

Searching for a JE

You may need to search for a JE for many reasons:

- JE was saved, but now needs to be processed
- JE has errors that need to be corrected
- JE was only partially completed and now needs to be finished
- JE needs to be reversed or deleted
- You need to know if JE has posted

This instruction guide describes how to search for a JE using various search criteria.

Navigation

1. Click the **Main Menu** button.
2. Click the **General Ledger** menu.
3. Click the **Journals** menu.
4. Click the **Journal Entry** menu.
5. Click the **Create/Update Journal Entries** menu.
6. Click the **Find an Existing Value** tab.

Searching

7. Input the desired search criteria into the appropriate ChartFields.
Note: The most *direct* way to locate the desired JE is to include the specific **Journal ID** in the **Journal ID field**, **UFLOR** in **Business Unit**; and **leave all other fields blank**.
Note: By default, the ChartFields **Business Unit**, **Journal Header Status**, **Source** and your **Entered By** will appear. You may need to change or delete these values to conduct your search.
 - **Entered By will default to the one "searching"**. If you wish to search by Entered By be sure to include the User ID of the one who "entered" the JE.
8. Click the **Search** button.
9. Review Search Results.
Note: The more data you include in your search, the more limited the search results. If your search returns no results, consider removing some search criteria and searching again.
Note: If only one JE satisfies your search parameters, it will open automatically. Otherwise, choose the desired JE from the Search Results list.
10. Open desired JE once found.

Searching by Attachment

Some JEs will contain attached documents. You can now search for JEs where Attachments Exist.

1. From the Find an Existing Value tab, click the **Attachment Exist** drop down field.
2. Choose **Y** from the list of choices.
3. Click the **Search** button.
4. Scroll to the right, if needed, to view the Attachment Exist column.
5. Open the desired JE once found.

If you need help with...

- Technical issues, contact the UF Help Desk:
392-HELP
helpdesk@ufl.edu
- Any other issues, contact the General Accounting Department:
- 392-1326
gahelp@ad.ufl.edu
<http://www.fa.ufl.edu/departments/general-accounting/>

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