

GBM-GTM Screen Overview

- Useful Screens: YP1, YS1,
- GG3/GG4-Vendor Addresses
- GG8/GG9-Object Codes (see BPG most common)
- HDM-Reference
- HH3-Common Error Codes

**GB2-Budget Group Balances**

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*DEFINE                      ACCOUNT INFO / BUDGET GROUP - GB2                      Year 09 10
Command: GB2    Account: 1997199150    Misc: 0085000_____    Month: AUG
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DLA -HIS ADV FEE POD 1                      Scr 1 of 9
Ca Ty Pl S Budget/Bud Adj      BF/TR/DI/IN      En/Sc/Sa/AL      Free Balance
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10 EX 01 A      202,112.00      181,818.00-      13,926.00-      6,368.00
20 EX 01 A           7,000.00           4,305.68-                2,694.32
50 EX 02 A      10,849.63           8,731.74-                2,117.89
75 EX 02 A                544.16-                544.16-
95 IN 05 A      219,961.63-      230,480.75                10,519.12
=====
Expend          219,961.63          195,399.58-          13,926.00-          10,636.05
Income          219,961.63-         230,480.75           .00                10,519.12
Total              .00              35,081.17          13,926.00-          21,155.17
    
```

*tip! pool nbr . tip! Cumulative totals: Use most recent month in field*

**GB1-Sub Account Balances**

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*DEFINE                      ACCOUNT INFO / ACCOUNT - GB1                      YEAR: 09 10
Command: GB1    Account: 1997199150    Misc: 0085000_____    Month: AUG
=====
DLA -HIS ADV FEE POD 1                      Scr 1 of 4
MAINTENANCE, OPERATION, AND EQUIPMENT

Administrator:
DIEHL, RANDY L      EID: diehlr1
LIBERAL ARTS, DEAN OF    Mail: G6000
Phone: 471-4141

Acct Unit Code: 0085-002

Other Authorized Signers:      More: _
1) RICHARD R FLORES      LIBERAL ARTS, DEA
2) JAMES A SOUTHERLAND JR    LIBERAL ARTS, DEA
3) MARC A MUSICK      LIBERAL ARTS, STU
4) LESLIE, STEVEN W      EXEC VP & PROVOST
5)
** Use GBS Command for Electronic Signers **
Acct Ct: JANEY MCDANIEL      ACMJM 471-2801
Dept Ct: JAMES A SOUTHERLAND JR LAJS2 471-8989
Address: LIBERAL ARTS, DEAN OF Mail Code G6000

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- Beg Bal:
- Trsf/Adj:
- Budg Adj:      10,849.63
- Appr/Bud:
- Income:
- Expend:      8,731.74-
- Invest:
- Asset/Li:
- Misc Enc:
- Sal Enc:
- Sch Enc:
- Free Bal:      2,117.89
- Appr OD:      .00
- Pool Bal:      1,573.73
- Pool 2
    
```

*tip! Free balance only what's already posted (ex: 50 sub)*

## GT1-Transaction Listings

**\*DEFINE**                      **TRANSACTIONS BY ACCT/DATE - DIRECT ONLY - GT1**                      Year **09 10**  
 Command: **GT1**            Account: **1997199150**            Misc: **030109**                      Month: **AUG**

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DLA -HIS ADV FEE POD 1			MA,OP,&EQ			Transaction Status: <b>C</b>	
Rec-Date	Voucher	Description	Obj	AC/RT	Amount	S	
Document-ID	DTN	P.O.Number	Chk.Nbr	T-Code	Prc-Date	Account	
- 02/12/10	L525887	PD SUTHERLAND, #506824096	1401	EX DI	12.59-	C	
	W0VP9996881		F353565	0800	02/12/10		
- 02/12/10	L525887	PD SUTHERLAND, #506824096	1401	EX DI	48.63-	C	
	W0VP9996881		F353565	0800	02/12/10		
- 02/12/10	L525887	PD SUTHERLAND, #506824096	1401	EX DI	11.15-	C	
	W0VP9996881		F353565	0800	02/12/10		
- 02/19/10	O595351	CDW GOVERNMENT INC	0200	EN EN	985.48-	C	
	W0PBO993615	2010A22080	0200	02/19/10			
- 02/23/10	O596133	CDW GOVERNMENT INC	0200	EN EN	164.48	C	
	W0PXO999279	2010A22080	0200	02/23/10			
- 03/02/10	T805505	MO TELECOM CHARGES	02/10	1481 DI DI	45.50-	C	
	W0VT5995541			1010	03/02/10		
- 03/02/10	T805505	MO TELECOM CHARGES	02/10	1780 DI DI	.31-	C	
	W0VT5995541			1010	03/02/10		

*tip! Cumulative display: Use SEPT month in field to include all*

## GT3-Transactions for a PO#

**\*DEFINE**                      **TRANSACTIONS BY ENCUMBRANCE NUMBER - GT3**                      Year **09 10**  
 Command: **GT3**            Account: **1997199150**            Misc: **2010A22080**                      Month: **AUG**

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						Transaction Status: <b>C</b>	
Rec-Date	Voucher	Description	Obj	AC/RT	Amount	S	
Document-ID	DTN	P.O.Number	Chk.Nbr	T-Code	Prc-Date	Account	
- 02/19/10	O595351	CDW GOVERNMENT INC	0200	EN EN	985.48-	C	
	W0PBO993615	2010A22080	0200	02/19/10	19-9719-9150		
- 02/23/10	O596133	CDW GOVERNMENT INC	0200	EN EN	164.48	C	
	W0PXO999279	2010A22080	0200	02/23/10	19-9719-9150		
- 03/08/10	L542561	CDW GOVERNMENT INC	0200	EN EN	821.00	C	
	W0VP1985108	2010A22080	0200	03/08/10	19-9719-9150		
- 03/08/10	L542561	CDW GOVERNMENT INC	1847	EX DI	821.00-	C	
	W0VP1985108	2010A22080	5784306	0800	03/08/10	19-9719-9150	

### Common Documents

Point Plus – To Order Supplies, purchases, >> PBO

Paying Vendors: VP1 (from PO), VP2

VT2-Transfer Documents

VT5-Service Center Charges (Copy Ctr, etc)

VPE-Entertainment/Food Related Purchases