



Transaction Export Dashboard Page

The Transaction Export dashboard page allows you to view all transactions that have occurred in the General Ledger based on the selected prompts.

Use Transaction Export to:

- Search transactions based on segments, descriptions, or vendors
- View and export transaction information

The screenshot shows the 'Finance' dashboard with the 'Transaction Export' tab selected. The 'Prompts' section contains the following fields:

- * Fiscal Year: 2022
- Period: --Select Value--
- JET Preparer Name: --Select Value--
- JET Processor Name: --Select Value--
- * ENT Parent Level: R
- SRC Parent Level: --Select Value--
- ORG Parent Level: --Select Value--
- ACTV Parent Level: --Select Value--
- FNC Parent Level: --Select Value--
- OBJ Parent Level: --Select Value--
- * ENT Parent #/Desc: RO OPERATIN
- SRC Parent #/Desc: --Select Value--
- ORG Parent #/Desc: --Select Value--
- ACTV Parent #/Desc: --Select Value--
- FNC Parent #/Desc: --Select Value--
- OBJ Parent #/Desc: --Select Value--
- Entity: --Select Value--
- Source: --Select Value--
- Organization: --Select Value--
- Activity: --Select Value--
- Function: --Select Value--
- Object: --Select Value--
- JE Category Name: --Select Value--
- JE Source Name: --Select Value--
- JE Header Name: contains any
- JE Header Description: contains any
- Description: contains any
- Vendor Name: contains any
- * Balance Type: Actual
- * Sources to Include: All Sources
- * Include Exception Txns: All Transactions
- Grants Award Category: --Select Value--
- * Report Type: Sectioned Report
- Net Amount: Between

Prompts	Definition
*Fiscal Year	* (Asterisk) indicates this is a required field; default is current fiscal year. Ohio University's fiscal year runs from July 1 to June 30.
Period	The accounting period.
JET Preparer Name	The name of the person who prepared the journal entry for upload into the Journal Entry Tool (JET)
JET Processor Name	The name of the person who processed the journal entry in the Journal Entry Tool (JET)
*ENT Parent Level	* (Asterisk) indicates this is a required field; default is R (reporting parent). The parent level (letter) of the Entity hierarchy.
SRC Parent Level	The parent level (letter) of the Source hierarchy.
ORG Parent Level	The parent level (letter) of the Organization hierarchy.
ACTV Parent Level	The parent level (letter) of the Activity hierarchy.
FNC Parent Level	The parent level (letter) of the Function hierarchy.
OBJ Parent Level	The parent level (letter) of the Object hierarchy.
*ENT Parent #/Desc	* (Asterisk) indicates this is a required field; default is RO (Operating entities). A specific Entity parent number with description.
SRC Parent #/Desc	A specific Source parent number with description.
ORG Parent #/Desc	A specific Organization parent number with description.

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Prompts	Definition
ACTV Parent #/Desc	A specific Activity parent number with description.
FNC Parent #/Desc	A specific Function parent number with description.
OBJ Parent #/Desc	A specific Object parent number with description.
Entity	Two-digit value that identifies how the transaction is summarized for financial reporting. Represents major components of the University requiring separate balance sheet/external reporting (e.g. legal entities, auxiliary operations, etc.).
Source	Six-digit value that identifies how the transaction is funded classified by restrictions.
Organization	Six-digit value that identifies who administers the funds, such as a Planning Unit or department within Planning Unit.
Activity	Four-digit value that describes the internal purpose of the transaction. Allows departments to identify internal purposes for spending and associated revenues.
Function	Two-digit value that defines government and accounting purposes for spending.
Object	Six-digit value that defines what kind of transaction is taking place and delineates the values by account type for Assets, Liabilities, Fund Balance, Revenues, Expenses and Transfers.
JE Category Name	Allows you to search for specific transactions by JE Category Name.
JE Source Name	Allows you to search for specific transactions by JE Source Name.
JE Header Name contains	Allows you to search for transactions based on a portion of the JE Header Name.
Description contains any	Allows you to search for specific transactions based on any part of the transaction description.
Vendor Name contains any	Allows you to search for specific transactions based on any part of the Vendor Name.
Balance Type	<i> (Asterisk) indicates this is a required field—default is Actual.</i> Select Actual to display accounting transactions or Budget to display budget entries/transfers.
Sources to Include	<i> (Asterisk) indicates this is a required field—default is All Sources.</i> In conjunction with the other criteria, this prompt further limits results to: All Sources – displays all cost centers that match the other prompt criteria GL Only – displays only cost centers that are tracked directly in GL Grants Only - displays only cost centers that are tracked directly through Grants
Include Exception Txns	<i> (Asterisk) indicates this is a required field—default is All Transactions</i> Options include All Transactions, Exceptions Only, or Without Exceptions
Grants Award Category	Allows you to see sources used with certain types of Grants awards: Capital/Cost Share/Internal Award/Sponsored/Unrestricted
Report Type	Options include sectioned report and tabular report. See report layout options below for information about these report options.
Net Amount Between	Allows you to search for transactions within a specified dollar amount range. Enter negative numbers to search for credits and positive numbers to search for debits.

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Report Layout Options

In the report prompts, you may choose between two report layout options, **Sectioned Report** or **Tabular Report**. The report will default to the traditional sectioned report layout, which will group the report by account number and sort by period. The Cost Center/Description, and OBJ #/Desc are shown above each section. If you are trying to run a large query, the report may run for a long time or error out with sectioned report layout option. Additionally, the sectioned report often requires a lot of scrolling to get to the bottom of the page. Using the tabular report layout option allows you to run larger queries, returns results more quickly, and requires less scrolling to get to the bottom of the page.

Example of a Sectioned Report:

Cost Center		50-430104-500000		Cost Center Desc		OUF GENERAL - FSP JOHN C BAKER FUND - PROVOST - UNSPECIFIED - UNSPECIFIED		OBJ #/Desc		449100 ENDOWMENT DISTRIBUTIONS	
Account	Period	Effective Date	JE Header Name	JE Header Description	JE Source Name	JE Category Name	Description	Vendor Name	Accounted Net		
50-430104-500000-0000-00-449100	JUL 2019-20	07/27/2019	CASTOC-FY20 ENDOWMENT DISTRIBUTION-20190726.165552 Adjustment USD	To record FY20 endowment distribution. Contact castoc@ohio.edu or 3-1901 with questions.	JET	Adjustment	To record FY20 endowment distribution. Contact castoc@ohio.edu or 3-1901 with questions.		(45,000.00)		
											(45,000.00)
Cost Center		50-430238-500000		Cost Center Desc		OUF GENERAL - FSP 1804 FUND ENDOWMENT - PROVOST - UNSPECIFIED - UNSPECIFIED		OBJ #/Desc		449100 ENDOWMENT DISTRIBUTIONS	
Account	Period	Effective Date	JE Header Name	JE Header Description	JE Source Name	JE Category Name	Description	Vendor Name	Accounted Net		
50-430238-500000-0000-00-449100	JUL 2019-20	07/27/2019	CASTOC-FY20 ENDOWMENT DISTRIBUTION-20190726.165552 Adjustment USD	To record FY20 endowment distribution. Contact castoc@ohio.edu or 3-1901 with questions.	JET	Adjustment	To record FY20 endowment distribution. Contact castoc@ohio.edu or 3-1901 with questions.		(6,517.36)		
50-430238-500000-0000-00-449100	JUL 2019-20	07/27/2019	CASTOC-FY20 ENDOWMENT DISTRIBUTION-20190726.165552 Adjustment USD	To record FY20 endowment distribution. Contact castoc@ohio.edu or 3-1901 with questions.	JET	Adjustment	To record FY20 endowment distribution. Contact castoc@ohio.edu or 3-1901 with questions.		(343,107.30)		
											(349,624.66)

Example of a Tabular Report:

Account	Period	Effective Date	JE Header Name	JE Header Description	JE Source Name	JE Category Name	Description	Vendor Name	Accounted Net
50-430104-500000-0000-00-449100	JUL 2019-20	07/27/2019	CASTOC-FY20 ENDOWMENT DISTRIBUTION-20190726.165552 Adjustment USD	To record FY20 endowment distribution. Contact castoc@ohio.edu or 3-1901 with questions.	JET	Adjustment	To record FY20 endowment distribution. Contact castoc@ohio.edu or 3-1901 with questions.		(45,000.00)
50-430238-500000-0000-00-449100	JUL 2019-20	07/27/2019	CASTOC-FY20 ENDOWMENT DISTRIBUTION-20190726.165552 Adjustment USD	To record FY20 endowment distribution. Contact castoc@ohio.edu or 3-1901 with questions.	JET	Adjustment	To record FY20 endowment distribution. Contact castoc@ohio.edu or 3-1901 with questions.		(6,517.36)
50-430238-500000-0000-00-449100	JUL 2019-20	07/27/2019	CASTOC-FY20 ENDOWMENT DISTRIBUTION-20190726.165552 Adjustment USD	To record FY20 endowment distribution. Contact castoc@ohio.edu or 3-1901 with questions.	JET	Adjustment	To record FY20 endowment distribution. Contact castoc@ohio.edu or 3-1901 with questions.		(343,107.30)

Additional Columns Available:

Both report types include the following additional columns when using the Export>Data>CSV or Export>Data>Excel export features at the bottom of the screen; or you may right click on the header row and choose to expose any of these fields directly on your OBI screen:

Posted date, segment #/descriptions, FY (fiscal year), Grants Source flag, and Awd Cat DFF Descr, Batch Name, GL Original Transaction Date, Correction Reason, JET Preparer Name, and JET Processor Name.

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Utilizing Hierarchy Prompts to Search for Transactions

The example below shows using the Organization Hierarchy in conjunction with the Object Hierarchy. By selecting ORG Level C = "C15000 FINE ARTS" and OBJ Level B = "B71000 SUPPLIES AND SERVICES", a user will be able to return every transaction that occurred for ANY organization value in Fine Arts where the Object Code is part of Supplies and Services.

Prompts

* Fiscal Year	2020	* ENT Parent Level	R	* ENT Parent #/Desc	RO OPERATIN	Entity	--Select Value--	JE Category Name	--Select Value--	* Balance Type	Actual
Period	--Select Value--	SRC Parent Level	--Select Value--	SRC Parent #/Desc	--Select Value--	Source	--Select Value--	JE Source Name	--Select Value--	* Sources to Include	All Sources
JET Preparer Name	--Select Value--	ORG Parent Level	C	ORG Parent #/Desc	C15000 FINE A	Organization	--Select Value--	JE Header Name contains any		* Include Exception Txns	All Transactions
JET Processor Name	--Select Value--	ACTV Parent Level	--Select Value--	ACTV Parent #/Desc	--Select Value--	Activity	--Select Value--	JE Header Description contains any		Grants Award Category	--Select Value--
		FNC Parent Level	--Select Value--	FNC Parent #/Desc	--Select Value--	Function	--Select Value--	Description contains any		* Report Type	Sectioned Report
		OBJ Parent Level	B	OBJ Parent #/Desc	B71000 SUPPL	Object	--Select Value--	Vendor Name contains any		Net Amount Between	

Apply Reset

Transaction Export

Cost Center 10-100000-150100 Cost Center Desc GENERAL - UNRESTRICTED - DEAN FINE ARTS - COFA SUMMER PROGRAMS - INSTRUCTION OBJ #/Desc 711155 PROMOTIONAL ADVERTISING WEB, SOCIAL, OR DIGITAL MEDIA

Account	Period	Effective Date	JE Header Name	JE Header Description	JE Source Name	JE Category Name	Description	Vendor Name	Accounted Net
10-100000-150100-2317-10-711155	JUL 2019-20	07/20/2019	20-JUL-2019 Purchase Invoices USD	Journal Import 8275633:	Payables	Purchase Invoices	PCHAMP062419 000006473662346 ADVERTISING FOR COFA SUMMER PROGRAMS ADVERTISING ON FACEBOOK FOR COFA SUMMER PROGRAMS 07-1849395 Post Date - 08-JUL-19 KATHERINE HAMPEL Tran Date -07-JUL-19 FACEBOOK MENLO PARK CA ADVERTISING FOR COFA SUMMER PROGRAMS	PCARD CHASE MASTERCARD FACEBOOK	1.15
									1.15
Cost Center 10-100000-150100 Cost Center Desc GENERAL - UNRESTRICTED - DEAN FINE ARTS - COFA SUMMER PROGRAMS - INSTRUCTION OBJ #/Desc 711510 OFFICE SUPPLIES									
Account	Period	Effective Date	JE Header Name	JE Header Description	JE Source Name	JE Category Name	Description	Vendor Name	Accounted Net
10-100000-150100-2317-10-711510	JUL 2019-20	07/12/2019	12-JUL-2019 Purchase Invoices USD	Journal Import 8259619:	Payables	Purchase Invoices	447714 Hampel, Kate SCIQEST C0096737 Inv Date:12-JUL-19 GL Date:12-JUL-19 CHECK INV#:340549178001 OFFICE DEPOT INC \$48.12 Swingline(R) 545 Eco Stapler, 50 Recycled, Black	OFFICE DEPOT INC	1.87
10-100000-150100-2317-10-711510	JUL 2019-20	07/12/2019	12-JUL-2019 Purchase Invoices USD	Journal Import 8259619:	Payables	Purchase Invoices	447714 Hampel, Kate SCIQEST C0096737 Inv Date:12-JUL-19 GL Date:12-JUL-19 CHECK INV#:340549178001 OFFICE DEPOT INC \$48.12 Office Depot(R) Brand Top-Loading Sheet Protectors, Standard Weight, Clear, Box Of 100	OFFICE DEPOT INC	8.08

Searching for Transactions by Description

If you are interested in viewing journal entries entered through JET (Journal Entry Tool) by a department member, select JE Source Name = JET, and JE Header Name contains=employee's OHIO ID. You could further opt to limit the search to entries recorded as Internal Billings (JE Category Name=Internal Billing).

Prompts

* Fiscal Year	2020	* ENT Parent Level	R	* ENT Parent #/Desc	RO OPERATIN	Entity	--Select Value--	JE Category Name	--Select Value--	* Balance Type	Actual
Period	--Select Value--	SRC Parent Level	--Select Value--	SRC Parent #/Desc	--Select Value--	Source	--Select Value--	JE Source Name	JET	* Sources to Include	All Sources
JET Preparer Name	--Select Value--	ORG Parent Level	C	ORG Parent #/Desc	C15000 FINE A	Organization	--Select Value--	JE Header Name contains any		* Include Exception Txns	All Transactions
JET Processor Name	--Select Value--	ACTV Parent Level	--Select Value--	ACTV Parent #/Desc	--Select Value--	Activity	--Select Value--	JE Header Description contains any		Grants Award Category	--Select Value--
		FNC Parent Level	--Select Value--	FNC Parent #/Desc	--Select Value--	Function	--Select Value--	Description contains any		* Report Type	Sectioned Report
		OBJ Parent Level	B	OBJ Parent #/Desc	B71000 SUPPL	Object	--Select Value--	Vendor Name contains any		Net Amount Between	

Apply Reset

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Account	Period	Effective Date	JE Header Name	JE Header Description	JE Source Name	JE Category Name	Description	Vendor Name	Accounted Net
10-100000-150100-0000-42-780390	AUG 2019-20	08/31/2019	MORRISSE-MAIL SERVICES AUGUST POSTAGE DEPARTMENTAL BILLINGS-20190904.151753 Internal Billing USD	Mail Services August Postage Departmental Billings, Anita Morrissey, morrisse@ohio.edu, 3-0149	JET	Internal Billing	Mail Services Billings August 2019: Retail Merchandise, 08/29/2019, WRAP BUBBLE, 10FT Piece(s) - Procd. By Anita Morrissey (morrisse@ohio.edu, 3-0149)		5.00
									5.00
Cost Center 10-100000-150100 Cost Center Desc GENERAL - UNRESTRICTED - DEAN FINE ARTS - UNSPECIFIED - DEANS AND PROVOST OBJ #/Desc: 780390 IC RETAIL MERCHANDISE									
Cost Center 10-100000-150100 Cost Center Desc GENERAL - UNRESTRICTED - DEAN FINE ARTS - UNSPECIFIED - DEANS AND PROVOST OBJ #/Desc: 783130 IC PRINTER LEASES									
Account	Period	Effective Date	JE Header Name	JE Header Description	JE Source Name	JE Category Name	Description	Vendor Name	Accounted Net
10-100000-150100-0000-42-783130	AUG 2019-20	08/26/2019	REEDT3-JULY FY20 PRINTER BILLING-20190826.121942 Internal Billing USD	BA260819.1156 - TCR July FY20 Printer Billing	JET	Internal Billing	BSC Billings July FY20: Printer Lease, Fine Arts Jennings Hall 1st Floor Equip#: 602662 - Procd. By Taylor Reed (otbilling@ohio.edu, 566-0179)		31.00
10-100000-150100-0000-42-783130	AUG 2019-20	08/26/2019	REEDT3-JULY FY20 PRINTER BILLING-20190826.121942 Internal Billing USD	BA260819.1156 - TCR July FY20 Printer Billing	JET	Internal Billing	BSC Billings July FY20: Printer Lease, Dean Fine Arts Jennings Hall Second Floor by stairs 54 E Union St Equip#: 889102 - Procd. By Taylor Reed (otbilling@ohio.edu, 566-0179)		98.00
									129.00

Drilldown from Transaction Details

From this display, you may drilldown to display additional transactional details.

Account	Period	Effective Date	JE Header Name	JE Header Description	JE Source Name	JE Category Name	Description	Vendor Name	Accounted Net
10-100000-100130-1277-10-706110	SEP 2019-20	09/15/2019	PAYEXP 2019-09-09 15:53:48 901; PAY ENDING: 15-SEP-19 INTERFACE USD	PAYEXP 2019-09-09 15:53:48 901; PAY ENDING: 15-SEP-19	PAYEXP	INTERFACE	PAYEXP 2019-09-09 15:53:48 901; PAY ENDING: 15-SEP-19		36,583.50

1. If the Account is shown in blue text, you are able to drilldown to PEDS data for PAYEXP transactions (for users with PEDS access) or Student Accounting data for PEOPLESOFT transactions (for users with Bursar dashboard access).
2. The JE Header Name (shown in blue) will allow you to view the complete Journal Entry.

PEDS Data

Transaction Date	Check Date	Entity	Source	Organization	Activity	Function	Object	Element Full Name	Employee Number	Full Name	Original Net	Transfer Net	Current Net
09/15/2019	09/15/2019	10	100000	100130	1277	10	706110	Grad Student Pay			906.00	0.00	906.00
											843.50	0.00	843.50
											906.00	0.00	906.00
											906.00	0.00	906.00
											906.00	0.00	906.00

Student Accounting Data

This page displays the same data that you would find on the Bursar dashboard pages.

Term Code	Term Descr	Entity	Source	Organization	Activity	Function	Object	Line Descr	Amount	Subject	Catalog Nbr	EMPLID	PID	Pref/Pri Full Name	SF Ext Org ID	Ext Org Descr	Day
2197	Summer Semester 2018-19	10	100000	530365	0000	10	706130	NQPI Operating	750.00								07/12/2019
2197	Summer Semester 2018-19	10	100000	530365	0000	10	706130	NQPI Operating	750.00								07/12/2019
2197	Summer Semester 2018-19	10	100000	530365	0000	10	706130	NQPI Operating	750.00								07/12/2019

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Full Journal Entry Details

This page displays all of the journal entry lines included in the selected JE Header Name:

JE Drilldown										Home	Catalog	Favorites	Dashboards	New	Open	Signed In As	Meiser, Beth	
Period	JE Header Name	SAUNIERK-JE2310719.1424R02051 CLEAN UP OVERSPENT INTERNAL AWARD PTA-20190820.101052 Corrections-PCA	JE Source Name	JET	JE Category Name	Corrections-PCARD/CONCUR	Batch Name	SAUNIERK-JE2310719.1424R02051 CLEAN UP OVERSPENT INTERNAL AWARD PTA-20190820.101052 J	8342674									
Account	OBJ #/Desc	Effective Date	Description							Accounted Net								
10-000000-830090-0000-00-202910	202910 GRANTS JET CLEARING	08/20/2019	SAUNIERK-JE2310719.1424R02051 CLEAN UP OVERSPENT INTERNAL AWARD PTA-20190820.101052							(316.35)								
10-100000-150400-0000-10-712310	712310 INSTRUCTIONAL SUPPLIES & SVCS	08/20/2019	Partial correction - PCKASL062719 ATHENIA TRIO ALBUM 07-1848881 Post Date - 11-JUL-19 HELEN J KASLER Tran Date -10-JUL-19 PARMA RECORDINGS LLC NORTH HAMPTON NH - Saunier 3-1815							(47.91)								
10-100000-150400-0000-10-712310	712310 INSTRUCTIONAL SUPPLIES & SVCS	08/20/2019	Partial correction - PCKASL062719 ATHENIA TRIO ALBUM 07-1848881 Post Date - 11-JUL-19 HELEN J KASLER Tran Date -10-JUL-19 PARMA RECORDINGS LLC NORTH HAMPTON NH - Saunier 3-1815							364.26								
										(0.00)								