

NAVIGATING AND MANAGING ADVANCED SEARCH QUICK REFERENCE GUIDE BUD-15



The purpose of this Quick Reference Guide (QRG) is to provide North Carolina Financial System (NCFS) users step-by-step and conceptual information on advanced search functionality such as Query by Example (QBE), conditional operators, and wildcards.

Overview

NCFS allows users to have additional options when trying to complete a search. The Advanced Search also contains conditional operators. The conditional operators are "Starts with," "Ends with," "Equals," "Does not equal," "Contains," and "Does not contain." "Starts with," "Ends with," and "Contains" should be used when some information is known but the complete data is unknown. If the exact information is known, then use "Equals" for a faster response. The only time to use a "Does not Equal" and "Does not Contain" operator is as part of a multiple field search. Adding fields allows users to search for data that is not included in the Advanced or Basic Search functionality. Adding fields allows users to search with advanced fields with any given data. The Query by Example feature allows users to filter rows that are displayed for a specific column. Users can enter text to filter on, if available, for a specific column.

Navigating and Managing Advanced Search

To conduct an Advanced Search in NCFS, please follow the steps below. *Note: In order to make this guide relevant to all users, this functionality is demonstrated via the General Accounting Module.

1. Access the NCFS Homepage and click the General Accounting icon.



The General Accounting icon on the NCFS Homepage



2. Click Journals.

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The Journals app on the NCFS Homepage

3. Click the **Tasks** icon to open the task list.

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226,000.00	226,000.00	Global Int	2028 Global Intercompany A 66896	Jun-20	Budgetary control failed for the batch. Review failure details in the Enter Journals page.			10/13/20	-	
21,196.63	21,196.63	Receivables	Receivables A 70615000001 7061	Oct-20	Budgetary control failed for the batch. Review failure details in the Enter Journals page.			12/9/20		
5,000.00	5,000.00	Manual	123	Feb-21	Rejected			2/11/21		
3,600.00	3,600.00	Spreadsheet	YREQ4 Spreadsheet A 300000001	Jul-20	Budgetary control failed for the batch. Review failure details in the Enter Journals page.			10/14/20		
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The Task list on the Journals screen

4. From the task list, click Manage Journals.



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21,196.63	21,196.63	Receivables	Receivables A 70615000001 7061	Oct-20	Budgetary control failed for the batch. Review failure details in the Enter Journ	nais pa	Create Alloc Generate G	ation Ru eneral Le	les Idger Alloci	ations	
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3,100.00	3,100.00	Spreadsheet	YDEP 4 Spreadsheet A 300000001	Jul-20	Budgetary control failed for the batch. Review failure details in the Enter Journ	nals pa	Delete Impo	rt Data	,		

The Manage Journals options in the task list

- 5. The screen displayed below is the *Advanced Search* screen. To adjust the conditional operator, click the *dropdown* arrow in the box to the right of the field name. Once the **Contains** box is selected a *conditional operators* dropdown appears. The dropdown has the following options:
 - 1. Starts with
 - 2. Ends with
 - 3. Equals
 - 4. Contains
 - 5. Does not contain

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Data Access Set: NC CASH US [Change]															
Manage Journals (?)															Done
▲ Search								Basic	Manage Watchlist	Saved S	earch	All Journals			~
	** Journal	Starts with Starts with	~ ~	1									** At	least on	e is required
	** Accounting Period	Equals	~	Nov-20			•]							
	Source	Equals	~												
	Category	Equals	~				•								
	** Batch Status	Equals	~		,	~									
	5								[Search	Reset	Save	Add Fie	lds 🔻	Reorder

Conditional Operators



Contains	•
Starts with	Contains
Ends with	
Equals	
Does not equal	
Contains	
Does not contain	

Conditional Operator Options

Adding Fields

Adding fields allows users to search for data that in not included in the Advanced or Basic Search functionality. Adding fields allows users to search with advanced fields with any given data.

1. Click the Add Fields dropdown arrow.

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						Basic	Manage Watchlist	Saved Se	earch /	VI Journais			
** Journal	Contains	~									** AI	least one	is requ
** Journal Batch	Starts with	v											
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Category	Equals	~											
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	** Journal Batch ** Journal Batch * Accounting Period Source Category ** Batch Status	** Journal Contains ** Journal Batch Starts with * Accounting Period Equals Source Equals Category Equals ** Batch Status Equals	** Journal Contains ** Journal Batch Starts with * Accounting Period Equals Source Equals Category Equals * Batch Status Equals *	** Journal Contains v ** Journal Batch Starts with v * Accounting Period Equats v Source Equats v Category Equats v ** Betch Status Equats v	** Journal Contains * Journal Batch Starts with * Accounting Period Equats Source Equats Category Equats * Betch Status Equats v v	** Journal Contains ** Journal Batch Starts with ** Accounting Period Equats Source Equats Cetegory Equats ** Betch Status Equats ** Betch Status Equats ** Betch Status Equats ** Second ** Second	Besic ** Journal Contains * Journal Batch Starts with ** Journal Batch Starts with ** Nov-20 ** Betch Status Equats ** Betch Status Equats ** Betch Status Equats ** ** Betch Status Equats ** ** ** ** ** ** ** ** ** *	** Journal Contains v ** Journal Batch Starts with v ** Cocounting Period Equats v Nov-20 Source Equats v Category Equats v ** Betch Status Equats v v	** Journal Contains ** Journal Contains ** Journal Batch Starts with * Journal Batch Starts with * Accounting Period Equats Source Equats Category Equats * Batch Status Equats * Batch Status * Batch Status * Batch Status	Basic Manage Wetchlist Saved Search And Search ** Journal Contains • • • ** Journal Bath Starts with • • * Journal Bath Starts with • • * Accounting Period Equals • Nov-20 • Source Equals • • • Category Equals • • • ** Batch Status Equals • • •	Basic Manage Watchilist Saved Search All Journals ** Journal Batch Starts with • ** Journal Batch Starts with • ** Journal Batch Equals • • Source Equals • • Category Equals • • ** Betch Status Equals • •		Basic Manage Watchlist Saved Search Al Journals ** Journal Contains * Journal Batch Starts with * Journal Batch Starts with * Source Equats * Nov-20 * Batch Status Equats * Search Reset Save. Add Fields

2. A dropdown arrow appears with various options. Users should select the desired option.



15 •	• View • Format • +	🖉 📅 📴 Detact	h ⊕l Wrap	Post Batch R	everse Batch Reverse	Journal		Accounting Date
	Journal	Journal Batch	Accounting Period	Source	Category	Journal Entered Debit	Journa	Accounting Period Accounting Sequence Name Accounting Sequence Number
۲	0500 DEP 12/22/20 Confer	0500 DEP 12/22/20 Confer	Nov-20	Manual	DEP - ACH	1,111.00 USD	1,1	Approval Date
۲	0600 PAY 11/22/20 General	0600 PAY 11/22/20 General	Nov-20	Manual	PAY-6-GENERA	1,500.00 USD	1,50	Approval Status Balance Type
۲	0500 PAY 11/22/20 General	Pay Test - Absolute	Nov-20	AutoCopy	PAY-6-GENERA	220.00 USD	23	Batch Description
•	1 Global Intercompany	2189 Global Intercompany	Nov-20	AutoCopy	Global Intercom	200.00 USD	20	Category
•	1 Global Intercompany	2205 Global Intercompany	Nov-20	AutoCopy	Global Intercom	80.00 USD		Completion Status
*	AWTEST	AW TEST	Nov-20	Manual	DEP - CASH &	10.20 USD		Creation Date
*	AW-GB-TEST01	AW-GB-TEST01	Nov-20	Manual	DEP - CASH &	123.45 USD	12	Currency
۴.	Am-reS1-J01	AW-TEST-BATCH	NOV-20	Manual	DEP - CASH &	10.00 USD		Verandiditte

Additional Field Options

Query-by-Example

To conduct a Query-by-Example search in NCFS, please follow the steps below. *Note: In order to make this guide relevant to all users, this functionality is demonstrated via the General Accounting Module.

1. Enter desired search criteria then click [SEARCH].

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Data Access Set: NC CASH US [Change]													
Manage Journals (2)													Done
⊿ Search							Basic	Manage Watchlist	Saved Search	All Journa	is copy		~
												** At least on	ie is required
	Journal	Contains	~										
	** Journal Batch	Starts with	~										
	** Accounting Period	Equals	*	Mar-21		-							
	Source	Equals	~			•							
	Category	Equals	~										
	** Batch Status	Equals	~		~								
									Search	t Save	Add	Fields T	Reorder

Advanced Search



2. Click Query-by-Example to narrow the necessary search options.

Sea	irch						Basic Manage Wa	All Journals co
Actions	View 🔻 Format 👻 🕂	/ 🎵 🕞 Detad	:h ⊕l Wrap	Post Batch	Reverse Batch Reverse	Journal		
	Journal	Journal Batch	Accounting Period	Source	Category	Journal Entered Debit	Journal Entered Credit	Batch Status
Þ	Mar-21 Payments	Payables A 117487000001	Mar-21	Payables	Payments	1,000.00 USD	1,000.00 USD	Posted
Þ	Mar-21 Payments	Payables A 117493000001	Mar-21	Payables	Payments	50.00 USD	50.00 USD	Posted
Þ	Mar-21 Purchase Invoices	Payables A 109642000001	Mar-21	Payables	Purchase Invoices	0.15 USD	0.15 USD	Posted
₽	Mar-21 Purchase Invoices	Payables A 109642000001	Mar-21	Payables	Purchase Invoices	15.00 USD	15.00 USD	Posted
Þ	Mar-21 Purchase Invoices	Payables A 116254000001	Mar-21	Payables	Purchase Invoices	1,250.00 USD	1,250.00 USD	Posted
Þ	Mar-21 Purchase Invoices	Payables A 117493000001	Mar-21	Payables	Purchase Invoices	1,290.00 USD	1,290.00 USD	Posted

Query-by-Example Option

3. The Search fields appear. Enter the desired search criteria then click [Enter] on the keyboard.

2					Payments			
	Journal	Journal Batch	Period	Source	Category	Debit	Credit	Batch Status
Þ	Mar-21 Payments	Payables A 117487000001	Mar-21	Payables	Payments	1,000.00 USD	1,000.00 USD	Posted
Þ	Mar-21 Payments	Payables A 117493000001	Mar-21	Payables	Payments	50.00 USD	50.00 USD	Posted
ows S	elected 1 Columns Hidden	36						

Query-by-Example Fields

Wildcards

Users can use wildcard characters to complete keywords used in search criteria to pull the desired data.

Data Access Set: NC CASH US [Change]						
Manage Journals ⑦						
Search					Basic Manage Watchlist	Saved
	** Journal	Contains	~			
	** Journal Batch	Contains	∽ %Pay			
	** Accounting Period	Equals	✓ Mar-21	-		
	Source	Equals 🗸		-		
	Category	Equals ~				
	** Batch Status	Equals ~	~			
						Search

Wildcard Search



Pattern	Means	Example
%abc	Begins with anything (or nothing), <u>ends in</u> <u>abc</u>	abc, redabc, Altoonaabc, Game of abc, 99abc
Abc%	Begins with Abc, followed by anything (or nothing) (Often implied/not needed)	Abcapple, Abc Corp., Abc71a, Abc
%abc%	Contains abc somewhere in the data – or all by itself	Largeabc738, Babc, abcash, abc

Wrap Up

The NCFS Search capabilities are designed to make it easier to sort through large amounts of data. These capabilities assist users in retrieving and analyzing large sources of data for their business process needs.

Additional Resources

For more information on Searching Capabilities, please review the following materials:

Web Based Training (WBT)

• None

Instructor Led Training (ILT)

• NAV 100: Advanced Navigation and Inquiry

Quick Reference Guides (QRGs)

• None

