To perform a Payroll search select Find Salaries & Encumbrances from the Main Menu

*Main Menu*

*Find Salaries & Encumbrances*

\*Search screen shown over results

1. Enter search criteria
	1. More criteria will narrow search
2. Select desired data types to return
	1. Salaries
	2. Fringe
	3. All
3. Initiate search with criteria entered
4. Reset search criteria
5. Toggle between search screen and results
6. Export to Excel/set records per page to view
7. Pin to Dashboard – create tile

*Transaction Detail-Orig Encumb. hyperlink selected*

1. Page navigation
2. Hyperlink to Journal detail
3. Displayed detail options
	1. Export to Excel
	2. Customize columns
	3. Records per page
	4. Include Earn Dates

*Result when Journal Id hyperlink selected*



\*this final level of detail opens in new browser tab

1. Options for this page
	1. Pin to Dashboard (tile)
	2. Export to Excel