Accounts

refers to:
Maintenance menu → Accounts setup → accounts tab

- This form shows a list of every Account Code that has been set up.
- Sales Codes are only created by allocating a code to a client and completing a transaction such as a Timesheet, but they are stored here.
- An Account consists of a Ledger type, the code and an editable Name. The Name is used in the Accounts reports rather than the Client Name.
- If a Client moves to a new account code the details of the previous code, and any related history outstanding, will remain accessible from here.

An Account can **NEVER** be deleted, once used, since codes may be referenced by historical accounts which must retain the reference they were originally given.

See also
7.14 Ledgers.

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