

GTM

The GT commands show you accounting transaction information. All the GT commands work in the same way. Each command is designed to display transactions using different criteria (i.e., a specific account, a specific document ID, a specific vendor ID, etc.).

This handout explains the GT1 command.

```
>>Please enter your next command<<
*DEFINE          TRANSACTIONS          INQUIRIES - GTM          Year: 97 98
Command: GTM    Account: _____    Misc: _____    Month: OCT
          SSN: _____    Dept Req: _____    Inventory: _____    Purch Ctr _____
=====
COMMAND          FUNCTION:          MISCELLANEOUS
-----
1.  GT1         TRANSACTIONS BY ACCT/DATE - DIRECT ONLY    DATE MMDDYY
2.  GT2         TRANSACTIONS BY VOUCHER                    VOUCHER
3.  GT3         TRANSACTIONS BY ENCUMBRANCE NUMBER          ENCUMBRANCE NBR
4.  GT5         TRANSACTIONS BY DTN                        DTN
5.  GT6         TRANSACTIONS BY DOCUMENT ID                DOCUMENT ID
6.  GT8         TRANSACTIONS BY ACCOUNT/OBJECT CODE        OBJECT CODE
7.  GT9         TRANSACTIONS BY VENDOR ID                  VENDOR ID
8.  GTA         TRANSACTIONS BY ACCOUNT/PROCESS DATE       DATE MMDDYY
9.  GTB         TRANSACTIONS BY CHECK NUMBER OR WARRANT    CHECK NBR OR WARRANT
10. GTC         TRANSACTIONS BY CLIENT KEY                 CLIENT KEY
11. GTD         TRANSACTIONS BY ACCT/DATE - ALL ENTRIES    DATE MMDDYY

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 1/09/98 10:36 AM --
```

GT1: Transactions by Account and Record Date

Enter a 10-digit account number in the Account field and press ENTER. Transactions will be displayed in date order for the account you specified. Unless you indicate otherwise, the starting date defaults to the month in the Month field. In this example, OCT (October) is in the Month field. Therefore the list of transactions starts with 10/1/97.

In *DEFINE, the GT commands display all completed transactions ("C") as a default. Completed transactions are transactions that have updated the balances of your account. The transaction status is displayed on the right side of the screen.

```
>>> Press ENTER for next page, or mark transactions for more detail <<<
*DEFINE          TRANSACTIONS BY ACCT/DATE - DIRECT ONLY - GT1    Year 97 98
Command: GT1     Account: 1906061250    Misc: 100197_____    Month: OCT
=====
PUB -REGISTRAR - CATALOG SALES          MA,OP,&EQ    Transaction Status: C
Rec-Date Voucher Description            Obj AC/RT    Amount S
Document-ID DTN      P.O.Number  Chk.Nbr  T-Code  Prc-Date    Account
-----
_ 10/01/97 C133483 MC/V CHARGES          1525 DI DI    38.08- C
   FOVC1970660          1010 10/18/97
_ 10/01/97 C133480 MC/V NET ADJSTMT 9-97 1525 DI DI    18.40- C
   FOVC1970657          1010 10/18/97
_ 10/03/97 PAYABLE BATES LENOIR PHOTO 1402 EX DI    7.00 C
   FOVP2902979 6000027 5-A5264 0800 10/03/97
_ 10/17/97 T253781 H-42367          1304 DI DI    43.00- C
   FOVT5979253          1010 10/25/97
_ 10/19/97 J437689 CC TRANSACTION FEES 1525 DI DI    20.23- C
   FOVJ1982464          1010 10/20/97
_ 10/20/97 O534643 BATES LENOIR PHOTOGRAPHIC 0200 EN EN    7.00- C
   FOPRO940160          6L1817S95A 0200 10/20/97
_ 10/20/97 O534646 ** ORIGINAL ESTIMATE ** 0200 EN EN    9,000.00- C
   FOPR4996006          663811P95A 0200 10/20/97

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 1/08/98 03:51 PM --
```

Transaction Status

If you would like to see transactions that are not completed, change the Transaction Status field by typing a new status over the "C". (Type a "?" in this field to see statuses available.)

Scrolling through Transactions

Press ENTER to scroll through the transactions, or change the date in the Misc field to start with a particular date.

```
>>> Press ENTER for next page, or mark transactions for more detail <<<
*DEFINE      TRANSACTIONS BY ACCT/DATE - DIRECT ONLY - GT1      Year 97 98
Command: GT1  Account: 1906061250  Misc: 100197_____      Month: OCT
=====
PUB -REGISTRAR - CATALOG SALES                                MA,OP,&EQ  Transaction Status: ?
Rec-Date Voucher Description +-----+
Document-ID DTN P.O.Num
-----+-----+-----+
_ 10/01/97 C133483 MC/V CHARGES                                F0VC1970660
_ 10/01/97 C133480 MC/V NET ADJ                                F0VC1970657
_ 10/03/97 PAYABLE BATES LENOIR                               F0VP2902979 6000027 5-A5264
_ 10/17/97 T253781 H-42367                                    F0VT5979253
_ 10/19/97 J437689 CC TRANSACTI                               F0VJ1982464
_ 10/20/97 O534643 BATES LENOIR +-----+
F0PRO940160 6L1817S95A 0200 10/20/97
_ 10/20/97 O534646 ** ORIGINAL ESTIMATE ** 0200 EN EN 9,000.00- C
F0PR4996006 663811P95A 0200 10/20/97

-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 1/08/98 03:51 PM --
```

The following are valid statuses:

A: Proposed **E:** Displays every transaction, regardless of status

B: Pending

C: Completed

R: Ready to be posted

S: Suspended

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

Special PF Keys

Press PF1 to display the Special PF keys available for the GT commands.

PF2

Pressing PF2 allows you to skip ahead to the next account or document ID for a transaction. Note: PF2 is not available if the paging back (PF4) has been used.

PF4

After paging forward within a GT command, press PF4 to page back one screen at a time. You may not page back past the transaction you started with.

```
*DE +-----+
Com >ENTER "?" IN DESK OR VIEW FOR MORE INFORMATION<
=== You have VIEW status in Command GT1 for
P Desk: 5100GG_____ Administrative View: 5100EAT
R which are in Office: 5100ET .
I. Special PF Keys
--- PF2 = SKIP TO THE NEXT DOCUMENT
_ 1 PF3 = ON-LINE REPORT WRITER
_ 1 PF4 = PAGE BACK ONE SCREEN
_ 1 PF5 = SET-UP PERSONAL DISPLAY PROFILE
II. Standard PF Keys
_ 1 PF1 = Options Menu (this screen)
_ 1 PF6 = Help for the Current Screen
_ 1 PF7 = Return to the Main Menu
_ 1 PF8 = Exit *DEFINE
_ 1 PF9 = *ACTION Menu: _____
_ 1 PF10 = On-Line Information Center
_ 1 PF11 = Your Personal Note Pad Page
_ 1 PF12 = Office Note Pad Page
_ 1 PF14 = Electronic Mail/Suggestion Box
_ 1 PF15 = List of reports available from here
_ CLEAR = Previous Menu or Close All Windows

-----+-----+-----+
Date Account S
-----+-----+-----+
8/97 38.08- C
8/97 18.40- C
8/97 7.00 C
3/97 43.00- C
5/97 20.23- C
0/97 7.00- C
0/97 9,000.00- C
0/97
1/08/98 03:51 PM --
```

PF5

Press PF5 to set up your personal profile for the GT commands. Note: These profiles are command specific. This means a profile will need to be set up for each of the GT commands.

Non-sub entries: These are entries that adjust budget group balances. Departmental users don't normally use this option.

Transaction Status: The transaction status on the GT screens have automatic defaults. In *DEFINE, only completed transactions are displayed. In *ACTION, every transaction is displayed. To change the default, fill in the desired value in the Beginning Transaction Status field.

"?" in the Mark field

Enter a "?" in the Mark to the left of the transactions to display the options available.

```
*DEFINE          TRANSACTIONS BY ACCT/DATE - DIRECT ONLY - GT1          Year 97 98
Command: GT1     Account: 1906061250  Misc: 100197_____          Month: OCT
=====
      PUB -REGISTRAR - CATALOG SALES          MA,OP,&EQ          Transaction Status: C
+-----+
|>>Please enter your selections for the profile of this command<<
|User selections for ACJJK  in command GT1 :
|
|          SELECTION ITEM          VALUE
|Enter YES to see non-sub entry ___
|Beginning Transaction Status  E
|
+-----+
      F0PR4996006          663811P95A          0200  10/20/97
-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 1/08/98 03:51 PM --
```

```
>>> Press ENTER for next page, or mark transactions for more detail <<<
*DEFINE          TRANSACTIONS BY ACCT/DATE - DIRECT ONLY - GT1          Year 97 98
Comman +-----+-----+-----+-----+-----+-----+-----+-----+-----+
====+
      PUB          For detail information on a transaction or to          on Status: C
      Rec-          see or print the document ENTER a character in          Amount  S
      Doc          the transaction selection space below.          Account
-----+-----+-----+-----+-----+-----+-----+-----+-----+
? 10/0          <=  CHARACTER          RESULT          38.08- C
      F0          -----
_ 10/0          T          Travel to the document.          18.40- C
      F0
_ 10/0          P          Print a copy of the document.          7.00  C
      F0
_ 10/1          F          Display form routing info.          43.00- C
      F0
_ 10/1          V          Request a copy of a voucher.          20.23- C
      F0
_ 10/2          1 THRU 6  Display appropriate detail screen.          7.00- C
      F0
_ 10/2          OTHER          Display detail screen 1.          9,000.00- C
      F0
                               Selection: _
-- 0 U +-----+-----+-----+-----+-----+-----+-----+-----+-----+ 6 03:52 PM --
```

Screen 1

A "1" or any other character displays Screen 1 of transaction information. To view more information about this document, press PF3.

```

>>> Press ENTER for next page, or mark transactions for more detail <<<
*DEFINE      TRANSACTIONS BY ACCT/DATE - DIRECT ONLY - GT1      Year 97 98
Command: GT1  Account: 1906061250  Misc: 100197_____      Month: OCT
== +-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
>> Press ENTER for detail on next transaction, or for main list. <<
                                     Screen 1 of 6
Accounting      Status: COMPLETED      Voucher:      L959668
-- Departmental Status: COMPLETED      Doc ID: F0VP1909897
- Rec-Date : 10/30/97  PO Num : 6L1817S95A  Creator :      ADRMC
- Susp-Date:          DTN      : 97-097  Posted By:      VP1
- Account      Obj  T-Cde AC/RT St-Ob      Amount      Prc-Date
1 19-0606-1250 1304 0800 EX DI 7273      7.00- 10/30/97
  <=
  GL Recap : 19-4100
  GL Offset: 19-2101
  Desc: BATES LENOIR PHOTOGRAPHIC      St T-Code :      225
- VID      : 1-742-56-3655-6-003      Tax SSN      :
- Client Key :      Source      : 19-1111
- Purpose Code:      Cash account :
- Fund/CC :      Cash Amt      0.00
- Service Beg.: 09/08/97      FY: 97      Print Date :
  End : 09/08/97      Month: 10      CHECK NUMBER : 1074930
                                     CHECK DATE : 11/02/97
-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

Pressing PF3 in Screen 1

Pressing PF3 displays a window at the bottom of the screen showing the creator's name and phone number, and the vendor address (if applicable).

To go to Screens 2, 3, 4, 5, or 6, type that number over the 1 and press ENTER.

```

>>> Press ENTER for next page, or mark transactions for more detail <<<
*DEFINE      TRANSACTIONS BY ACCT/DATE - DIRECT ONLY - GT1      Year 97 98
Command: GT1  Account: 1906061250  Misc: 100197_____      Month: OCT
== +-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
>> Press ENTER for detail on next transaction, or for main list. <<
                                     Screen 1 of 6
Accounting      Status: COMPLETED      Voucher:      L959668
-- Departmental Status: COMPLETED      Doc ID: F0VP1909897
- Rec-Date : 10/30/97  PO Num : 6L1817S95A  Creator :      ADRMC
- Susp-Date:          DTN      : 97-097  Posted By:      VP1
- Account      Obj  T-Cde AC/RT St-Ob      Amount      Prc-Date
1 19-0606-1250 1304 0800 EX DI 7273      7.00- 10/30/97
  <=
  GL Recap : 19-4100
  GL Offset: 19-2101
  Desc: BATES LENOIR PHOTOGRAPHIC      St T-Code :      225
- VID      : 1-742-56-3655-6-003      Tax SSN      :
-
- Vendor Address: DBA GUADALUPE PHOTO
-                               AUSTIN TX 78705
- Creator: REBECCA M CORLE      Campus Phone: 475-7329
-                               Dept:      Mail Code: M5570
-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```


Screen 4

Screen 4 displays voucher and invoice information for payment voucher documents.

For documents other than payment vouchers, Screen 4 will only have voucher comments.

```

>>> Press ENTER for next page, or mark transactions for more detail <<<
*DEFINE      TRANSACTIONS BY ACCT/DATE - DIRECT ONLY - GT1      Year 97 98
Command: GT1  Account: 1906061250  Misc: 100197_____  Month: OCT
== +-----+
-- | >> There are 1 pages of invoice detail. Press ENTER to see more. <<
-- | Vendor Name: BATES LENOIR PHOTOGRAPHIC ENTE                Screen 4 of 6
-- | Vendor Addr: DBA GUADALUPE PHOTO                          CHECK NUMBER : 1074930
-- |                2002 GUADALUPE                            CHECK DATE   : 11/02/97
-- |                                                                CHECK STATUS  : P
-- |                AUSTIN TX                                  Doc ID      : F0VP1909897
-- |                78705                                      Voucher     : L959668
-- |                                                                PO Number    : 6L1817S95A
1  | <= Service Dates Begin: 09/08/97 End: 09/08/97 DTN: 97-097
-- |      Voucher Comments: 6L1817S95A BATES LENOIR PHOTOGRAPHIC ENTERPRI
-- |                          FILM PROCESSING FOR LAURA KOBLER
-- |
-- |                There are 1 invoices which total:                7.00
-- |                No.      Invoice Nbr/Info      Invoice Amount
-- |                1      299
-- |
-- +-----+

```

Screen 5

Screen 5 displays the departmental codes for a transaction.

```

>>> Press ENTER for next page, or mark transactions for more detail <<<
*DEFINE      TRANSACTIONS BY ACCT/DATE - DIRECT ONLY - GT1      Year 97 98
Command: GT1  Account: 1906061250  Misc: 100197_____  Month: OCT
== +-----+
-- |                Account: 19-0606-1250                Screen 5 of 6
-- |                Date: 10/30/97
-- | Description: BATES LENOIR PHOTOGRAPHIC
-- | Accounting Type: EX      Reporting Type: DI
-- |                Amount: 7.00
-- |                Req Nbr: 97-097
-- |                PO NBR: 6L1817S95A
1  | <= Voucher: L959668
-- |                DTN: 97-097
-- |
-- |                CODE 1 : 026      CODE 2
-- |                CODE 3 : CATLG    CODE 4 : FILM DV
-- |                CODE 5 :          CODE 6 :
-- |                TAG A  :          TAG B  :
-- |                Comment:
-- |                Act Month: OCT      UT Object: 1304      Status: C 10
-- |                Entry Date: 10/30/97  Entry by: ACCLW  Changes Made: NO
-- |                Document ID: F0VP1909897  Seq Nbr: 631400003  Source:
-- +-----+

```

Screen 6

Screen 6 displays the line items for a purchase order (if applicable).

```

>>> Press ENTER for next page, or mark transactions for more detail <<<
*DEFINE      TRANSACTIONS BY ACCT/DATE - DIRECT ONLY - GT1      Year 97 98
Command: GT1      Account: 1906061250      Misc: 100197      Month: OCT
== +-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
  >> There are no more items for this purchase order. <<
                                     Screen 6 of 6
      FOB: DEPT PICK UP                Estimated Freight:
--
      Item 001 Desc FILM PROCESSING
      Quantity      1.00 Unit ROLL                Price      7.000000
      Discount
      Handling & Misc
      Final Extension      7.00
1  <=
      Item      Desc
      Quantity      Unit                Price
      Discount
      Handling & Misc
      Final Extension

      Item      Desc
      Quantity      Unit                Price
      Discount
      Handling & Misc
      Final Extension
-----+-----+-----+-----+-----+-----+-----+

```

Routing Information

To see routing information, type an "F" in the mark and press ENTER.

In this example, the document was created by desk ADPURCH. It was approved four times. Most questions regarding where the document was routed can be answered from this screen.

```

-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
DOCUMENT ID: F0 VP1 909897
Summary: BATES LENOIR PHOTOGRAPHIC ENTERPRISES INC
Form: PURCHASE ORDER PAYMENT REQUEST
Routing Status: APPROVED
Component: 0
Fiscal Year: 97 98

Creator: CORLE, REBECCA M                Unit for Document Accounts: 4080002
Created: 10/25/97 Desk: ADPURCH          Document Master View: MARYREG

Current Master View/Unit:                Unit Title:
Current Desk:                            Workers:
Held: NO      Information Copies:

Approved by:                               Mark for approval detail: _
10/25/97 CORLE, REBECCA M                ADM-OFFICER      475-7329
10/26/97 KELLEY, BARBARA F              ADM-OFFICER      475-7338
10/26/97 WILLIAMS, MARY K                ADM-OFFICER      475-7331
10/30/97 WILLIAMSON, CHERI L            ACCOUNTS PAYABLE  471-1816

Reviewed by:
-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

Travel

Type "T" in the mark and press ENTER to travel to the Document.

```
*DEFINE      TRANSACTIONS BY ACCT/DATE - DIRECT ONLY - GT1      Year 97 98
Command: GT1      Account: 1906061250      Misc: 100197_____      Month: OCT
=====
PUB -REGISTRAR - CATALOG SALES      MA,OP,&EQ      Transaction Status: C
Rec-Date Voucher Description      Obj AC/RT      Amount S
Document-ID DTN      P.O.Number      Chk.Nbr T-Code Prc-Date      Account
-----
_ 10/25/97 T253952 H-18937      1304 DI DI      320.00- C
FOVT5978702      1010 10/25/97
_ 10/29/97 T254401 H-29587      1304 DI DI      6.99- C
FOVT5978360      1010 10/29/97
T 10/30/97 L959668 BATES LENOIR PHOTOGRAPHIC 1304 EX DI      7.00- C
FOVP1909897 97-097 6L1817S95A 1074930 0800 10/30/97
_ 10/30/97 L959668 BATES LENOIR PHOTOGRAPHIC 0200 EN EN      7.00 C
FOVP1909897 97-097 6L1817S95A      0200 10/30/97
_ 11/01/97 C136392 MC/V CHARGES      1524 DI DI      36.86- C
FOVC1967965      1010 11/14/97
_ 11/02/97 O539488 BACK-IN-A-FLASH      0200 EN EN      24.27- C
FOPRO937462      6L4515S95A      0200 11/02/97
_ 11/09/97 L969834 BACK-IN-A-FLASH      1304 EX DI      7.64- C
FOVP2882423 6000139 5A5254      1084186 0800 11/10/97

-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 1/08/98 03:53 PM --
```

Travel

When you travel to a document, the Command changes to that of the document. The document cover sheet is displayed. You may type an "X" in the marks to the left of the section numbers to view document information.

Traveling to a document is a one way trip! To return to the GT1 screens, you will have to re-enter the GT1 information in the command fields.

```
>> YOU ARE CURRENTLY AUTHORIZED TO VIEW THIS DOCUMENT <<
*DEFINE      PURCHASE ORDER PAYMENT REQUEST - VP1      Year: 97 98
Command: VP1      Account: 1906061250      Misc: 100197_____      Month: OCT
=====
Status: APPROVED      -- COVER SHEET --      Document ID: FOVP1909897
Action: _____      Summary: BATES LENOIR PHOTOGRAPHIC ENTERPRISES INC
Created: 10/25/97 by ADRMC - CORLE, REBECCA M      Category:

Format: 01_____      Voucher Date: 103097      Voucher Nbr: L959668
P.O.Nbr: 6L1817      Type: S      Partial/Complete: C      Dept Req Nbr: 97-097_
Separate Check: _      Check Distribution: U
Default Service Dates Begin: 090897 End: 090897
Vendor ID: 17425636556003 BATES LENOIR PHOTOGRAPHIC ENTERPRISES INC
Address: DBA GUADALUPE PHOTO
2002 GUADALUPE
AUSTIN , TX 78705
SECTIONS:      _ 1. Voucher Description and
Payee Reference Info and Amounts
_ 2. Line Items: 3
_ 3. Define Codes (optional)

Total Reference Amt:      7.00      Total Payment Amt:      7.00

-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 1/08/98 03:54 PM --
```

Print

To print a document listed on this transaction screen, type a "P" in the mark and press ENTER. Several options for printing the document are available:

If a local printer is available, type the 4-digit TID number in the space and press ENTER. The output will go to the local printer only.

If an official copy of the document is desired, type in the logon ID of the person to receive it, and the output will be available at the Data Processing window the next morning.

Leave both the TID number and logon ID field blank and press ENTER to view the document online. You can screen print the document to your personal printer.

Navigation

You do not have to look at Screen 1 to go to the other screens. If you know which screen you wish to look at, type that number in the mark to the left of the transaction and press ENTER.

In this example, we went directly to screen 4.

```
*DEFINE      TRANSACTIONS BY ACCT/DATE - DIRECT ONLY - GT1      Year 97 98
Command: GT1      Account: 1906061250      Misc: 100197      Month: OCT
=====
PUB -REGISTRAR - CATALOG SALES      MA,OP,&EQ      Transaction Status: C
Rec-Da +-----+-----+-----+-----+-----+-----+-----+
Docum |                                     |ount  S
-----|-----|-----|-----|-----|-----|-----|
_ 10/25/ | If you would like an immediate copy of the document | 320.00- C
FOVT | please enter the TID Number of the Printer where you |
_ 10/29/ | would like the copy to be sent: | 6.99- C
FOVT | DOCUMENT ID: FOVP1909897 |
P 10/30/ | If you would like a formal copy of the document | 7.00- C
FOVP | printed over night enter the LOGON ID of the |
_ 10/30/ | person to receive it: | 7.00 C
FOVP | ----- If you leave the TID and LOGON ID ----- |
_ 11/01/ | blank, the voucher will be sent | 36.86- C
FOVC | to the screen you are working on. |
_ 11/02/ | | 24.27- C
FOPR +-----+-----+-----+-----+-----+-----+
_ 11/09/97 L969834 BACK-IN-A-FLASH      1304 EX DI      7.64- C
FOVP2882423 6000139 5A5254      1084186 0800 11/10/97

-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 1/08/98 03:53 PM --
```

```
*DEFINE      TRANSACTIONS BY ACCT/DATE - DIRECT ONLY - GT1      Year 97 98
Command: GT1      Account: 1906061250      Misc: 100197      Month: OCT
=====
>> There are 1 pages of invoice detail. Press ENTER to see more. <<
Vendor Name: BATES LENOIR PHOTOGRAPHIC ENTE      Screen 4 of 6
Vendor Addr: DBA GUADALUPE PHOTO      CHECK NUMBER : 1074930
2002 GUADALUPE      CHECK DATE : 11/02/97
CHECK STATUS : P
AUSTIN TX      Doc ID : FOVP1909897
78705      Voucher : L959668
PO Number: 6L1817S95A
4 <= Service Dates Begin: 09/08/97 End: 09/08/97 DTN: 97-097
Voucher Comments: 6L1817S95A BATES LENOIR PHOTOGRAPHIC ENTERPRI
FILM PROCESSING FOR LAURA KOBLER

There are 1 invoices which total: 7.00
No. Invoice Nbr/Info      Invoice Amount
1 299 7.00
```

Month

You may change the Month field above the command line to view other than the current month. In this example, the November 1997 transactions are displayed. You can also change the date in the Misc field to start viewing transactions for a specific date.

```

*DEFINE      TRANSACTIONS BY ACCT/DATE - DIRECT ONLY - GT1      Year 97 98
Command: GT1      Account: 1906061250      Misc: 110197_____      Month: NOV
=====
PUB -REGISTRAR - CATALOG SALES      MA,OP,&EQ      Transaction Status: C
Rec-Date Voucher Description      Obj AC/RT      Amount S
Document-ID DTN      P.O.Number      Chk.Nbr T-Code Prc-Date      Account
-----
_ 11/01/97 C136392 MC/V CHARGES      1524 DI DI      36.86- C
      FOVC1967965      1010 11/14/97
_ 11/02/97 O539488 BACK-IN-A-FLASH      0200 EN EN      24.27- C
      FOPRO937462      6L4515S95A      0200 11/02/97
_ 11/09/97 L969834 BACK-IN-A-FLASH      1304 EX DI      7.64- C
      FOVP2882423 6000139 5A5254      1084186 0800 11/10/97
_ 11/10/97 T256681 H-29656      1304 DI DI      6.99- C
      FOVT5976885      1010 11/10/97
_ 11/10/97 T256662 H-42889      1304 DI DI      27.60- C
      FOVT5978725      1010 11/10/97
_ 11/10/97 T256662 H-42832      1304 DI DI      71.70- C
      FOVT5978725      1010 11/10/97
_ 11/13/97 L968342 BACK-IN-A-FLASH      0200 EN EN      24.27 C
      FOVP1905714 97-133 6L4515S95A      0200 11/13/97

-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 1/08/98 03:54 PM --
    
```

PF3: On-Line Report System

Specify the criteria for your report and press ENTER.

```

                                ON-LINE REPORT SYSTEM

Fiscal Year: 97 Component: 0 Transaction Status: C No Zero Amts: Y
Account Numbers: 1906061250 _____
Account Number Range from: _____ through: _____

Record Date: 100197 thru: 010898      Process Date:      thru:

Object-Codes: _____ Transaction Types: ___ ___ ___ ___
T-Codes: _____ Reporting Types: ___ ___ ___ ___
Purpose Codes: _____ Client Key: _____

Voucher Nbr: _____
Document ID: ..VP1..... _____
PO Number: _____
Chk/Wrt Nbr: _____
Vendor ID: _____

Minimum Amount: _____ (If amount is negative put '-' first)
Maximum Amount: _____ (If amount is negative put '-' first)
Absolute Amount: _____
_ <-- Mark here to select department codes.
    
```

Options

The GT1 reports can be printed to a local printer, displayed on the screen, or downloaded to a PC.

ON-LINE REPORT SYSTEM	
Fisca	-----+-----
Accou	
Accou	
Recor	For an immediate copy of the report from your local printer, enter the TID Number of the Printer
Obje	where you would like the report sent:
Purpo	If you leave the TID blank, the report will be sent to the screen you are working on.
Vouch	To DOWNLOAD to your PC, enter "Y" : N
Docum	
PO	
Chk/W	>> Note: You MUST be running NATURAL CONNECTION to download <<
Vendo	-----+-----
Minimum	Amount: _____ (If amount is negative put '-' first)
Maximum	Amount: _____ (If amount is negative put '-' first)
Absolute	Amount: _____
_	<-- Mark here to select department codes.

On-line Report

This is an example of an on-line report.
You can screen print the information to your
personal printer while you're viewing the
information online.

```

ACJJK                               Office Of Accounting          *DEFINE
GT1                                 On-Line Report System        Date: 01/09/98
=====
      Rec-Date Voucher Description          Obj AC/RT          Amount
Document-ID  DTN      P.O.Number  Chk.Nbr. T-Code Prc-Date  Account          ST
-----
1      10/30/97 L959668 BATES LENOIR PHOTOGRAPHIC 1304 EX DI          7.00-
FOVP1909897 97-097   6L1817S95A 1074930 0800 10/30/97 1906061250          C
2      10/30/97 L959668 BATES LENOIR PHOTOGRAPHIC 0200 EN EN          7.00
FOVP1909897 97-097   6L1817S95A          0200 10/30/97 1906061250          C
3      11/13/97 L968342 BACK-IN-A-FLASH          0200 EN EN          24.27
FOVP1905714 97-133   6L4515S95A          0200 11/13/97 1906061250          C
4      11/13/97 L968342 BACK-IN-A-FLASH          1402 EX DI          24.27-
FOVP1905714 97-133   6L4515S95A 1084186 0800 11/13/97 1906061250          C
=====
                                Total For Selection Criteria          .00

                                ON-LINE REPORT SYSTEM
                                CRITERIA USED FOR THIS REPORT:

Fiscal Year: 97 Component: 0 Transaction Status: C No Zero Amts: Y
Account Numbers: 1906061250
Account Number Range --- from:          --- thru:

Record Date: 100197 thru: 010898          Process Date:          thru:

Object Codes:          Transaction Types:
      T-Codes:          Reporting Types:
Purpose Codes:          Client Key:

Voucher Nbr:
Document ID: ..VP1.....
PO Number:
Chk/Wrt Nbr:
Vendor ID:

Minimum Amount:          (If amount is negative put '-' First)
Maximum Amount:          (If amount is negative put '-' First)
Absolute Amount:

```