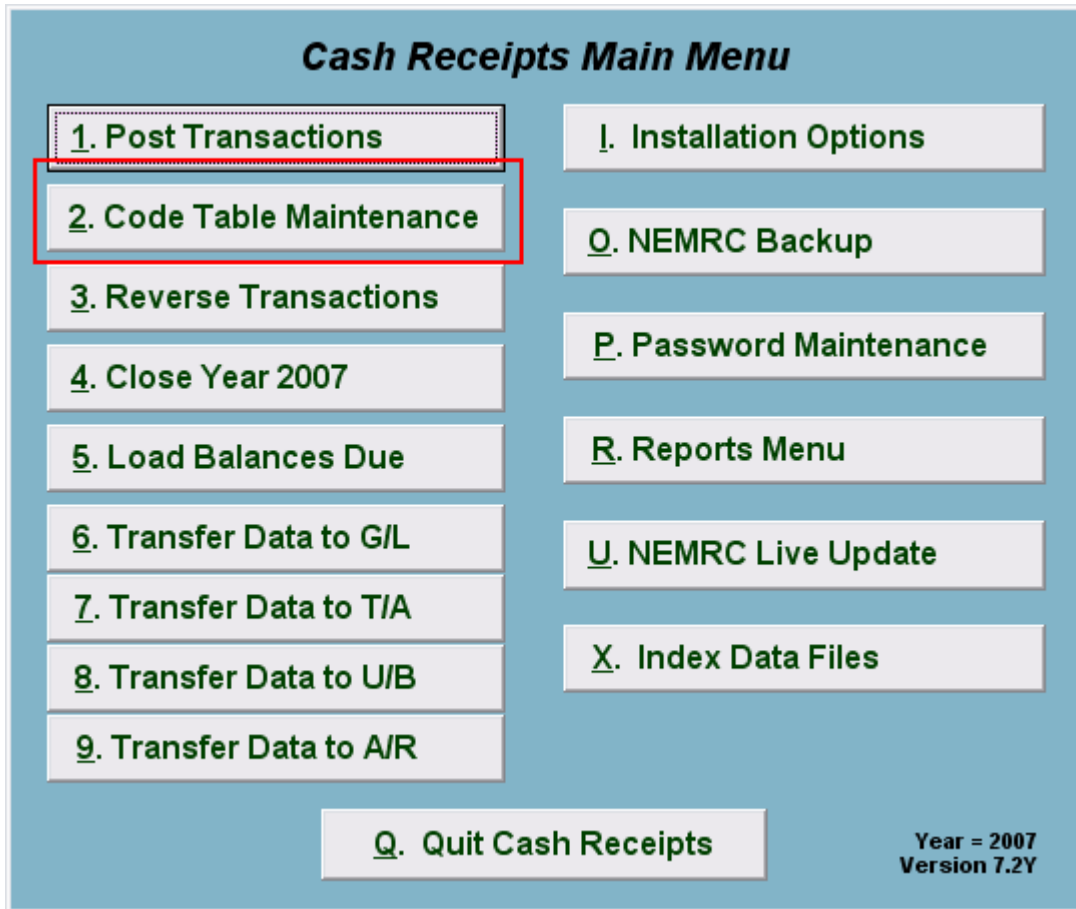# 2. Code Table Maintenance

Click on "2. Code Table Maintenance" from the Main Menu and the following window will appear:

Cash Receipts

Code Table Maintenance

1. **Code:** Enter the Code you wish to maintain and the screen under "Edit" will become available to you.

2. **Add new code:** Click this button if you are adding a new code and the following screen will become available to you.

3. **Cancel:** Click "Cancel" to cancel and return to the Main Menu.

Cash Receipts

New

1. **Code:** Enter the new Code. This should be consistent with the other existing codes.

2. **Active OR Inactive:** Click on the circle next to whether this code is Active or Inactive.

3. **Review Window:** This window allows you to see existing codes and helps you establish a new code consistently.

4. **Description:** Enter a description of the code.

5. **Linked to…:** Click on the Module you want the code be linked to. Refer to the note.

6. **Entity:** Click on the box and select from the choices provided.

7. **Allow multiple GL accounts:** Click the box if this Code is to allow multiple GL accounts.

8. **Default posting code:** Click the box if this Code is a Default posting code.

9. **Debit account:** Enter the Debit account number OR click "Find" and select from there.

10. **Credit account:** Enter the Credit account number OR click "Find" and select from there.

11. **Default amount:** Enter a default amount to appear during posting only if you would like one to appear.

12. Save: Click this button to save on this computer. Refer to GENERAL FILE for more information.

13. Cancel: Click "Cancel" to cancel and return to the previous screen.

Cash Receipts

Edit

1. **Description:** This is the Description of the code you are working in.

2. **Active Or Inactive:** Click on the circle next to whether this code is Active or Inactive.

3. **Linked to…:** Click on the Module you want the code be linked to. Refer to the note.

4. **Entity:** Click on the box and select from the choices provided.

5. **Allow multiple GL accounts:** Click the box if this Code is to allow multiple GL accounts.

6. **Debit account:** Enter the Debit account number OR click "Find" and select from there.

7. **Credit account:** Enter the Credit account number OR click "Find" and select from there.

8. **Default amount:** Enter a default amount to appear during posting only if you would like one to appear.

9. **Save:** Click this button to save on this computer. Refer to GENERAL FILE for more information.

10. **Cancel:** Click "Cancel" to cancel and return to the previous screen.

11. **Delete:** Click "Delete" to permanently Delete this code and return to the previous screen.