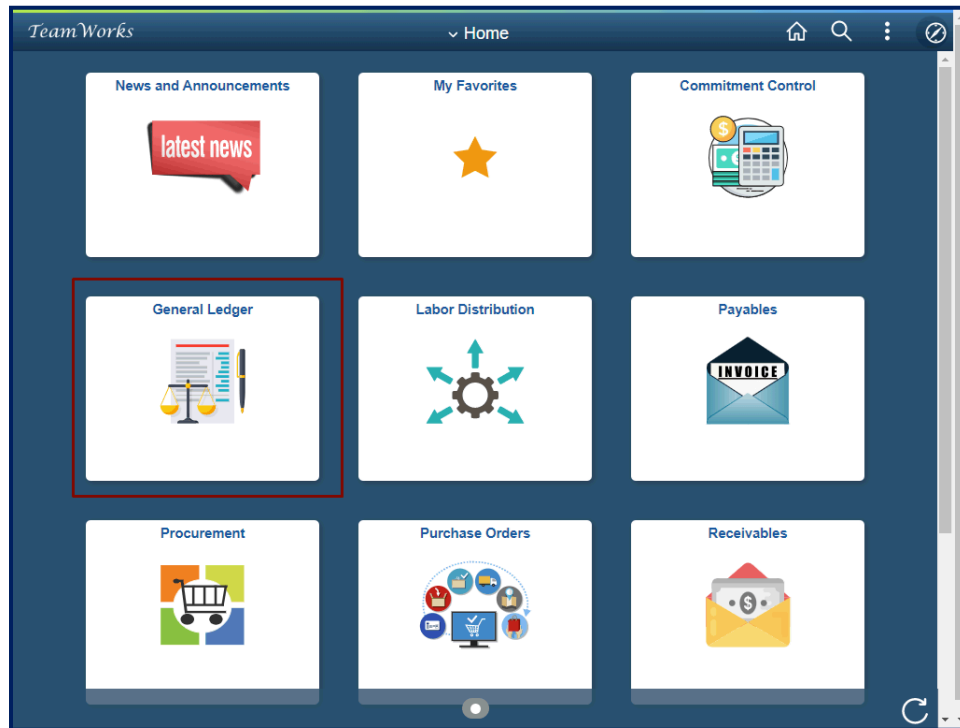
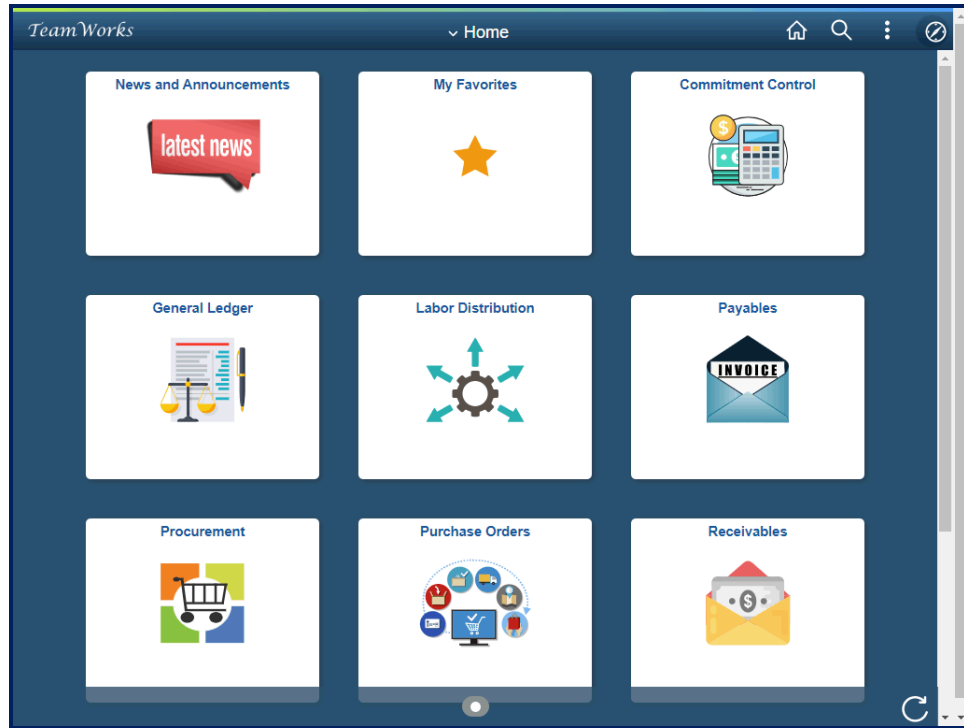



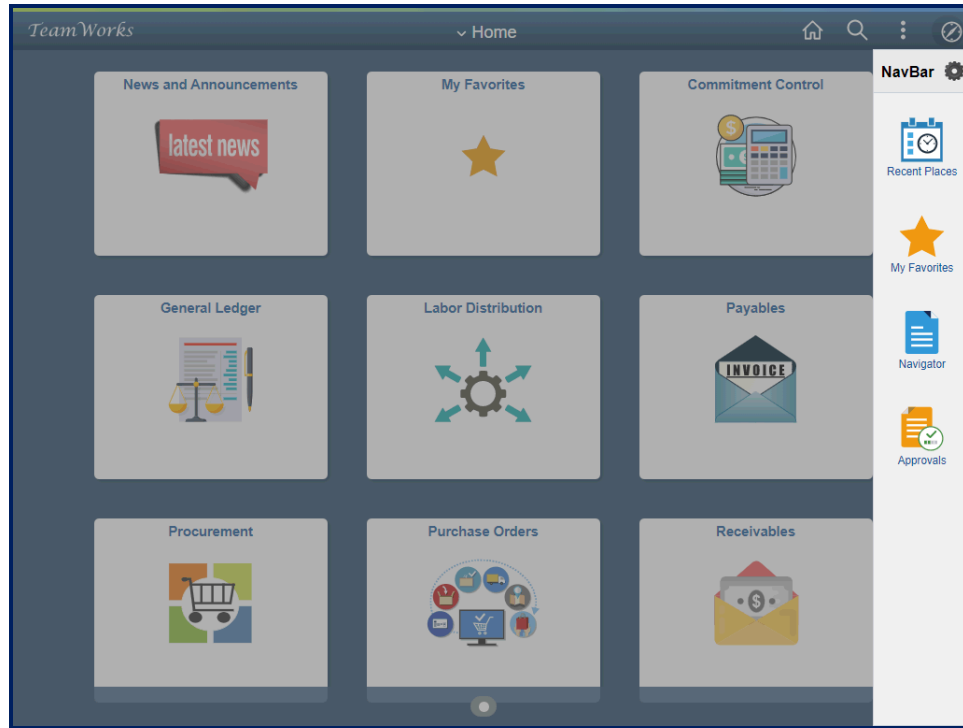
Using Elasticsearch - General Ledger - Keyword Search

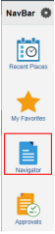


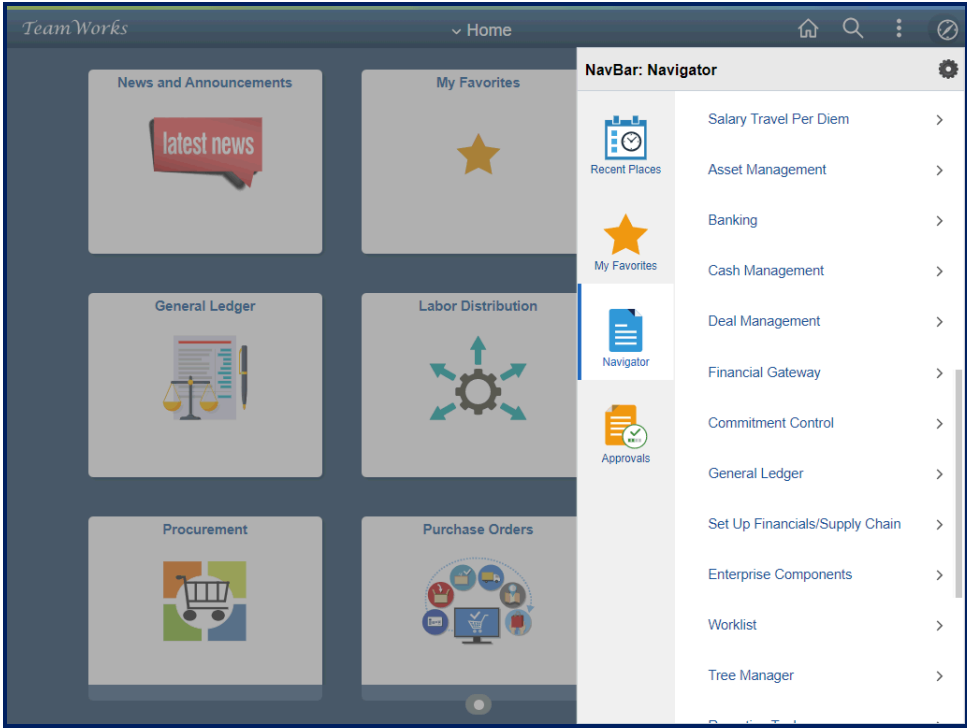
Step	Action
1.	<p>Elasticsearch is an open-source search engine used for the PeopleSoft Search Framework. This new functionality is designed to assist users the functionality to search for values, documents, forms etc. within an individual PeopleSoft module or across various PeopleSoft models based on their security access.</p> <p>When using the new journal entry page functionality, after typing in a particular word search, the system displays values the appropriate values. This can be helpful when searching for a large set of terms or values. Elasticsearch can be used using a Keyword Search or a global search. Keyword Search allows users to search with an individual PeopleSoft module whereas global search allow users to search across various PeopleSoft modules based on security access.</p>

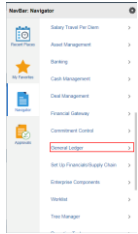


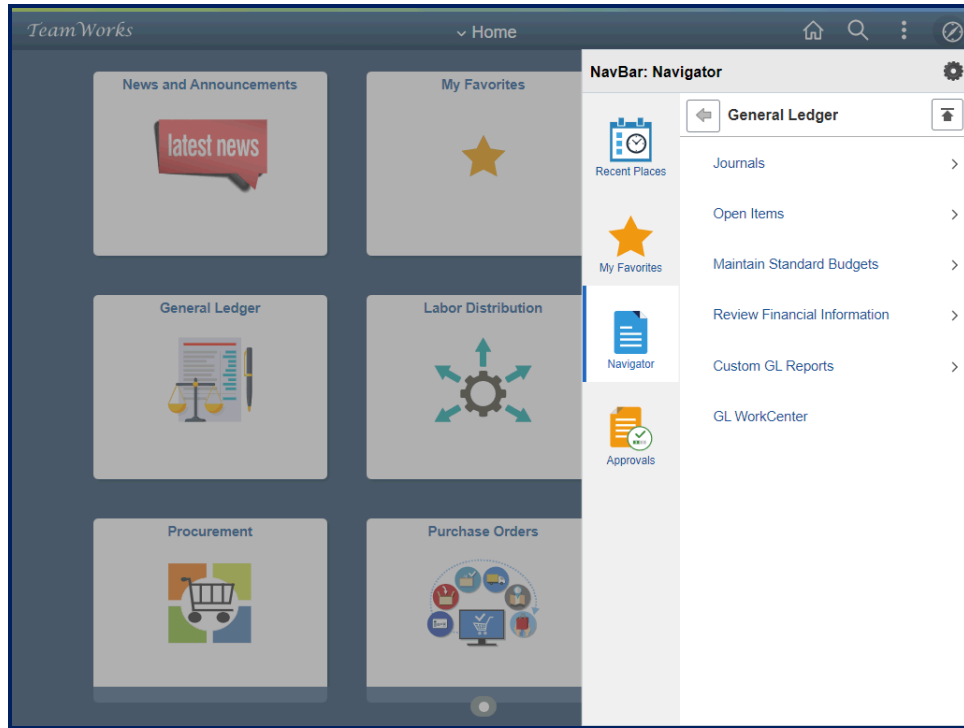
Step	Action
2.	<p>For this job aid, the navigation will display the Create/Update Journal Entries page. This simulation is an example of a transaction.</p> <p>Note: From the Home page, users have the option to click on the General Ledger WorkCenter tile.</p> <p>Click the NavBar link.</p> 

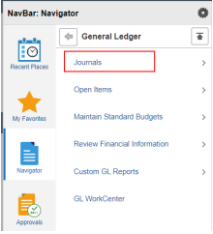


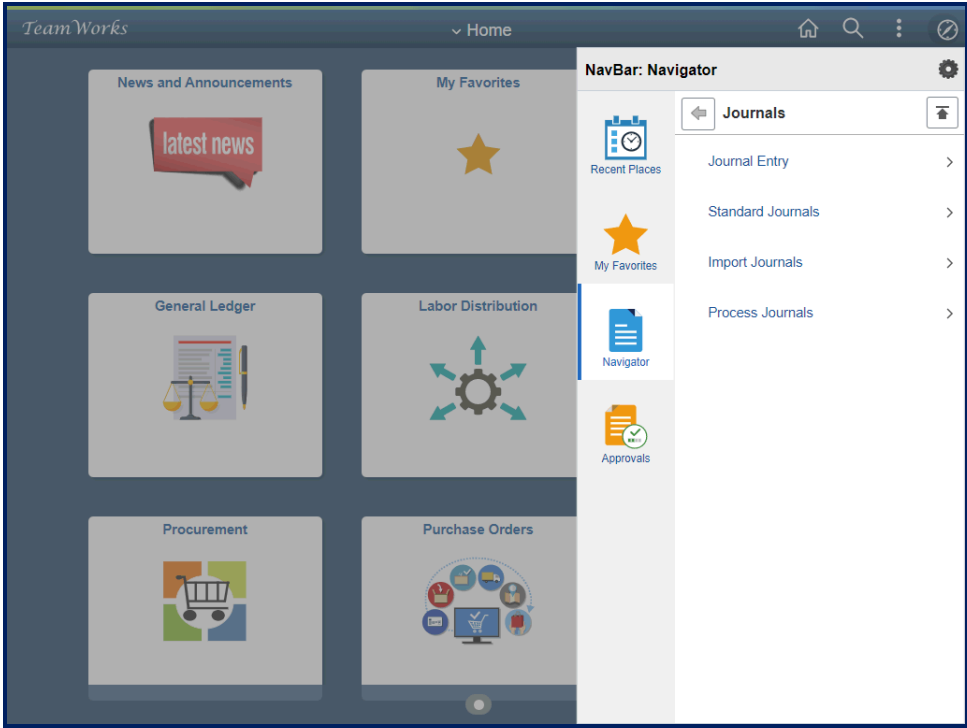
Step	Action
3.	<p>Click the Navigator link.</p> 

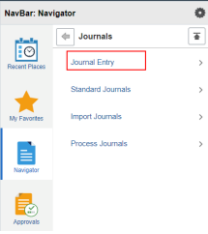


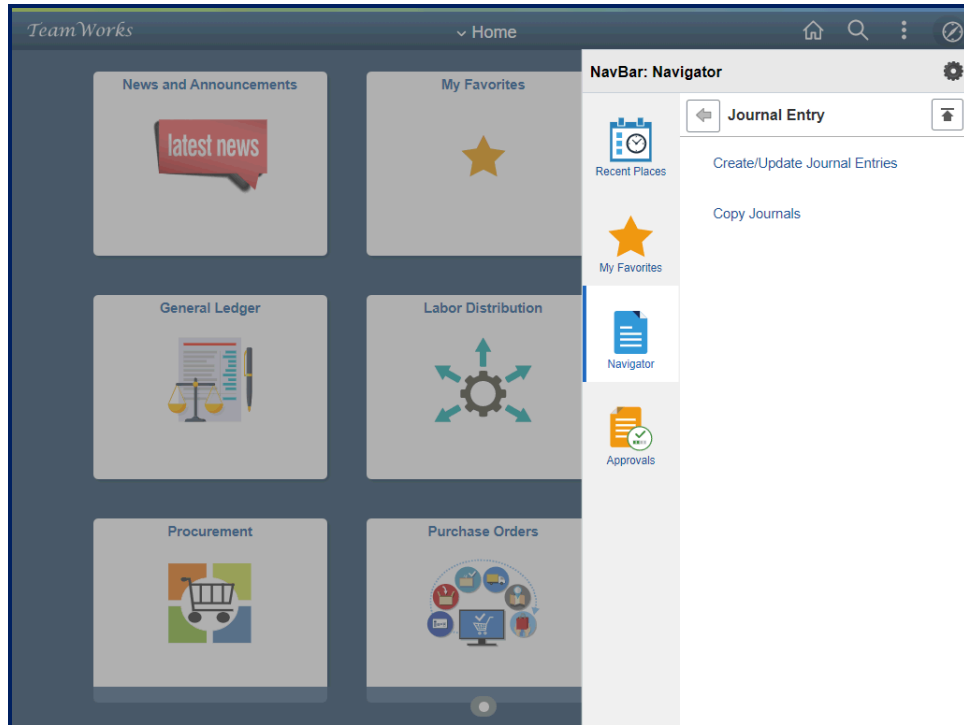
Step	Action
4.	Click the General Ledger link. 

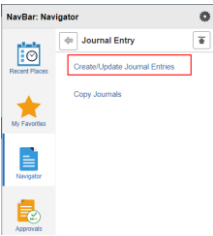


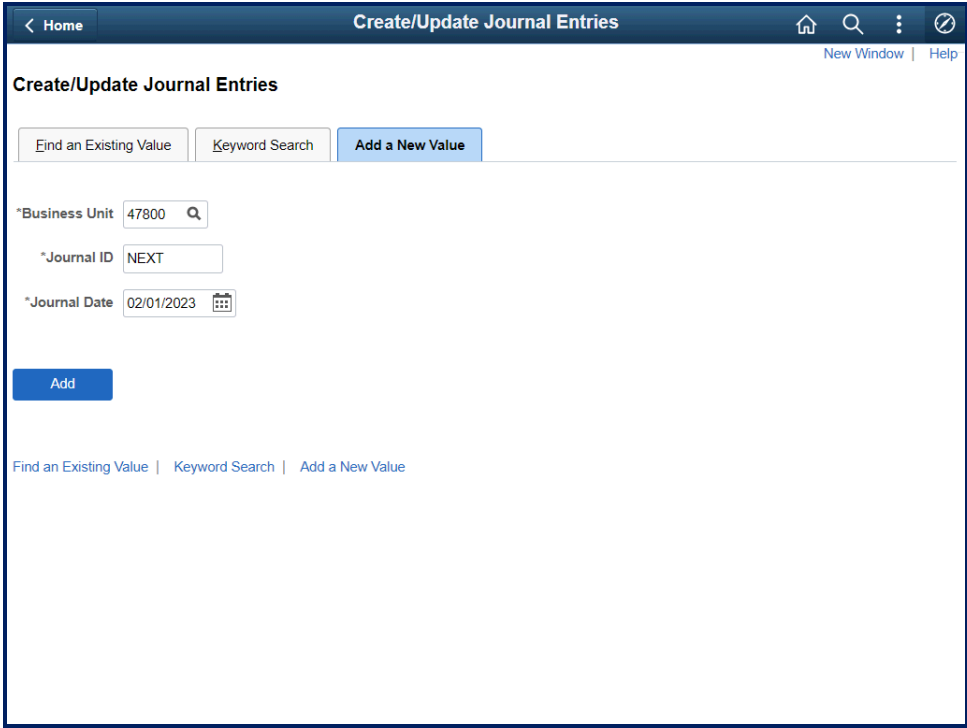
Step	Action
5.	<p>Click the Journals link.</p> 

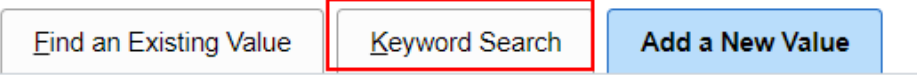


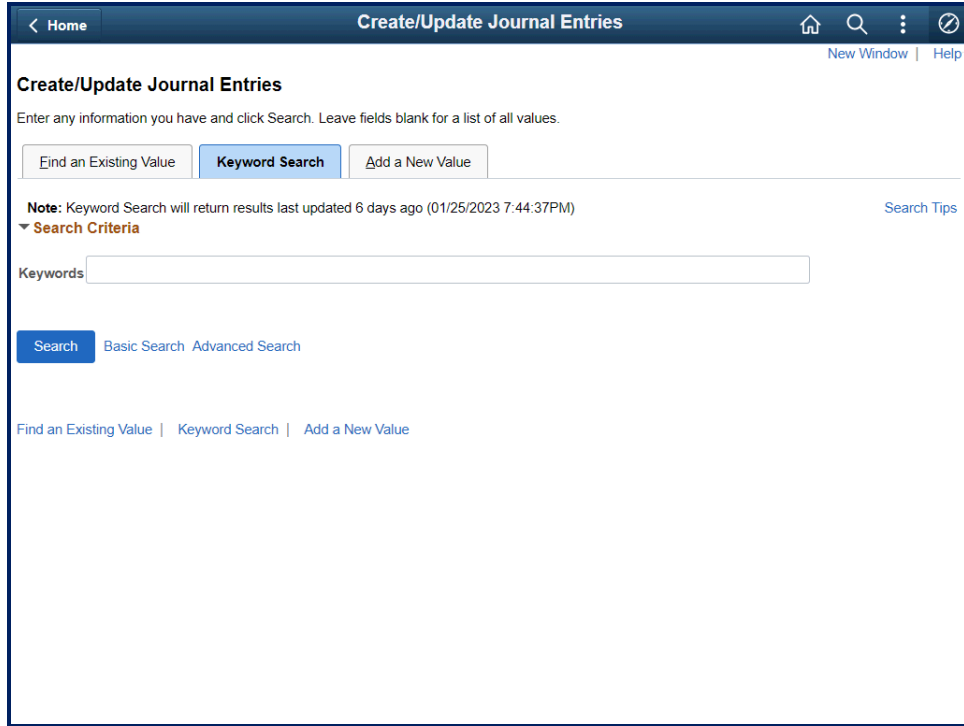
Step	Action
6.	Click the Journal Entry link. 



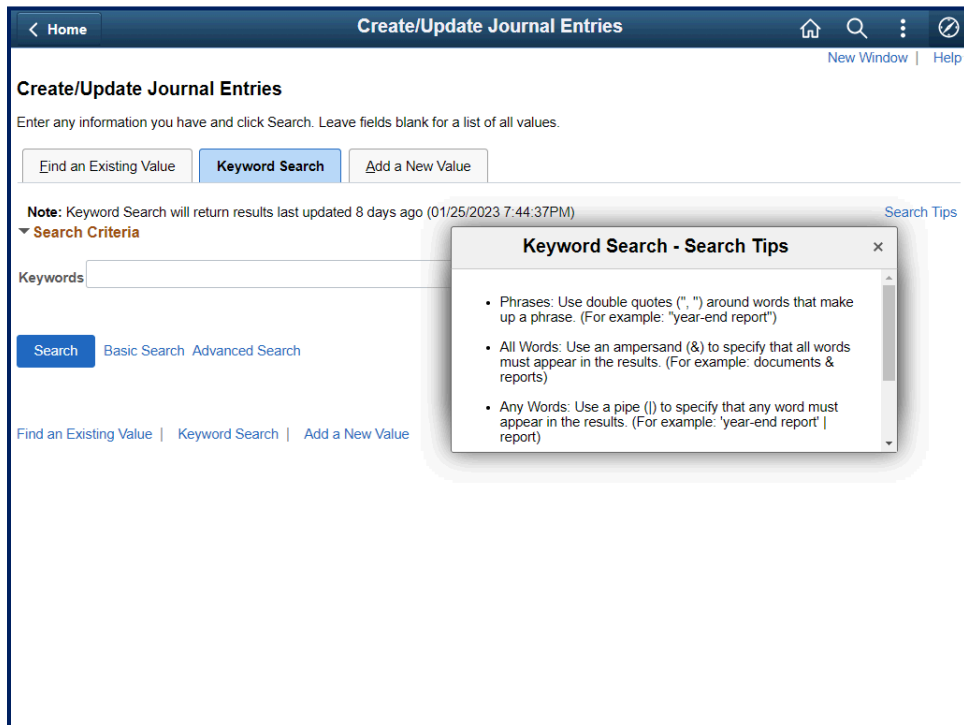
Step	Action
7.	<p>Click the Create/Update Journal Entries link.</p> 

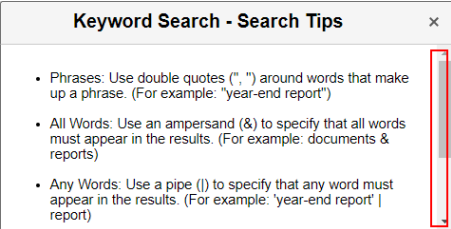


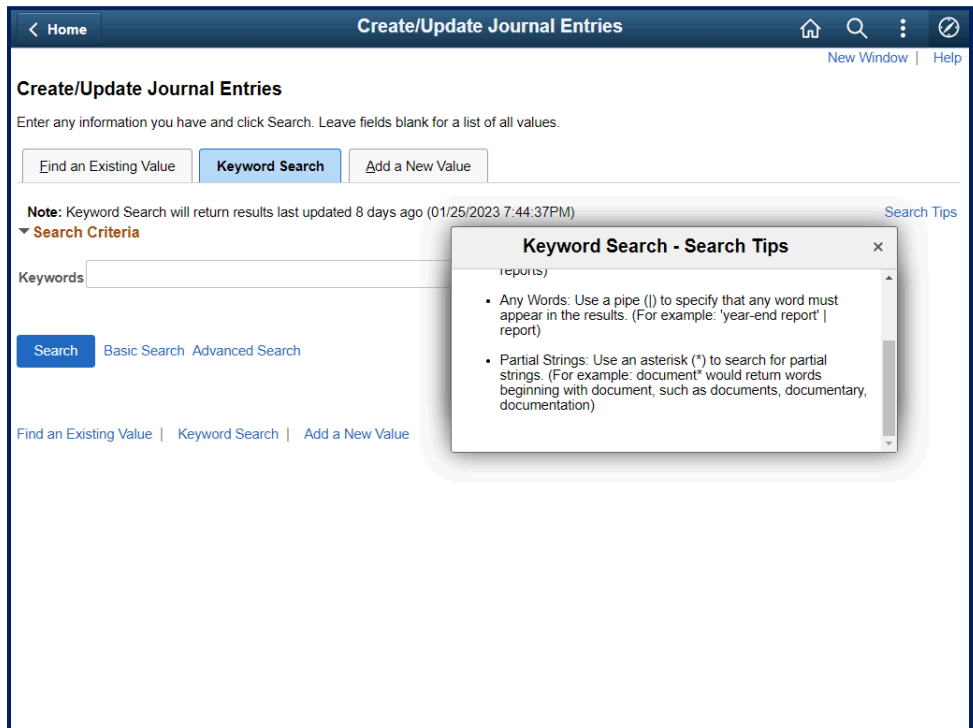
Step	Action
8.	Click the KeyWord Search tab. 

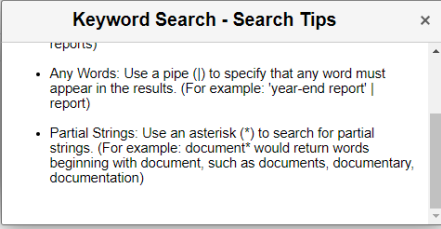


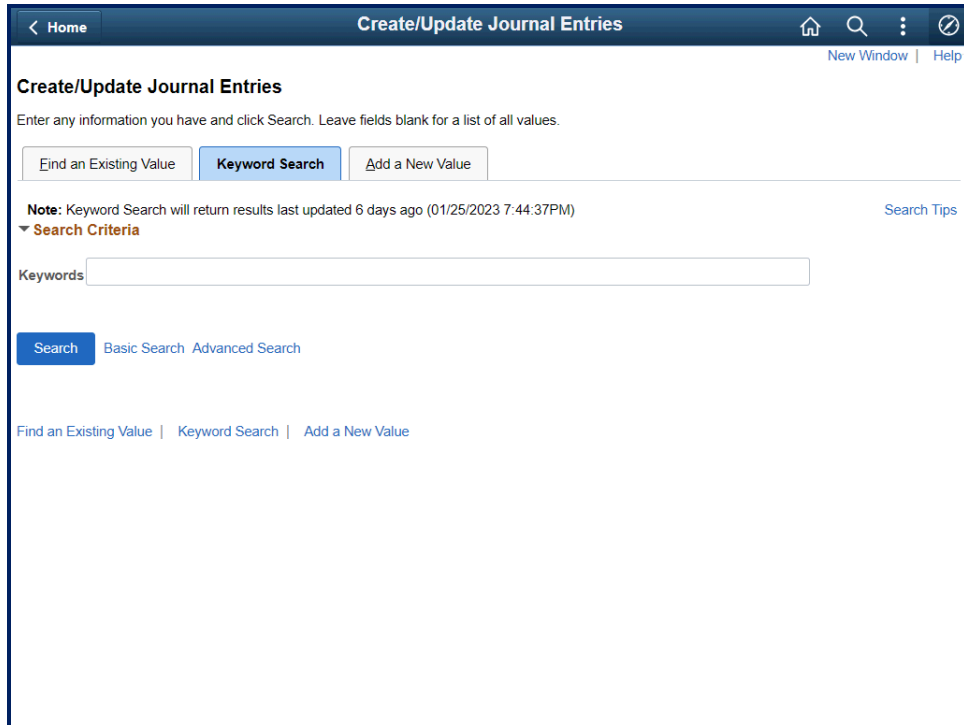
Step	Action
9.	Click the Search Tips link. Search Tips



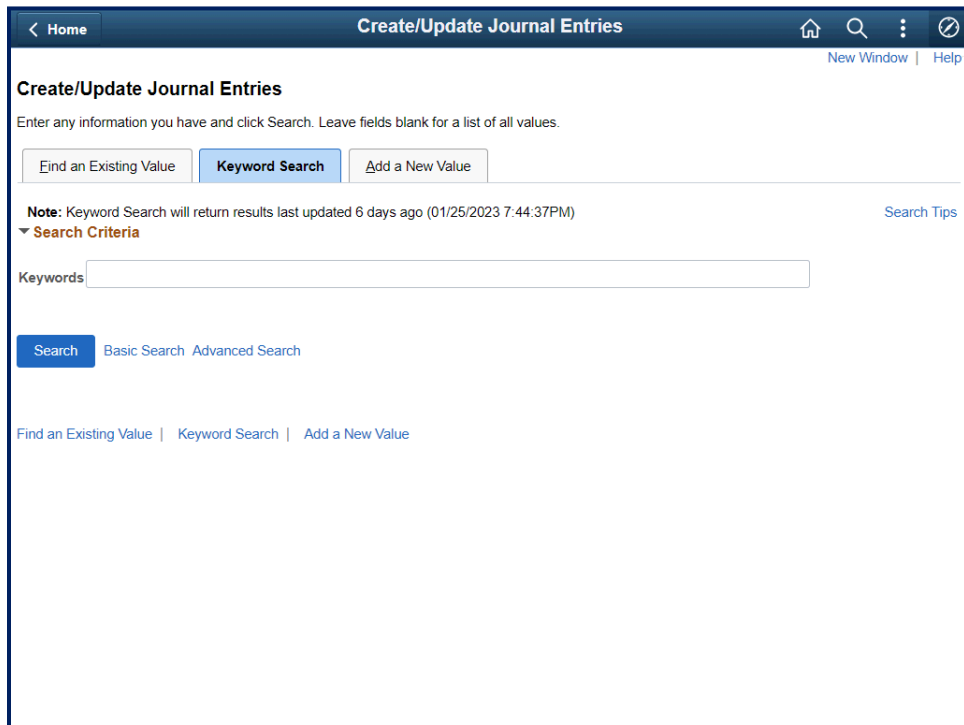
Step	Action
10.	<p>Inside the Keyword Search - Search Tips dialog box, click the Vertical scrollbar to view more information.</p> 



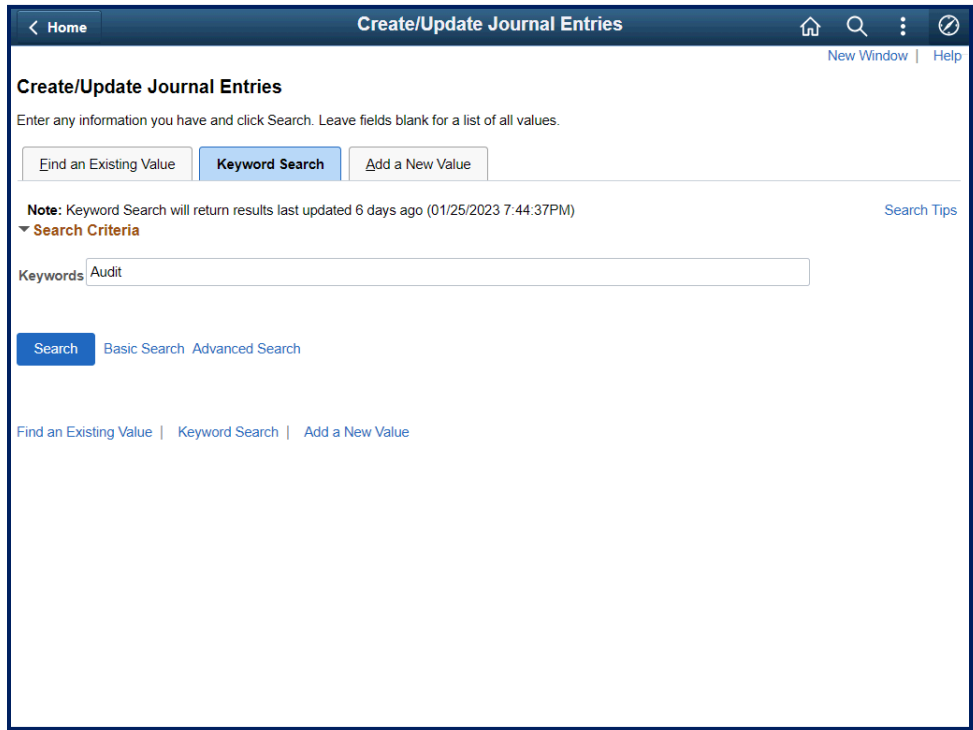
Step	Action
11.	<p>Click the X link to close out the Keyword Search - Search Tips dialog box.</p> 



Step	Action
12.	Click in the Keywords field. Keywords <input data-bbox="451 1066 1279 1104" style="border: 1px solid red;" type="text"/>



Step	Action
13.	Enter the appropriate information into the Keywords field. For this example, type Audit . Keywords: <input data-bbox="451 415 1279 449" type="text"/>



Step	Action
14.	Click the Search button. <input data-bbox="365 1367 527 1436" type="button" value="Search"/>

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Keyword Search** | Add a New Value

Note: Keyword Search will return results last updated 6 days ago (01/25/2023 7:44:37PM) [Search Tips](#)

Search Criteria

Keywords:

Search | Basic Search | Advanced Search

Search Results

Filter by

Business Unit
47800 (15)

Journal Date
2021 (1)
2020 (1)
2019 (1)
2017 (1)
2013 (1)
More...

Journal Status
Posted to Ledger(s) (15)

Note: Keyword Search will return results last updated 6 days ago (01/25/2023 7:44:37PM)
View as: [List Icon] [Table Icon]

View All

Business Unit	Journal ID	Journal Date	Journal UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source
47800	APVCHR2034	05/31/2019	0	(blank)	47800	Posted	Valid	ACTUALS	AP
47800	FY12-10-08	04/19/2012	0	(blank)	47800	Posted	Valid	ACTUALS	MAN
47800	FY12-10-13	04/19/2012	0	(blank)	47800	Posted	Valid	ACTUALS	MAN
47800	FY12-10-09	04/19/2012	0	(blank)	47800	Posted	Valid	ACTUALS	MAN

Step	Action
15.	Notice the system display the search results. For this example, notice in the table below provide information on various Journal ID's.

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Keyword Search** | Add a New Value

Note: Keyword Search will return results last updated 6 days ago (01/25/2023 7:44:37PM) [Search Tips](#)

Search Criteria

Keywords:

Search | Basic Search | Advanced Search

Search Results

Filter by

Business Unit
47800 (15)

Journal Date
2021 (1)
2020 (1)
2019 (1)
2017 (1)
2013 (1)
More...

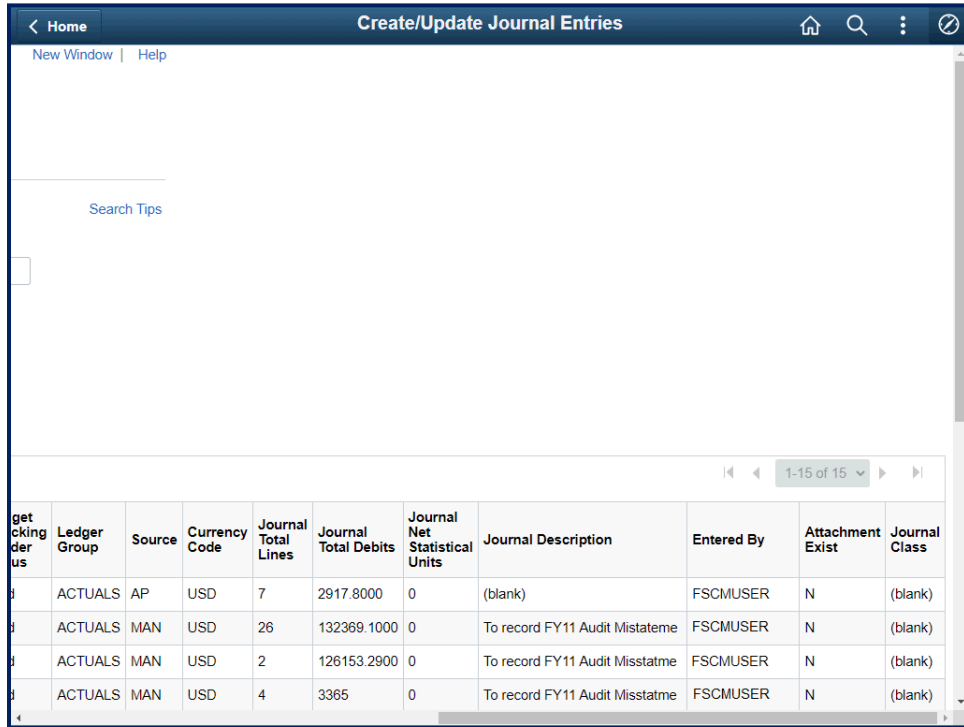
Journal Status
Posted to Ledger(s) (15)

Note: Keyword Search will return results last updated 6 days ago (01/25/2023 7:44:37PM)
View as: [List Icon] [Table Icon]

View All

Business Unit	Journal ID	Journal Date	Journal UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source
47800	APVCHR2034	05/31/2019	0	(blank)	47800	Posted	Valid	ACTUALS	AP
47800	FY12-10-08	04/19/2012	0	(blank)	47800	Posted	Valid	ACTUALS	MAN
47800	FY12-10-13	04/19/2012	0	(blank)	47800	Posted	Valid	ACTUALS	MAN
47800	FY12-10-09	04/19/2012	0	(blank)	47800	Posted	Valid	ACTUALS	MAN

Step	Action
16.	To view more information, click the Horizontal scrollbar to view the right side of the page.



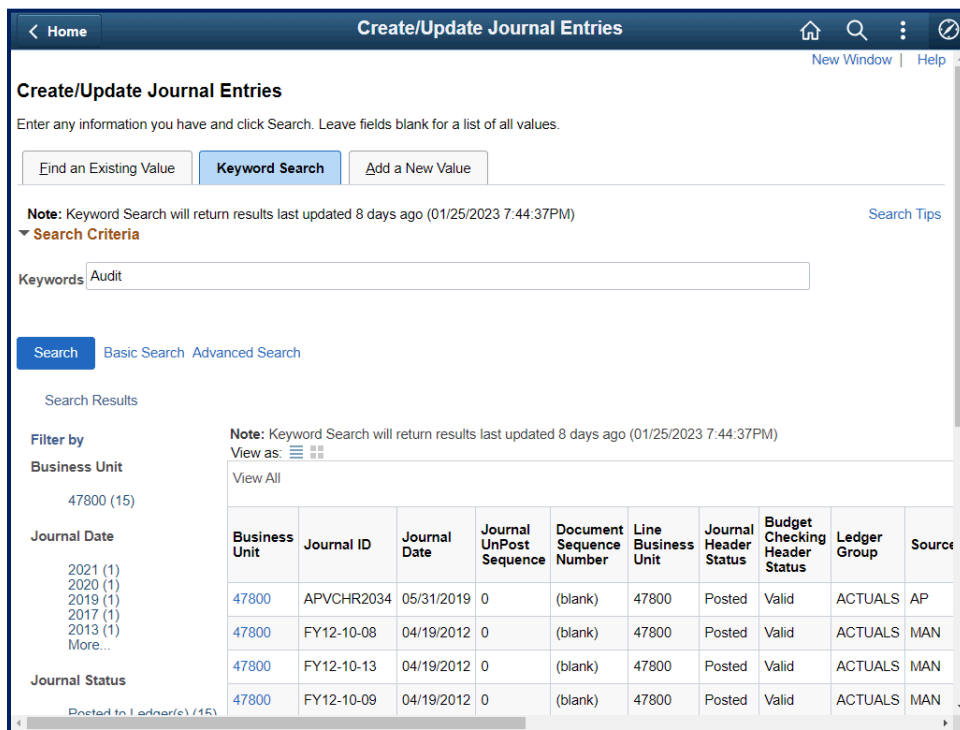
Step	Action
17.	Click the Vertical scrollbar to view the bottom of the page.

Create/Update Journal Entries										
Unit	Group	Code	Lines	Total Debits	Statistical Units			Exist	Class	
	ACTUALS	AP	USD	7	2917.8000	0	(blank)	FSCMUSER	N	(blank)
	ACTUALS	MAN	USD	26	132369.1000	0	To record FY11 Audit Misstateme	FSCMUSER	N	(blank)
	ACTUALS	MAN	USD	2	126153.2900	0	To record FY11 Audit Misstateme	FSCMUSER	N	(blank)
	ACTUALS	MAN	USD	4	3365	0	To record FY11 Audit Misstateme	FSCMUSER	N	(blank)
	ACTUALS	MAN	USD	23	232745.5500	0	To record FY11 Audit Misstateme	FSCMUSER	N	(blank)
	ACTUALS	MAN	USD	4	144	0	To Record FY11 Audit Misstateme	FSCMUSER	N	(blank)
	ACTUALS	MAN	USD	8	146	0	To record FY11 Audit Misstateme	FSCMUSER	N	(blank)
	ACTUALS	MAN	USD	8	146	0	To record FY11 Audit Misstateme	FSCMUSER	N	(blank)
	ACTUALS	MAN	USD	2	16239.5000	0	To record FY11 Audit Misstateme	FSCMUSER	N	(blank)
	ACTUALS	MAN	USD	2	200	0	To Record FY11 Audit Misstateme	FSCMUSER	N	(blank)
	ACTUALS	MAN	USD	2	64.7900	0	To Record FY11 Audit Misstateme	FSCMUSER	N	(blank)
	ACTUALS	AP	USD	35	37240.8600	0	(blank)	FSCMUSER	N	(blank)
	ACTUALS	AP	USD	13	275631.6500	0	(blank)	FSCMUSER	N	(blank)
	ACTUALS	MAN	USD	24	51161.6000	0	Recl PS-Inv&PLB to Elec Invest	FSCMUSER	N	(blank)
	ACTUALS	AP	USD	13	36268.3300	0	(blank)	FSCMUSER	N	(blank)

Step	Action
18.	Click the Horizontal scrollbar to return to the left side of the page.

Create/Update Journal Entries										
Unit	Date	Sequence	Number	Unit	Status	Header Status	Group			
2021 (1)										
2020 (1)										
2019 (1)										
2017 (1)										
2013 (1)										
More...										
Journal Status										
Posted to Ledger(s) (15)										
Source										
MAN (11)										
AP (4)										
Currency Code										
USD (15)										
Fiscal Year										
2012 (10)										
2021 (2)										
2013 (1)										
2017 (1)										
2019 (1)										
Accounting Period										
10 (10)										
9 (2)										
11 (1)										
12 (1)										
4 (1)										
47800	APVCHR2034	05/31/2019	0	(blank)	47800	Posted	Valid	ACTUALS	AP	
47800	FY12-10-08	04/19/2012	0	(blank)	47800	Posted	Valid	ACTUALS	MAN	
47800	FY12-10-13	04/19/2012	0	(blank)	47800	Posted	Valid	ACTUALS	MAN	
47800	FY12-10-09	04/19/2012	0	(blank)	47800	Posted	Valid	ACTUALS	MAN	
47800	FY12-10-10	04/19/2012	0	(blank)	47800	Posted	Valid	ACTUALS	MAN	
47800	FY12-10-16	04/19/2012	0	(blank)	47800	Posted	Valid	ACTUALS	MAN	
47800	FY12-10-05	04/17/2012	0	(blank)	47800	Posted	Valid	ACTUALS	MAN	
47800	FY12-12-07	04/18/2012	0	(blank)	47800	Posted	Valid	ACTUALS	MAN	
47800	FY12-10-12	04/19/2012	0	(blank)	47800	Posted	Valid	ACTUALS	MAN	
47800	FY12-10-14	04/19/2012	0	(blank)	47800	Posted	Valid	ACTUALS	MAN	
47800	FY12-10-15	04/19/2012	0	(blank)	47800	Posted	Valid	ACTUALS	MAN	
47800	APVCHR0043	10/01/2020	0	(blank)	47800	Posted	Valid	ACTUALS	AP	
47800	APVCHR4331	06/14/2017	0	(blank)	47800	Posted	Valid	ACTUALS	AP	
47800	FY21-09-18	03/19/2021	0	(blank)	47800	Posted	Valid	ACTUALS	MAN	
47800	APVCHR4107	03/29/2013	0	(blank)	47800	Posted	Valid	ACTUALS	AP	

Step	Action
19.	Click the Vertical scrollbar to return to the top of the page.



Step	Action
20.	<p>For this example, let's take a look at how to view additional information based on the Journal Date.</p> <p>The system displays the year and the number of search result items for each individual year.</p> <p>For this example, click the 2022 (1) link.</p> <p>Journal Date</p> <ul style="list-style-type: none"> 2021 (1) 2020 (1) 2019 (1) 2017 (1) 2013 (1) More...

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Keyword Search** | Add a New Value

Note: Keyword Search will return results last updated 8 days ago (01/25/2023 7:44:37PM) [Search Tips](#)

Search Criteria

Keywords:

Search | Basic Search | Advanced Search

Search Results

2021 | Clear All Filters

Filter by

Business Unit: 47800 (1)

Journal Date: 03: March (1)

Journal Status: Posted to Ledger(s) (1)

Source

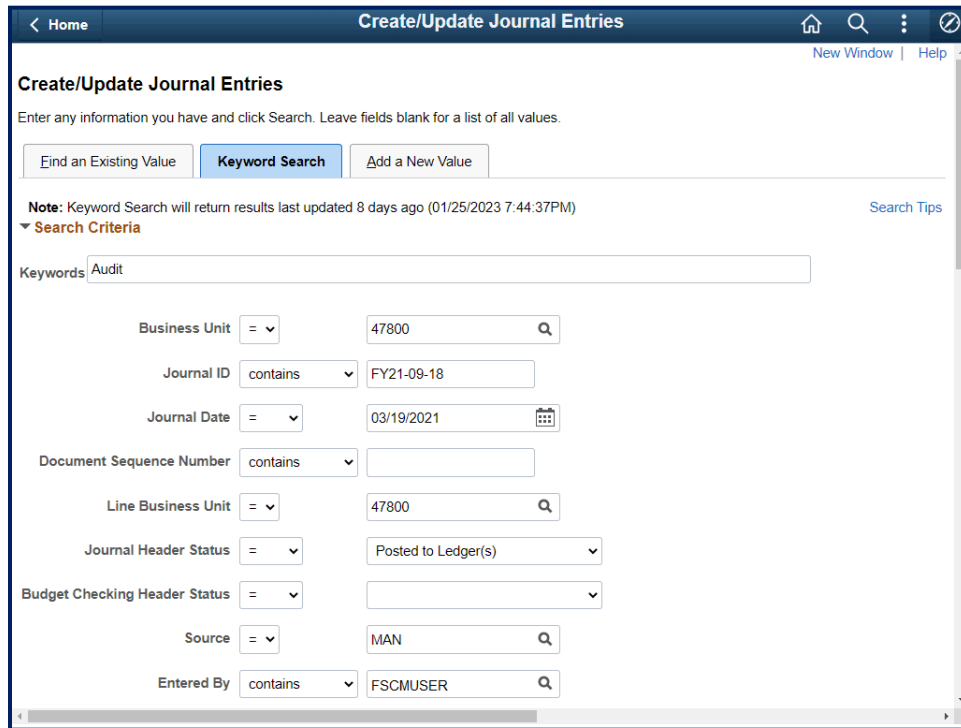
Note: Keyword Search will return results last updated 8 days ago (01/25/2023 7:44:37PM)

Business Unit	Journal ID	Journal Date	Journal UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	C	C
47800	FY21-09-18	03/19/2021	0	(blank)	47800	Posted	Valid	ACTUALS	MAN	U	

Step	Action																								
21.	<p>The system displays the <u>one</u> search result item.</p> <p>Click the Business Unit 47800 - FY21-09-18 link to view the search result information.</p> <table border="1"> <thead> <tr> <th>Business Unit</th> <th>Journal ID</th> <th>Journal Date</th> <th>Journal UnPost Sequence</th> <th>Document Sequence Number</th> <th>Line Business Unit</th> <th>Journal Header Status</th> <th>Budget Checking Header Status</th> <th>Ledger Group</th> <th>Source</th> <th>C</th> <th>C</th> </tr> </thead> <tbody> <tr> <td>47800</td> <td>FY21-09-18</td> <td>03/19/2021</td> <td>0</td> <td>(blank)</td> <td>47800</td> <td>Posted</td> <td>Valid</td> <td>ACTUALS</td> <td>MAN</td> <td>U</td> <td></td> </tr> </tbody> </table>	Business Unit	Journal ID	Journal Date	Journal UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	C	C	47800	FY21-09-18	03/19/2021	0	(blank)	47800	Posted	Valid	ACTUALS	MAN	U	
Business Unit	Journal ID	Journal Date	Journal UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	C	C														
47800	FY21-09-18	03/19/2021	0	(blank)	47800	Posted	Valid	ACTUALS	MAN	U															

Step	Action
22.	Note: Users can click on any of the tabs across the top of the page. If applicable, use the vertical and/or horizontal scrollbar to view additional information.

Step	Action
23.	Click the Return to Search button. <div style="border: 1px solid blue; padding: 5px; display: inline-block;">Return to Search</div>



Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Keyword Search** Add a New Value

Note: Keyword Search will return results last updated 8 days ago (01/25/2023 7:44:37PM) [Search Tips](#)

Search Criteria

Keywords: Audit

Business Unit = 47800

Journal ID contains FY21-09-18

Journal Date = 03/19/2021

Document Sequence Number contains

Line Business Unit = 47800

Journal Header Status = Posted to Ledger(s)

Budget Checking Header Status =

Source = MAN

Entered By contains FSCMUSER

Step	Action
24.	To return to the original search result list. Click in the Journal ID field. <div style="display: flex; align-items: center;"> Journal ID <div style="border: 1px solid gray; padding: 2px;"> contains ▼ </div> <div style="border: 2px solid red; padding: 2px; margin-left: 10px;">FY21-09-18</div> </div>

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Keyword Search** | Add a New Value

Note: Keyword Search will return results last updated 8 days ago (01/25/2023 7:44:37PM) [Search Tips](#)

▼ **Search Criteria**

Keywords:

Business Unit = ▾ 🔍

Journal ID contains ▾

Journal Date = ▾ 📅

Document Sequence Number contains ▾

Line Business Unit = ▾ 🔍

Journal Header Status = ▾ ▾

Budget Checking Header Status = ▾

Source = ▾ 🔍

Entered By contains ▾ 🔍

Step	Action
25.	Press [Delete] to clear the field.

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Keyword Search** | Add a New Value

Note: Keyword Search will return results last updated 11 days ago (01/25/2023 7:44:37PM) [Search Tips](#)

▼ **Search Criteria**

Keywords:

Business Unit = ▾ 🔍

Journal ID contains ▾

Journal Date = ▾ 📅

Document Sequence Number contains ▾

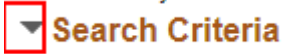
Line Business Unit = ▾ 🔍

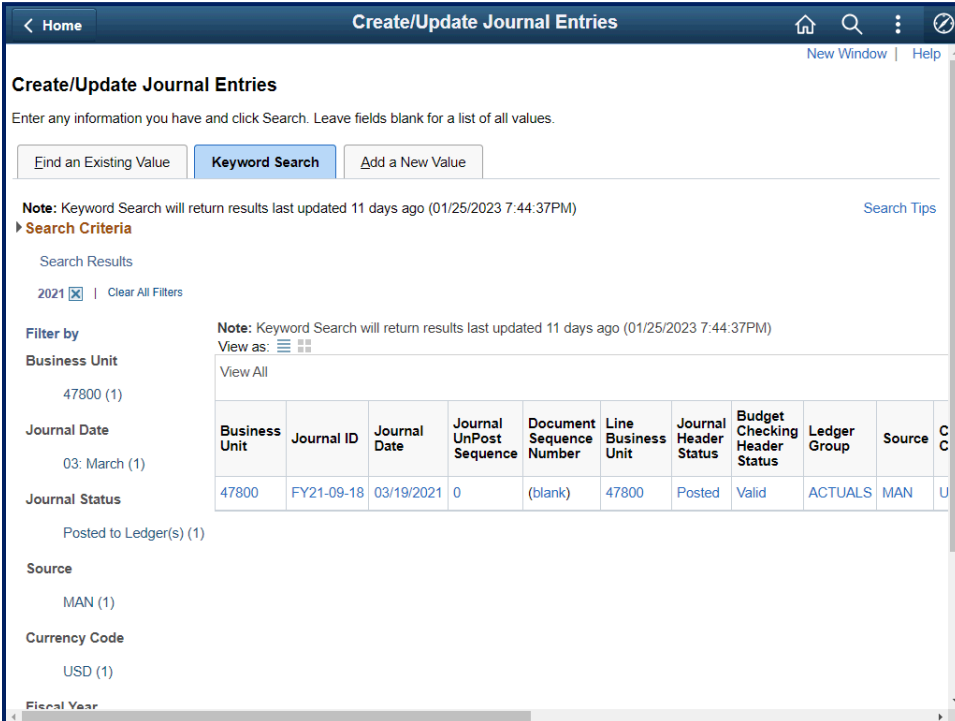
Journal Header Status = ▾ ▾

Budget Checking Header Status = ▾ ▾

Source = ▾ 🔍

Entered By contains ▾ 🔍

Step	Action
26.	<p>Note: All fields should be deleted with the <i>exception</i> of the Business Unit field.</p> <p>Click the Search Criteria button to collapse the search filter options.</p> 



Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Keyword Search** Add a New Value

Note: Keyword Search will return results last updated 11 days ago (01/25/2023 7:44:37PM) [Search Tips](#)

Search Criteria

Search Results

2021 | [Clear All Filters](#)

Filter by

Business Unit
47800 (1)

Journal Date
03: March (1)

Journal Status
Posted to Ledger(s) (1)


Source
MAN (1)

Currency Code
USD (1)

Fiscal Year

Note: Keyword Search will return results last updated 11 days ago (01/25/2023 7:44:37PM)
View as:

Business Unit	Journal ID	Journal Date	Journal UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	C C
47800	FY21-09-18	03/19/2021	0	(blank)	47800	Posted	Valid	ACTUALS	MAN	U

Step	Action
27.	<p>Click the X button to clear the search result list for 2021.</p> 

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Keyword Search** | Add a New Value

Note: Keyword Search will return results last updated 11 days ago (01/25/2023 7:44:37PM) [Search Tips](#)

Search Criteria

Search Results

Filter by

Business Unit
47800 (15)

Journal Date
2021 (1)
2020 (1)
2019 (1)
2017 (1)
2013 (1)
More...

Journal Status
Posted to Ledger(s) (15)

Source
MAN (11)
AP (4)

Currency Code

Note: Keyword Search will return results last updated 11 days ago (01/25/2023 7:44:37PM)
View as: [List Icon] [Table Icon]
View All

Business Unit	Journal ID	Journal Date	Journal UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source
47800	APVCHR2034	05/31/2019	0	(blank)	47800	Posted	Valid	ACTUALS	AP
47800	FY12-10-08	04/19/2012	0	(blank)	47800	Posted	Valid	ACTUALS	MAN
47800	FY12-10-13	04/19/2012	0	(blank)	47800	Posted	Valid	ACTUALS	MAN
47800	FY12-10-09	04/19/2012	0	(blank)	47800	Posted	Valid	ACTUALS	MAN
47800	FY12-10-10	04/19/2012	0	(blank)	47800	Posted	Valid	ACTUALS	MAN
47800	FY12-10-16	04/19/2012	0	(blank)	47800	Posted	Valid	ACTUALS	MAN
47800	FY12-10-05	04/17/2012	0	(blank)	47800	Posted	Valid	ACTUALS	MAN
47800	FY12-12-07	04/18/2012	0	(blank)	47800	Posted	Valid	ACTUALS	MAN

Step	Action
28.	Note: Notice the system return to the original Keyword Search result list.

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Keyword Search** | Add a New Value

Note: Keyword Search will return results last updated 11 days ago (01/25/2023 7:44:37PM) [Search Tips](#)

Search Criteria

Search Results

Filter by

Business Unit
47800 (15)

Journal Date
2021 (1)
2020 (1)
2019 (1)
2017 (1)
2013 (1)
More...


Journal Status
Posted to Ledger(s) (15)

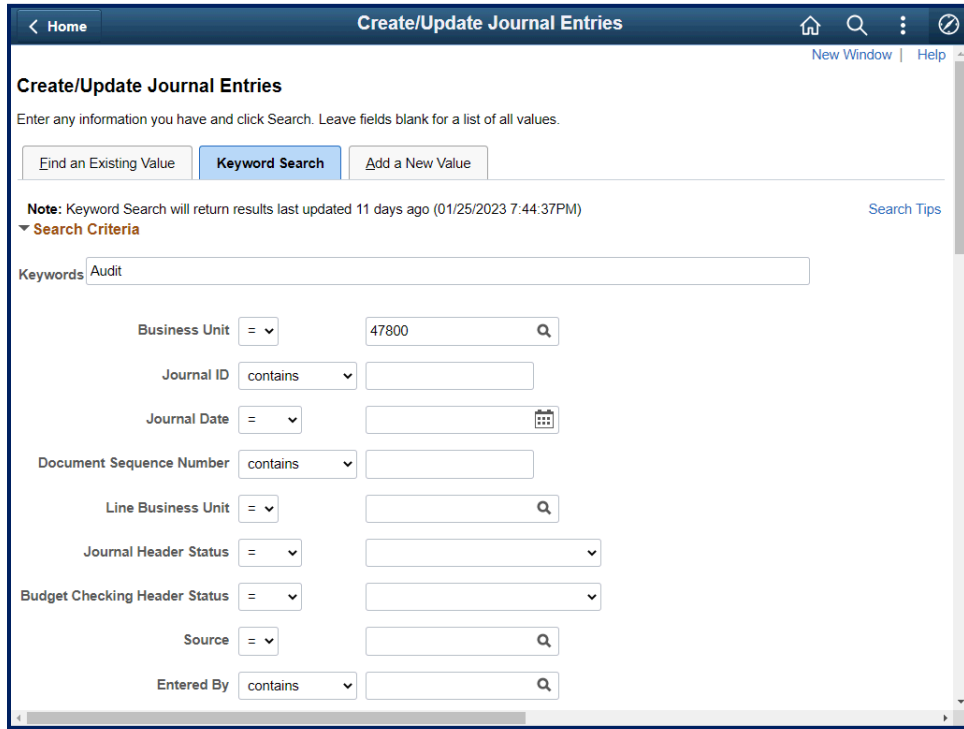
Source
MAN (11)
AP (4)

Currency Code

Note: Keyword Search will return results last updated 11 days ago (01/25/2023 7:44:37PM)
View as: [List Icon] [Table Icon]
View All

Business Unit	Journal ID	Journal Date	Journal UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source
47800	APVCHR2034	05/31/2019	0	(blank)	47800	Posted	Valid	ACTUALS	AP
47800	FY12-10-08	04/19/2012	0	(blank)	47800	Posted	Valid	ACTUALS	MAN
47800	FY12-10-13	04/19/2012	0	(blank)	47800	Posted	Valid	ACTUALS	MAN
47800	FY12-10-09	04/19/2012	0	(blank)	47800	Posted	Valid	ACTUALS	MAN
47800	FY12-10-10	04/19/2012	0	(blank)	47800	Posted	Valid	ACTUALS	MAN
47800	FY12-10-16	04/19/2012	0	(blank)	47800	Posted	Valid	ACTUALS	MAN
47800	FY12-10-05	04/17/2012	0	(blank)	47800	Posted	Valid	ACTUALS	MAN
47800	FY12-12-07	04/18/2012	0	(blank)	47800	Posted	Valid	ACTUALS	MAN

Step	Action
29.	<p>Note: If applicable, users can select another Journal Date or select an item for the list to view.</p> <p>For this example, click the Search Criteria button to expand the search filter options.</p> 



Step	Action
30.	Click the Vertical scrollbar to view the bottom of the page.

Home Create/Update Journal Entries

Search Clear Keyword Only Basic Search

Search Results

Note: Keyword Search will return results last updated 11 days ago (01/25/2023 7:44:37PM)

Filter by

Business Unit

47800 (15)

Journal Date

2021 (1)
2020 (1)
2019 (1)
2017 (1)
2013 (1)
More...

Journal Status

Posted to Ledger(s) (15)

Source

MAN (11)
AP (4)

Currency Code

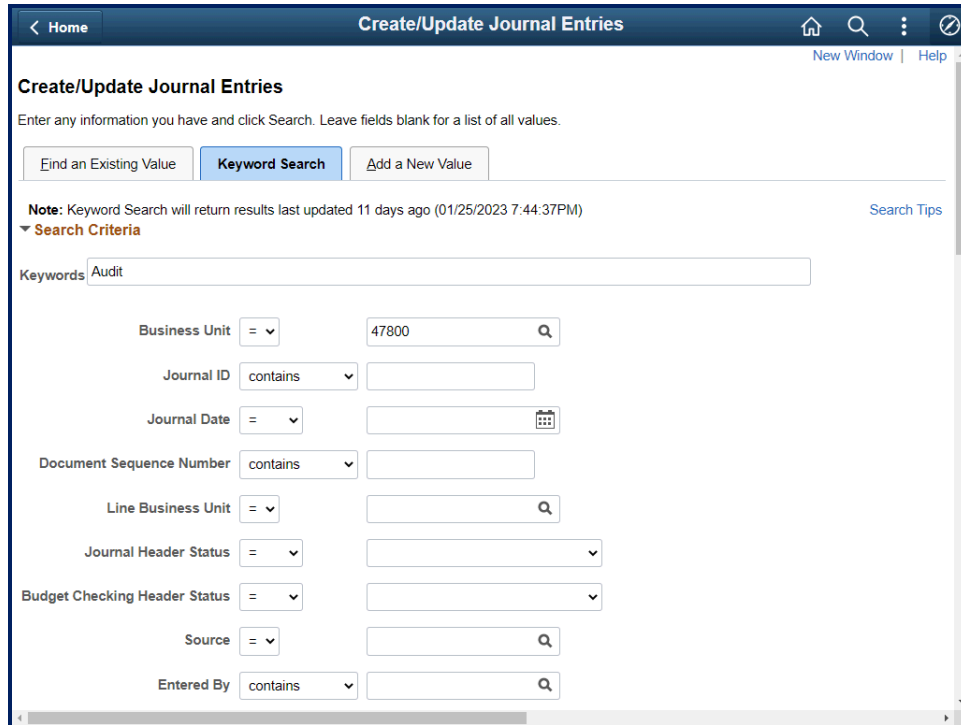
USD (15)


Fiscal Year

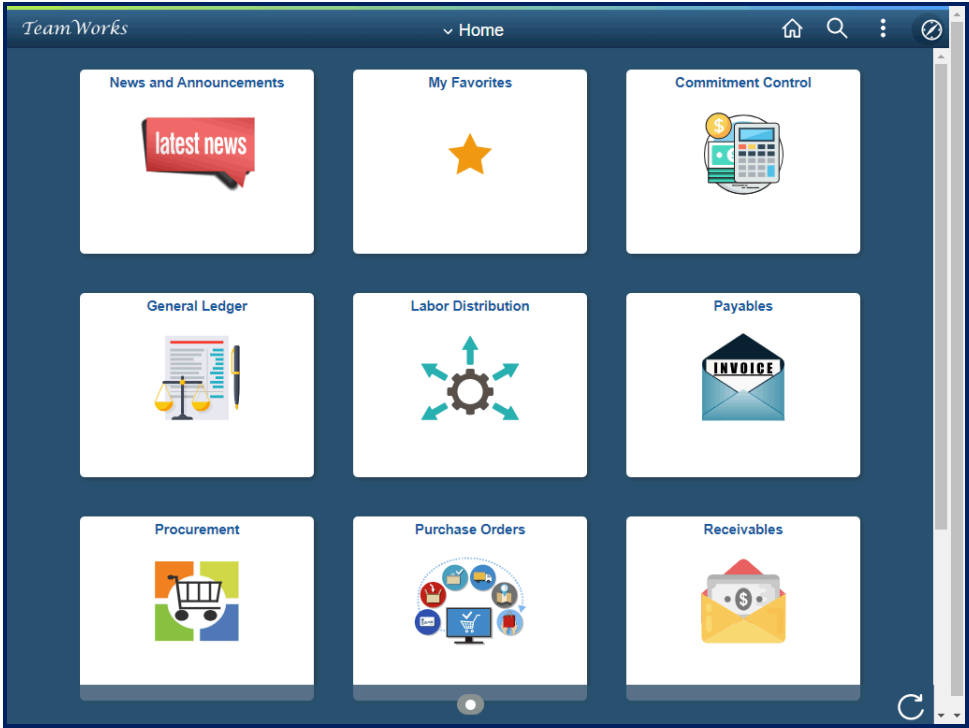
2012 (10)
2021 (2)
2013 (1)
2017 (1)
2020 (1)

Business Unit	Journal ID	Journal Date	Journal UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source
47800	APVCHR2034	05/31/2019	0	(blank)	47800	Posted	Valid	ACTUALS	AP
47800	FY12-10-08	04/19/2012	0	(blank)	47800	Posted	Valid	ACTUALS	MAN
47800	FY12-10-13	04/19/2012	0	(blank)	47800	Posted	Valid	ACTUALS	MAN
47800	FY12-10-09	04/19/2012	0	(blank)	47800	Posted	Valid	ACTUALS	MAN
47800	FY12-10-10	04/19/2012	0	(blank)	47800	Posted	Valid	ACTUALS	MAN
47800	FY12-10-16	04/19/2012	0	(blank)	47800	Posted	Valid	ACTUALS	MAN
47800	FY12-10-05	04/17/2012	0	(blank)	47800	Posted	Valid	ACTUALS	MAN
47800	FY12-12-07	04/18/2012	0	(blank)	47800	Posted	Valid	ACTUALS	MAN
47800	FY12-10-12	04/19/2012	0	(blank)	47800	Posted	Valid	ACTUALS	MAN
47800	FY12-10-14	04/19/2012	0	(blank)	47800	Posted	Valid	ACTUALS	MAN
47800	FY12-10-15	04/19/2012	0	(blank)	47800	Posted	Valid	ACTUALS	MAN
47800	APVCHR0043	10/01/2020	0	(blank)	47800	Posted	Valid	ACTUALS	AP

Step	Action
31.	<p>The system displays the original search results from the original term used for the keyword search.</p> <p>Click the Vertical scrollbar to return to the top of the page.</p>



Step	Action
32.	<p>If applicable, type a new term in the Keywords Search field to perform a new search.</p> <p>For this example, no additional term(s) will be searched.</p> <p>Click the Home button to return to the Home Page.</p> 



Step	Action
33.	Congratulations! You have completed Using Elasticsearch - General Ledger. End of Procedure.