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FIN How-to: Menu Search [1]

You can use Menu Search to navigate transaction pages.

Read the Procedures

1. Log into the Finance System.
2. From any homepage, click on the Search bar in the top center of your screen.
3. Enter keywords, like Journal or Award, in the search field.
4. Click the search arrow or hit the Enter key.
5. You'll get a list of items that match your criteria. Click on an item to open that transaction page.

Have a question or feedback?

For questions or feedback contact

Source URL:https://www.cu.edu/controller/fin-how-menu-search

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