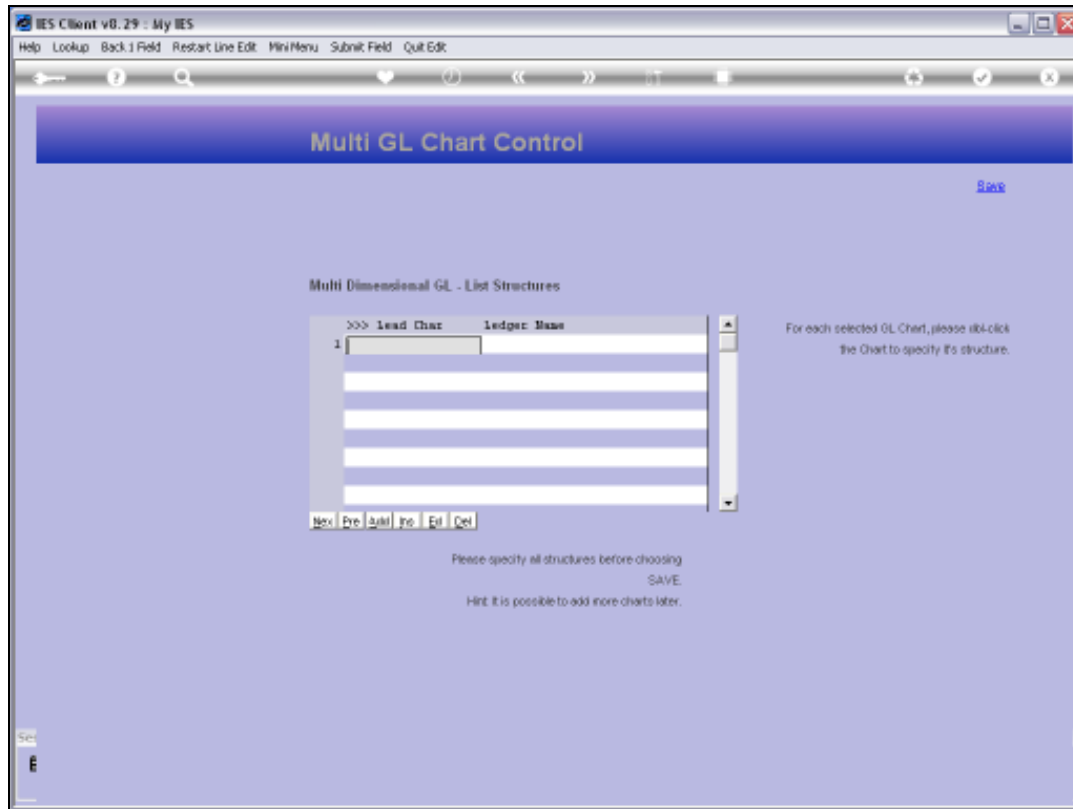




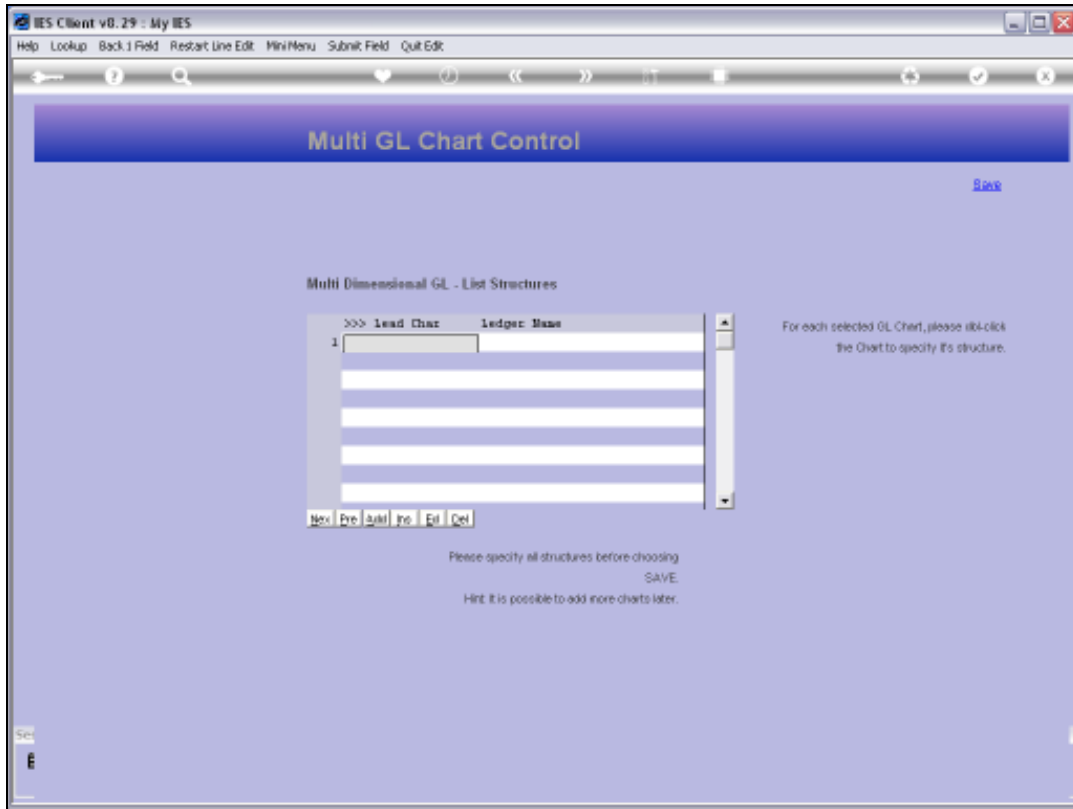
## Slide 1

Slide notes: While it is possible to use the General Ledger without a formal Chart Structure, it is recommended rather to have a structure. A number of benefits are derived by using a structured approach. We define and maintain the GL Chart Structure from the option found at the 'Chart of Accounts' action menu.



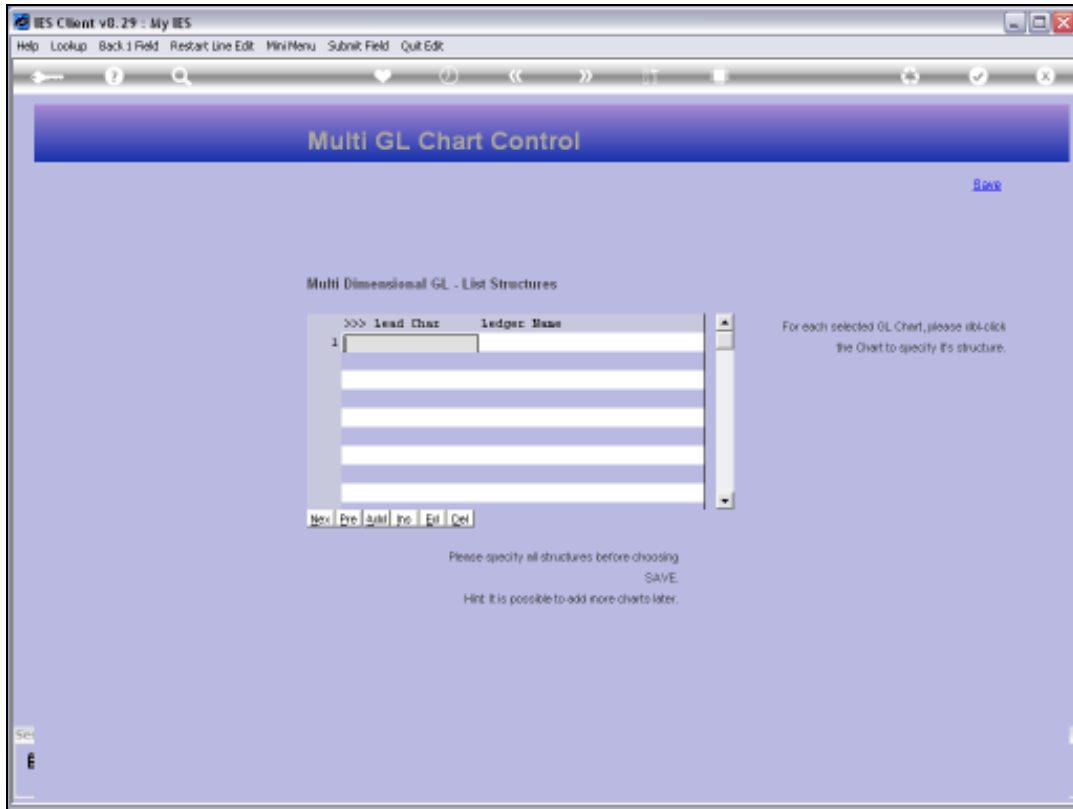
## Slide 2

Slide notes: In a new Set up like we see here, there is no Chart Structure yet. We may have up to 7 structures of Ledgers in the Multi Ledger. For each Ledger, we choose a number or alpha that will form the 1st character of any Account in this Ledger.

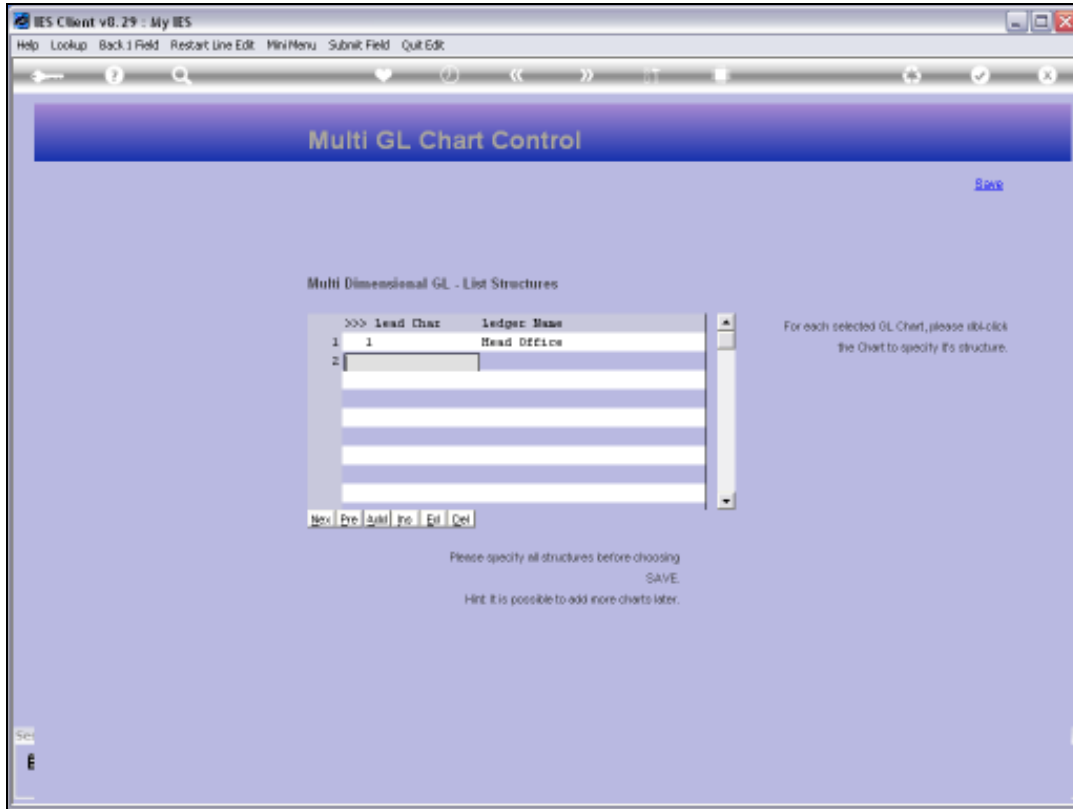


Slide 3

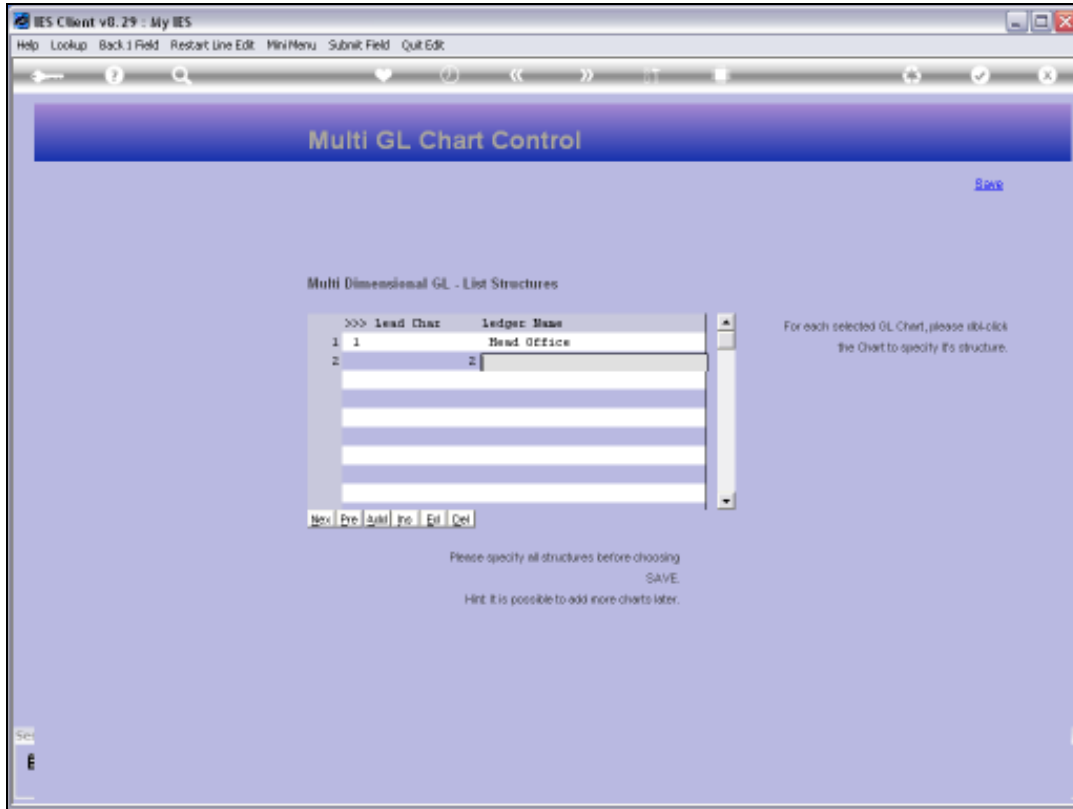
Slide notes: In our example here, we will use series 1 for Head Office Accounts, and series 2 for the Agricultural Estates.



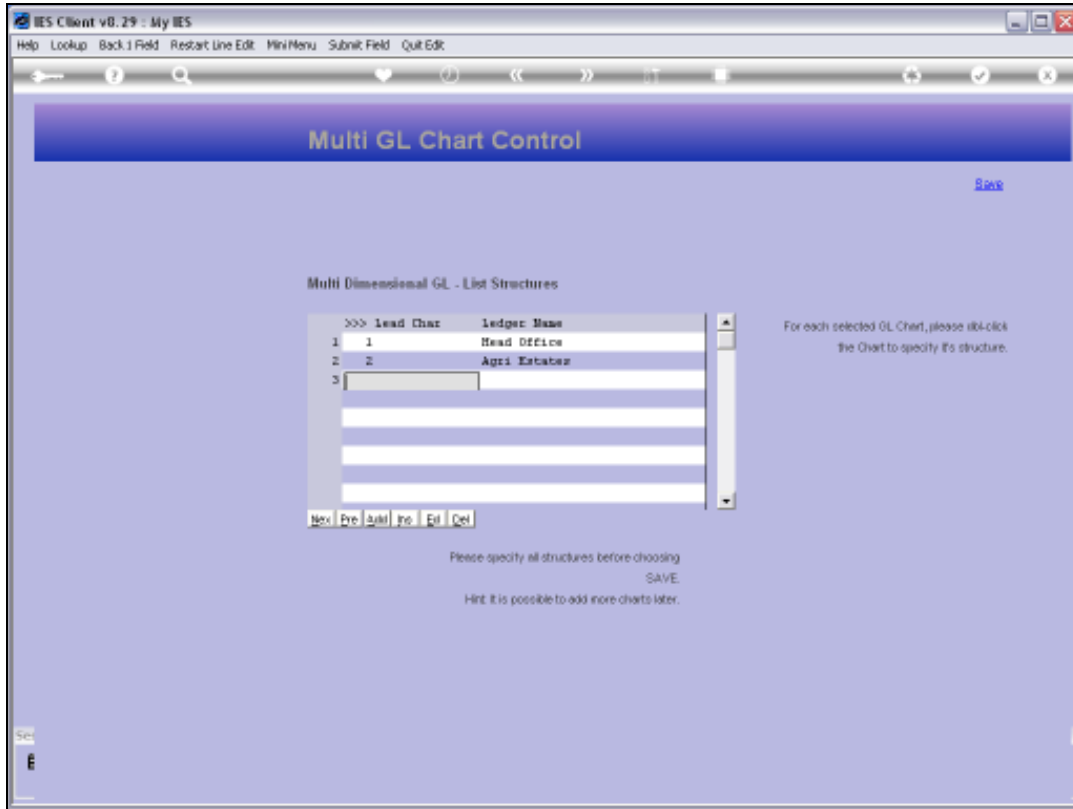
Slide 4  
Slide notes:



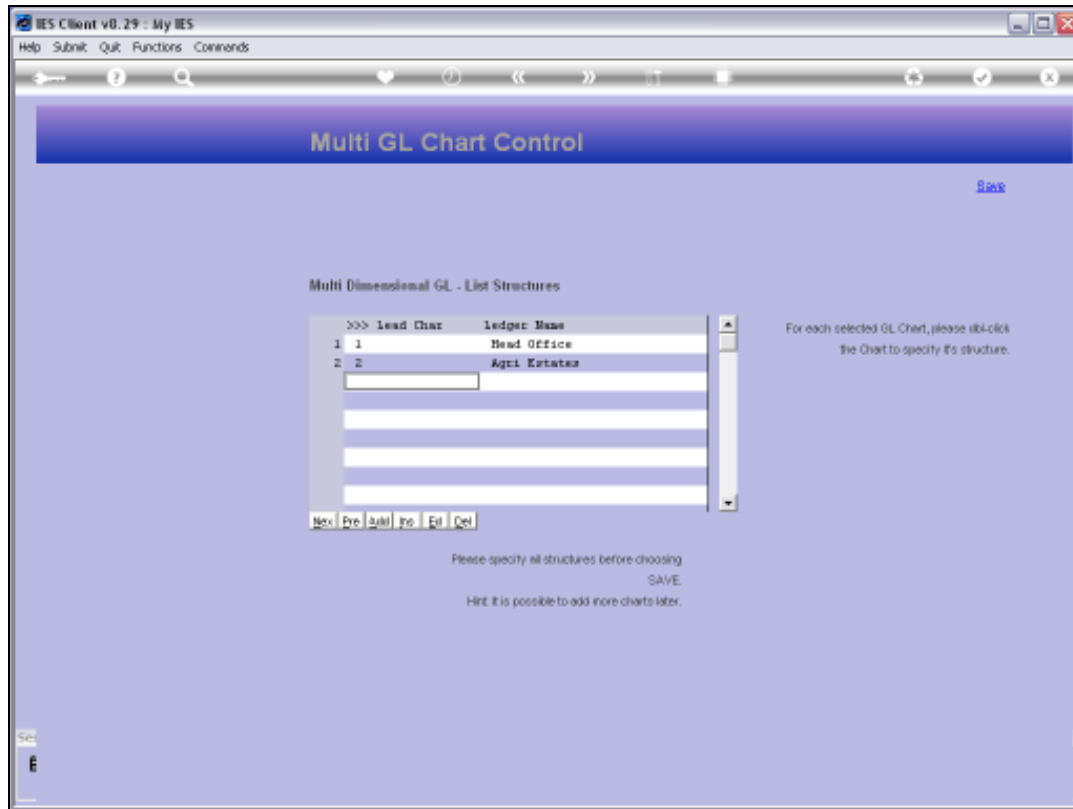
Slide 5  
Slide notes:



Slide 6  
Slide notes:



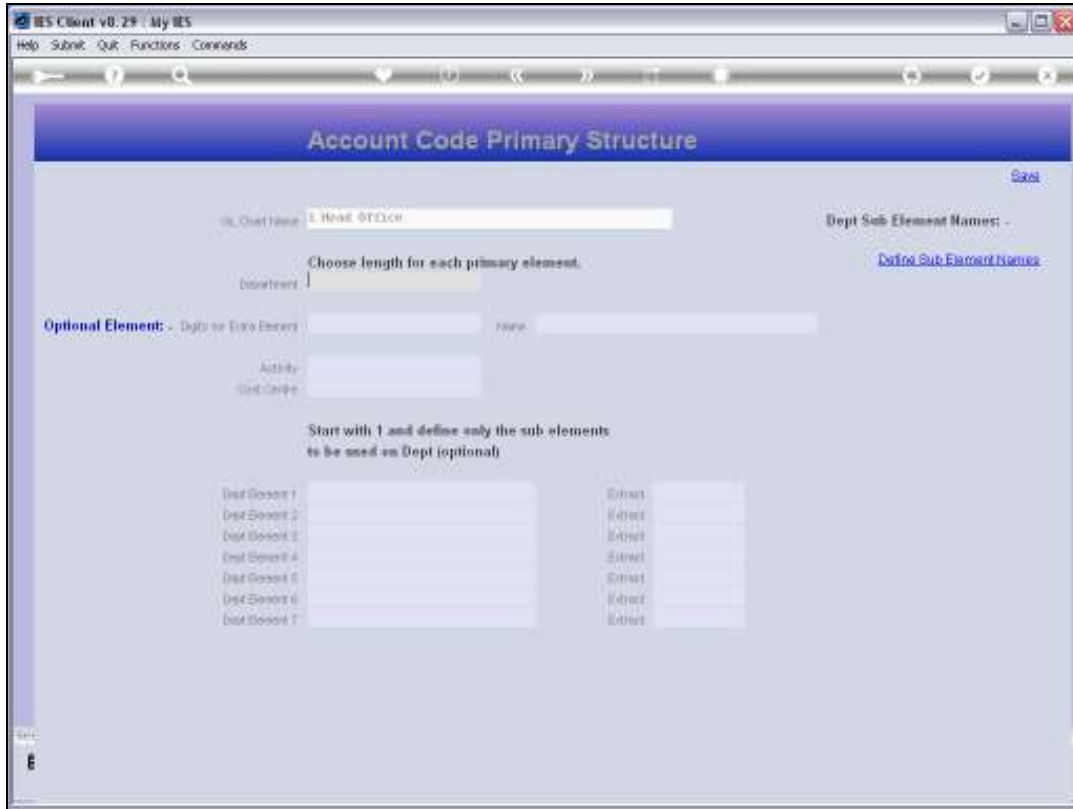
Slide 7  
Slide notes:



## Slide 8

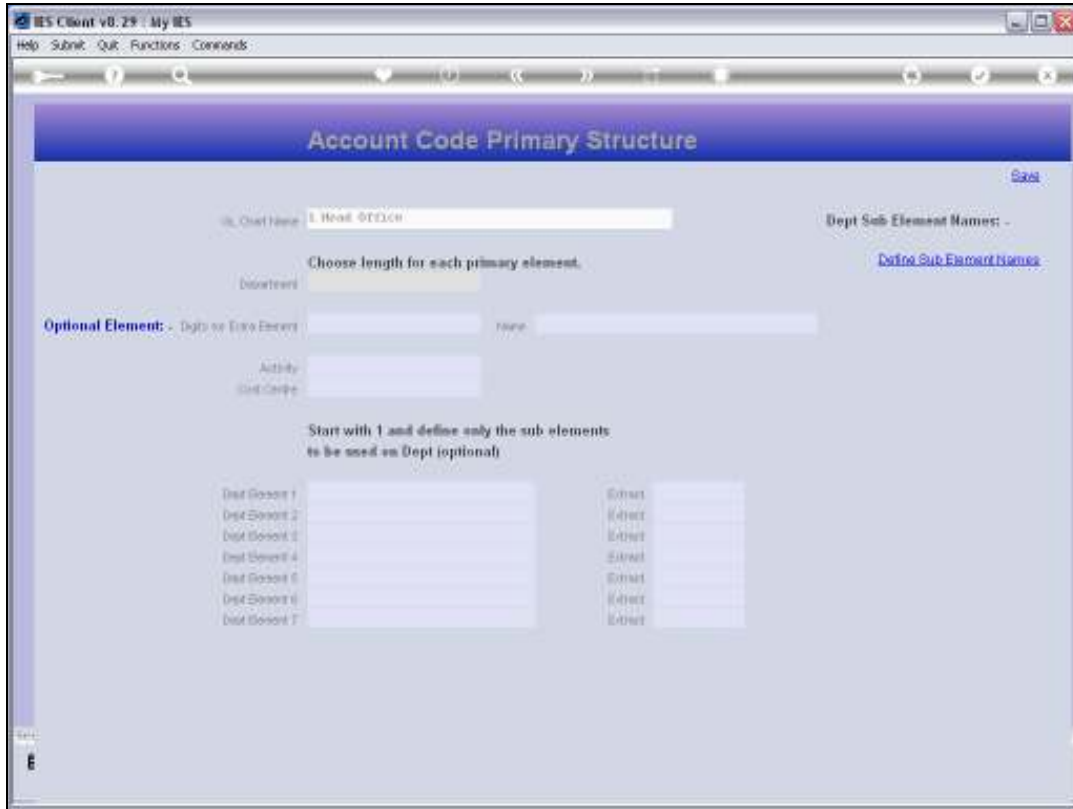
Slide notes: After listing 1 new Ledger, it is necessary to define the structural elements for that Ledger. We enter the definition by double-clicking on the Ledger.





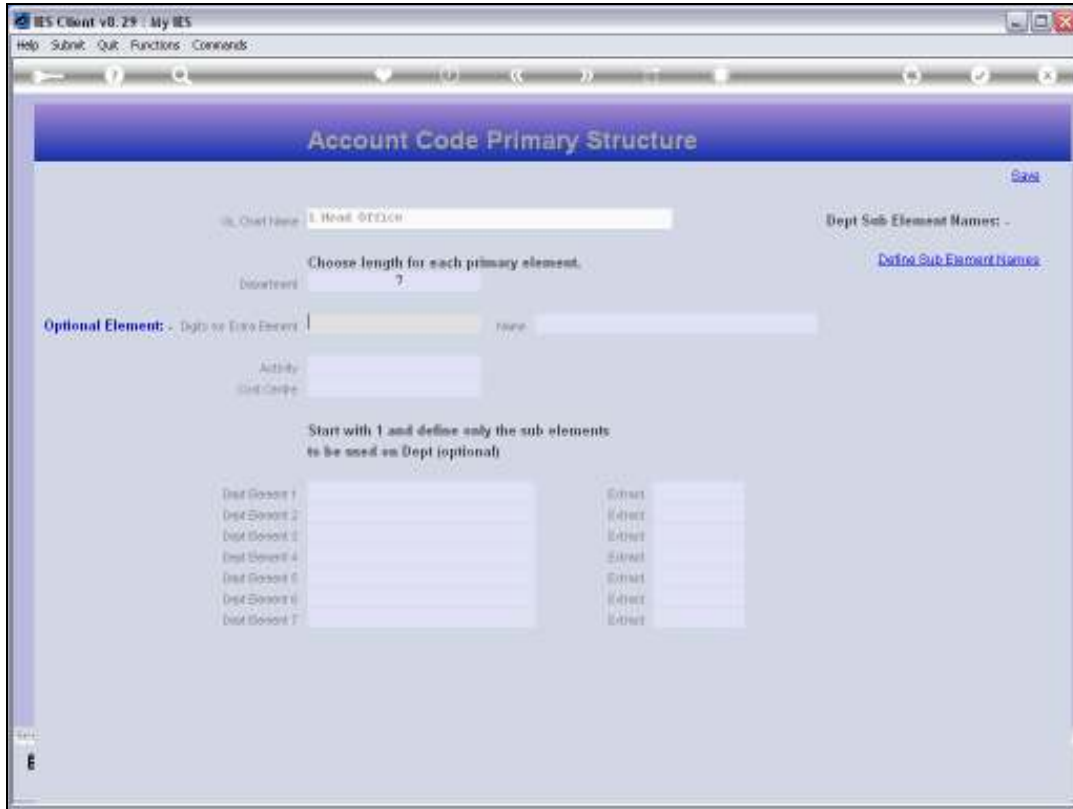
Slide 9

Slide notes: It is not a requirement that all the Ledgers have the same number of digits or elements, but it is neat when they are. In our example, we will use the same number of digits for both Ledgers we have listed.



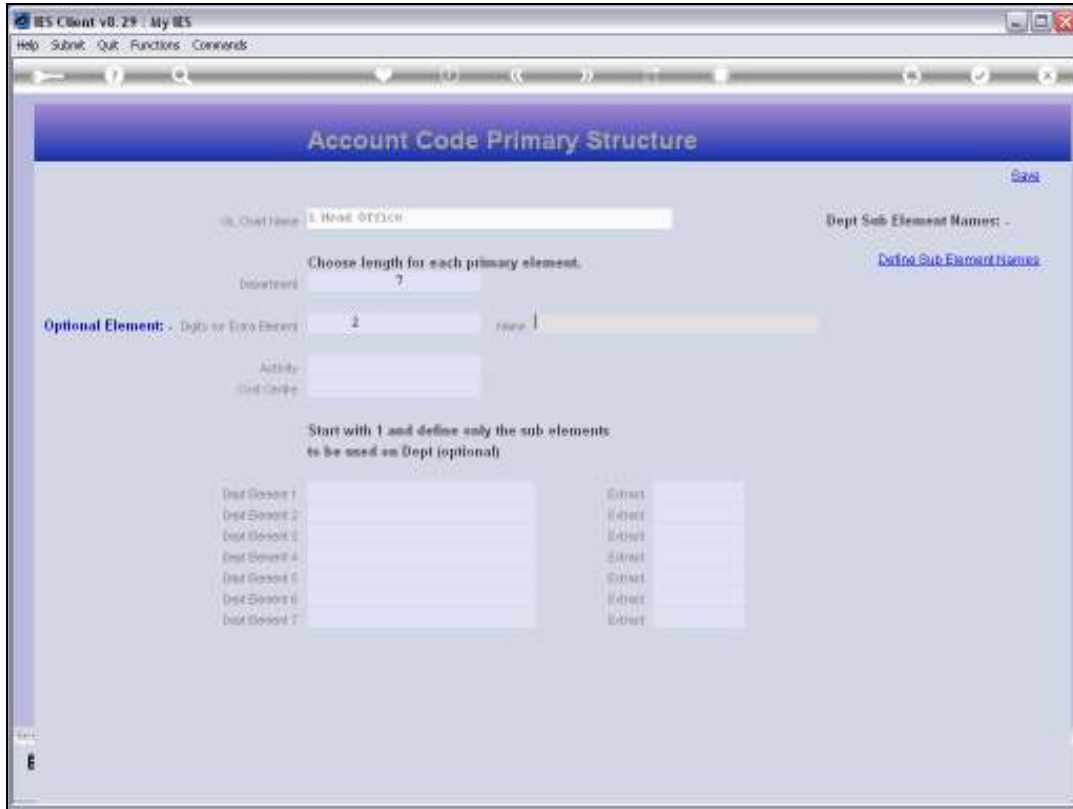
Slide 10

Slide notes: For our example here, we will use 7 characters for the Department, because it is the structural Business Unit and may be further sub divided into a maximum of 7 sub segments, and we want to use some of that capability for our demonstrations.



Slide 11

Slide notes: The optional element does not have to be included, but we want to use it here. For Head Office, we will use it as a sequential Account Number so that we can have multiple of the same Account Type in the same Cost Centre, for example Bank Accounts. For the Estates, we will use the same segment as the Plant Year.



Slide 12

Slide notes:

IES Client v8.29 - My IES

Help Submit Quit Functions Commands

### Account Code Primary Structure

Save

Dept Name:

Dept Sub Element Names: -

Choose length for each primary element.

Department:

Optional Element: - Digits or Extra Element:  Name:

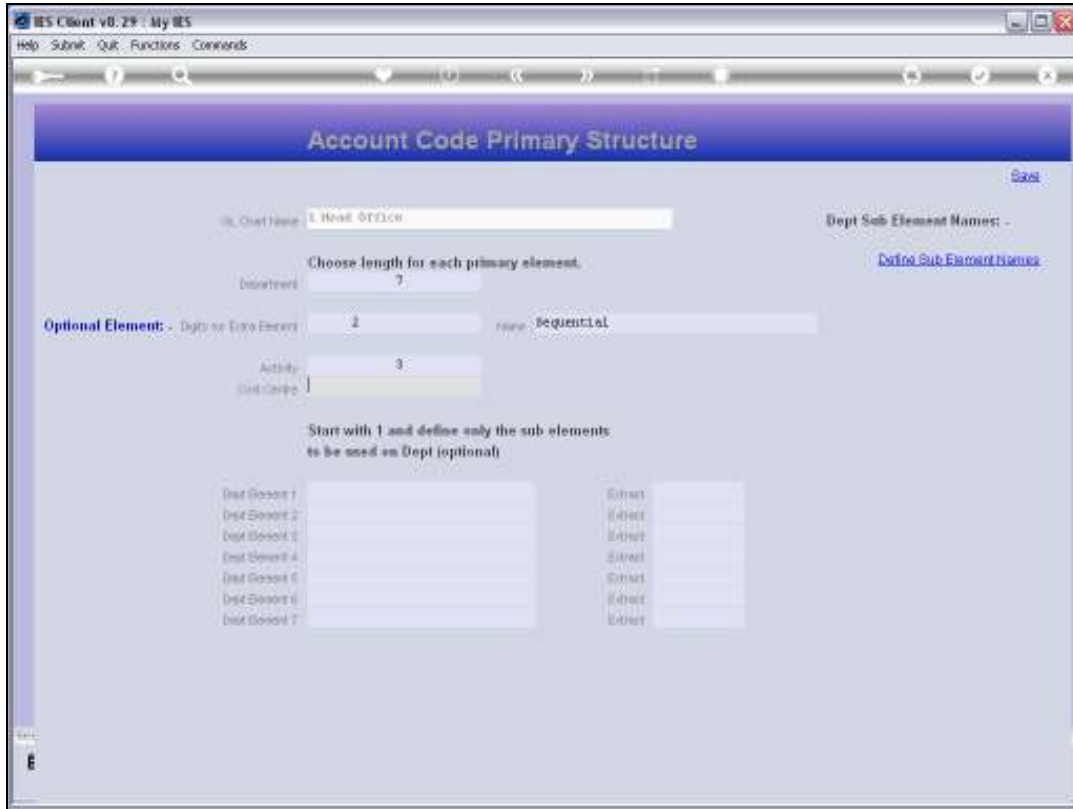
Activity:

Start with 1 and define only the sub elements to be used on Dept (optional)

Dept Element 1	<input type="text"/>	Extract	<input type="text"/>
Dept Element 2	<input type="text"/>	Extract	<input type="text"/>
Dept Element 3	<input type="text"/>	Extract	<input type="text"/>
Dept Element 4	<input type="text"/>	Extract	<input type="text"/>
Dept Element 5	<input type="text"/>	Extract	<input type="text"/>
Dept Element 6	<input type="text"/>	Extract	<input type="text"/>
Dept Element 7	<input type="text"/>	Extract	<input type="text"/>

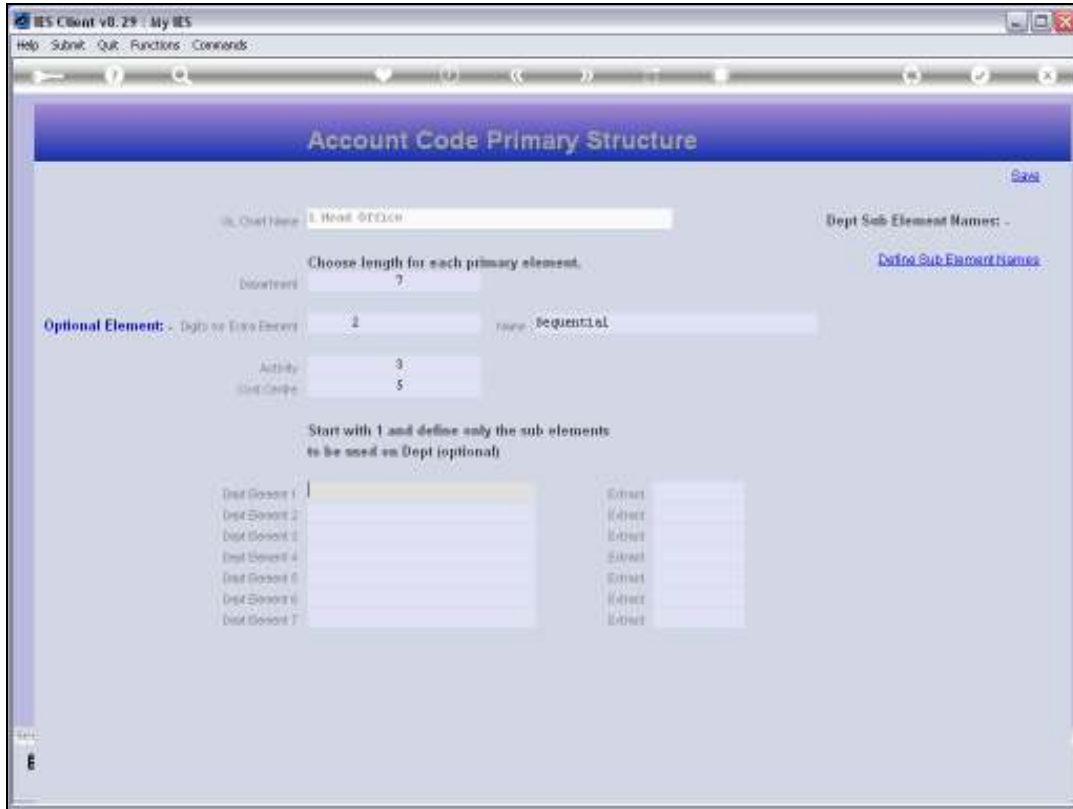
### Slide 13

Slide notes: There are many Businesses that may not specifically want to use any Activities, and if there is absolutely no need for it, then we recommend that it be restricted to 1 character, and will always use zero. However, the Activity must be present in the structure and of course it can be applied for another purpose other than Activity, even though in the system it is referred to as Activity. In our example, we will use 3 characters for the Activity.



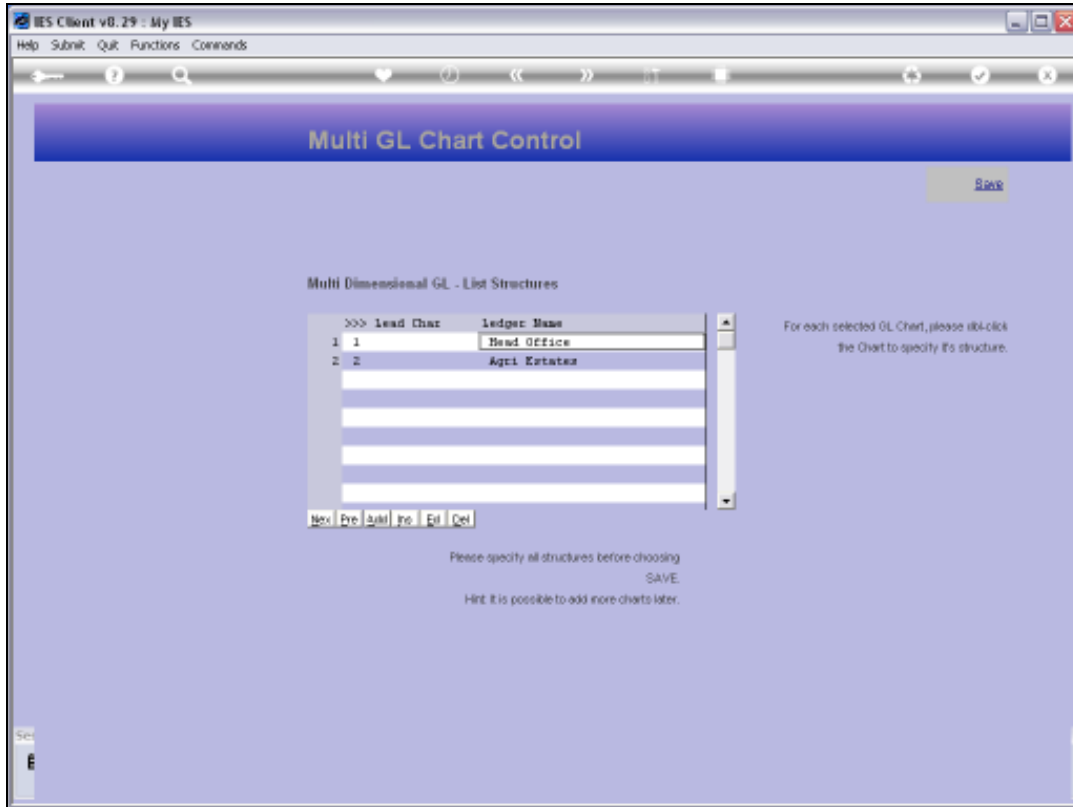
Slide 14

Slide notes: For Cost Centre, we are allowing 5 characters in this example. The absolute minimum for any segment is 1 character.



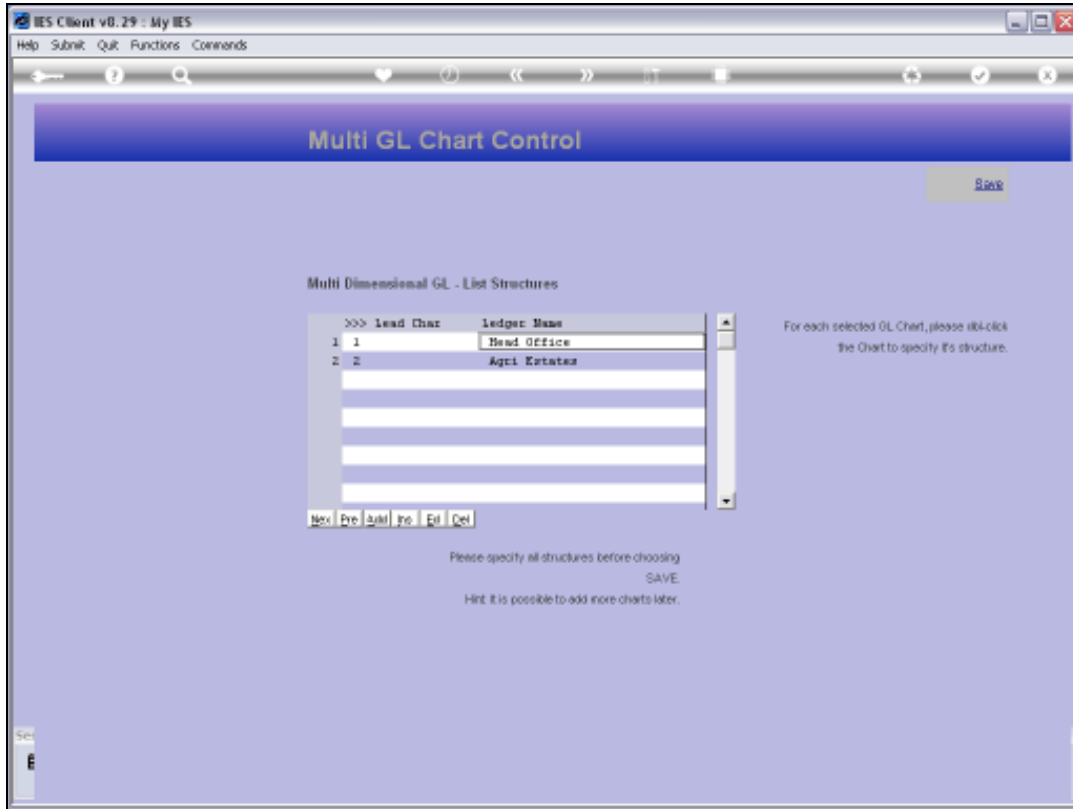
Slide 15

Slide notes: We can still define sub elements, but we will do that later. So we can now save this Ledger structure.

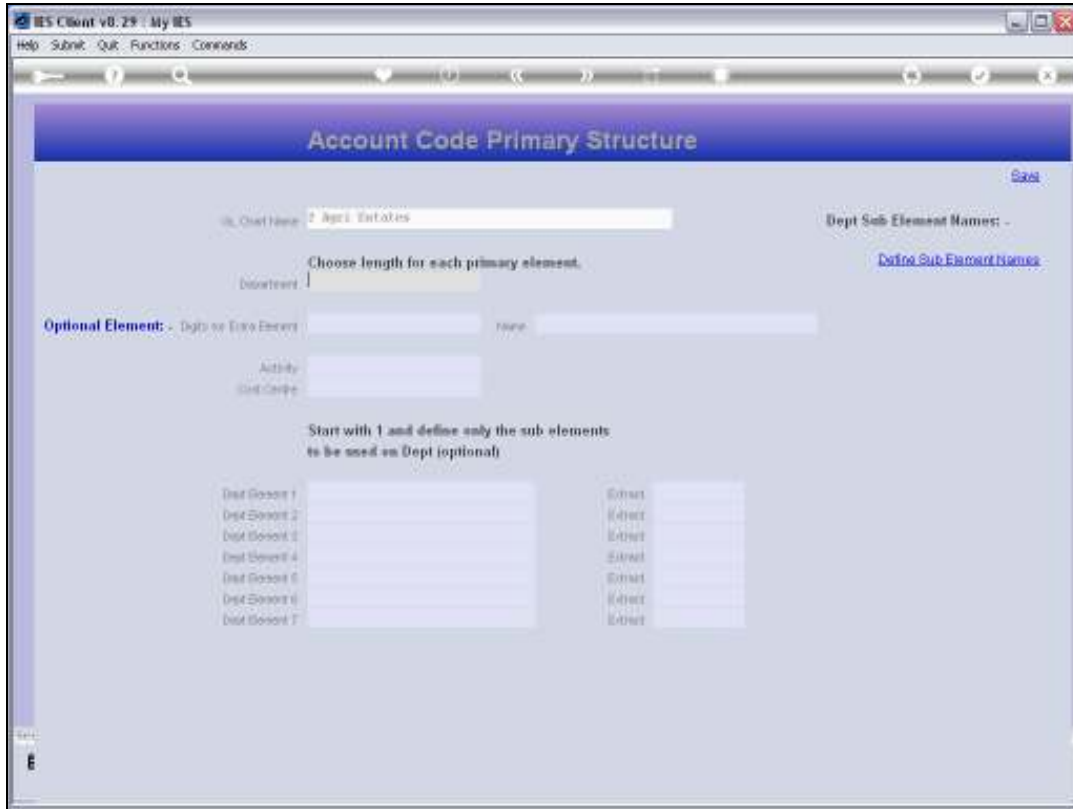


Slide 16  
Slide notes:



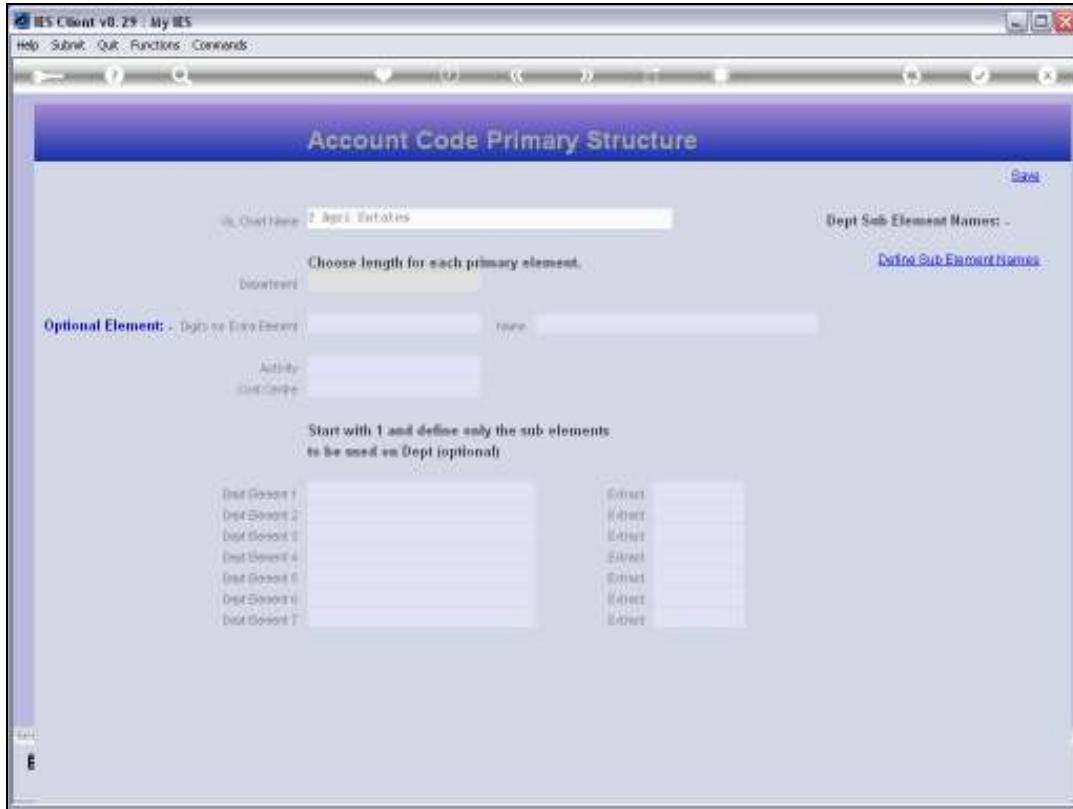


Slide 17  
Slide notes:



Slide 18

Slide notes:



Slide 19

Slide notes:

IES Client v8.29 - My IES  
Help - Submit - Quit - Functions - Commands

### Account Code Primary Structure

Chart Name:  [Save](#)

Dept Sub Element Names: - [Define Sub Element Names](#)

Choose length for each primary element.  
Department:

Optional Element: - Digits or Extra Elements:  Name:

Activity Code:

Start with 1 and define only the sub elements to be used on Dept (optional)

Dept Element 1	<input type="text"/>	Extract	<input type="text"/>
Dept Element 2	<input type="text"/>	Extract	<input type="text"/>
Dept Element 3	<input type="text"/>	Extract	<input type="text"/>
Dept Element 4	<input type="text"/>	Extract	<input type="text"/>
Dept Element 5	<input type="text"/>	Extract	<input type="text"/>
Dept Element 6	<input type="text"/>	Extract	<input type="text"/>
Dept Element 7	<input type="text"/>	Extract	<input type="text"/>

Slide 20  
Slide notes:

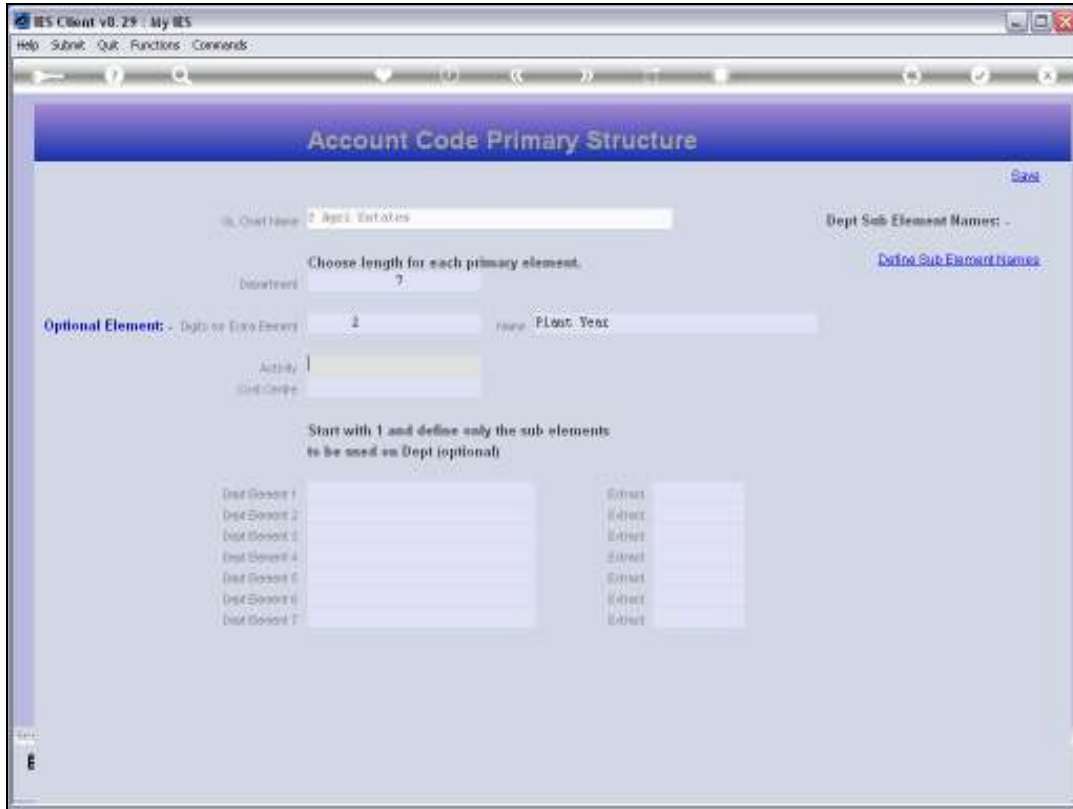
The screenshot shows the 'Account Code Primary Structure' configuration window in the IES Client v8.29. The window title is 'My IES' and it has a menu bar with 'Help', 'Submit', 'Quit', 'Functions', and 'Commands'. The main content area is titled 'Account Code Primary Structure' and includes a 'Save' button in the top right corner.

Fields and options visible:

- Chart Name: 2 Dept. Expenses
- Dept Sub Element Names: -
- Choose length for each primary element:
  - Department: 7
- Optional Element: - Dept or Extra Element: 2 Name: 1
- Activity Code Code: (empty)
- Start with 1 and define only the sub elements to be used on Dept (optional):

Dept Element 1	Extract
Dept Element 2	Extract
Dept Element 3	Extract
Dept Element 4	Extract
Dept Element 5	Extract
Dept Element 6	Extract
Dept Element 7	Extract

Slide 21  
Slide notes:



Slide 22  
Slide notes:

IES Client v8.29 : My IES  
Help Submit Quit Functions Commands

### Account Code Primary Structure

Chart Name: 2 Dept. Expenses [Save](#)

Dept Sub Element Name: - [Define Sub Element Names](#)

Choose length for each primary element.

Department: 7

Optional Element: - Dept or Extra Element: 2 Name: Plant. Test

Activity Code: 3

Start with 1 and define only the sub elements to be used on Dept (optional)

Dept Element	Extract
Dept Element 1	Extract
Dept Element 2	Extract
Dept Element 3	Extract
Dept Element 4	Extract
Dept Element 5	Extract
Dept Element 6	Extract
Dept Element 7	Extract

Slide 23  
Slide notes:

IES Client v8.29 - My IES  
Help Submit Quit Functions Commands

### Account Code Primary Structure

Chart Name: Dept. Expenses Save

Dept Sub Element Names: - [Define Sub Element Names](#)

Choose length for each primary element.

Department: 7

Optional Element: 2 Name: Plant. Test

Activity: 3

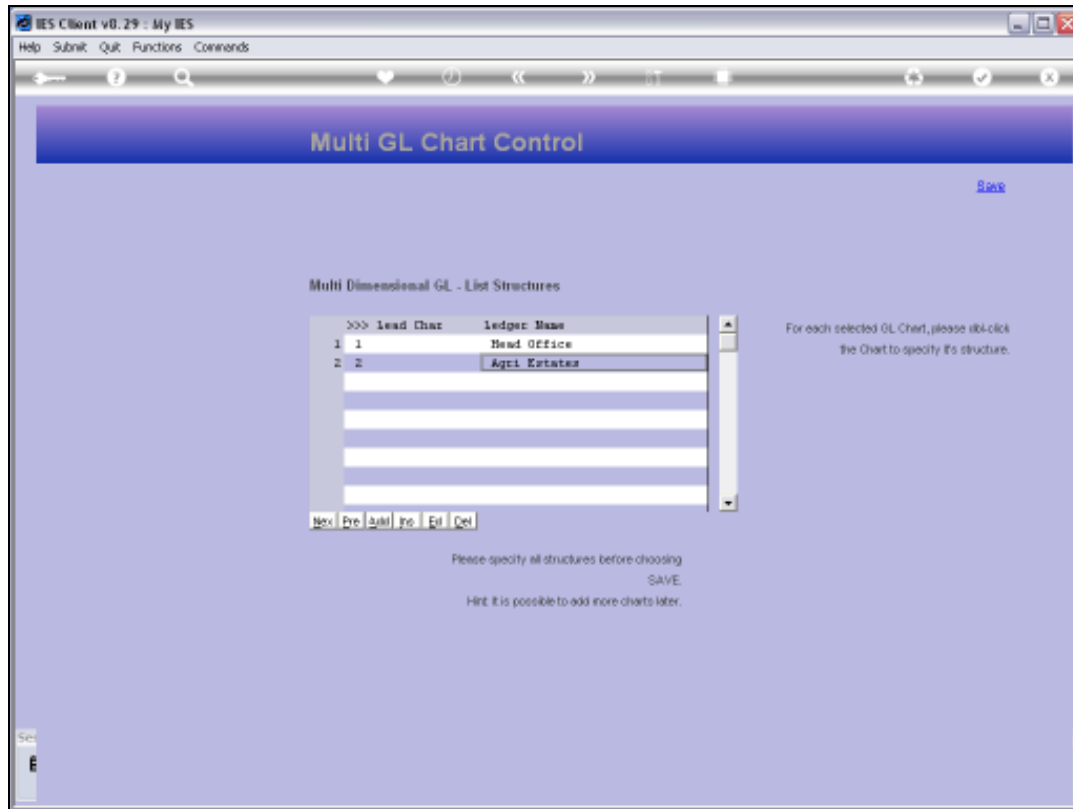
Fund Code: 5

Start with 1 and define only the sub elements to be used on Dept (optional)

Dept Element 1	Extract
Dept Element 2	Extract
Dept Element 3	Extract
Dept Element 4	Extract
Dept Element 5	Extract
Dept Element 6	Extract
Dept Element 7	Extract

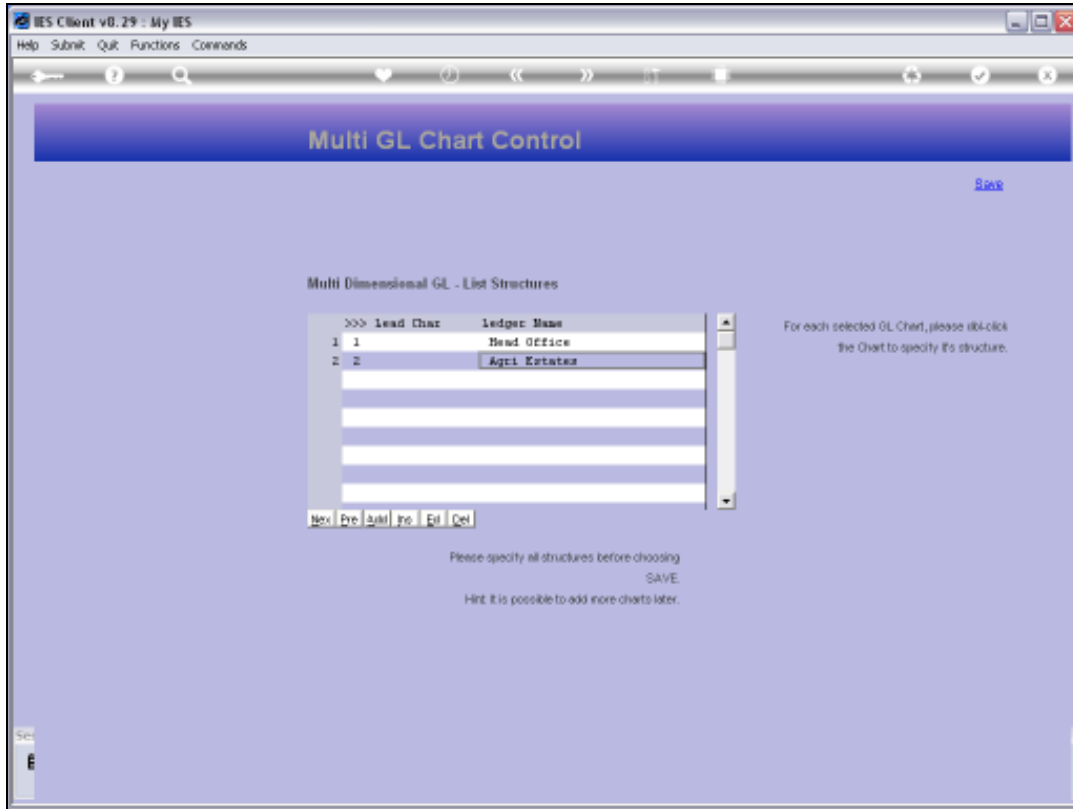
Slide 24  
Slide notes:



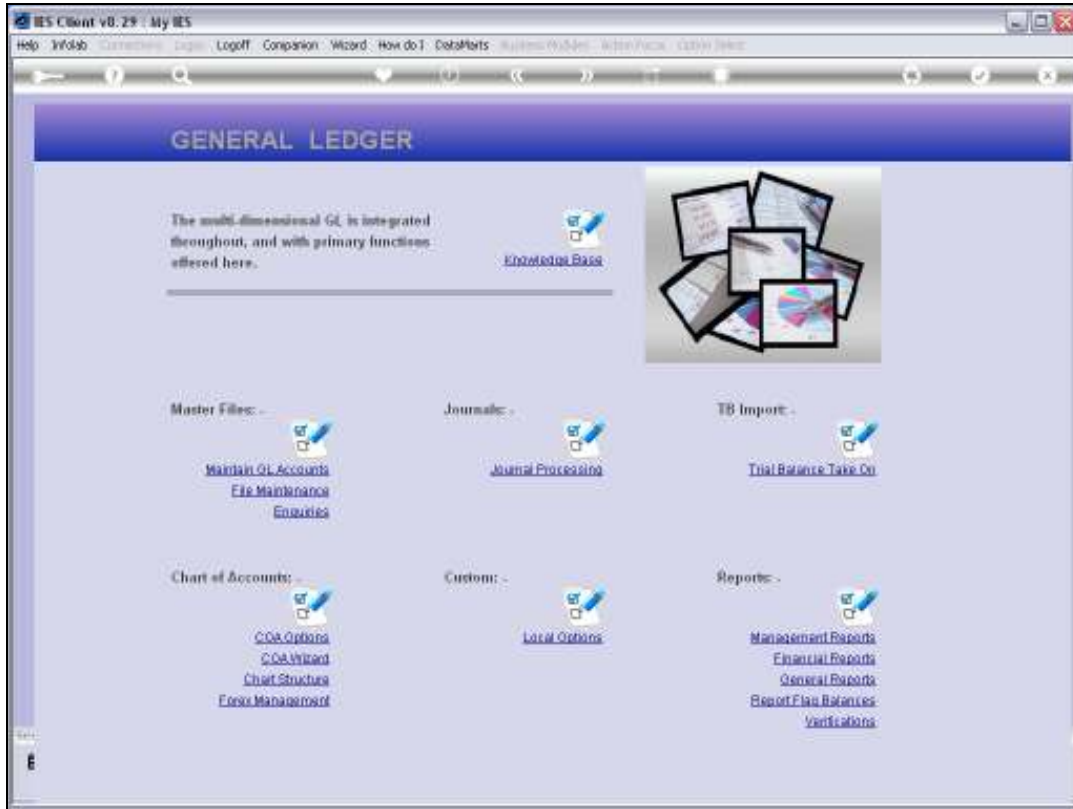


## Slide 25

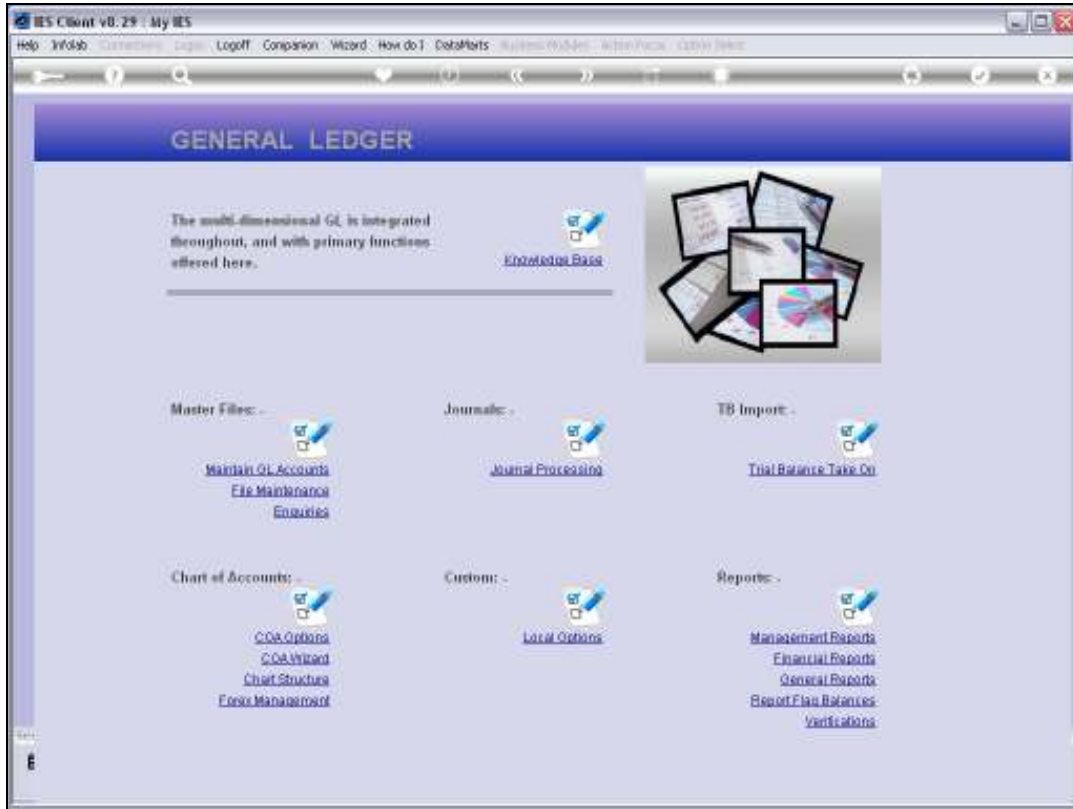
Slide notes: We have now listed 2 ledgers in the Multi Ledger, and we have performed the required structure definitions. So we may now save the Chart Structure set up that we currently have, and we may return here at any time to make changes to existing Ledgers, or to add more Ledgers.



Slide 26  
Slide notes:



Slide 27  
Slide notes:



Slide 28  
Slide notes: