Maintenance Codes User Guide

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Maintenance Codes

Warning: ***Never Delete a Code Type.***

Maintenance Codes are control files and are used by all modules of PCSchool, with some modules sharing information. When you add or edit the Maintenance Codes you must refresh the Module in order to see the new codes.

***Path:***   Utilities → Maintenance Codes

This file contains Code Types, at times PCSchool may require you to add new codes.

Do not delete an existing Code Type.
Do not change Undefined or Blank codes; these entries may used as a Global Field within PCSchool.

Create a New Code Type

Never try to overtype the Type, always click clear before adding a new Code Type. You will only add new Code Types if asked to do so by PCSchool.
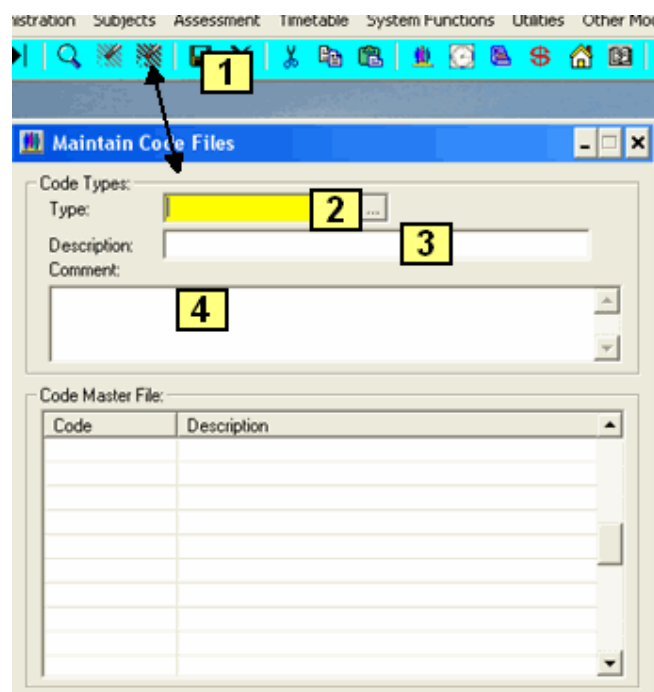
1.	Click the Clear Icon on the Toolbar.
2.	Enter the name as asked by PCSchool in the Type field.
3.	Optional: Enter a description for future reference.
4.	Optional: Comment could be where this code will be used.
●	Tab and Save the entry. If you are not asked to save the entry will not save.

Adding New Codes

The Codes you enter will be appertaining to your school; all the codes must be unique. When selecting the codes for use it is the description you will see so make sure it is meaningful. You will have to refresh the screen before the added codes can be used.

1.	Select the Code Type you wish to add new codes to.
2.	Enter a Unique Code on the **next free line**, you may need to tab to the next line if you can't see it.
3.	Enter your meaningful description.

Edit or Remove a Code

1.	Never Delete the Type, you will have to restore a backup is you do.
2.	Description and Comments can be added or changed.
3.	Only delete a code with caution these may be used by other Modules.
4.	The description can be changed to have more meaning or refer to something else.
•	Tab off the line to save. Refresh the screen to view the changes.

List of Current Code Files

•	**ABSENT**	Absent Reason	Add to the list of absence reasons
•	**ACCOUNT**	Debtors	Optional Charges for Accounts – Do not delete Build and P&F
•	**ALUMNOTE**	Foundation	Extended Community – Notes – Category.
•	**ALUMREL**	Foundation	Extended Community – Relationships.
•	**ALUMSTAT**	Foundation	Extended Community – Alum Stat – grouping.
•	**ASSETTYPE**	Asset Register	Groups assets by Types.
•	**BANK**	Debtors Finance	List of Banks using ASX codes. Any unique 3 letter code can be used.
•	**BEHAVIOUR**	Absence	Detention behaviour codes.
•	**CAMPUS**	Student View	Scholastic tab, multi campus schools.
•	**CLASS**	Student View	Form Class – Home Class – Class codes.
•	**COCURRIC**	Co Curricula	Group Codes
•	**COUNTRY**	Staff View	Address Country code.
•	**CREDIT**	Debtors	Account master File – Banking – Credit card Types
•	**CREDTYPE**	Creditors	Creditors Master Reports – Analysis Codes
•	**DORM**	Student View	Enrolment – Boarding – Dormitories.
•	**ENQCOMMENT**	Enquiry Module	Comments – Category, groups enquiry comments.
•	**ENQSOURCE**	Enquiry Module	Source Enquiry – Lists the enquiry source
•	**ENROL_STAT**	Student View	Enrolment – tracks the stages of enrolment.
•	**FOUNDSTAT**	Foundation	Extended Community – Foundation grouping.
•	**GOVTASST**	Student View	Scholastic – Gov Assist – codes for government assistance.
•	**HEALTH**	Student View	Medical – Private Health Funds – use codes from the Tax Pack.
•	**HOUSE**	Student View	House – Sporting Houses.
•	**INCIDENT**	Incident Tracker	Create codes for Incident Code Maintenance.
•	**LEARNZONE**	Curric Control	Subject Codes – Subject Supplement – Learning levels.

●	**MERIT**	Absence	Merits – used to group Merits.
●	**MINISTER**	Student View	Personal – add to as necessary.
●	**PARISH**	Student View	Personal – add to as necessary.
●	**PAYDEPT**	Payroll Asset Register	Groups departments for tracking purposes.
●	**REGION**	Enquiry Module	Parents – Groups the enquiries.
●	**RELIGION**	Student View	Family Misc (Parents) Personal (Student)
●	**SPECNEED**	Student View	Personal – Creates Categories for special needs.
●	**STATE**	All Modules	States used in addresses.
●	**SUPBRANCH**	Payroll	System – Payroll Control Files – Super Providers – Branch
●	**SUPERTYPE**	Payroll	
●	**SUPPLAN**	Payroll	System – payroll Control Files – Super Providers – Plan No.
●	**TABLE**	Student View	Enrolment – Boarding – Table number.
●	**TENDER**	Debtors	Receipts – Bank Deposits; do not delete any codes, can add.
●	**TIMEOFDAY**	Absence	Detention – Time of behavioural problem.
●	**TRAV_MODE**	Co Curricula Travel Details	Can be used for Buss runs and travel to events.
●	**TRAVEL_TM**	Travel Details	Can be used for entering timetable for busses.
●	**USERDEF**	Student View Family Staff View	Can add to for record keeping of any type by creating groups; ● Once created codes can be added in through System Functions/User Definition Codes.