## 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).



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."



Enter the following fields per the screen shot below:

**Business Unit** 

Ledger - enter ACTUALS

Year

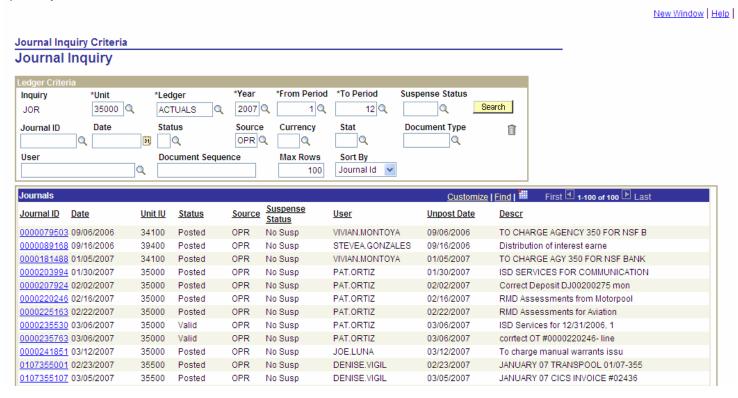
From Period

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.

