Transaction History: Finding and Viewing Transaction History

Inquiries on the Transaction History of an asset can be viewed using either of the navigator functions:
- – Inquiry/ Transaction History
- – Inquiry/ Financial Information

When the Inquiry/ Transaction History navigator function is used, you must populate the Book field and enter either a Reference Number or a range of Asset Numbers on the Find Transactions window. A summary of the transactions will display on the Transaction History window.

When the Financial Information navigator function is used, you will invoke a query from the Find Assets window, as demonstrated in previous tutorials. You will then drill down to View Financial Information and Transaction History for the queried asset.

From the Transaction History window, regardless of how you got there, you can select the **Transaction Type** and then click the Details button to view additional information.

Navigation

- The **Transaction History** function will be demonstrated first.

- Path: SIU Fixed Assets Managerial Inquiry $\rightarrow$ Inquiry $\rightarrow$ Transaction History

- A blank screen will quickly appear and disappear, as will the JInitiator screen and Application Navigator window, while the system is accessing the application.

Find Transactions Window

- The **Find Transactions** window opens; use this window to enter search criteria for the inquiry.

- The **Book** field must be populated, in addition to the **Reference Number** or **Asset Numbers** fields.

- Use the LOV to populate the Book field.
    - – For demonstration/ practice purposes, select FA_PRESIDENT.

- Click **OK**.

- The Book field is populated and the Reference Number and Asset Numbers fields are now enabled.

- The Reference Number or a range of Asset Numbers must be entered.
    - – The Reference Number and Asset Numbers are assigned by the AIS system; they can be found on various forms.

- For demonstration/ practice purposes, we are going to enter a Reference Number (208%).

- If known, this number can be entered directly into the field.

- If only a portion of the number is known, the LOV can be used to populate this field.

- Click the **LOV** indicator.
    - – Instructions on the window note that the list of values is very long.
        - Entering "%" in the Find field will retrieve the entire list.
        - A partial value, followed by "%", may be entered to shorten the list.

- To practice enter **208%** in the Find field.

- Click **Find**.

- A shortened LOV appears. Now, you can quickly locate and select the Reference Number you need.

- For practice purposes, select the default Reference Number

- Click **OK**.

- The Find Transaction window reappears; click **Find** to execute the search.

Remember: the remaining fields are optional.

Transaction History Window

- The **Transaction History Window** appears.

- A summary of the transactions for the asset is displayed.

- The fields maintained are:
  - Transaction Type
  - Asset Number - Description
  - Periods - Effective and Entered
  - Descriptive Flexfield - if the asset is on loan/ borrowed that information can be found here.
  - At the bottom of the record block, is the **Book** field.

Note: Although, displayed in a different format, the information shown on this window has been defined in previous learning cycles and should look familiar to you. It will not be covered again here.

- When more information is needed for a Transaction Type, you can view individual **transaction details** by selecting the **Details** button at the bottom of this window.

- First, select the **Transaction Type**; then **click Details**.

- The Transaction Detail for the selected Transaction Type is displayed.

- The information displayed on the Transaction Detail window will vary depending on the Transaction Type selected.

- To view the remaining fields on this window, move the Horizontal Scroll Bar to the right.

Note: Again, the information displayed has been discussed previously and will not be repeated here.

TIP: If you view transactions often, it would be a good idea to use the Folder functionality to customize the layout of this window for easier viewing and to minimize the scrolling.

- Close this window and the Transaction History window to return to the Navigator.

Using the Inquiry/ Financial Information Navigator Function

- You may also access the Transaction History information for an asset using the Inquiry/ Financial Information function.

- When it is necessary to view both the Financial Information and the Transaction History of an asset, you may prefer to do so by drilling down from the Financial Information window.

- Select Inquiry/ Financial Information from the Navigator; then **click Open**.

- The Find Assets window opens. By now, you are familiar with the Find Assets window, so let's continue with the inquiry.

- Enter the Asset Number to retrieve the same asset record we previously reviewed using Inquiry/ Transaction History.

- **Enter 2010421** in the Asset Number field and **click Find**.

- The queried Asset record is displayed on the Assets window.

- The Asset record is selected by default; **click Books** to open the View Financial Information window. This should look very familiar to you.

- To view the Transaction History for the asset, click the Transactions button.

- A summary of the transactions for the asset is displayed on the Transaction History window.

- Since we have already viewed the Transaction Type ADDITION, select the Transaction Type **TRANSFER IN**; **click Details**.

- Detail regarding the Expense Account and Location information for the selected transaction displays.

- For easier viewing of this information, remember to use the Edit Field function.

- When viewing is complete, close this window to return to the Transaction History window or click Close Form to return to the Navigator.

- This completes the Transaction History learning cycle.

Note: If you have additional questions about Transaction History, contact your respective Fixed Asset unit.