

**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.
2. Campus Services wants to see how much supplies expense (object codes beginning with 62xx) have posted within their account 1356570 for FY16. Can you pull this information in the Available Balance screen using the Wildcard symbol \* to pull all object codes beginning with 62?

**Search Option: Character | (Matches on either Value)**

3. Complete a combined search for accounts 1359330 and 1356570 in the Available Balance Lookup screen 1359330|1356570. Make sure to include "All" Pending Ledger entries. How much was budgeted in object code 6600 for the two accounts?
4. Confirm documents 10260308, 10260260, and 10188791 are in a Final status. To make the process more efficient, pull all documents in one doc search 10260308|10260260|10188791.

**Search Option: Character ! (Not Equal To)**

5. 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.
6. Participant Travel (object code 6653) should only occur on accounts beginning with 53xxxxx. Are there any non 53xxxxx accounts in the system that have incorrectly used object code 6653? To complete this search, put !53\* under the account number, and 6653 for the object code.

**Search Option: Greater than (Character >)**

7. 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.

8. In the available balance screen enter account number 1356610. Under object code enter ">5999", click search.

It will only show you the object code greater than 5999.

**Search Option: Less than (Character <)**

9. If you enter the account number 2605290 and <5000 in the object code field, in the available balance screen, it will only pull the object codes that are less than 5000. This is particularly helpful if you only want to see the revenue object codes in the account.

- Using available balance screen, can you pull all the object codes that are less than 6000, in the account 1356610?

**Search Option: Greater than or equal to (Character >=)**

- If you want to search the specific object code and anything higher than that. Enter account number 2602000 in the available balance screen and in object code field enter >=4405. This will retrieve all data with object code 4405 and anything higher than that.
- Can you pull all object code greater than 6201 including 6201 on account 2602000?

**Search Option: Less than or equal to (Character <=)**

- Using available balance screen search for account 1303240 and pull all the object code less than or equal to 6201. In the object code field enter <=6201. It pulls all the transaction that are less than object code 6201 and including object code 6201.
- Using available balance screen search for account 1356610 and pull all the object code less than or equal to 5611.

**Search Option: Question Mark ? (Matches a Single character)**

- Using the account look up screen search for 13565?0. This will pull in all accounts that start with 13565 and end in 0.
- Using the available balance screen, search for account 13565?0 and object code 6?01. This will pull in all accounts that start with 13565 and end in 0, and object codes that begin with 6 and end in 01.

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

- Using the available balance screen, search account number 2600010, object code "5000..6999". This will bring in expense object codes ranging from 5000-6999 in account 2600010.
- Using General Ledger Entry Lookup screen, search the object code type "4800...4900" in account 2600010. This will bring in all external revenue object codes.

**Multiple Search Option: Combining Multiple options**

- Using the available balance screen , for account number type "!53\*", object code type 6651..6653.
- Using General Ledger Entry Lookup screen pull all the transaction in account 1337580 and 1337590 for last six months. Exclude 1100 (cash offset) object code.

21. Recharge (21) accounts cannot have any external revenues. Pull all the 21 accounts that has external revenues (object code 43XX-44XX).

22. 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="1356570"/>	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"/>			