## **Account Transactions**

The following guide will demonstrate how to use the Account Transactions tab, found in the My Accounts entry point. This will be helpful to identify transactions coded to a particular account, including those that use controls (grant funds, Campus Activity, etc). Additionally, this would be helpful to secretaries when reconciling their account spreadsheets to the actual transactions that have been posted in TEAMS.

1. Use the **My Accounts** entry point



2. Navigate to the **Account Transactions** tab.



3. Enter the desired search criteria, then press **Search**.

Account Detail	Account Transactions				
Fiscal Year:	* 2018 V Begin Date: * End Date: *				
Type:	Asset Liability Expense Revenue Fund Balance				
Account Number:	Fund Func Obj Sub Org PIC BMgr Proj Year Owner				
Account Number.					

- Fiscal Year: Only change this if prior year info is required
- **Begin/End Date:** Date range for transaction search
- **Type:** The type will depend on the accounts being searched; for campuses and departments using this, please refer to the list below when deciding which option(s) to select.

<u>Liability:</u> Student Activity (865) and Faculty Fund (890) accounts <u>Expense:</u> Accounts with Object code 6\*\*\* <u>Revenue:</u> Accounts with Object code 5\*\*\* <u>Fund Balance:</u> Campus Activity (461) beginning balances

• Account Number: Enter the account elements for which information is needed. If multiple accounts for the criteria entered, TEAMS will attempt to pull data for all of them.

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4. The requested data will appear in the Results field at the lower half of the screen. It is possible to export the data to Excel with a right-click of the mouse.

≡ Results					
	Txn ID	Post Date	Account #		
		09-01-2016	100 41 6320 0000 750 00 005	0000	
		09-01-2016	Save as CSV	0000	
	1782012	05-31-2017	Save as Excel	0000	
	1375297	01-11-2017	Export displayed to CSV	0000	
		09-01-2016	Export displayed to Excel	0000	