



CGI ADVANTAGE

RELEASE 3.11

Quick Access and Wildcards

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Purpose:

The tips provided in this document are provided to help CGI Advantage users move around the program quicker and easier.

Process:

CGI Advantage Wildcard Characters:

Below are wildcard characters that can be used to search within Advantage:

Asterisk (*)	Type *budget* in the Description field on the Page Search and all pages that have Budget in their description will be returned in the search results.
Colon (:)	Type 1/1/2018:1/15/2018 in the Create Date field on the Document Catalog to view all documents created on or after 1/1/2018 and on or before 1/15/2018.
Greater than Sign (>)	Type >1/14/2018 in the Create Date field on the Document Catalog to view all documents created on or after 1/14/2018
Greater than or Equal to Sign (>=)	Type >=1/14/2018 in the Create Date field on the Document Catalog to view all documents created on or after 1/14/2018.
Less than Sign (<)	Type <200 in the Fund field on the Fund table to view all funds that are less than \$200.00.
Less than or Equal to Sign (<=)	Type <=1000 in the Available Cash Balance search field on the Cash Balance table to view all funds that have an available cash balance of less
Not Equal to (<>)	Type <> D160 in the Department field to view all departments except D160



NOTE: Not all Wildcard Characters work on all document types. You will need to try them to find out whether they will work or not.



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CGI Advantage Quick Access Keys:

These shortcut keys can be used through screen readers or directly through the browser.

- For Internet Explorer ([ALT+Access Key] then Enter Key. For Firefox (ALT+Shift+Access Key).

Access Key	Action
0	First
1	Prev (Previous)
2	Next
3	Last
4	Search
5	Save
6	Undo
7	Delete
8	Insert Copied Line, Paste
9	Edit

Access Key	Action
C	Copy
I	Insert, Insert New Line
L	Validate
M	Action Menu
O	Copy Forward
P	Print
Q	Quick Search
S	Submit
X	Clear
Z	Back, Close



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Other Things to Know:

Comma (,), type D160, D180, D800 in the Department field to view select departments D160, D180, and D800. *(This is not only for departments. It can be used in other searches as well, but it does not work for ALL searches.)*

Acronyms:

Module Name	Acronym
Accounts Payable	AP
Asset Management	AM
Budgets	BUD
Chart of Accounts	COA
Comprehensive Accounting and Financial Reports	CAFR
Cost Accounting	CA
General Accounting	GA
General Accounting Expense Document	GAX
Government Accounting Standards Board	GASB
Grants LifeCycle Management	GLM
Inventory Management	INVM
Journal Voucher	JV
Performance Budgeting	PB
Procurement	PROC
Punch Out	PROC-POUT
Treasury Accounting	TA
Vendor	VEND
Vendor Self-Service	VSS