

How to Search Account Codes

By
Procurement Services

FY16

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~ IMPORTANT NOTES ~

- Log onto APECS using either Internet Explorer 10 or Safari (if you have Internet Explorer 11 you'll have to contact IT Help Desk to modify so APECS will be accepted). APECS doesn't function properly with Chrome or Firefox. If you need access to APECS > Procurement website > Managers and Employees > Change Request form for APECS; and use this form also for all modifications for the APECS routing.
- Regularly monitor your Awaiting My Action queue for Inactive and Returned requisitions and process them accordingly.
- One vendor for a requisition; but you can have more than one Account Code. (Please note computer requisition/POs are different).
- Account Code questions please direct them to: Finance Services website or 901.416.5461
- Accounts Payable, including Payment Requests and Payment Reimbursements, questions direct them to: Accounts Payable which is under the Finance website or 901.416.5407, fax 901.416.5859.
- **Please remember that all the screen shots are not factual because they are from the APECS test site that is used for training purposes only.**

Begin > Menu > Finance
 +box > Inquiry > Accounts > Search

Business System
 400737 | user2, tra
 Computers for Staff | 3,481.77 | Inactive
 BIZ TRAINING
 Finance > Requisition > Header

PO Type: R - Regular Status: Inactive
 08/02/2013 PO No.: PO Date:
 PO Dispatch Method: EM - Email
 Date Needed: 09/01/2013 Buyer Code: 04 - Planning
 Mark For: MCoburn, SKing, LShaw
 Vendor Contact
 Attention:
 Phone No.: Ext.:
 US Fax No.:
 Email:
 State:
 Country:

Cancel Save & Continue Save & Post Clear Add

once you have brought up the Account No. Search fields > enter your fund code and department code (just as a suggestion for a very broad search) > Search > which will bring up many account codes (because it is a very broad search with just the Fund and Department fields filled ~ although, you're welcome to fill as many fields you choose)

Business System
 BIZ TRAINING
 Finance > Inquiry > Accounts > Search

Search Activity Subsidiary Account Acct No Maintenance Activity Summary Monthly Activity Summary Multi-Year Comparison

Search

Fund Func Obj Dept Loc Proj Type
 Account No.: 01 333000
 Resp. Group: Short Name: Name:
 Acctg. Period: Acct. Type: Operating
 Show Accts. w/o Actv.: Exclude Closing Period:

Search

Account No	Name	Beg/Orig Bal	Adjusted Bdgt	YTD Activity	Encumb	Reqn Rsrv	Current Bal
01-72510-21000-333000-1000-0000	UNEMPLOYMENT COM...	4,530.00	4,530.00	0.00	0.00	0.00	4,530.00
01-72510-33600-333000-1000-0000	MAINT & REPAIR-EQU...	2,000.00	2,000.00	0.00	2,000.00	0.00	0.00
01-72510-34800-333000-1000-0000	POSTAL CHARGES	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00
01-72510-35500-333000-1000-0000	TRAVEL	1,150.00	1,150.00	0.00	0.00	0.00	1,150.00
01-72510-39900-333000-1000-0000	OTHER CONTRACTED...	30,000.00	30,000.00	0.00	4,950.86	0.00	25,049.14
01-72510-49900-333000-1000-0000	OTHER SUPPLIES & M...	15,000.00	15,000.00	0.00	3,401.35	89.38	11,509.27
01-72510-52400-333000-1000-0000	IN-SERVICE/STAFF D...	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00
01-72510-59900-333000-1000-0000	OTHER CHARGES	33,987.00	33,987.00	0.00	0.00	0.00	33,987.00

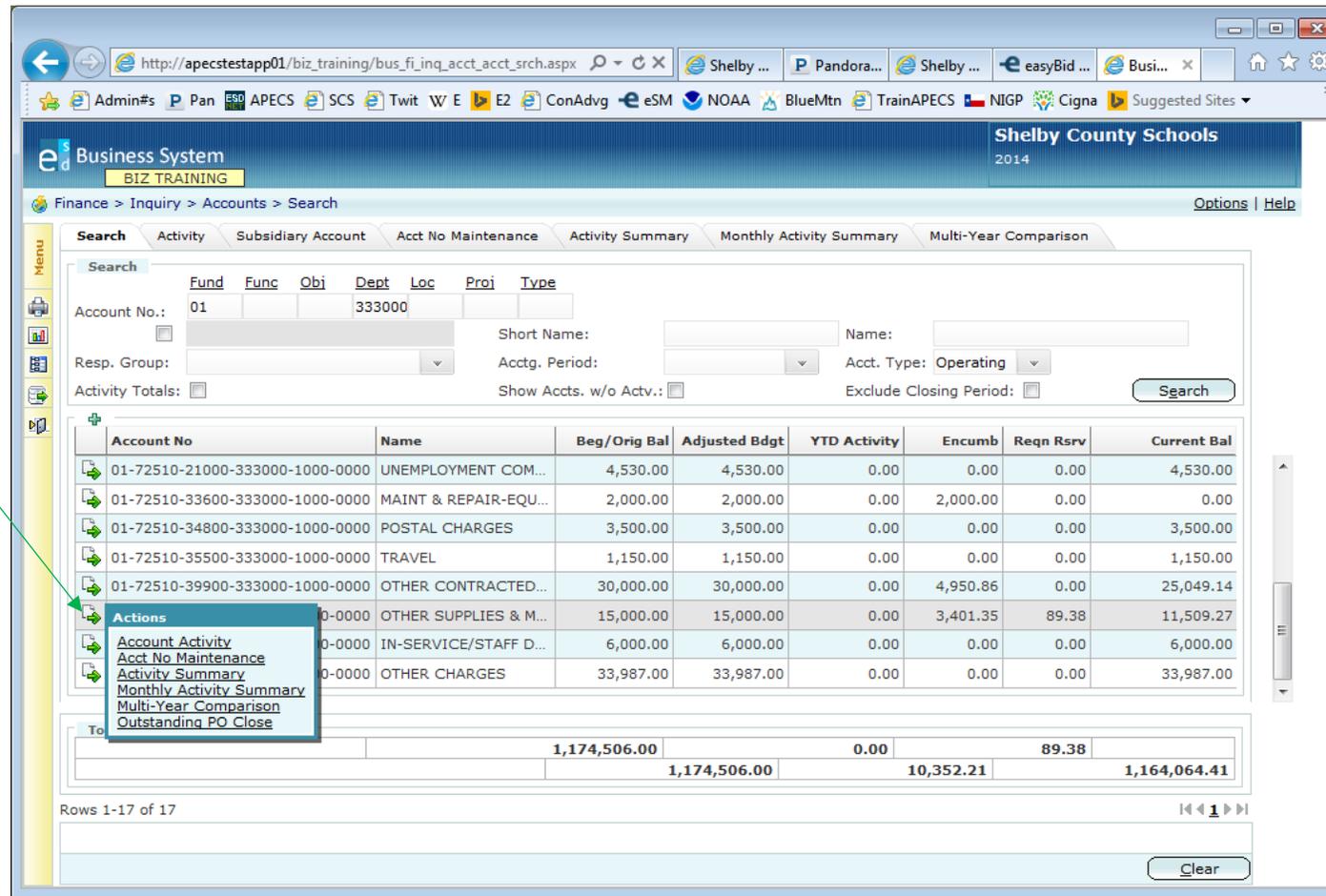
Totals

	1,174,506.00	0.00	89.38
	1,174,506.00	10,352.21	1,164,064.41

Rows 1-17 of 17

Clear

your screen will look similar to this > action icon/  which will create a pop out box from which you can choose what you want to view



Business System
Shelby County Schools
2014

Finance > Inquiry > Accounts > Search

Search Activity Subsidiary Account Acct No Maintenance Activity Summary Monthly Activity Summary Multi-Year Comparison

Search

Account No.	Fund	Func	Obj	Dept	Loc	Proi	Type	Short Name:	Name:
01				333000					

Resp. Group: [dropdown] Acctg. Period: [dropdown] Acct. Type: Operating [dropdown]

Activity Totals: [checkbox] Show Accts. w/o Actv.: [checkbox] Exclude Closing Period: [checkbox] Search

Account No	Name	Beg/Orig Bal	Adjusted Bdgt	YTD Activity	Encumb	Reqn Rsrv	Current Bal
01-72510-21000-333000-1000-0000	UNEMPLOYMENT COM...	4,530.00	4,530.00	0.00	0.00	0.00	4,530.00
01-72510-33600-333000-1000-0000	MAINT & REPAIR-EQU...	2,000.00	2,000.00	0.00	2,000.00	0.00	0.00
01-72510-34800-333000-1000-0000	POSTAL CHARGES	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00
01-72510-35500-333000-1000-0000	TRAVEL	1,150.00	1,150.00	0.00	0.00	0.00	1,150.00
01-72510-39900-333000-1000-0000	OTHER CONTRACTED...	30,000.00	30,000.00	0.00	4,950.86	0.00	25,049.14
01-72510-39900-333000-1000-0000	OTHER SUPPLIES & M...	15,000.00	15,000.00	0.00	3,401.35	89.38	11,509.27
01-72510-39900-333000-1000-0000	IN-SERVICE/STAFF D...	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00
01-72510-39900-333000-1000-0000	OTHER CHARGES	33,987.00	33,987.00	0.00	0.00	0.00	33,987.00

To

1,174,506.00	0.00	89.38
1,174,506.00	10,352.21	1,164,064.41

Rows 1-17 of 17

Clear

When you click on the underscored choice it will expand out and you'll be able to view the data.

You can maneuver back to your search table by clicking on the Search tab at the top and it will bring up the entire search table.