How to Search Account Codes

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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

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)
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.