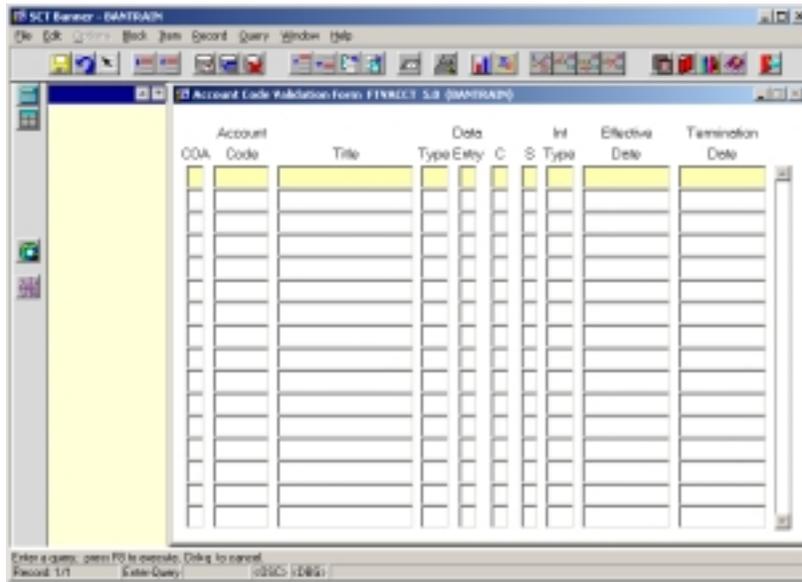


How to Search for an Account Code Using the Form FTVACCT

1. Type **FTVACCT** in the **Direct Access** field on your Main Menu.
2. Hit the **F7** key or use the **Enter Query** icon .
3. **Tab** to the **Account Code** field. If you are searching for a **Revenue Account Code** type **5%**. If you are searching for a **Salary Account Code** type **6%**. If you are searching for an **Expense Account Code** type **7%**.
4. **Tab** to the **Title** field. If you know part of the title, you can add it to your search (*Example: %Materi% for Materials and Supplies*), otherwise **Tab** to the **Data Entry** field and type **Y**.



The screenshot shows a window titled "SCT Server - QWTRASH" with a menu bar (File, Edit, Query, Back, Item, Record, Query, Window, Help) and a toolbar. The main window is titled "Account Code Evaluation Form: FTVACCT 5.0 (QWTRASH)". It contains a table with the following columns: Account Code, Title, Date Type, Entry, C, S, Int Type, Effective Date, and Termination Date. The table has 10 rows, with the first row highlighted in yellow. At the bottom of the window, there is a status bar with the text "Enter a query, press F8 to execute, Ctrl to cancel", "Record: 1/1", "Enter Query", and "(S)CS (E)BS".

5. Press the **F8** key or use the **Execute Query** icon .

For **MORE INFORMATION** on this form see the Form Documentation