

## Outstanding Online IDTs Tracking Queries

All of the following queries can be accessed via Query Viewer (Reporting) and are designed specifically for Outstanding Online IDTs. To access Query Viewer (Reporting) follow these steps:

- 1) Open and sign into the Administrative Portal
- 2) Click on the Finance tab at the top
- 3) Look on the left hand side for the link labeled Monitoring Tools & Reports and click on it
- 4) Select Query Viewer (Reporting)
- 5) Search By: = "Query Name" – Begins with = "Online"
- 6) Click on Search and the following Queries will be returned

### **ONLINE\_IDT\_BILLDEPT\_OUC**

This query allows a Billing Department to pull a listing of all Online IDTs that have not been processed to the General Ledger as of the end of the previous day for a specific Department OUC. The OUC can be looked up at the 2, 4, or 6 digit level. If searching for OUCs at the 2 or 4 digit level please remember to place a percent sign after the 2 or 4 digits (i.e. 11% or 1952%). The query will return the following information for you:

**Transaction ID** – the Transaction ID # that identifies the Online IDT

**Trans Date** – the date the IDT was originally entered into the system

**Trans Type** – Sale (IDS), Journal (IDJ), or Transfer (IDF)

**Bill Deptid** – Billing Department OUC #

**Control** – Total Amount of the IDT

**Status** – The Status of the IDT (N = With Billing Department, V = Routed by Biller)

**Project** – The Project where the Biller will receive the funds once processed

**Account** – The Account where the Biller will receive the funds once processed

**Cust Approval** – Y = Approved and routed forward by Customer Department

**Accounting** – Y = Received by University Accounting for Review (if Cust Approval = Y and Accounting = N then the IDT is waiting for Approval from one of the other Central Offices)

### **ONLINE\_IDT\_BILLDEPT\_PROJECT**

This Query pulls the same information and results as the one above, but this Query Search is based on the Project number of the Billing Department. The difference with this query is that the search requires a 6 digit Project rather than the option of a 2, 4, or 6 digit Project.

### **ONLINE\_IDT\_BILLDEPT\_LEDGER**

This Query will pull the same information as the previous two based on a specific ledger within an OUC. Simply input the OUC number at the 2, 4, or 6 digit level as with the ONLINE\_IDT\_BILLDEPT\_OUC Query and then input the Project Ledger followed by a percent sign (i.e. 5%).

### **ONLINE\_IDT\_CUSTDEPT\_OUC**

This query allows a Customer Department to pull a listing of all Online IDTs that have not been processed to the General Ledger as of the end of the previous day for a specific Department OUC. The OUC can be looked up at the 2, 4, or 6 digit level. If searching for OUCs at the 2 or 4 digit level please remember to place a percent sign after the 2 or 4 digits (i.e. 11% or 1952%). The query will return the following information for you:

**Transaction ID** – the Transaction ID # that identifies the Online IDT

**Trans Date** – the date the IDT was originally entered into the system

**Trans Type** – Sale (IDS), Journal (IDJ), or Transfer (IDF)

**Customer Dept** – Customer Department OUC #

**Control** – Total Amount of the IDT

**Status** – The Status of the IDT (N = With Billing Department, V = Routed by Biller)

**Project** – The Project where the Customer will pay the funds once processed

**Account** – The Account where the Customer will pay the funds once processed

**Cust Approval** – Y = Approved and routed forward by Customer Department

**Accounting** – Y = Received by University Accounting for Review (if Cust Approval = Y and Accounting = N then the IDT is waiting for Approval from one of the other Central Offices)

### **ONLINE\_IDT\_CUSTDEPT\_PROJECT**

This Query pulls the same information and results as the one above, but this Query Search is based on the Project number of the Customer Department. The difference with this query is that the search requires a 6 digit Project rather than the option of a 2, 4, or 6 digit Project.

### **ONLINE\_IDT\_CUSTDEPT\_LEDGER**

This Query will pull the same information as the previous two based on a specific ledger within an OUC. Simply input the OUC number at the 2, 4, or 6 digit level as with the ONLINE\_IDT\_BILLDEPT\_OUC Query and then input the Project Ledger followed by a percent sign (i.e. 5%).

## Online IDTs That Need Approval

All of the following queries can be accessed via Query Viewer (Reporting) and are designed specifically for Online IDTs that need Department Approval. To access Query Viewer (Reporting) follow these steps:

- 7) Open and sign into the Administrative Portal
- 8) Click on the Finance tab at the top
- 9) Look on the left hand side for the link labeled Monitoring Tools & Reports and click on it
- 10) Select Query Viewer (Reporting)
- 11) Search By: = "Query Name" – Begins with = "Approval"
- 12) Click on Search and the following Queries will be returned

### **APPROVAL\_BILL\_OUC**

This query allows a Billing Department to pull a listing of all Online IDTs that have not been approved by the Billing Department as of the end of the previous day for a specific Department OUC. The OUC can be looked up at the 2, 4, or 6 digit level. If searching for OUCs at the 2 or 4 digit level please remember to place a percent sign after the 2 or 4 digits (i.e. 11% or 1952%). The query will return the following information for you:

**Transaction ID** – the Transaction ID # that identifies the Online IDT

**Trans Date** – the date the IDT was originally entered into the system

**Trans Type** – Sale (IDS), Journal (IDJ), or Transfer (IDF)

**Bill Deptid** – Billing Department OUC #

**Control** – Total Amount of the IDT

**Status** – The Status of the IDT (N = New or Recycled, E = Error)

**Project** – The Project where the Biller will receive the funds once processed

**Account** – The Account where the Biller will receive the funds once processed

### **APPROVAL\_BILL\_PROJECT**

This Query pulls the same information and results as the one above, but this Query Search is based on the Project number of the Billing Department. The difference with this query is that the search requires a 6 digit Project rather than the option of a 2, 4, or 6 digit Project.

### **APPROVAL\_BILL\_LEDGER**

This Query will pull the same information as the previous two based on a specific ledger within an OUC. Simply input the OUC number at the 2, 4, or 6 digit level as with the APPROVAL\_BILL\_OUC Query and then input the Project Ledger followed by a percent sign (i.e. 5%).

### **APPROVAL\_CUST\_OUC**

This query allows a Customer Department to pull a listing of all Online IDTs that have not been approved by the Customer Department as of the end of the previous day for a specific Department OUC. The OUC can be looked up at the 2, 4, or 6 digit level. If searching for OUCs at the 2 or 4 digit level please remember to place a percent sign after the 2 or 4 digits (i.e. 11% or 1952%). The query will return the following information for you:

**Transaction ID** – the Transaction ID # that identifies the Online IDT

**Trans Date** – the date the IDT was originally entered into the system

**Trans Type** – Sale (IDS), Journal (IDJ), or Transfer (IDF)

**Customer Dept** – Customer Department OUC #

**Control** – Total Amount of the IDT

**Status** – The Status of the IDT (N = New or Recycled, E = Error)

**Project** – The Project where the Customer will pay the funds once processed

**Account** – The Account where the Customer will pay the funds once processed

### **APPROVAL\_CUST\_PROJECT**

This Query pulls the same information and results as the one above, but this Query Search is based on the Project number of the Customer Department. The difference with this query is that the search requires a 6 digit Project rather than the option of a 2, 4, or 6 digit Project.

### **APPROVAL\_CUST\_LEDGER**

This Query will pull the same information as the previous two based on a specific ledger within an OUC. Simply input the OUC number at the 2, 4, or 6 digit level as with the APPROVAL\_CUST\_OUC Query and then input the Project Ledger followed by a percent sign (i.e. 5%).