Enter your search criteria in the top left hand side of the form.

**FYMFORS:**

The fields you can enter query parameters for are:
- FUND CODE – enter a 6 digit fund code
- ORGN – enter the 6 digit organization code
- Resp Code – enter a responsibility code (list available)
- Emp. Number – enter “E” and then the 6 digit employee number

You can query using any number of the fields.

**FYMFARS:**

The fields you can enter query parameters for are:
- FUND CODE – enter a 6 digit fund code
- ACCT CODE – enter the 6 digit account code
- Resp Code – enter a responsibility code (list available)
- Emp. Number – enter “E” and then the 6 digit employee number

You can query using any number of the fields.
Select the Execute Query icon to begin your search (or press F8). Your results will display in the block below.

To view greater detail in the block below, select the Next Block icon (or press Ctrl + Page Down)
Tab through the records to view the information at the right of the form.
To use a scrollbar on the bottom of the form, select the up arrow in the top right-hand corner of the form to view.

To begin a new search using the FYMFORS or FYMFARS form, select the Rollback icon to return to the top of the form.