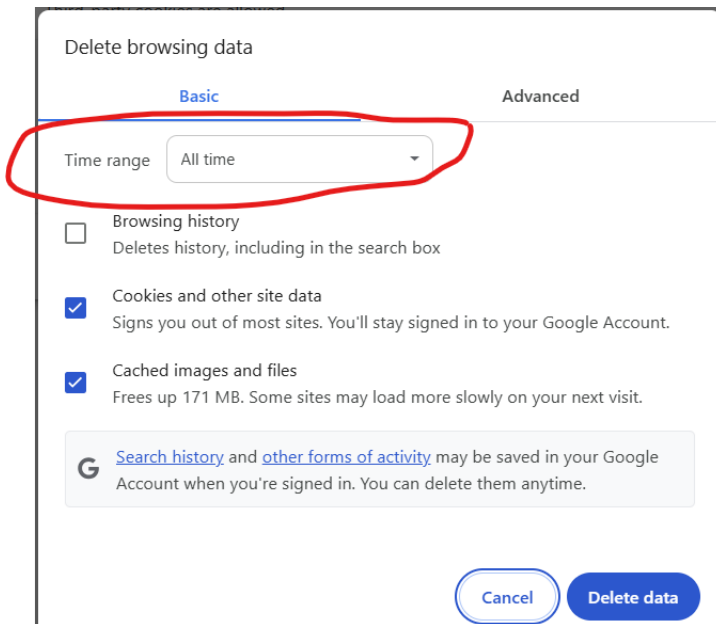


Clear your Browser Cache! Make sure you select 'All time' This screenshot is from Microsoft Edge, each browser should have this option.



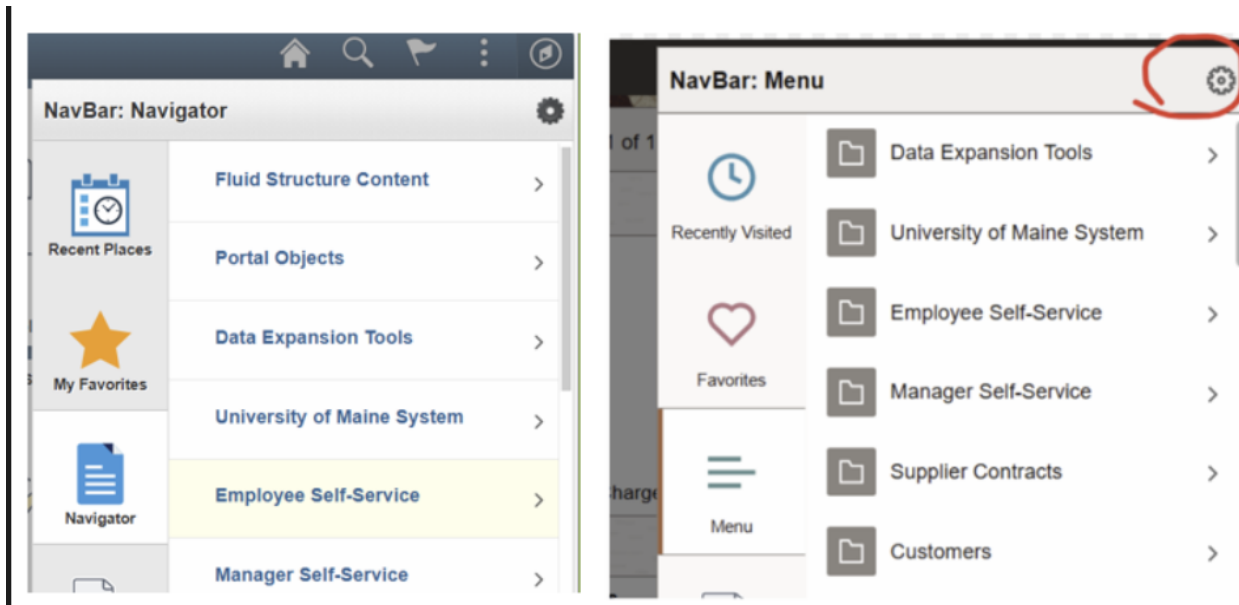
The overall look and feel will now match **Campus Solutions (CS)** and **Human Resources (HR)**

Menu Navigation:

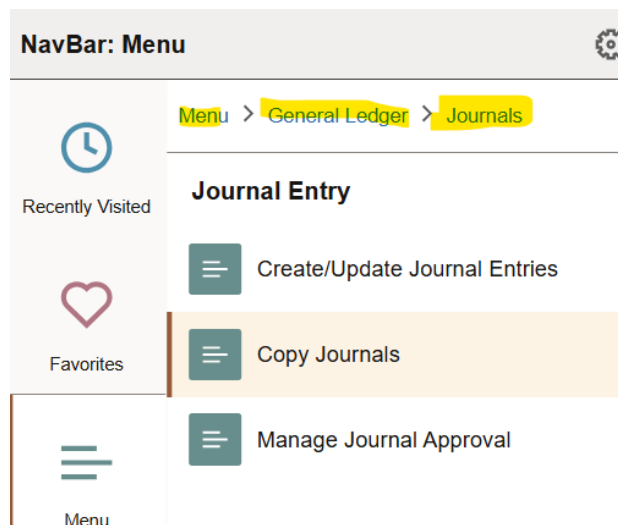
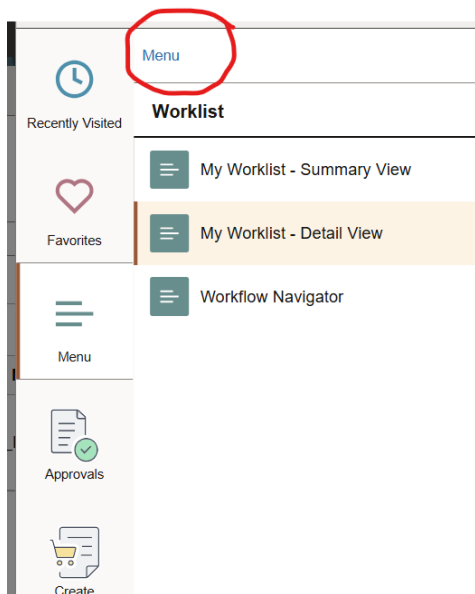
- The old “**Navigator**” option is now “**Menu.**”
- By default, items appear in **Alphabetical Order**. You can switch to “**Standard**” view by selecting the **Gear icon**.

OLD

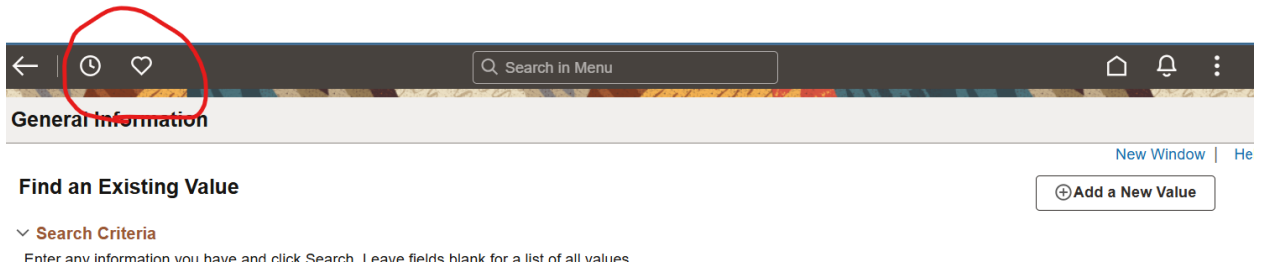
NEW



When you click on a folder, there will be a “breadcrumb” link at the top you can click to go back in levels.

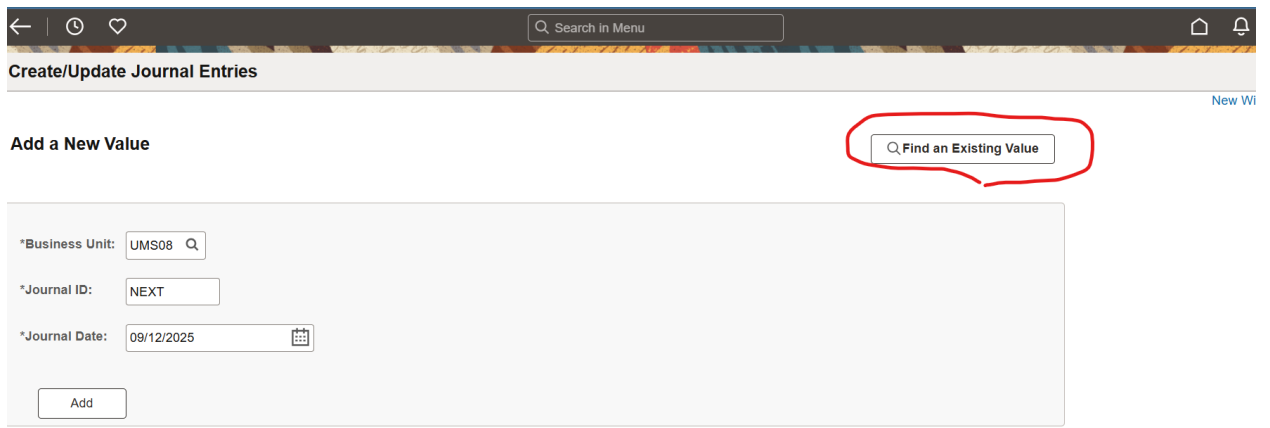


There are new icons at the top left for Recently Visited and Favorites



Page Layout:

- The previous tabs “Add a New Value” and “Find an Existing Value” are now displayed **side by side** across the page in new system.



Search behavior: Create/Update Journal Entries

Enter your search criteria as you normally would, and click Search

Create/Update Journal Entries

[New Window](#)

Find an Existing Value

[+ Add a New Value](#)

▼ Search Criteria

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

 Recent Searches

Choose from recent searches



Saved Searches

Choose from saved searches



Business Unit

= ▼

UMS05



Journal ID

begins with ▼

Journal Date

>= ▼

09/21/2025



Line Business Unit

= ▼

Journal Header Status

= ▼

Posted to Ledger(s) ▼

Budget Checking Header Status

= ▼

Source

= ▼

Entered By

begins with ▼

Ledger Group

begins with ▼

Journal Description

begins with ▼

Journal Class

begins with ▼

▼ Show more options

Search

Clear



Nothing yet
Your search results will appear here

If your search returns results, the **Search Criteria** fields will collapse and bring the results higher on the page.

Create/Update Journal Entries

[New Window](#) | [F](#)

~~Find an Existing Value~~

[+ Add a New Value](#)

> Search Criteria

✓ Search Results

2 results Business Unit "UMS05", Journal Date "2025-09-21" +1 more

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	Currency Code	Journal Total Lines	Joun Total Debi
UMS05	SF50794874	09/21/2025	0	(blank)	UMS05	Posted	Valid	ACTUALS	SF5	USD	5	44
UMS05	TNM0794866	09/21/2025	0	(blank)	UMS05	Posted	Valid	ACTUALS	TM5	USD	74	2