

Viewing Transactions in Oracle

In Oracle, go to Financial Reporting

Good afternoon, Angela Mathews

- < My Enterprise
- Tools
- Configuration
- Financial Reporting
- Others

APPS



To view transactions, go to “Budget and Transaction Details” under Budget Reports

St. Olaf Reporting Dashboard

▲ Budget Reports

[PLT Budget Report - Summary by Division - General Operating Fund 10000](#)

[Division Budget Report - Summary by Department - General Operating Fund 10000](#)

[Departmental Detail Budget Report - General Operating Fund 10000](#)

[Departmental Detail Budget Report - All Operating Funds \(including grants, restricted funds, appropriated funds\)](#)

[Activity Level Budget Report - General Operating Fund 10000](#)

[Activity Level Budget Report - All Operating Funds \(including grants, restricted funds, appropriated funds\)](#)

[Fund Balance Report - Single Fund](#)

[Fund Balance Report - Multiple Fund Balance Listing](#)

[Budget and Transaction Details](#)

▲ Departmental Transaction Reports

[Payables Invoices](#)

[Journal Entries](#)

[Fixed Asset Register](#)

▲ System Reports

[Chart of Account Values](#)

[Cost Center Access Report](#)

[Cost Center Manager Report](#)

▲ Payroll Reports

[Student Work Study Report](#)

Select the Fiscal Year.

Select the Fund, Cost Center, Account, and/or Activity that you want to view. You can select all of the criteria, or just one if you want to see multiple accounts, etc. For example, you could select only a certain fund if you want to see all transactions charged to a fund. You could select one cost center and see all activity within that cost center. You can select an activity to see all things charged to an activity code that might be in multiple funds or cost centers.

To search for a value, click the “search button”, then type the value in the search box, select it and arrow it over to the right, then click “OK”.

Budget Reports

Prompts | YTD Balances | PTD Balances | Transactions

A screenshot of the 'Prompts' dialog box in a software application. It contains several fields for user input:

- Budget Year:** A dropdown menu with '2025.00' selected.
- Budget Period Name:** A dropdown menu with '--Select Value--' selected.
- Fund:** A dropdown menu with '--Select Value--' selected.
- Cost Center:** A dropdown menu with '--Select Value--' selected.
- Account:** A list of checkboxes with values 10001, 10267, 10268, 10269, 10270, and 10271.
- Activity:** A list of checkboxes with values 10267, 10268, 10269, 10270, and 10271.
- Balance Type:** A list of checkboxes with values 10267, 10268, 10269, 10270, and 10271.

A 'Search...' button is highlighted in yellow at the bottom of the dialog box.

A screenshot of the 'Select Values' dialog box. It features a search interface with the following elements:

- Title:** 'Select Values' with a close button (X) and a help button (?).
- Search:** A search box containing '16112' with a magnifying glass icon to its right.
- Filter:** A dropdown menu set to 'Name Contains' and a checkbox for 'Match Case'.
- Available:** A list box containing the value '16112'.
- Selected:** An empty list box.
- Navigation:** A set of arrow buttons: a single right arrow (>), a double right arrow (>>), a single left arrow (<), and a double left arrow (<<).
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right, with 'OK' highlighted in yellow.

Once you have selected the criteria you want, click “apply”, then click on “transactions”.

Budget Reports

Prompts | YTD Balances | PTD Balances | Transactions

Budget Year **2025.00** ▼
 Budget Period Name --Select Value-- ▼
 Fund --Select Value-- ▼
 Cost Center **16112** ▼
 Account --Select Value-- ▼
 Activity --Select Value-- ▼
 Balance Type --Select Value-- ▼
Apply Reset ▼

At the bottom of the report, it allows you to export your report to excel or a pdf by clicking on “export, formatted, excel”.

Budget Reports

Prompts | YTD Balances | PTD Balances | Transactions

Budget Transactions

Budget Year 2025 ▼

Budget Period Name	Budget Date	Fund	Fund Description	Cost Center	Cost Center Description	Account	Account Description	Activity	Activity Description	Balance Type	Activity Type	Transaction Type	Invoice Supplier or Party	Invoice Number	Transaction Information	Journal Line Description	Reserved Transaction Amount	DR/CR Transaction Amount	
Jun-24	6/1/2024	10000	St. Olaf Operating Company	16112	Business Office	79900	Miscellaneous expenses	00000	Default	Expenditure	Reservation	General ledger journal			JCA-Main Bank Acct Corrections Manual - Feb 2 ACH Origination posted to bank-Unknown	Feb 2 ACH Origination posted to bank-Unknown	-5.49	-5.49	
Jun-24	6/11/2024	10000	St. Olaf Operating Company	16112	Business Office	79900	Miscellaneous expenses	00000	Default	Expenditure	Reservation	General ledger journal			06112433 - OS Check Rounding	OS Check Rounding	0.5	0.5	
Jun-24	6/18/2024	10000	St. Olaf Operating Company	16112	Business Office	66000	Compute soft licenses subscr	00000	Default	Expenditure	Reservation	Invoice	Nathan T Engle	EXP000037970563	EXP000037970563 - Wufoo subscription from 6/9/24 to 7/9/24		99	99	
Jun-24	6/18/2024	10000	St. Olaf Operating Company	16112	Business Office	67400	Conference & registration fees	00000	Default	Expenditure	Reservation	Invoice	Nathan T Engle	EXP000037970563	EXP000037970563 - Registration for CACUBO workshop at Carleton		39	39	
Jun-24	6/18/2024	10000	St. Olaf Operating Company	16112	Business Office	79900	Miscellaneous expenses	00000	Default	Expenditure	Reservation	General ledger journal			EZ-Student payment account test payments 6/18 - Student payment account test payments 6/18	Student payment account test payments 6/18	1.82	1.82	
Jun-24	6/24/2024	10000	St. Olaf Operating Company	16112	Business Office	70400	Audit and accounting fees	00000	Default	Expenditure	Reservation	Invoice	GOODNEY & ETTER PA	7281	7281 -			7,000	7,000

Jun-24	6/30/2024	10000	St. Olaf Operating Company	16112	Business Office	56100	VEBA - Emeriti	00000	Default	Expenditure	Reservati	Formatted	PDF		Jun-24 Payroll - Journal Import Created	Journal Import Created	654.34	654.34
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Refresh - Print - Export - Copy
 Data - Excel
 Powerpoint
 Web Archive

NOTE FOR FY24 and FY25 ONLY:

Due to an Oracle issue that we encountered in our first year of implementation, there are some extra transactions for items that erroneously posted to fund 90000, and then were moved into the correct funds. This happened in FY24, as well as June 2024 (FY25). If you are reviewing transactions that are not a fund 9XXXXX, you can sort by “journal line description” and delete the transactions that say “Correct Fund #90000 transactions”. These transactions should all net to zero, and will make the report cleaner if you want to delete the extra lines. This should not be an issue going forward after June 2024.

2025																			
Budget Date	Fund	Fund Description	Cost	Cost Center	Dept	Account	Account Description	Activity	Activity Description	Balance Type	Activity Type	Transaction Type	Invoice Supplier	Invoice Number	Transaction Information	Journal Line Description	Reserved Trans	DR/CR	Transaction
9/5/2024	10000	St. Olaf Operati	16112	Business Office	76800	Licenses & permit	00000	Default	Expenditure	Reservation	Invoice	LABYRINTH INC	606249	606249 -			99		99
6/24/2024	10000	St. Olaf Operati	16112	Business Office	70400	Audit and account	00000	Default	Expenditure	Reservation	Invoice	GOODNEY & ET	7281	7281 -			7,000		7,000
6/18/2024	10000	St. Olaf Operati	16112	Business Office	67400	Conference & reg	00000	Default	Expenditure	Reservation	Invoice	Nathan T Engle	EXP000037970563	EXP000037970563 - Registration for CACUBO workshop at Carleton			39		39
6/18/2024	10000	St. Olaf Operati	16112	Business Office	66000	Compute soft lice	00000	Default	Expenditure	Reservation	Invoice	Nathan T Engle	EXP000037970563	EXP000037970563 - Wufoo subscription from 6/9/24 to 7/9/24			99		99
7/2/2024	10000	St. Olaf Operati	16112	Business Office	66000	Compute soft lice	00000	Default	Expenditure	Reservation	Invoice	Nathan T Engle	EXP000039392339	EXP000039392339 - Asana renewal fee from 06/20/24 - 06/19/25			659.4		659.4
7/2/2024	10000	St. Olaf Operati	16112	Business Office	67400	Conference & reg	00000	Default	Expenditure	Reservation	Invoice	Nathan T Engle	EXP000039392339	EXP000039392339 - Tara's registration for CACUBO workshop at Carleton			39		39
7/16/2024	10000	St. Olaf Operati	16112	Business Office	66000	Compute soft lice	00000	Default	Expenditure	Reservation	Invoice	Nathan T Engle	EXP000040799087	EXP000040799087 - Wufoo subscription from 7/9/24 to 8/9/24			99		99
8/2/2024	10000	St. Olaf Operati	16112	Business Office	67000	Transportation fare	00000	Default	Expenditure	Reservation	Invoice	Nathan T Engle	EXP000042414988	EXP000042414988 - Flight to Louisville for HESS Annual Conference			338.95		338.95
8/17/2024	10000	St. Olaf Operati	16112	Business Office	67400	Conference & reg	00000	Default	Expenditure	Reservation	Invoice	Nathan T Engle	EXP000044054527	EXP000044054527 - HESS Consortium Annual Conference registration			150		150
8/17/2024	10000	St. Olaf Operati	16112	Business Office	66000	Compute soft lice	00000	Default	Expenditure	Reservation	Invoice	Nathan T Engle	EXP000044054527	EXP000044054527 - Wufoo subscription from 8/9/24 to 9/9/24			99		99
6/26/2024	10000	St. Olaf Operati	16112	Business Office	66000	Compute soft lice	00000	Default	Expenditure	Reservation	General ledger journal			NTE - Fund #90000 Corrections Manual - Correct fund #90000 transactions	Correct fund #90000 transactions		99		99
6/26/2024	10000	St. Olaf Operati	16112	Business Office	67400	Conference & reg	00000	Default	Expenditure	Reservation	General ledger journal			NTE - Fund #90000 Corrections Manual - Correct fund #90000 transactions	Correct fund #90000 transactions		39		39
6/26/2024	90000	Grant Match Fu	16112	Business Office	66000	Compute soft lice	00000	Default	Expenditure	Reservation	General ledger journal			NTE - Fund #90000 Corrections Manual - Correct fund #90000 transactions	Correct fund #90000 transactions		-99		-99
6/26/2024	90000	Grant Match Fu	16112	Business Office	67400	Conference & reg	00000	Default	Expenditure	Reservation	General ledger journal			NTE - Fund #90000 Corrections Manual - Correct fund #90000 transactions	Correct fund #90000 transactions		-39		-39
6/30/2024	10000	St. Olaf Operati	16112	Business Office	66000	Compute soft lice	00000	Default	Expenditure	Reservation	General ledger journal			NTE - Fund #90000 Corrections Manual - Correct fund #90000 transactions	Correct fund #90000 transactions		0		0
6/30/2024	10000	St. Olaf Operati	16112	Business Office	67400	Conference & reg	00000	Default	Expenditure	Reservation	General ledger journal			NTE - Fund #90000 Corrections Manual - Correct fund #90000 transactions	Correct fund #90000 transactions		0		0
6/30/2024	90000	Grant Match Fu	16112	Business Office	66000	Compute soft lice	00000	Default	Expenditure	Reservation	General ledger journal			NTE - Fund #90000 Corrections Manual - Correct fund #90000 transactions	Correct fund #90000 transactions		0		0
6/30/2024	90000	Grant Match Fu	16112	Business Office	67400	Conference & reg	00000	Default	Expenditure	Reservation	General ledger journal			NTE - Fund #90000 Corrections Manual - Correct fund #90000 transactions	Correct fund #90000 transactions		0		0
6/26/2024	10000	St. Olaf Operati	16112	Business Office	66000	Compute soft lice	00000	Default	Expenditure	Reservation	General ledger journal			Reverses NTE - Fund #90000 Corrections Manual 25-07-24 11:45:30 - Correct fund #90000 transactions	Correct fund #90000 transactions		-99		-99
6/26/2024	10000	St. Olaf Operati	16112	Business Office	67400	Conference & reg	00000	Default	Expenditure	Reservation	General ledger journal			Reverses NTE - Fund #90000 Corrections Manual 25-07-24 11:45:30 - Correct fund #90000 transactions	Correct fund #90000 transactions		-39		-39
6/26/2024	90000	Grant Match Fu	16112	Business Office	66000	Compute soft lice	00000	Default	Expenditure	Reservation	General ledger journal			Reverses NTE - Fund #90000 Corrections Manual 25-07-24 11:45:30 - Correct fund #90000 transactions	Correct fund #90000 transactions		99		99
6/26/2024	90000	Grant Match Fu	16112	Business Office	67400	Conference & reg	00000	Default	Expenditure	Reservation	General ledger journal			Reverses NTE - Fund #90000 Corrections Manual 25-07-24 11:45:30 - Correct fund #90000 transactions	Correct fund #90000 transactions		39		39