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)**

The Name column displays JE ID, Calendar Year, Calendar Month, Total & Source for each result matching your criteria

The Type column displays the document type

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