

# TEAMS: Wildcard Logic

This guide will demonstrate how to use "Wildcard logic" in TEAMS.

Similar to a wildcard the can represent "any card" when playing with a deck of cards, Wildcard logic in software refers to a single character used to represent "any character". TEAMS uses an asterisk (\*) as a wildcard. The use of Wildcard logic is likely easier to understand when shown in examples.

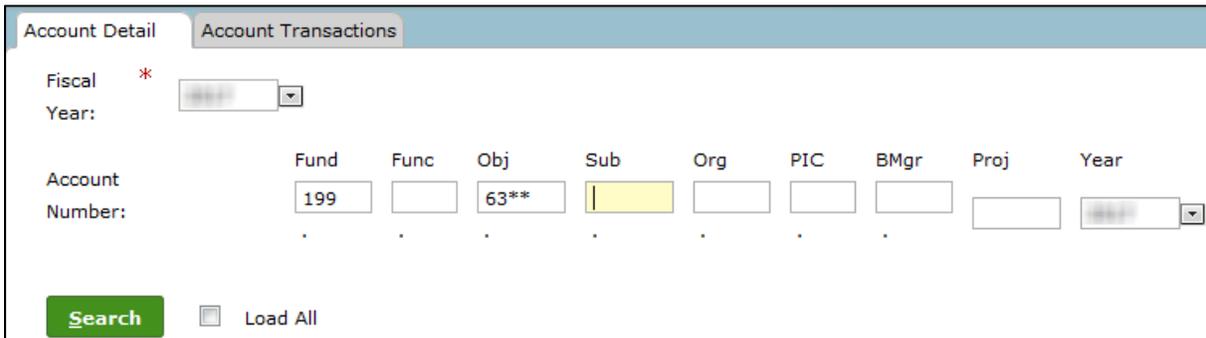
## Example 1 – Using Wildcards with My Accounts

1. Navigate to the **My Accounts** entry point.



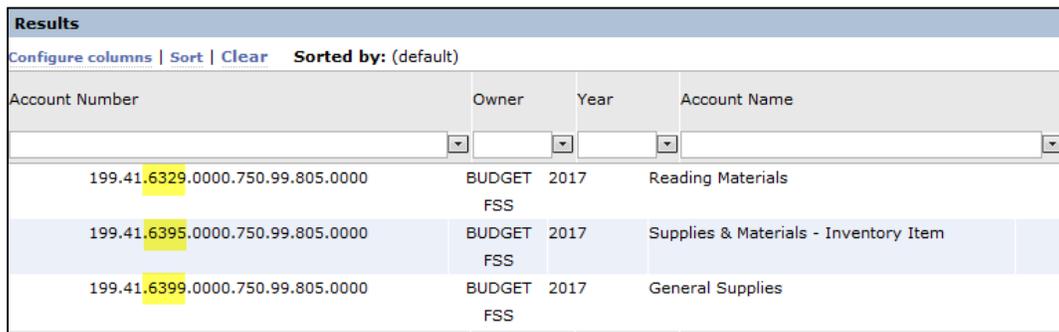
In this example, a search will be performed for *all* Supplies and Materials accounts.

2. Enter the Fund, skip the Function, and enter '63\*\*' as the Object. Press **Search**.



A screenshot of the "Account Transactions" search form. The "Fiscal Year" is set to 2017. The "Account Number" field is populated with "199" in the "Fund" column and "63\*\*" in the "Obj" column. The "Sub" column is empty. A green "Search" button and a "Load All" checkbox are visible at the bottom.

The wildcard logic will pull all available accounts that include the Major Object 6300 (Supplies and Materials). Data is not necessary for the Function, SubObject or other elements, since leaving the field blank does not limit the search parameters.

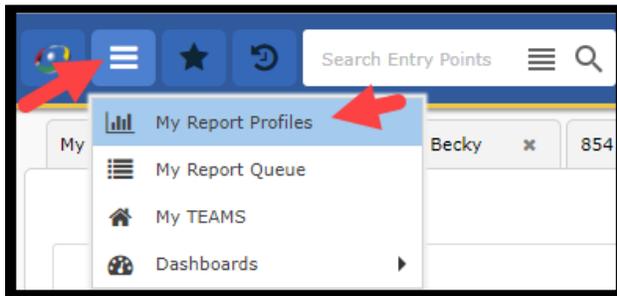


Results			
<a href="#">Configure columns</a>   <a href="#">Sort</a>   <a href="#">Clear</a>   Sorted by: (default)			
Account Number	Owner	Year	Account Name
199.41.6329.0000.750.99.805.0000	BUDGET	2017	Reading Materials
199.41.6395.0000.750.99.805.0000	BUDGET	2017	Supplies & Materials - Inventory Item
199.41.6399.0000.750.99.805.0000	BUDGET	2017	General Supplies

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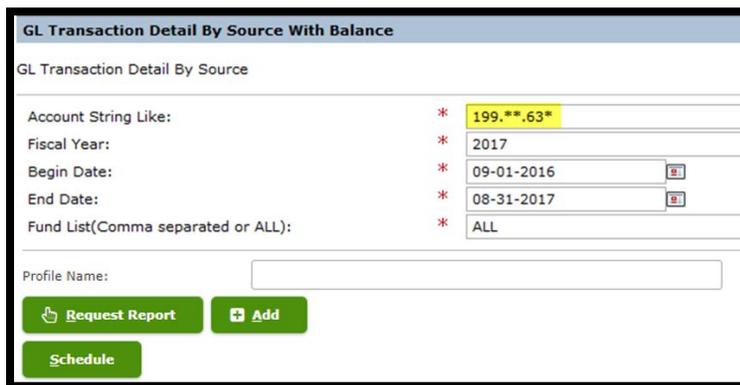
## Example 2 – Using Wildcards to Generate Reports

1. Navigate to the Report Profiles tree



Select the **GL Transaction Detail by Source with Balance** report. This report will be used in this example because the account code entry field is a single fillable field, rather than the individual account element boxes seen in the Expenditure reports. Similar to the previous example, we will generate a report for all accounts with the Major Object 6300 (Supplies and Materials).

2. In the **Account String Like** field, enter the account code desired, with asterisks replacing the Function and following the Major Object. Press **Request Report**.

A screenshot of the 'GL Transaction Detail By Source With Balance' report configuration screen. The form contains the following fields and values:

- Account String Like: \* 199.\*\*.63\* (highlighted in yellow)
- Fiscal Year: \* 2017
- Begin Date: \* 09-01-2016
- End Date: \* 08-31-2017
- Fund List(Comma separated or ALL): \* ALL

At the bottom of the form, there is a 'Profile Name' field and three buttons: 'Request Report', 'Add', and 'Schedule'.

Entering the account string this way places wildcard characters in the place of the function, as well as a wildcard for *all* characters following the Major Object.

3. Navigate to the Report Queue, then select the completed report.

