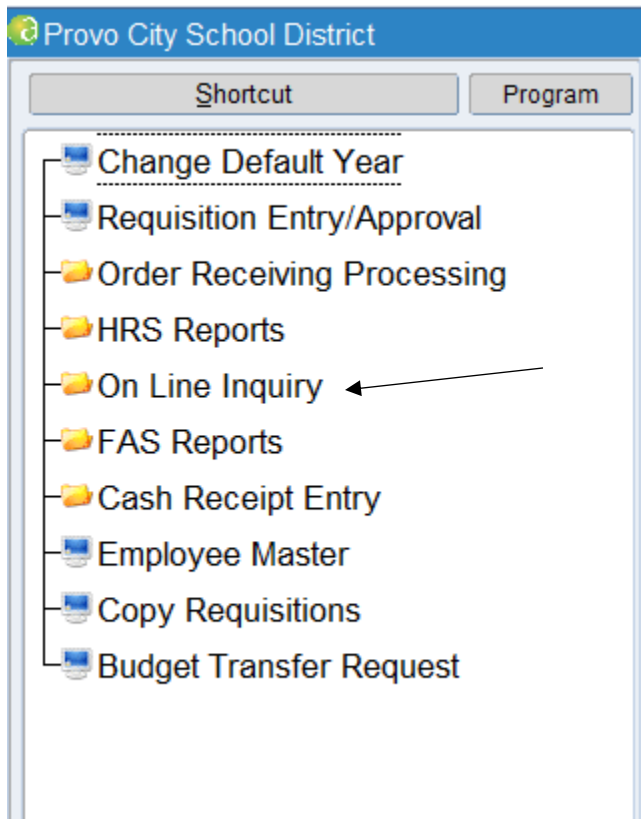
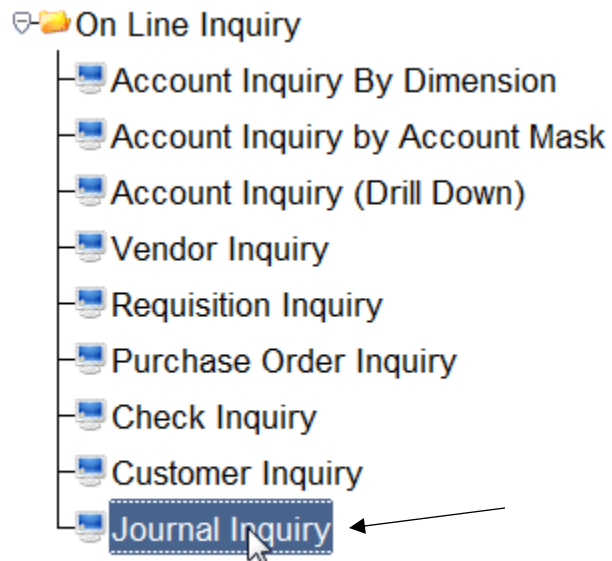


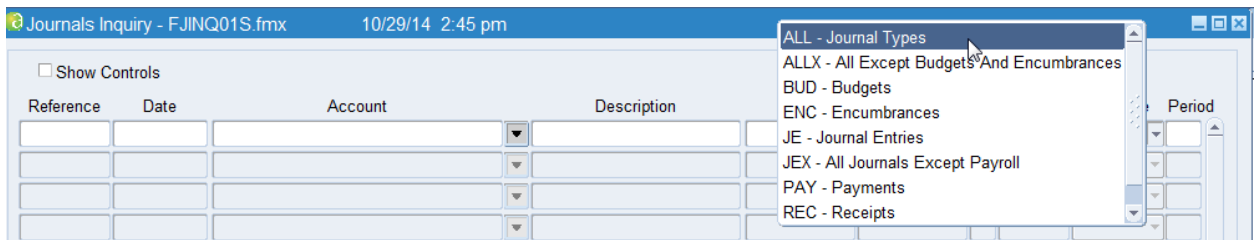
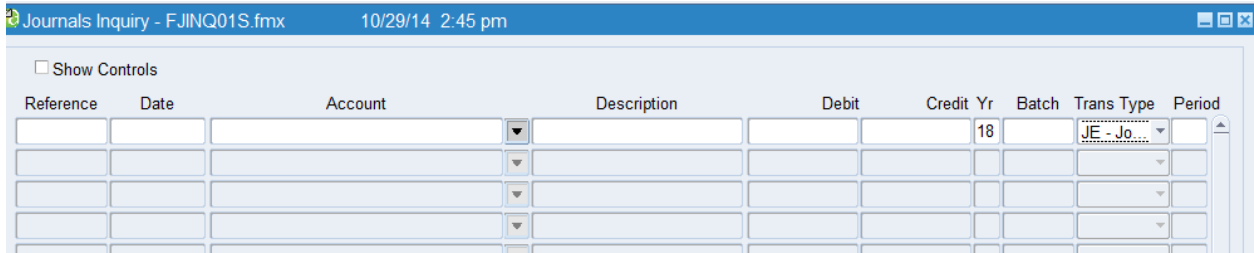
Double click on On Line Inquiry



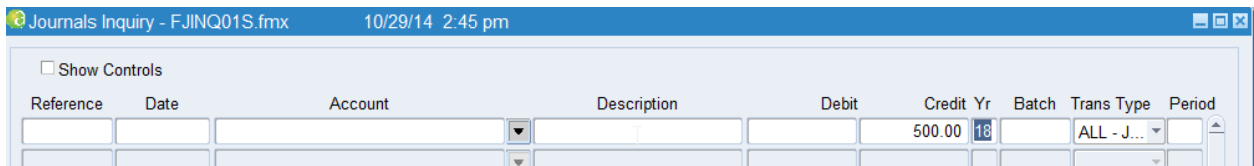
Select Journal Inquiry



This screen allows you to search any journal entry, check, receipt, purchase order, etc. It will allow you to search by amount, description, batch, date, year, period, etc. (all fields on the top). If you want to select all types, click on the drop down menu.



In the below example, I am searching for all journal types and any credits for \$500 (i.e. you received a \$500 check that you can't remember what account you used).



Reference	Date	Account	Description	Debit	Credit Yr	Batch	Trans Type	Period
107	08-16-2017	18.31.9999.9999.0000.811000	TRUST#7200810		500.00	18 000140	PAY - ...	02
108	08-16-2017	18.31.9999.9999.0000.811000	TRUST#7200813		500.00	18 000140	PAY - ...	02
126	08-02-2017	18.10.9999.9999.0000.811000	Reimbursement for Provo Co		500.00	18 000081	PAY - ...	02
131	09-07-2017	18.10.9999.9999.0000.811000	Invoice 2017-72 8/21/17		500.00	18 000302	PAY - ...	03
15	08-09-2017	18.10.9999.9999.0000.811000	Mileage		500.00	18 000108	PAY - ...	02
18	08-23-2017	18.32.9999.9999.0000.811000	30474 screek cleaned greas		500.00	18 000183	PAY - ...	02
18000226	08-03-2017	18.10.7322.1110.1000.030000	Mileage		500.00	18 000108	ENC - ...	02
18000291	07-27-2017	18.10.0999.1540.2500.030000	KHBT 1-129 Filing Fee to Gc		500.00	18 000084	ENC - ...	01
18000340	08-01-2017	18.10.0999.1540.2500.020000	Reimbursement for Provo Co		500.00	18 000081	ENC - ...	02
18000379	08-10-2017	18.10.7502.0104.1000.061000	The Lego Batman MovieWide		500.00	18 000140	ENC - ...	02
18000507	08-18-2017	18.32.0722.0123.2600.044000	30474 screek cleaned greas		500.00	18 000183	ENC - ...	02
18000511	08-18-2017	18.32.0722.0712.2600.044000	71599 THS EXT SERV TRE		500.00	18 000183	ENC - ...	02
18000810	09-01-2017	18.10.6900.1400.2200.058000	Invoice 2017-72 8/21/17		500.00	18 000302	ENC - ...	03
18000884	09-13-2017	18.22.2000.0118.1000.061000	Sport Tek Ladies contrast st		500.00	18 000432	PAY - ...	03
2	07-27-2017	18.10.9999.9999.0000.811000	KHBT 1-129 Filing Fee to Gc		500.00	18 000086	ENC - ...	01
24637	08-16-2017	18.00.9999.9999.0000.811000	VERTICAL DEVELOPMENT		500.00	18 000171	REC - ...	02
24637	08-16-2017	18.22.2002.0101.0000.190000	VERTICAL DEVELOPMENT		500.00	18 000171	REC - ...	02
Total						49,500.00		