

Section 08.03.01.02

SUPPORT ACCOUNT SEARCH *Screen 068*

Screen 68 lists subsidiary ledger support accounts for the FAMIS user and allows for search capabilities based on account number, account title, department and/or responsible persons.

The following are instructions on how to use Screen 68 to find a support account number. In all cases, after finding the account number you are looking for, you can type an 'x' on the 'Sel' line and hit enter to go to Screen #050 (Support Account) for more information on the account.

Searching by Account Number

You may enter in a valid account number and press enter to view that account and all others that come after it.

Searching by Department

Type in the Department in the Dept/sDept Search Field and press enter. This will give you a list of all accounts that have been assigned to that department.

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, typing ***pres*** in the field may give you the following:

| | | |
|---------------------------------|--------------|-----------|
| ART PRESERVATION | 460597-00000 | ARTS |
| COLLABOR INITIATIVE AG CAREERS | 412084-00000 | CITR RES1 |
| DESIGNING LOW BIT RATE SIGNALS | 412184-00000 | ELEN RES1 |
| EXPRESSION OF RICH GENE | 160300-00042 | BIOL |
| FURNITURE-PRESIDENT'S RESIDENCE | 883003-00000 | PHPL |

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 Responsible Person

If the account number, title or department is not known, the user may search by account responsible person. You can type in the first few letters of the responsible person's last name or their entire last name and FAMIS will display all accounts related to responsible persons having a last name similar to what you entered.

A screen shot of Screen 68 follows.

Note that Support Accounts may have different departments and responsible person

068 Support Account Search 01/16/09 09:44
FY 2009 CC 15
 VENDING MACHINES
 Screen: ___ Account: 282625 Title Search: _____
 Dept/SDept Search: ___ Resp Person Search: _____
 Include Deleted Accts: N

| Sel | Description | Account | Dept | SDept | Responsible Person |
|-----|---------------------------------|--------------|------|-------|--------------------|
| X | RESEARCH ENHANCEMENT | 282625-00000 | RADM | | KNULL, HARVEY R |
| - | RESEARCH ENHANCEMENT | 282625-10000 | RADM | | KNULL, HARVEY R |
| - | RESEARCH ENHANCEMENT-A&H-SCOTT | 282625-21010 | ARTS | RES3 | KNULL, HARVEY R |
| - | RESEARCH ENHANCEMENT-CLA | 282625-41000 | ARTS | RES3 | GIGLIOTTI, RICHARD |
| - | RESEARCH ENHANCEMENT- COX | 282625-41001 | ARTS | RES3 | GIGLIOTTI, RICHARD |
| - | RESEARCH ENHANCEMENT - HASWELL | 282625-41002 | ARTS | RES3 | GIGLIOTTI, RICHARD |
| - | RESEARCH ENHANCEMENT-IVY | 282625-41003 | ARTS | RES3 | GIGLIOTTI, RICHARD |
| - | RESEARCH ENHANCEMENT - JOHNSON | 282625-41004 | ARTS | RES3 | GIGLIOTTI, RICHARD |
| - | RESEARCH ENHANCEMENT- REUTER | 282625-41005 | ARTS | RES3 | GIGLIOTTI, RICHARD |
| - | RESEARCH ENHANCEMENT-THOMPSON | 282625-41006 | ARTS | RES3 | GIGLIOTTI, RICHARD |
| - | RESEARCH ENHANCEMENT-WOOSTER | 282625-41007 | ARTS | RES3 | GIGLIOTTI, RICHARD |
| - | RESEARCH ENHANCEMENT-BUS | 282625-42000 | CLBA | RES3 | ABDELSAMAD, MOUSTA |
| - | RESEARCH ENHANCEMENT-MIDDLETON | 282625-42001 | CLBA | RES3 | MIDDLETON, KAREN L |
| - | RESEARCH ENHANCEMENT- EDUCATION | 282625-43000 | EDUC | RES3 | HOPKINS, DEE |

*** Press ENTER to View More Accounts ***
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Hmenu Help EHelp Dload

Support accounts may have different departments and responsible persons