TEM Support Announcement
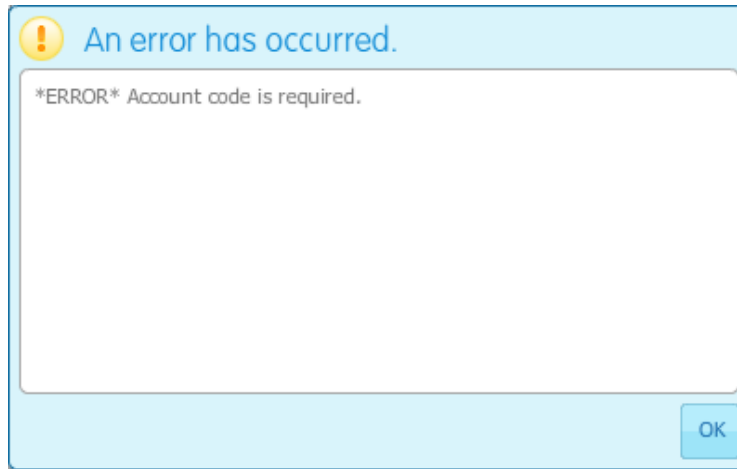
Date: September 12, 2013

Topic: Workarounds for "Account code is required" error when using Fast Index and Activity code

Why have I received an "Account Code is required" error message in TEM?

If you are in the **General Information** window, entering a **Funding Default** that has **both a Fast Index and an Activity code**, you will get an error message that looks like this:

Note that **this error only occurs in the General Information window** (the first data-entry window when entering a TA or TR). It does <u>not</u> occur if you update the Funding string for *individual expense items* while in the Expenses window – in that window, you can enter both a Fast Index and an Activity code without getting this error.

This is a known defect which should be fixed in a future TEM upgrade. Meanwhile, the following pages show two different workarounds that will allow you to avoid this error.

TEM Support Announcement

## Workaround #1: Use equivalent Fund-Orgn-Prog on default funding string

You can enter a Funding Default with an Activity code, but only if you omit the Index. Remember, the Index is just "shorthand" for some combination of Fund, Organization, and Program codes. So if you don't need to see Fast Index on your reports, you can **leave the Index field blank, and enter the equivalent Fund-Organization-Program codes, plus your Activity code.**

<u>Step 1</u>: Write down the equivalent Fund-Orgn-Prog codes (displayed next to the Index):
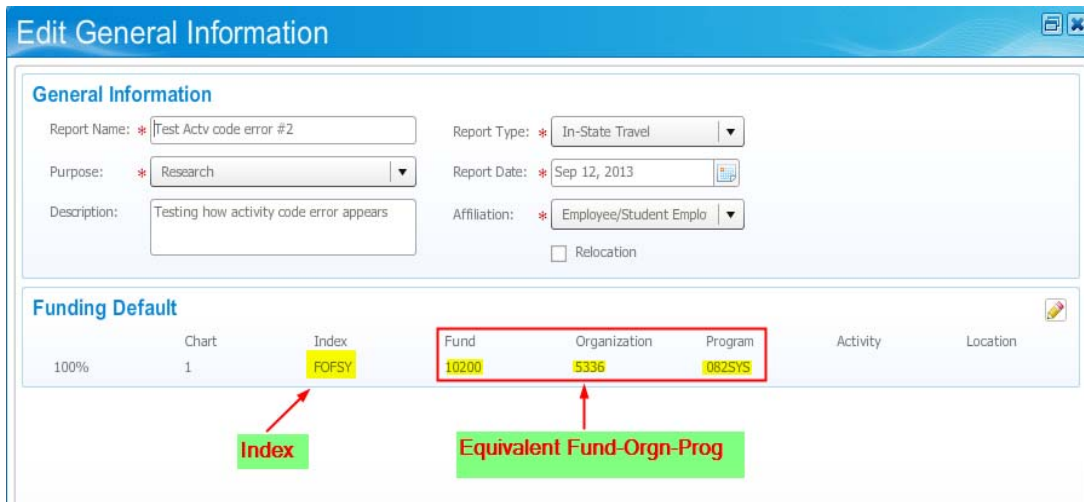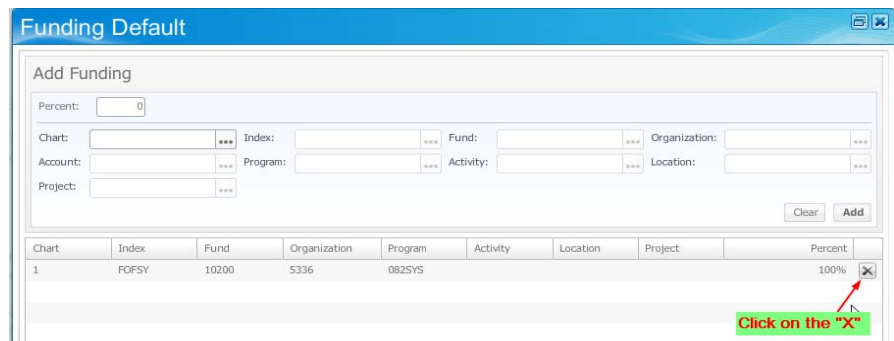

<u>Step 2</u>: Delete the Funding Default and replace it with a new one:

a) Click on the pencil icon next to Funding Default:
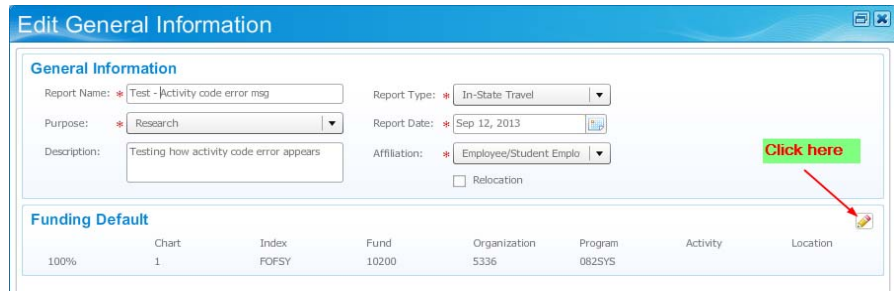
b) When the Funding Default window opens, click on the "X" to delete that line:

c) In the top part of the form, re-enter your funding default, leaving Index blank, and entering Fund, Organization, Program, and Activity codes:

d) Click on the Add button to add that line. Now click on the Save button (bottom of window).

e) You'll be back at the General Information window. The default funding string should now look something like this:

TEM Support Announcement

Workaround #2: Don't use a default funding string – enter Fast Index and Activity for each expense item

If you need to see the Fast Index code included on reports, you can delete the Funding Default on the General Information window, and enter funding for each individual expense in the Expenses window. When entering funding strings for each item in the Expenses window, you can use both a Fast Index and an Activity code, and will not see the "Account code is missing" error.

Here's how to delete the default funding string, and enter expense item funding strings ~

Step 1: Delete the Funding Default from the General Information window:

a) Click on the pencil icon next to Funding Default

b) When the Funding Default window opens, click on the "X" to delete it, then the Save button:

c) When you return to the General Information window, your default funding string will be gone.

TEM Support Announcement

Step 2: **Add Funding for each Expense item in the Expenses window**

a) In the Expenses window you'll see a yellow triangle next to each item that needs funding entered.

b) Click on an item to select it. The details will appear in the top part of the window. Now click on the "Funding" link:

c) The Add Funding window will open. Enter the Index, hit <Tab> until you are in the Activity field, then enter the Activity code:

d) Click on the Add button to add that line. Now click on the Save button (bottom of window).

e) You'll be back in the Expenses window. The yellow triangle for that item will be gone.

f) Repeat (b) thru (d) until all expense items have funding , i.e. no yellow triangles appear.