### Transaction Detail Search (Journals)

#### Question
How do I find the actual chartfield information for a posted campus order?

**Example**
CIS > Administrative Financials Pagelet > Transaction Detail Search (Journals)

**Solution**
- Ledger Type: Actuals
- Journal Date: July 1, 2006 to July 31, 2006 (campus order posted date)
- Business Unit: All
- Journal ID: Begins With CO0059252 (campus order form number – in this example you only know the first 9 digits)
- Journal Source: CO – Campus Orders

#### Question
How do I find the actual chartfield information for a posted journal entry?

**Example**
CIS > Administrative Financials Pagelet > Transaction Detail Search (Journals)

**Solution**
- Ledger Type: Actuals
- Journal Date: August 1, 2006 to August 31, 2006 (general journal entry posted date)
- Business Unit: All
- Journal Source: GA – General Accounting
- Line Reference: Matches J191925 (general journal entry form number)

#### Question
How do I find all posted expenses paid on a travel form?

**Example**
CIS > Administrative Financials Pagelet > Transaction Detail Search (Journals)

**Solution**
- Ledger Type: Actuals
- Journal Date: July 1, 2005 to June 30, 2006 (travel expense posted date)
- Business Unit: 01 (business unit chartfield of expense)
- Line Description: Begins with 225546 (travel form number)
- Orgid: 01111 (orgid chartfield of expense)

#### Question
How do I find all posted budget journals for a project?

**Example**
CIS > Administrative Financials Pagelet > Transaction Detail Search (Journals)

**Solution**
- Ledger Type: Budgets
- Journal Date: April 1, 2000 to June 30, 2006 (budget journal posted date)
- Business Unit: 01
- Project Matches: 59302020 (project number)

### Application Security

Security access to Transaction Detail Search (Journals) is granted to anyone who has access to the Administrative Financials Pagelet of CIS. Access to the Administrative Financials Pagelet is granted to anyone with security access to Management Reports, UPAY Credit Card Detail, Departmental Deposits, Purchasing Card Reallocation, or Travel. In addition, anyone who is a PI or Liaison on any funding source, Purchasing Cardholder, or LPC Custodian or Signatory.