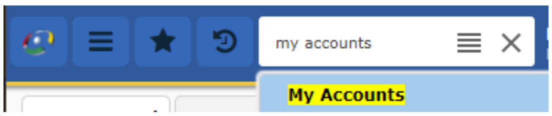
TEAMS: Account Transactions

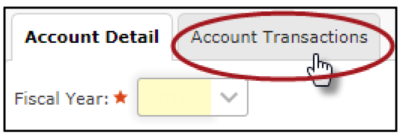
Account Transactions

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.

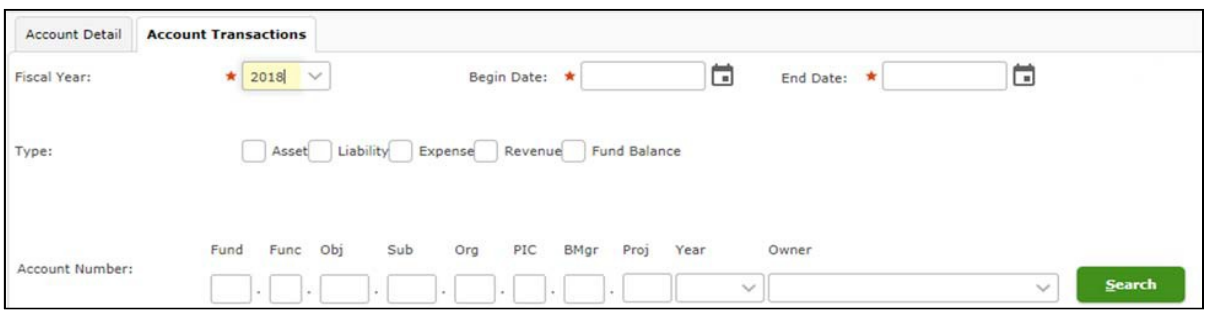
1. Use the **My Accounts** entry point



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



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



- **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.

  Liability: Student Activity (865) and Faculty Fund (890) accounts Expense: Accounts with Object code 6***
  Revenue: Accounts with Object code 5***
  Fund Balance: 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.

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.