




# **finance\_po\_account\_code**



# Table of Contents



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 **PO Object Code Restriction** is selected 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. Purchase orders cannot be processed on 1XXX-5XXX or 7XXX accounts.



## Back Cover