Examples and Hints

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.

![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 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.