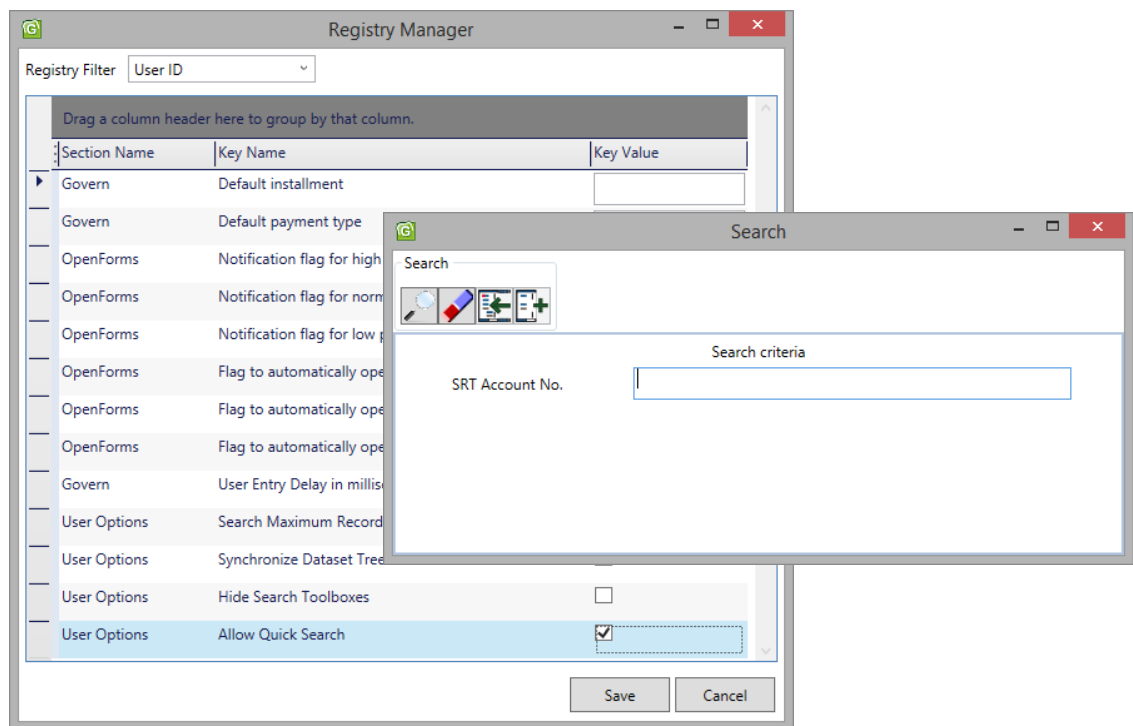


# APPENDIX C: CONFIGURING **ADVANCED** SEARCH

The following steps describe the configuration of the ST – **Advanced** Search feature. The **Advanced** Search screen is displayed as a popup when Save is clicked on the ST Filing form. Note the steps that are required to enable the Quick Search feature.

## Enable in User Registry



The first step in enabling the **Advanced** Search is to set the SY\_REGISTRY key value for **Advanced** Search to TRUE.

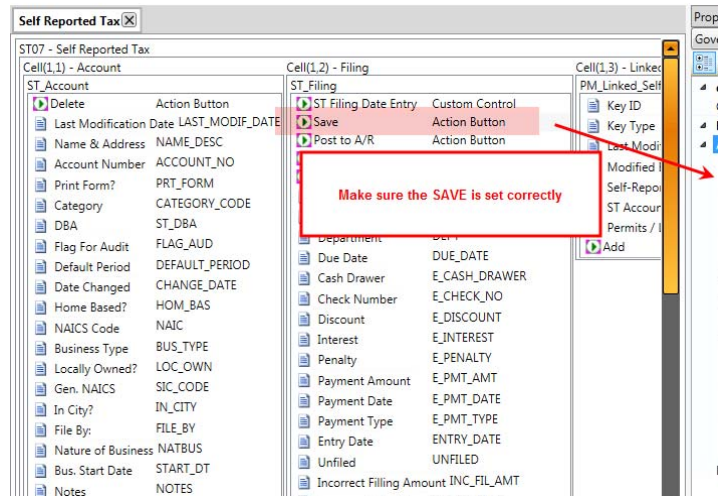
To set the key to TRUE, open the User Registry

1. In Govern click the options button; select the Options icon.
2. On the User Registry form set the Registry Key Type to User ID.
3. Click under the Key Type column to enable the option to “Allow Advanced Search”; click Save.

## Self-Reported Tax

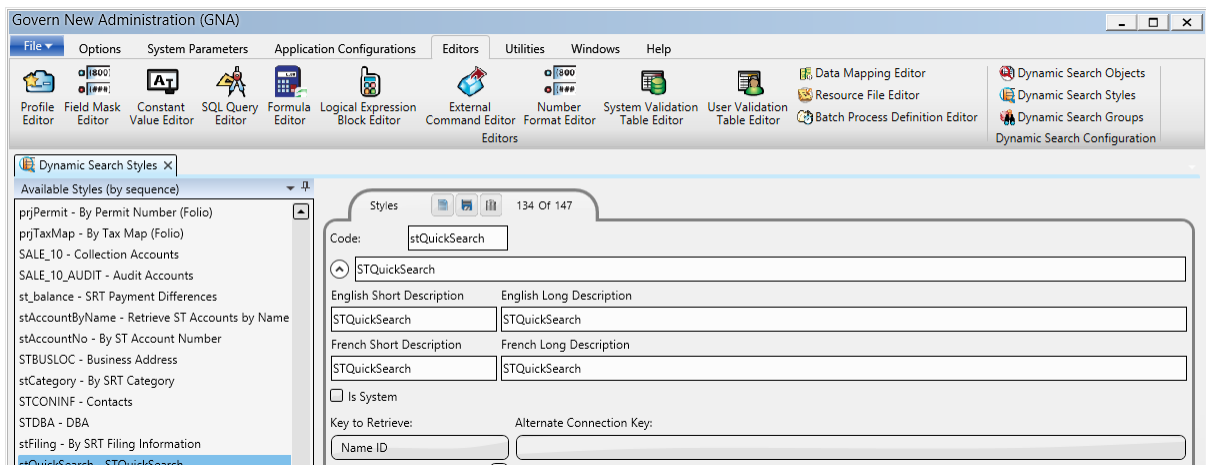
### Business Entity Designer

The Govern Business Entity Designer (BED) is used to create the entity for the form.



### Govern New Administration (GNA)

In GNA use the Dynamic Search Style form to configure a search query.



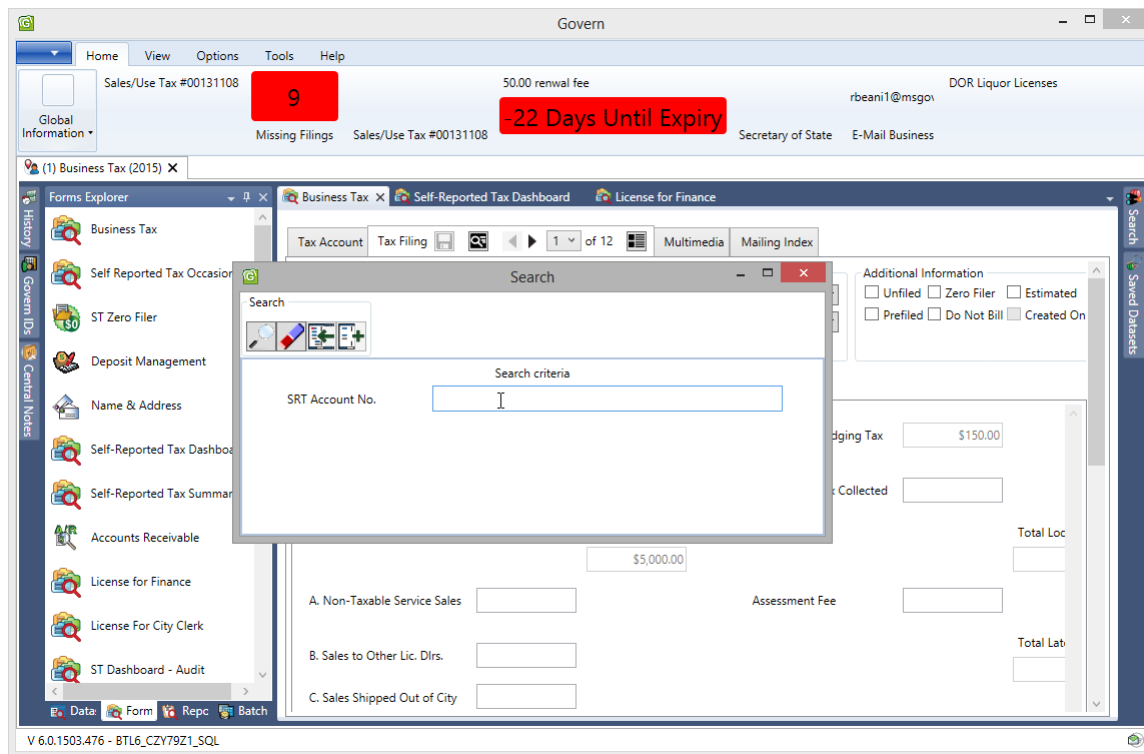
1. Click *Editors (tab)* > **Dynamic Search Styles** In the GNA ribbon.
2. In the Dynamic Search Styles form, click New to create a New Quick Search (Search Name: **stQuickSerach**)
3. Under the **Key to Receive** drop down menu, Select "NameID" .

4. Look for the query text box; paste the following query...:

```
SELECT
ST_MASTER.NA_ID, ST_MASTER.ACCOUNT_NO, ST_MASTER.CATEGORY_C
ODE, NA_NAMES.NAME_INDEX, ST_MASTER.ST_ACCT_ID FROM
ST_MASTER, NA_NAMES WHERE ST_MASTER.NA_ID=NA_NAMES.NA_ID
AND UPPER(ST_MASTER.ACCOUNT_NO) LIKE
@staccountnb_0 [ [ ST_MASTER.ACCOUNT_NO ]
```

### Govern

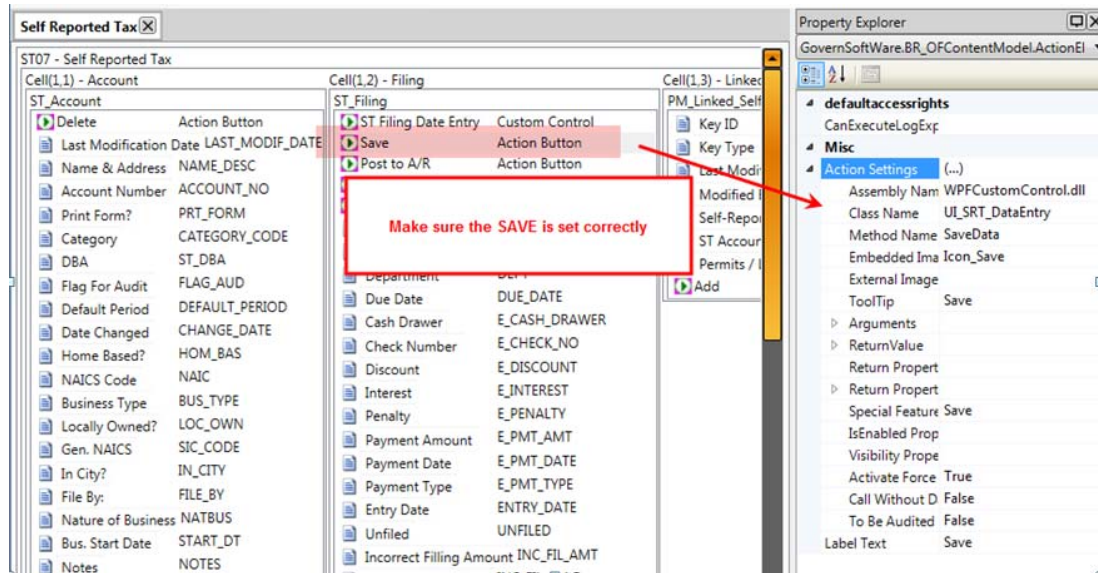
In Govern the **Advanced** Search can be initiated for quick entry when multiple successive entries are required.



The screenshot displays the Harris Govern software interface. At the top, the title bar reads "Govern". Below it, a menu bar includes "Home", "View", "Options", "Tools", and "Help". The main window shows a "Sales/Use Tax #00131108" with a red box containing the number "9" and a red banner stating "-22 Days Until Expiry". The interface includes a "Forms Explorer" on the left with various tax-related forms. A "Search" window is open in the center, with a "Search criteria" section containing a text box labeled "SRT Account No." and a cursor. The background shows a "Self-Reported Tax Dashboard" with various input fields and a "Total Loc" field.

## Self-Reported Tax

### Business Entity Designer (BED)



### Govern Security Manager

