
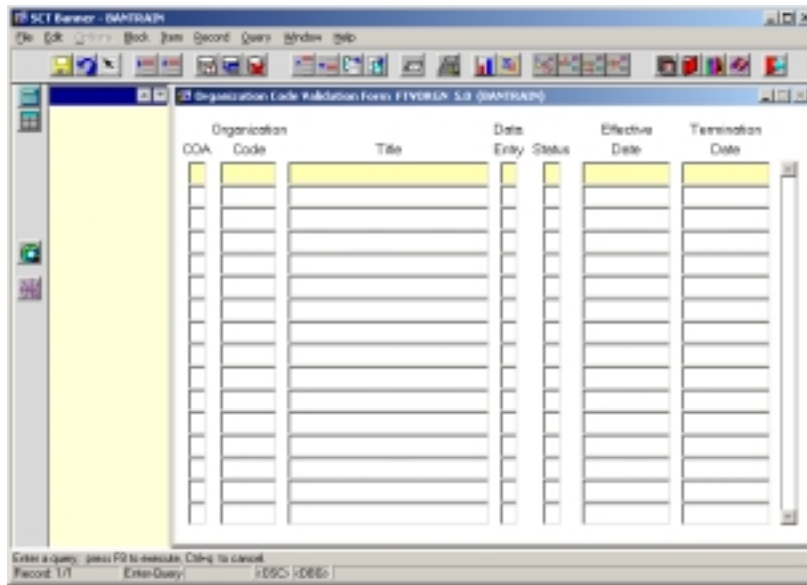



## How to Search for an Organization Code Using the form FTVORGN

1. Type the form **FTVORGN** in the **Direct Access** field on the Main Menu.
2. Press the **F7** key or use the **Enter Query** icon .
3. **Tab** to the **Title** field and enter your search criteria using the **Wild Card** symbol **%**. Remember, Banner is **Case Sensitive** (*Example: %Chem%*).



The screenshot shows the 'SCT Banner - BANNER' application window. The title bar indicates the current form is 'Organization Code #Substitution Form: FTVORGN - S.O. (BANNER)'. The main area contains a table with the following columns: Organization COA, Code, Title, Data Entry, Status, Effective Date, and Termination Date. The table is currently empty. At the bottom of the window, there is a status bar with the text: 'Enter a query: press F9 to execute, Ctrl-Q to cancel', 'Record: 1/1', 'Enter-Query: F05C RD88', and a keyboard icon.

4. Press the **F8** key or use the **Execute Query** icon .

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For **MORE INFORMATION** on this form see the Form Documentation