

How to Find Account Numbers and Descriptions

To begin your search...

- Under *Charts and Descriptions of Accounts*, click on a **classification** (Assets, Liabilities, etc.).

You will then see bookmarks and the first page of a document containing a chart of account numbers within that classification and then descriptions of all the accounts.

Subaccount numbers are listed with account numbers, both in the chart and with the descriptions.

To drill down to the account description you need...

- In the bookmarks on the left, find the **category** you want and, under that, the subcategory.

You can make the bookmark viewing area wider by placing your cursor on the right border and dragging it farther to the right.

- Click on a **subcategory** to take you to the chart of account numbers.

*You can increase the print size by clicking on **View** on the menu bar and then on **Fit Visible** or **Zoom To....***

- Click on an **account number** to take you to the description of the account.

*You can go back to the chart (or to the last screen you viewed) by clicking on the **Go Back** button (the left-facing double arrow) on the toolbar.*

To search on a name, number, or other feature...

- Click on the Find button (binoculars) on the toolbar.
- Type in the information you know and press [Enter].
- If the first match is not the information you need, click on the **Find** button again, and then on **Find Again** in the window.

To get more help...

- Click on **Help** on the menu bar.