requisition_requisition_account_code

Table of Contents

Type the account code to be charged. The codes must exist in the general ledger and in the user profile.The account code is comprised of the fund, function, object, subobject, organization, and program codes, and are the individual parts which, taken together, form an account number that uniquely identifies a specific budget category. You can add multiple accounts for each item.

- Press the SPACEBAR to view a list of account codes associated to your 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 an account code from the list.
- Click **Cancel** to close the Account Codes lookup.