

Search Option: Character * or % (Wildcard)

1. How many accounts that begin with 13 are there under Organization Code 6003? Use the "Account" lookup screen (under Lookup and Maintenance) to complete this search.

Search Option: Character | (Matches on either Value)

2. Complete a combined search for accounts 1359330 and 1356570 in the Available Balance Lookup screen 1359330|1356570 for fiscal year FY19. How much was budgeted in object code 6600 for the two accounts?

Search Option: Character ! (Not Equal To)

3. Excluding salary object code 5111, what other expenses have posted to account 1356570? This can be pulled in the Available Balance screen recognizing a not equal to !5111.

Search Option: Greater than (Character >)

4. To search object code greater than 3000, enter ">3000" in the object code field, enter account number 1356570 and hit search.

It will only pull the object codes that are greater than 3000. This is helpful if you only want to see the revenues and expenses under the account number.

Search Option: 2 Periods .. (Matches on record between items)

5. Using General Ledger Entry lookup screen, search the object codes 43%..44% in account 2600010 for the entire fiscal year (% for fiscal period). This will bring in all external revenue object codes.

Multiple Search Option: Combining Multiple options

6. Using the available balance screen , type in account number !53% and object codes 6651..6653 for FY21. This will show if any accounts had postings to object codes 6651 through 6653 for fiscal year FY21. We shouldn't have postings to these object codes other than for 53 accounts.
7. Using General Ledger Entry Lookup screen pull all the transactions that have object codes beginning with 6 (6%) in account 1301060 and 1305950 for the current year.
8. Recharge (21) accounts should not have external revenue greater than \$5,000 in total. Pull all the 21 accounts that has external revenues (object code 43%..44%) using the available balance screen.
9. Complete General Ledger Entry Screen as shown below:

General Ledger Entry Lookup 

Informational messages in this Section:

- Wildcards (e.g. *) and operators (e.g. >=, <=, >, <, !, &&) are treated literally on the Document Type field. For example, searching for ">abc" will return values that are ">abc" instead of those values that are greater than "abc".

Fiscal Year:	<input type="text" value="2017"/> 	Document Type:	<input type="text" value="T%"/> 
Chart Code:	<input type="text" value="CO"/> 	Origin Code:	<input type="text"/> 
Account Number:	<input type="text" value="13565?0"/> 	Document Number:	<input type="text"/>
Sub-Account Number:	<input type="text"/> 	Organization Document Number:	<input type="text"/>
Object Code:	<input type="text" value=">5999"/> 	Project Code:	<input type="text"/> 
Sub-Object Code:	<input type="text"/> 	Organization Reference Id:	<input type="text"/>
Balance Type Code:	<input type="text" value="AC"/> 	Reference Document Type Code:	<input type="text"/> 
Object Type Code:	<input type="text"/> 	Reference Origin Code:	<input type="text"/> 
Fiscal Period:	<input type="text" value="01.03"/> 	Reference Document Number:	<input type="text"/>
Pending Entry Approved Indicator:	<input checked="" type="radio"/> No <input type="radio"/> Approved <input type="radio"/> All		
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>			