



## Select Organization



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# Select Organization

The Organization lookup is used to select an organization(s).

## Select an organization:

- The organization(s) are listed in ascending order.
- To search for a specific organization, begin typing the organization code or description name in the **Search** field. The list is automatically filtered to display the organization(s) that contain the numbers or characters you have typed.
- When you locate the organization code you want to retrieve, select the corresponding checkbox and click **OK**. The lookup closes, and the field/parameter is populated with the selected organization(s).
- Click **Cancel** to close the lookup without selecting an organization.