




# jobcode\_accountcode




# Table of Contents

**jobcode\_accountcode** ..... i



Type the account number, or click  to select an account code from the Account Codes lookup.

Click  in each field of the lookup to select the appropriate account code components.

- Click **Search** to display a list of account codes matching the entered components.
- In the **Search** field, type the account code or description to narrow the displayed results.
- Click the account code link to return to the Job Codes tab and populate the **Account Code** field.

**Note:** When the user is logged on to the current payroll files, the account code validation occurs against the Finance chart of accounts. If the user is logged on to the next year payroll files, the account code validation occurs against the Budget tables.