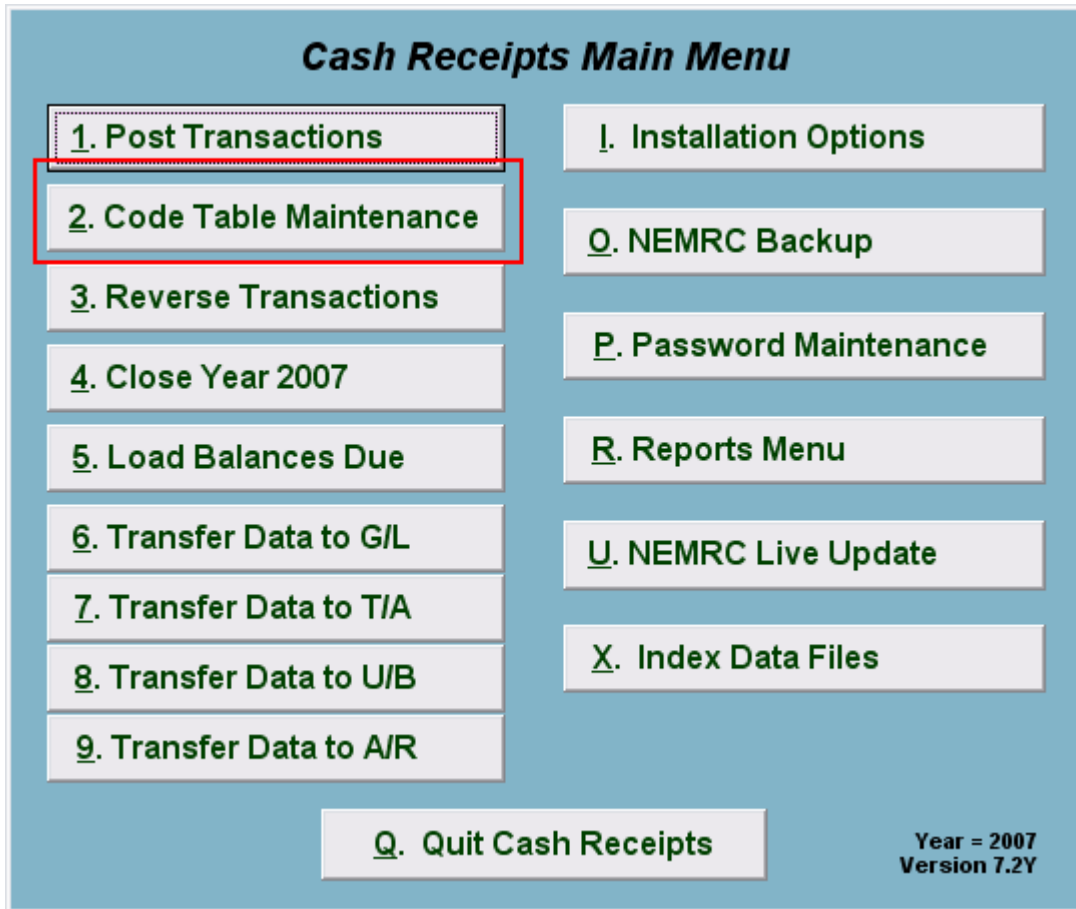


# Cash Receipts

## 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

The screenshot shows a software window titled "Code table maintenance". At the top left, there is a small logo with the word "FUND" below it. The window contains the following elements:

- A "Code" dropdown menu with the value "1" selected.
- An "Add new code" button.
- A "Description" text input field.
- Two radio buttons labeled "Active" and "Inactive".
- Four unchecked checkboxes:
  - Linked to General Ledger
  - Linked to Tax Administration
  - Linked to Utility Billing
  - Linked to Accounts Receivable
- Three buttons at the bottom: "Save", "Cancel", and "Delete".

- 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

The screenshot shows a 'Code table maintenance' window with the following fields and options:

- Code:** 1
- Active/Inactive:** Active (selected)
- Description:** 4
- Linked to...:**
  - Linked to General Ledger
  - Linked to Tax Administration
  - Linked to Utility Billing
  - Linked to Accounts Receivable
- Entity:** 03
- Allow multiple GL accounts:**
- Default posting code:**
- Debit account:** 9
- Credit account:** 10
- Default amount:** 11 0.00

Buttons: Save (12), Cancel (13)

- 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.

## Cash Receipts

- 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

**Code: T005**

Description: TOWN TAXES RECEIVED <sup>1</sup>

Active <sup>2</sup>  Inactive

<sup>3</sup>  Linked to General Ledger Entity: 03 <sup>4</sup>  Allow multiple GL accounts

Linked to Tax Administration Entity: 01 <sup>5</sup>  Default posting code

Linked to Utility Billing

Linked to Accounts Receivable

A code may be linked to only ONE module besides General Ledger

Debit account: 110-00-0001-01.00 <sup>6</sup> Find General Checking-11018441

Credit account: 110-00-0003-31.02 <sup>7</sup> Find Tax Posting Variance

Default amount: <sup>9</sup> 0.00

<sup>10</sup> Save <sup>11</sup> Cancel <sup>12</sup> Delete

- 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.