

How can I get a list of all transactions for a period of time from a departmental budget?

Use the following path from the Main Menu: *Reporting Tools > Query > Query Viewer*. Note that this may be added to your Favorite menu items.

Search for the query *CU_DEPT_JRNL_DTL* by typing the beginning of the query name and clicking on Search, as indicated below. Note that you may add this to your favorite queries.

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

[Advanced Search](#)

Search Results

*Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
CU_DEPT_JRNL_DTL	Journals by deptid	Public		HTML	Excel	XML	Schedule	Favorite

Click either HTML, Excel, etc. to run to your preferred output.

You will be prompted for the department number and date range. Once you have filled in these criteria, click on View Results to get a list of transactions for the specified time period.

Dept:

Journal From Date:

Journal To Date:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (112 kb)

[View All](#) First 1-100 of 350 Last

	Journal ID	Date	Fund	Dept	Account	Program	P/G	Bldg Code	Amount	Line Descr	Line #	Period	Year
1	0000300270	07/19/2011	100	60100	2430	250			-794.880	St Lawrence Supply	76	1	2012
2	0000300270	07/19/2011	100	60100	2430	250			-59.430	Subway	77	1	2012
3	0000300270	07/19/2011	100	60100	2430	250			-42.980	St Lawrence Supply	78	1	2012
4	APV0300124	07/05/2011	100	60100	2576	250			116.020	XEROXCORPO-001/00200004	7	1	2012
5	APV0300124	07/05/2011	100	60100	2624	250			155.670	XEROXCORPO-001/00200004	25	1	2012