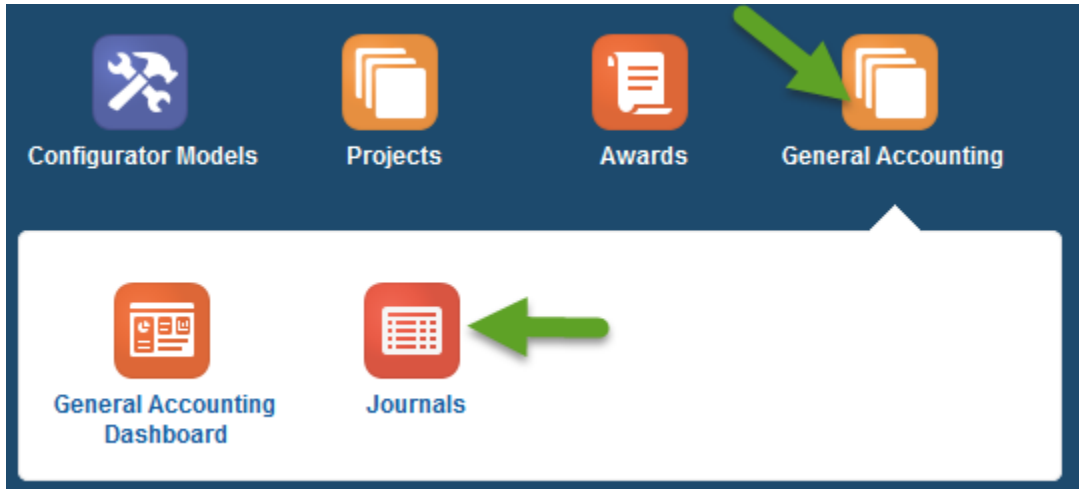
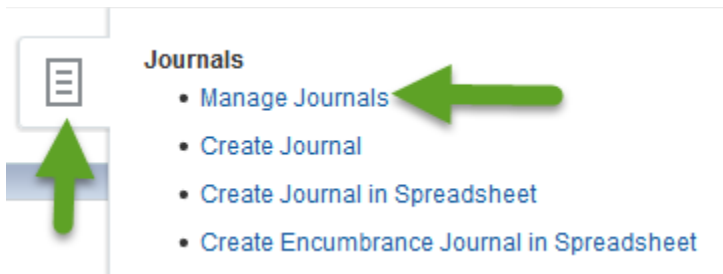


How can I search for the journals I created?

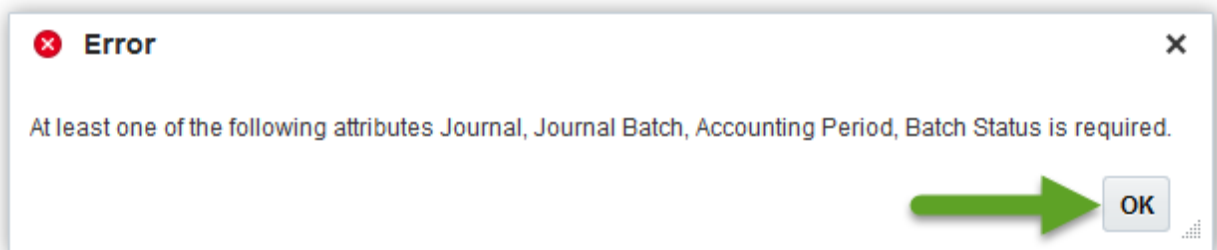
After you log in to the financial management system, select the General Accounting tile and the Journals tile.



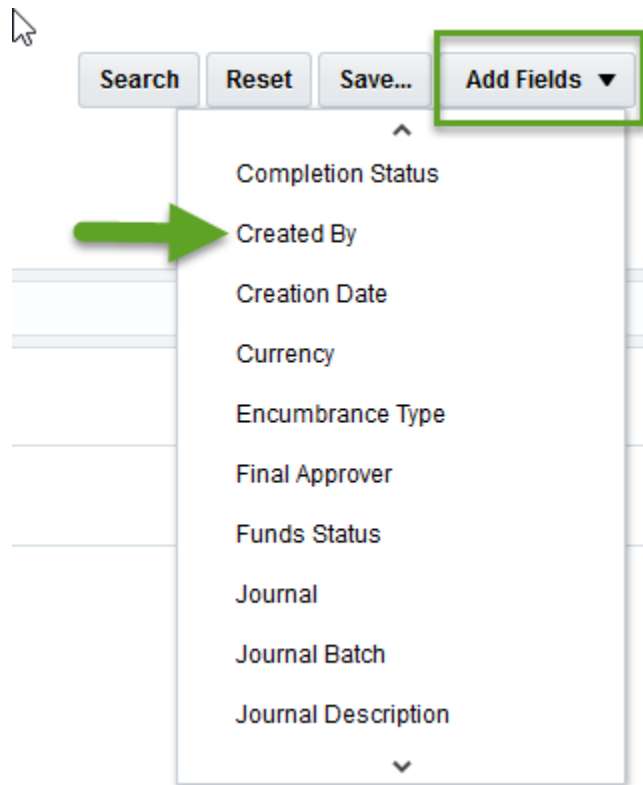
Select the Tasks and Manage Journals.



Click OK in the Error dialog box.




Under Add Fields use the down arrow to scroll through the drop down list and select Created By to add the field to your Search parameters.



Data Access Set: Rutgers Ledger [\[Change\]](#)

Manage Journals

 **Search**

** Journal Starts with

** Journal Batch Starts with

** Accounting Period Equals

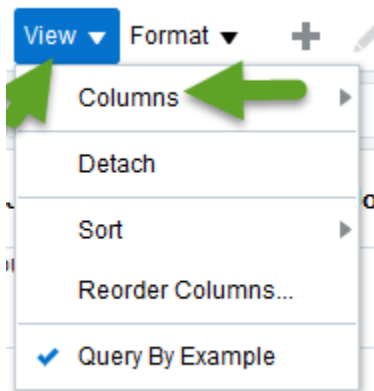
Source Equals

Category Equals

Created By Equals

Created By Equals ✕


You can also add Created By to your Search Results View by selecting View and Columns. Select Created By and it will appear in your Search Results.



Search Results

Actions

	Journal	Journal Batch	Accounting Period	Source	Category	Journal Entered Debit	Journal Entered Credit	Batch Status	Created By



Some other fields you might want to add to your Search and Search Results are Final Approver and Batch Description.