Account Look Up in PeopleSoft

Navigation: Set Up Financials/Supply-Common Definitions- Design ChartFields- Define Values- ChartField Values

1. Next click on Account
2. Enter in Account number or Description (example: Business Meals) and Search

3. Check Status to ensure the Account is Active.
4. Click on the Description Tab to view Account description and verify the Account may be used UHD versus UH.