My Accounts

Use the My Accounts function to view the accounts to which you have security access. For each account, you can view a period summary of account activity.

How to Access My Accounts

1. Navigate to the TEAMS Home page and locate the Account Number Maintenance menu.

   Note: *The exact name of the menu you use to access this function depends on how your district has configured its TEAMS Home page. If you are unsure of the menu name, you can enter the function name in the Search Menu Items field to quickly locate it.*

2. Select the **My Accounts** link. The Account Detail tab is displayed.

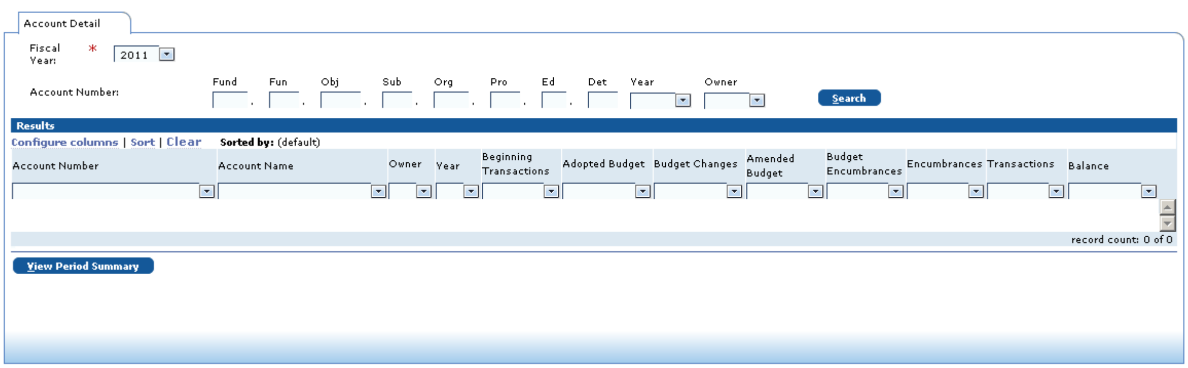
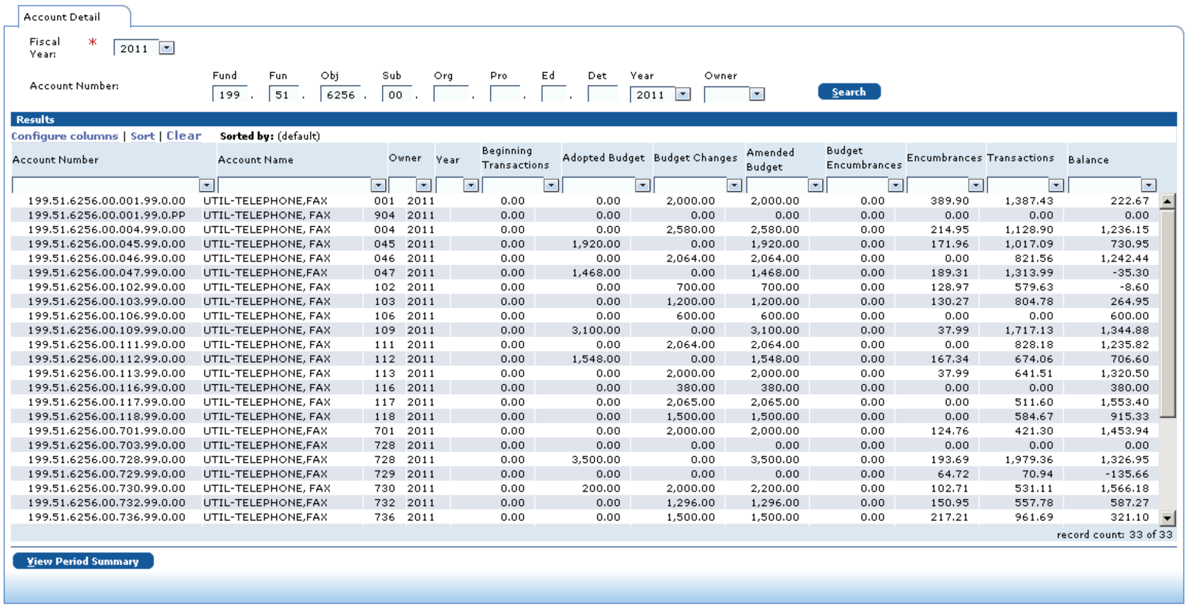


Figure 1: Account Detail tab

   Tip: *You can click the **Configure columns** link to open the Configure columns box and rearrange and/or hide the columns that are displayed in the matrix. In the Configure columns box, the columns listed in the **Selected columns** list will be displayed on the matrix in the order shown. To rearrange the order, drag a column to reposition it. To hide a column, drag it to the **Available** columns list. To add a column back to the display, drag it from the Available columns list to the Selected columns list. You can click the **Reset** button to return the columns to their original display. When you are finished arranging columns, click the **OK** button to close the box and return to the tab.*

3. Select the **Fiscal Year** from the drop-down list.
4. To further narrow your search results, complete one or more of the following items:
   - **Account Number:** Complete one or more of the account number element boxes.
   - **Owner:** Enter a budget owner code.
5. Click the **Search** button. Results matching your search criteria are displayed on the tab, as shown in the following figure.



Account Detail

Fiscal Year: * 2011

Account Number: Fund 199 . Fun 51 . Obj 6256 . Sub 00 . Org . Pro . Ed . Det Year 2011 Owner

Search

Results

Configure columns | Sort | Clear Sorted by: (default)

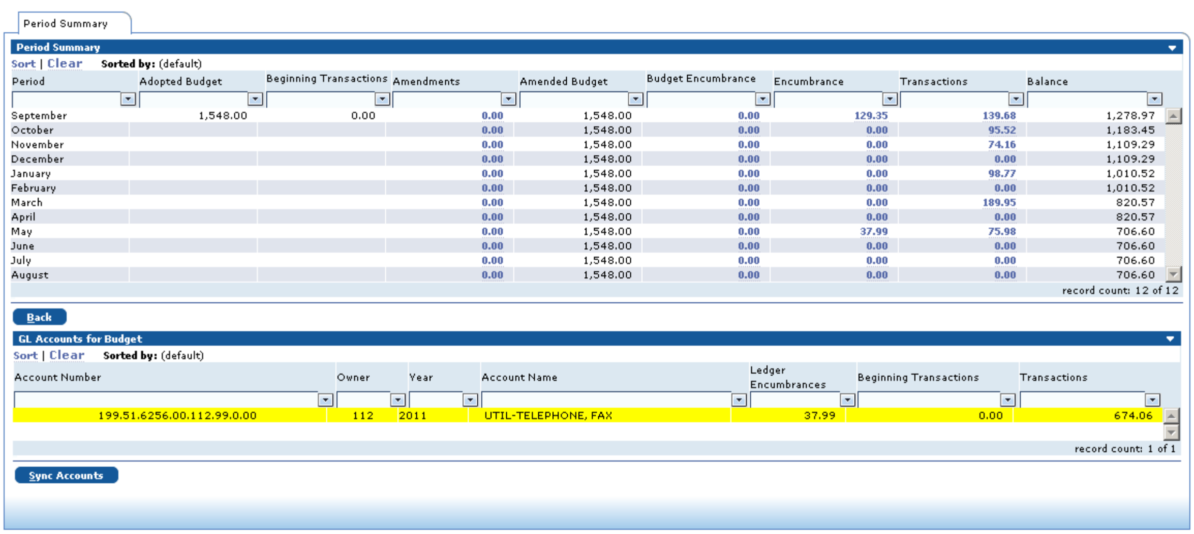
Account Number	Account Name	Owner	Year	Beginning Transactions	Adopted Budget	Budget Changes	Amended Budget	Budget Encumbrances	Encumbrances	Transactions	Balance
199.51.6256.00.001.99.0.00	UTIL-TELEPHONE,FAX	001	2011	0.00	0.00	2,000.00	2,000.00	0.00	389.90	1,387.43	222.67
199.51.6256.00.001.99.0.PP	UTIL-TELEPHONE, FAX	904	2011	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
199.51.6256.00.004.99.0.00	UTIL-TELEPHONE, FAX	004	2011	0.00	0.00	2,580.00	2,580.00	0.00	214.95	1,128.90	1,236.15
199.51.6256.00.045.99.0.00	UTIL-TELEPHONE, FAX	045	2011	0.00	1,920.00	0.00	1,920.00	0.00	171.96	1,017.09	730.95
199.51.6256.00.046.99.0.00	UTIL-TELEPHONE, FAX	046	2011	0.00	0.00	2,064.00	2,064.00	0.00	0.00	821.56	1,242.44
199.51.6256.00.047.99.0.00	UTIL-TELEPHONE,FAX	047	2011	0.00	1,468.00	0.00	1,468.00	0.00	189.31	1,313.99	-35.30
199.51.6256.00.102.99.0.00	UTIL-TELEPHONE, FAX	102	2011	0.00	0.00	700.00	700.00	0.00	128.97	579.63	-8.60
199.51.6256.00.103.99.0.00	UTIL-TELEPHONE, FAX	103	2011	0.00	0.00	1,200.00	1,200.00	0.00	130.27	804.78	264.95
199.51.6256.00.106.99.0.00	UTIL-TELEPHONE, FAX	106	2011	0.00	0.00	600.00	600.00	0.00	0.00	0.00	600.00
199.51.6256.00.109.99.0.00	UTIL-TELEPHONE, FAX	109	2011	0.00	3,100.00	0.00	3,100.00	0.00	37.99	1,717.13	1,344.88
199.51.6256.00.111.99.0.00	UTIL-TELEPHONE, FAX	111	2011	0.00	0.00	2,064.00	2,064.00	0.00	0.00	828.18	1,235.82
199.51.6256.00.112.99.0.00	UTIL-TELEPHONE, FAX	112	2011	0.00	1,548.00	0.00	1,548.00	0.00	167.34	674.06	706.60
199.51.6256.00.113.99.0.00	UTIL-TELEPHONE, FAX	113	2011	0.00	0.00	2,000.00	2,000.00	0.00	37.99	641.51	1,320.50
199.51.6256.00.116.99.0.00	UTIL-TELEPHONE, FAX	116	2011	0.00	0.00	380.00	380.00	0.00	0.00	0.00	380.00
199.51.6256.00.117.99.0.00	UTIL-TELEPHONE, FAX	117	2011	0.00	0.00	2,065.00	2,065.00	0.00	0.00	511.60	1,553.40
199.51.6256.00.118.99.0.00	UTIL-TELEPHONE, FAX	118	2011	0.00	0.00	1,500.00	1,500.00	0.00	0.00	584.67	915.33
199.51.6256.00.701.99.0.00	UTIL-TELEPHONE,FAX	701	2011	0.00	0.00	2,000.00	2,000.00	0.00	124.76	421.30	1,453.94
199.51.6256.00.703.99.0.00	UTIL-TELEPHONE,FAX	728	2011	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
199.51.6256.00.728.99.0.00	UTIL-TELEPHONE,FAX	728	2011	0.00	3,500.00	0.00	3,500.00	0.00	193.69	1,979.36	1,326.95
199.51.6256.00.729.99.0.00	UTIL-TELEPHONE,FAX	729	2011	0.00	0.00	0.00	0.00	0.00	64.72	70.94	-135.66
199.51.6256.00.730.99.0.00	UTIL-TELEPHONE, FAX	730	2011	0.00	200.00	2,000.00	2,200.00	0.00	102.71	531.11	1,566.18
199.51.6256.00.732.99.0.00	UTIL-TELEPHONE,FAX	732	2011	0.00	0.00	1,296.00	1,296.00	0.00	150.95	557.78	587.27
199.51.6256.00.736.99.0.00	UTIL-TELEPHONE,FAX	736	2011	0.00	0.00	1,500.00	1,500.00	0.00	217.21	961.69	321.10

record count: 33 of 33

View Period Summary

Figure 2: Account Detail tab with matching search results

6. Select an account and click the **View Period Summary** button. The Period Summary tab is displayed.



Period Summary

Period Summary

Sort | Clear Sorted by: (default)

Period	Adopted Budget	Beginning Transactions	Amendments	Amended Budget	Budget Encumbrance	Encumbrance	Transactions	Balance
September	1,548.00	0.00	0.00	1,548.00	0.00	129.35	139.68	1,278.97
October			0.00	1,548.00	0.00	0.00	95.52	1,183.45
November			0.00	1,548.00	0.00	0.00	74.16	1,109.29
December			0.00	1,548.00	0.00	0.00	0.00	1,109.29
January			0.00	1,548.00	0.00	0.00	98.77	1,010.52
February			0.00	1,548.00	0.00	0.00	0.00	1,010.52
March			0.00	1,548.00	0.00	0.00	189.95	820.57
April			0.00	1,548.00	0.00	0.00	0.00	820.57
May			0.00	1,548.00	0.00	37.99	75.98	706.60
June			0.00	1,548.00	0.00	0.00	0.00	706.60
July			0.00	1,548.00	0.00	0.00	0.00	706.60
August			0.00	1,548.00	0.00	0.00	0.00	706.60

record count: 12 of 12

Back

GL Accounts for Budget

Sort | Clear Sorted by: (default)

Account Number	Owner	Year	Account Name	Ledger Encumbrances	Beginning Transactions	Transactions
199.51.6256.00.112.99.0.00	112	2011	UTIL-TELEPHONE, FAX	37.99	0.00	674.06

record count: 1 of 1

Sync Accounts

Figure 3: Period Summary tab

Note: *You can click the Sync Accounts button to ensure that financial transactions for the selected account are in sync with the summaries displayed on the Account Detail tab, but it is rarely necessary to click this button.*

7. If the amount in the Amendments, Encumbrance, or Transactions column is a link, you can drill down to more details about the amount. Click the link to display the Period Detail tab, as shown in the following figure.

Note: *The information displayed on the Period Detail tab depends on the column of the Period Summary tab in which you clicked.*

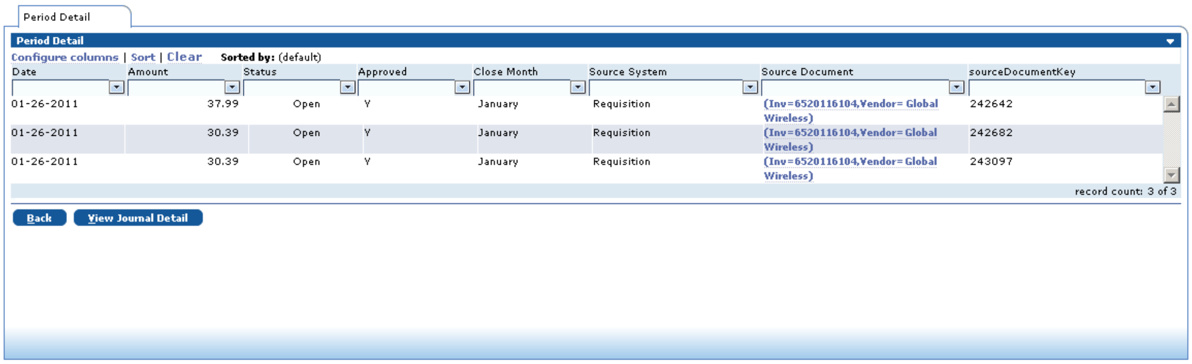


Figure 4: Period Details tab, Transaction Details shown

8. On the Period Detail tab, you have the following options, depending on the column of the Period Summary tab in which you clicked:

   - If you clicked a link in the Amendments column, the Period Detail (Budget Change Request) tab is displayed with Budget Change Request details. In the **Source ID** column of this tab, you can click the link to drill down to the Budget Change Request Maintenance tab for supporting details.
   - If you clicked a link in the Encumbrance column, the Period Detail tab displays encumbrance details. In the **Source Document** column, you can click the link to drill down to supporting details.
   - If you clicked a link in the Transaction column, the Period Detail tab displays transaction details. In the **Source Document** column, you can click to drill down to supporting details.

   Note: *If the source document is a legacy item that is not stored in TEAMS, a message is displayed.*

   - If you are viewing an account for Payroll records, you can select a row on the Period Detail tab and click the **View Journal Detail** button to drill down to display the Journal Detail tab with a list of employees included in the amount.

9. Click the **Back** button to return to the Period Summary tab.
10. Click the **Back** button to close the Period Summary tab and return to the Account Detail tab.