

# Step-by-Step Guide to Budget Query Code Lookup

Many of the Finance Self Service pages enable you to look up different codes related to the task at hand. In queries, clicking on any of the field title buttons allows you to search and select from a list of valid codes if the desired code is not known.

All field title buttons shown are links to the Code Lookup.

When you execute a Budget Query, you will see the screen shown in Figure 1. To look up Org data, click on the **Organization** button.

Enter a value in either the Organization or Grant fields as well as the Fiscal Year and Chart of Accounts fields. If Grant is populated then resulting information is inception through the end of the fiscal year, from Grant Ledger. Otherwise, all information retrieved is through the fiscal year to date.

Fiscal year: 2005

Chart of Accounts: W Index

Grant:

Organization:

Program:

Location:

Account:

Activity:

Commitment Type: All

Include Revenue Accounts

Save Query as:

Shared

Submit Query

**Figure 1**

Enter your **search criteria**. If you know part of the Organization code, use the organization criteria with the % wildcard. For example, if you know the organization begins with 21, type 21% in the organization criteria box. (Figure 2)

Code Lookup

Enter criteria then select Execute Query to obtain a Code Lookup results list. Select Exit without Value to return to the parameter page.

Chart of Accounts: W

Organization Criteria: 21%

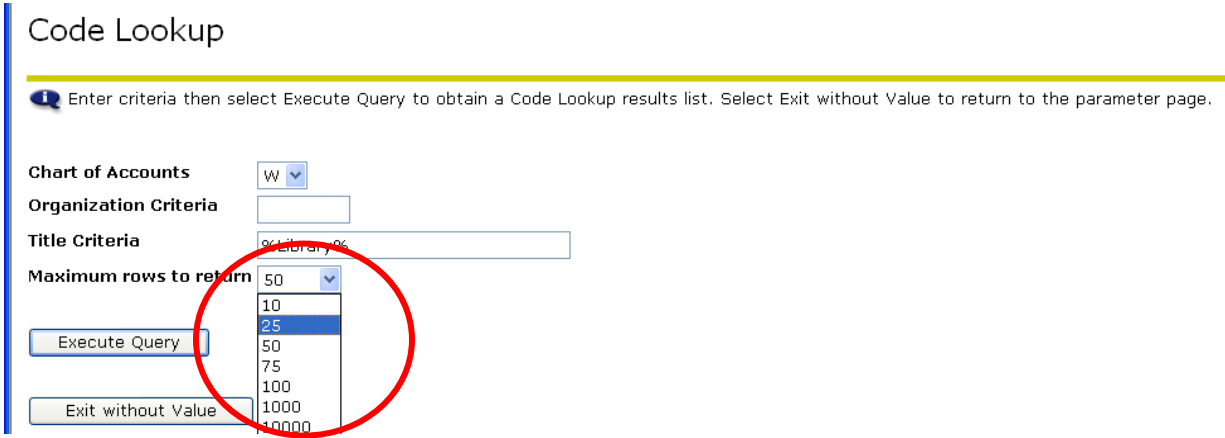
Title Criteria:

Maximum rows to return: 10

Execute Query

Exit without Value

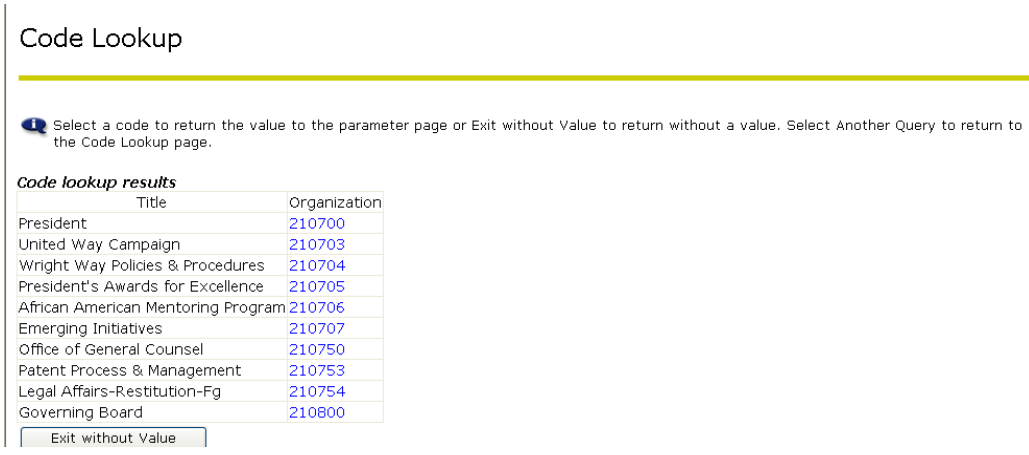
**Figure 2**



**Figure 3**

For the maximum rows, select a number that you believe is larger than the number of items you expect to be found. (Figure 3) *If you select 10, and there are 15 matches, you will only see the first 10 items.*

Figure 4 shows the result of the query returning the first 10 orgs.




**Figure 4**

If you know part of the title, you can use the % wildcard before and after the text to find the organizations that have that text anywhere in the title. For example, %Library% will return a list where Library is anywhere in the title. Figure 5 shows the result of the query showing the first 25 lines of orgs that include the word Library.

## Code Lookup

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 Select a code to return the value to the parameter page or Exit without Value to return without a value. Select Another Query to return to the Code Lookup page.

### *Code lookup results*

Title	Organization
GP Library Annex Replace Locks	216025
MC Library Sidewalk and Stairway	216036
GP Library, Renovate Room 054	216039
AS Library, paint rooms 241 & 242	216046
AS Library Annex Electrical 019B	216569
SM Renovate Room 241 Library	216572
Library-Lake	219350
Library Fines on Overdue/Lost Matls	219353
Dunbar Library Allocation	223950
Health Science Library-Support	281210
Library Archives & Special Collectn	290053
Library Book Collection Bishop Strey	290054

**Figure 5**