

# 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

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

Manager Self Service
Review Accounting Lines

### Accounting Line

Business Unit WA220 Tacoma Community College

Search Criteria

Student ID
201256217
Receipt Number
External Organization ID
Run Date and Sequence Number

Search Criteria - Chart Fields

Chart Fields
GL Business Unit
Ledger

Account
Department
Project/Grant
Product
Fund Code
Program Code
Class Field
Affiliate
Operating Unit
Alternate Account
Budget Reference
Chartfield 1
Chartfield 2
Chartfield 3

SF Accounting Line

View Accounting Line Records

SF Accounting Lines

Main
Journal Info
ChartFields
Direct GL

Line	Business Unit	ID	Item

Return to Search
Notify

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

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