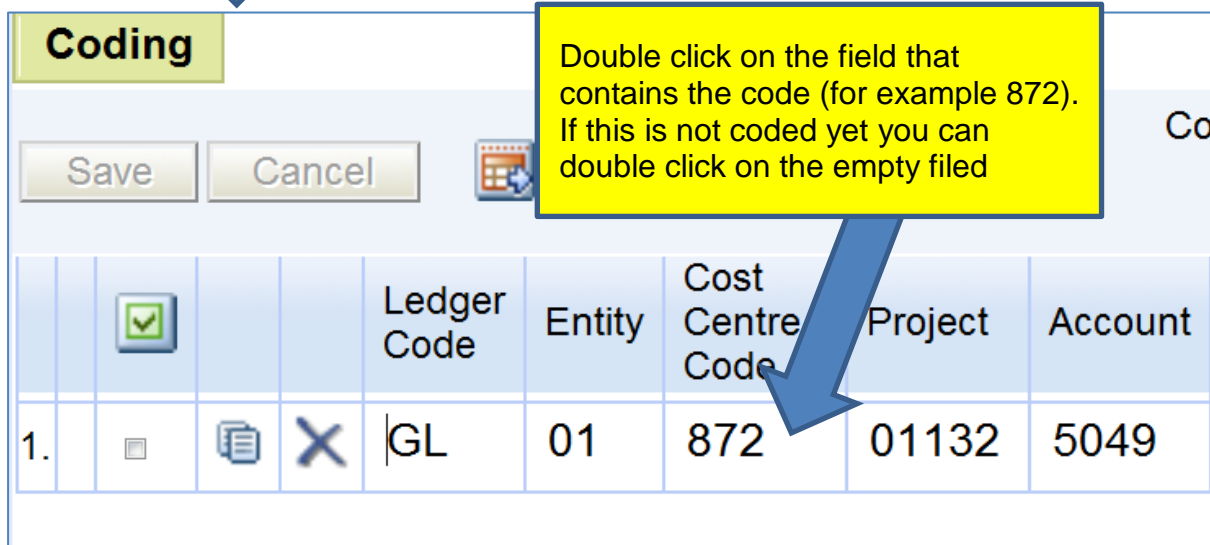
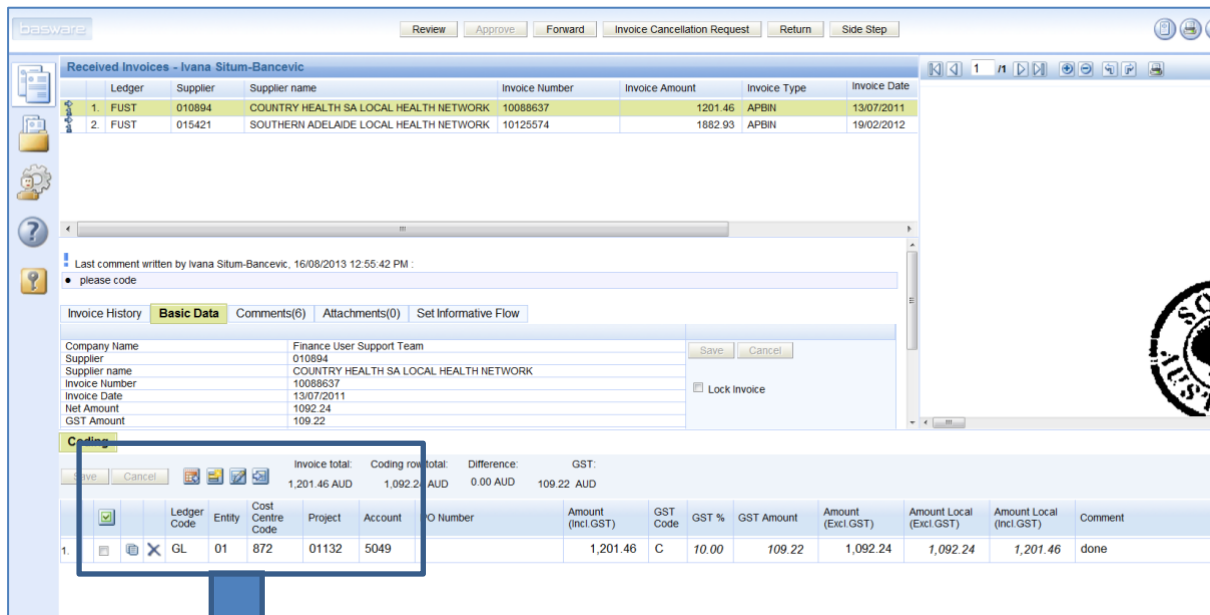


# 1 Accounts descriptions in Basware

In the Basware Thin Client application users can view accounts descriptions such as cost centres, projects or natural accounts descriptions. Users can also create their own list of favourite accounts to choose from.

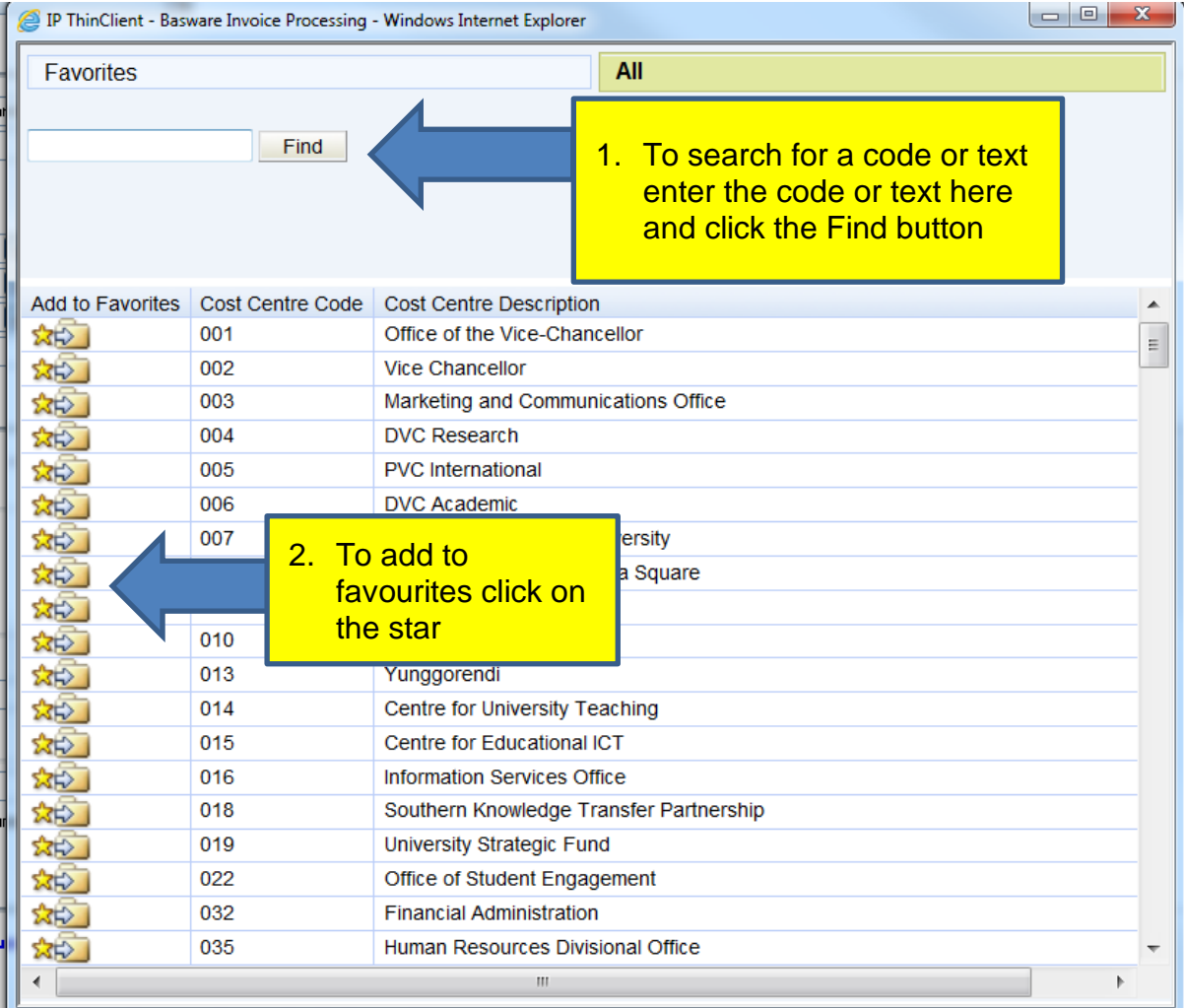
## 1.1 How to view accounts descriptions and select account codes

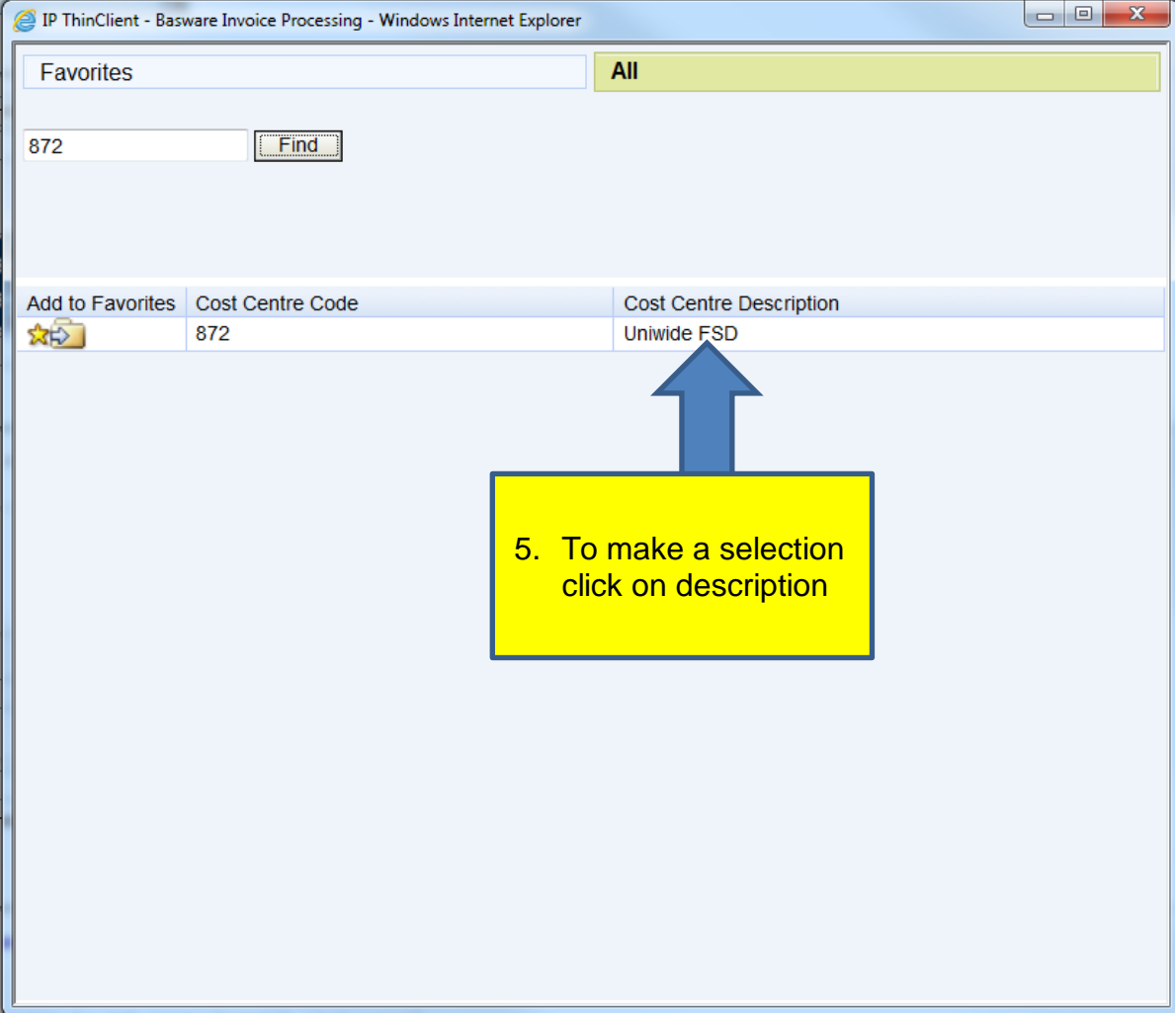
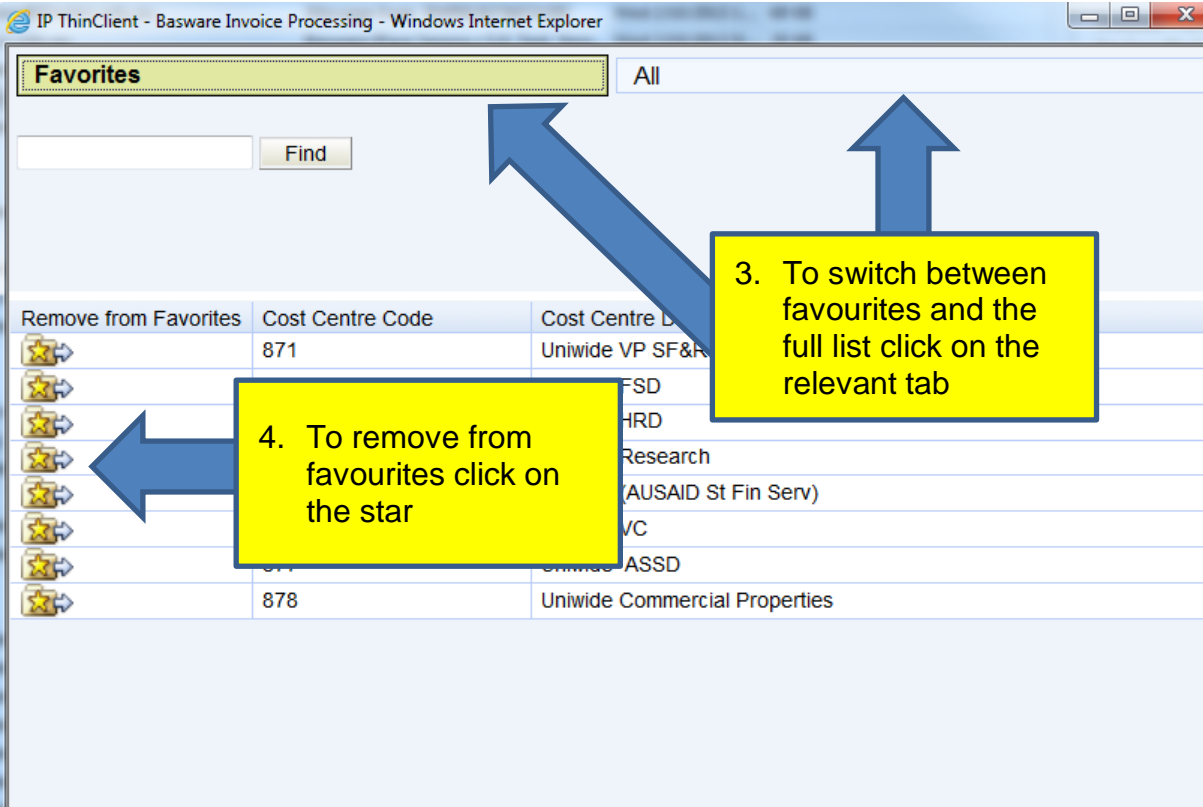


The following screen will open where you can:

1. Search for a specific code or text
2. Add to favorites
3. Switch between favorites and the full list


- 4. Remove from favorites
- 5. Make a selection









You can also view accounts descriptions in the grid. Please note that the wide coding grid contains extra elements as it is designed for the Capital Works ledger (CW) used by Buildings and Property.





**Coding**

Save Cancel 





To view accounts descriptions click on the wide coding button

				Ledger Code	Entity	Cost Centre Code	Project	Account
1.				GL	01	872	01132	5049

**Coding**

Save Cancel    

Invoice total: 1,201.46 AUD    Coding row total: 1,092.24 AUD    Difference: 0.00 AUD    GST: 109.22 AUD

				Ledger Code	Entity	Cost Centre Code	Cost Centre Name	Project	Project Name	Account	Account Name
1.				GL	01	872	Uniwide FSD	00174	General Fund	5049	Student One Control

↑ ↑ ↑

Descriptions are displayed.  
Note: as the column width cannot be adjusted by users in order to view the full description you need to click the mouse at the end of the cell (see the red pointer above as an example where you need to click)

**THE END**