eSeePCON Tips, Tricks and Hints

Enter Parameters to invoke eSeePCON

Fiscal Year [ ]

Orgn Code [ ] **Fund Code** [ ] **Account Code** [ ]

[Continue] [Cancel and Exit]

Fiscal Year → This is a mandatory field that must include a 2 digit number representing the fiscal year.

Orgn Code → This is a mandatory field that represents the Executive Level, Division, Department or Sub-department being searched. The first letter must be capitalized and must be one of the following E, S, D, or Z. The E & S must be followed by the corresponding 2 digit number while the D & Z must be followed by the corresponding 3 digit number.

Fund Code → This is an optional field that can be left blank, partially completed or filled in completely. If left blank the search results returned will consist of all of the funds available to the org specified while entering any information into this filed will further sort the results returned.

Account Code → This is an optional field that can be left blank, partially completed or filled in completely. If left blank the search results returned will consist of all of the account codes available to the org specified while entering any information into this filed will further sort the results returned. All of the results returned will be sorted numerically by fund.

Once the results have been returned, the user can click on the variance field, highlighted in blue, to further drill down on the specific positions and incumbents in that specific fund and account.

In addition, the results returned can be copied and pasted directly in Excel if further analysis is necessary. Simply highlight all of the results returned and click 'edit' on the toolbar and then click 'copy'.   Open a new Excel spreadsheet and click 'edit' on the toolbar then click paste.