Ways to Use FWIBUDG Key 1 and Key 2

**EXAMPLE 1 – Use Key 1 to summarize your units financial status**

Input your roll-up organization code  [“422000” in the example below]

Select “ORGN” in the **Key 1** field

Select the **Level** of summary desired  [“3” in the example below]

Level codes 1 thru 8 denote the level in the hierarchy in relationship to the org entered in the query. In other words:

“1” means the same org as entered in the query

“2” means one step below in the hierarchy, from the org entered in the query

“3” means two steps below in the hierarchy, from the org entered in the query, and so on through level “8”

In the query below, a VP roll-up org code with a level 2 key selected, generates a summary of all the VP’s responsibility units.
EXAMPLE 2 – Use ORGN in Key 1 to limit drill-down results to only your org.

Have you ever been reviewing your general fund in FWIBUDG and decided to drill-down to see account transaction detail, only to get every general fund transaction in the account, not just your org’s? This happens when you use a roll-up (non-data enterable) org code and the default Key 1 (FUND) and Key 2 (ACCT).

To limit the drill-down results to only your orgs: Select “ORGN” in the Key 1 field

Any Level code, including blank, will work
EXAMPLE 3 – When requesting ACTIVITY CODE data in your query, the Key order can affect the results.

If Key 1 is ACCT and Key 2 is ACTV ...

The results will include values even where the Activity code is blank ...

But if Key 1 is ACTV and Key 2 is ACCT ...

The results will omit values where the Activity code is blank ...

[See example next page .../
But if **Key 1** is **ACTV** and **Key 2** is **ACCT** ...

The results will omit values where the Activity code is blank ...

<table>
<thead>
<tr>
<th>ACTV</th>
<th>ACCT</th>
<th>Title</th>
<th>Adjusted Budget</th>
<th>YTD Activity</th>
<th>YTD Bu</th>
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Rev-(Exp+Lab+Trf)=NET: 0.0 -2,641,179.80