

View Account Numbers

This option allows you to look at your account code structure based on the cost center number you select. When you choose option <7> from the main menu you will be taken to the “View Account Numbers” screen seen below

0901	View Account Numbers			
				Level of Detail.
Action Code.				
Cost Center.				
Skip To Account. . .				
				Bud
<u>Object Subsidia</u>	<u>Description</u>		<u>L Old Account # (3rd ID)</u>	<u>P Pat</u>
F5=Account Master List F6=Chart of Accounts F13=Account Revs F24=More				

From this screen you must place an <I> in the action code field and type your cost center number in the cost center field. After entering your cost center number press the <enter> key any the system will produce an on-line view of your account code structure.

0901	View Account Numbers			
				Level of Detail. 9
Action Code.	I			
Cost Center.	31000	A - XYZ COST CENTER		
Skip To Account. . .				
				Bud
<u>Object Subsidia</u>	<u>Description</u>		<u>L</u>	<u>Old Account # (3rd ID)</u>
				<u>P Pat</u>
A - XYZ COST CENTER		3		
8110	Salaries & Wages		7	88145
8120	Employee Benefits		7	88145
8634 1	Building Construction		7	88146
8634 2	Building Operations		7	88146
8634 3	Analyses		7	88147
8634 4	Professional Services		7	88148
8650	Travel	7		88149
8690	Capital Outlay		7	88150
8690 1	Equipment		7	88151
8690 2	Supplies		7	88159
9199	Grant/Contract Revenue		7	88160
F5=Account Master List F6=Chart of Accounts F13=Account Revs F24=More				

If you do not remember your cost center number when you are wanting to look at your account structure you can place an “I” in the action code and with your cursor in the cost center field press the F1, help

key. This will display the Cost Center Name Search screen as seen on page 6 of your Auxiliary Corporations Inquiry System training manual. When the name search screen appears simply press the <enter> key and the system will search for all of the cost centers that are assigned to your user sign on and display them on the screen.

When your cost centers appear simply move to the option line for the cost center you want information on, place a <4> in the option field and press the enter key. This will enter the proper cost center number in the cost center field on the “View Account Numbers” screen. Now with an “T” in the action code and a cost center number in the cost center field simply press the <enter> key and the system will display the object account number, subsidiary account number if attached, the account description as well as the old account number if available for each account line item in your cost center.

If your cost center has account information that requires more than one page simple page down (VT100 users - Ctrl D) to view the next page of account information. When you are finished viewing your information you can escape from this screen by pressing the F3 key and you will return to the main menu.

Exiting From The System

When you are finished using the Cost Center Inquiry System please remember to exit the system by placing two periods < .. > in the selection field at the bottom of the screen.

PD50	J.D. Edwards & Company	AUXSRV
Product Groups	Cost Center Inquiry System	
... BASIC OPERATIONS		...SYSTEM MESSAGES
2. Inquire On Bal./History/Comm.		14. NEW INQUIRY FEATURES
3. View Your Cost Center Master		15. On-line help for option 8
4. Inquire On Checks/Vendor Info		16. Proper Sign-Off Procedures
... NEW OPTIONS		
8. Inquire on Receipts/Billing		
Selection or command		
====>.._____		
Tue, Nov 18, 1997		THERESAEJDE
11:20:36am	(C) J.D.Edwards & Co 1985,1996	THERESAEJDES1

You may also choose to enter the standard IBM system sign off of <90> in the selection field to exit from the system. Choosing either of these methods, two periods < .. > or entering a <90> are valid methods of signing off from the Cost Center Inquiry System.

When you exit the system you will be taken to the AS400 sign on screen and now you may disconnect from the session as you have in the past.