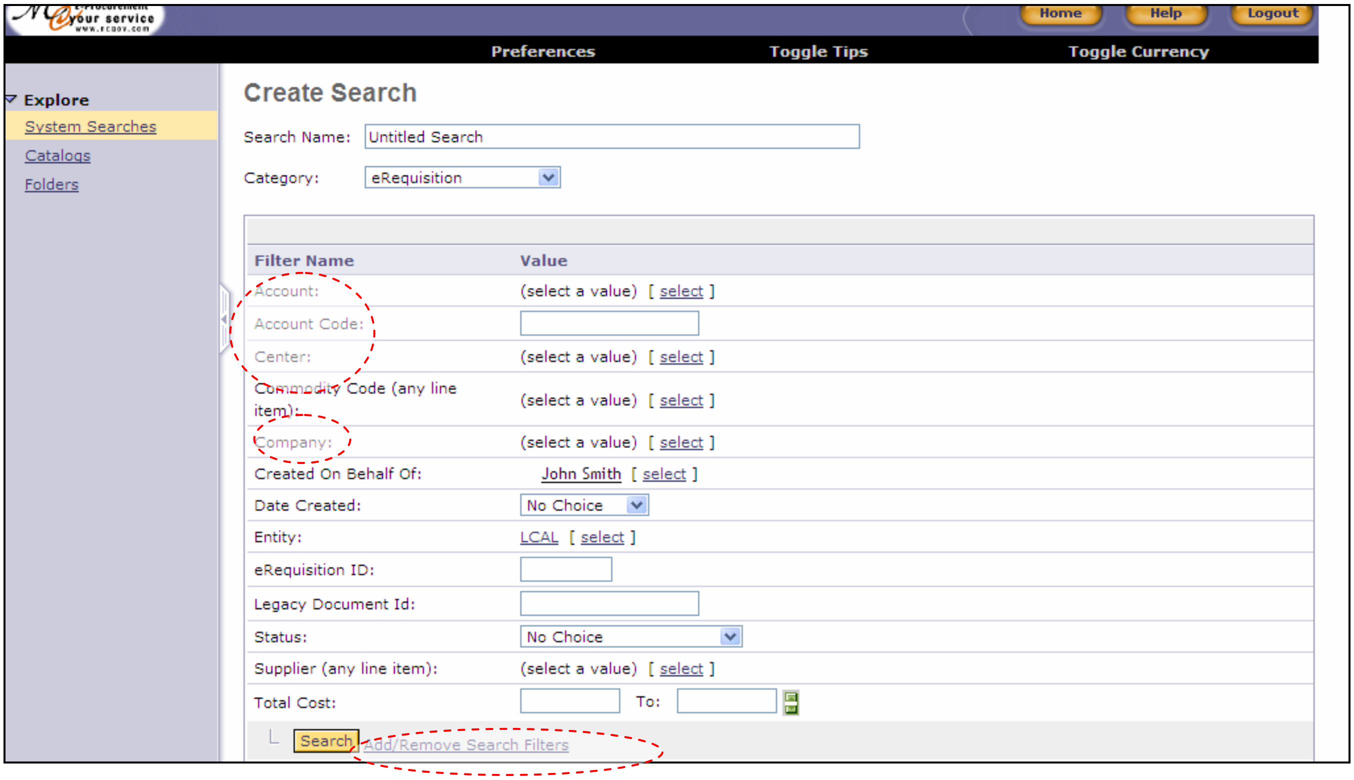
Add Accounting Field to System Search Filters

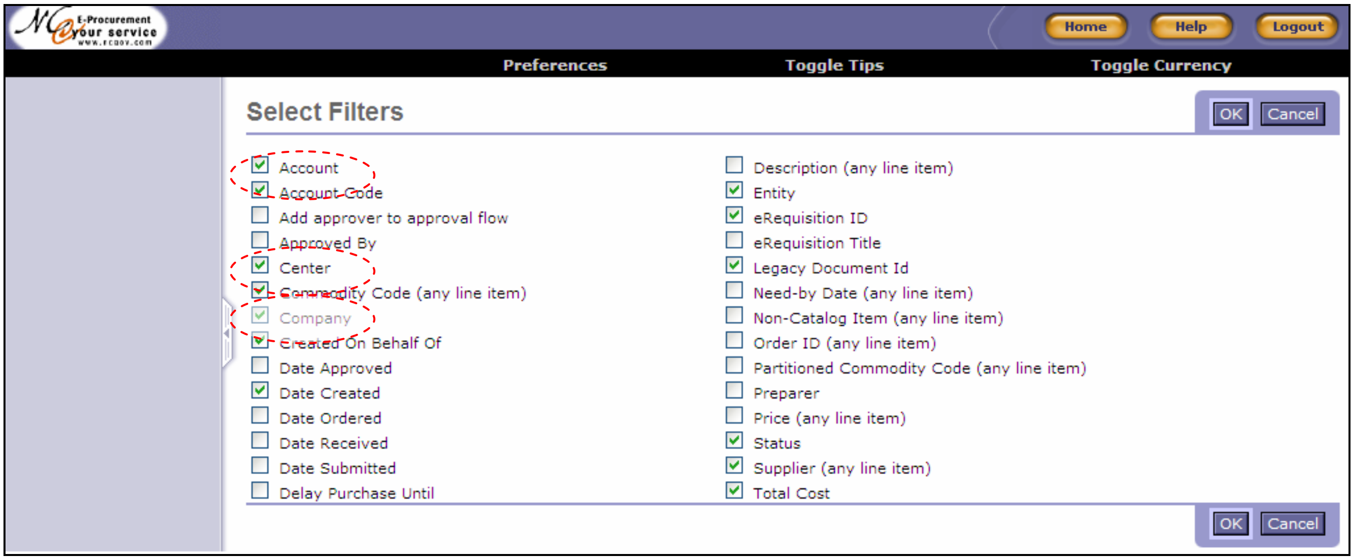
The **'Account Code'** field is now available on the **System Search** pages within the NC E-Procurement system. This field will allow users to create searches for specific **Account Codes** within E-Procurement.



1. Upon login, you will see four new system search filters: '**Account**', '**Account Code'**, '**Center'**, and '**Company'**.

   Note: 'Account', '**Center'** and '**Company'** are NCAS accounting filters and will return no system search results.

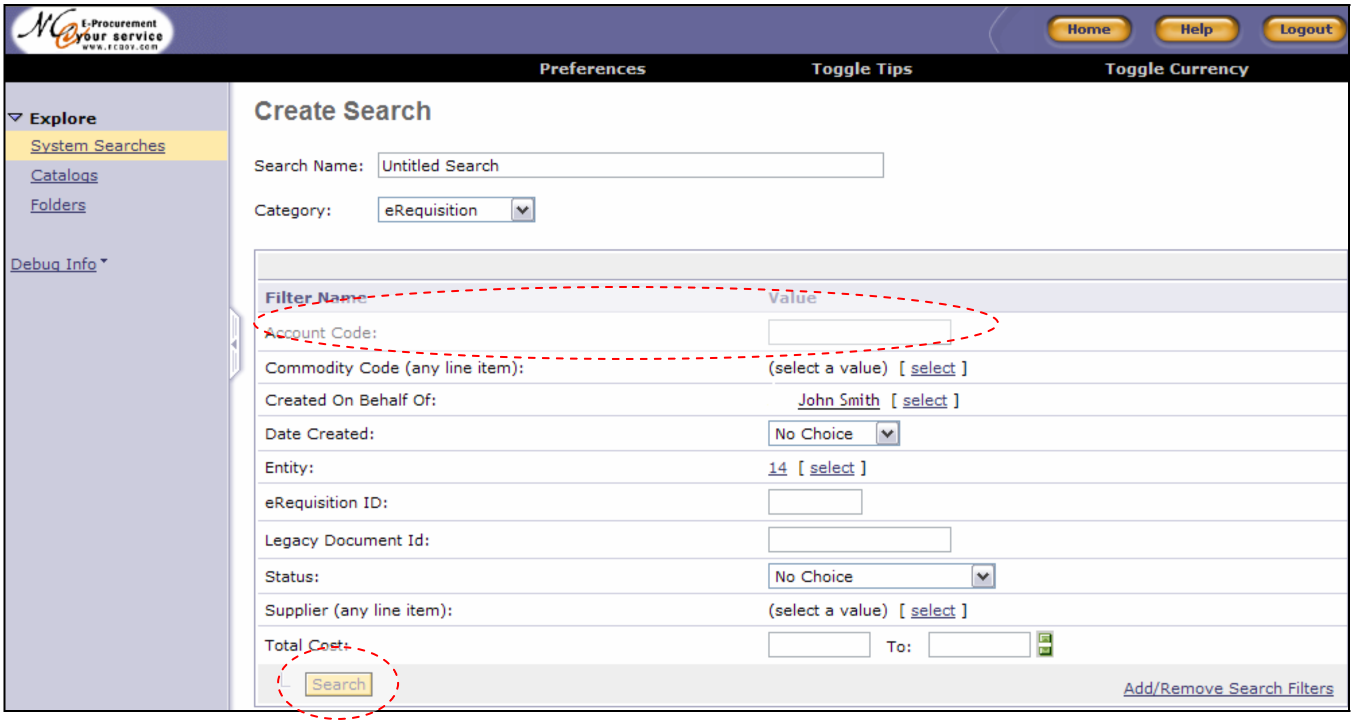
2. To remove these filters from current and future searches, select the **'Add/Remove Search Filters'** link.



3. You may add/remove system search filters from your search page by checking/un-checking the appropriate box.
4. Un-check the **'Account', 'Center'** and **'Company'** filters.
5. Click **'OK'.**

Note: You may also remove the **'Account Code'** filter. Once removed, the filter may be added back if needed on a future search.

Creating a System Search



1. To create a search for a specific account code, enter the value in the **'Account Code'** field at the top of the page.
2. Click **'Search'.**