

NEOGOV

General Ledger

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Preface

By making any change to this document, you agree that modifications and unchanged portions of the document are your sole responsibility, comply with legal and regulatory requirements, comply with the terms of the Service Agreement between you and NEOGOV, and you further agree to update the document as product changes are released reflecting the author of the changes.

Overview

This guide is for authorized HR users processing payroll to General Ledger (G/L). The focus of this document is running the G/L process, running G/L Distribution reports, and creating the G/L interface file using the **Payroll Dashboard** and Menus.

	<p>Important: Your NEOGOV Implementation Consultant must complete the G/L interface setup before running the G/L process.</p> <p>Contact your NEOGOV representative if you are unsure whether these steps are complete.</p>
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Key General Ledger Steps

Step	Summary Purpose	Menu Path and Page Title
Close	<p>Closes the Pay Headers</p> <p>Important: This step must be complete before running the G/L process.</p>	<p>Menu Path: Processing > Pay > 7 – Close</p> <p>Page Title: Close a Pay Run</p> <p>Page Code: UPCLOZ</p>
<p>Journalize Pays (Complete the G/L Process)</p>	Generates journal entries by fiscal period according to each pay period.	<p>Menu Path: Reports > GL Distribute Pays > Journalize Pays</p> <p>Page Title: Journalize Pays</p> <p>Page Code: UPGL</p>
<p>G/L Distribution Reports</p>	Prints a list of payroll G/L distributions.	<p>Menu Path: Reports > GL Distribute Pays > Payroll G/L Distribution Report PDF Version or Payroll G/L Distribution Report Excel Version</p> <p>Page Title: Payroll G/L Distribution Report</p> <p>Page Code: RPGLP or RPGLX</p>


Create G/L Interface File	Generates the G/L interface file from Pay History information.	Menu Path: Reports > GL Distribute Pays > Create G/L Interface File Page Title: Create G/L Interface File Page Code: UPGLF
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Journalize Pays

You may run the payroll **Journalize Pays (UPGL) (General Ledger (G/L))** process on a per pay run basis or on-demand basis. NEOGOV recommends that you run this process at the end of a month to send all journal entries of a fiscal period to G/L.

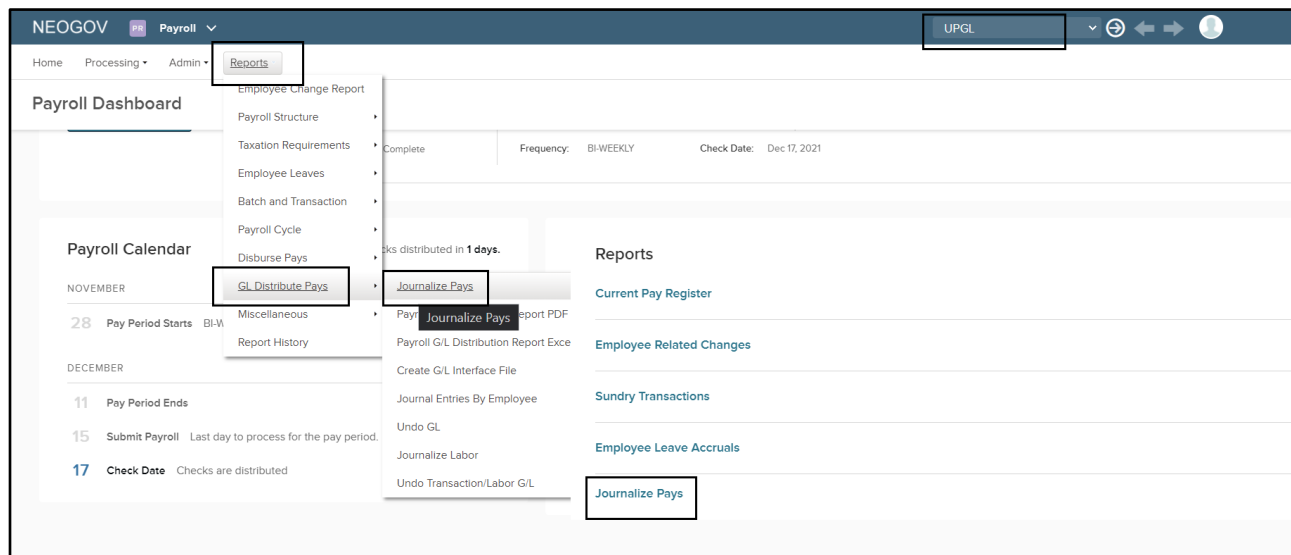
The **Journalize Pays (UPGL)** process allows you to pick up pay runs that have not been journalized up to and including the 'As of' date.

This process can be reversed by using the [Undo Payroll G/L \(UPGLUNDO\)](#) process.



The **Post Payroll** toggle on the **Define G/L Accounts (IDGA)** page must be turned on for the G/L Account to be journalized by the **Journalize Pays (UPGL)** process.

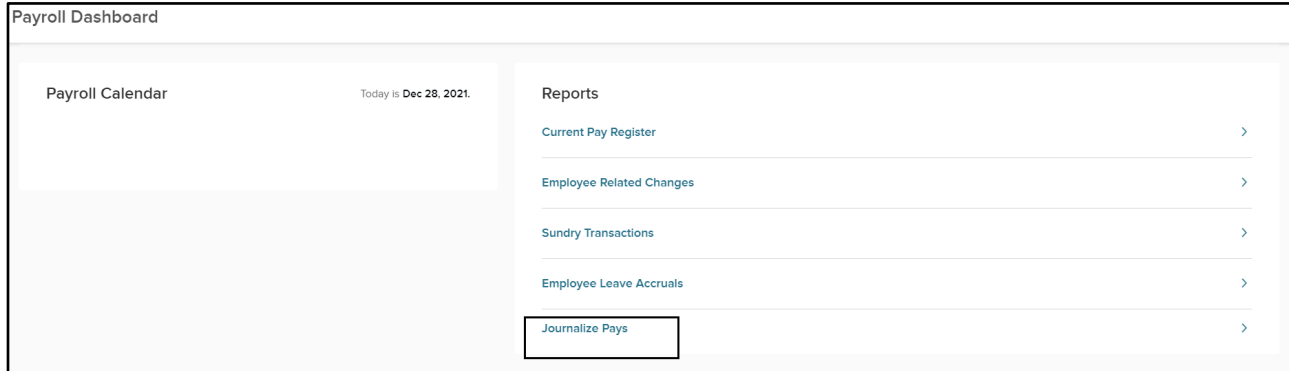
Click the Journalize Pays link to run the G/L process from the **Payroll Dashboard**. You may also access this page from the **Reports** menu > **G/L Distribute Pays > Journalize Pays Employee Pays** or [search for page code UPGL](#).




Payroll Dashboard Journalize Pays

To run the G/L process from the **Payroll Dashboard** with limited filters, do the following.

1. From the **Payroll Dashboard**, click the **Journalize Pays** link.




2. NEOGOV displays the **Journalize Pays** window.
3. Select the **Trial** toggle of **No** or **Yes**



Best Practice: NEOGOV recommends running the process in **Trial** mode first by changing the **Trial** toggle to **Yes**.

After the process runs as a **Trial**, rerun the process with the **Trial** toggle set to **No**.

4. **Journalized Pays** default is Yes as NEOGOV recommends you trial the G/L process first.
5. Make [required](#) selections for:
 - [As of Date](#)
 - [G/L Company](#)
6. NEOGOV defaults to the current payroll in the **Payroll** parameter. Modify this parameter as needed.
7. Select the **Pay Run**.



Use a **Person Code** to journalize individual employee pays.

- Click the **Create Report** button.
 - Click **Cancel** to stop the activity and close the window.

Journalize Pays

Cancel Create a report

Parameters

* Required fields

Trial
 No Yes

* As of Date
12/16/2021

* G/L Company
RUNWATERS

Person Code

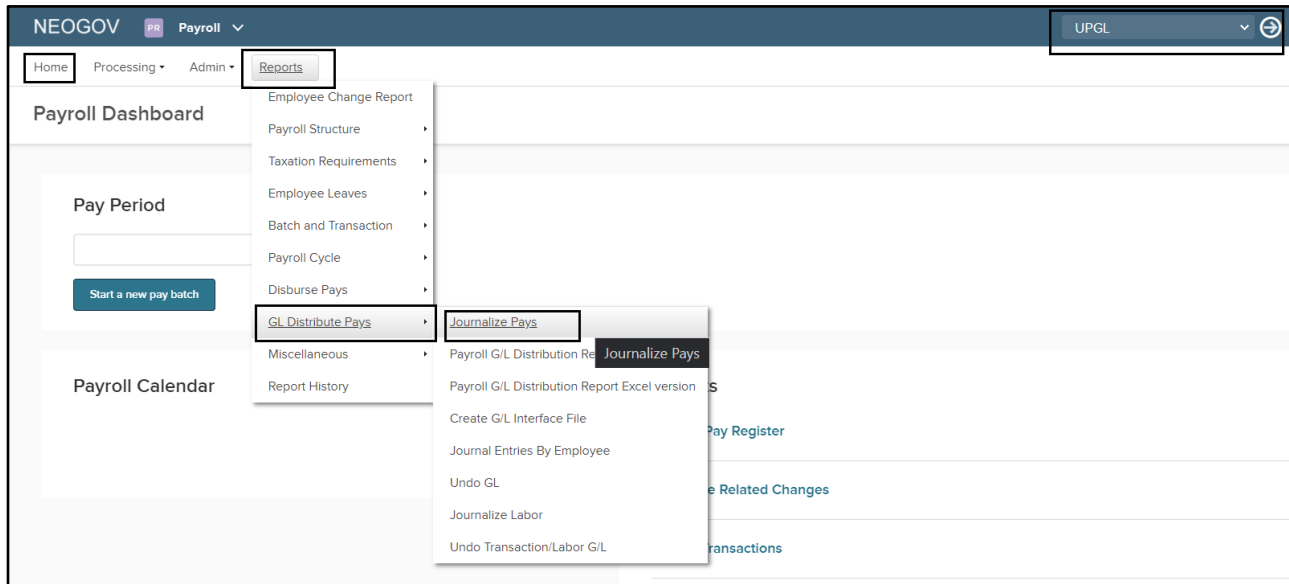
Payroll

Pay Run


Reports Menu Journalize Pays

To run the G/L process from the **Payroll Dashboard** with advanced filters, do the following.

Access this page From the **Payroll Dashboard**, click the **Home** menu link and go to the **Reports** menu > **GL Distribute Pays** > **Journalize Pays from the Payroll Dashboard** menu or [search for page code UPGL](#).



1. Make [required](#) selections for:
 - [As of Date](#)
 - [G/L Company](#)
2. Make your selections for [optional parameters](#) and [report filters](#).



Best Practice: NEOGOV recommends running the process in **Trial** mode first by changing the **Trial** toggle to **Yes**.

After the process runs as a **Trial**, rerun the process with the **Trial** toggle set to **No**.

3. NEOGOV defaults to the current payroll in the **Payroll** parameter. Modify this parameter as needed.

4. Click **Generate** to continue.
 - **Reset:** Resets all filters to the original state.

NEOGOV Payroll

Home Processing Admin Reports

Journalize Pays (UPGL)

Criteria Run/Scheduling Options

REPORT PARAMETERS

G/L Company

As Of Date

As Of Date

Overridden G/L Date

Re-Journalize Only

Re-Journalize Date

Trial

Exception Level

User Comment

REPORT FILTERS

Trial Run Person Code

Entity

Payroll

Pay Run

Journalize Pays Report Parameters

The following lists the Journalize Pays parameters and their descriptions.

Parameter	Description
GL Company Code	This parameter lists the General Ledger Company with pay to that is journalized. NEOGOV processes one G/L company at a time.
As Of	This parameter displays the date to journalize pays. NEOGOV uses this date to derive the fiscal period and pick up all pay runs, including this fiscal period.
Trial	<p>Toggle Yes: NEOGOV creates the Journal Entries with Journal Source = Trial Payroll G/L.</p> <p>This parameter allows Payroll G/L Distribution Report (RPGLP and RPGLX) to print for verification. You may rerun the Journalized Pays (UPGL) process.</p> <p>Toggle No: NEOGOV creates the Journal Entries with Journal Source = Payroll G/L. The Journalized Pays (UPGL) process can't be rerun.</p>
Overridden GL Date	<p>This parameter allows you to specify an overridden GL Date for the Journalized Pays (UPGL) run.</p> <p>NEOGOV uses this date as the GL effective date for all journal entries, excluding the re-journalizing pays. Use this parameter to journalize pays to a different fiscal period instead of the Pay Header's original fiscal period.</p> <p>For example, a prior fiscal period is closed, and some adjustments must go into the current fiscal period. NEOGOV does not use this date for re-journalizing entries; the re-journalizing GL entries will use the Re-journalize Date prompt.</p>


<p>Re-Journalized Only</p>	<p>Toggle Yes: Indicates if the Journalized Pays (UPGL) process should pick up the pay runs, and Pay Headers marked with Pay Run stage and Pay Header stage To-be re-journalize only. All other stages are not processed.</p>
<p>Re-Journalized Date</p>	<p>This parameter allows you to specify an overridden GL Date for the re-journalized Pay Headers. In one Journalized Pays (UPGL) run, NEOGOV processes all Pay Headers for a qualified pay run, including the pay headers with Pay Header Stage marked To-be Re-journalized, unless the Re-journalize Only toggle is Yes.</p> <p>NEOGOVS uses this date for the re-journalized Pay Headers only. In contrast, the other pay headers use either the Overridden GL Date or the original Pay Header Date to determine the fiscal period.</p>
<p>Exception Level</p>	<p>The exception level (report message):</p> <ul style="list-style-type: none"> ● 0 - Exceptions Only (Default) <p>DO NOT USE (NEOGOV Only):</p> <ul style="list-style-type: none"> ● <i>1 - User Trace</i> ● <i>2 - Internal Level 2</i> ● <i>3 - Internal Level 3</i> ● <i>4 - Internal Level 4</i> ● <i>5 - Legislation</i> ● <i>6 - Internal Level 6</i> ● <i>7 - UserCalc Trace</i> ● <i>8 - Program Trace</i> ● <i>9 - Utility Trace</i>

Journalize Pays Report Filters

The following lists the Journalize Pays report filters and their descriptions.

Filter	Description
Trial Person Code	You may specify a list of employees for testing in Trial Run mode only.
Entity	Limits the process to the Entity specified. You should select only one Entity .
Payroll	The payroll code of the pays NEOGOV will journalize. You should select only one payroll code.

Payroll G/L Distribution Report

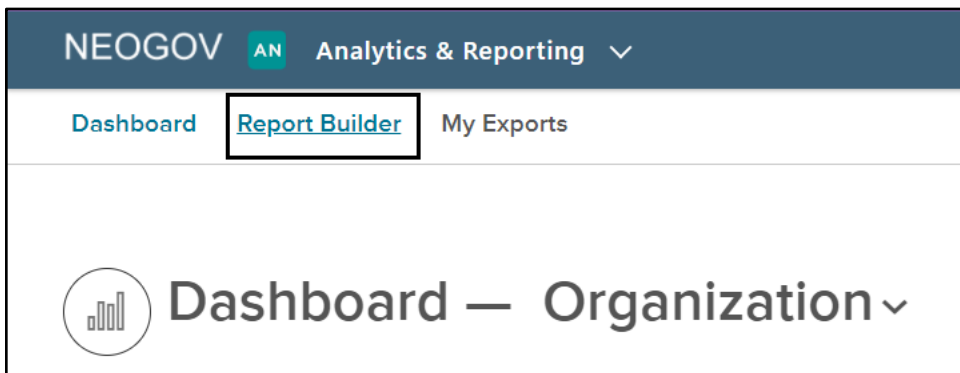
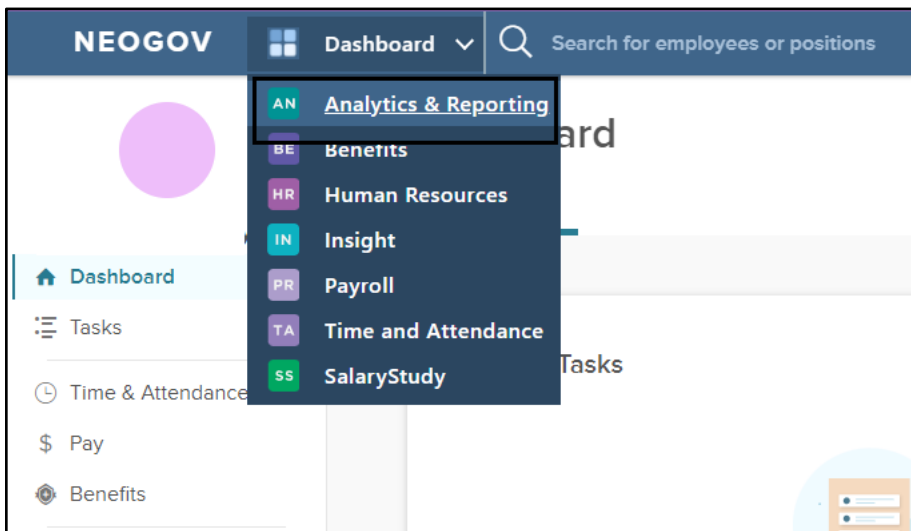


The **G/L Distribution Report** can be created on **Payroll G/L Distribution Report (RPGLP or RPGLX)** from the **Reports** menu, however NEOGOV recommends using the **Report Builder** when creating a more robust report.

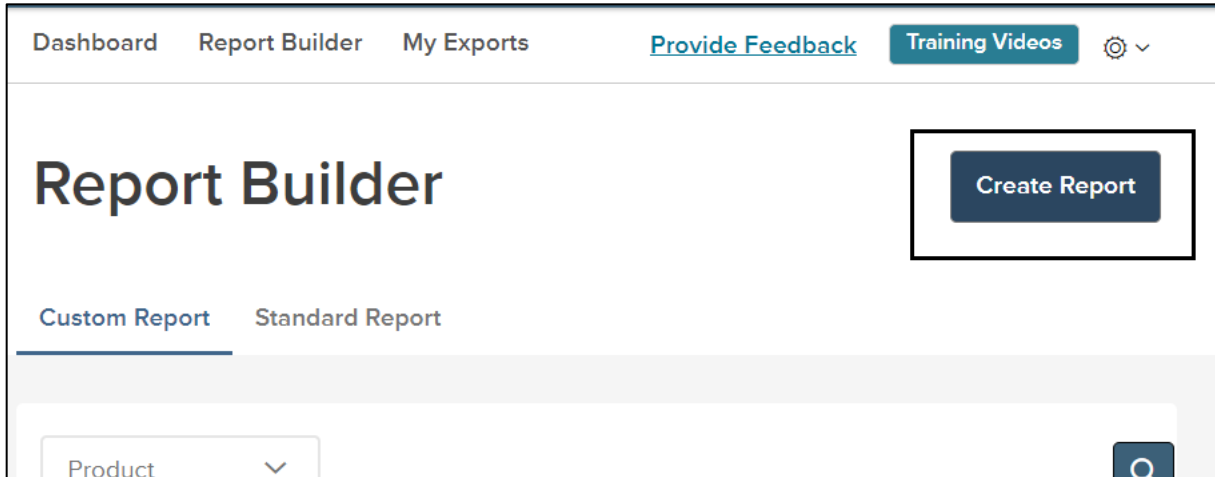
Report Builder – Disbursement Register

To run the report, do the following.

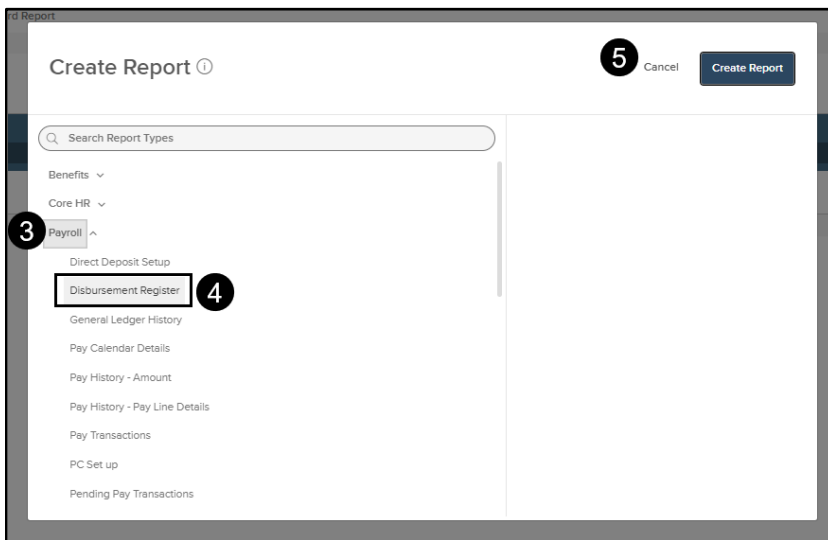
1. From the **Analytics & Reporting Dashboard** go to **Report Builder**.



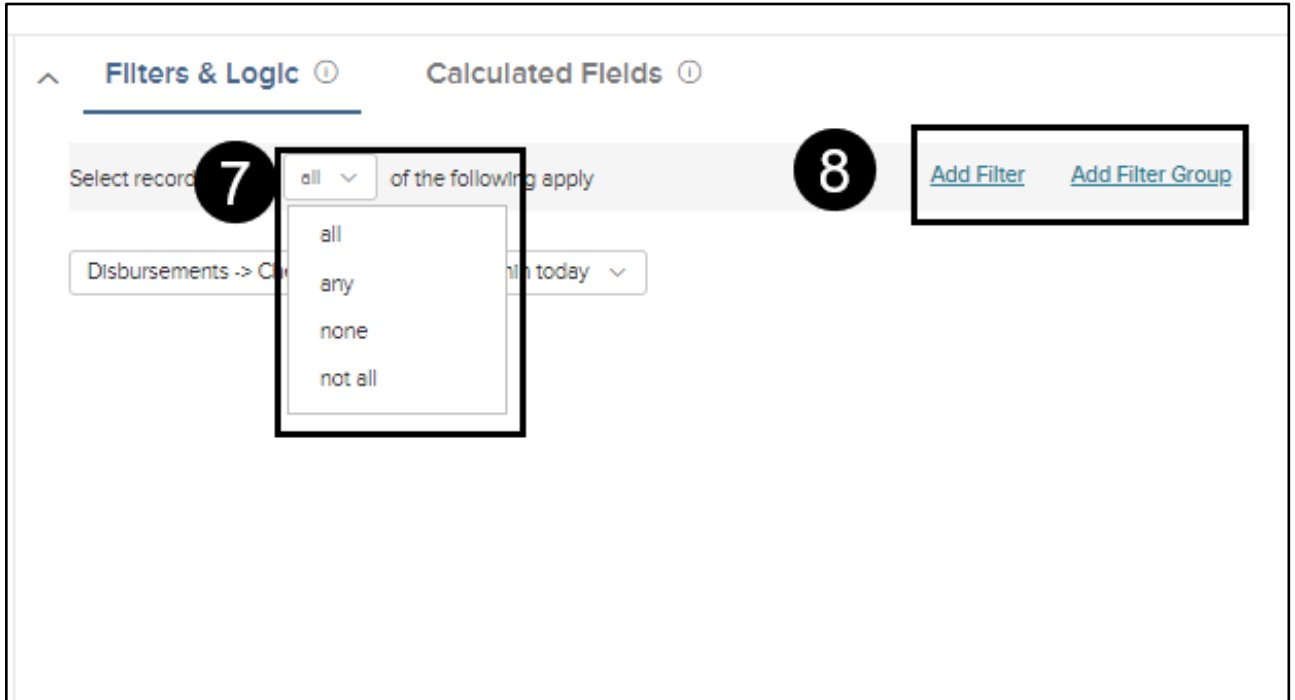
2. Click the **Create Report** button.



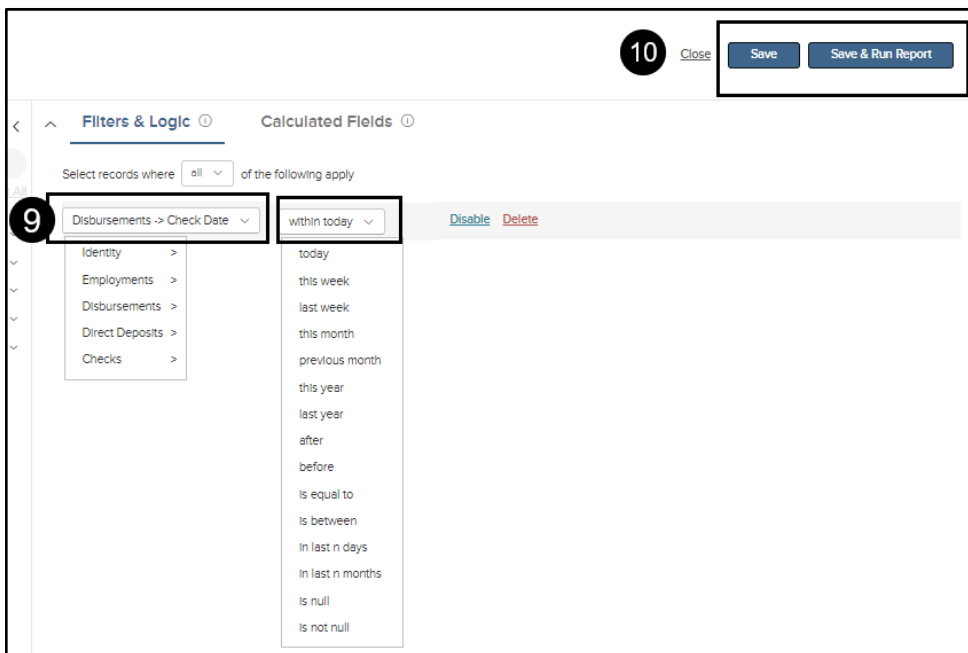
3. In the **Create Report** window scroll to **Payroll** in the left navigation menu.
4. Click **Disbursement Register**.
5. Click the **Create Report** button.
 - The **Filters & Logic** tab shows the standard filters for this report.



6. Change record selection by focusing on **Select records where...**
7. From the drop-down menu you may choose to select the records for your report using:
 - **all (default)**
 - **any**
 - **none**
 - **not all**
8. Add filters or a filter group by focusing on **Select records where...** Click **Add Filter** or **Add Filter Group**.



9. Change, **Disable**, or **Delete** default filters using the drop-down menus and links. Defaults:
 - **Pay Headers -> Check Date, within today, and**
 - **Assignment -> Prime Assignment, is true**
10. Click **Save**, or **Save & Run** (if you are ready to run the report).



11. Enter the **Report Name**.
12. Enter a **Description**.

13. Use the radio buttons to select whether the report will be available to anyone (**Public**) or only you (**Private**).
14. Click **Save**.

The screenshot shows a 'Save Report' window. At the top, it says 'Save Report'. Below that, there are two numbered callouts: '11' points to the 'Report Name' field which contains 'Untitled Report'; '12' points to the 'Description' text area. Below the text area, there are two radio buttons: '13' points to the 'Private' radio button, which is selected, and the 'Public' radio button is unselected. At the bottom, there are two buttons: '14' points to the 'Cancel' button, and the 'Save' button is highlighted in green.

15. Click **View Report**.
16. To export the report, click the **Export** button and select **Export as XLS** or **Export as CSV**.

The screenshot shows a report interface with three buttons: 'Edit', 'Export', and 'Subscription'. The 'Export' button is highlighted, and a dropdown menu is open below it, showing two options: 'Export as XLS' and 'Export as CSV'. At the top of the interface, there are links for 'Provide Feedback' and 'Training Videos', and a settings icon.

Standard Report – Payroll G/L Distribution Report

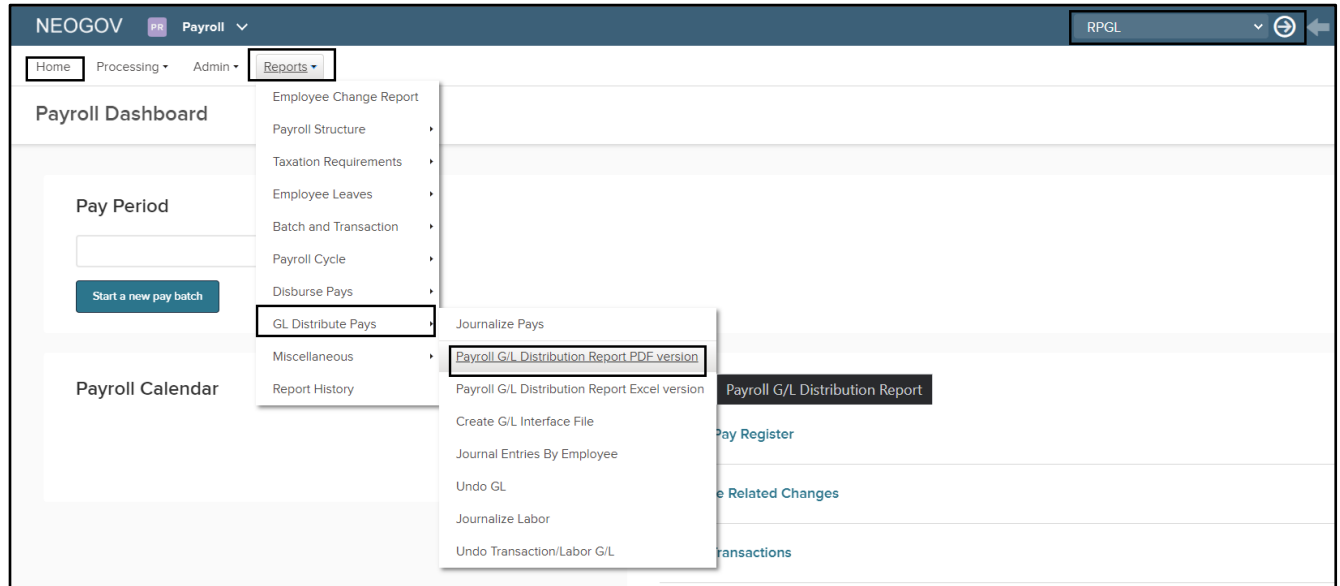
The **Payroll G/L Distribution Report (RPGLP or RPGLX)** prints a list of payroll G/L distributions.

This report is run after the **Journalize Pays (UPGL)** process to verify the journal entries. The **Execution ID** is an essential key to producing the report.

Access this page From the **Payroll Dashboard**, click the **Home** menu link and go to the **Reports** menu > **G/L Distribute Pays** > **Payroll G/L Distribution Report PDF** or **Payroll G/L Distribution Report Excel**.

You may also [search for page code RPGLP](#) or [RPGLX](#).

- Access the **Payroll G/L Distribution Report (RPGLP)** page to print a PDF report.
- Access the **Payroll G/L Distribution Report (RPGLX)** page to print an Excel report.



To run the report, do the following.

1. Make [required](#) selections for **G/L Company Code**.
2. Make your selections for [optional parameters](#) and [report filters](#).
3. Click **Generate** to continue.
 - **Reset:** Resets all filters to the original state.

NEOGOV Payroll RPGL

Home Processing Admin Reports

Payroll G/L Distribution Report (RPGL) Report

Criteria Run/Scheduling Options

REPORT PARAMETERS

G/L Company Code Entity Payroll From Fiscal Period Up to Fiscal Period From Pay Issue Date To Pay Issue Date From Execution ID Posted Execution ID Costed Execution ID Print in Detail Exception level User Comment

REPORT FILTERS

Pay Number Pay Run Number Journal Source Journal Type Person

Generate Reset Cancel

Report Entries

NEOGOV lists the following report entries on the **Payroll G/L Distribution Report**:

- **Fiscal Total**: The total includes all movement of money with all **DR** and **CR** (**Debit** and **Credit**) entries. The **Fiscal Total** contains each **DR** and **CR** column from the **Account Subtotal** of all **Distribution Codes** within the same **Distribution Code**.
- **Account Subtotal**: The total of all money movement within that **Distribution code**.
- **Account Total**: The total DR and Total CR for that **Distribution Code**. This **Account Total** is the actual money that should affect that **Distribution Code**.
- **Fiscal Net Total**: The total for the fiscal period by journal type after **DR** and **CR**. This amount contains the **Account Total** sums from all **Distribution Codes**.

Distribution Report Parameters

The following lists the **Journalize Pays** parameters and their descriptions.

Parameter	Description
G/L Company Code	Limits the report to the defined G/L company code .
Entity	Limits the report to the defined Entity .
Payroll	Limits the report to the defined payroll.
From Fiscal Period	Limits the report to the defined start date of the fiscal period.
Up to Fiscal Period	Limits the report to the defined end date of the fiscal period.
From Pay Issue Date	Limits the report to the defined Pay Issue start date.
To Pay Issue Date	Limits the report to the defined Pay Issue end date.
From Execution ID	An Execution ID of an updated GL Interface run generates Journal Entries to the General Ledger system.
Posted Execution ID	An Execution ID of an updated GL Interface run generates Journal Entries to the General Ledger system.

Costed Execution ID	An Execution ID of an updated GL Interface run that generates Journal Entries to the Financial Cost Module
Print in Detail	Toggle Yes : NEOGOV displays the journal entry details on the report. Otherwise, no details are displayed.
Exception Level	<p>The exception level (report message):</p> <ul style="list-style-type: none"> ● 0 - Exceptions Only (Default) <p>DO NOT USE (NEOGOV Only):</p> <ul style="list-style-type: none"> ● <i>1 - User Trace</i> ● <i>2 - Internal Level 2</i> ● <i>3 - Internal Level 3</i> ● <i>4 - Internal Level 4</i> ● <i>5 - Legislation</i> ● <i>6 - Internal Level 6</i> ● <i>7 - UserCalc Trace</i> ● <i>8 - Program Trace</i> <i>9 - Utility Trace</i>
User Comment	Users can add a comment that will appear in the header of all report pages.

Distribution Report Filters

The following lists the **Distribution Report** filters and their descriptions.


Filter	Description
Pay Number	Limits the report to the defined pay numbers. The pay number is the unique number assigned to each pay header created for an employee.
Pay Run Number	Limits the report to the defined pay run numbers.
Journal Source	Limits the report to the defined journal source(s).

Journal Type	Limits the report to the defined journal type(s).
Person	Limits the report to the defined people.

Create G/L Interface File

NEOGOV provides the capability for users to generate **G/L** and **COST** interface files from **Pay History** information of the **Pay Headers** and the associated information such as **Pay Lines, Pay Line Details, Pay Amounts** of the **Journal Entries**.

Run the process when you need an interface file for an external general ledger system.

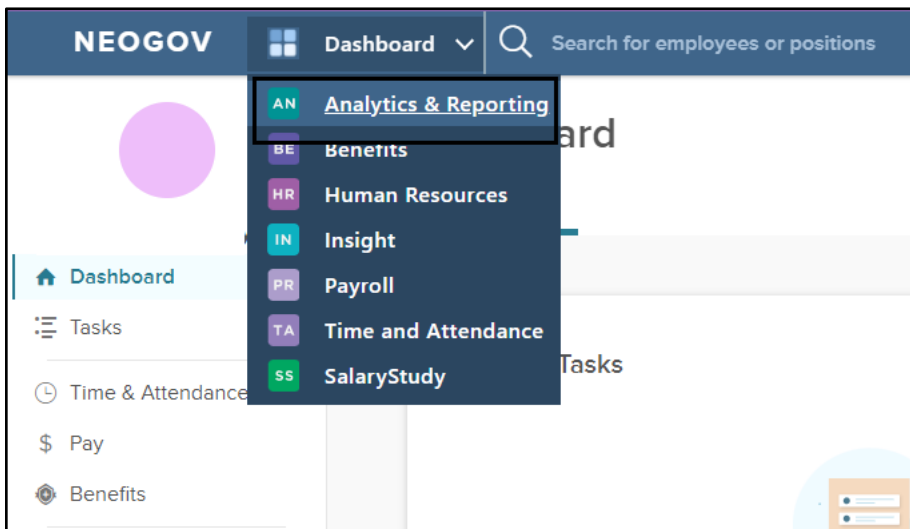


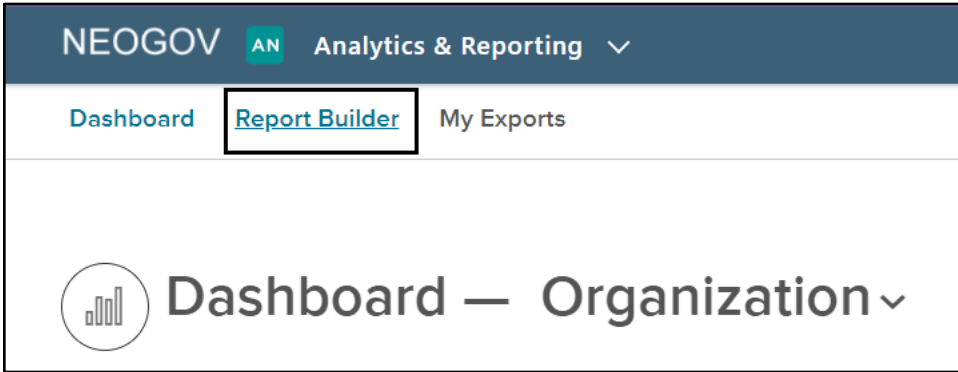
The G/L interface file can be created on [Create G/L Interface \(UPGLF\)](#) from the **Reports** menu, however NEOGOV recommends using the **Report Builder** when creating a more robust **G/L Interface** file.

Report Builder – General Ledger History

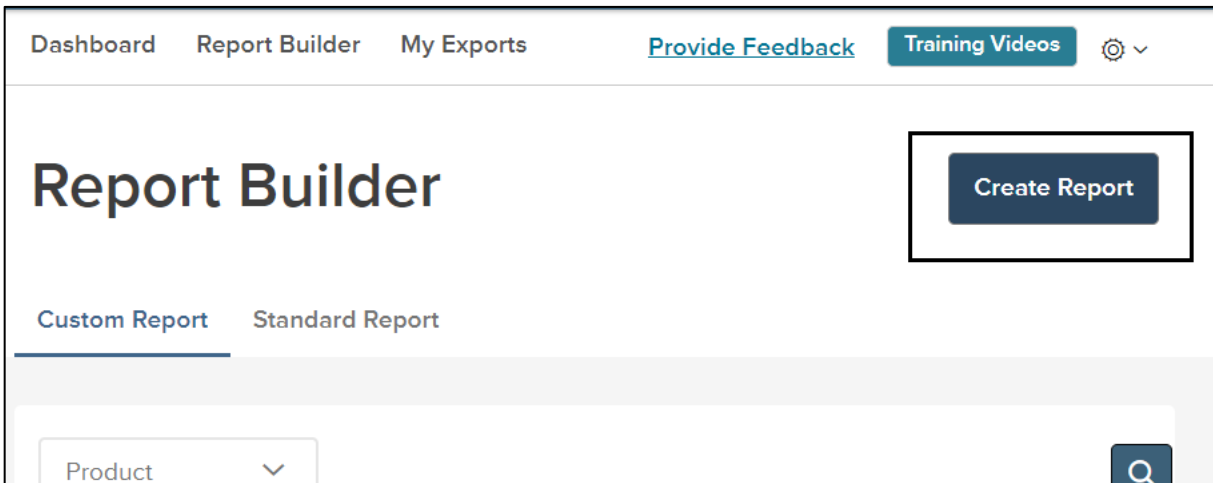
To run the report, do the following.

1. From the **Analytics & Reporting Dashboard** go to **Report Builder**.





2. Click the **Create Report** button.

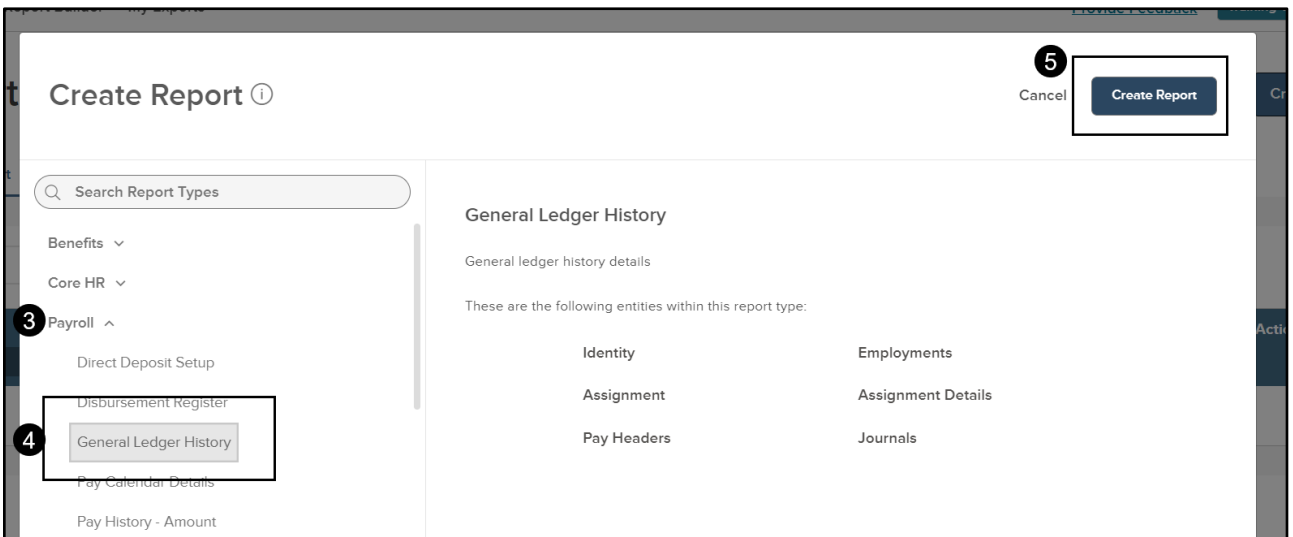


3. In the **Create Report** window scroll to **Payroll** in the left navigation menu.

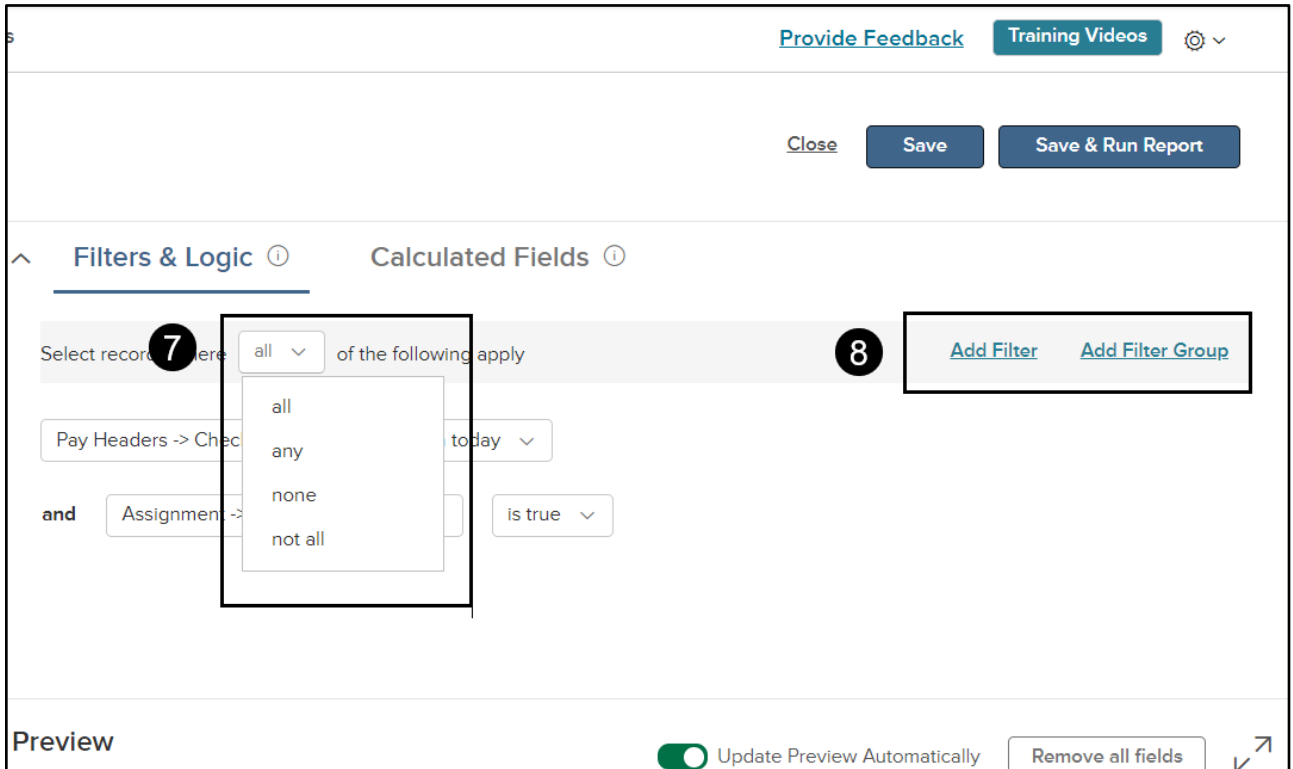
4. Click **General Ledger History**.

5. Click the **Create Report** button.

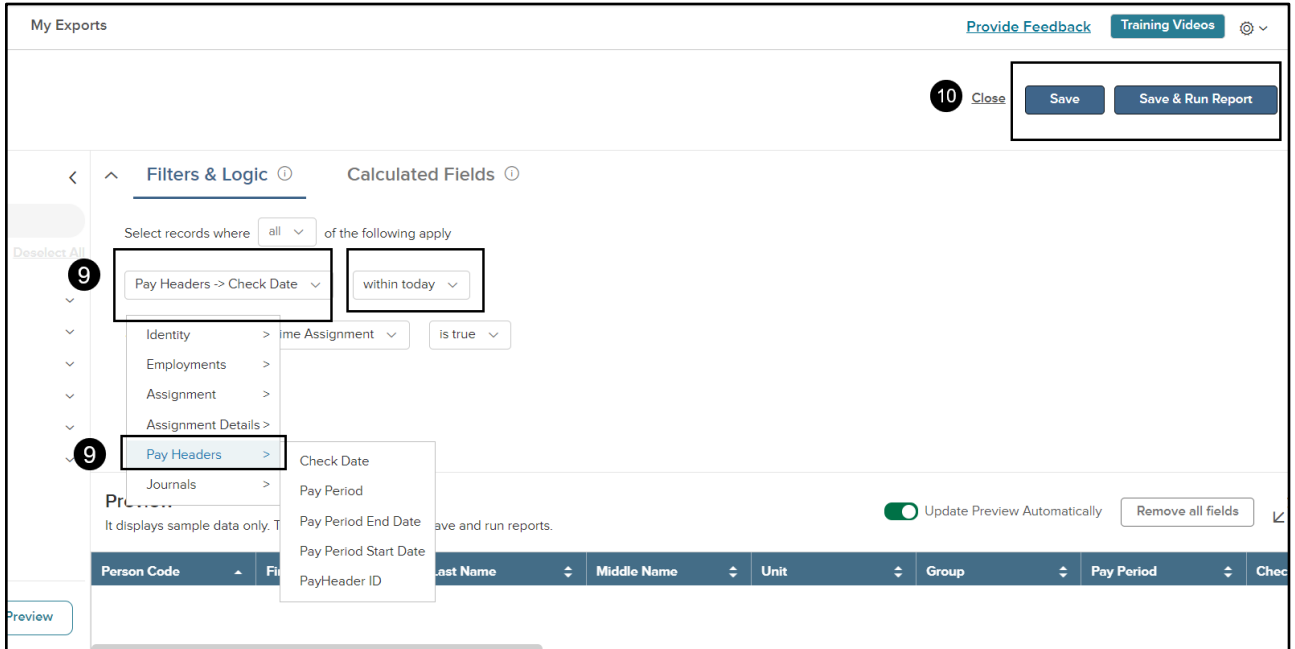
- The **Filters & Logic** tab shows the standard filters for this report.



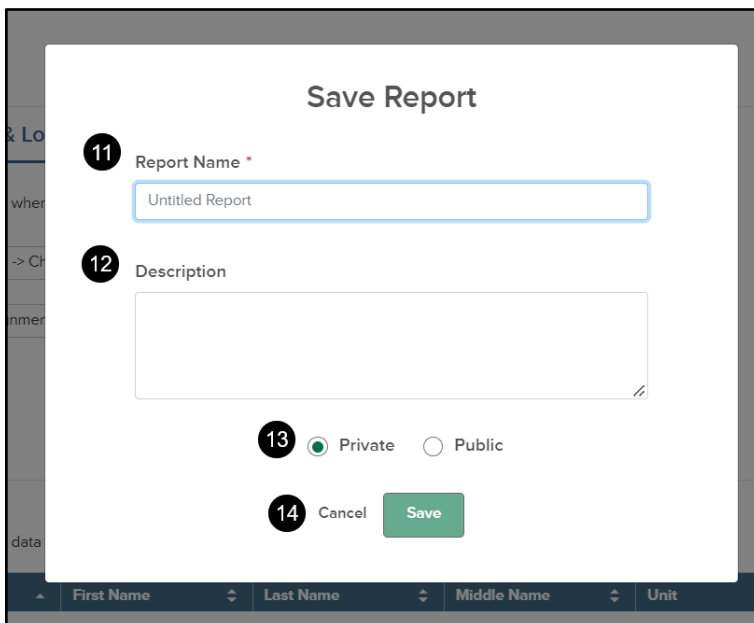
6. Change record selection by focusing on **Select records where...**
7. From the drop-down menu you may choose to select the records for your report using:
 - **all (default)**
 - **any**
 - **none**
 - **not all**
8. Add filters or a filter group by focusing on **Select records where...** Click **Add Filter** or **Add Filter Group**.



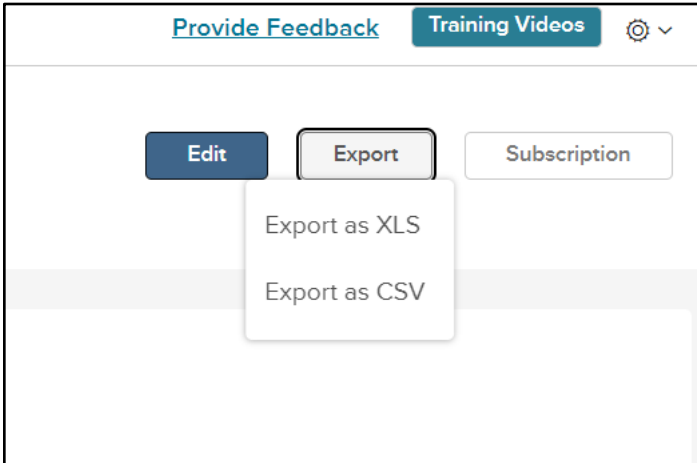
9. Change, **Disable**, or **Delete** default filters using the drop-down menus and links. Defaults:
 - **Pay Headers -> Check Date, within today**, and
 - **Assignment -> Prime Assignment, is true**
10. Click **Save**, or **Save & Run** (if you are ready to run the report).



11. Enter the **Report Name**.
12. Enter a **Description**.
13. Use the radio buttons to select whether the report will be available to anyone (**Public**) or only you (**Private**).
14. Click **Save**.



15. Click **View Report**.
16. To export the report, click the **Export** button and select **Export as XLS** or **Export as CSV**.

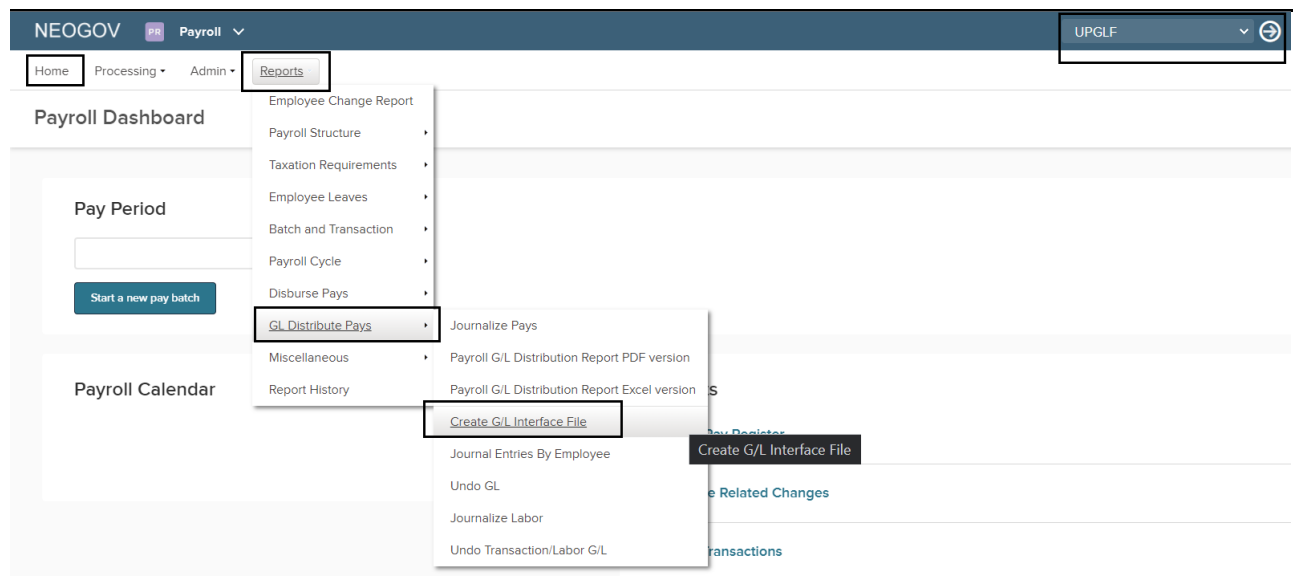


Standard Report – Create G/L Interface File

When running this process in **Non-Trial** mode, NEOGOV marks all **Pay Headers** and **Pay Lines** as **Journalized**.

Access this page From the **Payroll Dashboard**, click the **Home** menu link and go to the **Reports** menu > **G/L Distribute Pays** > **Create G/L Interface File**.

You may also search for [page code UPGLF](#).



To run the report, do the following:

1. Make required selections for the **G/L Company Code** assigned to your company.
 - Contact your NEOGOV representative to determine your **G/L Company Code**
2. Make your selections for optional parameters and report filters.
3. Click **Generate** to continue.
 - **Reset:** Resets all filters to the original state.

The screenshot shows the 'Create G/L Interface File (UPGLF)' page in the NEOGOV system. The page has a dark blue header with the NEOGOV logo and 'Payroll' dropdown. Below the header is a navigation bar with 'Home', 'Processing', 'Admin', and 'Reports' links. The main content area is titled 'Create G/L Interface File (UPGLF)'. It contains two main sections: 'REPORT PARAMETERS' and 'REPORT FILTERS'. The 'REPORT PARAMETERS' section includes fields for 'G/L Company' (highlighted with a red box), 'Cost Format', 'From Fiscal Period', 'To Fiscal Period', 'Summarize Option', 'Re-Interface Only', 'G/L Format', 'G/L File Name', 'Write/Append to G/L', 'Cost File Name', 'Write/Append to Cost', 'External G/L Info', 'Trial', 'Exception Level', and 'User Comment'. The 'REPORT FILTERS' section includes fields for 'Person', 'Entity', 'Payroll', 'Pay Run', 'From Execution ID', 'Journal Source', 'Journal Type', and 'Vendor'. At the bottom right, there are three buttons: 'Generate' (highlighted with a red box), 'Reset', and 'Cancel' (highlighted with a red box).

G/L Interface File Parameter Descriptions

The following lists the Journalize Pays parameters and their descriptions.

Parameter	Description
GL Company Code	GL Company used for NEOGOV to journalize the pay.
From Fiscal Period	This parameter allows you to specify a beginning Fiscal Period used to qualify the Journal Entries.
Up to Fiscal Period	This parameter allows you to specify an ending Fiscal Period used to qualify the Journal Entries.
Re-Interface Only	Toggle Yes : Indicates the process should pick up pay runs and pay headers marked with Pay Run and Pay Header stage as To-be re-interface only. All other stages are not processed. Use this toggle to negate the previously sent journal entries.
GL Format	Only those reports of the format G/L Interface will display. Choose from the report formats created.
GL File Name	Enter the name of the file that NEOGOV creates in the interface directory.
Write or Append to GL file.	Toggle Write to File : Overwrites an existing file. Toggle Append to File : Appends an existing file.
Cost File Name	Enter the name of the file that NEOGOV creates in the interface directory. Use this field for the Financial Costing module.
Write or Append to Cost	Toggle Write to File : Overwrites an existing cost. Toggle Append to File : Appends an existing cost.
Trial	Toggle Yes : NEOGOV creates the Journal Entries with Journal Source = Trial Payroll G/L .

	<p>This parameter allows Payroll G/L Distribution Report (RPGLP and RPGLX) to print for verification. You may rerun the Journalized Pays (UPGL) process.</p> <p>Toggle No: NEOGOV creates the Journal Entries with Journal Source = Payroll G/L. The Journalized Pays (UPGL) process can't be rerun.</p>
<p>Exception Level</p>	<p>The exception level (report message):</p> <ul style="list-style-type: none"> • 0 - Exceptions Only (Default) <p>DO NOT USE (NEOGOV Only):</p> <ul style="list-style-type: none"> • <i>1 - User Trace</i> • <i>2 - Internal Level 2</i> • <i>3 - Internal Level 3</i> • <i>4 - Internal Level 4</i> • <i>5 - Legislation</i> • <i>6 - Internal Level 6</i> • <i>7 - UserCalc Trace</i> • <i>8 - Program Trace</i> • <i>9 - Utility Trace</i>
<p>User Comment</p>	<p>This parameter holds the user-supplied comment, which will appear in the header of all report pages.</p>

Undo Payroll G/L

Undo or reverse the Journalized Pays process using the **Undo Payroll G/L Undo (UPGLUNDO)** process.

Access the **Undo GL** page from the **Payroll Dashboard** and the **Reports** menu > **G/L Distribute Pays > Undo GL** or [search for page code UPGLUNDO](#).

Note the following information prior to completing the undo process.

- When **Undo Payroll G/L Undo (UPGLUNDO)** is run, the **Undo Option** indicates how to change the **Pay Run** and **Pay Headers Stage**, the **Pay Headers Journalized** and **Journalized Fund Toggle** will be turn **OFF**.
- After **Undo Payroll G/L Undo (UPGLUNDO)**, you may view the **Pay Run** on **View Pay Run Information (IPVP)** page, the **Pay Run Stage** and **Pay Header Stage** are updated.

- On the **Maintain Employee Pays (IPPH) Journalized** tab, the **Original** and **Negated** journal entries are displayed:
 - After **Undo Payroll G/L Undo (UPGLUNDO)**, **Journalize Pays (UPGL)** will re-journalize **Pay Run** and **Pay Headers** with **Stage: 85-To be re-journalized**

To undo **Journalized Pays**, complete the following steps.

1. Make the required selections:
 - **G/L Company**
 - **Undo Option**
 - **Exception Level** (default **0-Exceptions Only**)
2. Change the [optional filters](#).
3. Click **Generate**.

The screenshot displays the 'Undo Payroll G/L (UPGLUNDO)' interface in the NEOGOV system. The page is divided into two main sections: 'REPORT PARAMETERS' and 'REPORT FILTERS'. In the 'REPORT PARAMETERS' section, several fields are highlighted with red boxes to indicate required selections: 'G/L Company' (with 'Entity' set to 'RUNWATERS'), 'Undo Option' (with a dropdown menu open showing options like 'Undo for UPGL Re-run'), and 'Exception Level' (with a dropdown menu open showing '0-Exceptions'). Other fields include 'From Pay Number', 'To Pay Number', 'Remove Labor G/L', 'Retain Original G/L', 'Remove Prev Retain G/L', and 'Trial'. The 'REPORT FILTERS' section includes fields for 'Person', 'Payroll', 'Pay Run', 'Pay Number', and 'Undo Execution ID'. The interface also features a navigation bar at the top with 'Home', 'Processing', 'Admin', and 'Reports' options, and a breadcrumb trail showing 'Home > Processing > Admin > Reports > Undo Payroll G/L (UPGLUNDO)'.

Undo Payroll G/L Report Filters

The following lists the **Undo Payroll G/L** report filters and their descriptions.

Filter	Description
G/L Company	Allows you to select the G/L company associated with this report.
Undo Option	Allows you to select a G/L Undo option.
From/To Period	Only pay headers that fall within these period dates will be processed.
From/To Fiscal Period	Only pay headers that fall between these two pay numbers will be included in the report.
Remove Labor G/L	<p>Toggle Yes: Labor GL journal entries are removed.</p> <p>Toggle No: Labor GL journal entries are not removed.</p> <p>If Labor GL journal entries exist for a Pay Header after the UPLG run, do not remove these entries for UPGL run.</p>
Retain Original G/L	<p>Retain the original GL to reverse from the General Ledger system when re-sending the re-journalized journal entries.</p> <p>Toggle Yes: Original GL journal entries will be retained.</p> <p>Toggle No: Original GL journal entries will not be retained, just removed.</p>
Remove Prev Retain	<p>Toggle Yes: Prev Retain GL journal entries are removed.</p> <p>Toggle No: Prev Retain GL journal entries are not removed.</p>

Appendix

System Behavior

Page Code Search

Each page within NEOGOV has a searchable **Page Code**. Most pages are linked in the top menu navigation of each module or from the **Dashboard**. To access a specific **page code**:

1. Locate the **page code search** bar at the top right of your screen (next to your name).
2. Use the drop-down menu to view all **page codes** or enter a specific **page code** in the **search** bar.
3. Click the **arrow** next to the **search** bar or use **Enter** to access the page on your keyboard.
 - When multiple versions of the **page code** or similar **page codes** are available, NEOGOV displays a pop-up window with a list of **page code** selections.
 - When the **page code** does not exist, NEOGOV displays a pop-up window with a warning.



1: Page Code Search bar, 2: Drop-Down and Search

Required Parameters

The red * indicates the required data.



Required Data Example