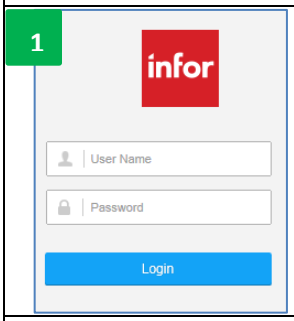
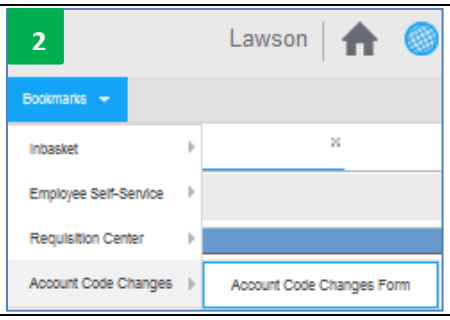
Account Code Add or Change for Position

Author/Owner: Financial Services Training

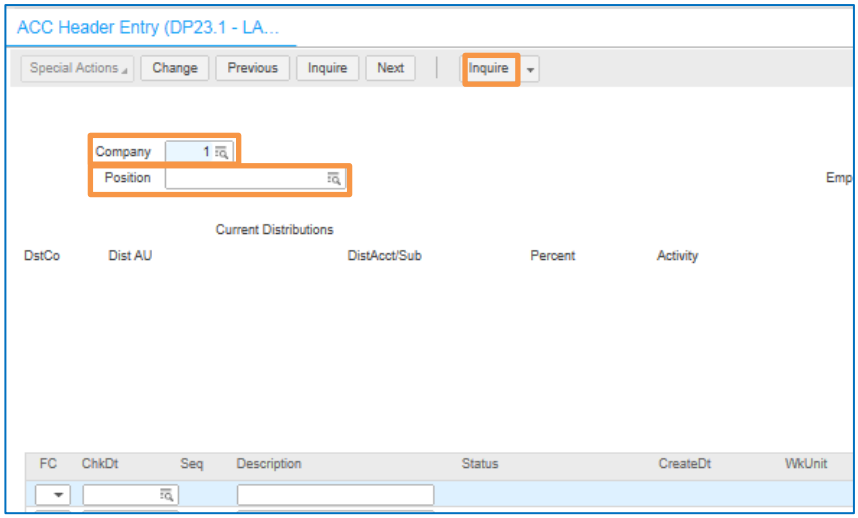
Form or Screen: Account Code Change Form – DP23	Updated: 9/9/16	QRG Doc. #: Q.AC.001

Business Use: Change or add the accounts where payroll-expenses are to be charged for a position. Account codes are attached to a position rather than to an individual employee. Multiple accounts may be entered to split charges between multiple accounts. Any changes submitted must be approved by Budgetary Services before they will be applied. The screen to enter changes may also be useful in looking up currently assigned accounts.



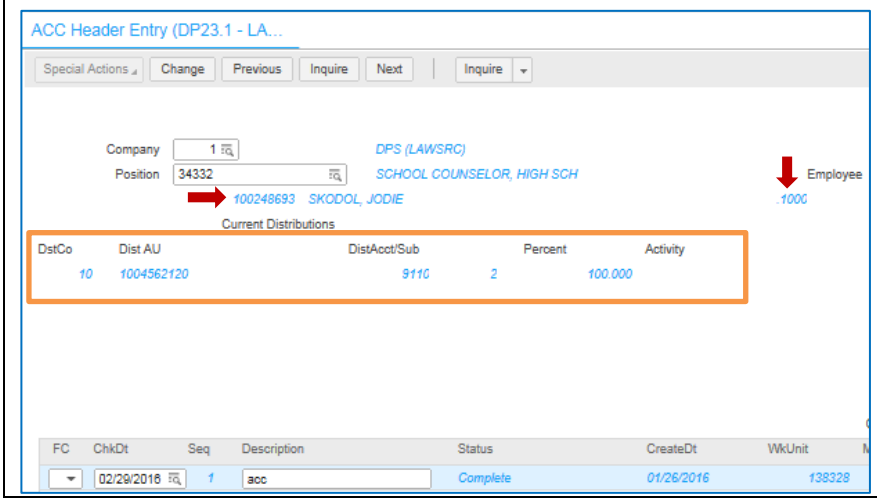


1. Log into Infor Lawson using normal DPS login credentials.
2. Click Link to access Infor Lawson by clicking the globe icon.
3. Click **Bookmarks** drop down and click right arrow for **Account Code Changes** to display and select **Account Code Changes Form**.



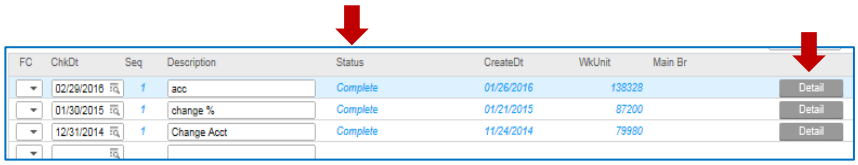
4. The ACC Header Entry (DP23.1) screen will be displayed.
5. In the **Company** field enter **1** if not already displayed.
6. Enter the **Position** number that you would like to change account distributions for.
7. Click the **Inquire** button.

Note: If no Account Code Change have ever been entered for a position you may receive the message, "No ACC Effective Date Records Exist". This message is not an error and you may continue to add accounts as described below.

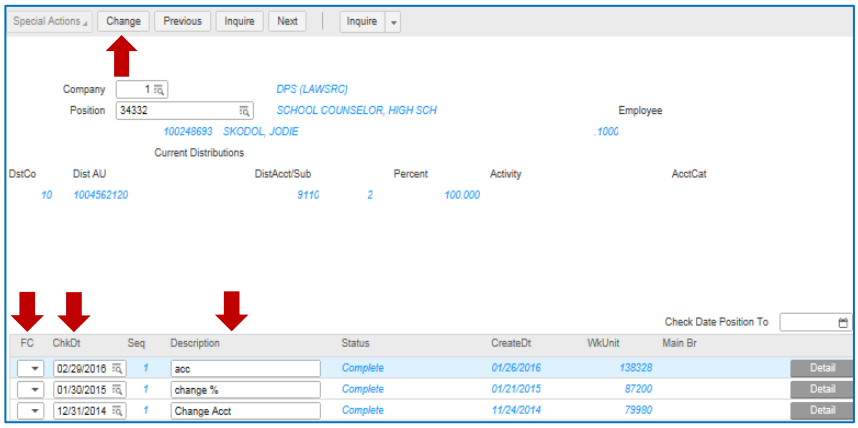


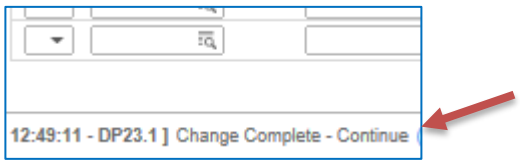
8. The current distributions for this position will be displayed. In addition, the employee that is assigned to this position along with their FTE will be displayed.

Note: In the unusual situation where more than one employee is assigned to the position, the message "Mult Emps Exist" is displayed. Be aware that any account distribution changes that are made will affect all employees assigned to the position.



9. Prior changes are displayed for historical purposes in the lower half of the screen and can be viewed by clicking the **Detail** button. Once a header has a **Status** of **Complete**, it may not be changed. A new request may be entered with the upcoming available check date if changes need to be made for an unprocessed payroll.

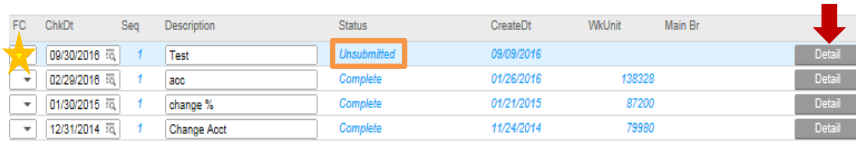




Note: If there is no blank line on the screen, click the **Page Down** key on your computer, verify position number is the same and proceed to enter information as noted below in blank row.

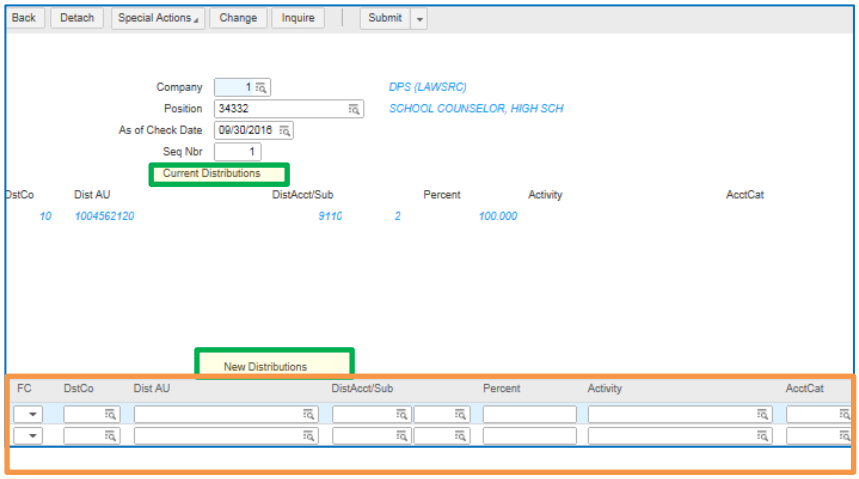
10. To request an account code change:
    a. Enter an **A** in the **FC** column
    b. Click double magnifier icon in the **ChkDt** column to select the desired effective payroll date from the available dates displayed.
    c. Enter a description of your choosing in the **Description** field.
    d. Click the **Change** button at the top of the screen.
    e. The message "Change Complete-Continue" will be displayed in the lower left of the screen.

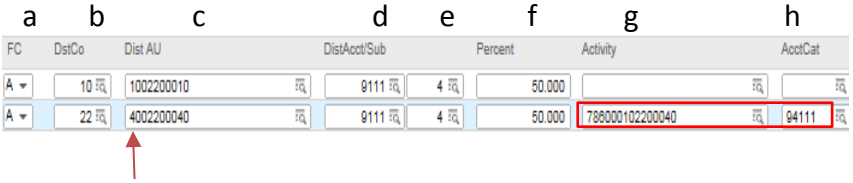
Note: If message is not displayed, right click light grey area of tool bar and make sure "Status Bar" is check marked.

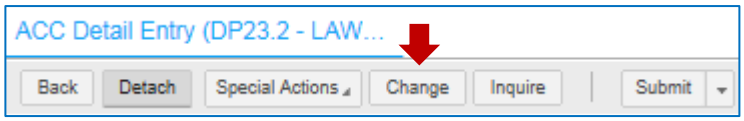


Requests are ordered from newest to oldest so no matter what line you entered, the new record line will be moved to the top. The new **Status** displayed will be **Unsubmitted**.

11. Click the **Detail** button to enter new account distributions.







Current distributions are displayed in the top half of the screen.

12. Enter the desired account numbers and percentages in the boxes under the **New Distributions** section. Up to six lines can be entered. The sum total percentage of all distribution lines must equal 100, including part time.

    a. Enter an **A** in the **FC** column for each account to be assigned.

    b. Enter the appropriate fund/company number in the **DstCo** Column.

    c. Enter the Accounting Unit in the **Dist AU** column.

    d. Enter the 4 digit Account in the **DistAcct** column (ex. 9110). Note: This must be a valid salary distribution account. All salary accounts begin with 91 as the first two digits.

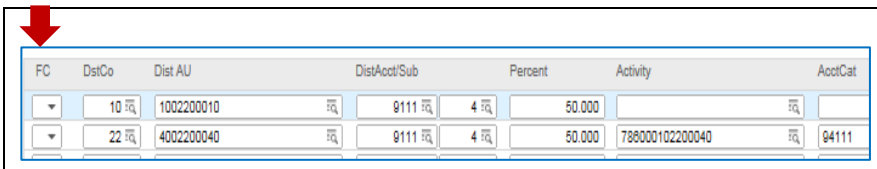
    e. Enter the single digit subaccount (job class) in the **Sub** field (ex. 2 for teacher).

    f. Enter the percentage of wages that you want charged to this account in the **Percent** column. Percentages must be entered in whole numbers. (ex. 45 percent should be entered as 45)

    g. Enter the appropriate activity account in the **Activity** field. An Activity and Account Category is always required when the first digit of the Accounting Unit (step c) is a 3 or greater.

    h. Enter the Account Category in the **AcctCat** field.

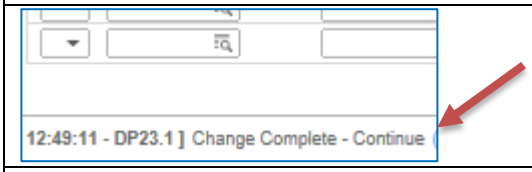
13. Once all lines are entered, click the Change button at the top of the screen.



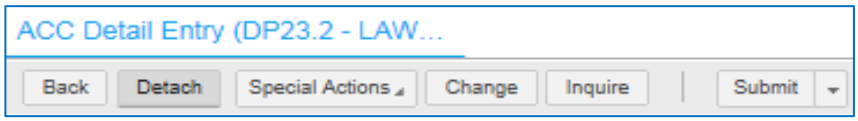
14. If entries need to be adjusted, enter a **C** in the **FC** column and make any adjustments to accounts or percentages.

    If you need to delete a line that you entered enter a **D** in the **FC** column.

    Click **Change** at the top of the screen to save the adjustments.



15. Look for any error messages indicating that changes were accepted in the lower left corner of your browser.



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16. Once you are sure your distributions are entered, click the **Submit** button at the top of the screen. Look for the message "Submit Complete – Continue" in the lower left of your browser to confirm submission.

17. If desired, you may return to the header screen by clicking the **Back** button. You may check the status of this submission on the header screen at any time.

18. Click on the **Inquire** button to refresh the status of the request. Status should now be noted as Submitted.

19. You have completed this request. You will receive an email when the request is approved or rejected.

Note: You may make changes to your request until it is approved. If you need to make a change after it is approved but before it is complete you may delete the request on the header screen. If you need to make changes once the request is complete, you may enter another request for the same effective date.