



Status Codes

Diversified Technology  
P.O. Box 949  
Bloomsburg, PA 17815  
Support Line: 800-537-8903 ext. 1  
[Support@DiversifiedTechnology.com](mailto:Support@DiversifiedTechnology.com)

# Status Codes



Table of Contents

Status Codes ..... 3

    Add a New Status Code ..... 4

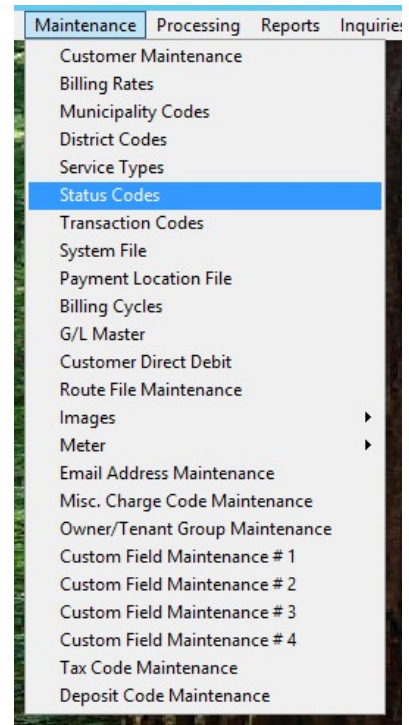
    List Tab..... 4

### Status Codes

The **Status Codes** option allows you to create and maintain codes that clarify the various statuses of a customer's account, such as Active, Inactive, Final, Vacant, etc.

To access this option:

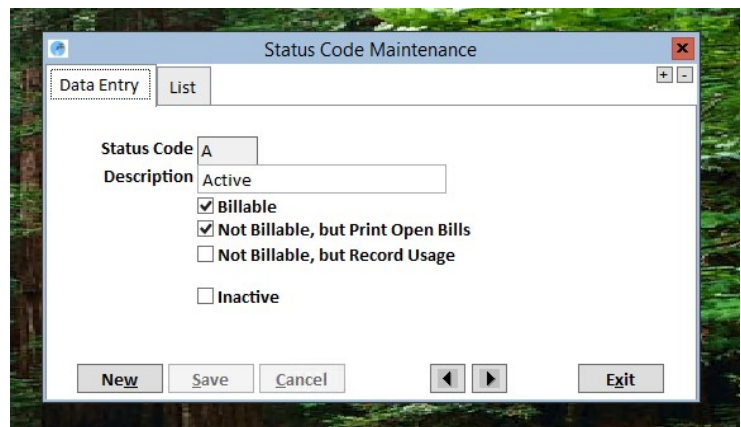
- Click the **Maintenance** tab
- Select **Status Codes** from the drop down menu



In the **Status Code Maintenance** window, you can create and maintain codes that identify the various statuses assigned to a customer's account.

Available fields on this screen are:

- **Status Code** – a one position alphanumeric code to define a customer's account status
- **Description** – a word or brief phrase to clarify the Status Code
- **Billable** – Indicates services will be billable when applied to an account
- **Not Billable, but Print Open Bills** – Allows for any currently non-billable status (i.e. Inactive, Final) assigned to a service on an account with an outstanding balance to be included on bill prints and notice processing
- **Not Billable, but Record Usage** – Allows the system to maintain records of water/sewer usage for those services not being currently billed for.
- **Inactive** – Use this checkbox when the code is inactive and no longer to be used.


 A screenshot of the 'Status Code Maintenance' window. It has a title bar with the text 'Status Code Maintenance'. Below the title bar are two tabs: 'Data Entry' (selected) and 'List'. The main area contains the following fields and controls:
 

- 'Status Code' field with the value 'A'.
- 'Description' field with the value 'Active'.
- Three checkboxes:
  - ☒ Billable
  - ☒ Not Billable, but Print Open Bills
  - ☐ Not Billable, but Record Usage
- ☐ Inactive

 At the bottom of the window are five buttons: 'New', 'Save', 'Cancel', a left arrow button, and a right arrow button. An 'Exit' button is located at the bottom right.

The available buttons on this screen are:



- **New** – Allows you to enter a new status code



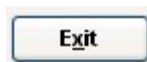
- **Save** – Saves new or modified status codes



- **Cancel** – Cancels the creation of a new status code or changes made in this screen



- **Forward/Backward Arrows** – Allows you to toggle backward or forward through the available status codes



- **Exit** – Returns you to the workspace

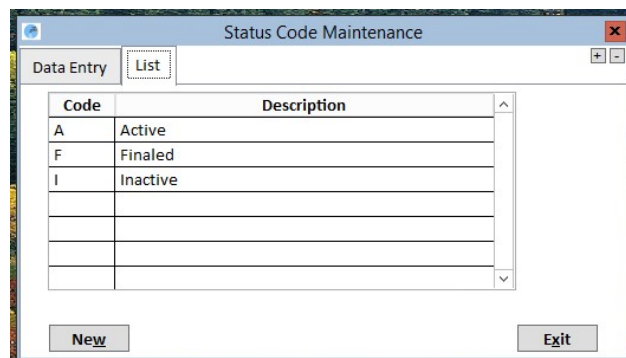
### Add a New Status Code

As needed, you can add a new **Status Code** by clicking on the **New** button. The System will refresh the **Status Code Maintenance** screen to allow for entry of a new code. To save the new code, click the **Save** button.

### List Tab

The **List** tab displays all the codes you have created. You can double click on a code in the list to modify or to make it inactive.

When you double click on a code, you will return to the **Data Entry** tab to modify the code as needed.



have created.  
to modify or to

return to the  
needed.