

FIN How-to: Keyword Search ^[1]

Watch the video

Read the procedures

Log into the Finance System.

Journal Entry Keyword Search

1. From the **Finance Inquiry** or **Finance & Accounting** homepage, click the **Create/Update Journal Entries** tile.
2. Select the *Keyword Search* tab
3. Enter the search criteria in the **Keywords** field and click **Search**.
4. The search results will be displayed.

Voucher Keyword Search

1. From the **Finance Inquiry** homepage, click on the **Voucher Regular Entry** tile.
2. On the Voucher page, select the *Keyword Search* tab.
3. Enter the search criteria in the **Keywords** field and select **Search**.
4. The search results will be displayed.

Have a question or feedback?

Questions & Feedback ^[2]

Feedback or Question *

Your Name

Your Email Address

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent

automated spam submissions.

Submit

Source URL:<https://www.cu.edu/controller/fin-how-keyword-search>

Links

[1] <https://www.cu.edu/controller/fin-how-keyword-search> [2]
<https://www.cu.edu/controller/forms/questions-feedback-0>