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.

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.

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

--- 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.

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.
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
Command: GT1 Account: 1906061250 Misc: 100197 Month: OCT
==============================================================================
PUB | For detail information on a transaction or to see or print the document ENTER a character in the transaction selection space below. on Status: C Amount S Account
Rec- |-------------------------------------------------------|=======|-----------------|
Doc |-------------|-------------------------------------------------------|------|
------ |-------------|-------------------------------------------------------|------|
? 10/0 | <= CHARACTER RESULT | -------- | ------- | -------- |
F0 | T | Travel to the document. | 38.08- C |
_ 10/0 | P | Print a copy of the document. | 18.40- C |
F0 | F | Display form routing info. | 7.00 C |
_ 10/1 | V | Request a copy of a voucher. | 43.00- C |
F0 | OTHER | Display appropriate detail screen. | 20.23- C |
_ 10/2 | 1 THRU 6 | Display detail screen 1. | 7.00- C |
F0 | | | |
_ 10/2 | | | |
F0 | | | |
--- 0 U | Selection: -- | 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.

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.
Screen 2
Screen 2 displays Transaction Comments (if applicable). This information would include the date the check was printed or departmental posting comments.

Screen 3
Screen 3 displays purchasing information (if applicable).

---

>>>

Screen 2 of 6

>>>

Screen 3 of 6

---
GTM Commands

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.

Screen 5
Screen 5 displays the departmental codes for a transaction.
Screen 6
Screen 6 displays the line items for a purchase order (if applicable).

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

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.

#define TRANSACTIONS BY ACCT/DATE - DIRECT ONLY - GT1 Year 97 98
Command: GT1 Account: 1906061250 Misc: 100197 Month: OCT
==============================================================================
<table>
<thead>
<tr>
<th>PUB - REGISTRAR - CATALOG SALES</th>
<th>MA, OP, &amp; EQ</th>
<th>Transaction Status: C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rec-Date</td>
<td>Voucher Description</td>
<td>Obj AC/RT</td>
</tr>
<tr>
<td>DTN</td>
<td>P.O.Number</td>
<td>Chk.Nbr</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/25/97</td>
<td>T253952</td>
<td>H-18937</td>
</tr>
<tr>
<td></td>
<td>F0VT5978702</td>
<td></td>
</tr>
<tr>
<td>10/29/97</td>
<td>T254401</td>
<td>H-29587</td>
</tr>
<tr>
<td></td>
<td>F0VT5978360</td>
<td></td>
</tr>
<tr>
<td>10/30/97</td>
<td>L959668</td>
<td>BATES LENOIR PHOTOGRAPHIC</td>
</tr>
<tr>
<td></td>
<td>F0VP1909897</td>
<td>97-097</td>
</tr>
<tr>
<td>10/30/97</td>
<td>L959668</td>
<td>BATES LENOIR PHOTOGRAPHIC</td>
</tr>
<tr>
<td></td>
<td>F0VP1909897</td>
<td>97-097</td>
</tr>
<tr>
<td>11/01/97</td>
<td>C136392</td>
<td>MC/V CHARGES</td>
</tr>
<tr>
<td></td>
<td>F0VC1967965</td>
<td></td>
</tr>
<tr>
<td>11/02/97</td>
<td>O539488</td>
<td>BACK-IN-A-FLASH</td>
</tr>
<tr>
<td></td>
<td>F0PRO937462</td>
<td></td>
</tr>
<tr>
<td>11/09/97</td>
<td>L969834</td>
<td>BACK-IN-A-FLASH</td>
</tr>
<tr>
<td></td>
<td>F0VP2882423</td>
<td>6000139</td>
</tr>
</tbody>
</table>

--- 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.

---
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.

PF3: On-Line Report System
Specify the criteria for your report and press ENTER.
## Options

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

<table>
<thead>
<tr>
<th>Command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fisca</td>
<td>For an immediate copy of the report from your local printer, enter the TID Number of the Printer where you would like the report sent:</td>
</tr>
<tr>
<td>Accou</td>
<td>If you leave the TID blank, the report will be sent to the screen you are working on.</td>
</tr>
<tr>
<td>Objre</td>
<td>To DOWNLOAD to your PC, enter &quot;Y&quot; : N</td>
</tr>
<tr>
<td>PO</td>
<td>&gt;&gt; Note: You MUST be running NATURAL CONNECTION to download &lt;&lt;</td>
</tr>
<tr>
<td>Chk/W</td>
<td>Minimum Amount: _______________ (If amount is negative put '-' first)</td>
</tr>
<tr>
<td>Vendo</td>
<td>Maximum Amount: _______________ (If amount is negative put '-' first)</td>
</tr>
<tr>
<td></td>
<td>Absolute Amount: _______________</td>
</tr>
<tr>
<td></td>
<td>_ &lt;-- Mark here to select department codes.</td>
</tr>
</tbody>
</table>

| 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.

<table>
<thead>
<tr>
<th>Doc-ID</th>
<th>DTN</th>
<th>P.O.Number</th>
<th>Chk.Nbr.</th>
<th>T-Code</th>
<th>Prc-Date</th>
<th>Account</th>
<th>ST</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/30/97</td>
<td>L959668</td>
<td>BATES LENOIR PHOTOGRAPHIC</td>
<td>1304</td>
<td>EX DI</td>
<td>7.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F0VP1909897</td>
<td>97-097</td>
<td>6L1817S95A</td>
<td>1074930</td>
<td>0800</td>
<td>10/30/97</td>
<td>1906061250</td>
<td>C</td>
</tr>
<tr>
<td>10/30/97</td>
<td>L959668</td>
<td>BATES LENOIR PHOTOGRAPHIC</td>
<td>0200</td>
<td>EN EN</td>
<td>7.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F0VP1909897</td>
<td>97-097</td>
<td>6L1817S95A</td>
<td>0200</td>
<td>10/30/97</td>
<td>1906061250</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>11/13/97</td>
<td>L968342</td>
<td>BACK-IN-A-FLASH</td>
<td>0200</td>
<td>EN EN</td>
<td>24.27</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F0VP1905714</td>
<td>97-133</td>
<td>6L4515S95A</td>
<td>0200</td>
<td>11/13/97</td>
<td>1906061250</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>11/13/97</td>
<td>L968342</td>
<td>BACK-IN-A-FLASH</td>
<td>1402</td>
<td>EX DI</td>
<td>24.27</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F0VP1905714</td>
<td>97-133</td>
<td>6L4515S95A</td>
<td>1084186</td>
<td>0800</td>
<td>11/13/97</td>
<td>1906061250</td>
<td>C</td>
</tr>
</tbody>
</table>

---

**Total For Selection Criteria**

0.00

---

**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: 
- T-Codes: 
- Purpose Codes: 
- Reporting Types: 
- 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: