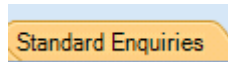


**Example 1: The user wants to look up a cost centre number to find out whether the code is active and see who the manager is.**

Activate the **Standard Enquiries** tab.



Click on the **GL Chart Account Enquiry** function



Activate the picklist to select the **Chart Name**

**Chart Account**

Chart Name: \*

In the resulting screen, select the applicable chart **C96GL**.

**Charts**

Search:  [Retrieve](#)

Chart Type = General  
Status = Active

[Add Criteria](#) [Clear Criteria](#) [Clear Values](#) [Save Criteria](#) [Load Criteria](#)

Drag a column header here to group by that column

Chart Name	Description	Narration
ARCONV	AR CONVERSION	AR CONVERSION
BANK	Bank Chart	Bank Chart
<b>C96GL</b>	Curtin General Chart	Curtin General Chart
C96GLDAV	Curtin General Chart	Curtin General Chart

Activate the picklist to select the **Account Number**

Account Number: \*

Account Structure: - A-NNNNNNN-NNNA-NNNNN

Open the **Search** function to begin searching for the code.

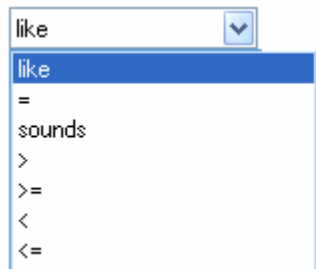
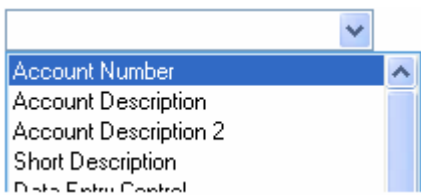
Search:  [Retrieve](#)

**If the cost centre number, or part of it, is KNOWN:**

Select **“Account Number”** to search for the cost centre number

Select **“Like”** to search on Account Number

If known, type in the whole number  
Otherwise, type as much as is known, followed by the “%” symbol  
(Do not include hyphens)



V120300%

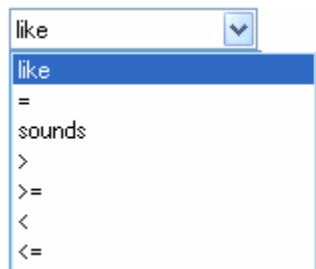
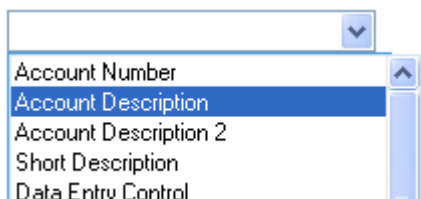
**OR**

**If the cost centre number, or part of it, is NOT KNOWN:**

Select **“Account Description”** to search for the cost centre name

Select **“Like”** to search on Account Description

Type in the name of the cost centre  
If only part of the name is known, use the “%” symbol at the start and/or end of the text



ART ACQU%

Click **Retrieve** to get result.



The account number details are presented in grid layout.

Look in the **Data Entry Control** column to see whether the account is **Active**.

Drag a column header here to group by that column

Account Number	Account Description	Short Description	Data Entry Control	Linker
<a href="#">I-120202-001&amp;-&amp;&amp;&amp;&amp;&amp;</a>	Art Acquisitions	Art Acquisition	Active	
<a href="#">I-120202-0010-&amp;&amp;&amp;&amp;&amp;</a>	Art Acquisitions	Art Acquisition	Active	
<a href="#">P-490202-003&amp;-&amp;&amp;&amp;&amp;&amp;</a>	Art Acquisitions	Art Acquisition	Inactive	
<a href="#">P-490202-0030-&amp;&amp;&amp;&amp;&amp;</a>	Art Acquisitions	Art Acquisition	Inactive	
<a href="#">V-120300-001&amp;-&amp;&amp;&amp;&amp;&amp;</a>	ART ACQUISITIONS	ART ACQUISITION	Active	
<a href="#">V-120300-0010-&amp;&amp;&amp;&amp;&amp;</a>	ART ACQUISITIONS	ART ACQUISITION	Active	

Click on the **Account Number** to retrieve the chart account details for this cost centre.

When you are finished reviewing the details, press the **close** button to exit the form.

