Examples and Hints

To query FORS or FARS by Fund:

• Type the Fund code into the FUND CODE field
• Click the Execute Query icon to run the query (or press the F8 key)

To query FORS by Organization Code:

• Tab to the ORGN field
• Type the Organization code into the ORGN field
• Click the Execute Query icon to run the query (or press the F8 key)

To query FARS by Account Code:

• Tab to the ACCT CODE field
• Type the Account code into the ACCT CODE field
• Click the Execute Query icon to run the query (or press the F8 key)

To query FORS or FARS by Employee:

• Tab to the Emp. Number field
• In the Emp. Number field, enter the Employee number, preceded by “E”
• Click the Execute Query icon to run the query (or press the F8 key)

Hints

• You can query on any field or combination of fields within the form.
• You can double click on any field to obtain a listing of the choices for that field.
  E.g.

![List of Responsibility Codes](image)
To further limit your search

- Enter a broad query utilizing the search fields in the top left corner of the form. The broader the query, the more results you will be able to obtain.
  
  Example 1:  FUND CODE 110000 will display all 110000 fund entries in the system
  Example 2: ORGN 333000 will display all entries that have 333000 as the Organization code in the system.

- Click the **Execute Query** icon to run the query (or press the F8 key)

- Click the **Next Block** icon (or press [Ctrl] + [Page Down]) to view and access the data obtained in the table below.

- In the table, click the **Enter Query** icon (or press the F7 key)

- In the field you want to further limit your search, you can use the percent sign % as a wildcard.

  Example 1 cont’d: 
  Enter 330% in the ORGN CODE field to display all 110000 records that correspond to Organization codes that begin with 330.

  Example 2 cont’d: 
  Enter 12% in the FUND CODE field to display all funds that begin with 12 and correspond to Org 333000.

- Click the **Execute Query** icon (or press the F8 key) to run the query and view your results.

**NOTE:**

- The Type field cannot be utilized at this time. It is expected that the field will be functional by the end of the 2009/2010 fiscal year. It will allow you to query by Fund Type in FORS or Account Type in FARS.