

## **Elevate: FIN - Overview Learning Resources - Search/Inquiry** <sup>[1]</sup>

### **Keyword Search**

FIN 9.2 will have the same search capabilities as FIN 8.4., such as searching for a Journal Entry by ID, creator ID, etc. However, FIN 9.2. will also have a keyword search option, which allows you to search for transactions in the system in a format similar to a google search.

- [How-To Video - Keyword Search](#) <sup>[2]</sup>
- [Step by Step Guide - Voucher Keyword Search](#) <sup>[3]</sup>
- [Step by Step Guide - Journal Entry Keyword Search](#) <sup>[4]</sup>

### **Menu Search**

In FIN 9.2, Menu Search works similar to a google search. As you begin typing a word in a search menu, the system will provide a drop-down list of items that match your criteria.

#### **Menu Search**

- [How-To Video](#) <sup>[5]</sup>
- [Quick Reference Guide](#) <sup>[6]</sup>

### **SpeedType Inquiry / ChartField LookUp**

The navigation for SpeedType Inquiry and Chartfield LookUp has changed. In FIN 9.2, you will utilize your General Ledger WorkCenter to navigate to SpeedType Inquiry and ChartField LookUp.

#### **SpeedType Inquiry**

- [Quick Reference Guide](#) <sup>[7]</sup>

#### **ChartField LookUp**

- [Quick Reference Guide](#) <sup>[8]</sup>

### **Disabling Autocomplete**

In FIN 9.2, autocomplete works similar to autocorrect on your smartphone. As you begin typing a word in a search field, the system will provide a drop-down list of items that match

your criteria. If you find this cumbersome, you may turn this feature off within the system.

- [How-To Video](#) <sup>[9]</sup>
- [Step by Step Guide](#) <sup>[10]</sup>

## **Groups audience:**

Controller

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**Source URL:** <https://www.cu.edu/controller/elevate-fin-overview-learning-resources-searchinquiry>

## **Links**

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