

Search Reports

In this guide, we will show you how to search for requests and export a report as an Administrator.

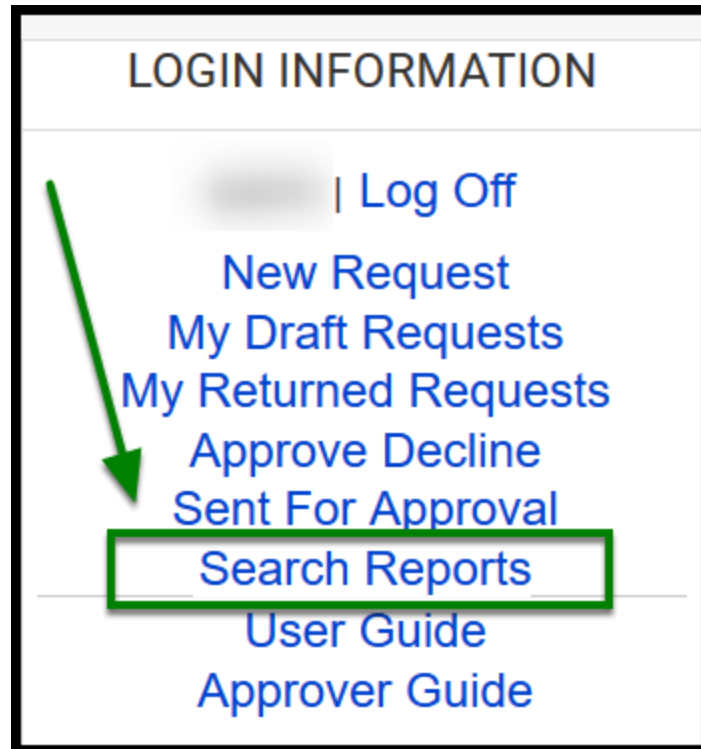
Let's get started!

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Navigating to Search Reports

Step 1: Under Login Information, click on Search Reports.



Step 2: From there, you will see multiple fields that you can search by to find a request. Once you input information, click on the **Search** button to generate the report.



As an **ASFR Administrator**, you will have master access, where there are no restrictions in the search criteria.

Expenditure Transfer Request (ETR)

CSUF Journal Entry Upload Form - Search Reports

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Request ID:

Doc Src:

Journal ID:

Requestor:

Account:

Fund:

Dept:

Program:

Class:

Project:

Reference:

Line Desc:

Amount:

Reason:

Status:

Type of Date:

From:

To:

Search

Clear
























From there, you will see the request(s) that you searched for.

Expenditure Transfer Request
(ETR)

CSUF Journal Entry Upload Form - Search Reports

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Edit	Excel	QV	Copy	Req ID	Requestor	Req Date	Reason	Approver	Status
				30	Shirley Chow	08/11/2021		Rachel Lasser	Active CSV Created
				29	Shirley Chow	08/11/2021		Rachel Lasser	Active Declined by Approver
				28	Shirley Chow	08/11/2021		Rachel Lasser	Active Approved
				27	Shirley Chow	08/09/2021		Rachel Lasser	Active Approved
				26	Shirley Chow	08/09/2021		Rachel Lasser	Active CSV Created
				25	Shirley Chow	08/09/2021		Rachel Lasser	Active CSV Created
				23	Shirley Chow	08/05/2021		Rachel Lasser	Active Declined by Approver

Exporting Data

You will have the option to either:

1. **Edit** - Can go into the specific request to make edits
2. **Excel** - Export the individual request in Excel
3. **QV** - Quick view to show chartfield rows of that request
4. **Copy** - Copy the request to create a new request ID with the same request and transfer information.

Expenditure Transfer Request (ETR)

CSUF Journal Entry Upload Form - Search Reports

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1
2
3
4

Edit	Excel	QV	Copy	Req ID	Requestor	Req Date	Reason	Approver	Status
				30	Shirley Chow	08/11/2021		Rachel Lasser	Active CSV Created
				29	Shirley Chow	08/11/2021		Rachel Lasser	Active Declined by Approver
				28	Shirley Chow	08/11/2021		Rachel Lasser	Active Approved

You may also export a full report based on your search criteria by clicking on **PDF** or **Download Excel**.

Show Last:

Edit	Excel	QV	Copy	Req ID	Requestor	Req Date	Reason	Approver	Status
				58	Shirley Chow	08/11/2021		Rachel Lasser	Active Draft
				57	Raul Fajardo	10/26/2021		Ali Izadian	Active Draft
				56	Janet Le	10/12/2021		Eugene Sim	Closed Cancelled by Requestor
				55	Pauline Laverde	10/11/2021		Eugene Sim	Active Draft
				54	Pauline Laverde	09/17/2021		Eugene Sim	Closed Cancelled by Requestor
				53	Tina Dominguez	08/23/2021		Lynn Ganac	Active Declined by Approver
				52	Sharon Ting	08/23/2021		Lynn Ganac	Active Approved
				51	Tina Dominguez	08/23/2021		Lynn Ganac	Active Draft
				50	Tina Dominguez	08/23/2021		Lynn Ganac	Active Approved
				49	Tina Dominguez	08/23/2021		Lynn Ganac	Closed Cancelled by ASFR

PDF

Download Excel



That's it!

For additional ETR Administrator guides, please use any of the following links below:

- [Logging in](#)
- [Toolbox Navigation](#)
- [ASFR Admin Actions](#)
- [The ETR Application Workflow](#)



If you have any questions or concerns, please contact **Accounting Services and Financial Reporting** at DL-ASFR-ETR@fullerton.edu.