



GBM Account Balances & GTM Account Transactions

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Table of Contents

Account Number	1
Fund Groups	1
Budget Categories	1
GBM – Account Balance Inquiries	2
GB2 – Budget Group Balance.....	2
GB1 – Account Balance Information	4
View Account Balance Detail.....	6
GTM – General Transaction Inquiries.....	7
GT1 – Transactions by Account and Date	8
View Transaction Detail.....	10
Helpful Tips for the GT command:.....	10
UT Direct - Account Balances & Transactions.....	11
UT Direct – My Home.....	11
UT Direct – My Job	12
UT Direct - Account Balance Information	12
UT Direct - Object Code Balances	14
UT Direct - Object Code Balances (Download Results Now).....	15
UT Direct - Transaction Listings.....	16

Account Number

The UTSA account number is a 10-digit number used for recording accounting transactions. The account number is broken down into three parts.

Account Structure

Budget Group		Budget Category
Fund Group		
14	023300	50

- **Fund Group** – The first two digits of the account number specifies the source of funds.
- **Budget Group** – The first 8 digits of an account number represent a Budget Group. Each department or academic entity may have 1 to 10+ budget groups.
- **Budget Category** – The last two digits of the account number specifies the purpose of funds. A Budget Group could have multiple categories.

Fund Groups

14 – State Appropriated General Funds: Funds that consist of state tax dollars used to support University general educational operations, such as salaries, student services, and facilities fees. For Travel – State Funds (may follow local rules)
18 – Service Departments: Used by departments that sells products and provides specific services to the university community. (For Travel – Local Funds)
19 – Designated Funds: Funds which have been internally designated by the institutions governing board or management, to be used for special purposes and can be modified by management at any time. (For Travel – Local Funds)
26 – Grants and Contracts: Funds that are composed primarily of federally sponsored research funds. These are restricted funds in which the donor determines how the funds are to be spent. (For Travel – State Funds)
Note: Depending on the funding source, 26 accounts may follow either state or local rules.
29 – Auxiliary Enterprise Funds: Accounts that are managed essentially by departments that have self-supporting activities outside of the basic education and research functions of the university. (For Travel – Local Funds)
30 – Restricted Funds: Restricted funds that include private donations, and income from endowments. (For Travel – Local Funds)
32 – Loan Funds: Used by the A/R Student Loan Department.
36 – Plant Funds: Funds that are used for major new construction projects, remodeling, and renovations to existing buildings and grounds. (Not used for travel)
41 – Agency Accounts: Funds held in trust for others (Ex: Student Organizations). (Not used for travel)

Budget Categories

01 Faculty Salaries - Regular Session	4x Fuel, Office, ARL Expenses (40 - 49)
02 Teaching Assistants - Regular Session	50 Maintenance, Operation, and Equipment (MO&E)
03 Faculty Salaries - Summer Session	51 All Expenses (can include Travel and Equipment)
04 Teaching Assistants - Summer Session	5x Miscellaneous Special Expenses (52 - 58)
05 Faculty Fellowships	59 Computer Costs
09 Administrative and Professional Salaries	60 Visiting Lecturers and Consultants
10 Classified Personnel Salaries (State accounts)	6x Indirect Expenses (61 - 66)
11 Salaries and Wages - Off Campus	67 Computer Costs (Computation Center Supplies)
12 Classified Personnel Salaries (Non-state accounts)	68 Computer Time (Computation Center)
13 Hazardous Duty Pay	70 Scholarships and Fellowships
14 Fringe Benefits	71 Tuition and Fees
1x Special Wage Accounts (15 - 19)	75 Domestic Travel
20 Wages (State accounts)	76 Foreign Travel
2x Various Purposes (21 - 29)	80 Special Equipment (on Inventory)
3x Various Purposes (30 - 39)	9x All Income accounts (90 - 99)

GBM – Account Balance Inquiries

The General Balance Menu contains commands designed for you to view account balance information.

Viewing Balances

1. To view the menu for general balance, type **GBM** in the **Command** field and **press Enter**.
2. When using a GBM command, you must enter an account number, or budget group or unit code to access the balance information.

```
>>Please enter your next command<<
*DEFINE          ACCOUNT BALANCE INQUIRIES - GBM          Year: 08 09
Command: GBM     Account: _____ Misc: 010109         Month: AUG
EID: _____ Dept Req: _____ Inventory: _____ Purch Ctr _____
=====
COMMAND          FUNCTION:                               MISCELLANEOUS
-----
1. GB1          ACCOUNT INFO / ACCOUNT
2. GB2          ACCOUNT INFO / BUDGET GROUP
3. GB3          ACCOUNT BALANCES WITHIN AN INQUIRY VIEW
4. GB4          ACCOUNT INFO / UNIT
5. GB5          BUDGET GROUP / BUDGET
6. GB7          BUDGET GROUP / UNIT
7. GB8          BUDGET GROUP / BALANCE SHEET
8. GB6          GL ACCTS. AFFECTED BY DOCUMENT - BALANCE
9. GBR          LIST 30/57 RELATED ACCOUNTS
10. GBS         AUTHORIZED SIGNERS FOR AN ACCOUNT
11. GB9         GENERAL LEDGER ACCOUNT DEBITS/CREDITS
```

GB2 – Budget Group Balance

The GB2 command displays financial information for a budget group. This command provides an overall view of the budget group and all the budget categories.

1. Type **GB2** in the **Command** field, type the 8-digit budget group in the **Account** field and **press Enter**. Information for the budget group is displayed.

```
>> All records have been displayed <<
*DEFINE          ACCOUNT INFO / BUDGET GROUP - GB2          Year 08 09
Command: GB2     Account: 1970220050 Misc: 010109         Month: AUG
=====
-DEFINE ADMIN SERVICES OPS                               Scr 4 of 9
Ca Ty P1 S      BF/TR/BD/BA      DI/IN      En/Sc/Sa/AL      Free Balance
-----
50 EX 12 A      4,667.38      4,245.34-      422.04
75 EX 12 A      500.00        109.65-      390.35
98 IN 12 A
-----
Expend          5,167.38      4,354.99-      .00      812.39
Income          .00            .00            .00      .00
Total           5,167.38      4,354.99-      .00      812.39
```

2. The GB2 command consists of 9 screens. Each screen presents various column headings for balance/analysis. To move from one screen to another, tab to "Scr 1 of 7" on the right-side of the page. Place the cursor over the "1" and type the number of the screen that you desire to view.

Screen 1	Screen 6
Budget/Budget Adj - Budget & Budget Adjustments BF/TR/DI/IN - Balance Forward, Transfer, Disbursement, Income En/Sc/Sa/AL - Encumb, Scholarship Enc, Salary Enc, Accrued Inc Free Balance	Investments: Investments BF/TR/DI/IN: Balance Forward, Transfer, Disbursement, Income Free Balance LTF Units: Long-Term-Fund Units
Screen 2	Screen 7
Balance Forward: Balance Forward (BF) Transfers: Transfers (TR) DI/IN: Disbursements & Income Free Balance	BF/TR/IN/BD/BA: Balance Forward, Transfer, Income, Budget, Budget Adjust Exp/Cash: Expenditures & Cash Enc/Asset & Lia: Encumbrance, Assets & Liabilities Free Balance
Screen 3	Screen 8
Material Encumb: Material Encumbrance Salary Encumb: Salary Encumbrance Scholar Encumb: Scholarship Encumbrance Assets/Invest: Assets & Investments	Budget/Bud Adj: Budget & Budget Adjustments Actual Enc/Accruals: Encumbrance & Accruals Over/Under
Screen 4	Screen 9
BF/TR/BD/BA: Bal Forward, Transfer, Disbursement, Income DI/IN: Disbursement, Income En/Sc/Sa/AL: Encumb, Scholarship Enc, Salary Enc, Accrued Inc Free Balance	BF/TR/IN/BD/BA: Balance Forward, Transfer, Income, Budget, Budget Adjust Exp/Cash: Expenditures & Cash Enc/Asset & Lia: Encumbrance, Assets & Liabilities Free Balance
Screen 5	
Balance Forward: Balance Forward Transfers BD: Budget Budget Adj: Budget Adjustment	

3. Listed below are the field headings and description for screen 1:

Scr 1 of 9																
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">Ca</td> <td style="width: 10%; text-align: center;">Ty</td> <td style="width: 10%; text-align: center;">Pl</td> <td style="width: 10%; text-align: center;">S</td> <td style="width: 20%; text-align: center;">Budget/Bud Adj</td> <td style="width: 20%; text-align: center;">BF/TR/DI/IN</td> <td style="width: 20%; text-align: center;">En/Sc/Sa/AL</td> <td style="width: 10%; text-align: center;">Free Balance</td> </tr> <tr> <td colspan="8" style="border-top: 1px dashed black;"></td> </tr> </table>	Ca	Ty	Pl	S	Budget/Bud Adj	BF/TR/DI/IN	En/Sc/Sa/AL	Free Balance								
Ca	Ty	Pl	S	Budget/Bud Adj	BF/TR/DI/IN	En/Sc/Sa/AL	Free Balance									

Field Headings & Description	
Ca	Budget Category – divides the account number by purpose of funds.
Ty	Transaction Type: EX – Expenditure IN - Income
PL	Pool Balance Number – accounts with the same pool number are added together to get a total available balance. The system combines (pools) the free balances of the different budget categories that have the same pool number into one balance (pool balance). When the computer audits an account for funds it reads the pool balance, not the free balance. Pooling accounts can reduce the number of routine budget changes that might normally be required.
S	Account Status: A – Active I – Inactive E – Expired C – Closed
Budget/Bud Adj	Budget – original budget
Budget Adj	Budget Adjustments – adjustments to budget
BF/TR/DI/IN	Balance Forward, Transfers, Disbursements, Income
EN/SC/SA/AL	Encumbrance, Scholarship Encumbrance, Salary Encumbrance, Accrued Income
Free Balance	Free Balance – amount available for expenditures.

Note: Grant accounts may have a line below the Total field called Unbill Rec. This is unbilled receivables.

GB1 – Account Balance Information

The GB1 screen displays information and balances for one account number.

1. Type **GB1** in the **Command** field and type a 10-digit account number in the **Account** field and press **Enter**.
2. The screen will default to the current month. To change the month, type the month in the **Month** field of the **Command** area.
3. The balances displayed are cumulative (year to date).
4. The left side of the screen will display the account title, the account administrator, unit code, the first 5 authorized signers, contact information, purchasing authority (State or Local), and the date of the last activity.
5. Listed below are the field headings and description for the left-side of the GB1 screen:

```

*DEFINE          ACCOUNT INFO / ACCOUNT - GB1          YEAR: 08 09
Command: GB1    Account: 1970220050    Misc: 010109    Month: AUG
=====
-DEFINE ADMIN SERVICES OPS                               Scr 1 of 4
MAINTENANCE, OPERATION AND EQUIPMENT

Administrator:
  Doe, Jane          EID: JD4321
                   Mail: 05300
  Phone: 458-1234   Acct Unit Code: 0000-000

Other Authorized Signers:    More: _
1)
2)
3)
4)
5)
** Use GBS Command for Electronic Signers **
Acct Ct:
Dept Ct:           QRJZS
Address:          Mail Code 05300
Pur Auth: L      Date Last Act: 08/18/09

- Beg Bal:
- Trsf/Adj:      703.62-
- Budg Adj:
- Appr/Bud:     5,371.00
- Income:
- Expend:       4,245.34-
- Invest:
- Asset/Li:
- Misc Enc:
- Sal Enc:
- Sch Enc:
- Free Bal:     422.04
- Appr 00:      .00
- Pool Bal:    812.39
- Pool 12
    
```

Field Headings & Description	
Account Title	Account name and Budget Category description,
Administrator	Principal Administrator and address (Also known as the Unit Head)
EID	The Administrator's UT Electronic Identifier
Mail	The Administrator's campus mail code
Phone	The Administrator's campus phone number
Acct Unit Code	Unit Code – an official university entity. A unit contains one or more account numbers that are assigned by Accounting Services. Unit Code consists of seven digits.
Other Authorized Signers	First 5 authorized signers
Acct Ct	Accountant Contact (Office of Accounting)
Dept Ct	Department Accounting Contact (ex. Liberal Arts – Department)
Address	Department Name
Mail Code	Department's campus mail code
Pur Auth	Purchasing Authority: L – Local S – State
Date Last Act	Date of last activity on the account

6. The right side of the screen displays the free balance, pool balance, as well as the pool number for the account.
7. You can mark the blank field to the left of the balance to view specific details for the balance. This information is itemized by object code. (Refer to page 10 for more information)
8. Listed below are the field headings and description for the right-side of the GB1 screen:

```

*DEFINE                ACCOUNT INFO / ACCOUNT - GB1                YEAR: 08 09
Command: GB1          Account: 1970220050      Misc: 010109          Month: AUG
=====
-DEFINE ADMIN SERVICES OPS                                         Scr 1 of 4
MAINTENANCE, OPERATION AND EQUIPMENT

Administrator:
  Doe, Jane                EID: jd4321
                          Mail: 05300
  Phone: 458-1234          Acct Unit Code: 0000-000

Other Authorized Signers:      More: _
1)
2)
3)
4)
5)
** Use GBS Command for Electronic Signers **
Acct Ct:
Dept Ct:                QRJZS
Address:                Mail Code 05300
Pur Auth: L             Date Last Act: 08/18/09

- Beg Bal:
- Trnsf/Adj:           703.62-
- Budg Adj:
- Appr/Bud:           5,371.00
- Income:
- Expend:             4,245.34-
- Invest:
- Asset/Li:
- Misc Enc:
- Sal Enc:
- Sch Enc:
- Free Bal:           422.04
- Appr OD:             .00
- Pool Bal:           812.39
- Pool 12
    
```

Field Headings & Description	
Beg Bal	Beginning Balance
Trnf/Adj	Transfer and Adjustment
Budg/Adj	Budget and Budget Adjustment
Appr/Bud	Appropriation/Budget
Income	Income
Expend	Expenditures
Invest	Investments
Asset/Li	Assets and Liabilities
Misc Enc	Miscellaneous Encumbrance (includes purchasing and travel)
Sal Enc	Salary Encumbrance
Sch Enc	Scholarship Encumbrance
Free Bal	Free Balance (this is month specific)
Appr OD	Approved Overdraft
Pool Bal	Pool Balance – The system combines (pools) the free balances of the different budget categories that have the same pool number into one balance (pool balance). When the computer audits an account for funds it reads the pool balance, not the free balance. Pooling accounts can reduce the number of routine budget changes that might normally be required.
Pool	Pool Number for the account (refer to command GB2 to view budget categories with the same pool number)

View Account Balance Detail

9. From the GB1 screen, type an “X” to the left of the category (e.g., Expend) and **press Enter**.

```

*DEFINE          ACCOUNT INFO / ACCOUNT - GB1          YEAR: 08 09
Command: GB1    Account: 1970220050    Misc:          Month: AUG
-----
-DEFINE ADMIN SERVICES OPS                               Scr 1 of 4
MAINTENANCE, OPERATION AND EQUIPMENT

Administrator:
                                EID:
                                Mail: 05300
Phone:
                                Acct Unit Code:
Other Authorized Signers:    More: _
1)
2)
3)
4)
5)
** Use GBS Command for Electronic Signers **
Acct Ct:
Dept Ct:
Address:
Pur Auth: L
                                Mail Code 05300
                                Date Last Act: 08/18/09

-----
- Beg Bal:
- Trsf/Adj:          703.62-
- Budg Adj:
- Appr/Bud:          5,371.00
- Income:
X Expend:          4,245.34-
- Invest:
- Asset/Li:
- Misc Enc:
- Sal Enc:
- Sch Enc:
- Free Bal:          422.04
- Appr 0D:           - .00
- Pool Bal:          812.39
- Pool 12:
    
```

10. Balances are displayed by object code. This section displays balances for the previous month (cumulative total), the current month activity, and the balance year-to-date (cumulative total).

11. To view Object Code detail, type an “X” to the left of the code (e.g., 1275) and **press Enter**.

```

>>> Press ENTER for next page <<<

-DEFINE ADMIN SERVICES OPS          MO&E
Acct: 19-7022-0050 Account Status: A    Expend :          0.00
Obj  Ob
Code Ty Title          JULY Balance Month Activity    AUGUST Balance
X 1275 EX REGISTR FEE    1,260.00-          1,260.00-
- 1304 EX COPYING SUCS
- 1315 DI POSTAL SUCS          9.70-          9.70-
- 1319 EX CONTRCT SUCS        145.00-          145.00-
- 1401 DI CONS OFF SUP         85.92          85.92
- 1401 EX CONS OFF SUP        965.56-          1,045.61-
- 1475 EX MAINT/REPAIR        336.00-          336.00-
- 1479 DI MAINT/BUILDN        284.37-          284.37-
- 1527 EX AWRDS-EMP NC         19.59          19.59
- 1780 DI TELECM-LD          118.20-          106.11-
- 1781 DI TELECM-MO CH         891.86-          891.86-
    
```

12. The transactions that make up the object code balance are displayed. If the specific transaction that you are looking for is not displayed, it may be necessary for you to change the **Starting Date** (MMDDYY).

```

Starting Date (MMDDYY): 080109          Transaction Status: E
Rec-Date Voucher Description          Obj Ty          Amount S
Document-ID DTN    P.O.Number Chk.Nbr Prt-Date Prc-Date Account
    
```

13. To view details for a transaction, type one of the following characters to the left of the transaction:

- T Travel to the actual document.
- F Displays the document routing information.
- 1 - 6 Displays Screen 1 – 6 displays various transaction information
- X Displays Screen 1 of 6 Transaction information

```

>> End of list; there were 2 transactions. Please enter next request. <<
Starting Date (MMDDYY): 090108          Transaction Status: E
Rec-Date Voucher Description          Obj Ty          Amount S
Document-ID DTN    P.O.Number Chk.Nbr Prt-Date Prc-Date Account
-----
- 12/15/08 L629029 PROCARD / COGNOS CORPORAT 1275 EX    1,260.00 C
  U3UP7995006          F002950          12/15/08 19-7022-0050
- 01/29/09 J281616 COR. U3UP7995006 L629029 1275 DI    1,260.00- C
  U3UT6999784          01/30/09 19-7022-0050
    
```

GTM – General Transaction Inquiries

The GTM commands allow you to view accounting transaction information. These commands are designed to display transactions using specific criteria. Transactions can be searched by document ID, account number, voucher number, vendor ID, encumbrance number, etc.

Viewing Transactions

- To view the menu for general transaction inquiries, type **GTM** in the **Command** field and **press Enter**.
- Each GTM command must have specific information before you can access the transaction(s). The required information is listed in the **Miscellaneous** column and should be entered in the **Misc field** of the command area.

```

>>Please enter your next command<<
*DEFINE          TRANSACTIONS INQUIRIES - GTM          Year: 08 09
Command: GTM   Account: _____ Misc: _____ Month: AUG
EID: _____ Dept Req: _____ Inventory: _____ Purch Ctr _____
=====
COMMAND          FUNCTION:
-----
1.  GT1          TRANSACTIONS BY ACCT/DATE - DIRECT ONLY
2.  GT2          TRANSACTIONS BY VOUCHER
3.  GT3          TRANSACTIONS BY ENCUMBRANCE NUMBER
4.  GT5          TRANSACTIONS BY DTN
5.  GT6          TRANSACTIONS BY DOCUMENT ID
6.  GT7          TRANSACTIONS BY INVOICE NUMBER
7.  GT8          TRANSACTIONS BY ACCOUNT/OBJECT CODE
8.  GT9          TRANSACTIONS BY VENDOR ID
9.  GTA          TRANSACTIONS BY ACCOUNT/PROCESS DATE
10. GTB          TRANSACTIONS BY CHECK NUMBER OR WARRANT
11. GTC          TRANSACTIONS BY CLIENT KEY
12. GTD          TRANSACTIONS BY ACCT/DATE - ALL ENTRIES
=====
MISCELLANEOUS
-----
DATE MMDDYY
VOUCHER
ENCUMBRANCE NBR
DTN
DOCUMENT ID
INVOICE NBR
OBJECT CODE
VENDOR ID
DATE MMDDYY
CHECK NBR OR WARRANT
CLIENT KEY
DATE MMDDYY
    
```

Example:

GT2 requires the voucher number to be typed in the **Misc field**. If you do not type the required value in the **Misc** field, the message line will indicate what is needed to view transaction by voucher number.

```

>> Please enter a valid voucher number << Message Line
*DEFINE          TRANSACTIONS BY VOUCHER - GT2          Year 08 09
Command: GT2     Account: _____ Misc: _____ Month: AUG
=====
Rec-Date Voucher Description          Obj AC/RT          Amount  S
Document-ID DTN      P.O.Number  Chk.Nbr  T-Code  Prc-Date  Account
=====
Transaction Status: _
    
```

GT1 – Transactions by Account and Date

The GT1 screen displays transaction information by account and date.

1. To view transactions by account number, type **GT1** in the **Command** field and **press Enter**.
2. Type a 10-digit account number in the **Account** field.
3. If necessary, tab to the **Misc** field and specify a starting date (MMDDYY). If you do not enter a date, the starting date will default to the first day of the current month.
4. **Press Enter**. Transactions will be displayed in date order for the account you specified.
5. The GT1 command displays all completed (C) transactions as a default. The “C” transaction status indicates that the transaction has been posted to your account and the account balance is updated.
6. The **Transaction Status** field is located on the right-side of the screen. To view other statuses, type a “?” in the **Transaction Status** field and **press Enter**. A new window appears with the following statuses:
 - **A** – Displays only Proposed Transactions
 - **B** – Displays only Pending Transactions
 - **C** – Displays only Completed Transactions (posted to the account)
 - **R** – Displays only Transactions Ready to be Posted
 - **S** – Displays only Suspended Transactions (will post at a later date)
 - **E** – This option displays every transaction regardless of the status

```

>>> Press ENTER for next page, or mark transactions for more detail <<<
*DEFINE TRANSACTIONS BY ACCT/DATE - DIRECT ONLY - GT1      Year 08 09
Command: GT1  Account: 1970220050  Misc: 010109             Month: AUG
-----
-DEFINE ADMIN SERVICES OPS                                MORE
Rec-Date Voucher Description                               Obj AC/RT
Document-ID DTN      P.O.Number  Chk.Nbr  T-Code  Prc-Date  Amount
-----
01/06/09 L630887 OFFICE COMMUNICATIONS SYS 0200 EN EN      336.00 C
U3UP1975899      2009A00378      0200  01/06/09
01/06/09 L630887 OFFICE COMMUNICATIONS SYS 1475 EX DI      336.00 C
U3UP1975899      2009A00378 F003256 0800  01/06/09
01/12/09 L631781 PROCARD / CRUCIAL.COM-LEX 1846 EX DI      35.98 C
U3UP7999870      F003876         0800  01/12/09
01/12/09 T041882 TELE SUCS CHGS NOV 2008 1781 DI DI      90.24 C
U3UT5999906         1010  02/02/09
01/12/09 T041882 TELE SUCS CHGS NOV 2008 1780 DI DI        6.73 C
U3UT5999906         1010  02/02/09
01/29/09 T041898 TELE SUCS CHGS DEC 2008 1781 DI DI      90.24 C
U3UT5999789         1010  02/02/09
01/29/09 T041898 TELE SUCS CHGS DEC 2008 1780 DI DI        7.37 C
U3UT5999789         1010  02/02/09
                    
```

The following are valid statuses:

A: Proposed
B: Pending
C: Completed
R: Ready to be posted
S: Suspended

E: Displays every transaction, regardless of status

You can PROFILE which status to begin with by pressing PF5 and entering choice

Note: Setup a Personal Screen Profile

The F5 key allows a user to setup profiles for a particular GT command. Each GT command can have a different profile (profiles are command specific). If you would like to set a different default status for the GT1 command, perform the following steps:

- a) Press **F5** on your keyboard.
- b) A new window appears. Tab to the **Beginning Transaction Status** field and type the appropriate status.

```

>>Please enter your selections for the profile of this command<<
User selections for WALDC in command GT1 :

SELECTION ITEM      VALUE
Enter YES to see non-sub entry
Beginning Transaction Status  E
    
```

- c) Press the Enter key twice.
- d) The next time you access command GT1, the Transaction Status field will default to the new status.

7. Listed below are the field headings and description for the GT1 screen:

```

>>> Press ENTER for next page, or mark transactions for more detail <<<
*DEFINE      TRANSACTIONS BY ACCT/DATE - DIRECT ONLY - GT1      Year 08 09
Command: GT1  Account: 1970220050  Misc: 010109                Month: AUG
-----
-DEFINE ADMIN SERVICES OPS      MO&E      Transaction Status: E
  Rec-Date  Voucher  Description      Obj  AC/RT      Amount  S
  Document-ID  DTN      P.O.Number  Chk.Nbr  T-Code  Prc-Date  Account
-----
  01/06/09  L630887  OFFICE COMMUNICATIONS SYS 0200 EN EN      336.00  C
  U3UP1975899      2009A00378      0200  01/06/09
    
```

Field Headings & Description																
Rec-Date	The dates the accounting record were updated.															
Voucher	<p>Voucher numbers are assigned to electronic documents after final approval. This reference number is recorded on the Statement of Account. The alpha character of an approved and processed voucher indicates the voucher type. Below are examples of Voucher Types:</p> <ul style="list-style-type: none"> B – Balance Forward (from previous fiscal year) C – Cash Received J – Journal Voucher (budget transfers, journal entries) L – Payment Voucher made from LOCAL funds O – Encumbrance Transaction (purchase orders, travel requests) S – Payment Voucher made from STATE funds T – Inter-departmental Transfer Voucher (billing from service dept.) 															
Description	A brief description of the transaction or a payee name will be listed in this column.															
OBJ	<p>Object class code is a 4-digit code that describes the transaction type for reporting purposes. Every accounting transaction must have an object code. Below are examples of Object Code Types:</p> <ul style="list-style-type: none"> 0 – Encumbrance Object Code 1 – Expenditure Object Code 3 – Income Object Code 7 – Transfer of funds Object Codes (non-state accounts) 9 – Budget Adjustment Object Codes 															
AC/RT	<p>Accounting Code (Accounting Transaction Type) / Report Type. Below are examples of AC/RT Codes:</p> <table style="width: 100%; border: none;"> <tr> <td>EN – Encumbrances</td> <td>DI - Disbursements</td> <td>EX – Expenditures</td> </tr> <tr> <td>BA – Budget Adjustment</td> <td>BD - Budget Amount</td> <td>IN – Income</td> </tr> <tr> <td>BF – Balance Forward</td> <td>SA - Salary Encumbrance</td> <td>TR – Transfer</td> </tr> <tr> <td>RF – Encumbrances Forward</td> <td>SC - Scholarship Encumbrance</td> <td>RE - Requisitions</td> </tr> <tr> <td>PY – Payable Encumbrance</td> <td>AL - Assets and Liabilities</td> <td></td> </tr> </table>	EN – Encumbrances	DI - Disbursements	EX – Expenditures	BA – Budget Adjustment	BD - Budget Amount	IN – Income	BF – Balance Forward	SA - Salary Encumbrance	TR – Transfer	RF – Encumbrances Forward	SC - Scholarship Encumbrance	RE - Requisitions	PY – Payable Encumbrance	AL - Assets and Liabilities	
EN – Encumbrances	DI - Disbursements	EX – Expenditures														
BA – Budget Adjustment	BD - Budget Amount	IN – Income														
BF – Balance Forward	SA - Salary Encumbrance	TR – Transfer														
RF – Encumbrances Forward	SC - Scholarship Encumbrance	RE - Requisitions														
PY – Payable Encumbrance	AL - Assets and Liabilities															
Amount	Amount of the transaction.															
S	Status of the transaction.															
Doc ID	<p>A Document Identification number is a unique 11-digit number automatically assigned to each document upon creation. Example of a Doc ID: T1VP2998154</p> <ul style="list-style-type: none"> T This alpha character represents the calendar year; it indicates when the document was created. 1 This is UTA component number; it indicates the campus where the document was created. VP2 This indicates the type of document the creator used to generate the transaction. 998154 The last 6 digits are assigned in descending order from 999999 by the system. 															
DTN	Departmental Transaction Number (Optional field).															
PO Number:	Purchase Order Number or Travel Request Number assigned to the transaction.															
Chk Nbr:	<p>This field shows the Check Number on which the voucher was paid</p> <ul style="list-style-type: none"> D Indicates this was a Direct Deposit A Indicates a Local Check was generated PAID Indicates a State Warrant from Austin was generated 															
T-Code	Transaction Codes are assigned by the system to update the general ledger															
Prc Date	Process Date indicates when the transaction was completed and updated the account balance.															
Account	This field shows the Account number to which the transaction applies.															

8. Each transaction line has additional information that may be accessed by typing a “?” in the field to the left of the transaction and **pressing Enter**.

*DEFINE TRANSACTIONS BY ACCT/DATE - DIRECT ONLY - GT1							Year 08 09
Command: GT1		Account: 1970220050		Misc: 010109		Month: AUG	

-DEFINE ADMIN SERVICES OPS				MO&E	Transaction Status: E		
Rec-Date	Voucher	Description		Obj	AC/RT	Amount S	
Document-ID	DTN	P.O.Number	Chk.Nbr	T-Code	Prc-Date	Account	

?	01/06/09	L630887	OFFICE COMMUNICATIONS	SYS 0200	EN EN	336.00 C	
	U3UP1975899		2009A00378	0200	01/06/09		

For detail information on a transaction or to see or print the document ENTER a character in the transaction selection space below.

<=	CHARACTER	RESULT
	T	Travel to the document.
	P N/A	Print a copy of the document.
	F	Display form routing info.
	U N/A	Request a copy of a voucher.
	1 THRU 6	Display appropriate detail screen.
	OTHER	Display detail screen 1.
	Selection: _	

View Transaction Detail

To view details for a transaction, type one of the following characters in the blank field to the left of the transaction:

- **T** - Travel to the Document
- **P** – Print a copy of the document (This option is not available)
- **F** – Displays who created the document and routing information.
- **V** - Request a copy of a voucher (This option is not available)
- **1** - Screen 1 displays transaction information
- **2** - Screen 2 displays check information on voucher payments
- **3** - Screen 3 displays Purchase Order Delivery information
- **4** - Screen 4 displays Voucher and Invoice information for a payment
- **5** - Screen 5 displays Departmental Code information (This option is not used at UTSA)
- **6** - Screen 6 displays Purchase Order Line Item information
- **X or any character other than the above** – Displays screen “1” transaction information.

Helpful Tips for the GT command:

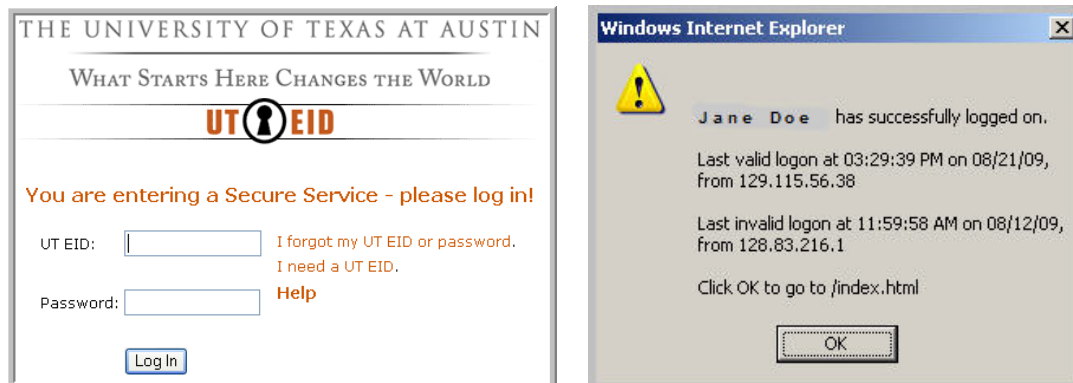
- **Press Enter** to view the next page of transactions.
- **Press F4** to go back a page.
- The **Message Line** will indicate if there are more transactions to view.
- To go directly to any of the 1-6 screens, **type the number in the blank field to the left of the transaction and press Enter**.

UT Direct - Account Balances & Transactions

This section demonstrates how to view Account Balances and Transaction information in UT Direct.

Log in to UT Direct

1. Log into **UT Direct** at the following website: <https://utdirect.utexas.edu/>
2. Type your **UTEID** in the UT EID field.
3. Tab to the **Password** field and type your UT EID password.
4. Select the **Log In** button. You will see a screen stating that you have successfully logged on; Click the **OK** button to proceed. You will be directed to the UT Direct – My Home page.



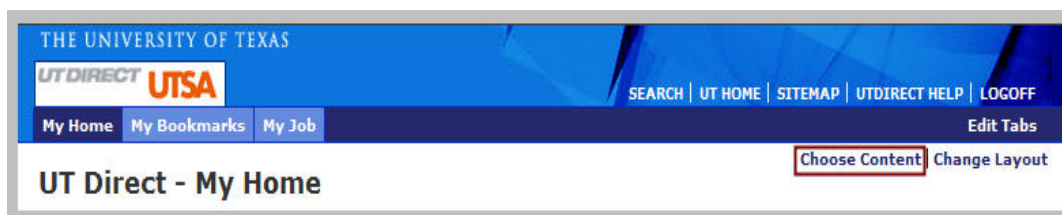
UT Direct – My Home

The My Home page is the starting page for UT Direct. This page contains links to services available to a user.

Note: If your page is orange with UT Austin logo, you must update your component information. If necessary, perform the following steps:

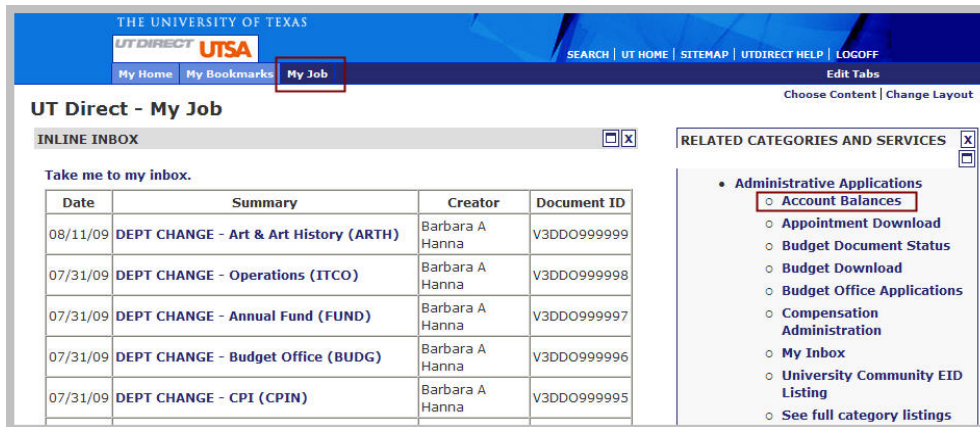
- a) Select **Choose Content** located on the top right side of the screen.
- b) From the **Choose Content for My Home** section, select **Change UT Direct Component** and then click **Update My Home**.
- c) You will be redirected to the My Home page. Select the radio button for **University of Texas at San Antonio**, and then click **Change My Component**. My Home page should now be **UTSA blue** with our graphic.

Also, if you would like to change the content or layout of your Home page, select either Choose Content or Change Layout to make any modifications.



UT Direct – My Job

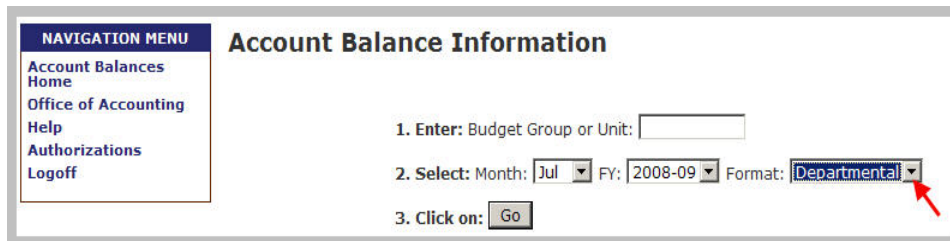
1. Select the **My Job** tab to display the **Related Categories and Services** menu.
2. From the Related Categories and Services section, click the **Account Balances** link.



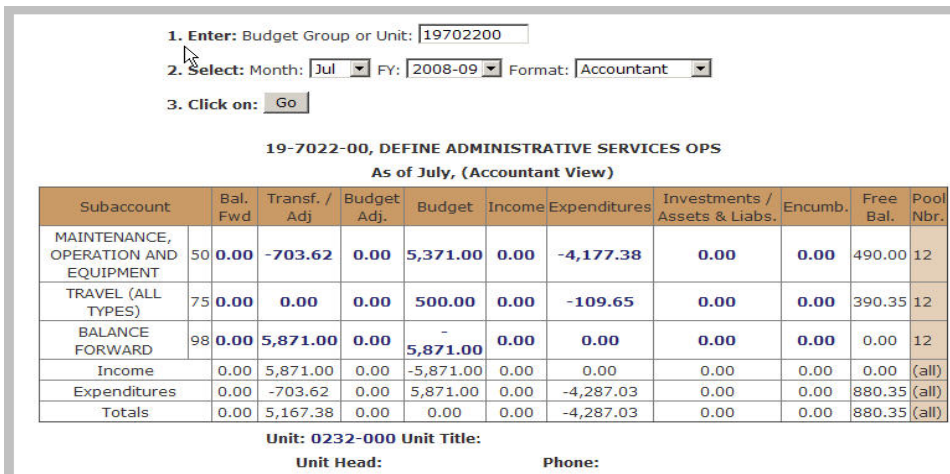
UT Direct - Account Balance Information

The Account Balance Information page provides account information as reflected by the Office of Accounting Services.

1. In the **Budget Group or Unit** box, type the 8-digit Budget Group or a 7-digit Unit code. Do not include spaces or dashes. A Budget Group (e.g., 19023401) is the first 8-digits of an account number. The Unit Code (e.g., 0234000) is a 7-digit number that contains accounts.
2. Select the **Month** and fiscal **Year** for which you would like to view.
3. Budget Group balances are available in a **Departmental View** (displayed in a Money In/Money Out format) and **Accountant View** (this option displays budget, budget adjustments, transfers, expenditures, etc...). Select the desired format from the drop-down list.



4. Click the **Go** button.
5. If you select the **Accountant** format , your screen will look similar to the one below:



6. If you select the **Departmental** format , your screen will look similar to the one below:

Account Balances

1. Enter: Budget Group or Unit:

2. Select: Month: FY: Format:

3. Click on:

19-7022-00, DEFINE ADMINISTRATIVE SERVICES OPS, July

Budget Category	Free Balance	Money In	Money Out	Reserves	Pool No.
MAINTENANCE, OPERATION AND EQUIPMENT	50 490	5,371	<u>-4,881</u>	0	12
TRAVEL (ALL TYPES)	75 390	500	-110	0	12
BALANCE FORWARD	98 0	0	0	0	12
Totals	880	5,871	-4,991	0	(all)

Unit: **0232-000** Unit Title:
Unit Head: Phone:

- 7. To view details for an **Account Balance**, click the underlined amount.
- 7.1. The **Amount Detail** page is displayed. An itemization of the expense is listed in this section.
 - 7.1.1. To view more detail for a specific transaction, click on the underlined amount.
 - 7.1.2. The **Account Information: Transaction** page is displayed. This page is similar to command GT1 in *DEFINE.

Account Balance Information

1. Enter: Budget Group or Unit:

2. Select: Month: FY: Format:

3. Click on:

19702200, Money Out, July

Object Code	Category	Amount
0200	MATERIAL ENCUMBRANCES	0
1275	REGISTRATION FEES-EMPL	0
1304	COPYING SERVICES	0
1315	POSTAL SERVICES	-10
1319	CONTRCT SVCS-PURCHASED	<u>-145</u>
1401	CONSUM OFF/CMPTR SUPPL	-880
1475	MAINT/REPAIR-FURN&EQUI	-336
1479	MAINT/REPAIR-BUILDINGS	-284
1527	AWARDS-EMP (NON-CASH)	20
1780	TELECOMM-LONG DISTANCE	-118
1781	TELECOMM-MONTHLY CHG	-892
1846	COMP EQUIP - EXPENSED	36
1847	COMP EQUIP - CONTROL	-1,568
7465	INTRAFND TRANSFER IN C	507
7466	INTRAFND TRNSFER OUT D	<u>-1,211</u>
9020	ORIGINAL BUDGET	0
9153	BUDGET - OTHER OPERAT	0
9199	BUDGET ADJ OFFSET	0
TOTAL Money In		-4,881

[Return to list of accounts for Budget Group 19702200](#)

Account Information: Transactions

Month: FY: Account: Object Code:

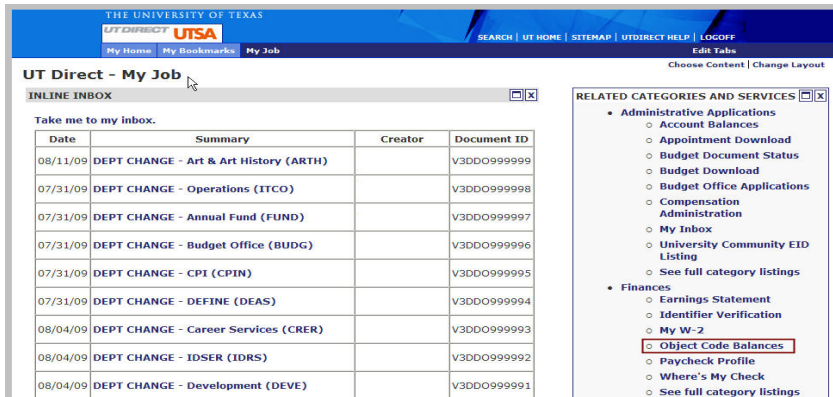
Include non-subaccount entries (RP, RI, etc.)

Amount Increase	Amount Decrease	Type / Obj	Description/Comments	Transaction Date	Obj. Code Desc	DTN Voucher Doc ID	Encumbrance Number	Check Info
	-145.00	EXPENDITURE 1319	BUSINESS TELEPHONE & SYST *** CHECK PRINT DATE: 12/11/08 *** CHECK CASHED: 12/22/08	12/07/2008	CONTRCT SVCS-PURCHASED	L627778 U3VP1977809	2009A02645	K013700
*** End of Transactions ***								
Return to Amount Detail								

UT Direct - Object Code Balances

The Object Code Balances page is used to view accounting information related to object class codes. This page allows users to run reports on the information by entering specific criteria. Many of the fields provide drop-down menus, while others provide free-form fields. After all of the criteria have been provided, you may view the balance information on the web or download the results to your computer.

1. Click the **My Job** tab, Select **Object Code Balances** from **Finances** section in Related Categories menu.



2. Make a selection from the criteria provided. From the **Show Balances by** drop-down menu, select one of the following: Account Number (10 digits), Budget Group (8 digits), Account Group (2 digits), or General Ledger Number (6 digits).

The screenshot shows the 'Object Code Balances' search criteria form. It includes the following sections:

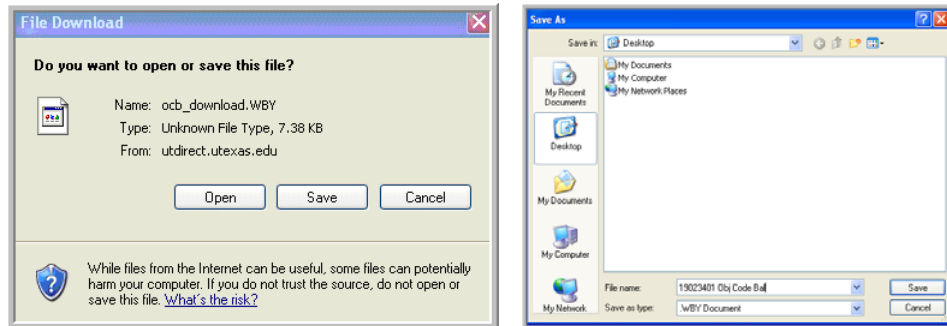
- 1. Show balances by:** A dropdown menu set to 'Account (10 digits)', followed by 'for' and a date dropdown set to 'July', and a fiscal year dropdown set to '2008 - 2009'.
- 2. Most specific search criteria (REQUIRED):** A 'Type' dropdown set to 'Account number' and a 'Value' text input field containing '1970220050'.
- 3. Limit to this range of values (OPTIONAL):** Two text input fields for 'Minimum Amount' and 'Maximum Amount'.
- 4. Next limit results by (OPTIONAL):** A dropdown menu set to 'Object code', followed by 'Include Object Codes' and 'Exclude Object Codes' text input fields.
- 5. Next limit results by (OPTIONAL):** A dropdown menu set to 'Transaction type', followed by 'Include Transaction Types' and 'Exclude Transaction Types' text input fields.
- 6. Submit:** Two buttons: 'Show Results Now' and 'Download Results Now'.

3. From the **For** drop-menu, select the appropriate **Month** and **Fiscal Year**
4. **Most Specific Search Criteria:**
 - o In the **Type** field, select one of the following: Account Number, Object Code or Transaction Type.
 - o In the **Value** field, enter the account information. Type the Account Number, Budget Group, Object Code or Transaction Type (This is a free-form field).
5. The **Limit to this range of values** and the **Next Limit results by** are optional fields. If you would like to narrow your search, enter one or more of the following: Minimum Amount, Maximum Amount, Up to 12 object codes or exclude 12 object codes, Up to 12 transaction types or exclude 12 transaction types.
6. Once you have selected your search criteria, choose one of the following: **Show Results Now** or **Download Results Now**. If you clicked Show Results Now, a new window opens with the information that you requested. If you clicked Download Results Now, the file download dialog box is displayed (refer to page 15 for download instructions).

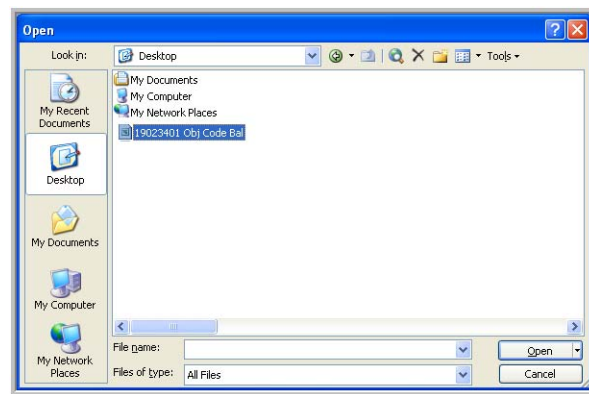
UT Direct - Object Code Balances (Download Results Now)

The following are instructions for using the Download Results Now button:

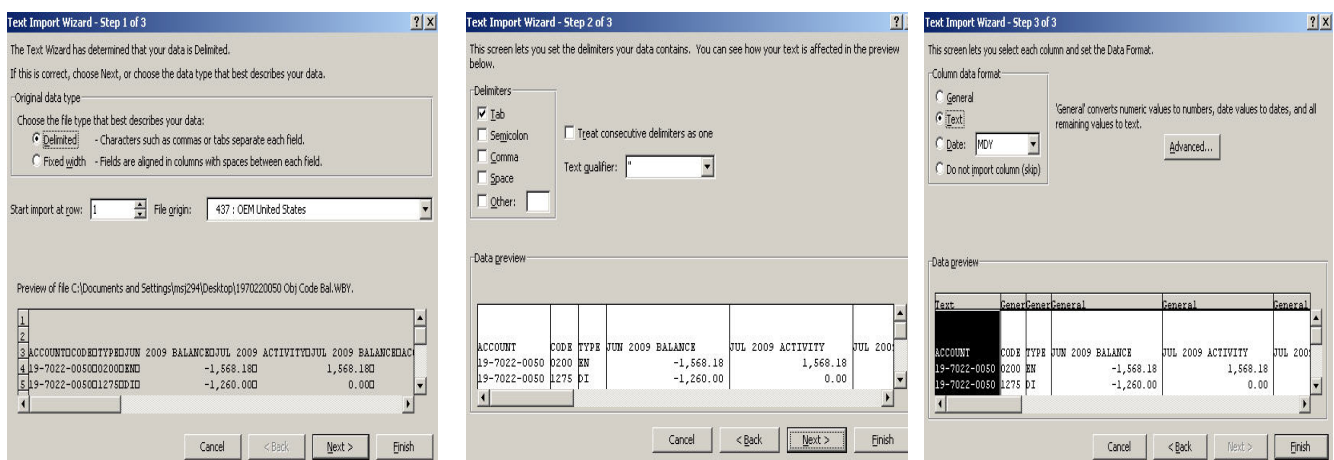
1. Click **Download Results Now**, the **File Download** dialog box appears.
2. Click **Save**. The **Save As** dialog box is displayed.
3. Provide a **File name** and select where you want to save the file.



4. Start Microsoft Excel.
5. From the **File** menu, select **Open**. The **Open** dialog box appears.
6. Change the **File Type** to **All Files** in order to see the downloaded file.
7. Navigate to the saved file and click **Open**.



8. The **Text Import Wizard** dialog box is displayed. In step 1 of 3, make sure the **Delimited** radio button is selected and click **Next**. In step 2 of 3, select the **Tab** checkbox and click **Next**. In step 3 of 3, select the **Text** radio button and then click **Finish**.



9. The information is loaded into the Excel. You may notice that more data is available in the excel document than was viewed on the web. Format the spreadsheet as desired.

UT Direct - Transaction Listings

The Transaction Listings page allows you to view accounting transactions. Transactions can be viewed by date, document ID, or Vendor ID.

1. From the **Object Code Balances** home page, select **Transaction Listings**, located on the left-side of the page under the navigation menu.

2. Select the type of transactions you would like to view from the drop-down menu.

3. Enter the required search criteria.

4. Select one of the following buttons: **List Transactions** or **Download Transactions**. If you clicked List Transactions, a new window opens with the information that you requested. If you clicked Download Transactions, the file download dialog box is displayed.

Sample Transaction Screen:

Account by Date (GT1) – View transaction by account number and date.

Sample Transaction Screen:

Document ID (GT6) – View transaction by document identification number.

Transaction Listings

1. Show transactions by Document ID (GT6)

2. Enter required search criteria

Document ID

Transaction Status Completed (C)

3. Enter optional search criteria

Starting account number

4. Submit List Transactions Download Transactions

Account by Date for Object Code (GT8) – View transaction by account and object code.

Transaction Listings

1. Show transactions by Account by Date for Object code (GT8)

2. Enter required search criteria

Account number

Object Code

Transaction status Completed (C)

3. Enter optional search criteria

Starting record date July 01 2009

Show post-closing entries

4. Submit List Transactions Download Transactions

Account by Vendor ID (GT9) – View transactions for a specific person or business.

Transaction Listings

1. Show transactions by UT EID (GT9)

2. Enter required search criteria

UT EID

Mail Code (Optional)

Transaction Status Completed (C)

Starting record date July 01 2009

Ending record date August 31 2009

3. Submit List Transactions Download Transactions

Account by Date – All Entries (GTD) – View transactions by account number.

Transaction Listings

1. Show transactions by Account by Date - All entries (GTD)

2. Enter required search criteria

Account number

Transaction status Completed (C)

3. Enter optional search criteria

Starting record date July 01 2009

Show post-closing entries

4. Submit List Transactions Download Transactions