Appendix D
Searching for a Fund Using the Funds Screen

As you are completing the information on the Detailed Field Trip Request screen (Figure D-1), you may wish to enter a fund for your trip in the Fund field. You can enter the fund number in the Fund field or click the drop-down arrow and choose the number. However, if you don't know the fund number, you can click the Fund button and search for the fund using the Funds List screen (Figure D-2).

Click the Fund button if you need to look up the fund name.

Figure D-1.The Fund Button on the Detailed Field Trip Request Screen

You can quickly search for a fund by its fund number or description using T.O.M.'s search feature. If you don't know the fund number, searching by fund description is helpful. If you have a lot of funds, searching can be faster than scrolling. You can limit or expand your fund search by selecting All loans, only Active loans or only Inactive loans in the Status field.

1. Enter the fund number or fund description, as described below.

2. Select Active, Inactive or All in the Status field.

3. Click the Find button. If a match is found, the fund(s) will be displayed in the Existing Funds list.
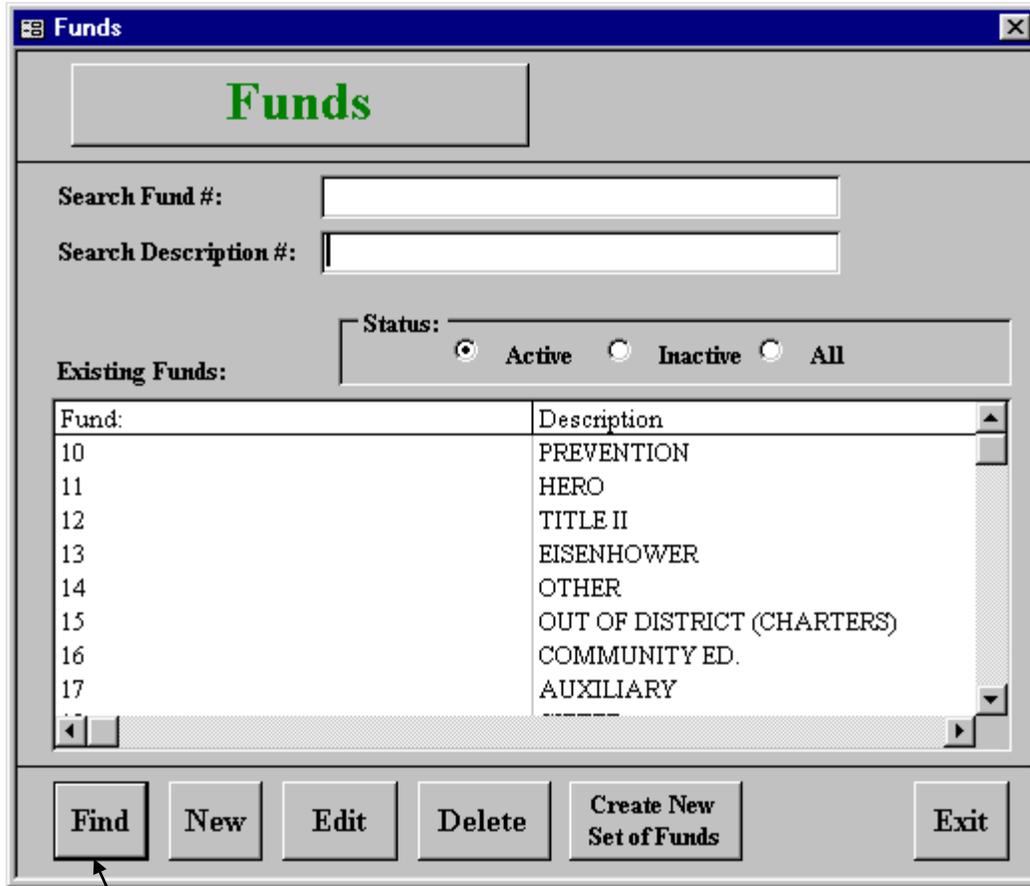
Enter the fund # or description, click Active,
Inactive or All, and then click the Find button
to start the search.

Figure D-2.The Funds List Screen

NOTE: To select all funds again, delete the search information and click the Find button.

Search Fund #: Enter the fund number, if you know it.

Search Description: Enter all or part of the fund description, if you know it. If you enter part of the fund description, it must be the beginning, such as "ARIZONA" or "ARIZ" as part of all fund descriptions that begin with "ARIZONA."

Status: Click one of the three options to select only Active funds, only Inactive funds or All funds.

ⓘ *T.O.M Tip*

*As a school user, you have permission to use only the Find and Exit buttons.
You do not have permission to use the New, Edit, Delete and Create New Set of Funds buttons.*