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FIN How-to: Searching for Journal Entries [1]

Need to search for a journal entry?

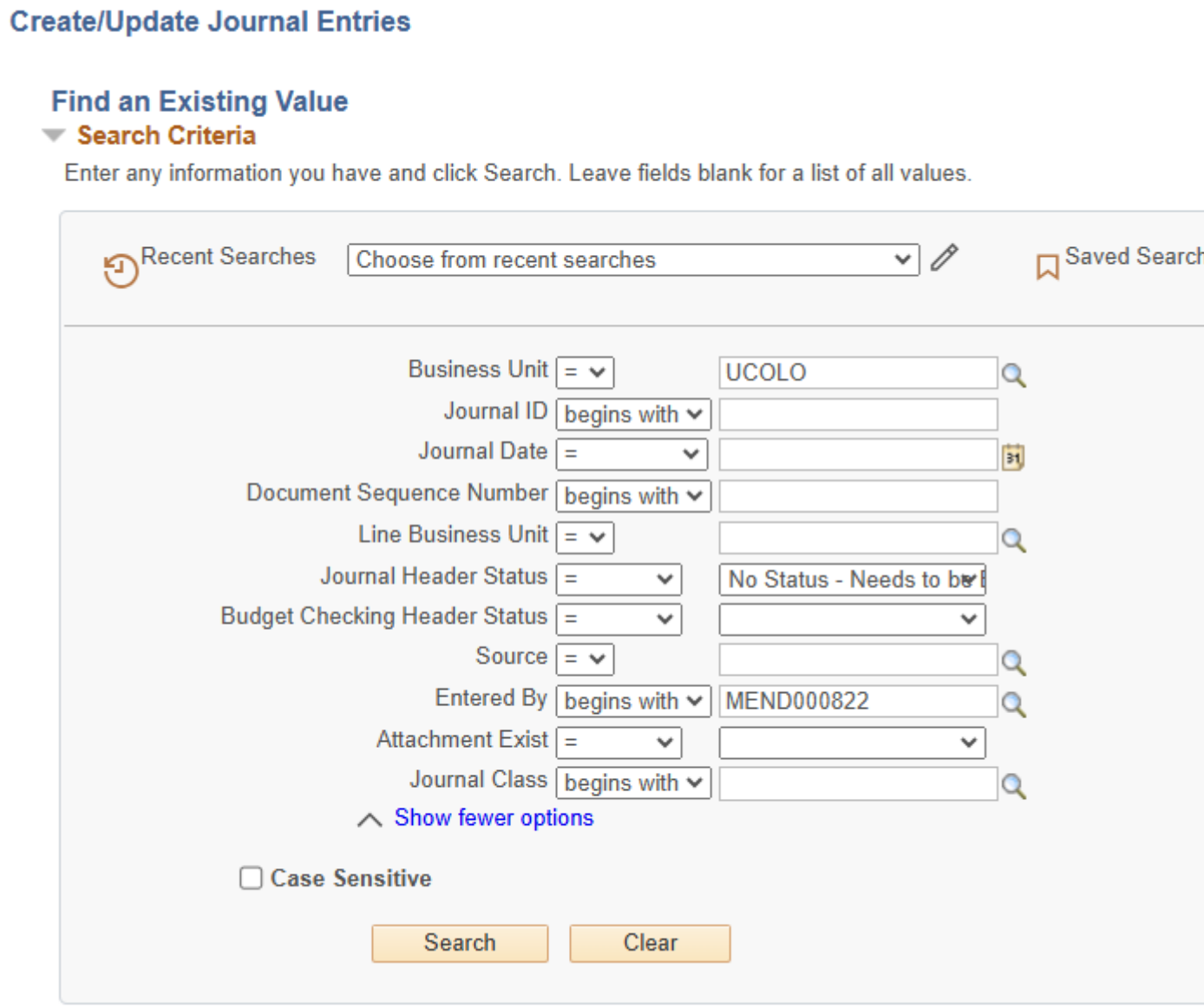
You can search through all journal entries, or just journal entries you created, using a variety of search criteria. You can even save your searches.

Read the procedures

Searching for a Journal Entry

1. Log into the Finance System.
2. From the?**Finance & Accounting**?homepage, click on the?**Create/Update Journal Entries**?tile.
3. From the **Find an Existing Value** window, enter the criteria for your search.
   Note: If you have inquiry access, you will already be on the Find an Existing Value page. If you have access to create journal entries, you may have to click the Find an Existing

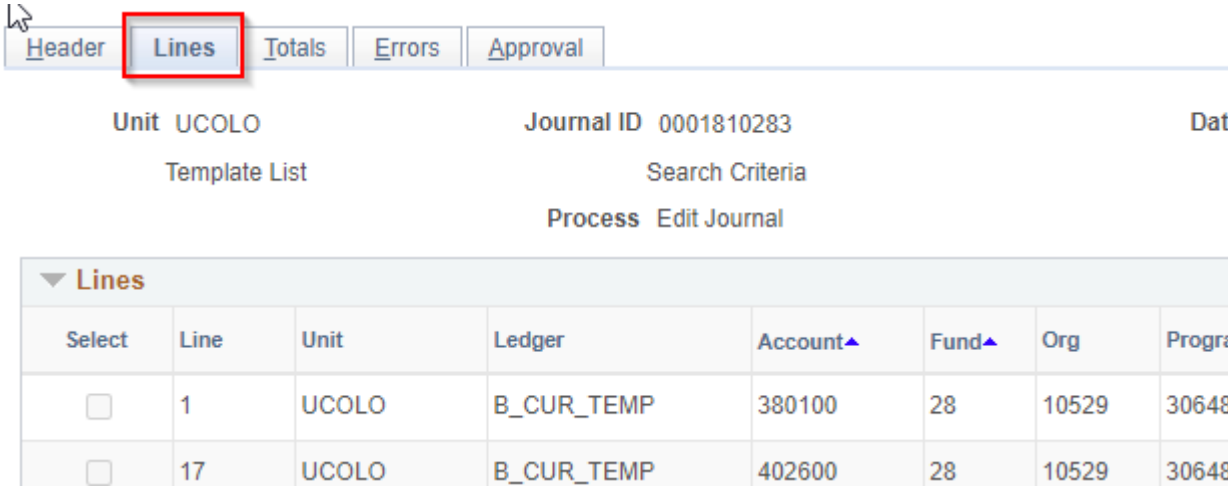
Value button.



Searching for an entry you did not enter? Be sure to clear and modify the “Entered by” field and the Source field, if appropriate.

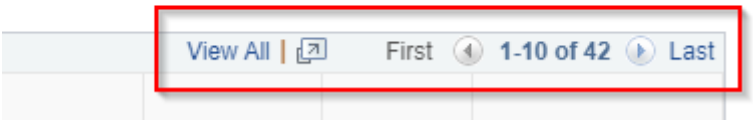
4. Click **Search**.
5. Search results are limited to 300 entries. To show additional entries, enter more restrictive search criteria such as a shorter date range.
6. To view an individual journal entry, hover over the line for the journal entry and click.
7. Want to export the lines of this entry to Excel?
    - Click on the Lines tab.
    -

Click the Download Lines Table to Excel button.



- Click the downloaded Excel file to open.

8. To view additional entries, click **View all**, use the arrow buttons, or the **First** or **Last** link above the journal entries on the right.



9. To return to the Search results screen click **Return to Search**.
10. Want to save your search criteria? See How-to: Saved Searches for Journal Entries [2].

Have a question or feedback?

For questions or feedback contact

Source URL:https://www.cu.edu/controller/fin-how-searching-journal-entries

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