



# Select Organization



# Table of Contents

<b>Select Organization</b> .....	i
<b>Select Organization</b> .....	1



# 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.