purchasing_requisition_account_code

Table of Contents

Type the account code to be charged. The account code must exist in the general ledger and in the user profile (the account code must be assigned to the Requestor's user profile in District Administration.).

The account code is comprised of the fund, function, object, subobject, organization, and program codes, and are the individual components that uniquely identify a specific budget category. You can add multiple accounts for each item.

Press the SPACEBAR to view a list of account codes associated with the requestor's user profile. If the account code is not known, click ⋮ . The Accounts Codes lookup is displayed.

Type data in the individual account code component fields and click **Search**.

A list of account codes matching your search components is displayed.

Select the desired account code from the list. Otherwise, click **Cancel** to close the Account Codes lookup.

The **Description** field is populated with the description of the account.

Note: If an account code is added or changed, click **Approve** to save the account code and continue the approval process.