

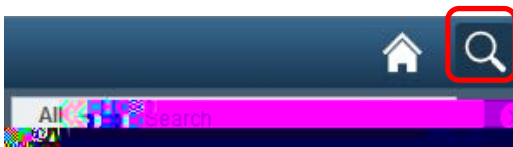


# Using the Search Feature in PeopleSoft Financials

PeopleSoft Financials introduced a new Oracle search feature in Release 5.30. This feature, called ElasticSearch, returns .3 (f)- an OI O.3 ( PeopleSoft Financials (r)-6 2 (e Th 470.88 0.954 (lle)-3.4 (ll1.

PeopleSoft provides a Global Search icon, which appears in the header of the PeopleSoft browser session.

The Global Search feature allows the user to search and drill down to a specific row of data without navigating through the menu structure and entering search criteria there.

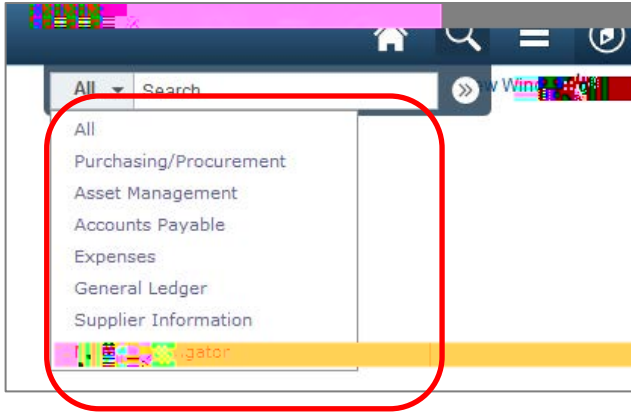


The Global Search Bar consists of

Users can click the down arrow



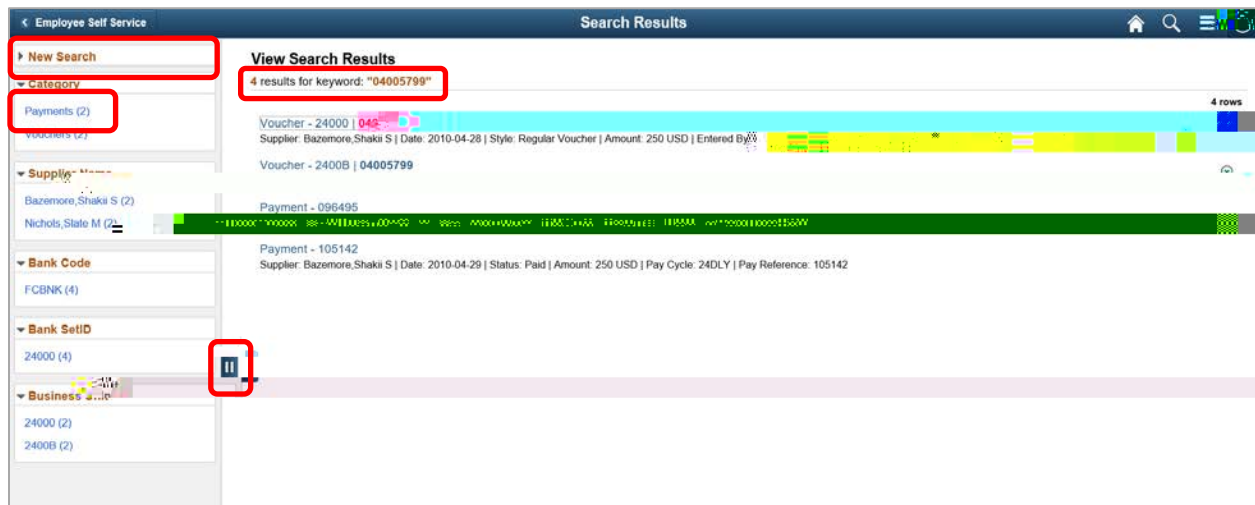
by the word All to get a list of search groups they can use to narrow their search. If they choose Accounts Payable, for example, and enter a voucher number in the search edit box, PeopleSoft will return every document with that number in the Accounts Payable module.



## II. How to View Search Results

After running a search using the Global Search bar, the system displays search results in an interactive box that allows users to choose filters or navigate to other screens.

This example illustrates the fields and controls returned on the Global Search Results page from our search for 04005799 in Accounts Payable.



### Search results features:

1. The left panel displays module-specific search options and predefined filters, also called facets, with which you can narrow your search. If you click on Payments, for example, you narrow your search to the 2 payment documents for 04005799.
2. The right panel displays all search results. Here, you can see we have 4. Users can click on the title, which is a clickable link (URL), to see an actual document or webpage.
3. Click the Show/Hide icon to retract or expand the filters panel.
4. The New Search area enables you to initiate a new search by selecting a search category and entering keywords.







## Search Operators in PeopleSoft Financials

In the Global Search bar and the Keyword Search box, PeopleSoft Financials supports the use of search operators along with keywords to specify the type of search to be performed, such as a phonetic search, stemming search, fuzzy search, and so on. Search operators and their functions are listed below.

Search	Symbol	Explanation
<b>All Words Must Appear</b>	&	Use & (ampersand) to specify that all words must appear in the results. Although all words in the search must appear, they may not appear in the order in which the user entered them and other words may be present.
<b>Exact Match</b>	“ ”	Use “ ” (double quotes) around words that make up a phrase that must be matched exactly.