



ADOA – General Accounting Office  
**QUICK REFERENCE GUIDE:**  
LOCATE A TRANSACTION





# Locate a Transaction

---

## Overview

The Financial Transaction Catalog serves as a repository for all transactions created in AZ360. It is the central location where all transactions can be queried and processed. The user can search for transactions based on the entered search criteria. New transactions can be entered and existing transactions can be modified or cancelled. Access to transactions is controlled by a user's security authorization level. Once a transaction has been located, additional related transactions can be identified by utilizing the Transaction References feature in AZ360.

## Procedure

Log in to AZ360. Navigate to the Financial **Transaction Catalog**.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *DOCATLG*.
4. In the drop down menu that generates, select **DOCATLG Transaction Catalog (Financial)**. The DOCATLG page will generate.

Search for a transaction.

1. At a minimum, enter the following information:
  - a. In the **Code** field, enter the type of transaction for which the user is searching or use the pick list.
  - b. In the **Dept** field, enter the user's department 3-digit code or use the pick list.
2. Click **Search**. The results will generate in the grid at the bottom of the screen.
3. Click the **ID** link in the grid to open the transaction.

Locate transaction references.

1. Click the **Page 3-dot** menu, select **Transaction References** under the Research option.
2. Select the **Backward** button to view all transactions that the selected transaction has referenced.
3. Select the **Forward** link to view all transactions that have referenced the selected transaction.