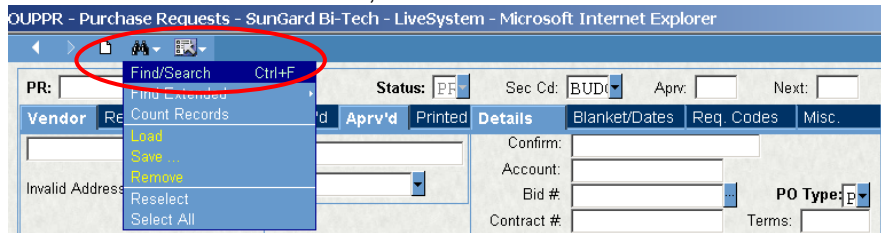
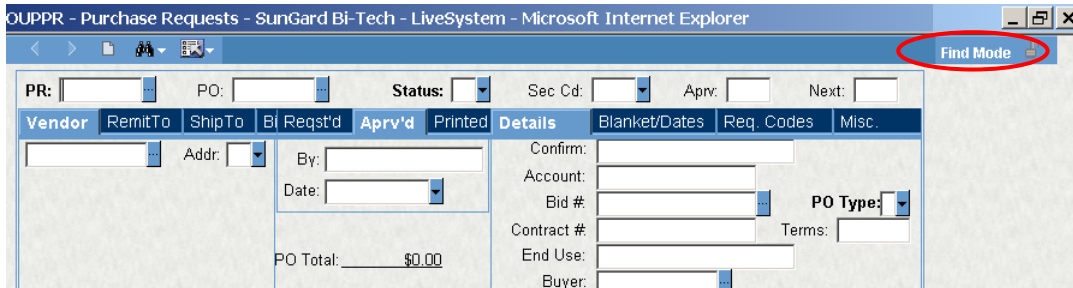


# FORT HAYS STATE UNIVERSITY ACTIVITY ACCOUNT OR STATE ACCOUNT FIND/SEARCH

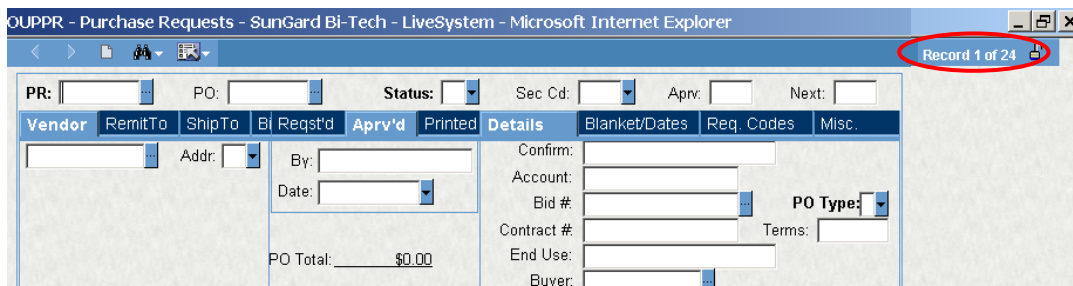
To search, click the binoculars and select Find/Search, or use Ctrl+F.



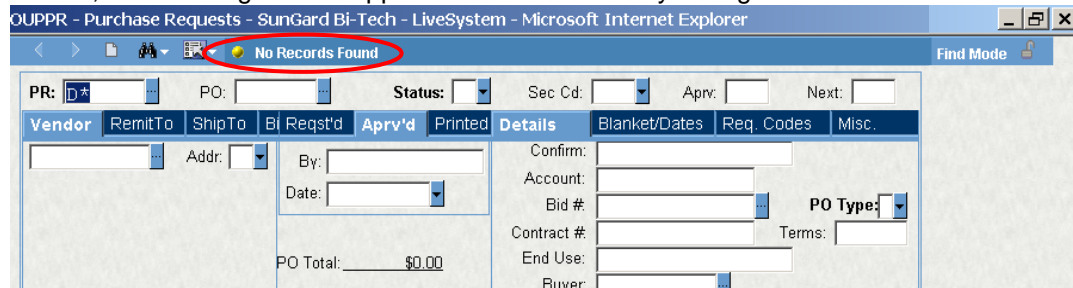
The PR will be in Find Mode.



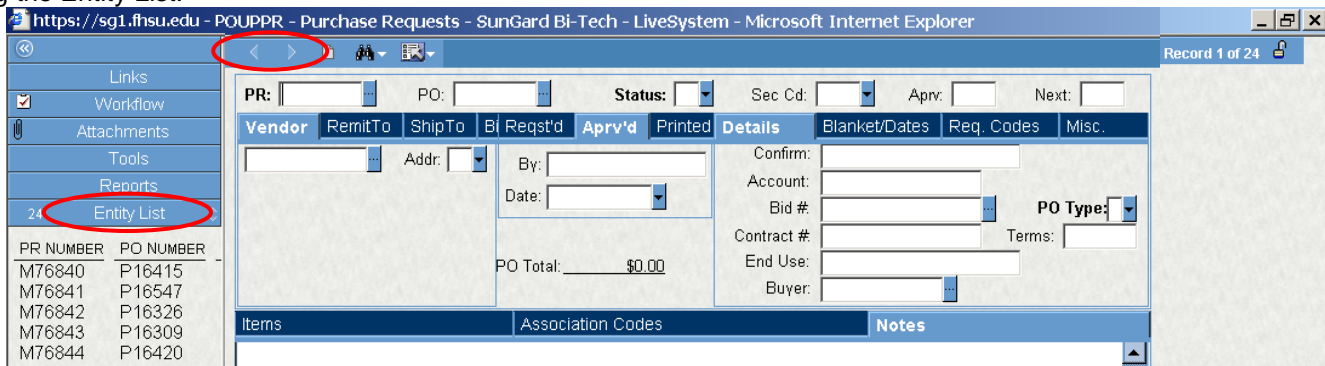
Type your search in the field(s) you are searching and press Enter to complete the search. The number of records found will be shown.



If no records are found, that message would appear. Press the Esc key to begin a new search.



Once the search is completed, the records can be viewed one at a time by using either the Previous and Next arrows or using the Entity List.



# **FORT HAYS STATE UNIVERSITY ACTIVITY ACCOUNT OR STATE ACCOUNT FIND/SEARCH**

## **Suggested Searches:**

- To search for PRs, type PR in the Status box and press Enter.
- To search for POs, type PO in the Status box and press Enter.
- To search for a vendor, click into the Vendor box and choose Lookup. Type the vendor's name or last name if it is an individual. Click on the vendor's name and click OK. Press Enter.
- To search for only the department's records, click the Sec Cd and choose the department from the drop-down menu. (The MULT code is used to allow all departments to view a PR.) Press Enter.

Any field in the IFAS POUPPR screen can be used in a search, except for text fields (Ex. Notes tabs, Description in the Items tab, etc.) Also, multiple fields can be searched at once to narrow the search.