



## **EXPLANATION OF ACCOUNT SEARCH PROCESSES**

### **Searching by Account**

Screen 29 allows the user to search for General Ledger (GL), Subsidiary Ledger (SL), and Bank accounts. To search for any of these account by their account number, enter their 6 digit identification number in the Account: field. This will bring up a numerical list of accounts, beginning with the number entered.

### **Searching by Title**

If the account number is not known, the user may search by account description, or title. The ability to search for accounts by Title has been expanded. The Title Search: field can now be searched using a wildcard asterisk (\*). Be aware that FAMIS is now searching through the Title and the Long Title fields in order to return a list to you for viewing. For example, entering “**pres**” in the field may give you the following:

ASSOC VICE PRESIDENT OPERATIONS	283627	AVPSP
CIP-PRESS BOX	830704	PHPL
ENVIRONMENTAL & COASTAL LAW COURSE	654660	HART
HEF-AVPAA	160987	AVPAA
HEF-PRESIDENT	160979	PRES

You'll notice that you do not see PRES in two of the above titles -- that's because, you are looking at the Short Title, while the letters PRES are found in the Long Title visible on the account screens such as Screen 6.

### **Searching by Department/Sub-Department**

If the account number is not known, the user may search by the department or subdepartment responsible for the account. Enter up to 5 characters of the responsible department in the Dept Search: field and press <ENTER> to initiate the search. This will bring up an alphabetical list of accounts by department, beginning with the department entered.

### **Searching by Responsible Person**

If the account number is not known, the user may search by the person responsible for the account. Enter up to 20 characters of the name of the person responsible for the account in the Resp Person Search: field and press <ENTER> to initiate the search. This will bring up an alphabetical list of accounts by responsible person, beginning with the name entered.

## **FIELD DESCRIPTIONS**

The following are field descriptions commonly found on Screen 29.

### **Action Line Information**

- Account:** 10 digits  
Enter a six digit account number (either General Ledger, Subsidiary Ledger, or Bank Accounts).
- Title Search:** 20 characters  
Type the title, or portion of the account title, you wish to search.
- Dept/SDept Search:** 5 characters  
Indicate the department/subdepartment of the account you wish to search.
- Resp Person Search:** 20 characters  
Identify the name, or portion of a name, of the person responsible for the account.
- Include Deleted Accts:** 1 character  
Indicate whether or not ('Y' or 'N') to include the deleted accounts.

### **Screen Information**

- Sel:** 1 character  
Type an 'X' here and press <ENTER> to select a particular account.
- Description:** 35 characters  
Provides a description of the General Ledger, Subsidiary Ledger, or Bank account.
- Account:** 6 digits  
Indicates the six digit account number identifying either a General Ledger, a Subsidiary Ledger, or a Bank Account.

**Dept:** 4 characters  
Designates the code for the department responsible for the account.

**SDept:** 5 characters  
Designates the code for the subdepartment responsible for the account.

**Responsible Person:** 20 characters  
Designates the person responsible for the account.

## *Panel 2*

**SPR Project:** 10 digits  
Shows the SPR Project number associated with the account.

## *Additional Functions*

**PF9 DLoad** Used to download the information through Entire Connection. This download is restricted to 5000 records.