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FIN How-to: Keyword Search [1]

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?

For questions or feedback contact

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Links
[1] https://www.cu.edu/controller/fin-how-keyword-search
[2] mailto:fss@cu.edu?subject=Question%20or%20Feedback%20&body=What%20page%20this%20is%20from:%20' + window.location.href +