check_processing_acct_code

Table of Contents

Type an account code. As you type the account code, a drop-down list of corresponding account numbers is displayed. Select an account number.

If the account code is not known, place the cursor in the account code field and press F2. Or, click . The Account Codes lookup is displayed.

To search for a specific account code component, type data in the applicable account code components, or leave blank for all account codes.

Click **Search**. A list of available account code components is displayed.

Select an account code component from the list. Otherwise, click **Cancel** to return to the Purchase Order page.

Click **Validate Account Code** to verify the account code for the transaction.