HOW TO REVIEW OPERATING TRANSFER DETAILS IN SHARE

There are two options for reviewing operating transfer details in SHARE. In both cases an agency can see the lines of the journal entry (operating transfer) that impacted their agency. Also included is the “affiliate” field. This field indicates the agency the monies were received from or transferred to, whichever is relevant. The two options are to run a query or view a single journal online.

OPTION 1: QUERY

Navigation: Reporting Tools, Query, Query Viewer

The name of the query is: NMS_GL_OPER_TRANS

To run the query, select the “Run to Excel” hyperlink (blue underline).

Query Viewer
Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name begins with NMS_GL_OPER_TRANS

Search  Advanced Search

Search Results

The system will prompt you to complete the following criteria selections:
- Fiscal Year (2007)
- From Period & To Period (e.g., 1 = Jul, 2 = Aug)
- Unit (agency number)
OPTION 2: ONLINE INQUIRY

Navigation: General Ledger, Review Financial Information, Journals

Under the “add a new value” tab enter an “Inquiry Name” and press “ADD.”

Inquiry Name: JRNL_INQY
Enter the following fields per the screen shot below:

- **Business Unit**
- **Ledger** – enter ACTUALS
- **Year**
- **From Period**
- **To Period**
- **Source** – enter OPR

Press the yellow "SEARCH" button

A list of all OPR journals created for the fiscal year and period selected will appear. To see the details of the journal, select the blue hyperlink for a specific journal.
The Journal Inquiry will indicate the specific lines that impact the selected business unit. The lines that are not shown impact another agency. Under the “affiliate” column is the associated business unit. Under the “fund affil” column is the associated fund for the other business unit. The long description is the journal description for the operating transfer. Note that this screen can not be downloaded into Excel. To get a download of the operating transfer details, use the Query under Option 1.