




# 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 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.

**Note:** If the district has selected PO Object Code Restriction on the Finance Options page, only 62XX-64XX and 66XX accounts are displayed. If no restriction is selected, 61XX through 66XX and 8XXX accounts are displayed. The system does not allow purchase orders to be processed on 1XXX-5XXX or 7XXX accounts.



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