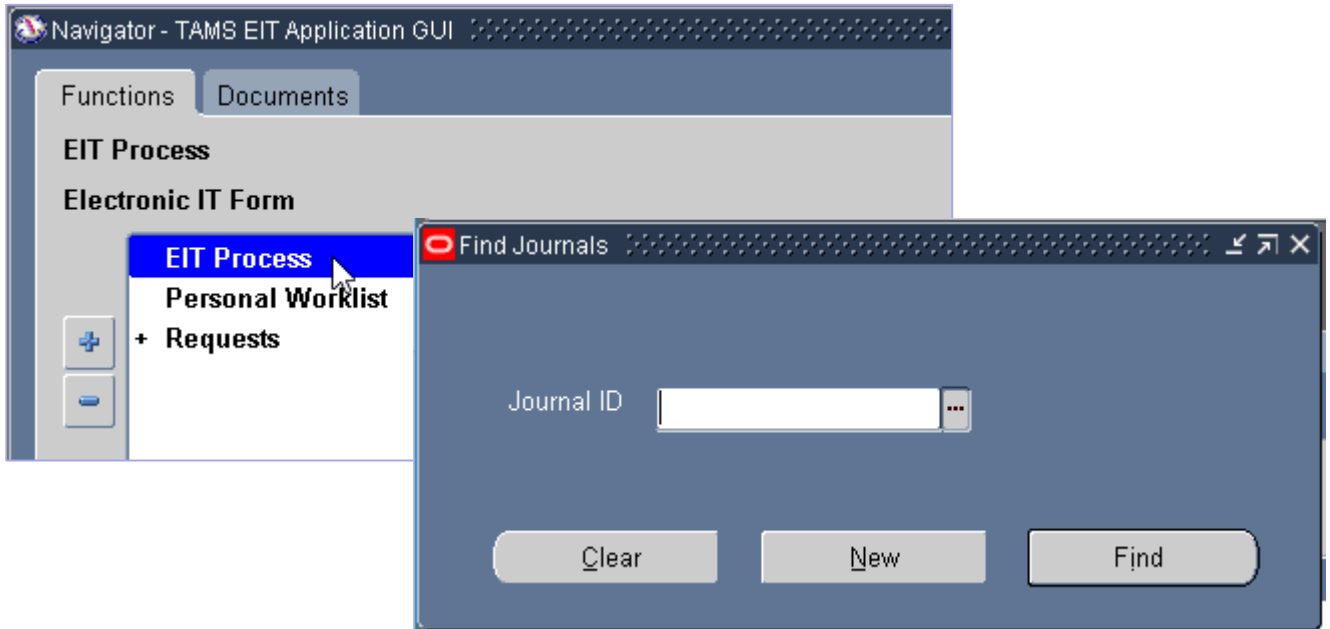

QUERYING ITS

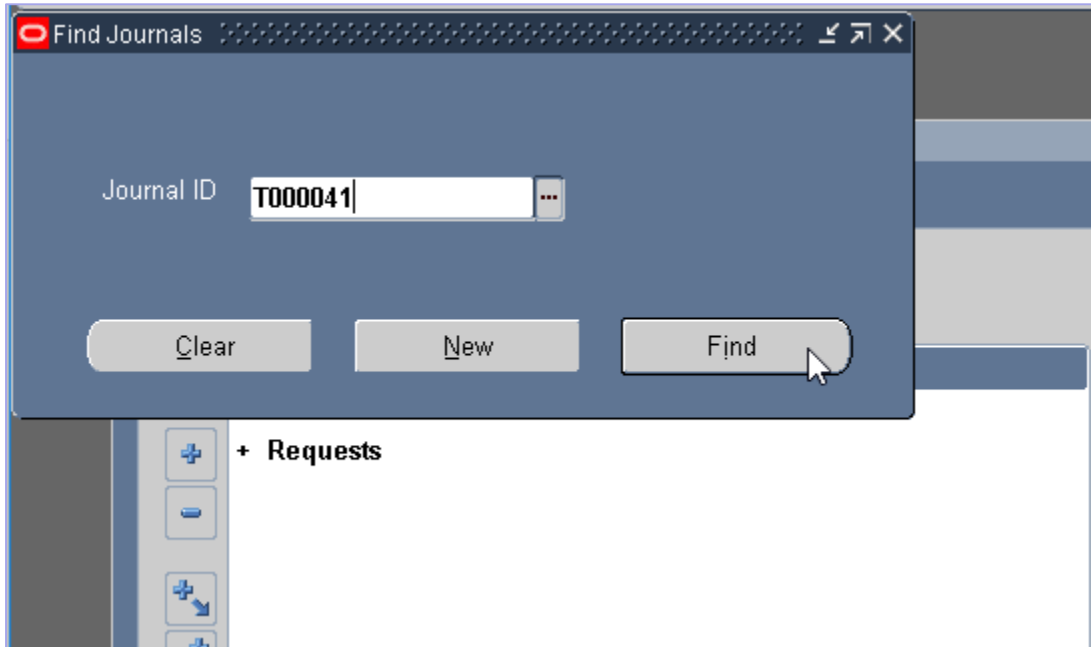
- Anyone in the IT workflow can query an IT
- You can search on one IT, or do a wildcard search for all ITs that you have touched
- Query an IT to:
 - Check the status
 - See who the pending approvers are
 - View an attachment
 - Add an attachment (if the IT is still in process)
 - Make adjustments to ITs that have been returned to you as the initiator
 - Access a saved IT that you initiated but have not yet submitted

How to Run a Report



- From your Navigator, click EIT Process to open the Find Journals box


Querying a Single IT



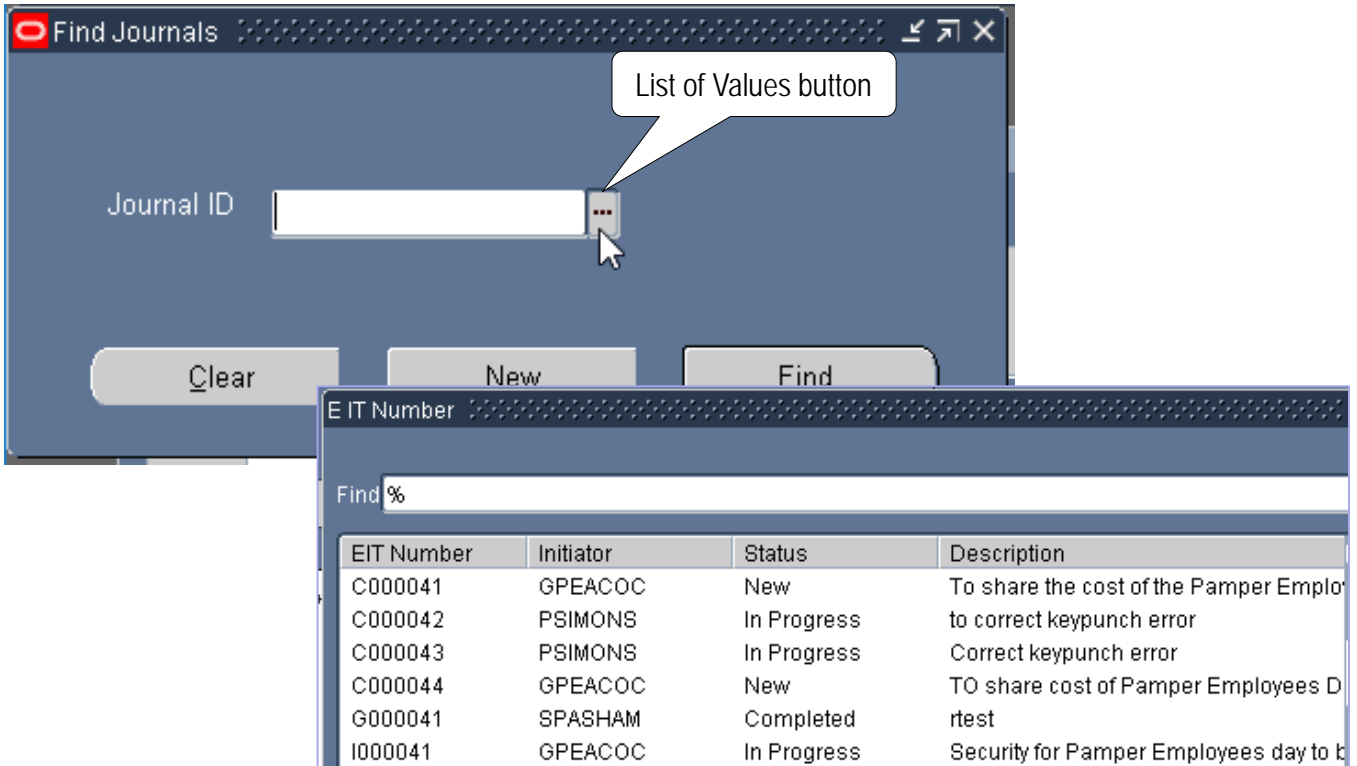
- To query a specific IT, type the IT# in the Journal ID field, then click the Find button

Querying a Single IT

Account/ Project	Natural Account	Dept Use	Task	Award	Exp Type	GL Activity/ Grant Exp Date	Line Description	Debit	Credit
211000	9259-INTR	0000				12-MAR-2018	To close account	75.00	
221017	9259-INTR	0000				12-MAR-2018	To close account		75.00

- When the queried IT opens, you can check the IT Status, who the initiator and pending approvers are, and you can open the attachment(s) (if applicable)
- To check for attachments, you must click out of the header and in the lines region of the form
- If the paperclip icon  in the toolbar becomes enabled when you click into the lines region of the form, that means there is an attachment; click on the paperclip icon to open the attachment
- You can also add an attachment if the IT has not been processed yet
- NOTE: If an IT was submitted and in the approval process, it will be write protected; the only situations that the IT will be editable when queried is if:
 - You are the initiator and are querying an IT that was saved but not yet submitted
 - You are the initiator and the IT was returned (rejected back) to you
 - You are receiving the IT as the service department recipient

Querying All ITs You Touched

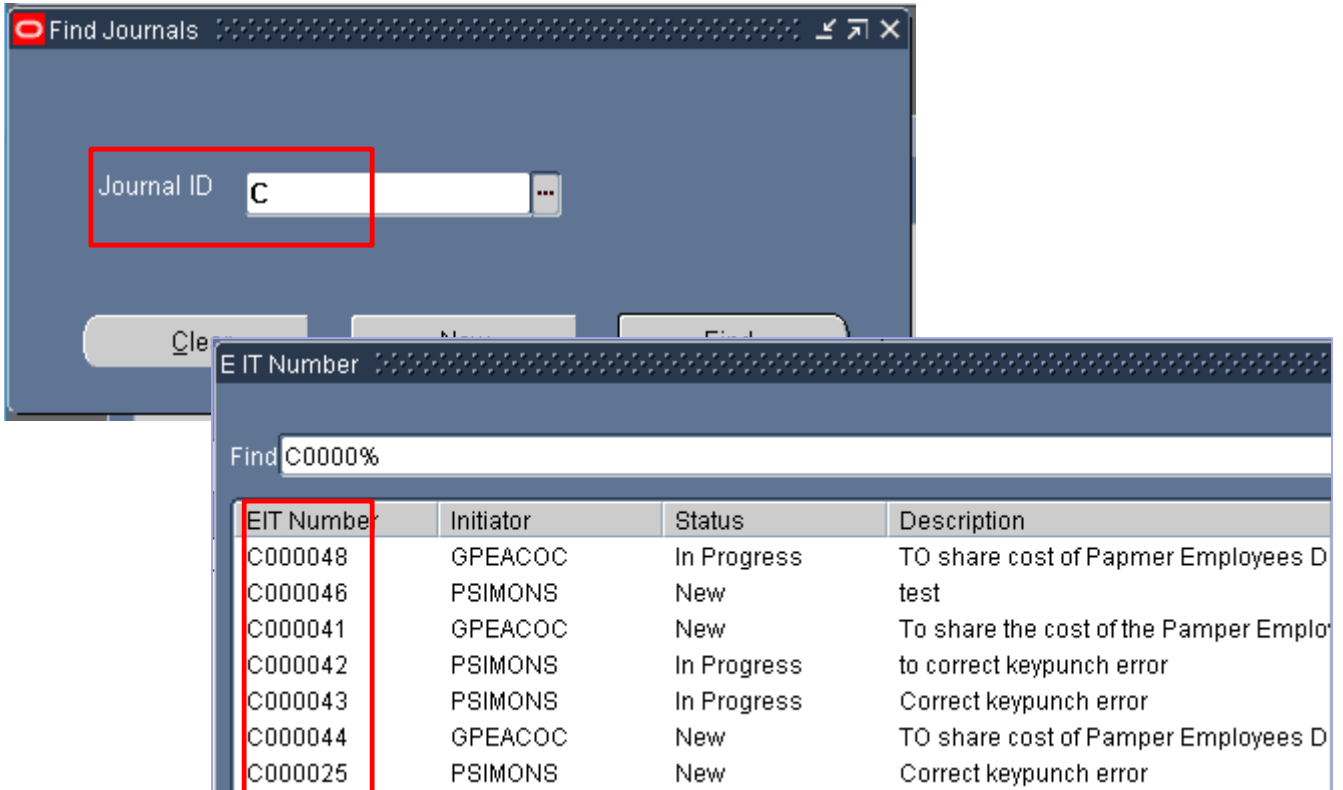


The screenshot shows the 'Find Journals' application window. The 'Journal ID' field is empty, and a callout points to the 'List of Values' button (three dots) on the right side of the field. Below the main window, a pop-up window titled 'E IT Number' displays a table of IT records.

EIT Number	Initiator	Status	Description
C000041	GPEACOC	New	To share the cost of the Pamper Emplo
C000042	PSIMONS	In Progress	to correct keypunch error
C000043	PSIMONS	In Progress	Correct keypunch error
C000044	GPEACOC	New	TO share cost of Pamper Employees D
G000041	SPASHAM	Completed	rtest
I000041	GPEACOC	In Progress	Security for Pamper Employees day to b

- To query all ITs that you've touched either as initiator, approver or service department recipient, leave the Journal ID field blank and click on the List of Values button appended to the Journal ID field of the Find Journals box
- A list of ITs will appear in chronological order with the following information: EIT Number, Initiator, Status (New, In Progress, Completed) and the header description of the IT

Querying One IT Type



The screenshot shows two overlapping windows. The top window, titled 'Find Journals', has a 'Journal ID' field containing the letter 'C'. The bottom window, titled 'E IT Number', shows a search result for 'Find C0000%' with a table of results. The 'EIT Number' column in the table is highlighted with a red box.

EIT Number	Initiator	Status	Description
C000048	GPEACOC	In Progress	TO share cost of Pamper Employees D
C000046	PSIMONS	New	test
C000041	GPEACOC	New	To share the cost of the Pamper Emplo
C000042	PSIMONS	In Progress	to correct keypunch error
C000043	PSIMONS	In Progress	Correct keypunch error
C000044	GPEACOC	New	TO share cost of Pamper Employees D
C000025	PSIMONS	New	Correct keypunch error

- If you want to do a filtered query of all ITs that you touched for one IT type, type the preceding letter of the IT type (i.e. C for Correction, T for Transfer of Funds, or I for Interdepartmental Order) in the Journal ID field of the Find Journals box and press the Tab key
- Only ITs of that type will appear in your results in chronological order