


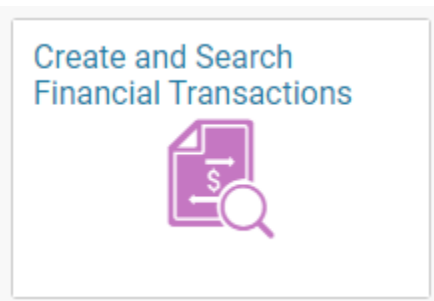
# I created a transaction today and I don't remember the number. How do I find it?

1. On the home page, scroll down to the last 10 transactions. If the transaction is in there, you can click on it to open it by clicking on the transaction ID.

## Last 10 Transactions

Transaction Code	Transaction ID	Created On 	Transaction Phase	Transaction Status
PD	<a href="#">466688A</a>	01/06/2022	Draft	Rejected
PD	<a href="#">473120</a>	03/14/2022	Draft	Held
GAX1	<a href="#">02012200000000000370</a>	02/01/2022	Draft	Held
RQS	<a href="#">020122000000000044956</a>	02/01/2022	Draft	Held
RQS	<a href="#">020122000000000044959</a>	02/01/2022	Draft	Held
GAX1	<a href="#">100003142200000006959</a>	03/14/2022	Draft	Held
GAX1	<a href="#">100003142200000006958</a>	03/14/2022	Draft	Held
CR	<a href="#">03292059156031622</a>	03/14/2022	Draft	Held
CR	<a href="#">010C02022200000050681</a>	02/02/2022	Pending	Submitted
CR	<a href="#">03292059156030822</a>	02/02/2022	Pending	Submitted

2. If the transaction is not listed there, click on the Create and Search Financial Transactions icon on the home page



3. In the search fields enter your user ID in Create User ID and today's date in the Created On field and then click Search or hit enter.

#### Search

Transaction Code

Transaction ID

Create User ID

Transaction Dept

Transaction Phase

Created On

4. The grid will have a list of all the transactions entered by your user ID for the date specified.

1 - 4 of 4 Records				View per Page - 20 50 100				< < Page 1 of 1 > >		
<input type="checkbox"/>	Transaction Code	Transaction Dept	Transaction Unit	Transaction ID	Transaction Status	Transaction Phase	Version	Transaction Function	Created On	Created by
<input checked="" type="checkbox"/>	DO	110	3640	1228210000000224041	Submitted	Final	1	New	12/28/2021	jrokovitz
<input type="checkbox"/>	PD	110	3640	417617	Submitted	Final	2	Cancellation	12/28/2021	jrokovitz
<input type="checkbox"/>	RC	110	3640	1227210000000499218	Submitted	Final	2	Cancellation	12/28/2021	jrokovitz
<input type="checkbox"/>	RC	110	3640	1228210000000499228	Submitted	Final	1	New	12/28/2021	jrokovitz

If you have created a lot of transactions and want to narrow down your search, enter additional search criteria in the search fields and then click Search or hit enter. For example, if you are searching for all transactions you created today that are in draft phase, select Draft in the Transaction Phase field and then hit enter or browse.