

## FIN How-to: Keyword Search <sup>[1]</sup>

### 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 <sup>[2]</sup>

Feedback or Question \*

Your Name

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Your Email Address

CAPTCHA

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

automated spam submissions.

Submit

Controller

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**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>