purchasing_account_code_field_display

ii

Table of Contents

The 20-character account code mask with all Xs is displayed.

- Type only the account code elements (e.g., fund, function, object, etc.) to be included in the search (e.g., for a summary of all supply accounts for campus 001, the account mask would look like the following: XXX-XX-63XX-XX-001-XXXXXX).
- Click in any Account Code field to select available accounts to include in the mask.

Note: When **Global Access** is not selected on the User Profile page, only expenditure accounts (6XXX) and other user accounts (8XXX) can be viewed if not accessing the student activity fund as indicated on the Finance Options page.