



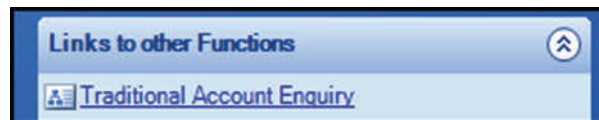
## Finance One—How To Perform A Chart Enquiry

### Steps

1 Log into Finance One: GL Officer or Enquiry Role/Chart Enquiry Tab


2 Select Chart Name (either GLCHART or PLCHART)

3 Select Traditional Account Enquiry:



4 Click on  to the **Right** Rand side of Account Number Field

5 Click on  to **Left** Hand Side of the word "Search"

6 Click on the first drop down box  and select "Account Number"

7 In the third field enter %, then Cost /Activity Centre characters (for example) then %.  
Your field should look like this:

8 Retrieve  results

### Need further Information or Assistance?

Contact:

Finance One Helpdesk  
Tel 64 3 479 5554

Email [finance1.helpdesk@otago.ac.nz](mailto:finance1.helpdesk@otago.ac.nz)