080 12J00002 12/03 000000 MOVE EXPENSES</td>
<td>17,159.76-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4085 088 2003979 12/18 000000 CORPUS CHRISTI STAMP WORKS INC</td>
<td>20.25</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*End of Data for December*

**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.
Accounting Services Handbook
SL Transactions by Month

(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.