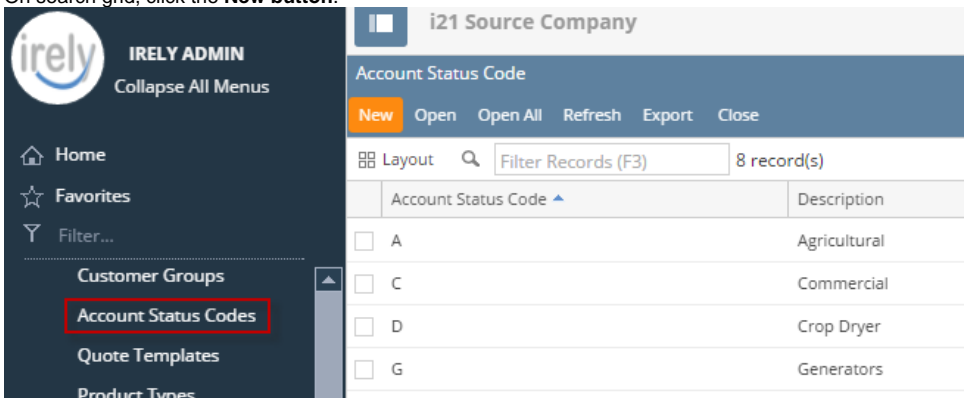


How to Add an Account Status Code


- 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.

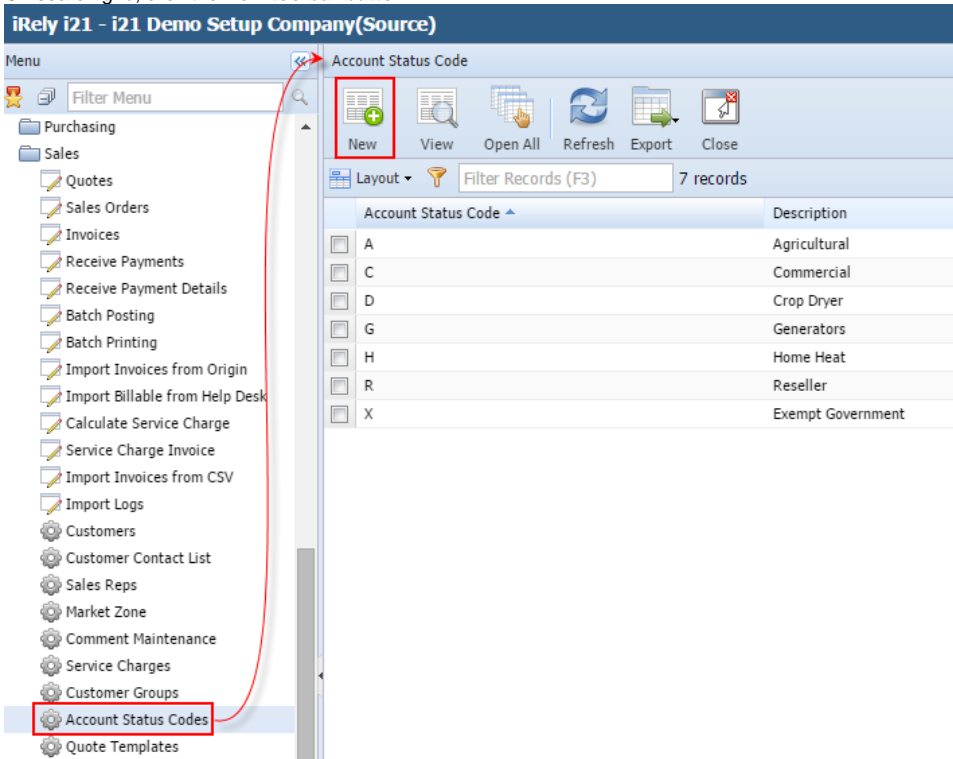
The screenshot shows the 'Account Status Code - 1' form. At the top is a toolbar with buttons: 'New', 'Save', 'Search', 'Delete', 'Undo', and 'Close'. Below the toolbar is a 'Details' tab. The form has two main fields: 'Status Code' with the value '1' and 'Description' with the text 'Board Members'. At the bottom 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'.

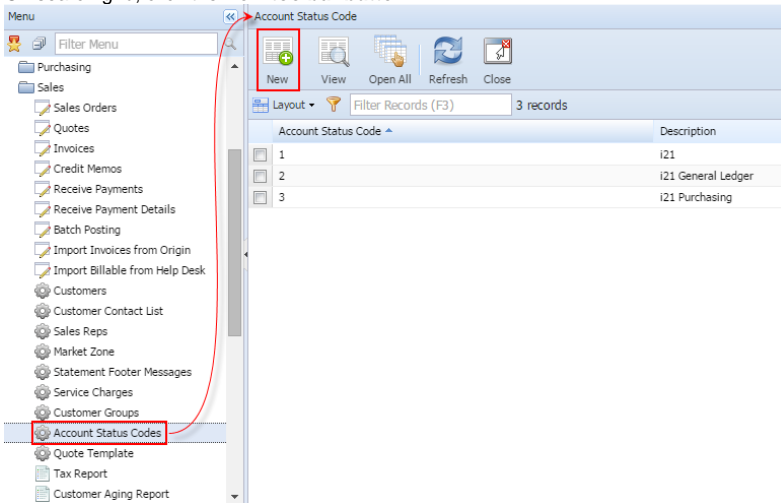
4. Click **Save** button.



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**.



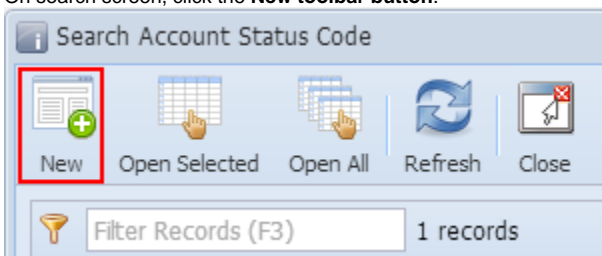
3. Enter a **Status Code** and its **Description**. Refer to [Account Status Code](#) for the description of each fields.

The screenshot shows the 'Account Status Codes - 1' form. It has a toolbar with 'New', 'Save', 'Search', 'Delete', 'Undo', and 'Close' buttons. The 'Status Code' field contains the value '1'. The 'Description' field contains the text 'Board Members'. At the bottom, there is a status bar showing 'Edited' 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 **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.

Account Status Codes - 1

New Save Search Delete Undo Close

Status Code: 1

Description: Board Members

? Edited Page 1 of 1

4. Click **Save** button.