

Step-by-Step Guide to Transaction Detail

Transaction Detail allows you to review operating ledger transactions. All transactions for the input fund/organization are retrieved at once, as opposed to being retrieved by-account in the Budget Queries. This can be helpful for reconciliations, searching for specific transactions, etc.

Select **Transaction Detail** from the Finance menu. The screen shown below will appear.

Transaction Detail Criteria

(Please select criteria and click 'Submit Query' button. Click HELP link for tips on selecting and clearing criteria as well as this query includes all transactions posted as of the previous business day.

Select Operating Ledger Column(s)

Adopted Budget Year to Date
 Budget Adjustment Encumbrances
 Accounted Budget Reservations
 Temporary Budget

Search Criteria:

Begin Fiscal Year: 2013 End Fiscal Year: -Optional-
Begin Fiscal Period: -Optional- End Fiscal Period: -Optional-

Include selected periods in range Include selected periods only

Index Criteria:

(Search by "Account Index", "Account Index Description", "Fund Code", "Program Code" or "Organization Code")

Title:	Index:	Fund:	Organization:	Account:	Program:	Activity:
Fund	190000,	Activity				
	Unallocated Current General Fund					
Organization	215220,	Fund Type				
	General Accounting					
Account	73%	Account Type				
Program		Document				
Location		Grant				
Begin Activity Date		End Activity Date				
	(mm/dd/yyyy)					(mm/dd/yyyy)
Begin Transaction Date		End Transaction Date				
	(mm/dd/yyyy)					(mm/dd/yyyy)
Rule Code		Description				

Include Revenue Accounts Suppress \$0 Rows Display Org Level 5

Select the **Operating Ledger Data** you wish to display as \$ columns on your query. (Selecting only the columns that you need for your query will improve the run time.)

Select **Fiscal Year(s)**: If you only want to see 1 fiscal year, enter it as the Begin Fiscal Year. (Your query will run faster if you don't input that same year in the End Fiscal Year.) For multiple fiscal years, input a Begin Fiscal Year and then a later End Fiscal Year.

Select the **Fiscal Period(s)**:

- If you want to see all Fiscal Periods in the year(s) selected, you can leave the Begin & End Fiscal Period as the default "Optional" & your query will run faster than if you input Begin = 1 and End = 14.
- If you want to select just 1 Fiscal Period, input that period in the Begin Fiscal Period box and leave the End Fiscal Period box as "Optional".
- If you wish to see a range of Fiscal Periods, enter a Begin Fiscal Period and a later End Fiscal Period.

Selected Periods radio button – leave the default "Include selected periods in range" selected, unless you have input different Begin and End Fiscal Periods and you only want to see those 2 different periods (not including all the periods in between).

Optionally select an **Index Criteria**: Hover the mouse over this field to see a helpful tooltip. The Index may be used as a data-input shortcut. Start typing the Index code, select from the drop-down list, and the FOAPAL information below will auto-populate based on the Index. You may then key over any of the auto-populated FOAPAL information if/as needed before running your query. (For example, you may wish to remove the default Program code as there may be expenses & revenues posted to a given fund/org with different Program Codes, like Scholarship expense.)

Note that the Index auto-populate feature may not work if you are using an older browser, like Internet Explorer version 8.

Input **FOAPAL information** As you start to type in a given input box, a validation list will appear from which you may select.

- Selecting a single Fund, Org, or Account from the validation list will populate the Title for that code. If you are selecting multiple Funds, Orgs, or Accounts, their Titles won't appear. If you key in a Fund, Org, or Account without selecting from the drop-down list, the Title won't appear.
- Click on the button for any FOAPAL element (e.g. Organization) to go to a separate pop-up window to help make selections.
- Wildcards may be used. For example input org = 23% to see all organization codes starting with 23 to which you have access. Account = 7%9850 may be used to query typical procard account codes (739850, 749850, 749850, etc). To enhance performance of your query, rather than type only a % wildcard into a given input field, leave that input field blank.

- You may query multiple, separate codes in a comma-separated list. For example org = 215220,215230 will return results for both of these orgs (assuming you have access to them). Do not input a space when using comma separated lists. Note that a wildcard can't be used in the same input field for which you have also input comma-separated values.
- Double-click in a given input field to clear just that input field.

Input any **Additional parameters:**

- **Document:** If you are searching for a specific document or range of documents, you may input this field. For example, input "PR%" to see all of the procard charges.
- Begin and End **Activity Dates:** these dates wouldn't need to be input unless you were specifically looking for transactions which posted during the dates selected.
- Begin and End **Transaction Dates:** these dates wouldn't need to be input unless you were specifically looking for transactions which were defined during the dates selected.
- **Rule Code:** use when you wish to narrow your transaction list to specific types of transactions. Example BD04 would return only budget entries submitted by Administrative Offices (not via WINGS Express Finance Journal Vouchers which use BT4 rule code for temporary budget transfers).
- **Description:** when you are searching for a specific transaction description, this field may be useful. You could also use wildcards here. Be aware that queries using this field are case sensitive.
- **Include revenue accounts:** check this box to include 5% revenue account codes in the output.
- **Suppress \$0 rows:** check this box to exclude output rows with \$0.
- **Display Org Level 5:** check this box to add the Org Level 5 ("department") to the output, which may be helpful when querying multiple orgs.
- **Clear Criteria:** click this button to clear out all the criteria for your query to start with a clean slate

Click the **Submit Query button** when you are ready to run your query. A sample output page is shown below.

WRIGHT STATE UNIVERSITY
WINGS Express Finance Transaction Detail

Search Criteria
 Operating Ledger: YTD
 Fiscal Year: 2013 Fiscal Period: 3 Fund: 190000, Organization: 215220,
 Account: 73% Suppress Zero: Yes

Fund Title: Unallocated Current General Fund Organization Title: General Accounting

Transaction List As of Nov 26, 2014

Year	Period	Doc Code	Transaction Description	Tran Date	Actv Date	Rule	Fund	Org	Account	Prog	Actv	Loc	Encumb #	Pred Acct	YTD
2013	03	<u>PS000154</u>	Printing Services job 377231W001CMF	09/30/2012	10/04/2012	JE16	190000	215220	730100	60005				SUP10	16.60
2013	03	<u>PS000154</u>	Printing Services job 377231W001CMF	09/30/2012	10/04/2012	JE16	190000	215220	730100	60005				SUP10	19.05
2013	03	<u>10132250</u>	wireless keyboard&mouse-J. White	09/01/2012	10/03/2012	J16	190000	215220	730300	60005				SUP10	25.00
2013	03	<u>PR000106</u>	GUY BROWN PD W004JAW	09/19/2012	09/19/2012	JE16	190000	215220	739850	60005	VH			SUP10	78.19
2013	03	<u>PR000106</u>	GUY BROWN PD W004JAW	09/19/2012	09/19/2012	JE16	190000	215220	739850	60005	VH			SUP10	606.10
2013	03	<u>PR000107</u>	FINANCIAL ACCOUNTING F W004JAW	09/30/2012	10/01/2012	JE16	190000	215220	739850	60005	VH			SUP10	193.60
2013	03	<u>PR000107</u>	FINANCIAL ACCOUNTING F W004JAW	09/30/2012	10/01/2012	JE16	190000	215220	739850	60005	VH			SUP10	340.00
2013	03	<u>PR000107</u>	POMEROY W004JAW	09/30/2012	10/01/2012	JE16	190000	215220	739850	60005	VH			SUP10	89.00
														Screen Total:	1,367.54
														Report Total:	1,367.54

Exit Goto Criteria Download

Results show transactions for your query:

- i. Year: fiscal year
- ii. Period: fiscal period
- iii. Doc Code: Document Code
- iv. Transaction Description
- v. Tran Date: Transaction Date
- vi. Actv Date: Activity Date
- vii. Rule
- viii. FOAPAL (Fund, Org, Account, Program, Activity, Location)
- ix. Encumb#: Encumbrance number related to transaction (e.g. Purchase Order #).
- x. Pred Acct: Predecessor Account, sorting & subtotalling by this code in Excel can help you tie to the subtotals presented in the Balance Available Report.
- xi. \$ Column for each operating ledger field you selected on the earlier input page.
- xii. Note that changing your browser to a smaller text size may help you view all the columns without scrolling.

Click any **underlined Document Code** to view the actual detailed transaction information as well as related docs. For example, if you drill-down on an AP Invoice, the related requisition, purchase order, and receiving data (if applicable) will display.

Scroll to the bottom of the page & click the **Download** button to download all of the results to a .csv (comma separated) file, which can then be pulled up in Excel.