Functional Area/Org Ref ID Instructions

To enter the Functional Area start typing the course code. A list of options should drop down. You can also type Course code--00coursenumbersectionnumber

Note: some courses have two dashes after the course code, some only have one dash.

A second way to enter the Function Area is to use Search Criteria. Change "is" to "contains". Enter the course code and hit search. A list of options will appear.

If you do not see your course listed using either of these methods you can add it in EBS. Go to Actions → Create Org Ref ID
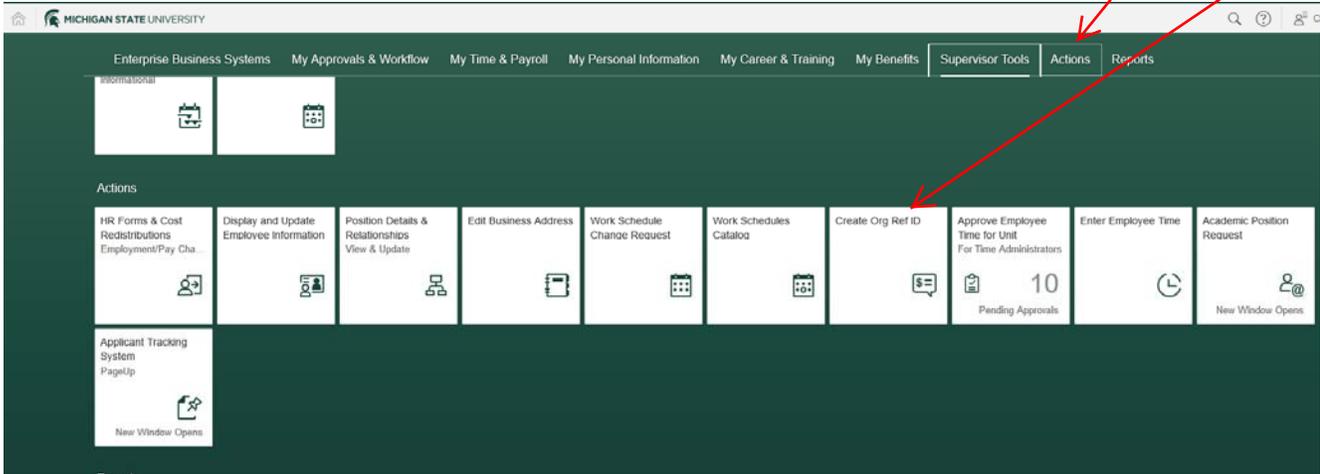
1. Type the Functional Area/Org Ref ID you want to create in the "Functional Area" box (the Finance System supports a maximum of eight characters).
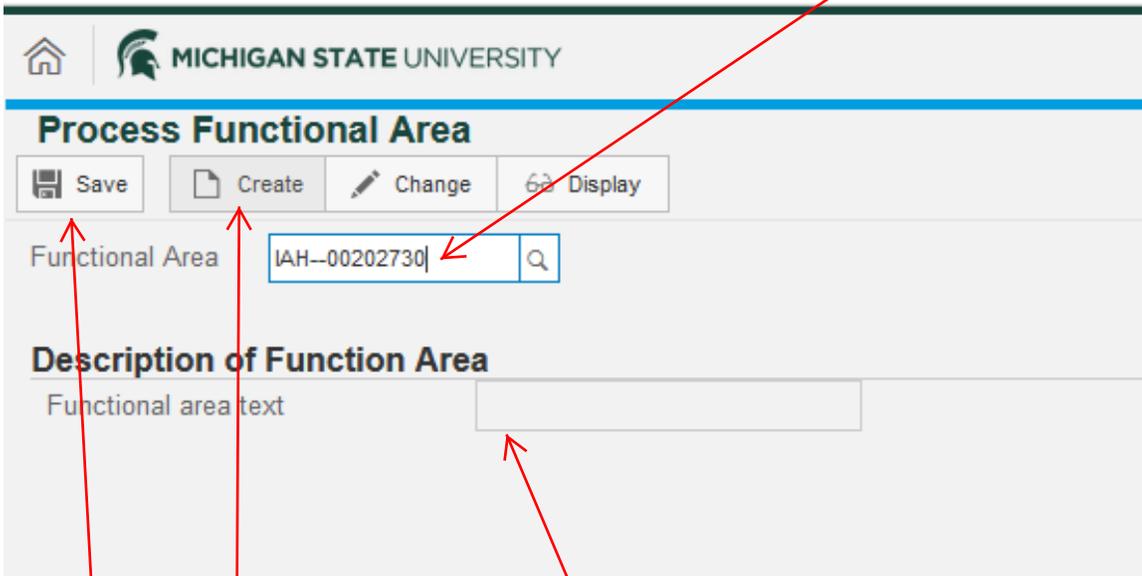
2. Click the Create (piece of paper) graphic.
3. Type description in the "Functional area text" box.
4. Click **Save**.
5. A message will appear in the lower left corner of the screen "Functional area has been saved."