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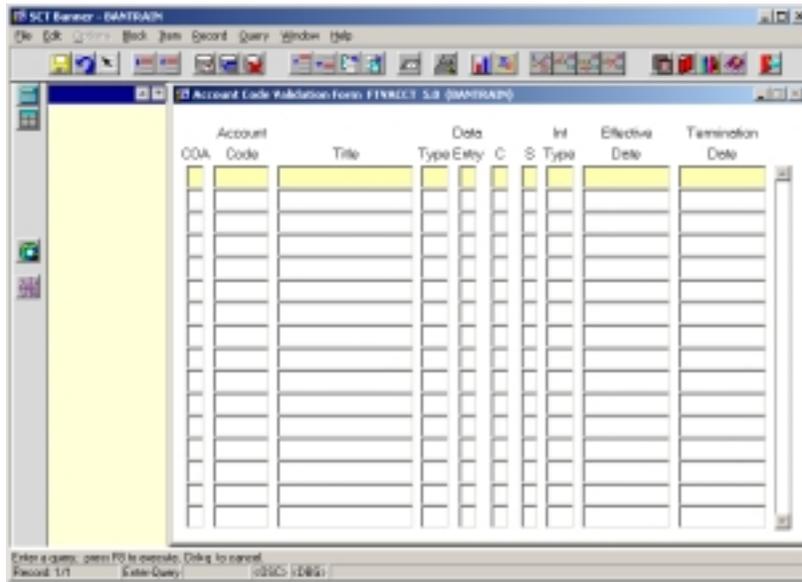
5. Press the **F8** key or use the **Execute Query** icon 🖩.

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