

# LOV Searches in SSB

## Searching With LOV (List of Values) Buttons

This is an Example of finding an Organization. However, this example is true for any LOV buttons you select.

LOV (list of values) buttons permit the user to look up FOAPAL information that is not known. The following is an example of this feature using an organization code as an example.

Click on the **Organization** LOV button (Gray box labeled Organization)

Finance

Search  Go

### Budget Queries

**i** Enter a value in either the Organization or Grant fields as well as the Fiscal Year and populated then resulting information is inception through the end of the fiscal year, information retrieved is through the fiscal year to date.

Fiscal year: 2008

Chart of Accounts: N Index:

Fund:  Grant:

Organization:  Account:

Program:  Activity:

Location:  Commitment Type: All

Include Revenue Accounts

Save Query as:

Shared

Submit Query

The following screen appears

Finance

Search  Go MENU SITE MAP HELP EXIT

### Code Lookup

**i** 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: N

Organization Criteria:

Title Criteria:

Maximum rows to return: 10

Execute Query

Exit without Value

Enter the known data, such as part of the Organization code. (In the Org Criteria field) or title (in the Title Criteria field).

### Code Lookup Descriptions

<b>Chart of Accounts</b>	This should default, or select “N” for the chart of accounts code from the drop down menu.
<b>Org Criteria</b>	Use this field if part of the Organization code is known. Enter the numbers followed and/or preceded by the percentage sign (% - represents a wildcard, any number of unspecified characters). For example, using 101% would result in showing all organizations that begin with the number 101.
<b>Title Criteria</b>	Use this field if at least part of the organization’s title is known. Enter the letters followed and/or preceded by the percentage sign (% - represents a wild card, any number of unspecified characters). For example, %Fiscal% would result in showing all the organizations that have the word Fiscal in them. Note: All titles in Banner are case sensitive. Also, all names and organizations begin with a capital letter, followed by lower case letters.
<b>Max Number of rows to be returned</b>	Enter the number of results to be viewed at one time. For example 10.

After entering criteria, select **Execute Query**. All the results matching the search criteria will appear.

**Code lookup results**

Title	Organization
Purchasing Office	<a href="#">HDPO</a>
Purchasing Office	<a href="#">158000</a>
Purchasing Office	<a href="#">24020</a>
Purchasing Office	<a href="#">SCPO</a>

Exit without Value

Another Query

Review the search results and click on the desired hyperlinked organization code. (The field will then be populated with the appropriate FOPAL).

**Code lookup results**

Title	Organization
Purchasing Office	<a href="#">HDPO</a>
Purchasing Office	<a href="#">158000</a>
Purchasing Office	<a href="#">24020</a>
Purchasing Office	<a href="#">SCPO</a>

Exit without Value

Fiscal year: 2008

Chart of Accounts: N Index

Fund: [ ] Gra

Organization: 158000 Account

Program: [ ] Activity

Location: [ ] Commitment Type: All

Include Revenue Accounts

Save Query as: [ ]

NOTE: If the desired organization is not located, search may be expanded. Remember to use the Wild Card (%) and be careful with the use of upper and lower case letters.