Searching for Existing Journal Entries

Step	Action
1.	Click the **Main Menu** button. Main Menu
2.	Click the **General Ledger** menu. General Ledger ▸
3.	Click the **Journal Entry** link. Journal Entry
4.	Click the **Create/Update Journal Entries** link. Create/Update Journal Entries
5.	Click the **Find an Existing Value** tab. Find an Existing Value
6.	Your default source code and **User ID** (SMU ID) will display. These can be overwritten if you desire to look for a JE by a different author. **Note:** Should you press the **Clear** button at any time, you will need to repopulate the **Business Unit:** with SMETH. <u>This is a required field.</u>
7.	A variety of search criteria can be used when retrieving a journal entry. If known, enter the **Journal ID:**.
8.	To search for a journal entry based on a date range, click the **Journal Date** drop down list and select **between**. between
9.	Enter the desired information into the **Journal Start Date**: field.
10.	Enter the desired information into the **Journal End Date:** field.
11.	If you know the source code of the author of the JE you are wanting to retrieve, enter it into the **Source** code field. You can search for a source code by clicking the **Look Up** (magnifying glass) button and entering your desired criteria.
12.	You can also search by entering an SMU ID into the **User ID** field. **Hint:** Remember that your **Source** and **User ID:** will default. If you are entering a **Source** for a different author be sure that you have deleted your ID from the **User ID:** field.
13.	One you have entered the desired criteria, click the **Search** button. Search
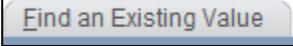
Step	Action
14.	Your search results are displayed. You can click on any of the header fields below to search by a journal date, amount, etc. The header also displays information if an **Attachment Exists**. (For instructions on viewing attachments see the "Viewing Attachments and Printing Journal Entries" topic.)
15.	Select the desired **journal**.
16.	The desired journal entry displays.
17.	**End of Procedure.**