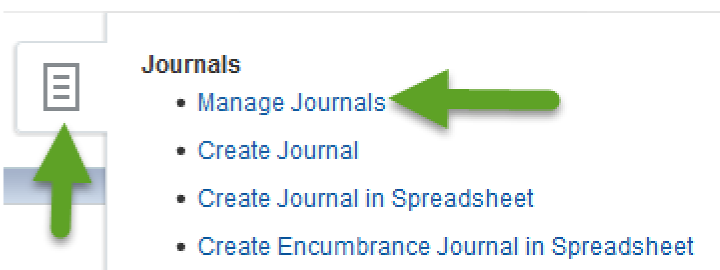
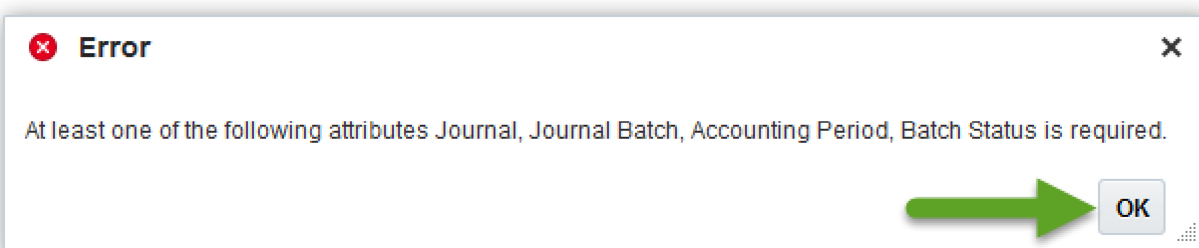
How can I search for the journals I created?

1. After you login into the financial management system, select the **General Accounting tile** and the **Journals tile**.

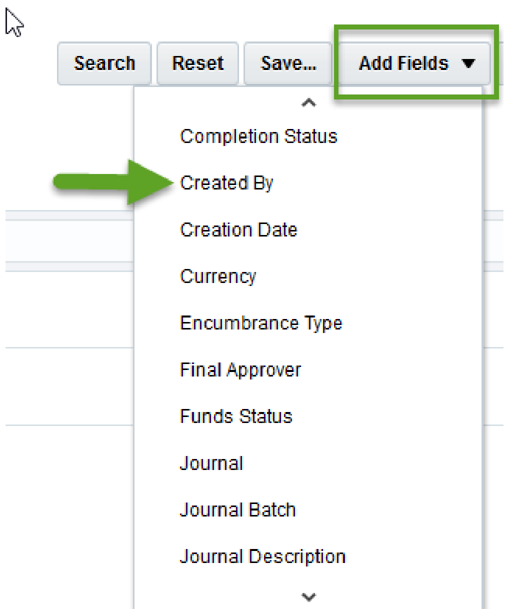
2. Select the **Tasks** and **Manage Journals**.



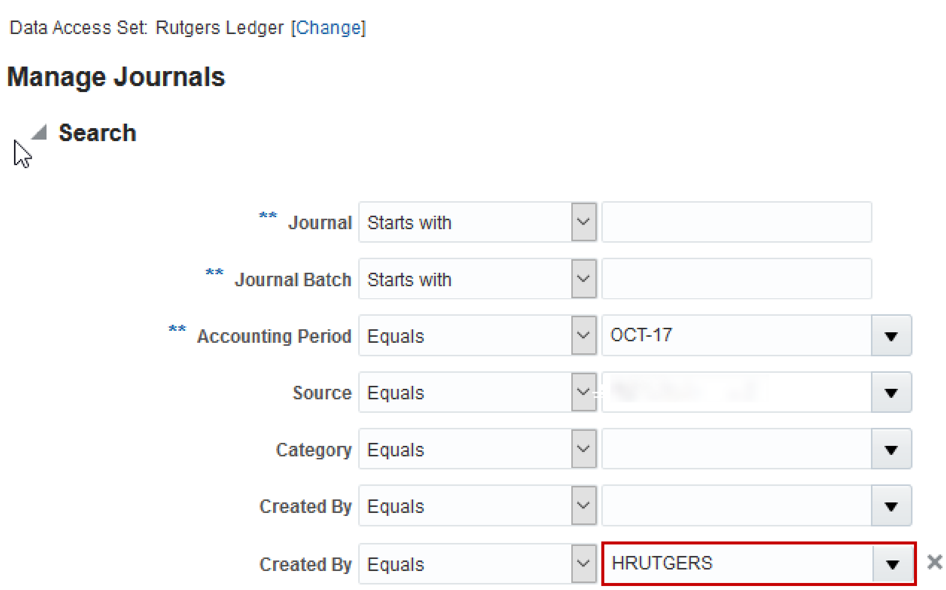
3. Click **OK** in the Error dialog box.



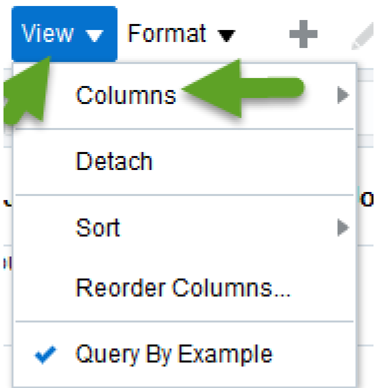
4. Under **Add Fields** use the down arrow to scroll through the drop down list and select **Created By** to add the field to your Search parameters.

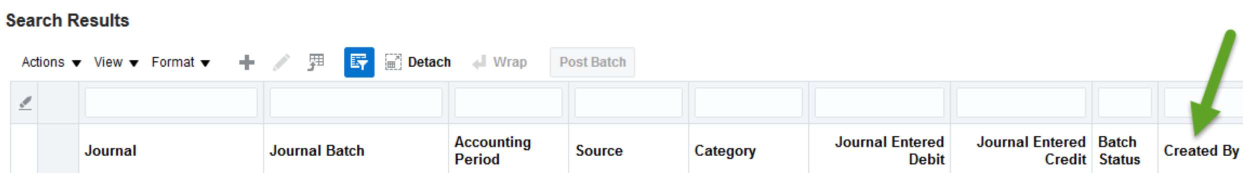


5. Enter **your search criteria and your NetID in the Created By** field and click on the search button to display journal transactions created by you.



6. 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.



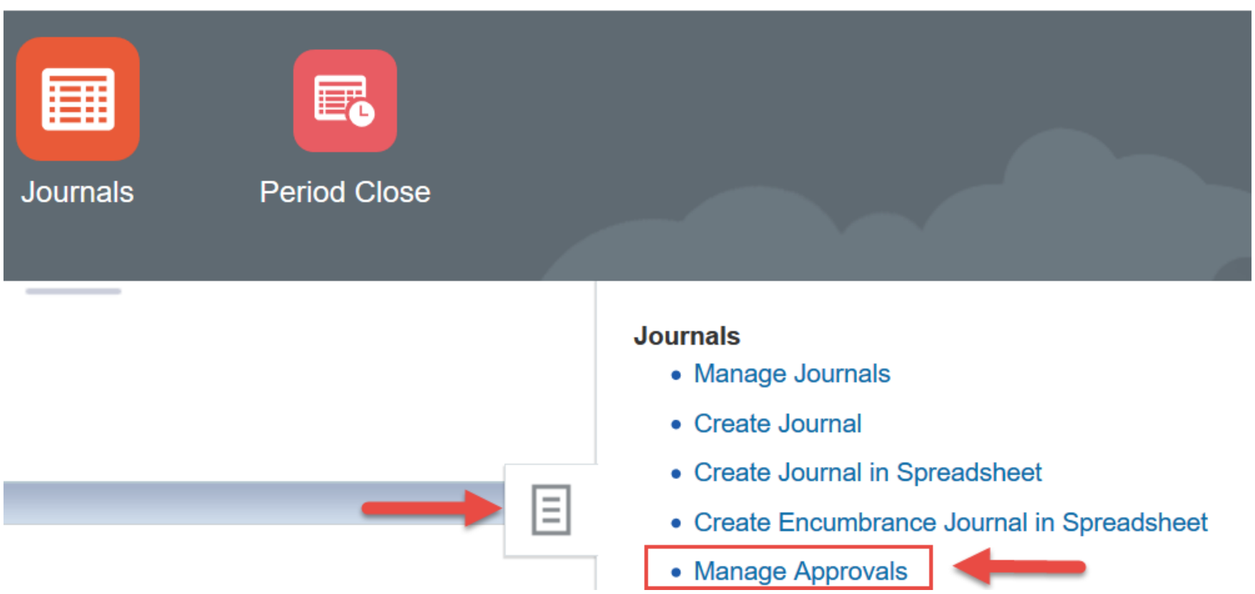


Some other fields you might want to add to your Search and Search Results are Final Approver and Batch Description.

How can I withdraw a journal I created?

1. After you login into the financial management system, select the **General Accounting tile** and the **Journals tile**. Journals can only be withdrawn if the Finance Approver has not approved the transaction.

2. Select **Tasks>Manage Approvals**.



3. Select the journal entry you wish to withdraw. Select the **withdraw button**.