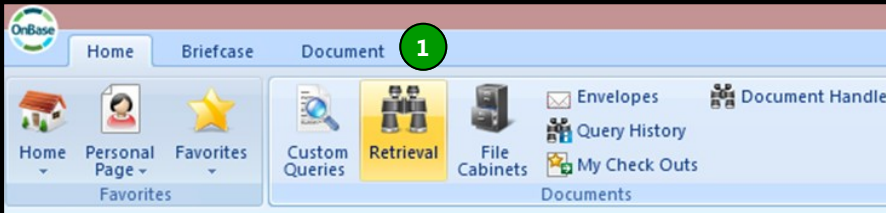




Journal Entry retrieval in OnBase

This is designed to assist OnBase users with Journal Entry (JE) retrieval and wildcard search functionality.. If you can't locate a JE urgent requests can be emailed to JESupport@vanderbilt.edu Note JE may take 3 -4 weeks to be visible in OnBase.



1 To retrieve Journal Entries stored in OnBase select the Binoculars/ Retrieval button on the Home tab.



Journal Entry Retrieval

- 1** Select the document type FIN—Journal Entry
- 2** Indicates the search field is NOT Applicable to Journal Entries
- 3** [JE ID Number](#) is the preferred search method EX. MX100
- 4** Calendar Year the JE was entered into the GL Ex. 2017
- 5** Calendar Month the JE was entered into the GL Ex. 04 for April
- 6** Journal Source found in the top right on the JE Ex. M Crosby
- 7** Control total found in the top right of the JE
- 8** Date the JE was imported into OnBase
- 9** Hit find to run your query

Search Results: 18 Document(s)

Icon	Name 1	Type 2	Date 3
	JE ID: MX100 - Yr: 2017 - Mo: 05 - Total: \$1,970.22 - Source: K SIMPSON	FIN - Journal Entry	6/7/2017
	JE ID: MX100 - Yr: 2017 - Mo: 03 - Total: \$93.16 - Source: CSWAGERTY	FIN - Journal Entry	4/19/2017
	JE ID: MX100 - Yr: 2015 - Mo: 04 - Total: \$41,100.00 - Source: ZACHRY	FIN - Journal Entry	3/23/2017
	JE ID: MX100 - Yr: 2015 - Mo: 06 - Total: \$1,429.43 - Source: CS WAGERTY	FIN - Journal Entry	3/23/2017
	JE ID: MX100 - Yr: 2015 - Mo: 06 - Total: \$152.34 - Source: JAMIESONL	FIN - Journal Entry	3/23/2017
	JE ID: MX100 - Yr: 2015 - Mo: 08 - Total: \$1,604.89 - Source: D MILLEN	FIN - Journal Entry	3/23/2017

- 1** The Name column displays JE ID, Calendar Year, Calendar Month, Total & Source for each result matching your criteria
- 2** The Type column displays the document type
- 3** The Date field can be filtered

Wildcards may be helpful during your searches

A wildcard, denoted by an asterisk (*), can be used to match Keywords where one or more characters are unknown. Below are examples searches and results:

SM* - Smith, Smart, Small

*land - Hyland, Groveland, Holland

*5302 - E0000005302