

**To query FORS or FARS by Fund:**

- Type the Fund code into the **FUND CODE** field
- Click the **Go** button  to run the query (or use **Alt + Page Down**)

**To query FORS by Organization Code:**

- Tab to the **ORGN** field
- Type the Organization code into the **ORGN** field
- Click the **Go** button  to run the query (or use **Alt + Page Down**)

**To query FARS by Account Code:**

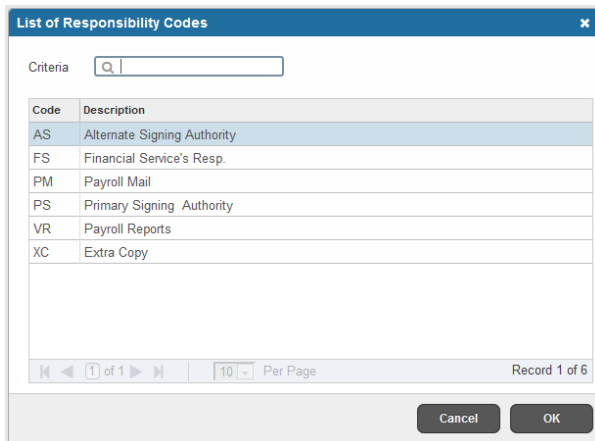
- Tab to the **ACCT CODE** field
- Type the Account code into the **ACCT CODE** field
- Click the **Go** button  to run the query (or use **Alt + Page Down**)

**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 **Go** button  to run the query (or use **Alt + Page Down**)

**Hints**

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

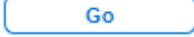

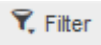


## To further limit your search

- 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 **Go** button  to run the query (or use **Alt + Page Down**)
- Click the **Next Section** icon  (or use **Alt+Page Down**) to view and access the data obtained in the table below.
- In the table, click the **Filter** button .
- 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 **Go** button  (or use **Alt+Page Down**) to run the query and view your results.