

# Accounts Codes

📅 Thu, Jan 18, 2024    📁 Resource Sub Menus

The Account Codes screen shows the different Accounts Codes against the selected Resource and the dates they are valid from. These are usually used by Clients to enable them to link Ostara to their own finance systems. If there is only one Client, this screen will be shown straight away. If there are multiple Clients, the Client select screen will be displayed and upon choosing a Client, the Account Codes for that Client will be shown.

The screenshot shows a window titled "Account Codes" with a table and control buttons. The table has three columns: "Account Code", "Financial Start", and "Financial End". There are two rows of data. The first row has "123456" in the first column, "01/01/1890" in the second, and "31/03/2018" in the third. The second row has "ABCDEF" in the first column, "01/04/2018" in the second, and an empty cell in the third. Above the table are buttons for "Add", "Edit", and "Remove". Below the table are buttons for "OK" and "Cancel".

Account Code	Financial Start	Financial End
123456	01/01/1890	31/03/2018
ABCDEF	01/04/2018	

Each Account Code has a Financial Start date and a Financial End date (except for the current Account Code which will not have a Financial End date). By clicking "Edit" on an Account Code, the User can amend the Account Code itself along with the Start and End Dates. By clicking "Add", the User can add in a new Account Code with a Start Date. Doing this will automatically set the End Date on the previous Account Code. Finally an Account Code can be removed by clicking the "Remove" button.

Once all changes have been made, click "OK" to apply the changes. If the changes should be discarded, click "Cancel".

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=679>