

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: begins with

[Advanced Search](#)

Search Results

*Folder View:


Query							
				Customize	Find	View All	First 1 of 1 Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
NMS_GL_OPER_TRANS	Operating Transfer - Detail JE	Public		HTML	Excel	Schedule	Favorite


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)

NMS_GL_OPER_TRANS - Operating Transfer - Detail JE

Fiscal Year:

From Period: 

To Period: 

Unit: 

[View Results](#)

Unit	Affiliate	Journal ID	Date	Account	Dept	Oper Unit	Rpt Cat	Fund	Class	Specs	Bud Ref	Amount	Line Descr	Project	Activity	PC Bus Unit	An Type	Period	Source
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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.”

Journals

[Find an Existing Value](#)

[Add a New Value](#)

Inquiry Name:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

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.

[New Window](#) | [Help](#) |

Journal Inquiry Criteria

Journal Inquiry

Ledger Criteria							
Inquiry	*Unit	*Ledger	*Year	*From Period	*To Period	Suspense Status	
JOR	35000	ACTUALS	2007	1	12		<input type="button" value="Search"/>
Journal ID	Date	Status	Source	Currency	Stat	Document Type	
			OPR				
User	Document Sequence		Max Rows	Sort By			
			100	Journal Id			

Journals								
Customize Find First 1-100 of 100 Last								
Journal ID	Date	Unit IU	Status	Source	Suspense Status	User	Unpost Date	Descr
0000079503	09/06/2006	34100	Posted	OPR	No Susp	VIVIAN.MONTOYA	09/06/2006	TO CHARGE AGENCY 350 FOR NSF B
0000089168	09/16/2006	39400	Posted	OPR	No Susp	STEVEA.GONZALES	09/16/2006	Distribution of interest earne
0000181488	01/05/2007	34100	Posted	OPR	No Susp	VIVIAN.MONTOYA	01/05/2007	TO CHARGE AGY 350 FOR NSF BANK
0000203994	01/30/2007	35000	Posted	OPR	No Susp	PAT.ORTIZ	01/30/2007	ISD SERVICES FOR COMMUNICATION
0000207924	02/02/2007	35000	Posted	OPR	No Susp	PAT.ORTIZ	02/02/2007	Correct Deposit DJ00200275 mon
0000220246	02/16/2007	35000	Posted	OPR	No Susp	PAT.ORTIZ	02/16/2007	RMD Assessments from Motorpool
0000225163	02/22/2007	35000	Posted	OPR	No Susp	PAT.ORTIZ	02/22/2007	RMD Assessments for Aviation
0000235530	03/06/2007	35000	Valid	OPR	No Susp	PAT.ORTIZ	03/06/2007	ISD Services for 12/31/2006, 1
0000235763	03/06/2007	35000	Valid	OPR	No Susp	PAT.ORTIZ	03/06/2007	correct OT #0000220246- line
0000241851	03/12/2007	35000	Posted	OPR	No Susp	JOE.LUNA	03/12/2007	To charge manual warrants issu
0107355001	02/23/2007	35500	Posted	OPR	No Susp	DENISE.VIGIL	02/23/2007	JANUARY 07 TRANSPPOOL 01/07-355
0107355107	03/05/2007	35500	Posted	OPR	No Susp	DENISE.VIGIL	03/05/2007	JANUARY 07 CICS INVOICE #02436

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.

Journal Inquiry

Ledger Criteria									
Inquiry	Unit	Ledger	Year	From Period	To Period	Currency	Suspense Status	Doc Type	
JOR	35000	ACTUALS	2007	1	12				
Go To: Journal Criteria							Header Msg:		
Journal Header									
Journal ID:	0000089168	Date:	09/16/2006	Source:	OPR	Schedule:			
Ledger Grp:	ACTUALS	Original Date:	09/16/2006	Lines:	18	Doc Seq:			
Status:	Posted	InterUnit BU:	39400	Posted:	09/27/2006	Process:	Edits OK		
Balanced:	DR=CR	Reversal:	None	Reversal Date:					
Operator Id: STEVEA.GONZALEZ									
Long Description	Distribution of interest earned on investments for the month of May 2006								
Totals by Currency									
Find View All First 1 of 1 Last									
Currency:	USD	DR:	446,092.08	CR:	446,092.08	Net:	0.00		

 Show All Lines

☐ Show From Line: Thru Line:

Query Journal Lines

[illegible]