



FINANCIAL INFORMATION SERVICES WEB QUICK TIPS

SEPTEMBER 2006

Transaction Detail Search (Journals)

Required Search Criteria

Ledger Type: Actuals Encumbrances Budgets
 Journal Date: 7 / 1 / 2006 to 7 / 31 / 2006
 Select Business Unit: All 01-University 02-Hospital 03-Uni 02 and 03 04-UURF

Journal Criteria

Journal ID: Matches
 Journal Source:
 Line Description: Matches
 Line Reference: Matches
 Monetary Amount: Equal to (absolute value)

Chartfield Criteria

BU 01 and 04 Chartfield Criteria BU 02 and 03 Chartfield Criteria

Orgid: Rollup Orgid:
 Fund:
 Activity:
 Project:
 Account: to Account: to

New Search

Business Unit: ALL	Ledger: ACTUALS	Date: 7/1/2006 to 7/31/2006
Journal ID: Matches CO00592521	Journal Src: CO	

Results: 2 Record(s) Run Date - Sep 11 2006 12:20 PM

Journal ID	Date	Src	Description	Line Ref	BU	Orgid	Fund	Chartfields				Amount ("-" = CR)	Actv/Proj Orgid
								Actv	Proj	Acct	A.U.		
CO00592521	17-Jul-06	CO	FINANCIAL INFORMATION SERVICES		01	00428	2110	05977		40420		-6.12	00428
CO00592521	17-Jul-06	CO	NETWORK & COMMUNICATION SRVS		01	01111	1001	13095		62500		6.12	01111

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.

Question	How do I find the actual chartfield information for a posted campus order
Example Solution	CIS > Administrative Financials Pagelet > Transaction Detail Search (Journals) 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 Solution	CIS > Administrative Financials Pagelet > Transaction Detail Search (Journals) 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 Solution	CIS > Administrative Financials Pagelet > Transaction Detail Search (Journals) 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 Solution	CIS > Administrative Financials Pagelet > Transaction Detail Search (Journals) Ledger Type: Budgets Journal Date: April 1, 2000 to June 30, 2006 (budget journal posted date) Business Unit: 01 Project Matches: 59302020 (project number)