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Elevate: FIN - Overview Learning Resources - Search/Inquiry [1]

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 [2]
- Step by Step Guide - Voucher Keyword Search [3]
- Step by Step Guide - Journal Entry Keyword Search [4]

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 [5]
- Quick Reference Guide [6]

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 [7]

ChartField LookUp

- Quick Reference Guide [8]

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 [9]
- Step by Step Guide [10]

Groups audience:
Controller

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