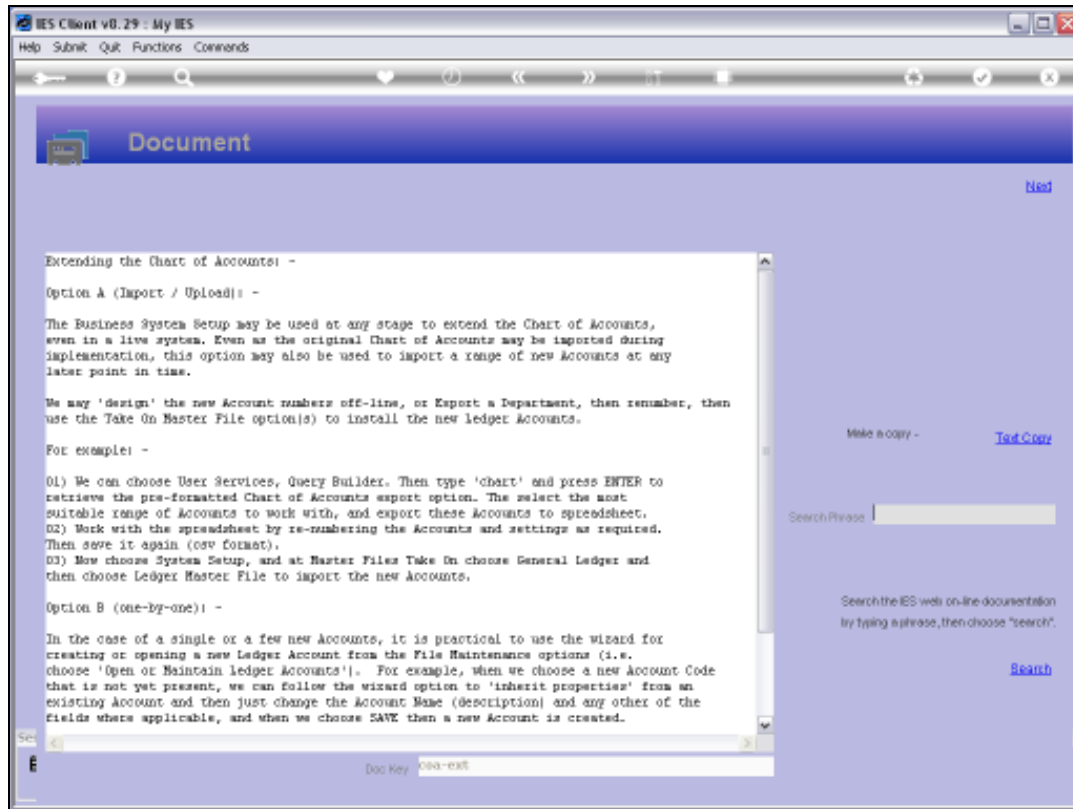




Slide 1

Slide notes: A Help option on the topic of 'Extensions to the Chart' is found at the Chart of Accounts menu.



Slide 2

Slide notes: There are 3 primary methods available to extend the Chart, i.e. to open additional Accounts. The first option is to import Accounts as listed in a spreadsheet. Then there is an option to export from the current Chart to spreadsheet first, then manipulate some new Account Numbers, and upload.

The screenshot shows a web browser window titled "IES Client v8.29 : My IES". The browser's address bar is empty, and the page content is displayed on a light blue background. The main content area contains a document titled "Document" with the following text:

Extending the Chart of Accounts: -

Option A (Import / Upload): -

The Business System Setup may be used at any stage to extend the Chart of Accounts, even in a live system. Even as the original Chart of Accounts may be imported during implementation, this option may also be used to import a range of new Accounts at any later point in time.

We may 'design' the new Account numbers off-line, or Export a Department, then renumber, then use the Take On Master File option(s) to install the new ledger Accounts.

For example: -

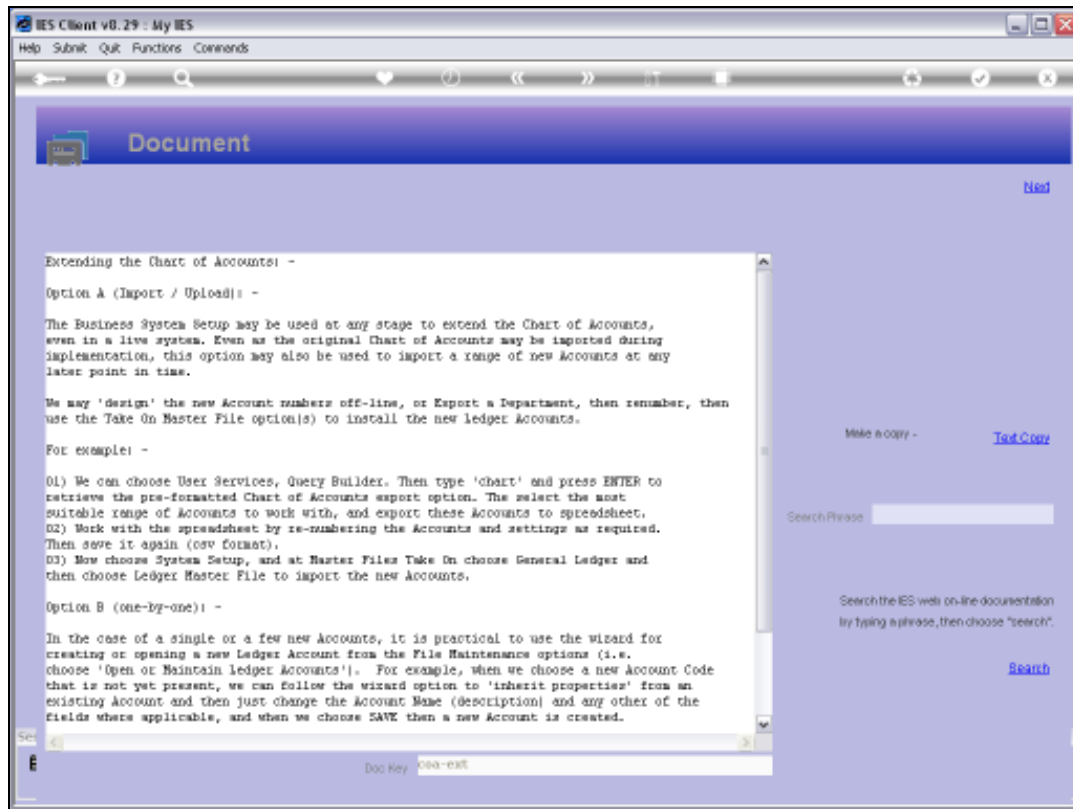
- 01) We can choose User Services, Query Builder. Then type 'chart' and press ENTER to retrieve the pre-formatted Chart of Accounts export option. Then select the most suitable range of Accounts to work with, and export these Accounts to spreadsheet.
- 02) Work with the spreadsheet by re-numbering the Accounts and settings as required. Then save it again (CSV format).
- 03) Now choose System Setup, and at Master Files Take On choose General Ledger and then choose Ledger Master File to import the new Accounts.

Option B (one-by-one): -

In the case of a single or a few new Accounts, it is practical to use the wizard for creating or opening a new Ledger Account from the File Maintenance options (i.e. choose 'Open or Maintain ledger Accounts'). For example, when we choose a new Account Code that is not yet present, we can follow the wizard option to 'inherit properties' from an existing Account and then just change the Account Name (description) and any other of the fields where applicable, and when we choose SAVE then a new Account is created.

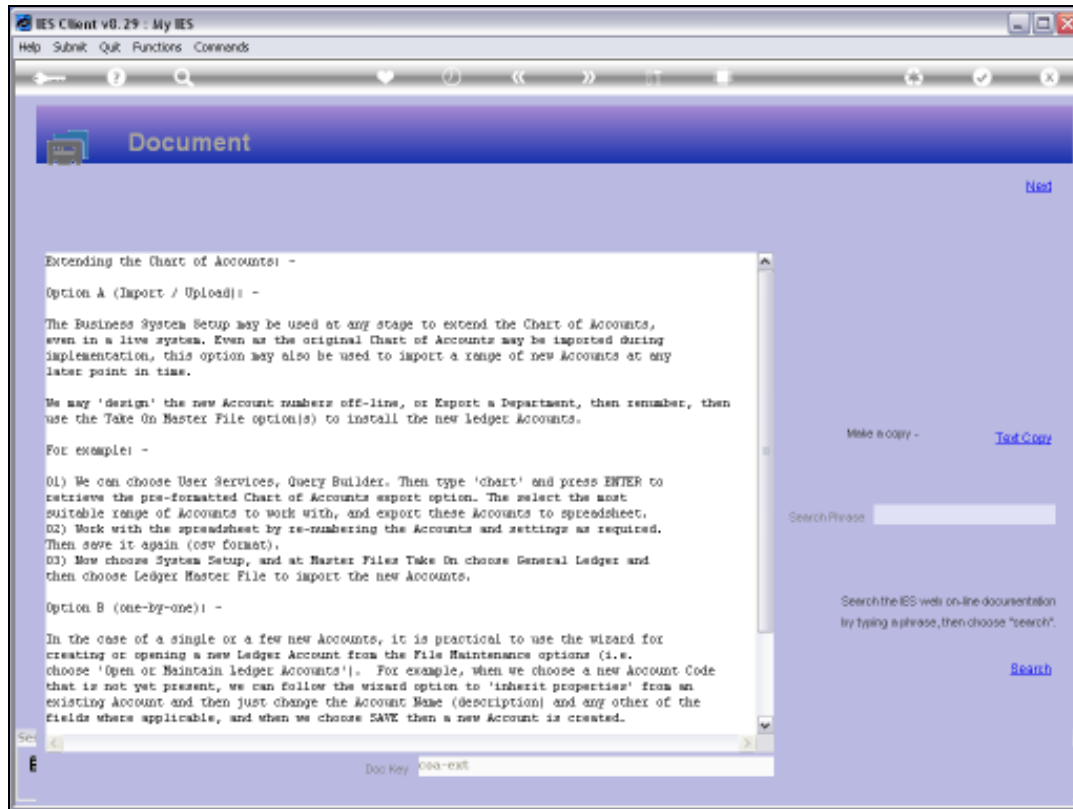
On the right side of the page, there are several interactive elements: a "Next" link, a "Make a copy -" link, a "Text Copy" link, a "Search Please" input field, and a "Search" link. At the bottom of the page, there is a "Doc Key" field containing the text "000-000".

Slide 3
Slide notes:



Slide 4

Slide notes: The next option is the capture method, where we open 1 or a few Accounts 1-by-1. This method is quite easy, but not suitable for large numbers of new Accounts.



IES Client v8.29 : My IES

Help Submit Quit Functions Comments

Document

Extending the Chart of Accounts: -

Option A (Import / Upload): -

The Business System Setup may be used at any stage to extend the Chart of Accounts, even in a live system. Even as the original Chart of Accounts may be imported during implementation, this option may also be used to import a range of new Accounts at any later point in time.

We may 'design' the new Account numbers off-line, or Export a Department, then renumber, then use the Take On Master File option(s) to install the new Ledger Accounts.

For example: -

- 01) We can choose User Services, Query Builder. Then type 'chart' and press ENTER to retrieve the pre-formatted Chart of Accounts export option. Then select the most suitable range of Accounts to work with, and export these Accounts to spreadsheet.
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In the case of a single or a few new Accounts, it is practical to use the wizard for creating or opening a new Ledger Account from the File Maintenance options (i.e. choose 'Open or Maintain ledger Accounts'). For example, when we choose a new Account Code that is not yet present, we can follow the wizard option to 'inherit properties' from an existing Account and then just change the Account Name (description) and any other of the fields where applicable, and when we choose SAVE then a new Account is created.

Make a copy - [Text Copy](#)

Search Phrase

Search the IES web on-line documentation by typing a phrase, then choose "search". [Search](#)

Doc Key: 000-000

Slide 5
Slide notes:



Slide 6

Slide notes: The 3rd and most productive option for large numbers of new Accounts is the Chart wizard. Please also see the tutorials for the opening of new GL Accounts.



Slide 7

Slide notes: