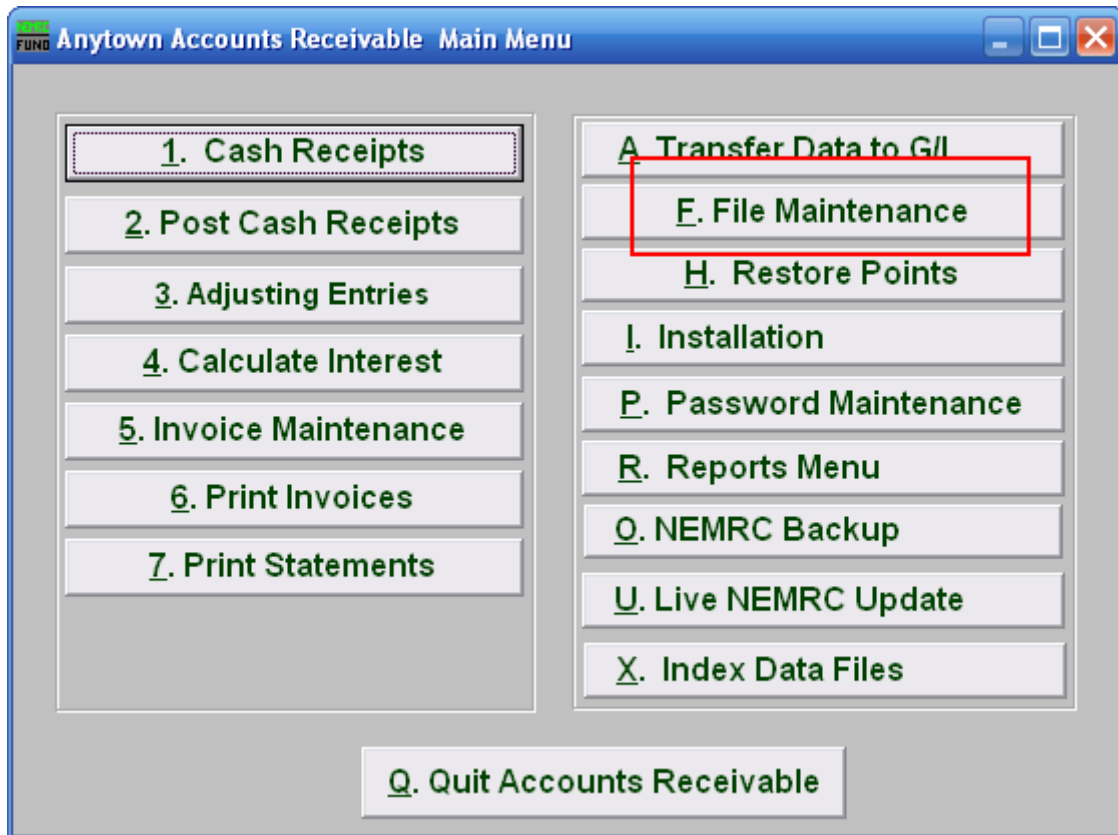
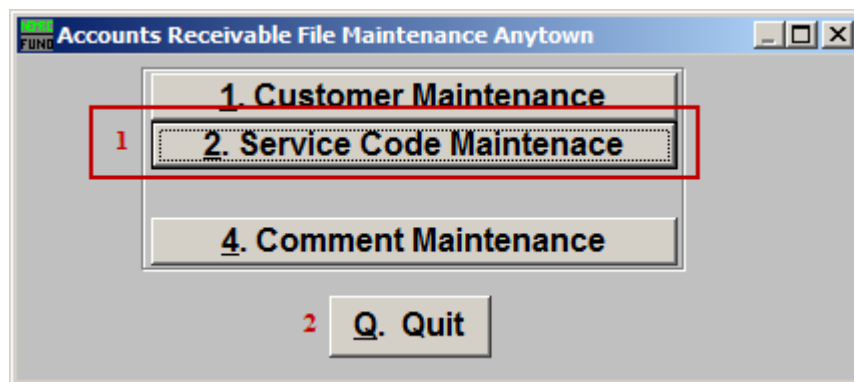


Accounts Receivable

F. File Maintenance: 2. Service Code Maintenance



Click on “F. File Maintenance” from the Main Menu and the following window will appear:



- 1. Service Code Maintenance:** Click this button to add, edit or delete billing service codes.
- 2. Quit:** Click this button to return to the Main Menu.

Accounts Receivable

Service Code Maintenance

The “Service Code List” tab

Service Code List				4 Service Code Details
HWYMS	HIGHWAY MISCELLANEOUS REVENUE	0.0000	112-02-2300-99.00	<div>1 Add</div> <div>2 Edit</div> <div>3 Delete</div>
TAFL	AFLAC Reimbursement	0.0000	110-01-1200-00.24	
TBCB	Cigna	0.0000	110-01-1200-00.05 5	
TCMK	4 Corner Markers	0.0000	111-05-2140-15.00	
TCOL	Colonial Reimbursement	0.0000	110-01-1200-00.14	
TCPC	Perpetual Care	0.0000	140-07-2300-00.00	
TCRF	Town Clerk Recording Fee	0.0000	110-05-2040-40.00	
TDTL	DENTAL INSURANCE COBRA	0.0000	110-01-1200-00.07	
TELC	Election Reimbursement from School	0.0000	110-10-3300-20.00	
TH16	TOWN HIGHWAY #16 SPECIAL ASSESSME	0.0000	110-02-2010-01.00	
THTR	THEATER RENTAL	0.0000	114-05-2044-24.07	
THUSE	Electrical Billing	1.0000	115-05-2000-01.00	
TJZ01	Job Zone Interest Ben & Jerrys	1.0000	110-04-2036-23.08	
TJZ02	Job Zone Water Bond Interest	1.0000	517-03-2001-13.00	
TLEASE	Parking Lot Lease Refund	0.0000	111-20-3500-70.00	
TMIS	change to describe charges	1.0000	110-07-2070-99.00	
TOAK	Oak Hill	0.0000	111-05-2140-06.00	
TPLS	Recycling Brown Goods	1.0000	110-05-2041-75.00	
TRED	Town Report Reimbursement-School	0.0000	110-04-2032-23.05	

OK **Cancel**

1. **Add:** Add a new Service Code.
2. **Edit:** Select a service code line and clicking the edit button will move you to the Service Code Details tab which allows you to edit information about the highlighted (**5**) Service Code.
3. **Delete:** Select a service code line and clicking the delete and remove the highlighted (**5**) Service Code from the list.
4. Click Service Code Details to edit information about the highlighted (**5**) Service Code.

Accounts Receivable

The “Service Code Details” tab

Clicking the Service Code Details tab allows you to edit the highlighted Service Code. The following screen will appear:

The screenshot shows a window titled "Service Code Maintenance" with a tab labeled "Service Code Details". The window contains several input fields and a table of account assignments.

Service Code List

Code	1	TBCB
Description	2	Cigna
Unit Cost?	3	0.0000

Account Assignments:

Account Type	Field Number	Account Code	Action	Description
Cash	4	110-00-0003-30.30	Find	A/R Variance Account
Revenue	5	110-01-1200-00.05	Find	Cigna Liability
Interest Revenue	6	110-01-1200-00.05	Find	Cigna Liability
Write off Debt (Abate)	7	110-01-1200-00.05	Find	Cigna Liability
Accounts Receivable	8	110-00-0003-30.00	Find	General Receivable
Interest Receivable	9	110-00-0003-30.00	Find	General Receivable

Buttons: OK, Cancel

- 1. Code:** This field displays the service code you are maintaining.
- 2. Description:** There are two lines of 40 characters available. Often the first line may reflect a common description such as “Police Services.” The second line is modified during invoice entry to reflect specific information to the customer such as “Badge #x on xx/xx/xxxx.” This can be changed during invoice entry.
- 3. Unit Cost?:** Enter the default price per unit to appear during invoicing. This can be changed during invoice entry.
- 4. Cash:** Enter the General Ledger asset account for posting payments to this code.
- 5. Revenue:** Enter the General Ledger revenue account for booking revenue during invoicing.

Accounts Receivable

- 6. Interest Revenue:** Enter the General Ledger revenue account for booking interest during calculation.
- 7. Write off Debt (Abate):** Enter the General Ledger expense account for posting an abatement to this code.
- 8. Accounts Receivable:** Enter the General Ledger asset account to hold the balance due for this code.
- 9. Interest Receivable:** Enter the General Ledger asset account to hold the interest balance due for this code

Click “OK” to save changes and return to the previous screen.

Click “Cancel” to cancel and return to the previous screen.