finance_po_account_code

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Type an account code to be charged. 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 one or more of the search fields, 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.

Note: The **PO Object Code Restriction** selection on the Finance > Tables > District Finance Options Page determines the allowed range of object codes to be used on purchase orders. Only account codes with object codes in the selected range are displayed. For example, if *R - Class 62XX-64XX and 66XX* is selected, then only account codes with object codes in the 62XX-64XX and 66XX range can be selected. If an entered account code does not meet the selected criteria, an error message is displayed.

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