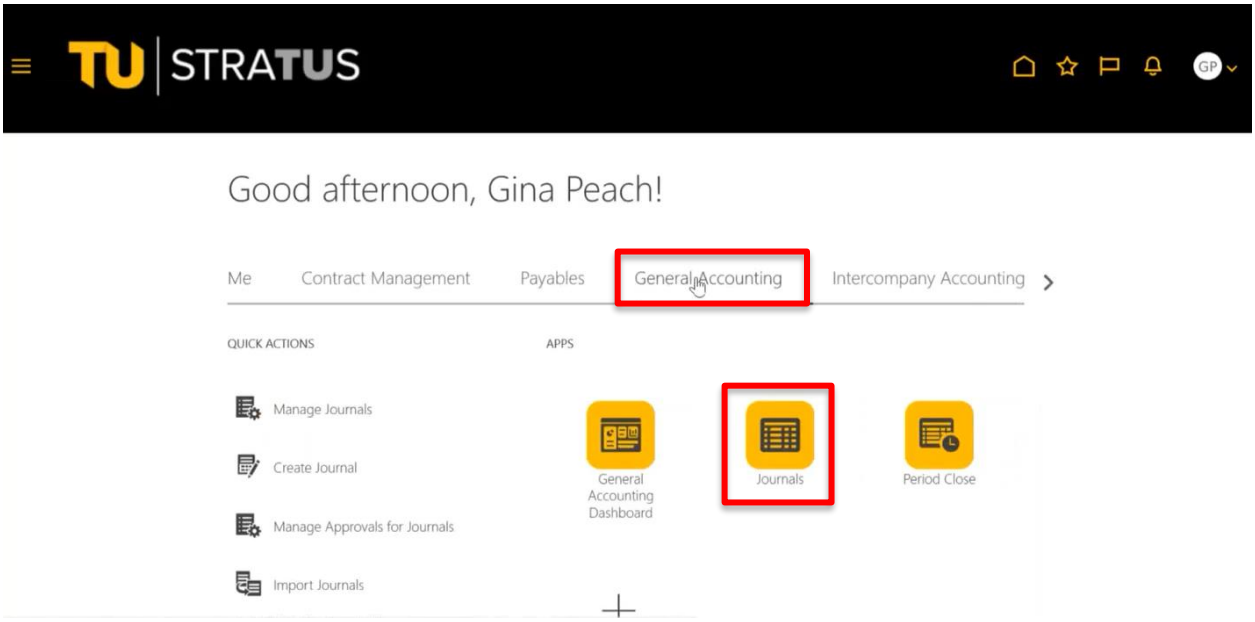
General Ledger – Search for Journals

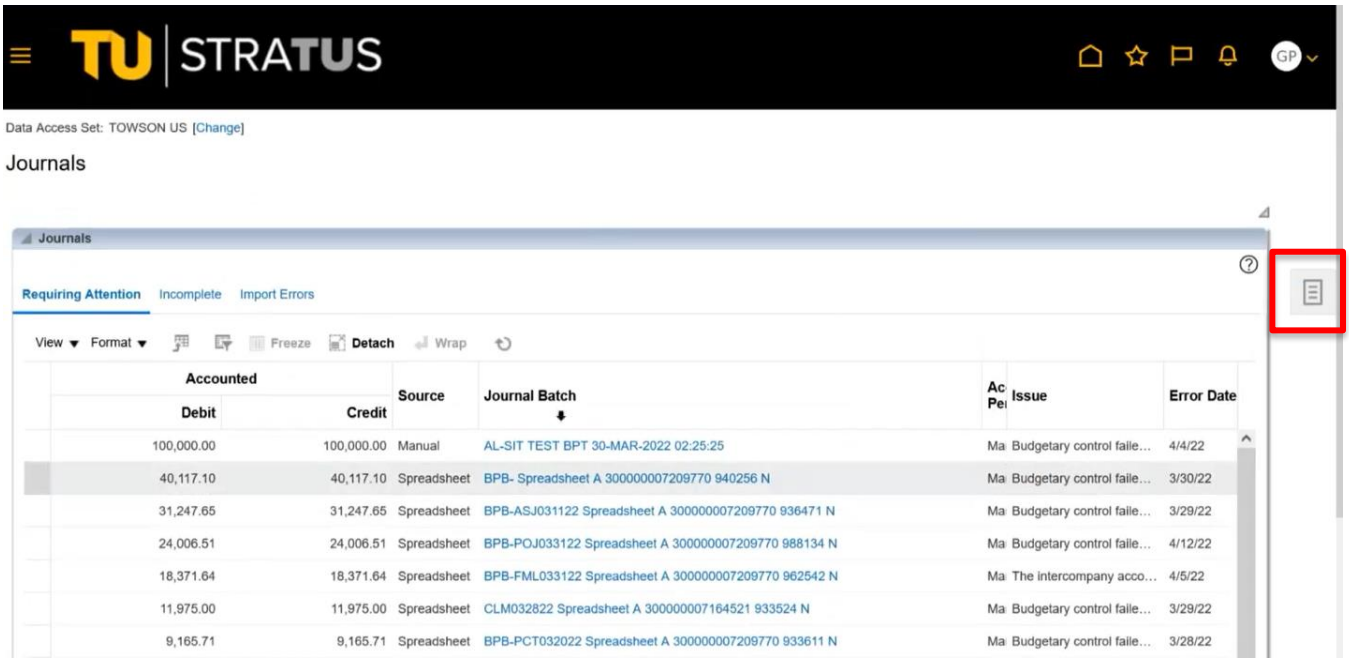
For employees searching for a journal entry.

Purpose:	Search for a journal entry.
How to Access:	Log into the Stratus application. Select the **Journals** application from the Navigator.
Procedure:	Complete the following steps to search for a journal entry:

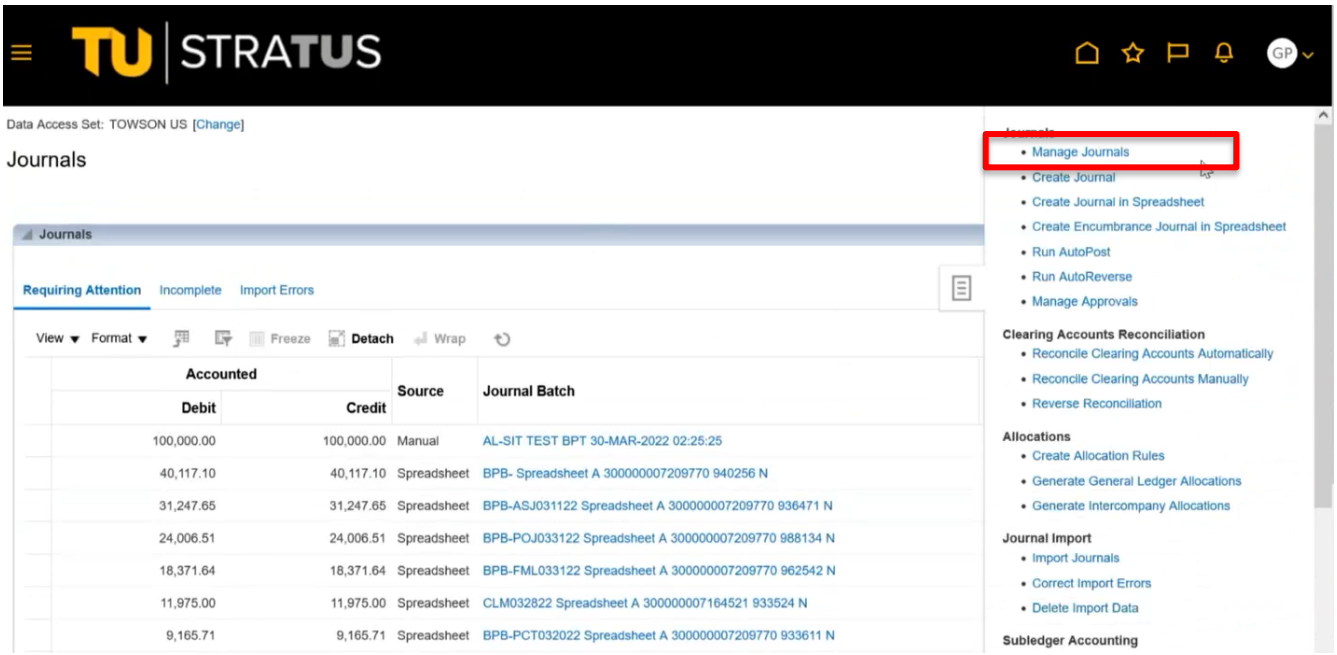
1. On the homepage, select **Journals** under **General Accounting** from the sliding menu in the center of the screen.



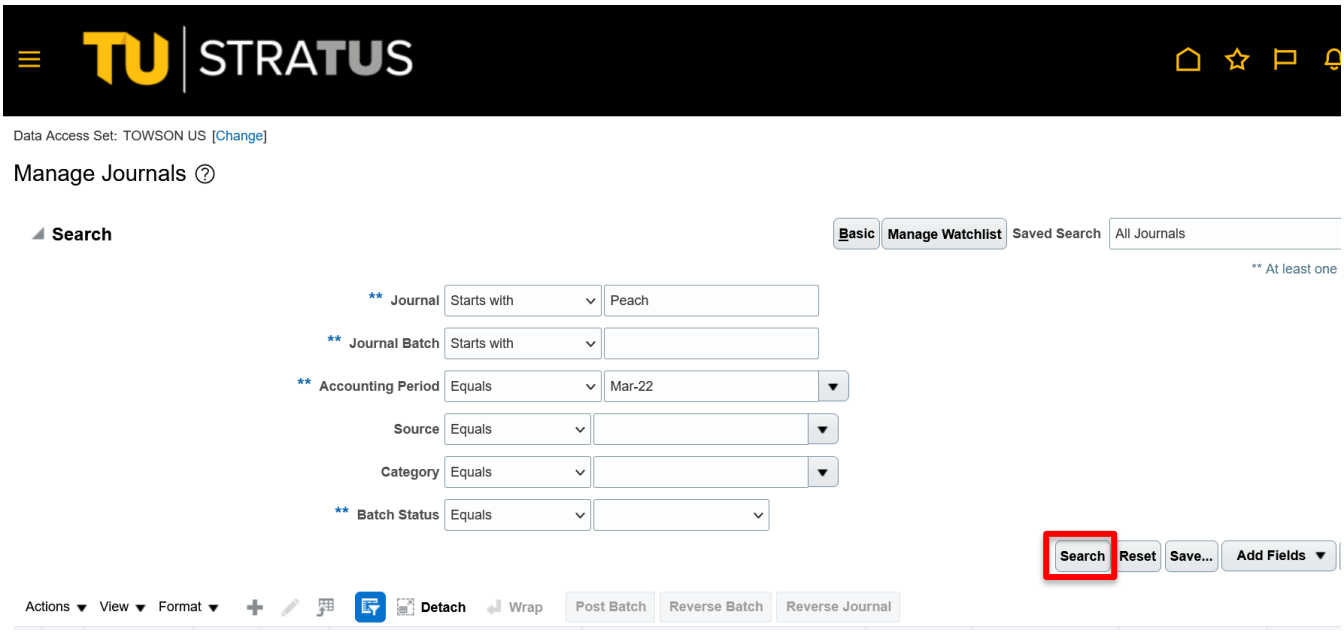
2. In the Journals Module, on the right side of the page, click the **task menu icon**.



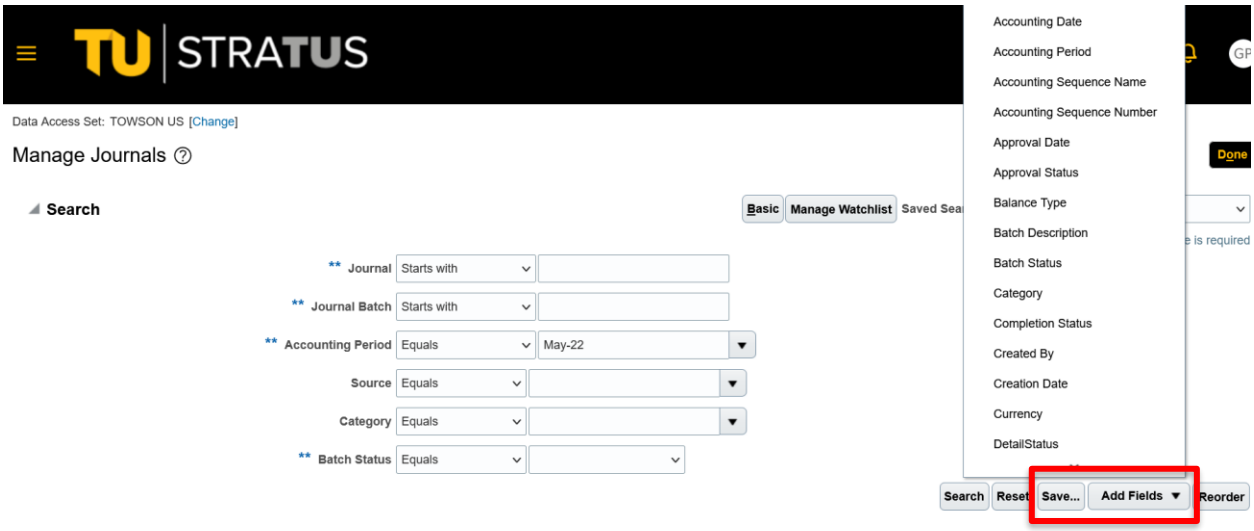
3. On the **task menu**, select Manage Journals.



4. On the Manage Journals page, enter your search criteria in the corresponding fields and click **Search**.

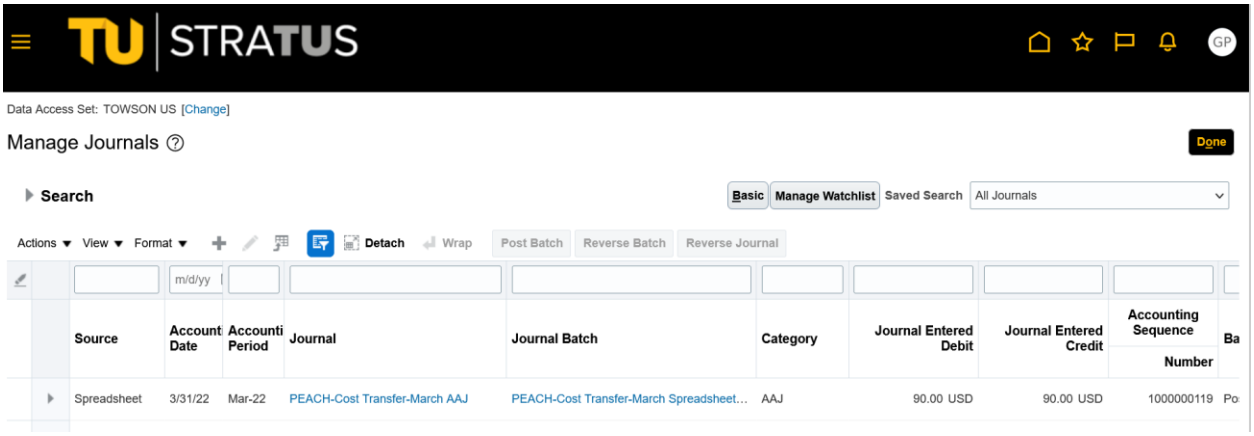


5. You can add additional fields by which to search by clicking Add Fields button and selecting them. You can then save your search for the future.

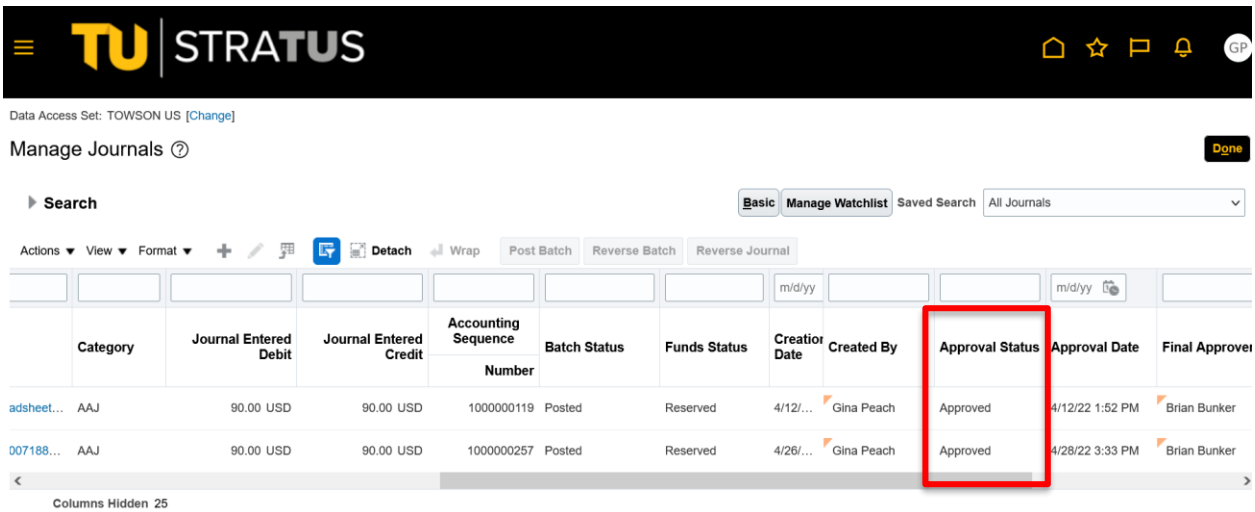


6. Once you select additional fields, click **Search**.

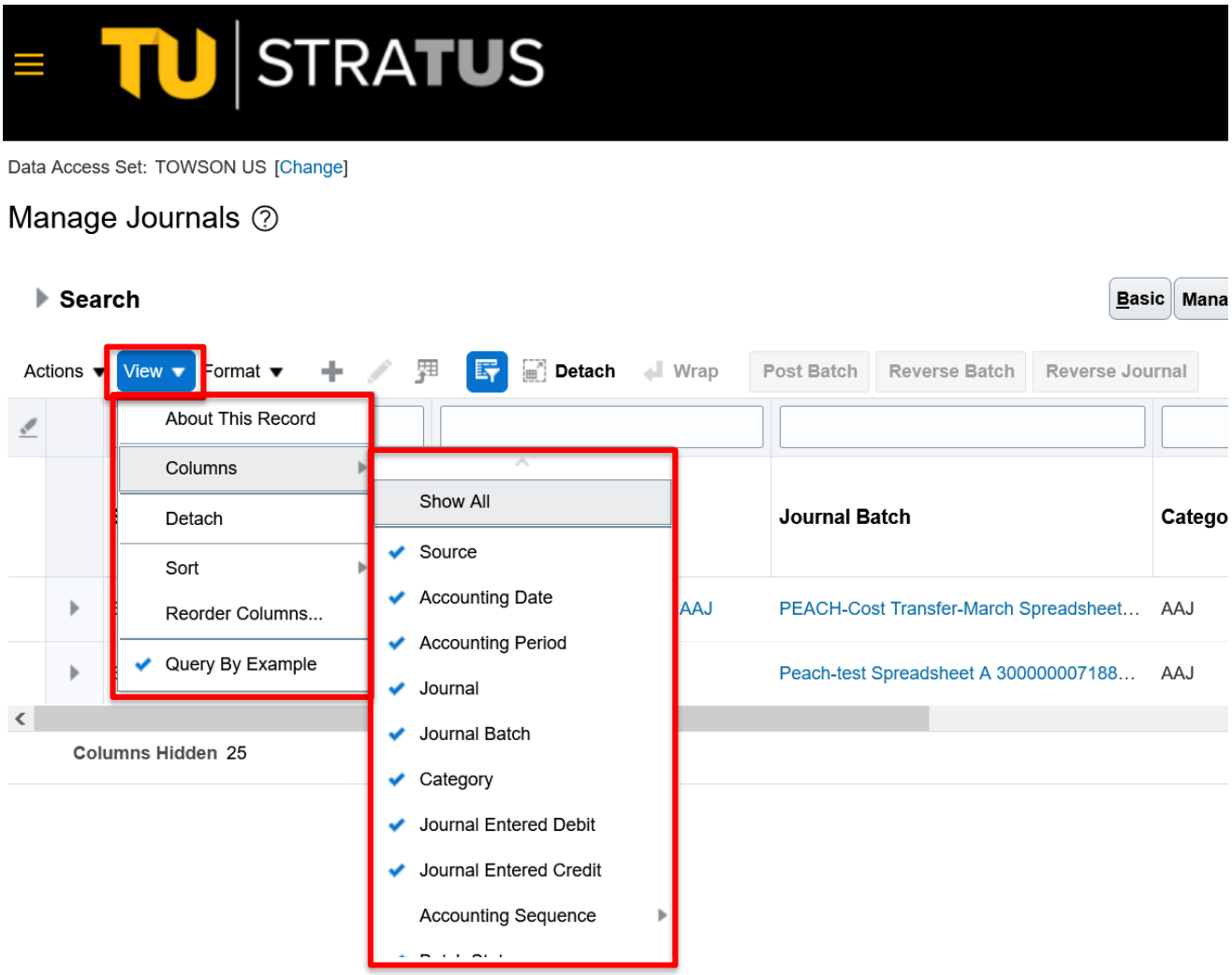
7. The journal(s) matching the search criteria will appear.



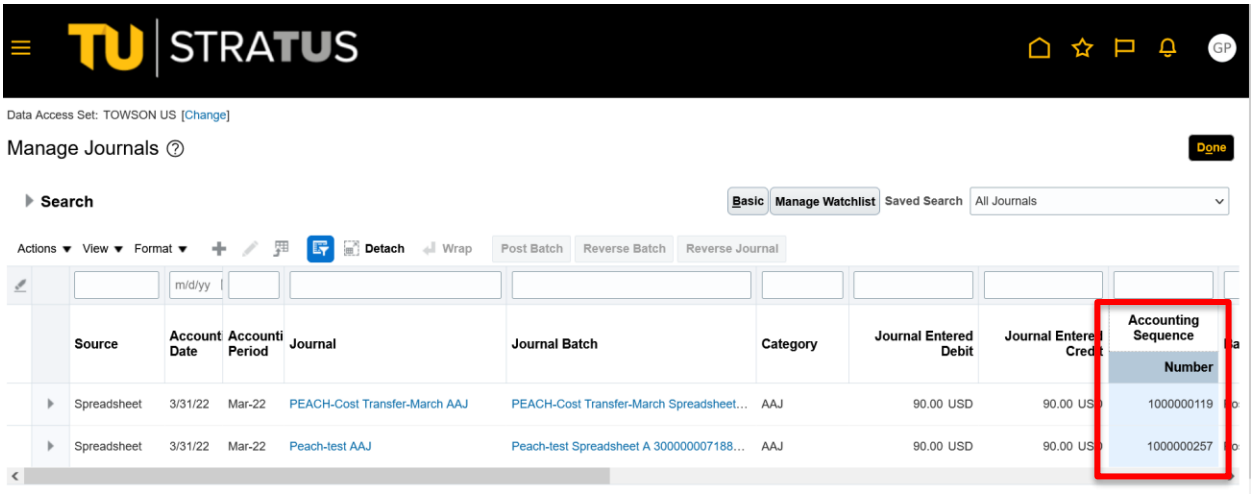
8. Scroll to the right to see additional information about the journal status.

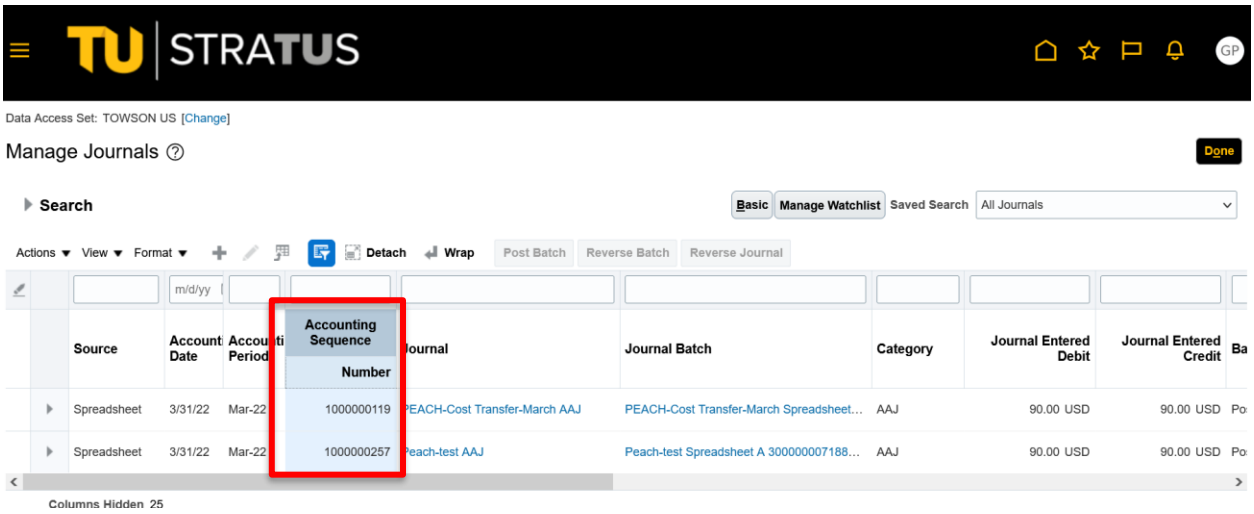


9. You may need to add status fields to your view by clicking the View button and selecting the fields you wish to add. This will then be your new default when you view journal listings.

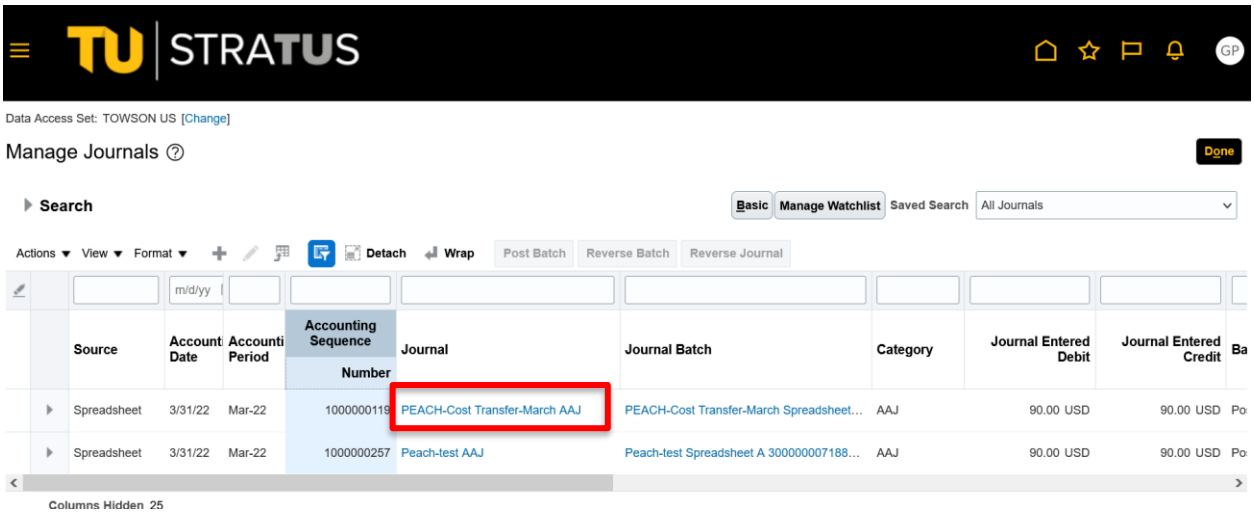


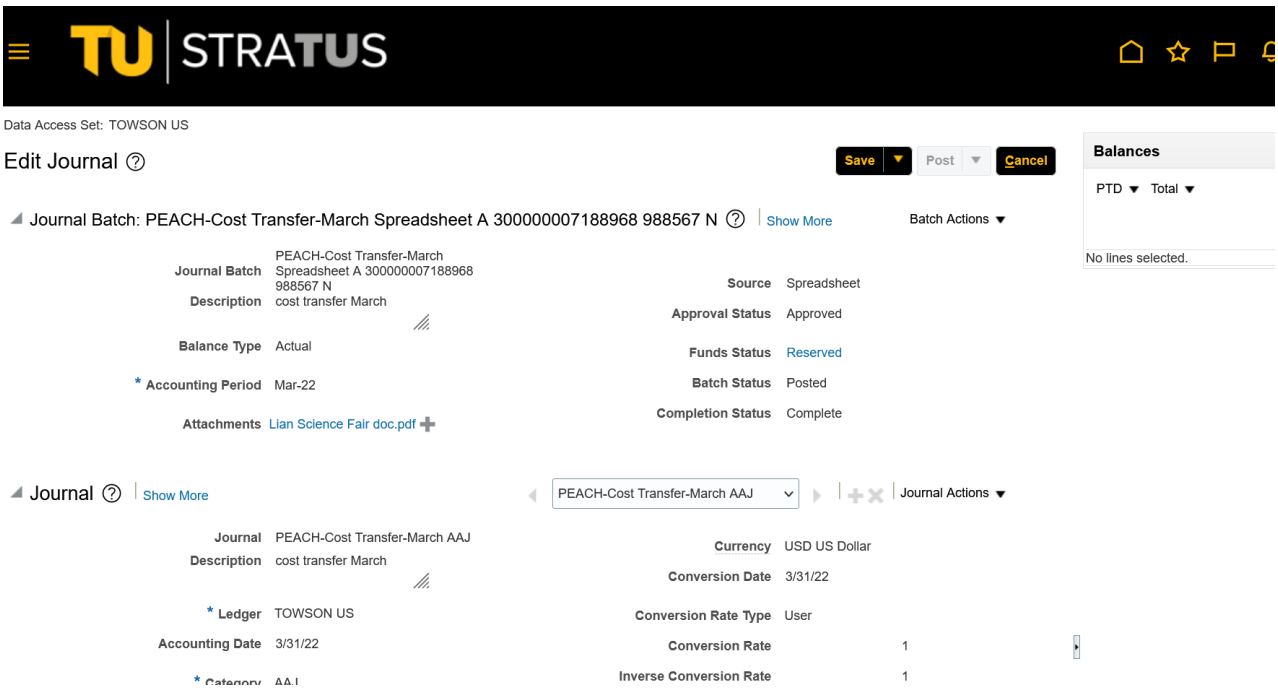
10. You can re-order fields by selecting a field (it will turn blue when selected) then drag and drop in the order you want to see them.



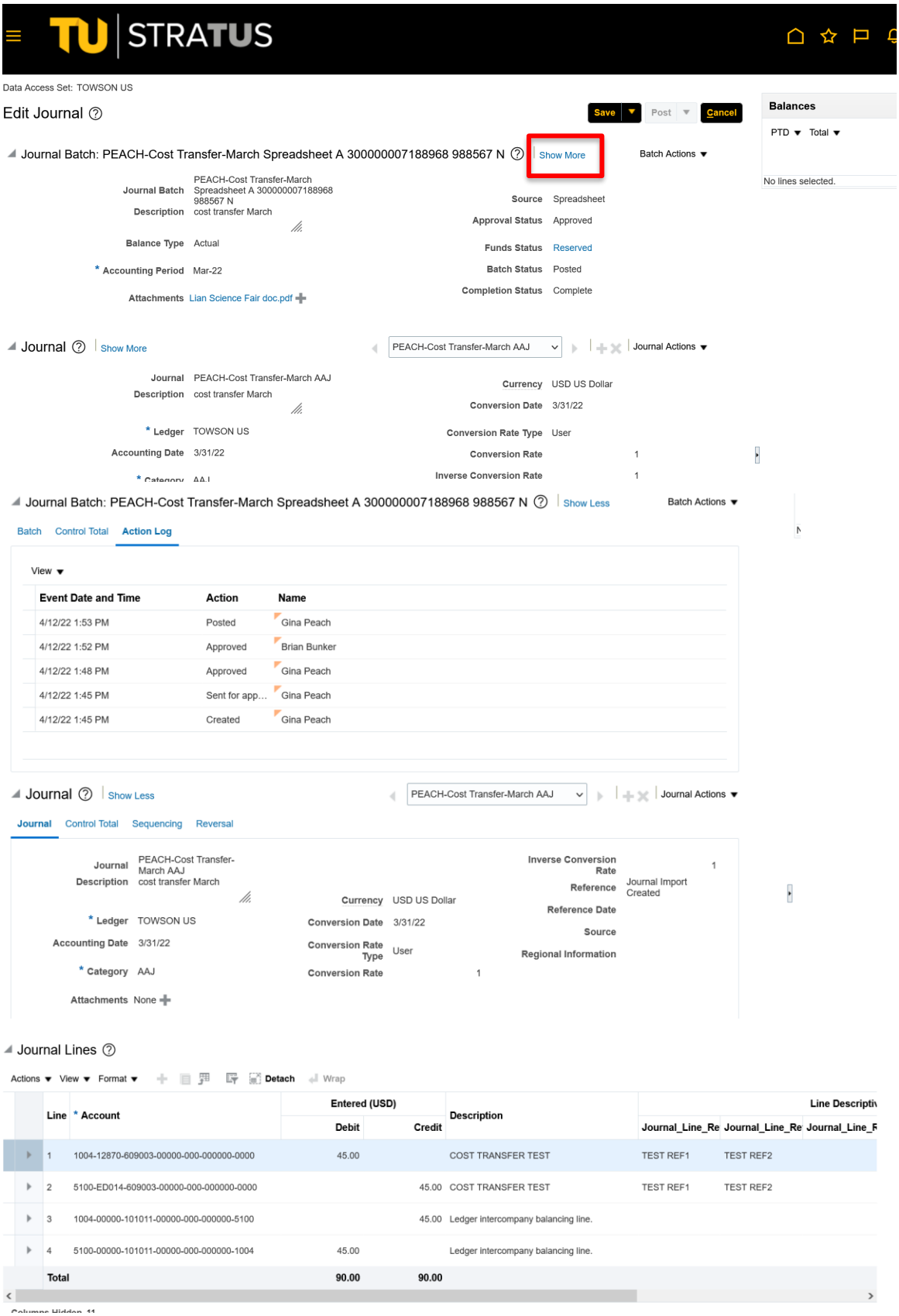


11. Once you find the journal you are searching for, click on the blue hyperlink under "Journal" to view the details on the journal.

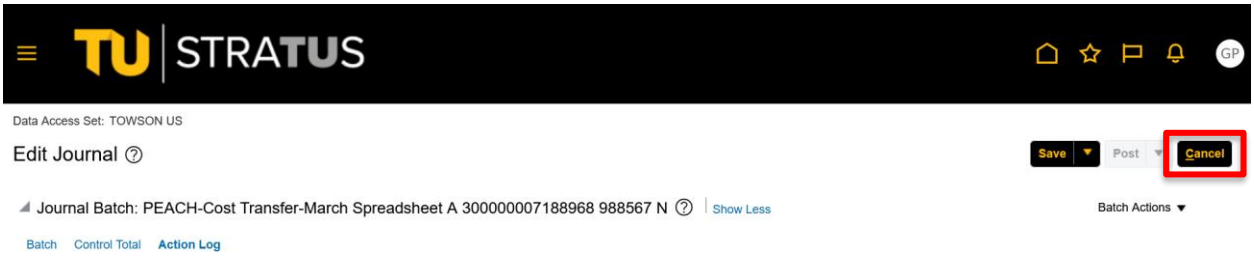




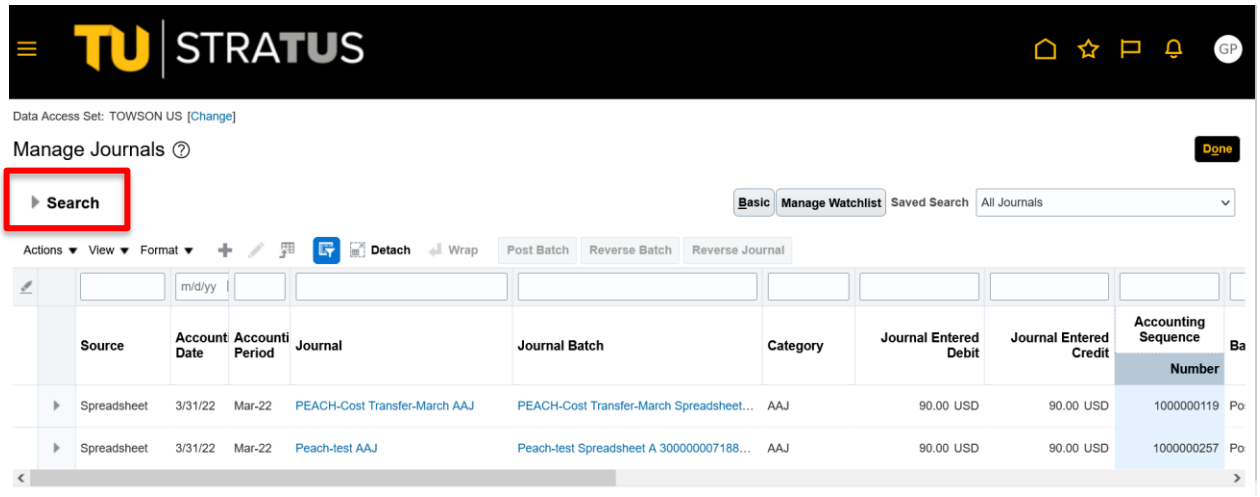
12. You can click the show more button on the journal batch section and the journal section to get further information.

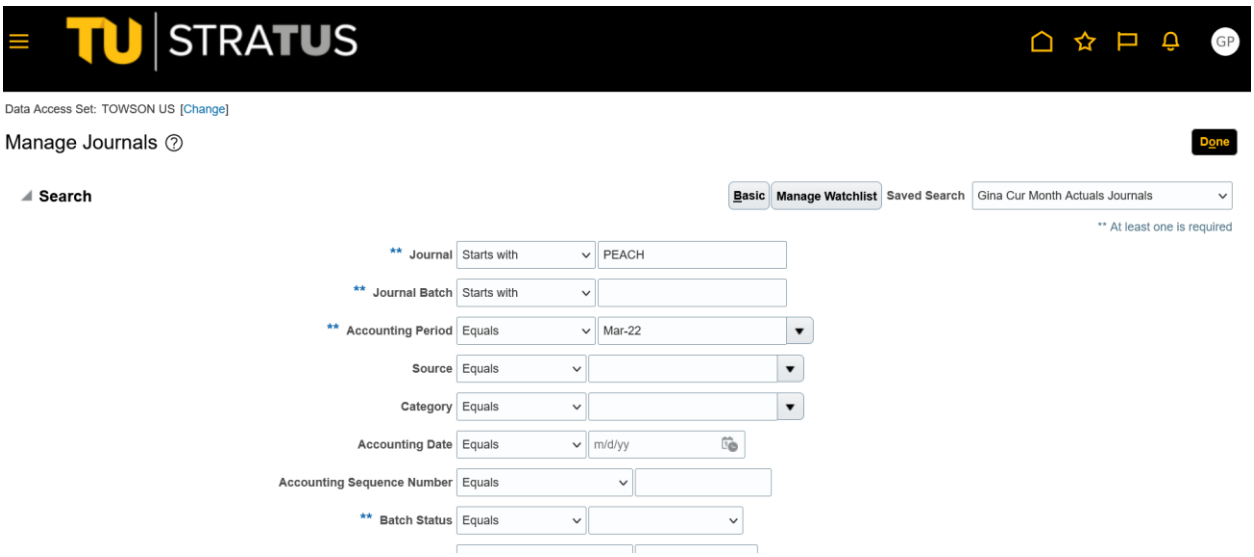


13. Click the Cancel button to close the page and return to the "Manage Journals" page.

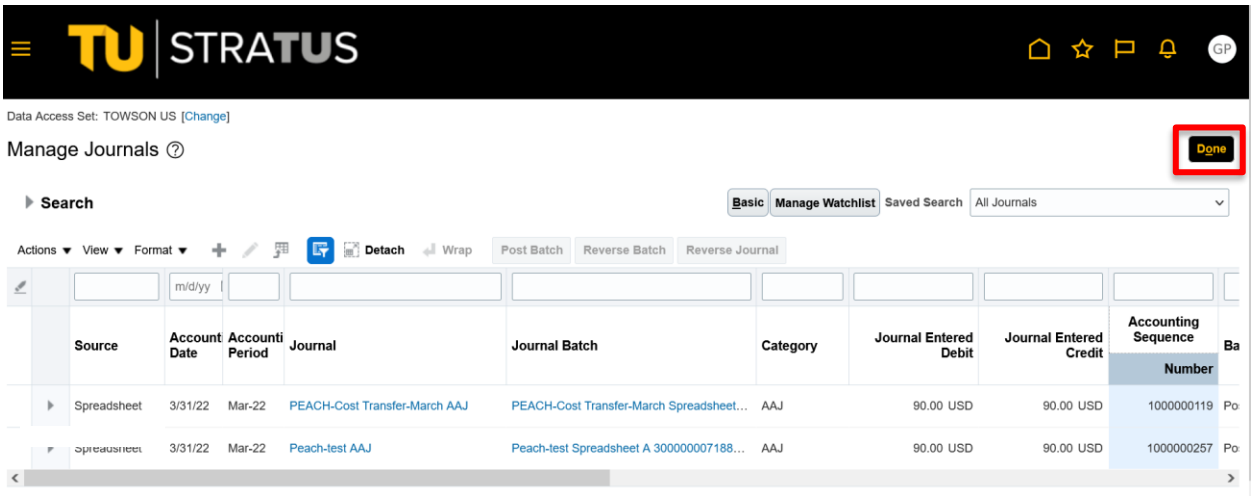


14. To search for a journal again, you may need to expand the search box to enter the search criteria.





15. Click the **Done** button when you are finished to exit Manage Journals.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Manage Journals
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