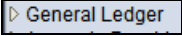

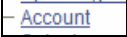




Quick-Step Guide

Chart of Accounts

Searching for an Account

1.	After logging into the Finance System, use the Menu box to navigate to: General Ledger... 
2.	...then ChartFields... 
3.	...then Account. 
4.	Enter information about your Account in the appropriate fields. For this example, you will search for an Account based on the description. In the Description dropdown, change the option to <i>Contains...</i> 
5.	...and enter <i>postage</i> in the Description field.
6.	Click Search. 
7.	The search will return all Accounts that contain the word <i>postage</i> in the description. End of Procedure.