

**To Add/Edit Job Accounting Codes:**

1. Press System Menu
2. Select User Login/Job Accounting
3. Login
  - a. Username: Admin
  - b. Password: Admin
4. Select Job Accounting Setting
5. Select Job Accounting (Local)
6. Find Accounting List and select Add/Edit
7. Select Add
  - a. Enter Account Name
  - b. Enter Account ID
  - c. Set restrictions as desired
8. Select Save