



account_code_jv

Table of Contents

Type an account code, or with the cursor in the field, press F2.

To view a list of account code components, place the cursor in one of the account code component fields, and then click **Lookup** or press F2. ● A list of available account code components is displayed.

- Select an account code component from the list. Otherwise, click **Cancel**.

Journal voucher entries can be saved with an account code that does not exist in the Chart of Accounts if **Allow JV Account Creation** is selected on the District Administration > Maintenance > User Profiles > Permissions tab. If selected, the account code is created upon clicking **Save** if all account code components exist in the tables.

Only 3XXX, 5XXX, 6XXX, 7XXX, and 8XXX accounts are available. The account number can be selected multiple times when creating numerous transactions. If the journal voucher is not balanced by the fund and fiscal years, a message informs you that the funds are out of balance and cannot be saved. You must correct the balance issue prior to saving.



Back Cover