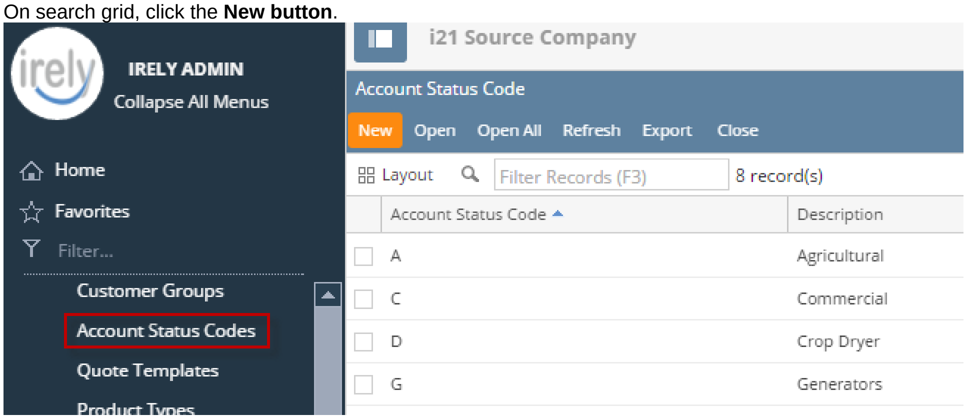
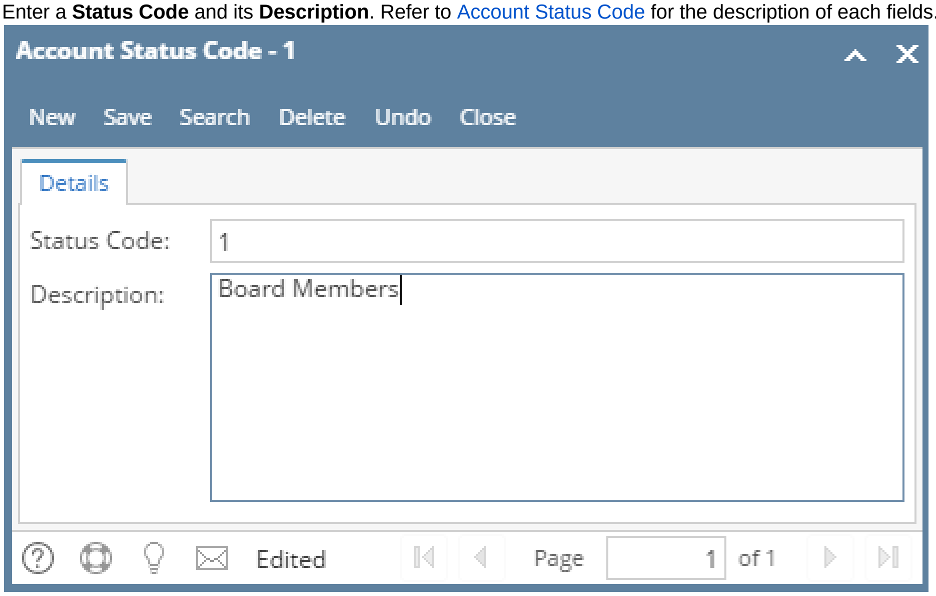
How to Add an Account Status Code

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.

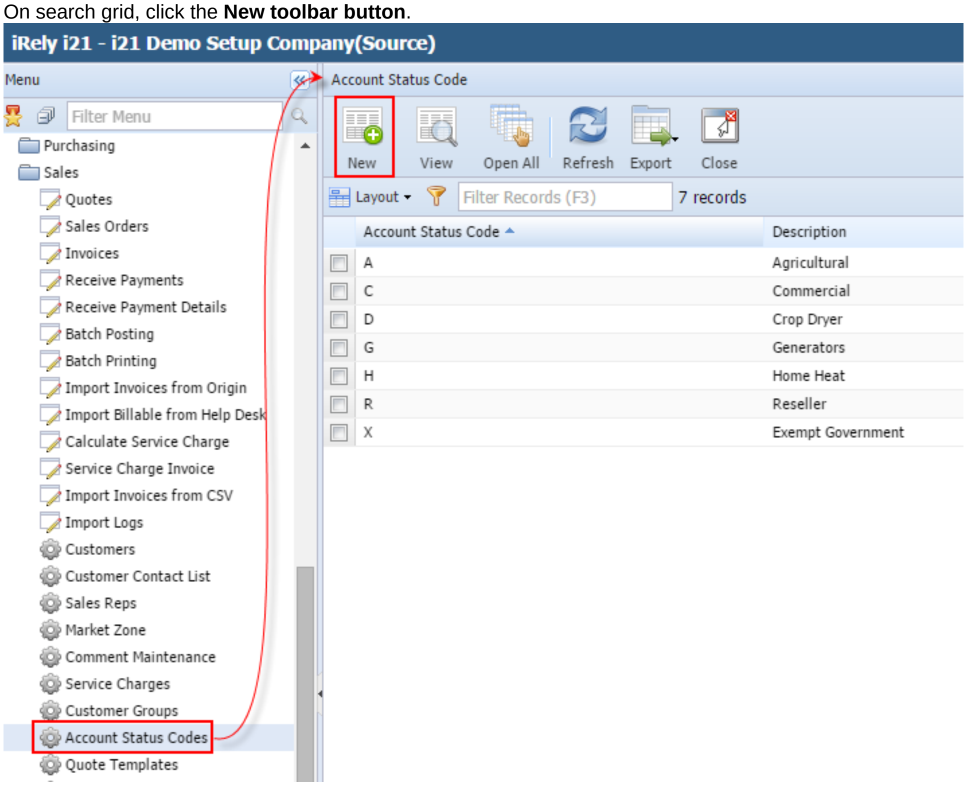


4. Click **Save** button.

> ⚠ 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 **A ccount Status Code search grid** will be docked at the center panel.

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



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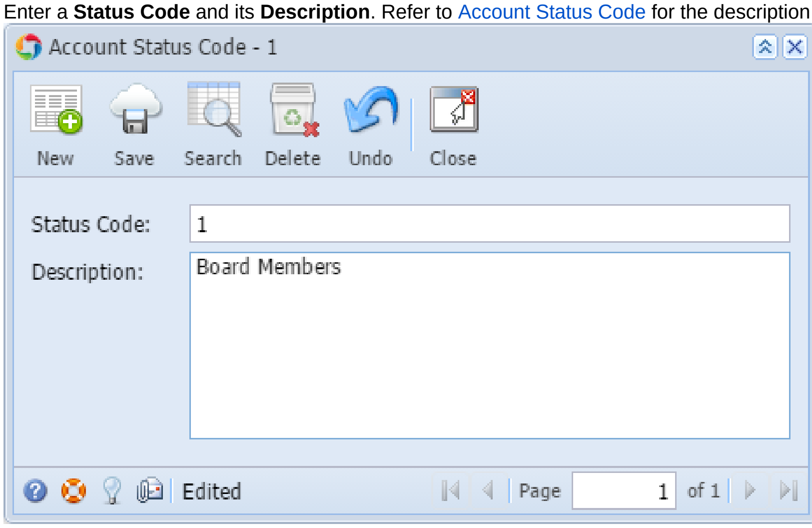

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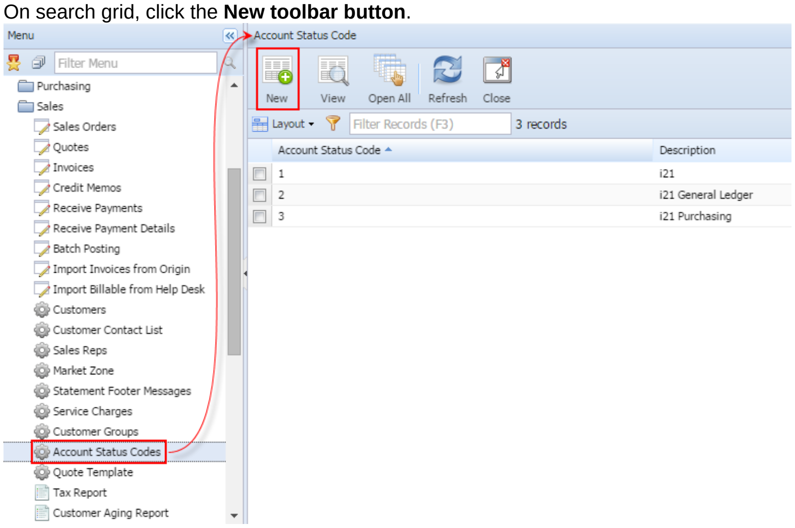
2. On search grid, click the **New toolbar button**.



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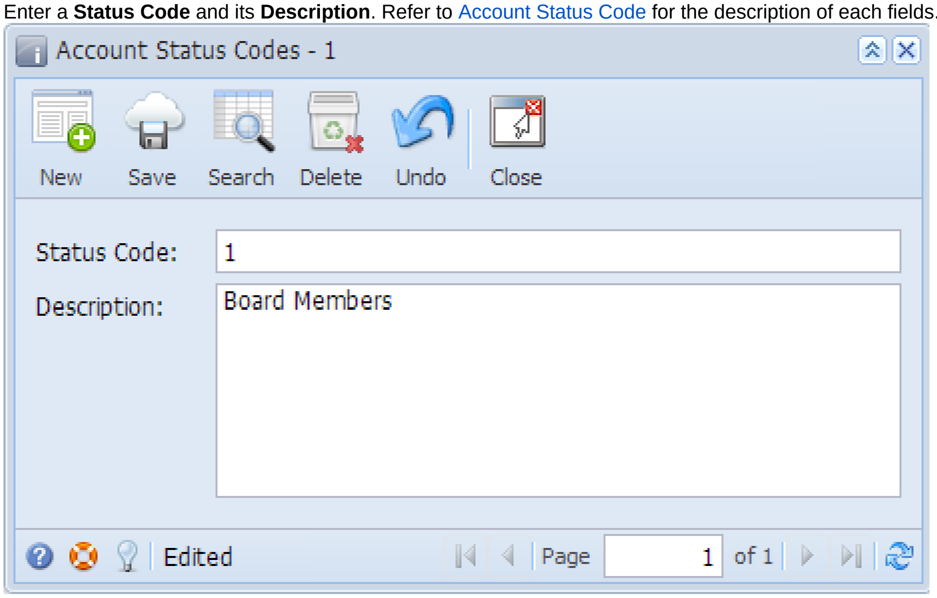
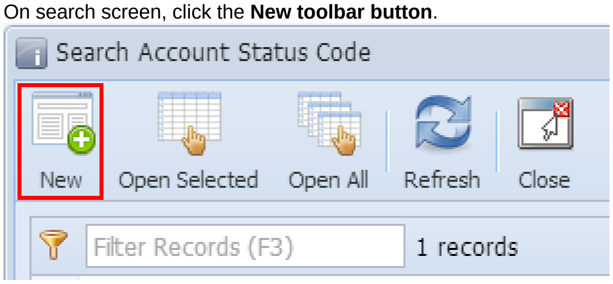


4. Click **Save** button.

> ⚠ 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. If the Account Status Codes screen is rendered, continue to step 3.
2. On search screen, click the **New toolbar button**.



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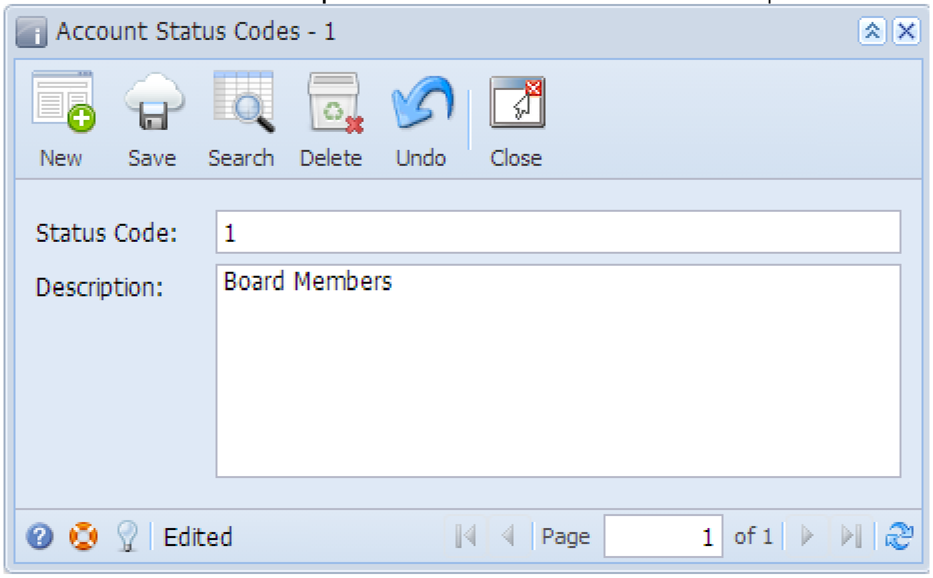

4. Click **Save** button.