Account Transactions

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Account Transactions

Daily > General Ledger > Account Transactions

Displays transactions for an account with a specified period and date range. The present balance is displayed at the bottom.

Period: The fiscal accounting period during which the transaction was recorded.

Date: The date the transaction was recorded.

Sum year-end closing entries: If this is an Asset Depreciation Expense account, the entries are summarized by default unless this box is unchecked.

Sources: Option to filter by a specific source or multiple sources to display on screen.

Edit Object No: If the SGA accounting object tracking function is used, you can search for and assign an existing object type and number to the selected transaction.

Object Add: If the fixed asset function of the SGA accounting is used, this will allow you to tag transactions related to asset purchases and take you directly to the new object entry screen to complete the needed items to create the depreciation schedule and add the asset.

Split Invoice: Since payments can only be tagged for an invoice amount, you may split a selected invoice into the amount/s of your choice to make a partial payment.

This menu option is only available on the Vendor Detail Transactions screen and the Account Transaction screen.

- Click to highlight the invoice line you want to split; click the **Split Invoice** button.
- Enter the amount you wish to split apart from the original amount and the number of invoice lines (items) you wish to create.

The system will recalculate the remaining amount, so the result is the requested number of invoice lines for the amount entered and any remaining amount.

Approval Log: Browse the log to see the history of events on a specific transaction.

Attachments: Documents associated with the Transaction. Attachments can be added at the time of entry or later from this screen.

Links: User-created linkages to other system entries, system screens, and/or custom URLs.

Reports: This allows the user to print, print preview, or download the current screen display. The Generic Report Writer can be used to set up a report of budget component details. Contact SGA for assistance in setting up these custom reports.

View: This allows you to save your settings for which columns are displayed or hidden and what order the columns show in. To hide or unhide columns, click the Customize Columns button and check which columns are displayed. You can either click the " Customize Columns " button or just drag columns where you want them by dragging the column header to order columns. You can save a view by clicking the " Save View " button. You must be authorized in security to save or delete views.

Optional Column View items

Month/Year: The calendar accounting period during which the transaction was recorded.

Comments: A description of the transaction. Comments that are too long will wrap onto the next line.

Amount: The dollar amount of the transaction.

Src: The source type of transaction. These are defined in sources.

G/L Reference: For AP, this is the invoice number, for CD, the check number, and for RE, the reference number.

Vendor ID: The A/P vendor ID or A/R payer ID.

Name: The name of the vendor or payer.

Object Type: If using object tracking.

Object: If using object tracking.

Object Description: If using object tracking.

Batch#: The batch number into which this transaction was entered. All transactions are assigned a batch number.

ID: This is the identifier within the main key of the transaction, and it is used for control purposes only.

Modify User: The user who last modified the transaction.

Modify Date/Time: The date and time the transaction was last modified.

Right-Click Menus

Browse Reference: Shows all transactions for the G/L reference selected.

Browse Batch: Shows all transactions for the batch selected.

Clone Journal Entry: If a JE opens the journal entry screen with the selected entry information cloned.

Browse Journal Entry: If a JE opens the journal entry screen to display the JE detail.

Edit Comments: If a JE opens the **Edit Comments** box, the user can edit the line item comment.

Approval Log: This option allows users to view the approval log for Journal Entries and Invoices on the Account Transaction screen.

Browse Invoice: If an A/P invoice, it shows the invoice details.

Browse Payment: If an A/P payment, it shows the payment detail.