



## **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.

- Click **Show Picklist** at the top of the tab to open the Account Codes page. Use the scroll bar to scroll through the list and select account code components and descriptions.
- As account code components are selected, they are added to the edit mask at the bottom of the page.
- The Account Codes dialog box allows you to choose from completed account codes for existing positions. Use the scroll bar to scroll through the list, and then select the required account code components.
- Click **OK** when selections are complete, and 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.