



jobcode_accountcode

Table of Contents

jobcode_accountcode	i
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Select an account code as follows:

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 then 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 Code grid 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.
- 199 ● Click OK when selections are complete, and the account code is added to the highlighted row on the Job Codes tab. When this job code is added to the employee's record, the account code then validates according to the note below.

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.