



extradutyaccountcode

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An edit mask allows you to type the full 20-digit account number, mask the organization code, or mask the whole account number. If the organization code is masked, then when extra duty is assigned to the employee, the organization code from the employee record would complete the code. If the entire code is masked, then when extra duty is assigned to the employee, a complete account code must be entered on the distribution record for the employee.

Note: When the user is logged on to the current payroll files, the account code validation occurs against the Finance chart of accounts.

Type an account code or click  to display the Account Codes lookup.

- To view a list of account code components, place the cursor in one of the account code component fields and click .
- Type the applicable account code components or leave blank for all account codes and click **Search**. A list of available account code components is displayed.
- Select an account code from the list. Otherwise, click **Cancel**.

Click **OK** when selections are complete. The account code is added to the highlighted row on the Extra Duty tab. When this extra duty is added to the employee's record, the account code validates according to the note above.