

ACCOUNT FILE MAINTENANCE ACTSCN

1. At the Menu prompt, type **USASCN**
2. Select **ACTSCN**
3. Enter in as much of the account number that you know
 - TI should be 02 for Budget accounts
 - If you know the Special Cost Center, enter it
 - If there is no Special Cost Center, enter 0000
4. Press the **F11 Find** Key
 - This will bring up the account that match the criteria entered
5. Arrow down to the correct account number
 - If it does not show on the screen use the **F10** next key to see the next 15 accounts
6. Press the **Display** key
7. When you are finished, press the **F8 Exit** key
8. To exit program, press the **F8 Exit** key

ACCOUNT HISTORY LOOKUP HISTSCN

1. At the Menu prompt, type **USASCN**
2. Select **HISTSCN**
3. Enter in as much of the account number that you know
 - TI should be 02 for Budget accounts
 - If you know the Special Cost Center, enter it
 - If there is no Special Cost Center, enter 0000
4. Press the **F11 Find** Key
 - This will bring up the account that match the criteria entered
5. Arrow down to the correct account number
 - If it does not show on the screen use the **F10** next key to see the next 15 accounts
6. Press the **Display** key
7. When you are finished, press the **F8 Exit** key
8. To exit program, press the **F8 Exit** key