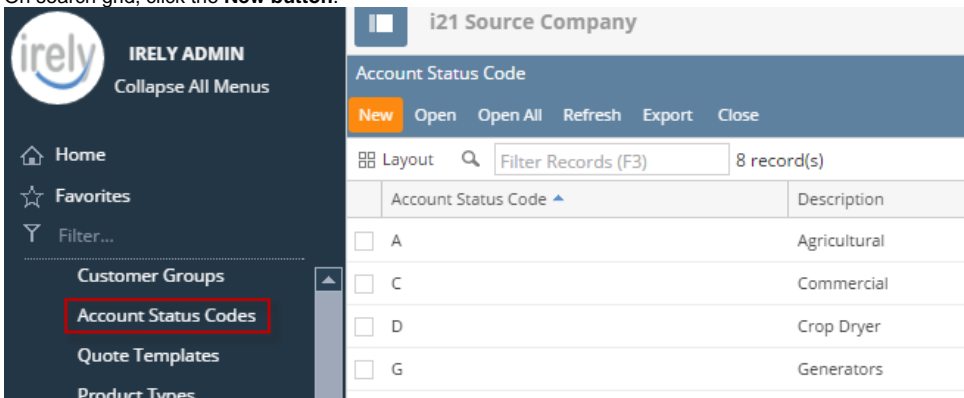


How to Add an Account Status Code


- 1. On **Sales folder**, click the **Account Status Codes menu**. This will open a new Account Status Code screen if there is no existing record yet. If not, the integrated search grid will be displayed.
- 2. On search grid, click the **New button**.



- 3. Enter a **Status Code** and its **Description**. Refer to [Account Status Code](#) for the description of each fields.

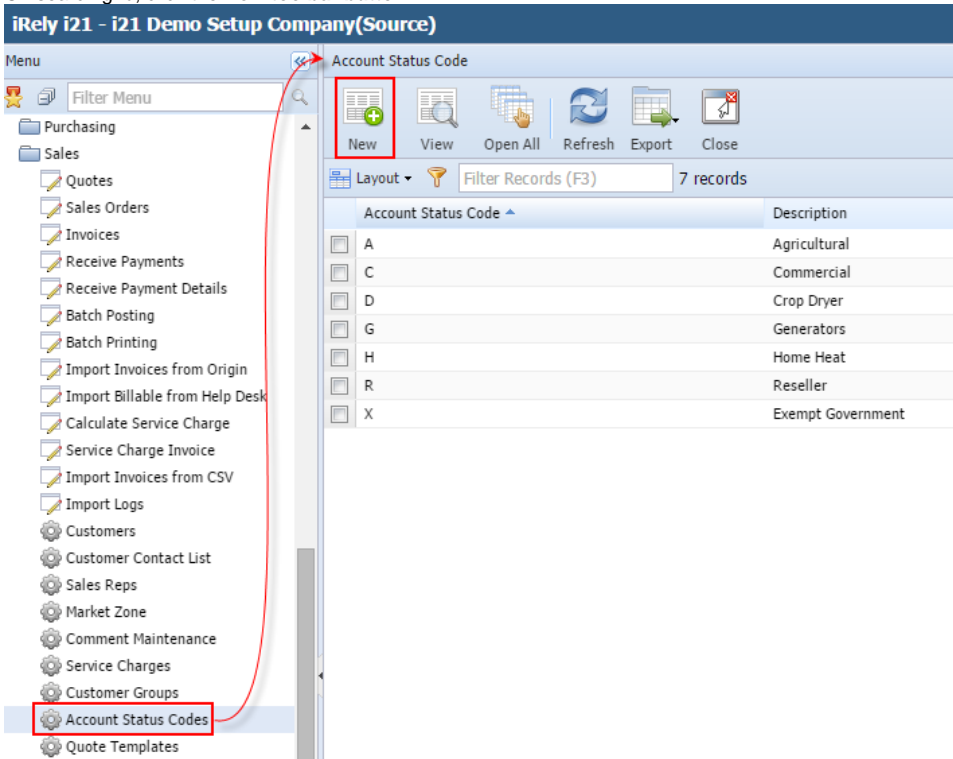
The screenshot shows the 'Account Status Code - 1' form. At the top is a header bar with 'New', 'Save', 'Search', 'Delete', 'Undo', and 'Close' buttons. Below the header is a 'Details' tab. The form contains two fields: 'Status Code' with the value '1' and 'Description' with the text 'Board Members'. At the bottom of the form is a footer bar with icons for help, refresh, lightbulb, and email, followed by the text 'Edited', navigation arrows, and a page indicator 'Page 1 of 1'.

- 4. Click **Save** button.

 If the [origin integration](#) is enabled, the **Status Code** field will be disabled upon saving.

- 1. On **Sales folder**, click the **Account Status Codes menu**. If there is no existing record yet, it will open a new Account Status Codes screen. The **Account Status Code search grid** will be docked at the center panel.

2. On search grid, click the **New toolbar button**.



3. Enter a **Status Code** and its **Description**. Refer to [Account Status Code](#) for the description of each fields.

The screenshot shows the 'Account Status Code - 1' form. The 'Status Code' field contains '1' and the 'Description' field contains 'Board Members'. The 'Save' button is highlighted. The form also includes a toolbar with buttons for 'New', 'Save', 'Search', 'Delete', 'Undo', and 'Close'. The status bar at the bottom indicates 'Edited' and 'Page 1 of 1'.

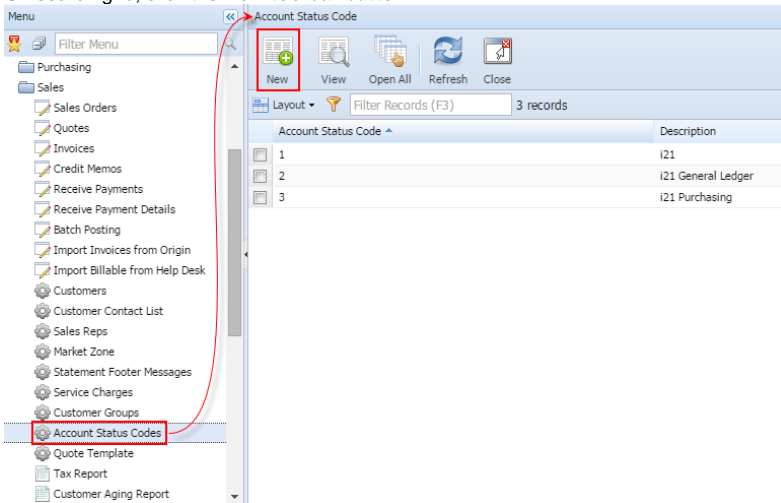
4. Click **Save** button.



If the [origin integration](#) is enabled, the **Status Code** field will be disabled upon saving.

1. On **Sales** folder, click the **Account Status Codes** menu. If there is no existing record yet, it will open a new Account Status Codes screen. The **Account Status Code** search grid will be docked at the center panel.

2. On search grid, click the **New toolbar button**.



3. Enter a **Status Code** and its **Description**. Refer to [Account Status Code](#) for the description of each fields.

The screenshot shows the 'Account Status Codes - 1' form. The 'Status Code' field contains '1' and the 'Description' field contains 'Board Members'.

4. Click **Save** button.

If the [origin integration](#) is enabled, the **Status Code** field will be disabled upon saving.

1. On **Accounts Receivable > Maintenance**, double click the **Account Status Codes** menu. If there are existing records, this will open the **Search Account Status Code** screen. Otherwise, a new Account Status Codes screen will be displayed. If search screen is rendered, proceed to step 2.
2. On search screen, click the **New toolbar button**.



3. Enter a **Status Code** and its **Description**. Refer to [Account Status Code](#) for the description of each fields.

The screenshot shows a software window titled "Account Status Codes - 1". At the top, there is a toolbar with icons and labels for "New", "Save", "Search", "Delete", "Undo", and "Close". The "Undo" button is currently active. Below the toolbar, the form has two main input areas. The first is labeled "Status Code:" and contains the value "1". The second is labeled "Description:" and contains the text "Board Members". At the bottom of the window, there is a status bar with a help icon, a lifebuoy icon, a lightbulb icon, the word "Edited", and a pagination control showing "Page 1 of 1".

4. Click **Save** button.