

The GB1 command displays balances for one account number and other general information. The balances displayed are cumulative (i.e., year to date). To view a different month change the month in the Month field on the command line.

The GB1 tells you the account title, unit head (Administrator), unit code, manual signers (Other Authorized Signers), the name of the accountant in the Office of Accounting (Acct Ct), the accounting contact in the department (Dept Ct), the purchasing authority for the account (Pur Auth where "L" = local and "S" = state), and the date last activity took place on the account (Date Last Act).

```

*DEFINE                ACCOUNT INFO / ACCOUNT - GB1                YEAR: 97 98
Command: GB1          Account: 1906061250      Misc: _____      Month: JAN
=====
PUB -REGISTRAR - CATALOG SALES                                     Scr 1 of 4
MAINTENANCE, OPERATION, AND EQUIPMENT
Administrator:
BURKE, NELDA J              444-44-4444
REGISTRAR-OFFICER          Mail: M5506
Phone: 475-7599
                                Acct Unit Code: 4080-002
Other Authorized Signers:          More: >
1) MARY K WILLIAMS          ADM-OFFICER
2) KATHERINE J FAGAN       ADM-PERSONNEL
3) THEODORE E PFEIFER      REGISTRAR-OFFICER
4) VICK, JAMES W           VP-STUDENT AFFAIR
5) BINDER, SHIRLEY F      AVP-STUDENT AFFAI
** Use GBS Command for Electronic Signers **
Acct Ct: PAT BAILEY        ACPAB 471-6231
Dept Ct: MARY K WILLIAMS    ADMKW 475-7331
Address: ADM-OFFICER       Mail Code M5570
Pur Auth: L                Date Last Act: 01/05/98

- Beg Bal:
- Trsf/Adj:
- Budg Adj:
- Appr/Bud:                86,000.00
- Income:
- Expend:                  1,916.19-
- Invest:
- Asset/Li:
- Misc Enc:                5,759.94-
- Sal Enc:
- Sch Enc:
Free Bal:                  78,323.87
Appr OD:                    .00
Pool Bal:                  78,323.87
Pool 2

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 1/05/98 03:40 PM --
    
```

Marking the More field next to Other Authorized Signers displays a window showing more manual signers. Note: If the More field is blank then there are no additional signers.

```

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Command: GB1          Account: 1906061250      Misc: _____      Month: JAN
=====
PUB -REGISTRAR - CATALOG SALES                                     Scr 1 of 4
MAINTENANCE, OPERATION, AND EQUIPMENT
Adminis +-----+
BURKE, | Last page. Press ENTER for main screen. |
REGIST | Signers for acct 19-0606-1250 |
Phone: | Name Department |
        | 6) ALBERT K MEERZO REGISTRAR-OFFICER |
Other A |
1) MARY |
2) KATH |
3) THEO |
4) VICK |
5) BIND |
** Use |
Acct Ct |
Dept Ct |
Address +-----+
Pur Auth: L                Date Last Act: 01/05/98

- Beg Bal:                86,000.00
- Trsf/Adj:
- Budg Adj:
- Appr/Bud:
- Income:
- Expend:                  1,916.19-
- Invest:
- Asset/Li:
- Misc Enc:                5,759.94-
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Free Bal:                  78,323.87
Appr OD:                    .00
Pool Bal:                  78,323.87
Pool 2

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 1/05/98 03:40 PM --
    
```

Balances for the account are displayed on the right side of this screen and are divided into various categories.

The free balance (Free Bal) is a cumulative balance of all the other balances. It tells you how much money overall is available in the account.

Approved overdrafts are displayed next to Appr OD. The pool balance (Pool Bal) displays how much money remains in the budget pool. The computer looks at the pool balance to determine if a charge can be made against the account. Remember to look at the pool balance rather than the free balance when determining whether a charge can be made to an account. The Pool field displays which budget pool the account is in (in this example it's in Pool 2).

Mark a balance and press ENTER to get more information about that balance.

In this example the Expenditure balance was marked. The first screen that appears is similar to the GO screens. It displays balances by object code.

You can get more information by marking an object code and pressing ENTER.

```

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=====
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MAINTENANCE, OPERATION, AND EQUIPMENT
Administrator:
BURKE, NELDA J                444-44-4444
REGISTRAR-OFFICER            Mail: M5506
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                                Acct Unit Code: 4080-002
Other Authorized Signers:                More: >
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** Use GBS Command for Electronic Signers **
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Dept Ct: MARY K WILLIAMS      ADMKW 475-7331
Address: ADM-OFFICER         Mail Code M5570
Pur Auth: L                  Date Last Act: 01/05/98

- Beg Bal:
- Trsf/Adj:
- Budg Adj:
- Appr/Bud:                86,000.00
- Income:
- X Expend:                1,916.19-
- Invest:
- Asset/Li:
- Misc Enc:                5,759.94-
- Sal Enc:
- Sch Enc:
Free Bal:                78,323.87
Appr OD:                .00
Pool Bal:                78,323.87
Pool 2

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 1/05/98 03:40 PM --
    
```

```

*DEFINE                ACCOUNT INFO / ACCOUNT - GB1                YEAR: 97 98
Command:  GB1          Account: 1906061250      Misc: _____      Month:  JAN
+-----+
>> End of list. Please press ENTER to continue <<
+-----+
PUB -REGISTRAR - CATALOG SALES                MA,OP,&EQ
Acct: 19-0606-1250 Account Status: A          Expend :                0.00
Obj  Ob
Code Ty Title                DECEMBER Balance Month Activity  JANUARY Balance
- 1275 EX REGISTR FEE                105.00-
X 1304 DI REPROD/PRINT                770.77-                259.13-                1,029.90-
- 1304 EX REPROD/PRINT                31.11-                31.11-
- 1319 DI CONTRCT SVCS                421.12-                421.12-
- 1401 DI CONS OFF SUP                3.62-                3.62-
- 1402 DI CONS SUP N/O                25.85-                25.85-
- 1402 EX CONS SUP N/O                24.27-                24.27-
- 1524 DI DISC ON CC'S                78.58-                78.58-
- 1525 DI OTHER EXP                196.74-                196.74-
+-----+
    
```

The transactions that make up the object code balance will be displayed. This screen has the same functionality as the GT screens.

Press ENTER to scroll forward. To return to the GB1 screen, press CLEAR several times until you make your way back up the levels.

```

*DEFINE                ACCOUNT INFO / ACCOUNT - GB1                YEAR: 97 98
Command: GB1          Account: 1906061250      Misc: _____      Month: JAN
+-----+-----+-----+-----+-----+-----+-----+-----+
| >> End of list; there was 1 transaction.  Please enter next request.  <<
| Starting Date (MMDDYY): 010198                                Transaction Status: C
| Rec-Date Voucher Description                               Obj Ty           Amount S
| Document-ID DTN      P.O.Number Chk.Nbr Prt-Date Prc-Date Account
|-----|-----|-----|-----|-----|-----|-----|-----|
| _ 01/04/98 T263270 H-41155                                1304 DI           259.13- C
|      GOVT5999732                                         01/04/98 19-0606-1250
|
|
|
|
+-----+-----+-----+-----+-----+-----+-----+-----+

```