



College Financial System User Procedure

Title:

Search for Data

Description:

There are two ways to search for data in the College Financial System: Find and Query by Example. Find displays a separate window to search for data and you may use the Lists of Values available for any fields. Find restricts the number of fields you may search by. Query by Example allows you to search using any field or a combination of fields on a specific form.

The College Financial System uses wildcards to search for data. These wildcards include percent (%), which takes the place of any characters, and underscore (_), which takes the place of any single character.

The College Financial System also uses query operators, which include:

=	<i>equal to</i>
!=	<i>not equal to</i>
>	<i>greater than</i>
>=	<i>greater than or equal to</i>
<	<i>less than</i>
<=	<i>less than or equal to</i>
#BETWEEN	<i>between two values: separate the two values with “and”</i>

“Count Records” can be used to determine how many records will be retrieved based on your data. This helps you decide whether to enter more or less restrictive search criteria.

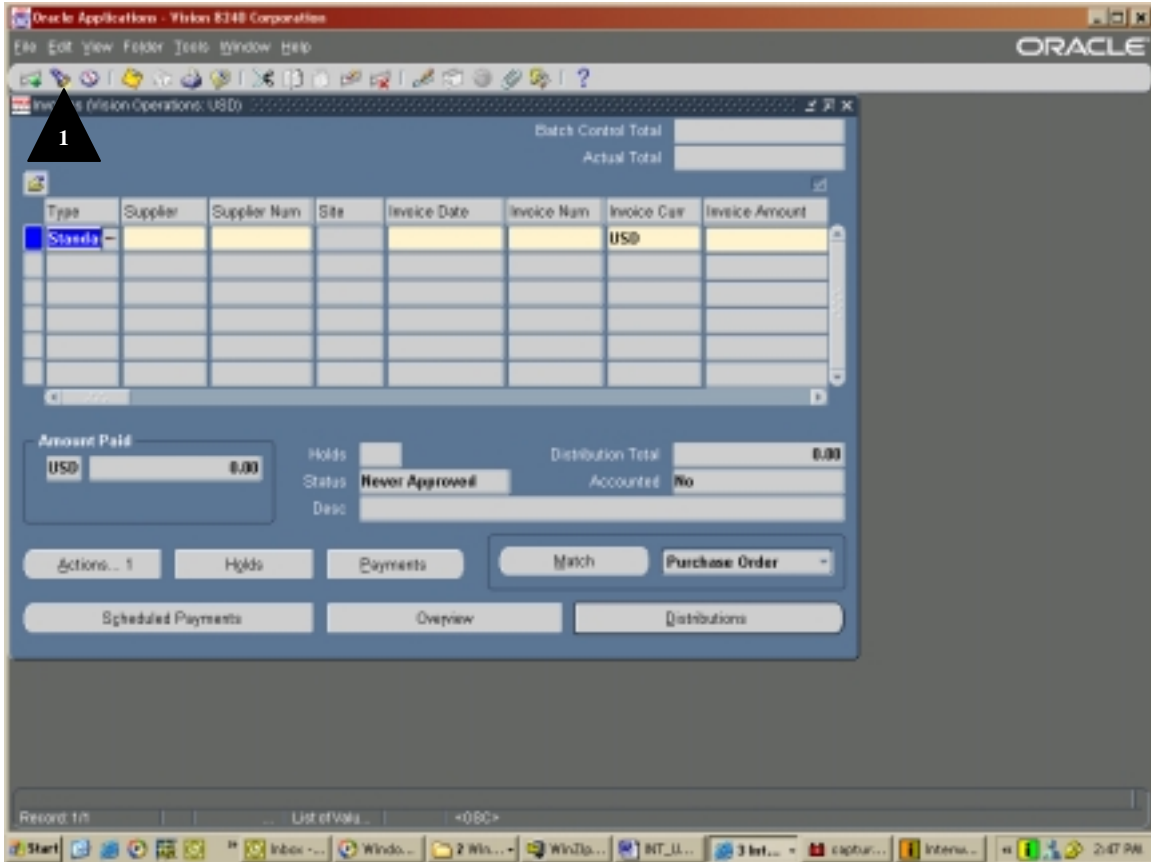
College Financial System Prerequisites:

- *Transactions or data must have been saved in the College Financial System system.*

Menu Path
Navigate to your desired form

Window Name:

Invoices



Queries and finds may be performed in any College Financial System module. This example uses the Invoices form in the Payables module

Field Name Description/Action

1. To execute a Find, select Find from the View menu or click on  in the toolbar.

Window Name:

Find Invoices

You may use any of the fields in this window to locate data. This example searches by Supplier name.

Field Name Description/Action

2. Supplier Name Select the appropriate supplier from the List of Values.

 **Note:** You may use additional fields to locate data.

3. Click on **FIND**.

Window Name:

Invoices

The screenshot shows the Oracle Applications interface for 'Invoices'. The window title is 'Oracle Applications - Wilson 8348 Corporation'. The menu bar includes 'File', 'Edit', 'View', 'Folder', 'Tools', 'Window', and 'Help'. The toolbar contains various icons for navigation and actions. The main area displays a table of invoices with columns: Type, Supplier, Supplier Nam, Site, Invoice Date, Invoice Nam, Invoice Cur, and Invoice Amount. The first row is highlighted in blue. Below the table, there are fields for 'Amount Paid' (USD 0.00), 'Holds' (1), 'Status' (Needs Reapproval), and 'Distribution Total' (0.00). At the bottom, there are buttons for 'Actions', 'Holds', 'Payments', 'Match', 'Purchase Order', 'Scheduled Payments', 'Overview', and 'Distributions'. The system tray at the bottom shows the Start button, taskbar, and system clock (2:51 PM).

Type	Supplier	Supplier Nam	Site	Invoice Date	Invoice Nam	Invoice Cur	Invoice Amount
Standard	American T	1005	AT&T - H	10-SEP-2001	1	USD	100.1
Standard	American T	1005	AT&T - H	12-JAN-2001	10050112	USD	1,663,515.2
Standard	American T	1005	AT&T - H	09-FEB-2001	10050201	USD	1,740,330.7
Standard	American T	1005	AT&T - H	14-FEB-2000	10050214	USD	1,982,275.4
Standard	American T	1005	AT&T - H	14-MAR-2000	10050314	USD	1,796,035.2
Standard	American T	1005	AT&T - H	14-APR-2000	10050414	USD	1,445,337.7

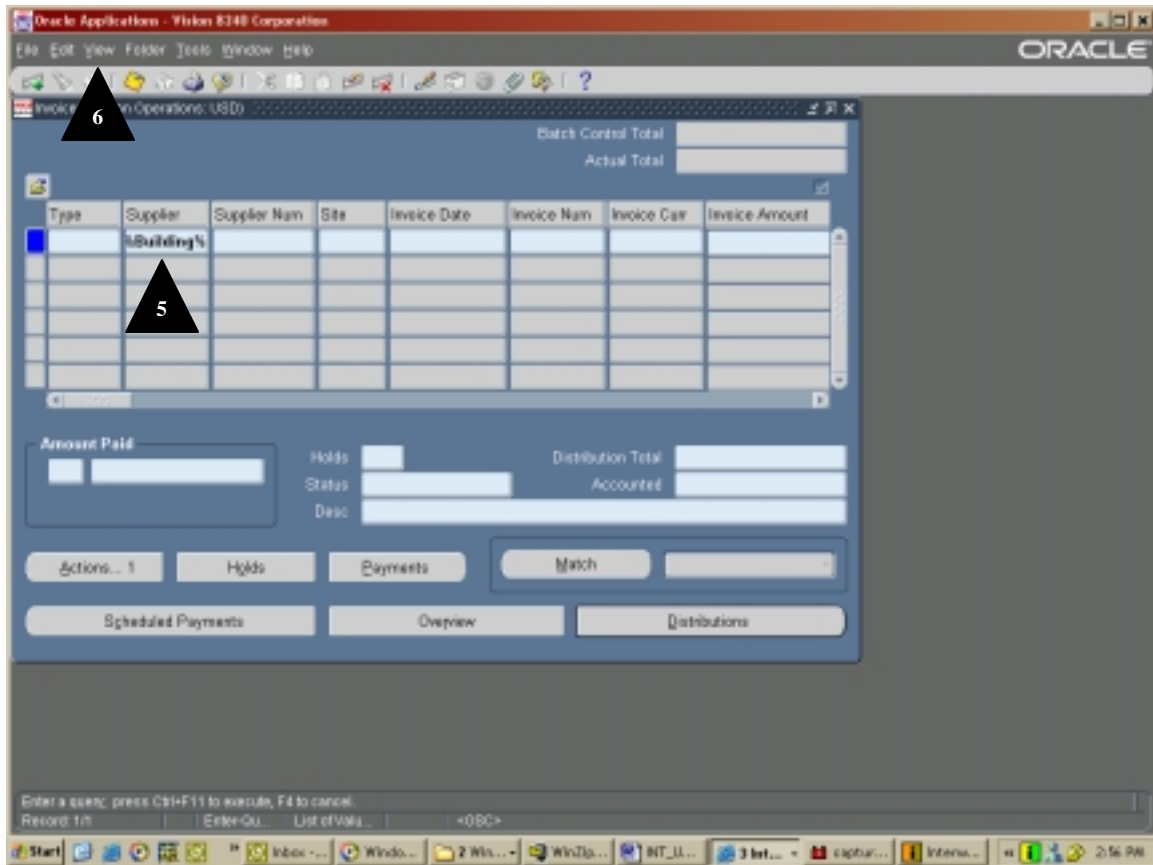
Records based on your search criteria appear in the window. You may need to scroll down to view additional records.

Field Name **Description/Action**

4. To enter a Query by Example, follow the menu path View > Query by Example > Enter or press F11 on your keyboard.

Window Name:

Invoices



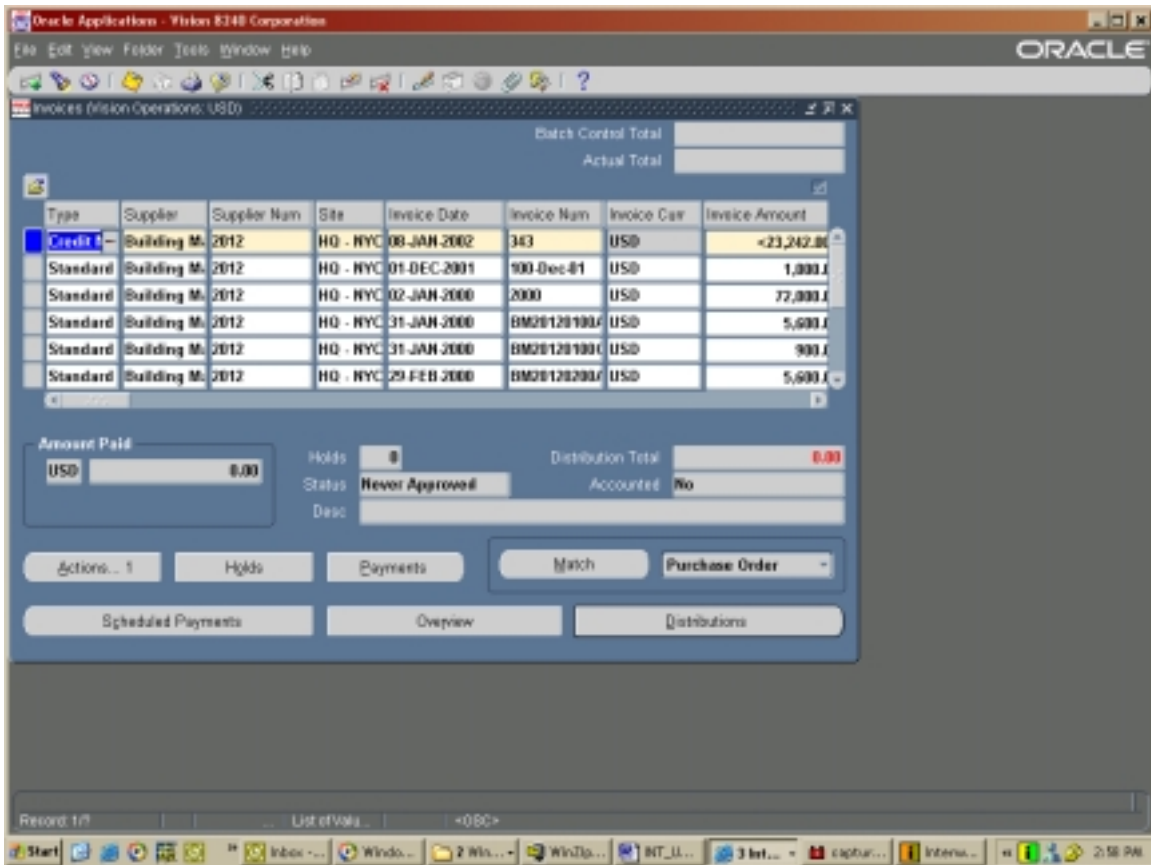
Your fields turn blue.

Field Name Description/Action

5. Enter your search criteria into the appropriate fields. This example searches by Supplier name by using the wildcard %.
6. Follow the menu path View > Query by Example > Run or press Control + F11 on your keyboard to run your query.

Window Name:

Invoices



Records based on your search criteria appear in the form. You may need to scroll or arrow down to view additional records.



End of procedure