



# **check\_processing\_acct\_code**




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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 desired 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.