## 9.2 Reviewing Accounting Line Information

**Purpose**: Use this document as a reference for reviewing accounting line information in ctcLink.

Audience: Financial Services staff

You must have at least one of these local college managed security roles:

• ZZ SF Accounting Entries

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

## **Reviewing Accounting Line Information**

Navigation: NavBar > Navigator > Student Financials > GL Interface > Review Accounting Lines

- 1. The Accounting Line search page displays.
- 2. Enter **Business Unit**.
- 3. Select Search.

< Manager Self Service	Accounting Line
Accounting Line Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value	
Search Criteria     Business Unit =    WA220     Description begins with      Case Sensitive	
Search Clear Basic Search 🖾 Save Search Criteria	

- 4. The **Accounting Line** page displays.
- 5. Enter search criteria as required; either by student **ID**, **External Organization ID**, or GL **Run Date and Sequence Number.**
- 6. Select View Accounting Line Records.

earch Criteria  Student ID  External Organi	Unit WA220 Tacoma Cor	initiality college		
	201			
O External Organi		256217 Q O Receipt Numl	ber	٩
- Enternar organi	ization ID	Q O Run Date and	Sequence Number	ii C
Search Criteria - (	Chart Fields			
O Chart Fields		GL Business Unit	Q Ledger	Q
_	Account	٩		
	Department	Q		
	Project/Grant	Q		
	Product	Q		
F	Fund Code	Q		
1	Program Code	Q		
0	Class Field	Q		
1	Affiliate	٩		
c	Operating Unit	٩		
1	Alternate Account	Q		
E	Budget Reference	Q		
0	Chartfield 1	Q		
0	Chartfield 2	Q		
C	Chartfield 3	Q		

- 7. The **SF Accounting Lines** section of the page populates. Review it.
- 8. Select **Return to Search**.

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Busin Search Criter	ness Unit 104220 Tacon ria	na Community College				
· Shadered I		201256217 Q. O Receipt II.	mber	Q		
	Organization ID	Q O Run Date a				
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Othannie						
	Account	Q.				
	Department	Q.				
	Project/Grant	Q				
	Product	Q.				
	Fund Code	Q				
	Program Code	Q				
	Class Field	Q				
	Affiliate	Q.				
	Operating Unit	Q.				
	Alternate Account	Q.				
	Budget Reference	Q				
	Chartfield 1	Q				
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Main Journ	nal Info   ghardfields   Busines	great OL   1778	10	Here Mor	Amount	0el
83	WA220		201256217	000000000000000000000000000000000000000	6.50	Det
104	WA220		201256217	000000000000000000000000000000000000000	4.50	Des
205	WA220		201256217	00000000000002	12.50	Des
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60	WA220		201256217	000000000000000000000000000000000000000	-14.50	Des
69	WA220		201256217	0000000000004	15.00	Det
770	WA220		201256217	0000000000004	-15.00	Det
771	WA220		201256217	00000000000000	15.00	Des
772	WA220		201256217	000000000000000000000000000000000000000	-15.00	Des
774	WA220		201200217	0000000000000	-17.50	Det
775	WA220		201256217	000000000000000000000000000000000000000	20.75	Det
776	WA220		201256217	00000000000007	-20.75	Des
777	WA220		201256217	000000000000000000000000000000000000000	28.00	Det
778	WA220 WA220		201256217	000000000000000000000000000000000000000	-28.00	Des
780	WA220		201256217	0000000000000	-30.00	Des
181	WA220		201256217	000000000000000000000000000000000000000	78.00	Det
182	WA220		201256217	000000000000010	-78.00	Des
60	WA220		201256217	000000000000011	4.32	Det
184	WA220		201256217	0000000000011	119.20	Det
186	WA220		201256217	00000000000011	-4.32	Det
187	W4220		201256217	00000000000012	4.44	Det
188	WA220		201256217	000000000000012	122.63	Des
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91 192	WA220 WA220		201256217 201256217	00000000000013	805.22 28.72	Det
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90 09	WA220 WA220		201256217	0000000000013	-33.81	Det
109	WA220		201256217	000000000000000000000000000000000000000	-1.00	Det
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62	WA220		201256217	000000000000000000	28.00	Des
63	WA220 WA220		201256217	000000000000000000000000000000000000000	12.00	Det
64	WA220		201266217	0000000000010	-12.00	Det
66 66	WA220		201256217	00000000000011	7.60	Det
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000			201266217 201256217	0000000000012	12.14	Det
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008 009 070 071 072 073 074	WA220		201256217 201256217	0000000000013	78.26	Des

9. Process complete.