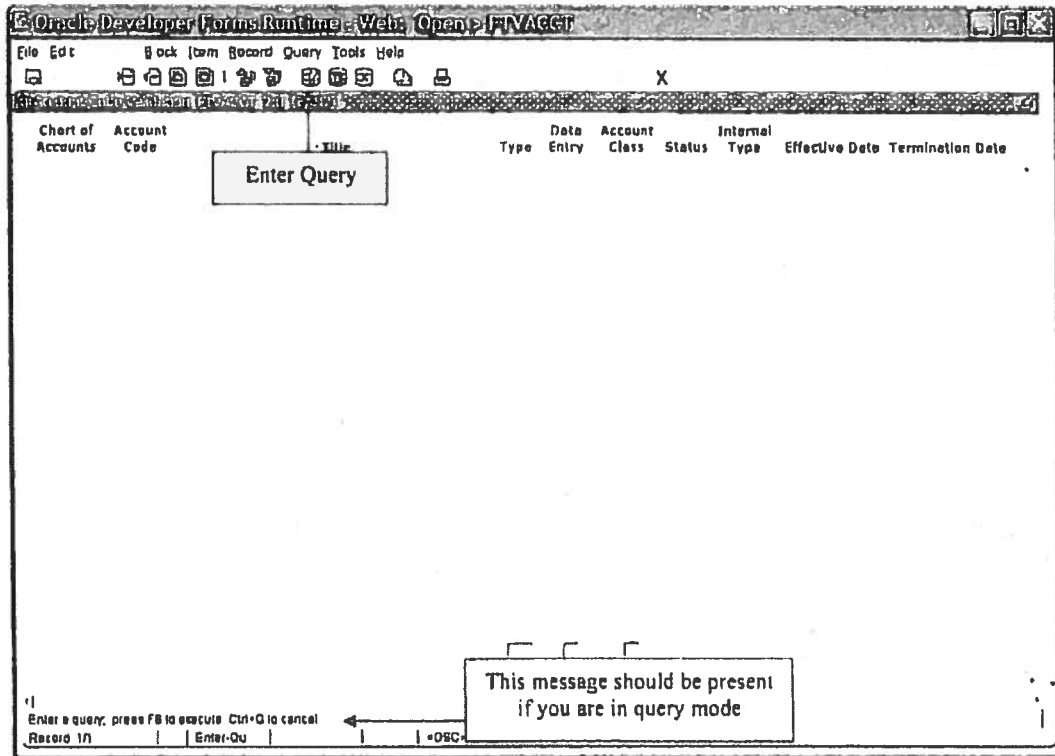


ACCOUNT CODE QUERY IN FTVACCT

FTVACCT

1. When you open FTVACCT your screen may have all of the accounts listed. In order to search for a specific account click **Enter Query**. This will clear the screen and allow you to type in your search criteria (See step 2).



2. Enter the search criteria. COA will default when you Execute Query (Step 3).

You can query information in any field that you can access. You can use the Oracle wildcards % and _ **Capitalization matters**. Data is matched against the search criteria exactly as you enter them.

COA=Y

Oracle Developer Forms runtime - Web Open (PIVACCI)

File Edit Back Item Record Query Tools Help

Chart of Accounts Account Code Title Type Date Entry Account Class Status Internal

Enter a query press F8 to execute Ctrl-O to cancel

Record 1/1 | | Enter On | | | *ESC*

In this example we are looking for the account code for Electricity by querying on the Title (Ex: Elec%). Note the use of the wildcard %. The wildcard can be used anywhere within a character string. (See notes on Wildcards)

You can also query on Account Code. Just follow the same instructions as indicated for a Title query. Example: 7% = Query for accounts which start with 7.

3. After you have entered your search criteria select **Execute Query**.

Execute Query

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File Edit Back Item Record Query Tools Help

| Chart of Accounts | Account Code | Title | Type | Date Entry | Account Class | Status | Internal | Termination Date |
|-------------------|--------------|---------------------|------|------------|---------------|--------|----------|------------------|
| | 715560 | Electronic Journals | 71 | | | | | |
| U | 720100 | Electricity | 72 | Y | | | | |

Results of the Query

Note: If you are completing a document which will be used to enter information into Banner make sure the account code you choose has "Y" in the Data Entry field. An indicator of "N" signifies the inability to post to that account code.

Record 1/2 | | | | *ESC*