

## 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  
 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