

**Looking Up an Online Journal Entry**  
**Created on 2/27/2013 5:25:00 PM**



## Table of Contents

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## Looking Up an Online Journal Entry

### Overview:

### Understanding How to Look Up an Online Journal Entry

In this topic, you will learn the steps to look up a journal entry, including the attached back up (if available) and the drill down transaction details.

*Estimated Length:* 4 Minutes

### Procedure

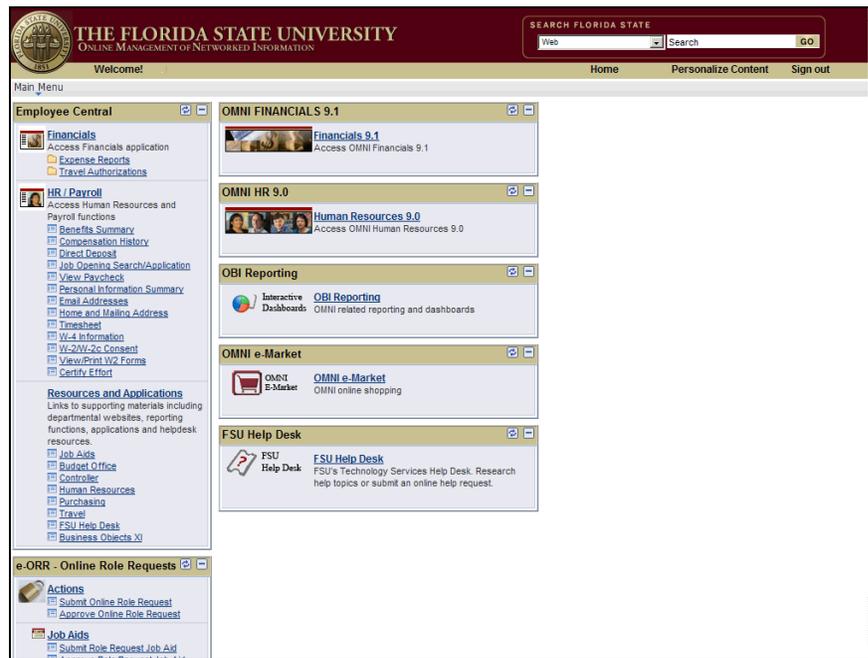
#### Scenario:

In this topic, you will learn the steps to look up a journal entry, including the attached back up (if available) and the drill down transaction details.

#### Key Information:

Accounting Period

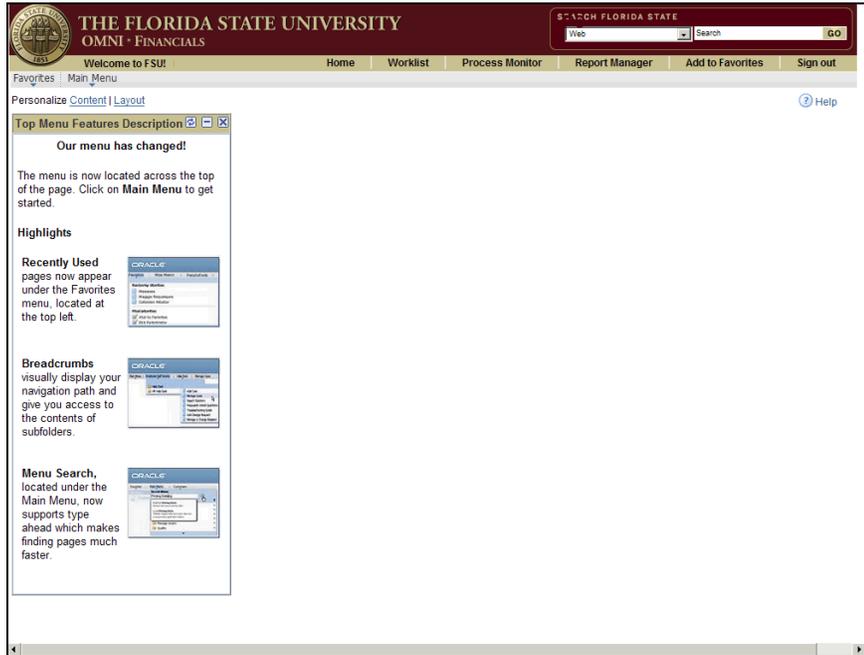
Online Journal ID



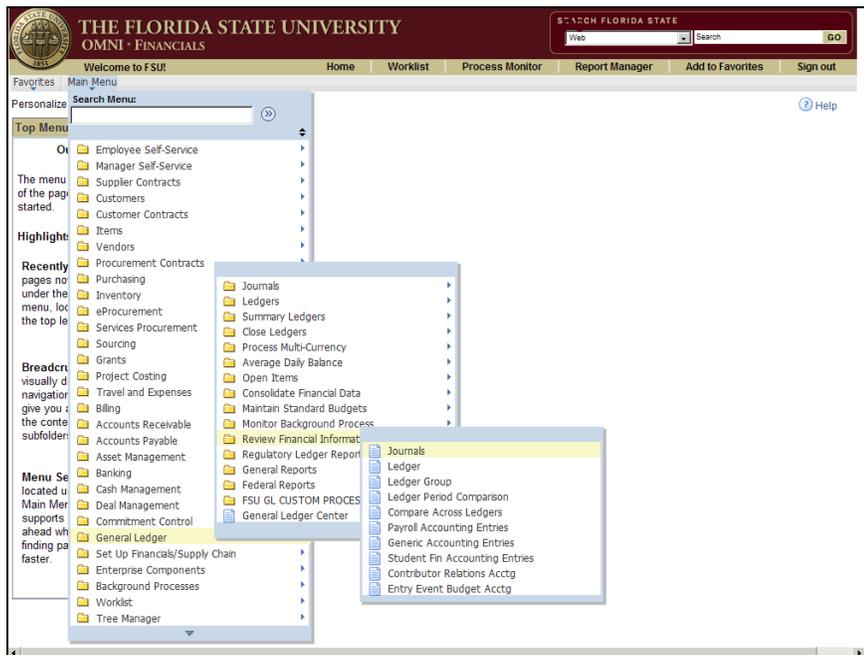
Step	Action
1.	Click the <b>Financials 9.1</b> link. <a href="#">Financials 9.1</a>



# OMNI Training Guide



Step	Action
2.	Click the <b>Main Menu</b> button. 



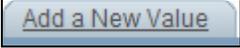


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## Training Guide

Step	Action
3.	Hover over the <b>General Ledger</b> link, then over <b>Review Financial Information</b> link, and click the <b>Journals</b> link. 



Step	Action
4.	Click the <b>Add a New Value</b> tab. 



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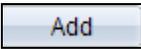
## Training Guide

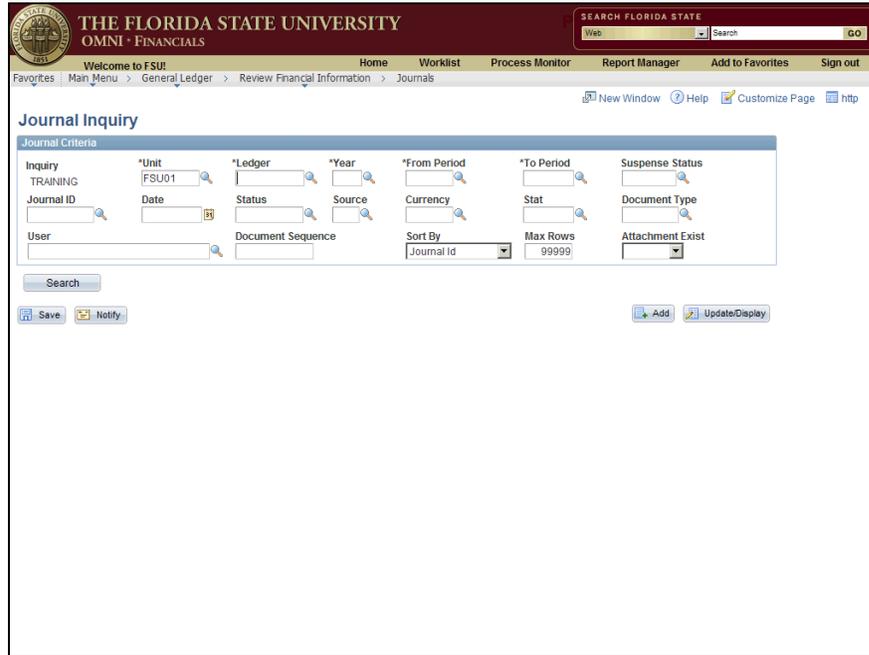
Step	Action
5.	Enter the desired information into the <b>Inquiry Name</b> field.



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Step	Action
6.	Click the <b>Add</b> button. 



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Journal Inquiry

Journal Criteria

Inquiry: TRAINING

\*Unit: FSU01 \*Ledger: \*Year: \*From Period: \*To Period: Suspense Status

Journal ID: Date: Status: Source: Currency: Stat: Document Type

User: Document Sequence: Sort By: Journal Id Max Rows: 99999 Attachment Exist

Search Save Notify Add Update/Display

Step	Action
7.	Enter " <b>ACTUALS</b> " into the <b>Ledger</b> field.



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## Training Guide

**Journal Inquiry**

**Journal Criteria**

Inquiry	*Unit	*Ledger	*Year	*From Period	*To Period	Suspense Status
TRAINING	FSU01	ACTUALS				
Journal ID	Date	Status	Source	Currency	Stat	Document Type
User	Document Sequence	Sort By	Max Rows	Attachment Exist		
		Journal Id	99999			

Buttons: Search, Save, Notify, Add, Update/Display

Step	Action
8.	Enter the Fiscal Year for the inquiry into the <b>Year</b> field.

**Journal Inquiry**

**Journal Criteria**

Inquiry	*Unit	*Ledger	*Year	*From Period	*To Period	Suspense Status
TRAINING	FSU01	ACTUALS	2011			
Journal ID	Date	Status	Source	Currency	Stat	Document Type
User	Document Sequence	Sort By	Max Rows	Attachment Exist		
		Journal Id	99999			

Buttons: Search, Save, Notify, Add, Update/Display



Step	Action
9.	Enter the beginning Accounting Period for the inquiry into the <b>From Period</b> field.

The screenshot shows the 'Journal Inquiry' form in the OMNI Financials system. The form is titled 'Journal Inquiry' and contains various search criteria fields. The 'From Period' field is highlighted in blue, indicating it is the current step in the training guide. The form includes fields for Inquiry (TRAINING), Unit (FSU01), Ledger (ACTUALS), Year (2011), From Period (8), To Period, Suspense Status, Journal ID, Date, Status, Source, Currency, Stat, Document Type, User, Document Sequence, Sort By (Journal Id), Max Rows (99999), and Attachment Exist. There are also buttons for Search, Save, Notify, Add, and Update/Display.

Step	Action
10.	Enter the Ending Accounting Period for the inquiry into the <b>To Period</b> field.



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## Training Guide

**Journal Inquiry**

**Journal Criteria**

Inquiry	*Unit	*Ledger	*Year	*From Period	*To Period	Suspense Status
TRAINING	FSU01	ACTUALS	2011	8	8	
Journal ID	Date	Status	Source	Currency	Stat	Document Type
User	Document Sequence	Sort By	Max Rows	Attachment Exist		
		Journal Id	99999			

Buttons: Search, Save, Notify, Add, Update/Display

Step	Action
11.	If you know the Journal ID of the specific journal entry you want to look up, enter it into the <b>Journal ID</b> field.

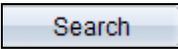
**Journal Inquiry**

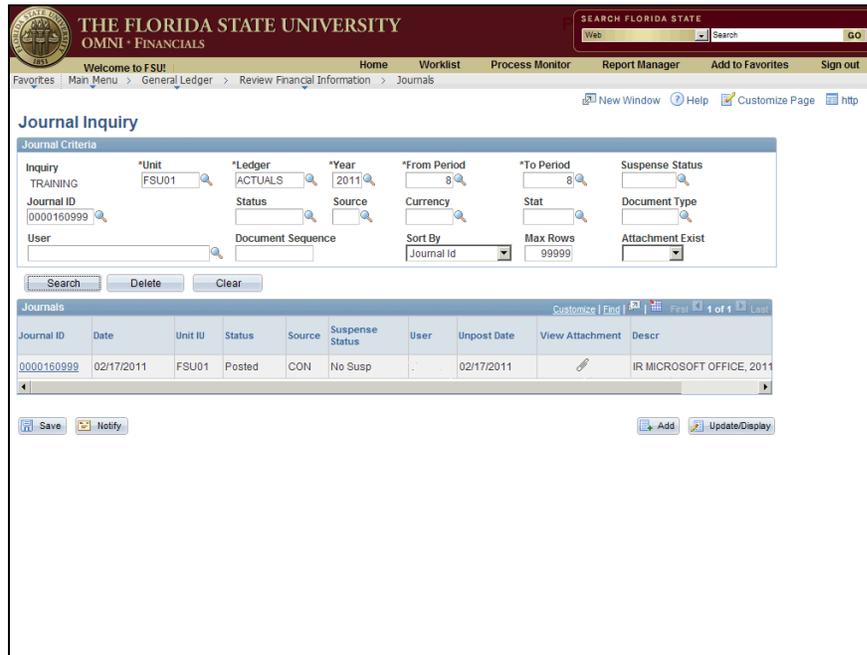
**Journal Criteria**

Inquiry	*Unit	*Ledger	*Year	*From Period	*To Period	Suspense Status
TRAINING	FSU01	ACTUALS	2011	8	8	
Journal ID	Date	Status	Source	Currency	Stat	Document Type
0000160999						
User	Document Sequence	Sort By	Max Rows	Attachment Exist		
		Journal Id	99999			

Buttons: Search, Delete, Clear, Save, Add, Update/Display



Step	Action
12.	Click the <b>Search</b> button. 



Step	Action
13.	Attachments are available for online journal entries.  Click the <b>View Attachment</b> button.  <b>NOTE:</b> If no paperclip icon appears next to a journal it indicates that there is no backup attached to it (e.g. for Accounts Payable, Travel or Asset Management entries). 



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Favorites | Main Menu > General Ledger > Review Financial Information > Journals

New Window Help Customize Page http

### Attachments

Business Unit FSU01 Journal ID 0000160999 Journal Date 02/17/2011

File Name	Description	User	Name	Date/Time Stamp
<a href="#">160999.pdf</a>				02/17/2011 3:08:03PM

Return

Step	Action
14.	Click the <b>File Name</b> link. 

https://financials.omni.fsu.edu/sprdf/psft/tmp/V\_c1c9c9dd-b5a4-4f7d-b32f-7d2dbc190ec7/160999.p - Windows Internet Explorer

https://financials.omni.fsu.edu/sprdf/psft/tmp/V\_c1c9c9dd-b5a4-4f7d-b32f-7d2dbc190ec7/160999.pdf

File Edit Go To Favorites Help

Oracle PeopleSoft Enterpris... Oracle PeopleSoft Enterpris... Payables & Disbursement S... Suggested Sites Free Hotmail Web Slice Gallery

https://financials.omni.fsu.edu/sprdf/psft/tmp/V\_c1c... 1 / 2 64.1% Find

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OFFICE OF THE UNIVERSITY CONTROLLER

6300A University Center  
Tallahassee, FL 32306-3391  
Tel: (850) 644-5910

Interdepartmental Requisition and Journal Entry Form

DATE: 02/17/2011 DEPARTMENT NAME: JOURNAL ID: 160999

CONTACT: TELEPHONE NO. APPROVED BY: APPROVER'S SIGNATURE: JOURNAL DATE: 2-16-2011

BUYER'S DEPARTMENT: 160999 LOWEST ORGANIZATION: SOFTWARE LICENSING

ENTRYP DEPARTMENT CHARTFIELDS

DEPT ID	FUND	PROJECT	CF1 (Exp/Inv)	CF2 (Exp/Inv)	CF3 (Exp/Inv)	REQD TYPE	ACCTG CAL	REQD SUBCAT	REQD REF	REQD ID	ACT ID	REQD ANL TYPE

ALL PRICES ARE ESTIMATES UNTIL FINAL INVOICE

ITEM NO.	QUANTITY	DESCRIPTION OF ITEMS OR SERVICES REQUESTED	ACCOUNT	UNIT PRICE	EXTENDED PRICE
1	1	Microsoft Office 2011 for Mac Standard License	141145	4.00	4.00
2	1	Microsoft Office 2011 for Mac Standard Media	141145	0.00	0.00

RECEIVED  
FEB 17 2011

Contracts and Grants (C&G) Approval  
Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

SELLING DEPARTMENT CHARTFIELDS (For Selling Department Use Only)

DEPT ID	FUND	ACCOUNT	AMOUNT	CF1	CF2	CF3
			4.00			

GA-01 Revised 11/2010 02/17/11 2-17-11



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## Training Guide

Step	Action
15.	The attached backup will generally be in a PDF or TIF format.

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Interdepartmental Requisition and Journal Entry Form

6300A University Center  
Tallahassee, FL 32306-2391  
FL: (850) 644-5910

DATE: 2-11-2011  
DEPARTMENT NAME: 17623  
APPROVED BY: [Signature]  
APPROVER'S SIGNATURE: [Signature]

DEPT ID	FUND	PROJECT	CF1 (Exp/Inv)	CF2 (Exp/Inv)	CF3 (Exp/Inv)	RESP. TYPE	RESP. CODE	RESP. BUDGET	BUD. REF.	ACCT. ID	ACCT. ID (Alt. Type)

ITEM NO.	QUANTITY	DESCRIPTION OF ITEMS OR SERVICES REQUESTED	ACCOUNT	UNIT PRICE	EXTENDED PRICE
1	1	Microsoft Office 2011 for Mac, Standard License	79145	4.00	4.00
2	1	Microsoft Office 2011 for Mac, standard Media		4.00	4.00

RECEIVED  
FEB 11 2011

FLORIDA STATE UNIVERSITY  
GENERAL ACCOUNTING

DEPT ID	FUND	ACCOUNT	AMOUNT	CF1	CF2	CF3
			4.00			

Step	Action
16.	Click the <b>Minimize</b> button. 



# OMNI

## Training Guide

**Attachments**

Business Unit FSU01 Journal ID 0000160999 Journal Date 02/17/2011

File Name	Description	User	Name	Date/Time Stamp
160999.pdf				02/17/2011 3:08:03PM

[Return](#)

Step	Action
17.	Click the <b>Return</b> button.

**Journal Inquiry**

Journal Criteria

Inquiry: JOURNAL1  
 \*Unit: FSU01 \*Ledger: ACTUALS \*Year: 2011  
 Journal ID: 0000160999  
 Status: Source: Currency: Stat: Document Type:  
 User: Document Sequence: Sort By: Max Rows: Attachment Exist:

[Search](#) [Delete](#) [Clear](#)

Journal ID	Date	Unit IU	Status	Source	Suspense Status	User	Unpost Date	View Attachment	Descr
0000160999	02/17/2011	FSU01	Posted	CON	No Susp		02/17/2011		IR MICROSOFT OFFICE, 2011

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)



Step	Action
18.	You can search for additional Journals by changing the Journal ID and/or the Year and Period.

**Journal Inquiry**

Journal Criteria

Inquiry \*Unit FSU01 \*Ledger ACTUALS \*Year 2011 \*From Period 8 \*To Period 8 Suspense Status

JOURNAL\_1

Journal ID Status Source Currency Stat Document Type

User Document Sequence Sort By Max Rows Attachment Exist

Journal Id 99999

Search Delete Clear

Journal ID	Date	Unit IU	Status	Source	Suspense Status	User	Unpost Date	View Attachment	Descr
0000160999	02/17/2011	FSU01	Posted	CON	No Susp		02/17/2011		IR MICROSOFT OFFICE, 2011

Save Return to Search Notify Add Update/Display

Step	Action
19.	Enter the desired information into the <b>Journal ID</b> field.  For the purpose of this example, enter " <b>AP00160177</b> ".



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Favorites | Main Menu > General Ledger > Review Financial Information > Journals

New Window Help Customize Page http

### Journal Inquiry

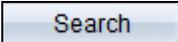
Journal Criteria

Inquiry: JOURNAL1  
\*Unit: FSU01 \*Ledger: ACTUALS \*Year: 2011 \*From Period: 8 \*To Period: 8 Suspense Status: [ ]  
Journal ID: AP00160177 Status: [ ] Source: [ ] Currency: [ ] Stat: [ ] Document Type: [ ]  
User: [ ] Document Sequence: [ ] Sort By: Journal Id Max Rows: 99999 Attachment Exist: [ ]

Search Delete Clear

Journal ID	Date	Unit IU	Status	Source	Suspense Status	User	Unpost Date	View Attachment	Descr
0000180999	02/17/2011	FSU01	Posted	CON	No Susp		02/17/2011		IR MICROSOFT OFFICE, 2011

Save Return to Search Notify Add Update/Display

Step	Action
20.	Click the <b>Search</b> button. 

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Favorites | Main Menu > General Ledger > Review Financial Information > Journals

New Window Help Customize Page http

### Journal Inquiry

Journal Criteria

Inquiry: JOURNAL1  
\*Unit: FSU01 \*Ledger: ACTUALS \*Year: 2011 \*From Period: 8 \*To Period: 8 Suspense Status: [ ]  
Journal ID: AP00160177 Status: [ ] Source: [ ] Currency: [ ] Stat: [ ] Document Type: [ ]  
User: [ ] Document Sequence: [ ] Sort By: Journal Id Max Rows: 99999 Attachment Exist: [ ]

Search Delete Clear

Journal ID	Date	Unit IU	Status	Source	Suspense Status	User	Unpost Date	Descr
AP00160177	02/01/2011	FSU01	Posted	AP	No Susp	FSU_BATCH	02/01/2011	Accounts Payable

Save Return to Search Notify Add Update/Display

`javascript:submitAction_win0(document.win0,'JOURNAL_ID_WRK30');`



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Step	Action
21.	Click the <b>AP00160177</b> link. <a href="#">AP00160177</a>

The screenshot displays the 'Journal Inquiry' interface for AP00160177. The 'Journal Header' section includes the following details:

- Journal ID: AP00160177
- Date: 02/01/2011
- Schedule: No Request
- Ledger Group: RECORDING
- Original Date: 02/01/2011
- Process: No Request
- Source: AP
- Date Posted: 02/01/2011
- Total Lines: 2814
- Journal Status: Posted
- Reversal Date: None
- User ID: FSU\_BATCH
- Balanced: DR=CR
- Reversal: None
- InterUnit BU: FSU01
- Doc Seq: Budget Status: Valid
- View Attachment (0)
- Long Description: Accounts Payable

The 'Totals by Currency' section shows:

- USD Debit Amount: 2,782,313.72
- Credit Amount: 2,782,313.72
- Net: 0.00

The 'Journal Line' table contains the following data:

Drill to Source	Line #	Line Descr	Amount (in Transaction Currency)	Currency	Dept	Fund	PC Bus Unit	Project	Activity	An Type	Source Type
	1419	AP Accruals	-811.08	USD	001000	110					
	1813	AP Accruals	-757.70	USD	001000	186					
	26	AP Accruals	-456.28	USD	001001	330					

Step	Action
22.	Click the scrollbar to scroll down.



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Web Search GO

Welcome to FSU! Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites | Main Menu > General Ledger > Review Financial Information > Journals

Totals by Currency

Currency: USD Debit Amount: 2,782,313.72 Credit Amount: 2,782,313.72 Net: 0.00

Journal Line

Drill to Source	Line #	Line Descr	Amount (in Transaction Currency)	Currency	Dept	Fund	PC Bus Unit	Project	Activity	An Type	Source Type
	1419	AP Accruals	-811.08	USD	001000	110					
	1813	AP Accruals	-757.70	USD	001000	186					
	26	AP Accruals	-456.28	USD	001001	330					
	2473	AP Accruals	-3,978.00	USD	004000	110					
	1166	AP Accruals	-726.26	USD	004000	186					
	1420	AP Accruals	-297.20	USD	004001	330					
	1449	AP Accruals	-484.40	USD	004003	110					
	2474	AP Accruals	-5,008.30	USD	005000	110					
	840	AP Accruals	-1,135.06	USD	005001	330					
	742	AP Accruals	-9,725.43	USD	006002	630					
	27	AP Accruals	-368.16	USD	006004	630					
	1469	AP Accruals	-2,133.88	USD	006006	630					
	2125	AP Accruals	-1,704.89	USD	006008	630					
	485	AP Accruals	-466.24	USD	006010	630					
	1430	AP Accruals	-390.50	USD	006012	630					

Save Return to Search Notify Add Update/Display

javascript:submitAction\_winv0(document.winv0.JRN\_LN\_DVWShviewall\$0);

Step	Action
23.	Click the <b>View 100</b> link to see more lines on the journal.



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Welcome to FSU! Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites | Main Menu > General Ledger > Review Financial Information > Journals

Totals by Currency

Currency: USD Debit Amount: 2,782,313.72 Credit Amount: 2,782,313.72 Net: 0.00

Journal Line

Drill to Source	Line #	Line Descr	Amount (in Transaction Currency)	Currency	Dept	Fund	PC Bus Unit	Project	Activity	An Type	Source Type
	1419	AP Accruals	-811.08	USD	001000	110					
	1813	AP Accruals	-757.70	USD	001000	186					
	26	AP Accruals	-456.28	USD	001001	330					
	2473	AP Accruals	-3,978.00	USD	004000	110					
	1166	AP Accruals	-726.26	USD	004000	186					
	1420	AP Accruals	-297.20	USD	004001	330					
	1449	AP Accruals	-484.40	USD	004003	110					
	2474	AP Accruals	-5,008.30	USD	005000	110					
	840	AP Accruals	-1,135.06	USD	005001	330					
	742	AP Accruals	-9,725.43	USD	006002	630					
	27	AP Accruals	-368.16	USD	006004	630					
	1469	AP Accruals	-2,133.88	USD	006006	630					
	2125	AP Accruals	-1,704.89	USD	006008	630					
	485	AP Accruals	-466.24	USD	006010	630					
	1430	AP Accruals	-390.50	USD	006012	630					

Save Return to Search Notify Add Update/Display



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Step	Action
24.	Click the scrollbar to scroll down to find your desired journal line.

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Welcome to FSU! Home Worklist Process Monitor Report Manager Add to Favorites Sign out

USD Debit Amount: 2,782,313.72 Credit Amount: 2,782,313.72 Net: 0.00

Drill to Source	Line #	Line Descr	Amount (in Transaction Currency)	Currency	Dept	Fund	PC Bus Unit	Project	Activity	An Type	Source Type
	1755	AP Accruals	-1,572.40	USD	026002	320					
	431	AP Accruals	-150.72	USD	026004	320					
	1124	AP Accruals	-2,549.92	USD	026007	320					
	1087	AP Accruals	-4,731.76	USD	027000	110					
	797	AP Accruals	-70.00	USD	027000	140					
	1168	AP Accruals	-422.16	USD	027001	330					
	1100	AP Accruals	-1,023.62	USD	028000	320					
	1084	AP Accruals	-18,957.57	USD	028001	320					
	1165	AP Accruals	-787.76	USD	028001	320	FSINV	INV001	FSINV	ACT	
	2187	AP Accruals	-56.82	USD	028011	110					
	30	AP Accruals	-2,544.26	USD	029000	110					
	778	AP Accruals	-4,972.81	USD	029002	110					
	1102	AP Accruals	-3,174.12	USD	029003	110					
	1758	AP Accruals	-3,528.60	USD	029004	110					
	1438	AP Accruals	-3,716.41	USD	029005	110					

Save Return to Search Notify Add Update/Display

Step	Action
25.	For the purpose of this example, click the button for journal line <b>778</b> . 



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Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Journal Drill Down

Drill to Source

Journal ID

Business Unit FSU01 Journal AP00160177 Date 02/01/2011

Ledger ACTUALS Line 778 Line Descr AP Accruals [GL Journal](#)

Dept	Fund	PC Bus Unit	Project	Activity	Analysis Type	Source Type	Category	Subcategory	Bud Ref	ChartField 1	ChartField 2
029002	110										

Base Currency USD Base Amount -4,972.81

Currency USD Transaction Amount -4,972.81

Statistics Code Statistic Amount

Details

Chartfields Voucher Information Document Information

Voucher ID	Descr	Vchr Line	Distrib Line
00625614	Accounts Payable	680	1

javascriptsubmitAction\_win3(document.win3,VCHR\_ACCT\_DRILL\_Shviewa...

Step	Action
26.	Depending on the source type (EX for Travel, etc.), this screen may display results differently.

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Welcome to FSU! Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Journal Drill Down

Drill to Source

Journal ID

Business Unit FSU01 Journal AP00160177 Date 02/01/2011

Ledger ACTUALS Line 778 Line Descr AP Accruals [GL Journal](#)

Dept	Fund	PC Bus Unit	Project	Activity	Analysis Type	Source Type	Category	Subcategory	Bud Ref	ChartField 1	ChartField 2
029002	110										

Base Currency USD Base Amount -4,972.81

Currency USD Transaction Amount -4,972.81

Statistics Code Statistic Amount

Details

Chartfields Voucher Information Document Information

Voucher ID	Descr	Vchr Line	Distrib Line
00625614	Accounts Payable	680	1

javascriptsubmitAction\_win3(document.win3,VCHR\_ACCT\_DRILL\_Shviewa...



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## Training Guide

Step	Action
27.	Click the <b>View All</b> link to see all voucher lines associated with the journal line. <a href="#">View All</a>

**Drill to Source**

Journal ID

Business Unit: FSU01    Journal: AP00160177    Date: 02/01/2011

Ledger: ACTUALS    Line: 778    Line Descr: AP Accruals    [GL Journal](#)

Chartfields

Dept	Fund	PC Bus Unit	Project	Activity	Analysis Type	Source Type	Category	Subcategory	Bud Ref	ChartField 1	ChartField 2
029002	110										

Base Currency: USD    Base Amount: -4,972.81  
 Currency: USD    Transaction Amount: -4,972.81  
 Statistics Code:    Statistic Amount

Details

Voucher ID	Descr	Vchr Line	Distrib Line	Amount	Currency	Base Amount	Currency
<a href="#">00625614</a>	Accounts Payable	680	1	-45.00	USD	-45.00	USD
<a href="#">00825614</a>	Accounts Payable	682	1	-64.53	USD	-64.53	USD
<a href="#">H0038912</a>	Accounts Payable	353	1	-2437.12	USD	-2437.12	USD
<a href="#">H0039026</a>	Accounts Payable	333	1	-2426.16	USD	-2426.16	USD

Step	Action
28.	You can drill down further by clicking the <b>Voucher ID</b> link.



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SEARCH FLORIDA STATE  
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Welcome to FSU! Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Journal Drill Down

New Window Help Customize Page http

### Drill to Source

Journal ID

Business Unit FSU01 Journal AP00160177 Date 02/01/2011

Ledger ACTUALS Line 778 Line Descr AP Accruals [GL Journal](#)

Chartfields [Customize](#) [Find](#) [View All](#) [Print](#) [First](#) [1 of 4](#) [Last](#)

Dept	Fund	PC Bus Unit	Project	Activity	Analysis Type	Source Type	Category	Subcategory	Bud Ref	ChartField 1	ChartField 2
029002	110										

Base Currency USD Base Amount -4,972.81

Currency USD Transaction Amount -4,972.81

Statistics Code Statistic Amount

Details [Customize](#) [Find](#) [View](#) [Print](#) [First](#) [1-4 of 4](#) [Last](#)

Chartfields Voucher Information Document Information

Voucher ID	Descr	Vchr Line	Distrib Line	Amount	Currency	Base Amount	Currency
<a href="#">00625614</a>	Accounts Payable	680	1	-45.00	USD	-45.00	USD
<a href="#">00625614</a>	Accounts Payable	682	1	-64.53	USD	-64.53	USD
<a href="#">H0038912</a>	Accounts Payable	353	1	-2437.12	USD	-2437.12	USD
<a href="#">H0039026</a>	Accounts Payable	333	1	-2426.16	USD	-2426.16	USD

Step	Action
29.	<p><b>Congratulations!</b> You have completed the topic. <b>End of Procedure.</b></p>