



Many forms ask for Account Information. In these cases, you provide the *Fund*, *Program*, and *Department ID*. BP Logix then verifies the information, compiles the *Funding String*, and provides the *Old Code*. The following steps demonstrate this process.

FTE%	\$ Amt	Fund	Prog	Dept ID	Funding String	Old Code
					Not Valid	

Pay Type: <Choose One> [Check] [Reset]

To complete the Account Information :

1. In the *Fund* text box, type the fund number
2. Press [Tab]
3. In the *Prog* text box, type the program number
4. Press [Tab]
5. In the *Dept ID* text box, type the department ID number
6. Click **CHECK**
The *Loading* icon may appear as BPLogix processes the information.
The *Funding String* and *Old Code* fields fill automatically.
7. If the BP Logix could not verify the account, or if you know you have the wrong account,
 - a. Click **RESET**
 - b. Repeat steps 1 - 6