



Wild Card Searches in Galaxy

This document contains step-by-step instructions to complete wild card searches in the *Galaxy* system.

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Wild Card Searches

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Introduction

For many of the search fields found in **Galaxy**, Wild Card Characters are available. This document is designed to help the **Galaxy** end user with short cuts in search criteria. In this document you will find screen examples using the wild card criteria available.

This document only provides a few examples of utilizing the wildcard characters. There are endless possibilities for time saving searches.

Wild Card Characters

The **forward slash (/)** may be used in place of any character and is positional. This character is available to use in place of numeric and alpha characters.

The **asterisk (*)** may be used for any character. This character is available to use in place of numeric and alpha characters.

XXXX is used to combine all characters and can only be used on two screens, **View Financial Summary by Fund and Resource*** and **View General Ledger Summary**.

Blank search criteria will return all applicable data. Blank search criteria is available in all areas.

Support Plan

System Support is available Monday through Friday for **Galaxy** support. Please call (909) 826-6492 or email tgarcia@rcoe.k12.ca.us or lcorning@rcoe.k12.ca.us

***View Financial Summary by Fund and Resource has a school code field that only allows 3 characters. In this scenario, you would type only XXX, instead of XXXX to combine the school codes for one total.**

Forward Slash (/) Examples

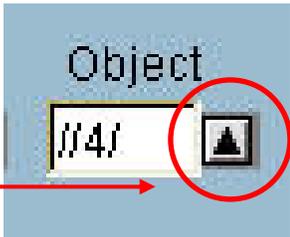
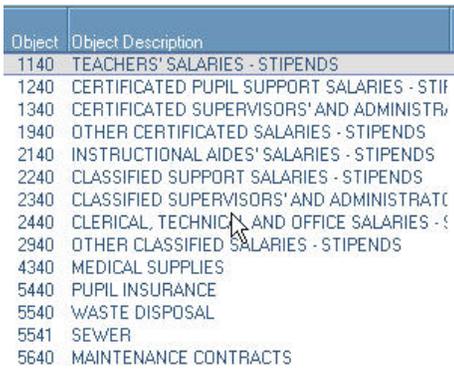
The forward slash (/) can be used in place of both numeric and alpha characters. But since this wild card character is positional, all positions in that particular search field must have a numeric, alpha, or forward slash value. For instance, if you are looking for all object codes with a third digit of 4, you would need to type //4/. Notice that all the positions are filled with a value.

Listed below are only a few of the screens where the forward slash (/) can be used:

- View Detail Account
- View Financial Summary
- View Transactions Entered
- All View SACS Components screens
- All Employee Name searches
- View Budget

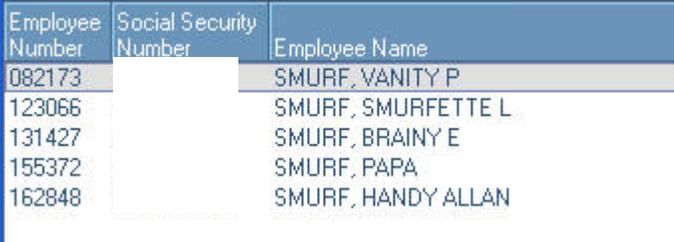
Using the forward slash in account string searches

If you are looking for all object codes with the third digit of 4 (i.e. 4340, 5641, 8043 etc.), in the object code box you can type //4/.

<p>Type //4/</p> <p>Then click the pop-up arrow. </p>																															
<p>The pop-up box will display the results that meet the search criteria.</p>	 <table border="1"><thead><tr><th>Object</th><th>Object Description</th></tr></thead><tbody><tr><td>1140</td><td>TEACHERS' SALARIES - STIPENDS</td></tr><tr><td>1240</td><td>CERTIFICATED PUPIL SUPPORT SALARIES - STIPENDS</td></tr><tr><td>1340</td><td>CERTIFICATED SUPERVISORS' AND ADMINISTRATIVE SALARIES - STIPENDS</td></tr><tr><td>1940</td><td>OTHER CERTIFICATED SALARIES - STIPENDS</td></tr><tr><td>2140</td><td>INSTRUCTIONAL AIDES' SALARIES - STIPENDS</td></tr><tr><td>2240</td><td>CLASSIFIED SUPPORT SALARIES - STIPENDS</td></tr><tr><td>2340</td><td>CLASSIFIED SUPERVISORS' AND ADMINISTRATIVE SALARIES - STIPENDS</td></tr><tr><td>2440</td><td>CLERICAL, TECHNICAL, AND OFFICE SALARIES - STIPENDS</td></tr><tr><td>2940</td><td>OTHER CLASSIFIED SALARIES - STIPENDS</td></tr><tr><td>4340</td><td>MEDICAL SUPPLIES</td></tr><tr><td>5440</td><td>PUPIL INSURANCE</td></tr><tr><td>5540</td><td>WASTE DISPOSAL</td></tr><tr><td>5541</td><td>SEWER</td></tr><tr><td>5640</td><td>MAINTENANCE CONTRACTS</td></tr></tbody></table>	Object	Object Description	1140	TEACHERS' SALARIES - STIPENDS	1240	CERTIFICATED PUPIL SUPPORT SALARIES - STIPENDS	1340	CERTIFICATED SUPERVISORS' AND ADMINISTRATIVE SALARIES - STIPENDS	1940	OTHER CERTIFICATED SALARIES - STIPENDS	2140	INSTRUCTIONAL AIDES' SALARIES - STIPENDS	2240	CLASSIFIED SUPPORT SALARIES - STIPENDS	2340	CLASSIFIED SUPERVISORS' AND ADMINISTRATIVE SALARIES - STIPENDS	2440	CLERICAL, TECHNICAL, AND OFFICE SALARIES - STIPENDS	2940	OTHER CLASSIFIED SALARIES - STIPENDS	4340	MEDICAL SUPPLIES	5440	PUPIL INSURANCE	5540	WASTE DISPOSAL	5541	SEWER	5640	MAINTENANCE CONTRACTS
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Using the forward slash in employee name searches

If you are looking for all employees with the last name of SMURF, but are unsure how it is spelled, you can use the forward slash in place of the characters you are unsure of. (i.e. Smurf, Smerf, Smirf etc.)

Type SM//F																			
The pop-up box will display the results with all names that meet the search criteria.	 <table border="1"><thead><tr><th>Employee Number</th><th>Social Security Number</th><th>Employee Name</th></tr></thead><tbody><tr><td>082173</td><td></td><td>SMURF, VANITY P</td></tr><tr><td>123066</td><td></td><td>SMURF, SMURFETTE L</td></tr><tr><td>131427</td><td></td><td>SMURF, BRAINY E</td></tr><tr><td>155372</td><td></td><td>SMURF, PAPA</td></tr><tr><td>162848</td><td></td><td>SMURF, HANDY ALLAN</td></tr></tbody></table>	Employee Number	Social Security Number	Employee Name	082173		SMURF, VANITY P	123066		SMURF, SMURFETTE L	131427		SMURF, BRAINY E	155372		SMURF, PAPA	162848		SMURF, HANDY ALLAN
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Asterisk (*) Examples

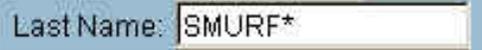
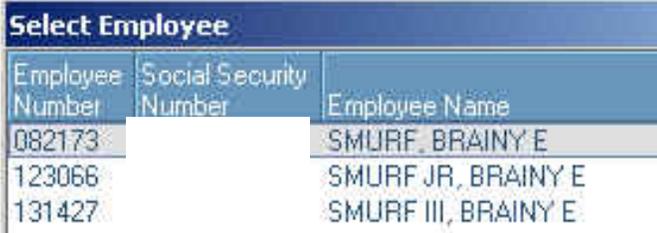
The asterisk (*) wild card character is used to fill in the blanks. For instance, you know the last name is Williams, but you are unsure of the spelling and if he is a JR., Sr., or III. The asterisk is used in place of unknown characters.

Some screen examples are:

- View Detail Account
- View Financial Summary
- View Transactions Entered
- All View SACS Components screens
- All Employee Name searches
- View Budget
- And many more

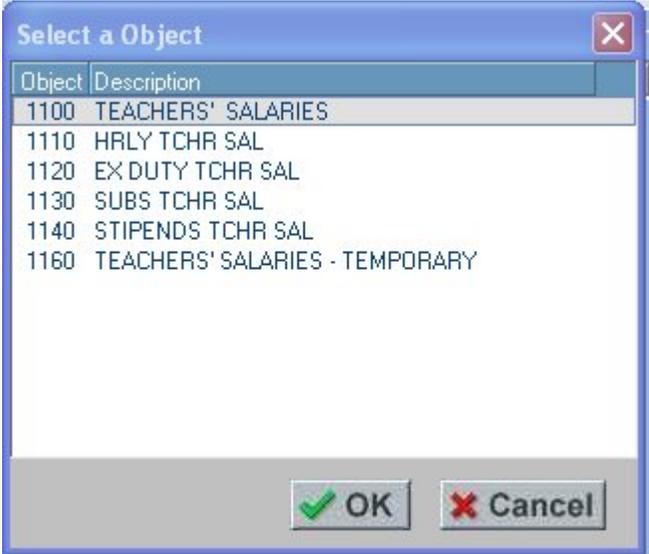
Using the asterisk in employee name searches

If you are looking for all employees with the last name of SMURF, but are unsure of the spelling and/or if he is a JR., Sr., or III, you can use the asterisk wildcard character.

Type SMU*																
The pop-up box will display the results with all names that meet the search criteria.	 <table border="1"><thead><tr><th colspan="3">Select Employee</th></tr><tr><th>Employee Number</th><th>Social Security Number</th><th>Employee Name</th></tr></thead><tbody><tr><td>082173</td><td></td><td>SMURF, BRAINY E</td></tr><tr><td>123066</td><td></td><td>SMURF JR, BRAINY E</td></tr><tr><td>131427</td><td></td><td>SMURF III, BRAINY E</td></tr></tbody></table>	Select Employee			Employee Number	Social Security Number	Employee Name	082173		SMURF, BRAINY E	123066		SMURF JR, BRAINY E	131427		SMURF III, BRAINY E
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Using the asterisk in account string searches

If you are looking for all object codes that begin with 11 (i.e. 1110, 1120, 1130 etc.), in the object code box you can type **11***.

<p>Type 11*</p> <p>Then click the pop-up arrow. </p>	
<p>The pop-up box will display the results with all object codes that begin with 11.</p>	

Using the asterisk in vendor name searches

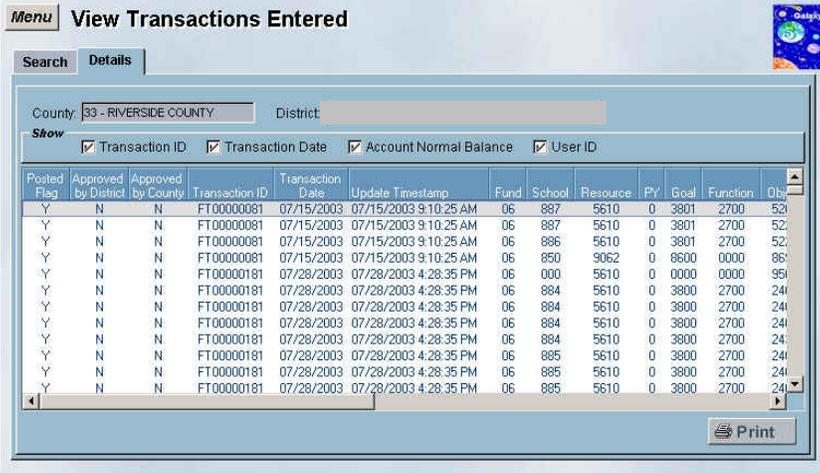
If you are looking for AT&T, but are unsure how the vendor name was entered, you can use the asterisk in place of the characters you are unsure of. (i.e. AT&T or AT&T Wireless etc.)

NOTE: The *Vendor Number* field does not allow the forward slash or the asterisk characters.

Type AT&T*	
The pop-up box will display all vendor names that meet the search criteria.	

Using the asterisk in transaction ID searches

You can use the asterisk to save time. For instance, the Transaction ID in the financial system is quite lengthy. Using the asterisk, you can type the minimum number of characters. If we are looking for Transaction ID FT00000081, you can type FT*81, which will fill in the blanks of zeros for you.

<p>Type FT*81</p>																																																																																																																																																													
<p>The Details tab will display the results that meet the search criteria.</p>	 <p>View Transactions Entered</p> <p>County: B3 - RIVERSIDE COUNTY District: _____</p> <p>Show <input checked="" type="checkbox"/> Transaction ID <input checked="" type="checkbox"/> Transaction Date <input checked="" type="checkbox"/> Account Normal Balance <input checked="" type="checkbox"/> User ID</p> <table border="1"> <thead> <tr> <th>Posted Flag</th> <th>Approved by District</th> <th>Approved by County</th> <th>Transaction ID</th> <th>Transaction Date</th> <th>Update Timestamp</th> <th>Fund</th> <th>School</th> <th>Resource</th> <th>PY</th> <th>Goal</th> <th>Function</th> <th>Obj</th> </tr> </thead> <tbody> <tr> <td>Y</td> <td>N</td> <td>N</td> <td>FT00000081</td> <td>07/15/2003</td> <td>07/15/2003 9:10:25 AM</td> <td>06</td> <td>887</td> <td>5610</td> <td>0</td> <td>3801</td> <td>2700</td> <td>52</td> </tr> <tr> <td>Y</td> <td>N</td> <td>N</td> <td>FT00000081</td> <td>07/15/2003</td> <td>07/15/2003 9:10:25 AM</td> <td>06</td> <td>886</td> <td>5610</td> <td>0</td> <td>3801</td> <td>2700</td> <td>52</td> </tr> <tr> <td>Y</td> <td>N</td> <td>N</td> <td>FT00000081</td> <td>07/15/2003</td> <td>07/15/2003 9:10:25 AM</td> <td>06</td> <td>850</td> <td>9062</td> <td>0</td> <td>8600</td> <td>0000</td> <td>86</td> </tr> <tr> <td>Y</td> <td>N</td> <td>N</td> <td>FT00000181</td> <td>07/28/2003</td> <td>07/28/2003 4:28:35 PM</td> <td>06</td> <td>000</td> <td>5610</td> <td>0</td> <td>0000</td> <td>0000</td> <td>95</td> </tr> <tr> <td>Y</td> <td>N</td> <td>N</td> <td>FT00000181</td> <td>07/28/2003</td> <td>07/28/2003 4:28:35 PM</td> <td>06</td> <td>884</td> <td>5610</td> <td>0</td> <td>3800</td> <td>2700</td> <td>24</td> </tr> <tr> <td>Y</td> <td>N</td> <td>N</td> <td>FT00000181</td> <td>07/28/2003</td> <td>07/28/2003 4:28:35 PM</td> <td>06</td> <td>884</td> <td>5610</td> <td>0</td> <td>3800</td> <td>2700</td> <td>24</td> </tr> <tr> <td>Y</td> <td>N</td> <td>N</td> <td>FT00000181</td> <td>07/28/2003</td> <td>07/28/2003 4:28:35 PM</td> <td>06</td> <td>884</td> <td>5610</td> <td>0</td> <td>3800</td> <td>2700</td> <td>24</td> </tr> <tr> <td>Y</td> <td>N</td> <td>N</td> <td>FT00000181</td> <td>07/28/2003</td> <td>07/28/2003 4:28:35 PM</td> <td>06</td> <td>884</td> <td>5610</td> <td>0</td> <td>3800</td> <td>2700</td> <td>24</td> </tr> <tr> <td>Y</td> <td>N</td> <td>N</td> <td>FT00000181</td> <td>07/28/2003</td> <td>07/28/2003 4:28:35 PM</td> <td>06</td> <td>885</td> <td>5610</td> <td>0</td> <td>3800</td> <td>2700</td> <td>24</td> </tr> <tr> <td>Y</td> <td>N</td> <td>N</td> <td>FT00000181</td> <td>07/28/2003</td> <td>07/28/2003 4:28:35 PM</td> <td>06</td> <td>885</td> <td>5610</td> <td>0</td> <td>3800</td> <td>2700</td> <td>24</td> </tr> <tr> <td>Y</td> <td>N</td> <td>N</td> <td>FT00000181</td> <td>07/28/2003</td> <td>07/28/2003 4:28:35 PM</td> <td>06</td> <td>885</td> <td>5610</td> <td>0</td> <td>3800</td> <td>2700</td> <td>24</td> </tr> </tbody> </table> <p>Print</p>	Posted Flag	Approved by District	Approved by County	Transaction ID	Transaction Date	Update Timestamp	Fund	School	Resource	PY	Goal	Function	Obj	Y	N	N	FT00000081	07/15/2003	07/15/2003 9:10:25 AM	06	887	5610	0	3801	2700	52	Y	N	N	FT00000081	07/15/2003	07/15/2003 9:10:25 AM	06	886	5610	0	3801	2700	52	Y	N	N	FT00000081	07/15/2003	07/15/2003 9:10:25 AM	06	850	9062	0	8600	0000	86	Y	N	N	FT00000181	07/28/2003	07/28/2003 4:28:35 PM	06	000	5610	0	0000	0000	95	Y	N	N	FT00000181	07/28/2003	07/28/2003 4:28:35 PM	06	884	5610	0	3800	2700	24	Y	N	N	FT00000181	07/28/2003	07/28/2003 4:28:35 PM	06	884	5610	0	3800	2700	24	Y	N	N	FT00000181	07/28/2003	07/28/2003 4:28:35 PM	06	884	5610	0	3800	2700	24	Y	N	N	FT00000181	07/28/2003	07/28/2003 4:28:35 PM	06	884	5610	0	3800	2700	24	Y	N	N	FT00000181	07/28/2003	07/28/2003 4:28:35 PM	06	885	5610	0	3800	2700	24	Y	N	N	FT00000181	07/28/2003	07/28/2003 4:28:35 PM	06	885	5610	0	3800	2700	24	Y	N	N	FT00000181	07/28/2003	07/28/2003 4:28:35 PM	06	885	5610	0	3800	2700	24
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Four X's (XXXX) Examples*

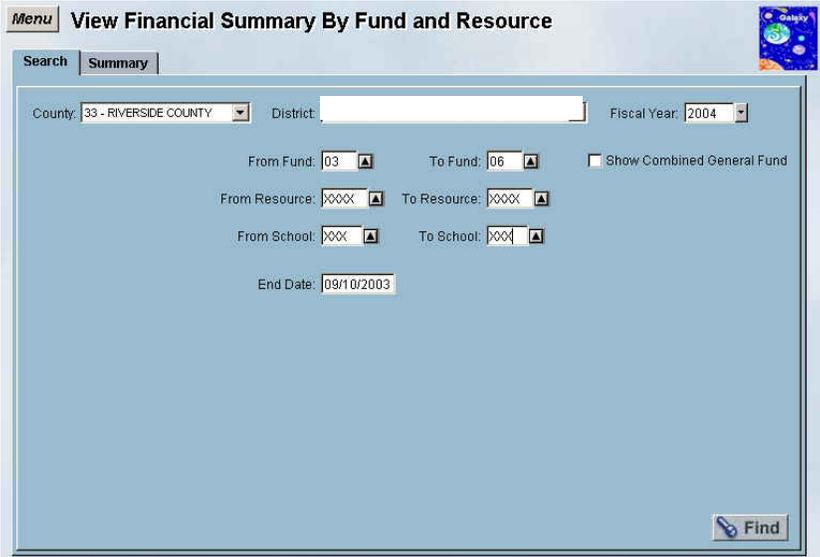
XXXX is used to combine all characters and can only be used on the following screens:

View Financial Summary by Fund and Resource*
View General Ledger Summary

* The View Financial Summary by Fund and Resource has a School code field, which is only 3 digits. Using the X's wildcard character here you would only type XXX.

Using XXXX on the View Financial Summary by Fund and Resource screen

In this example, we are looking for financial data for Fund 03, all Resources combined, and all Schools combined. And then financial data for Fund 06, all Resources combined, and all Schools combined.

<p>Type <i>From Fund 03</i> <i>To Fund 06</i></p> <p>Then type <i>From Resource XXXX</i> <i>To Resource XXXX</i> (Since there are 4 characters in a Resource code)</p> <p>Then type <i>From School XXX</i> <i>To School XXX</i> (Since there are 3 characters in a School code)</p>	
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Using XXXX on the View General Ledger Summary screen

In this example, we want the cash balance for all of our Funds, all Resources combined.

Leave the *Fund* box blank (we want all Funds returned)

Then type *Resource XXXX*

Then type *GL Account Code 9110*
(For Cash)

Menu View General Ledger Summary

Search Details

County: 33 - RIVERSIDE COUNTY District: []

End Date: 09/10/2003 Fund: [] Resource: XXXX GL Account Code: 9110

Show Combined General Fund

Find

The Details tab will display the results that meet the search criteria.

Menu View General Ledger Summary

Search Details

County: 33 - RIVERSIDE COUNTY District: [] End Date: 09/10/2003

Fund	Resource	G/L Object	G/L Object Description	Debit Amount	Credit Amount	Balance
03	XXXX	9110	CASH IN COUNTY TREASURY			
06	XXXX	9110	CASH IN COUNTY TREASURY			
12	XXXX	9110	CASH IN COUNTY TREASURY			
14	XXXX	9110	CASH IN COUNTY TREASURY			
16	XXXX	9110	CASH IN COUNTY TREASURY			
17	XXXX	9110	CASH IN COUNTY TREASURY			
25	XXXX	9110	CASH IN COUNTY TREASURY			
30	XXXX	9110	CASH IN COUNTY TREASURY			
35	XXXX	9110	CASH IN COUNTY TREASURY			
40	XXXX	9110	CASH IN COUNTY TREASURY			
67	XXXX	9110	CASH IN COUNTY TREASURY			
Adjusted Ending Fund Balance						61,121,313.11

Print

Blank () Examples

Leaving a search field blank in **Galaxy** will return all data in that field. For instance, if I am on **View Employee Position Costs**, and I leave all the search criteria blank, the Details tab will display records associated with every current employee in a position at a district.

Some screen examples where this might be helpful are:

- View Detail Account
- View Financial Summary
- View Transactions Entered
- All View SACS Components screens
- All Employee Name searches
- View Budget

Using a blank search in account string searches

For example, if you are looking for a list of all object codes, you can leave the search box blank.

<p>Leave the <i>Object</i> field blank</p> <p>Then click the pop-up arrow.</p>	
<p>The pop-up box will display the results with all object codes.</p>	