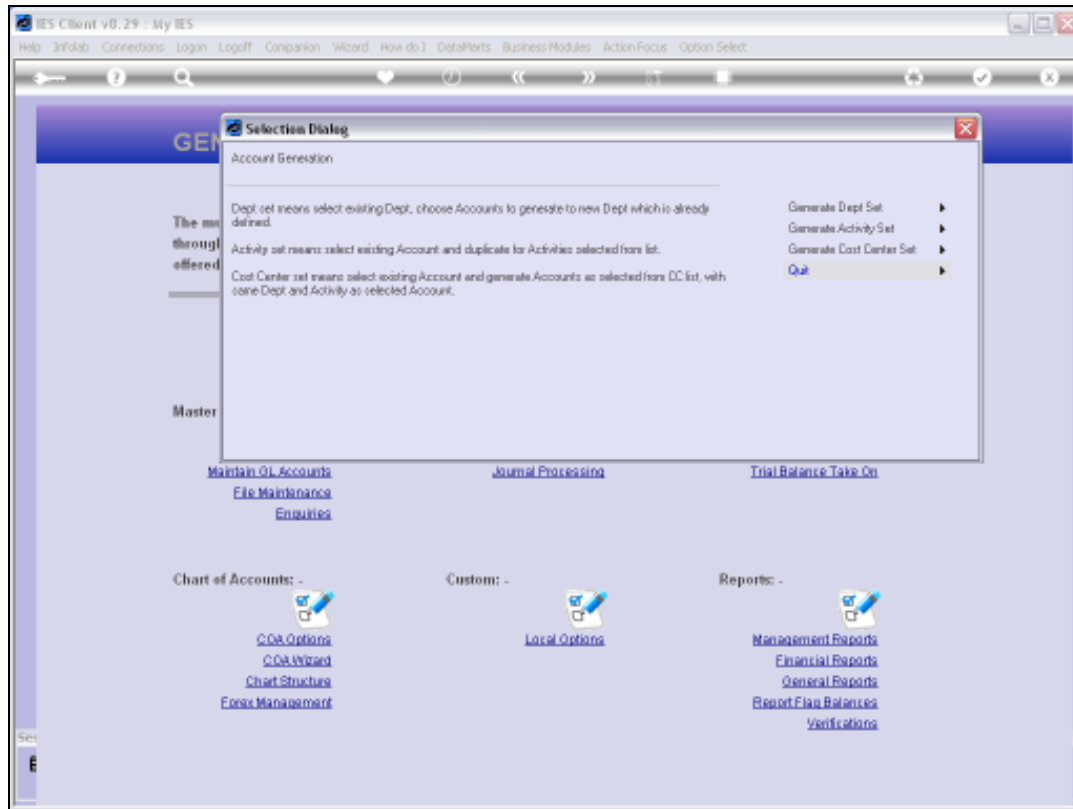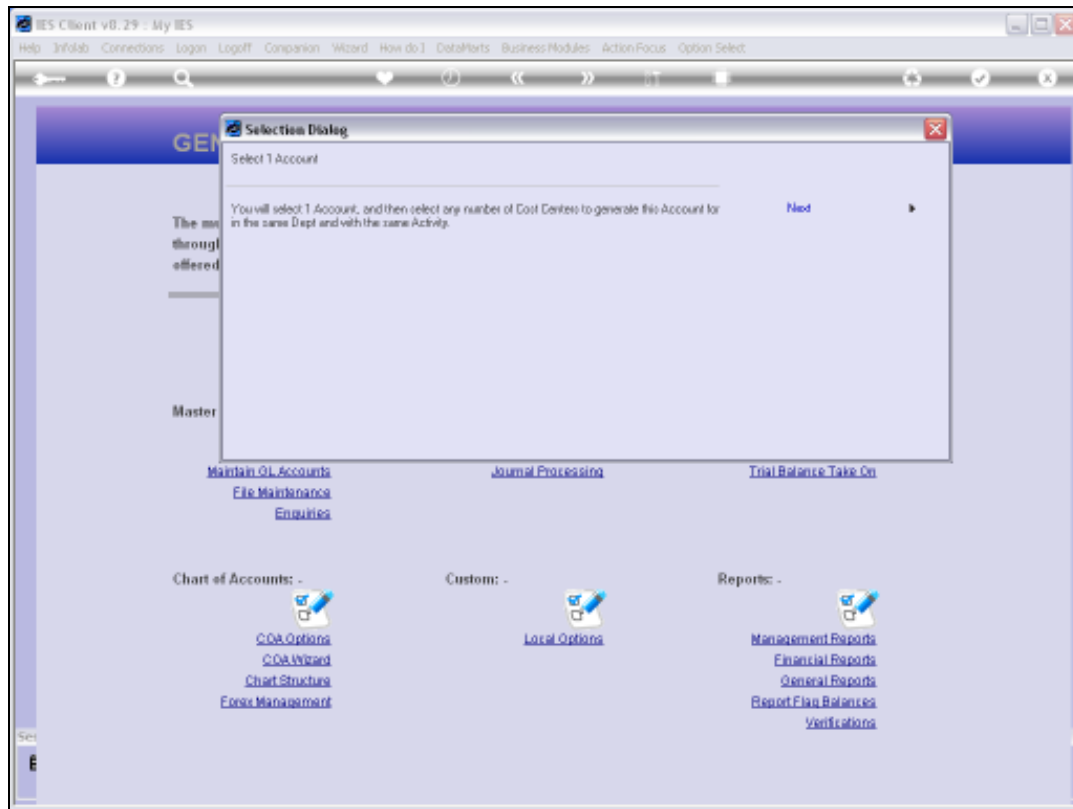Slide 1

Slide notes: To generate new Accounts with the wizard is really easy, and we can generate many Accounts very quickly.
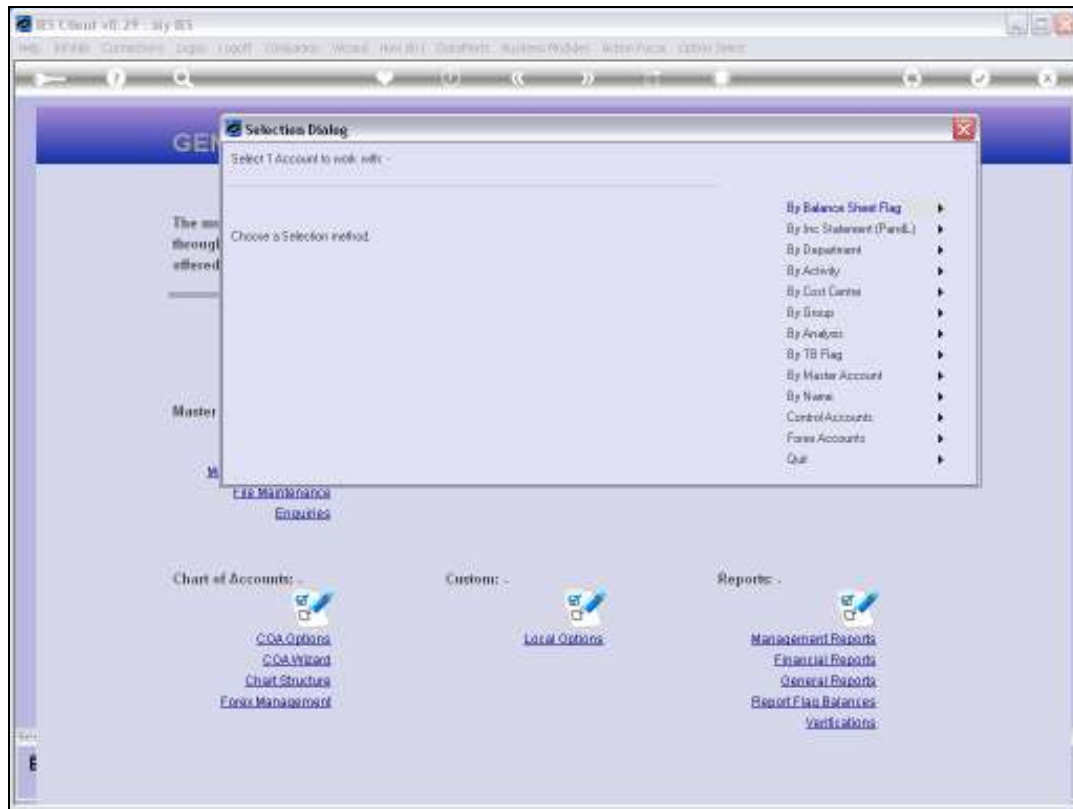
Slide 2

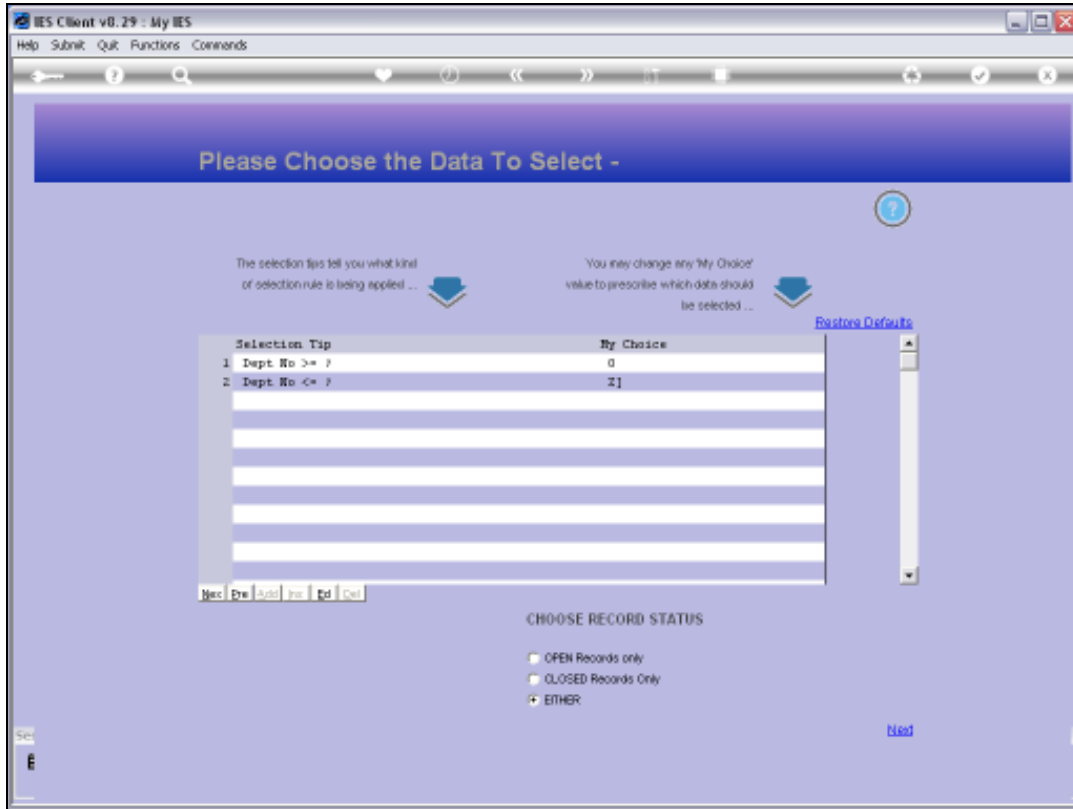Slide notes: There are 3 primary methods, and in this example we will use the Cost Centre option.

Slide 3

Slide notes: With this choice, we choose 1 existing Account as the basis, then we choose all the Cost Centres we would like this Account created for, and then it's done.
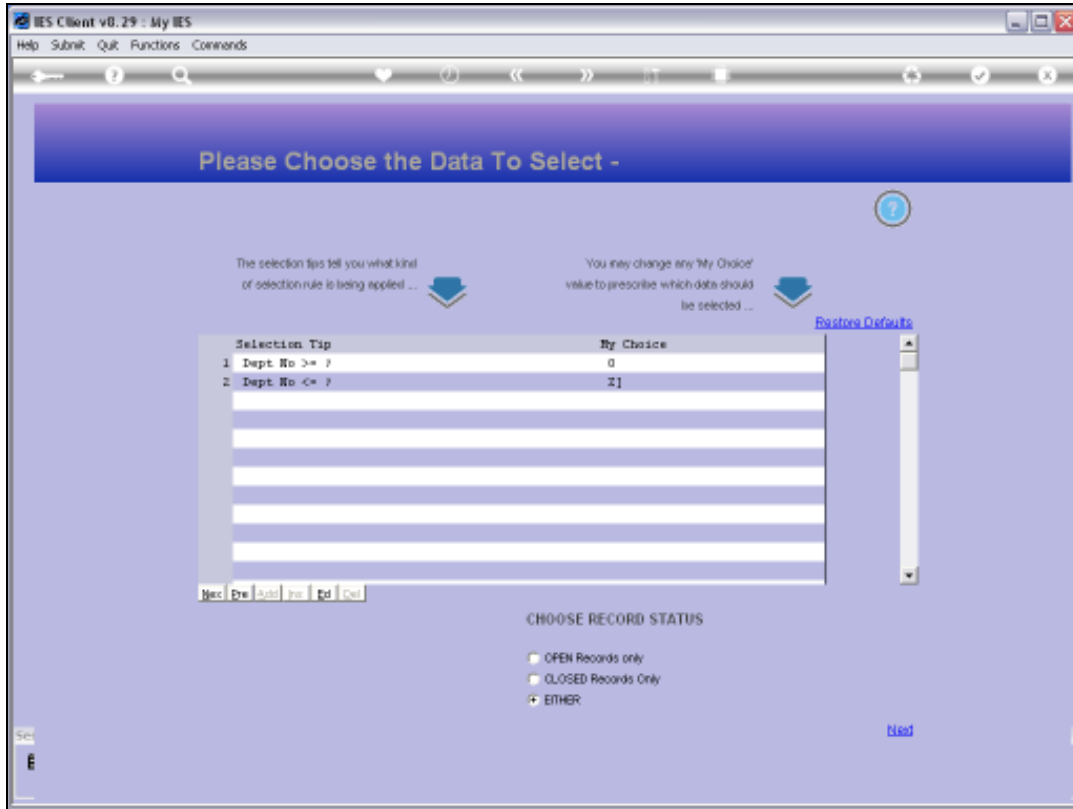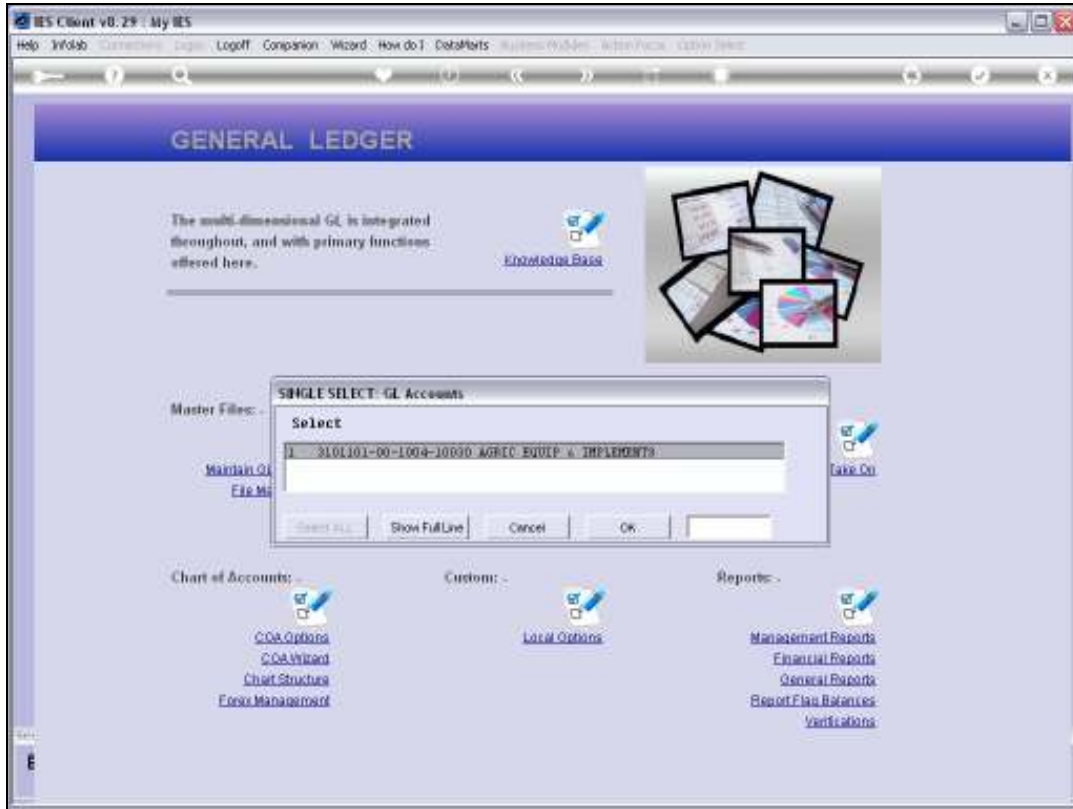
Slide 4

Slide notes: From this list, we may choose any method of how we want to select the Account that will be the basis for the generation.
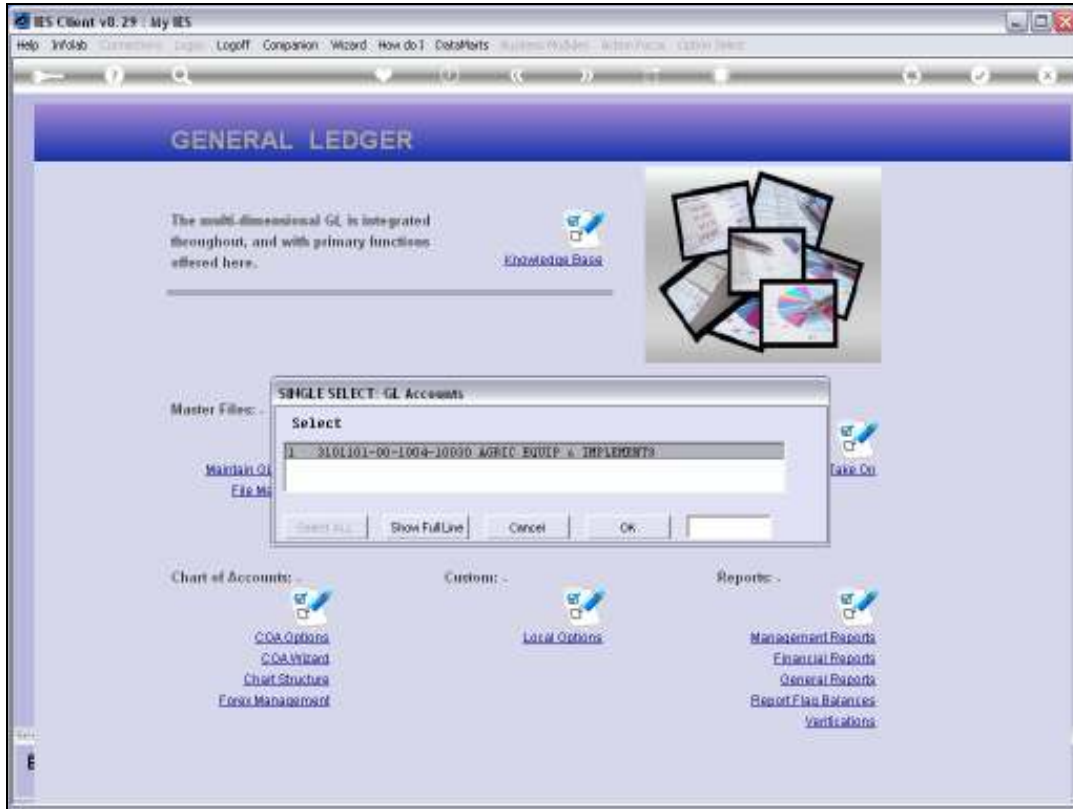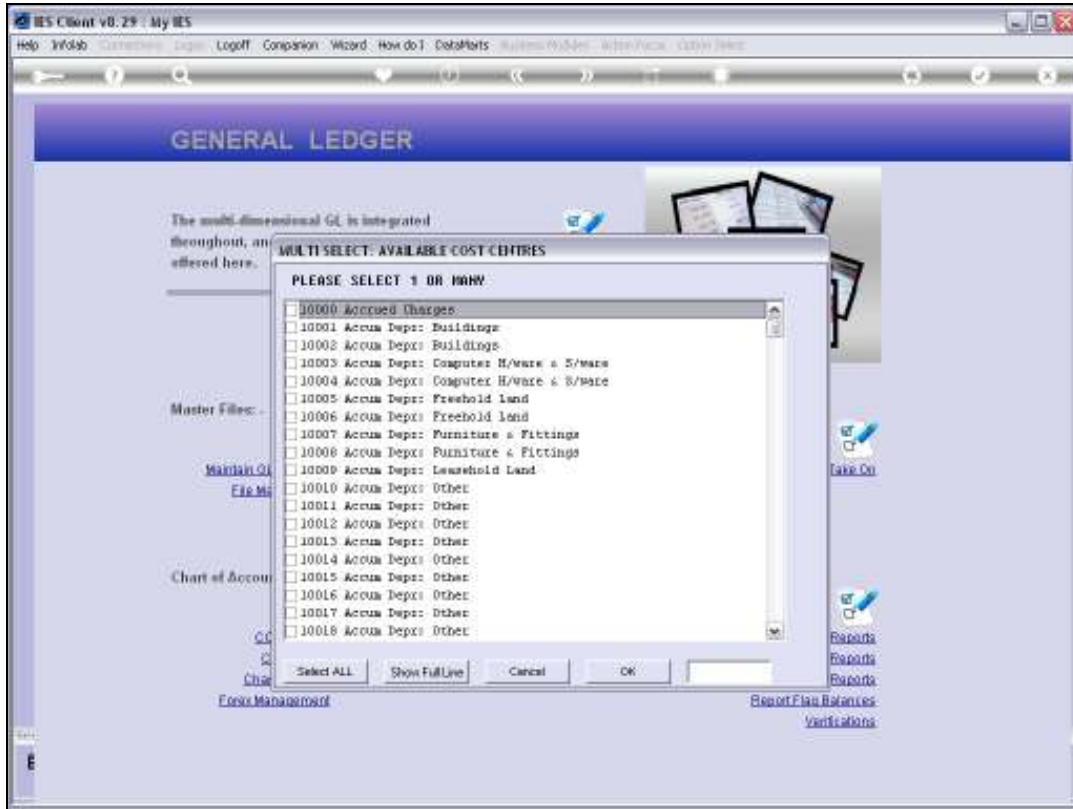
Slide 5
Slide notes:

Slide 6
Slide notes:

Slide 7

Slide notes: We will choose this Account. It happens to be the only Account in the Ledger so far.
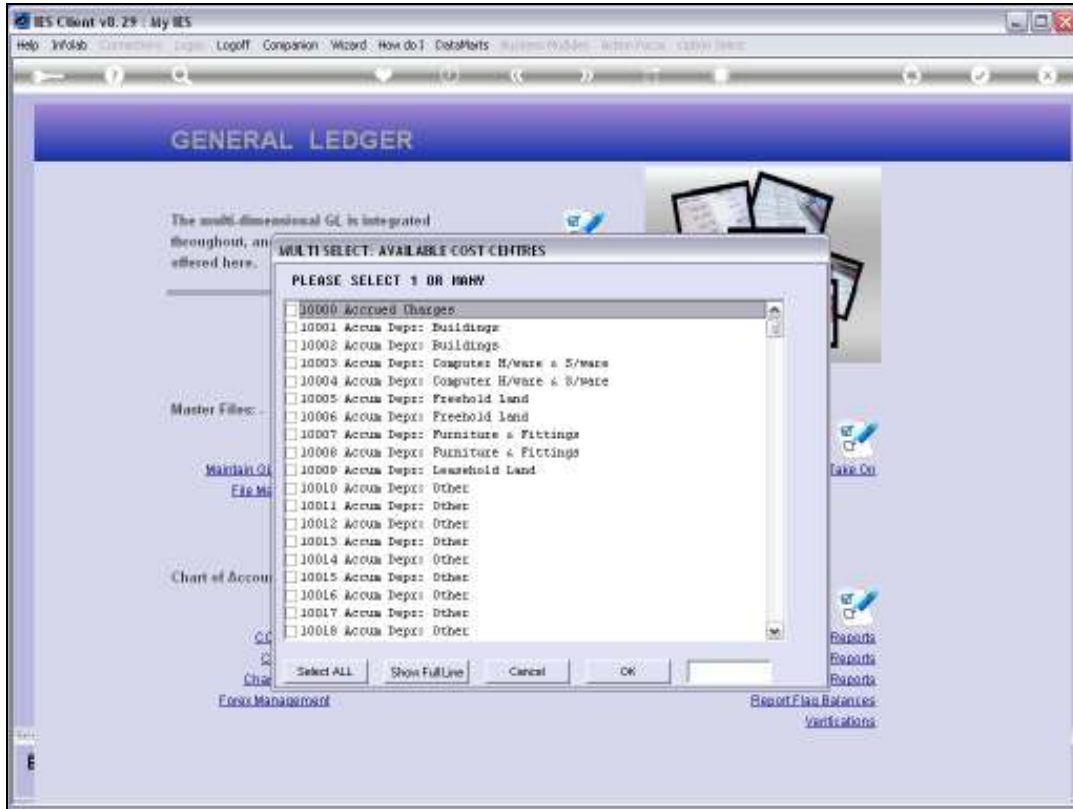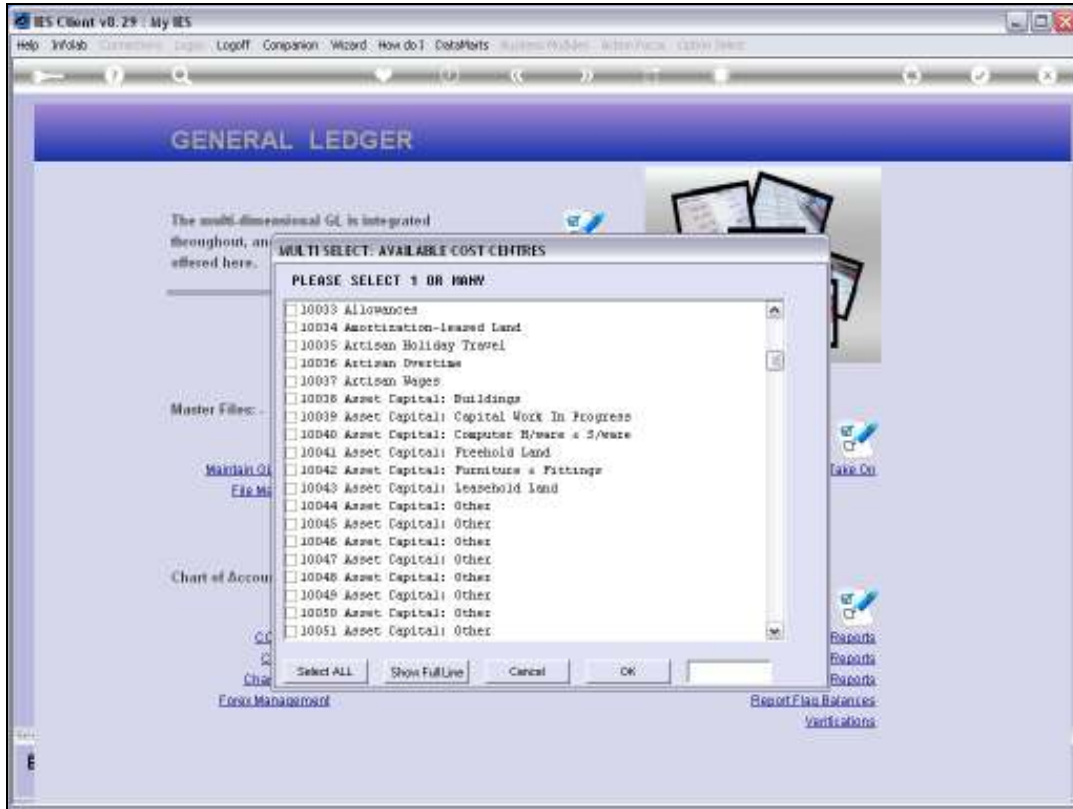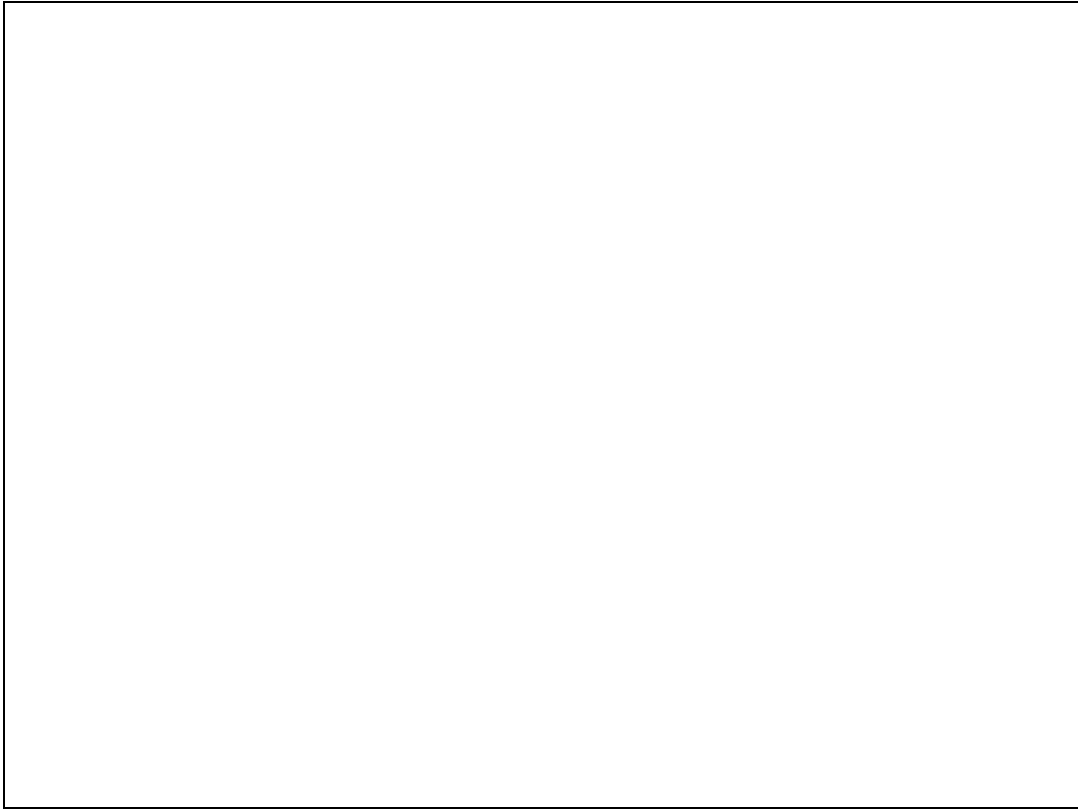
Slide 8

Slide notes:

Slide 9

Slide notes: Now we may select any number of Cost Centres. If we choose a Cost Centre for which this Account already exists, then it will not be duplicated, so there is no danger of overwriting an existing Account.
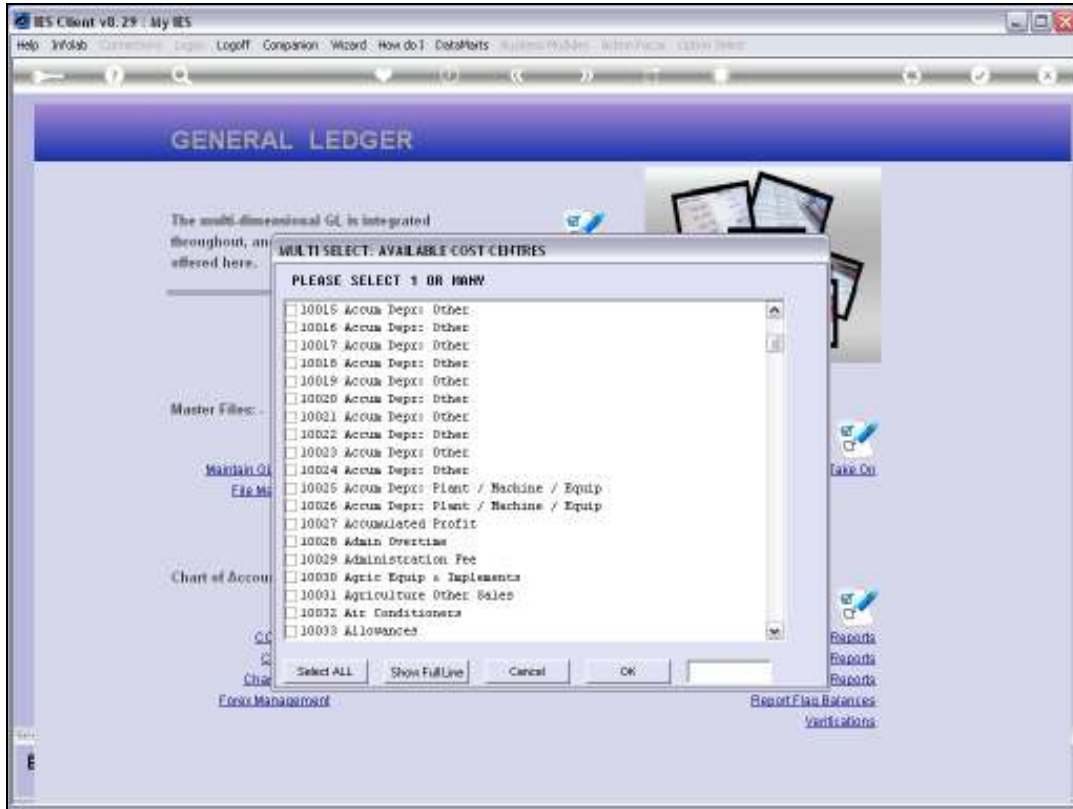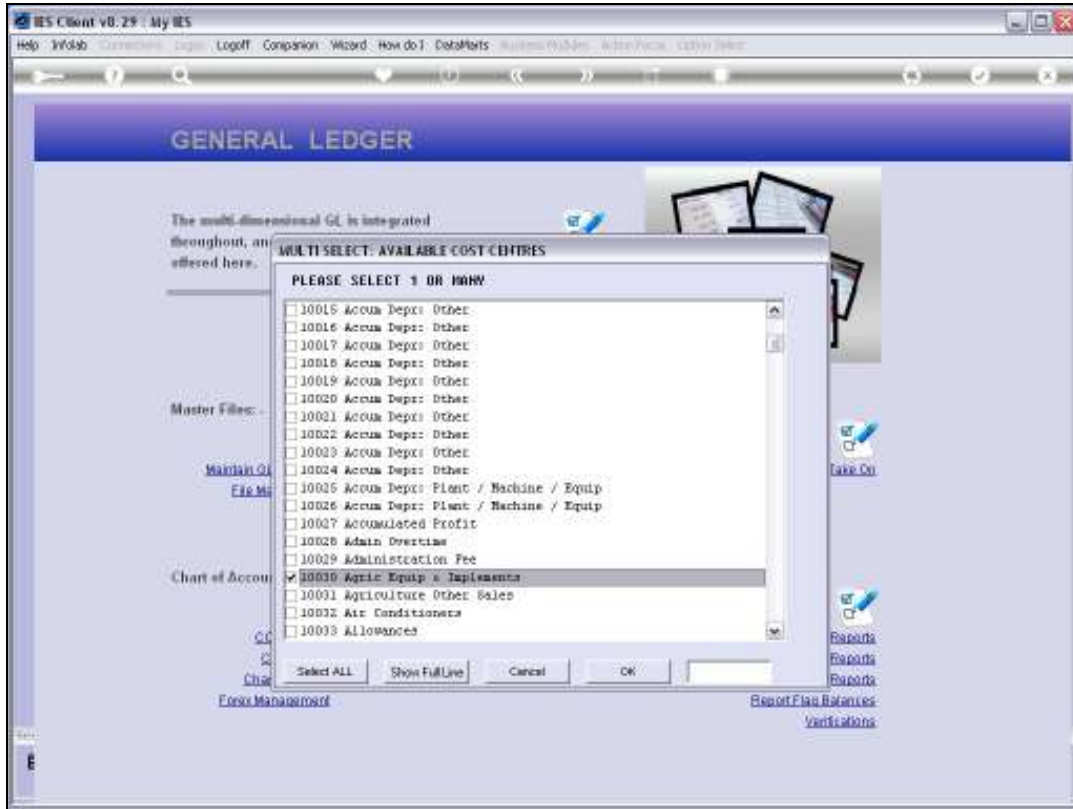
Slide 10
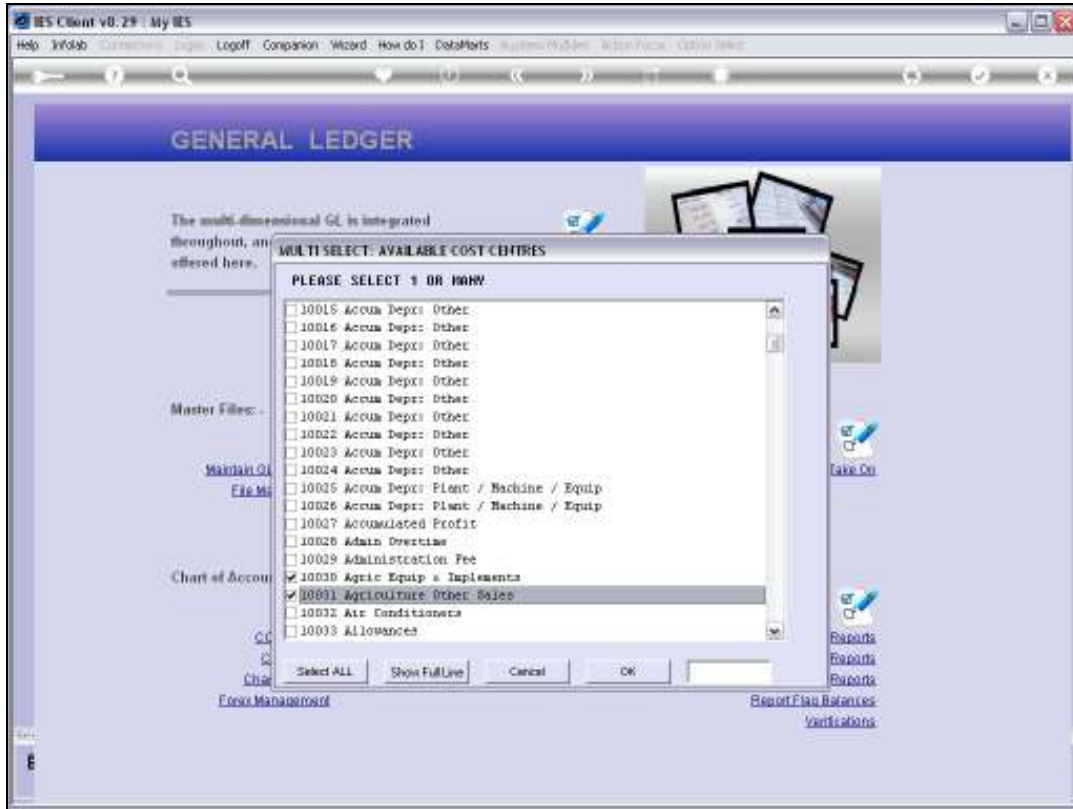Slide notes:

Slide 11
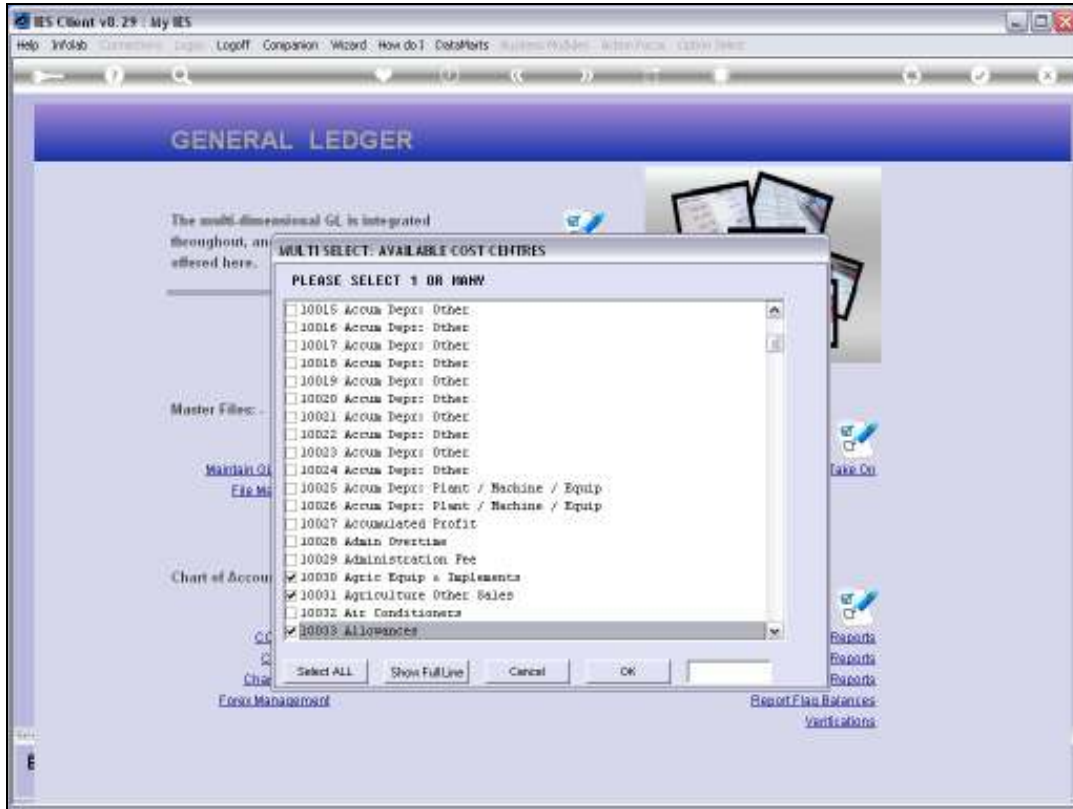Slide notes:
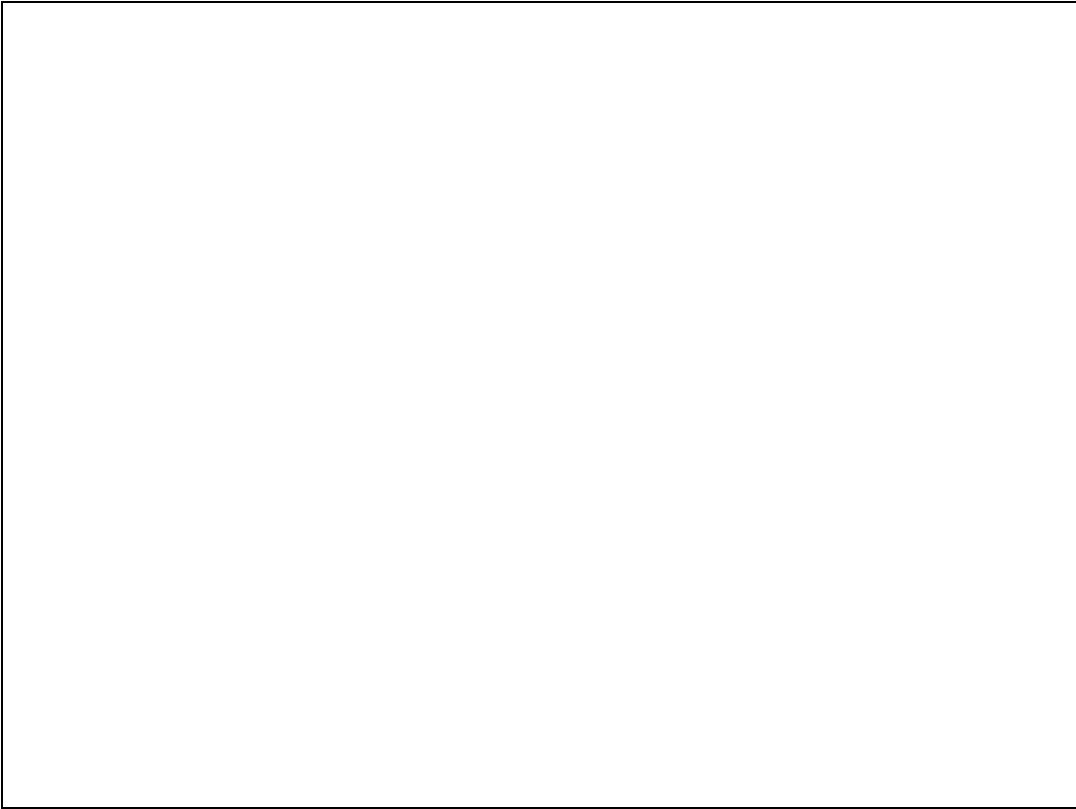
Slide 12
Slide notes:

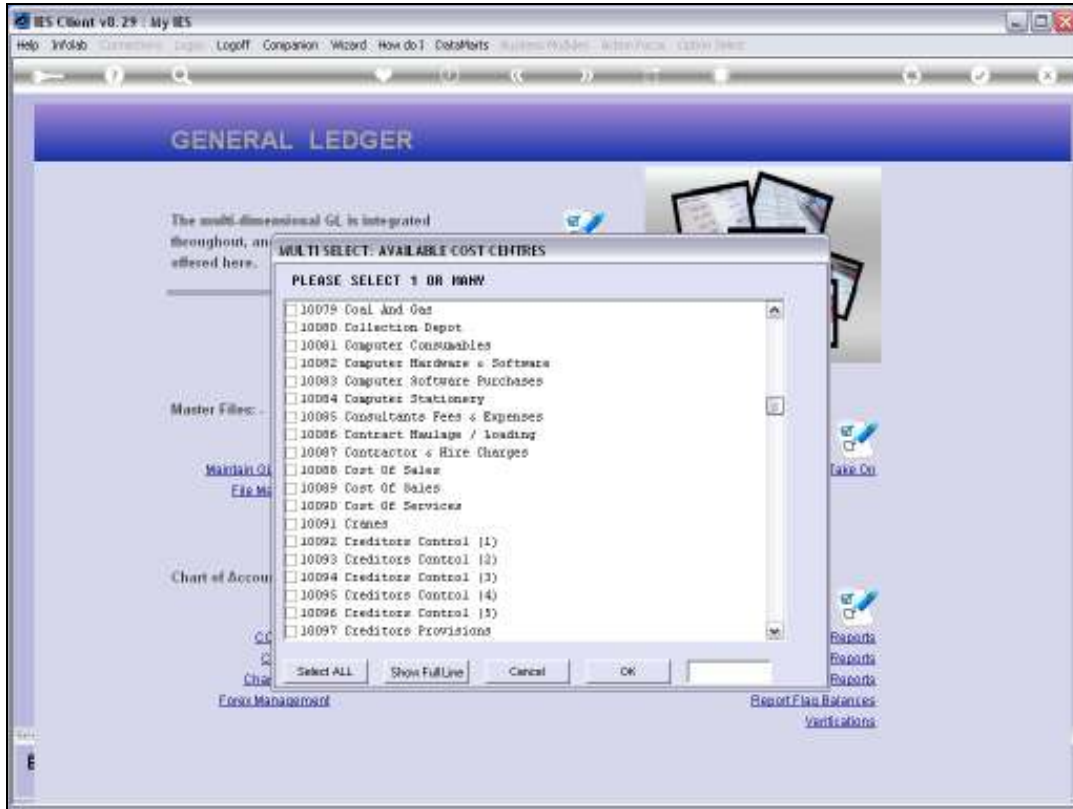Slide 13
Slide notes:

Slide 14

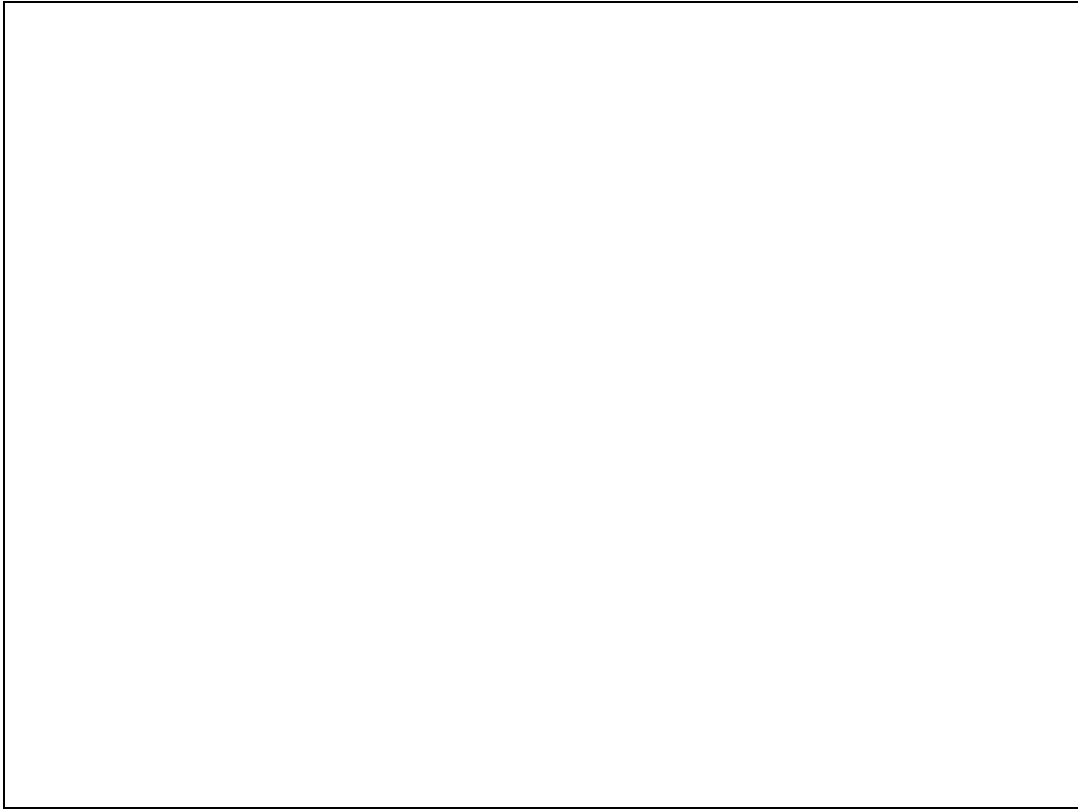Slide notes:

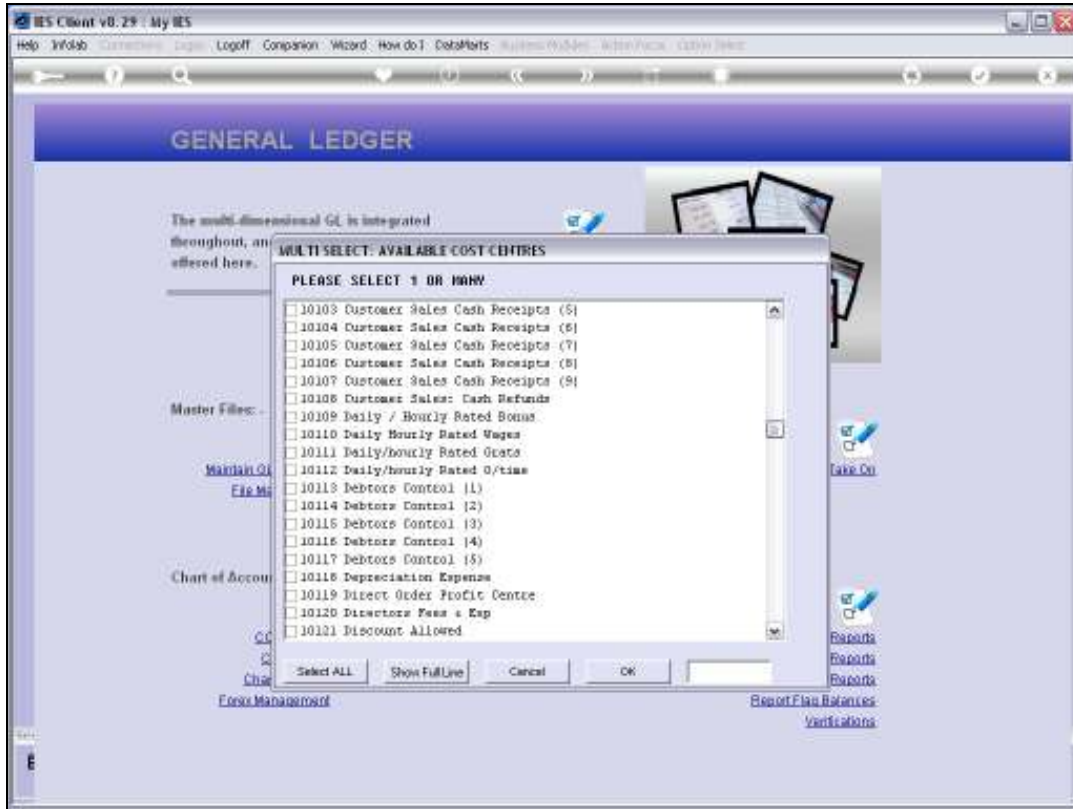Slide 15
Slide notes:

Slide 16
Slide notes:

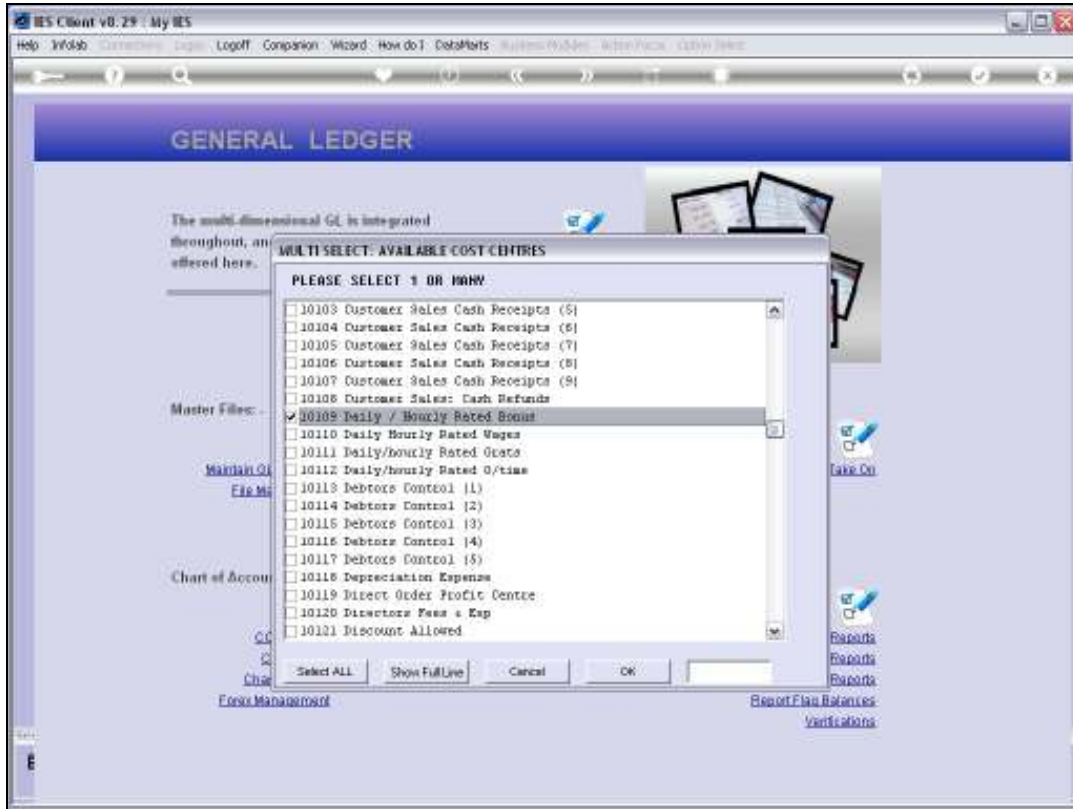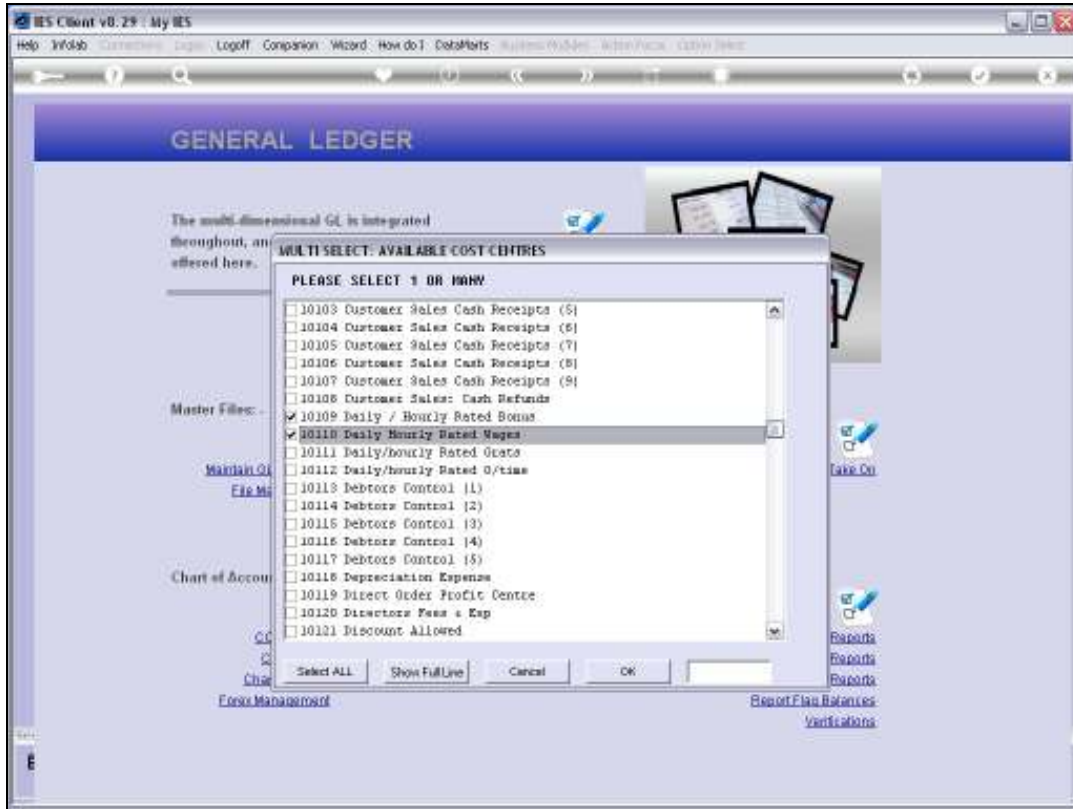Slide 17
Slide notes:

Slide 18
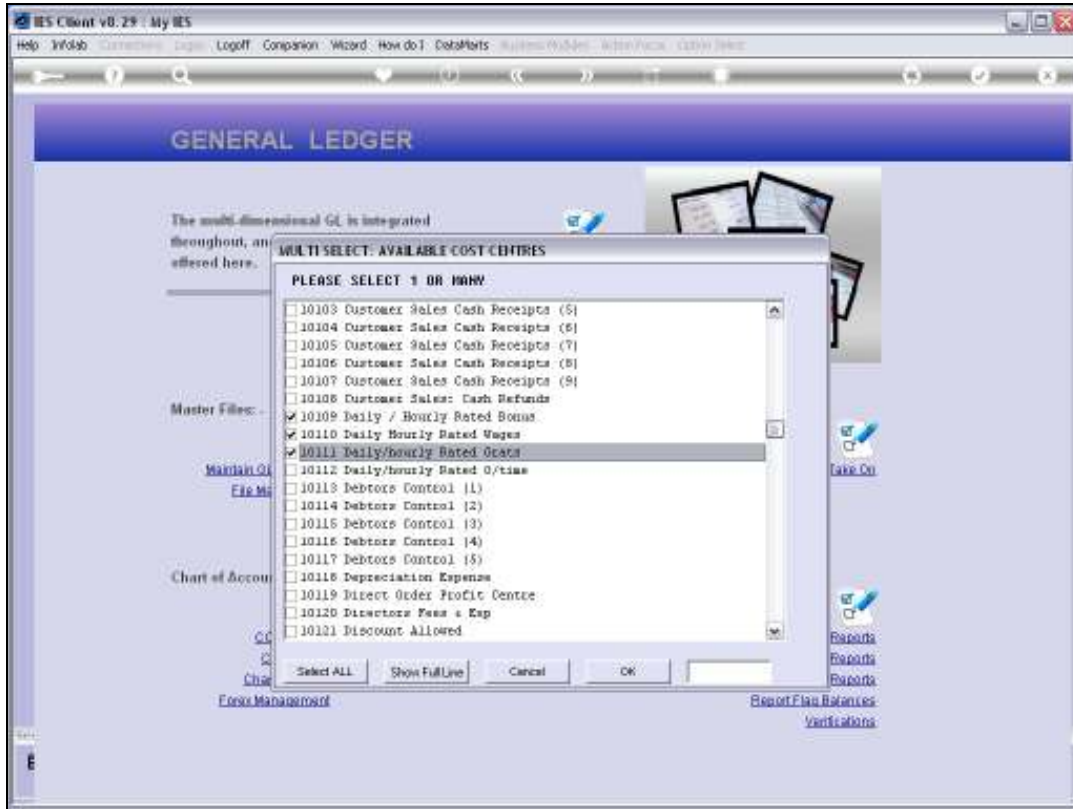Slide notes:
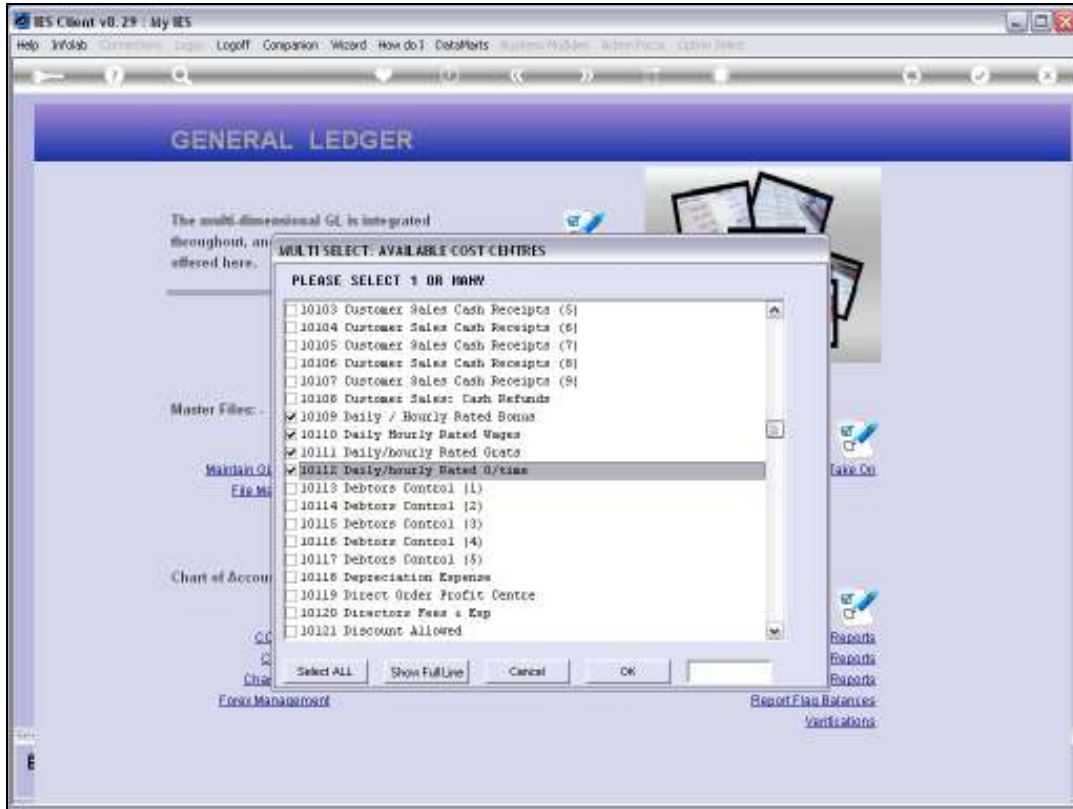
Slide 19
Slide notes:

Slide 20
Slide notes:
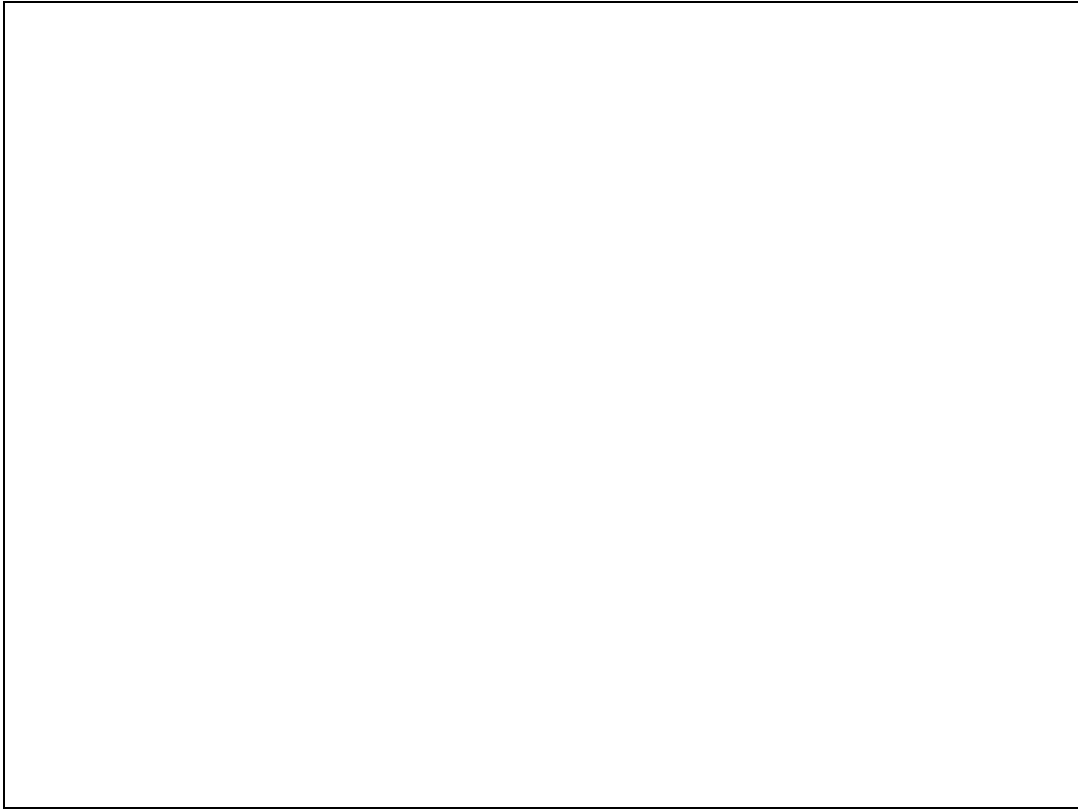
Slide 21
Slide notes:

Slide 22
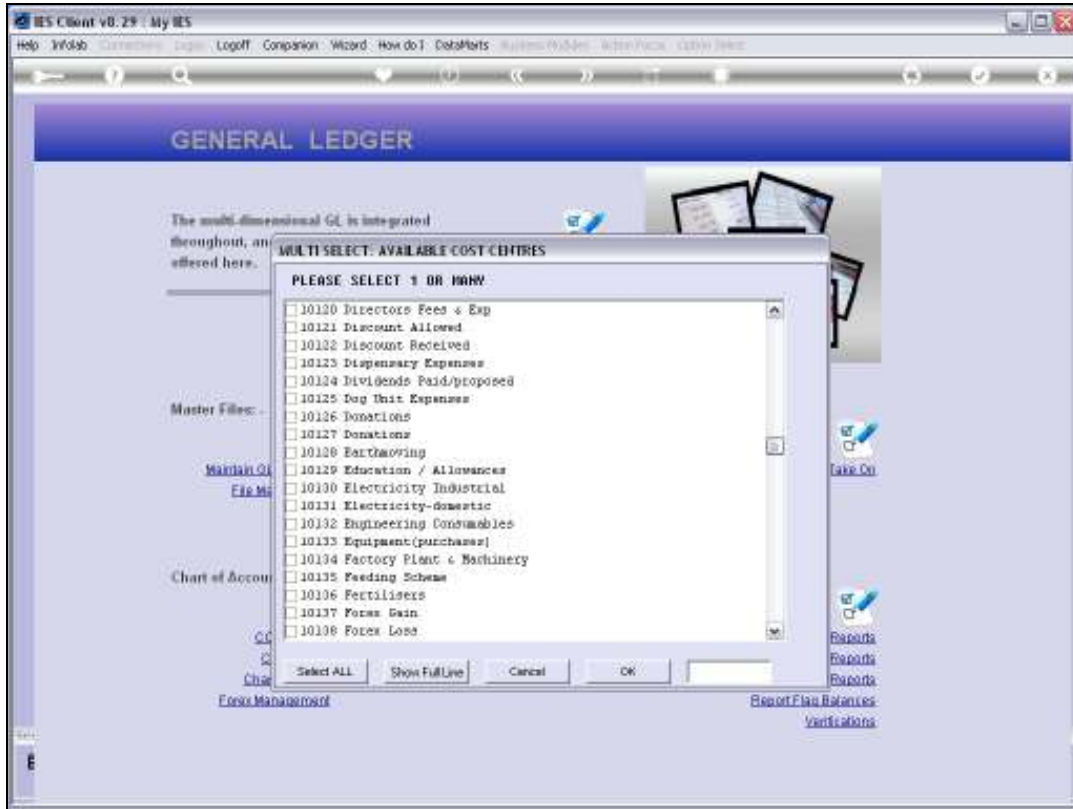Slide notes:

Slide 23
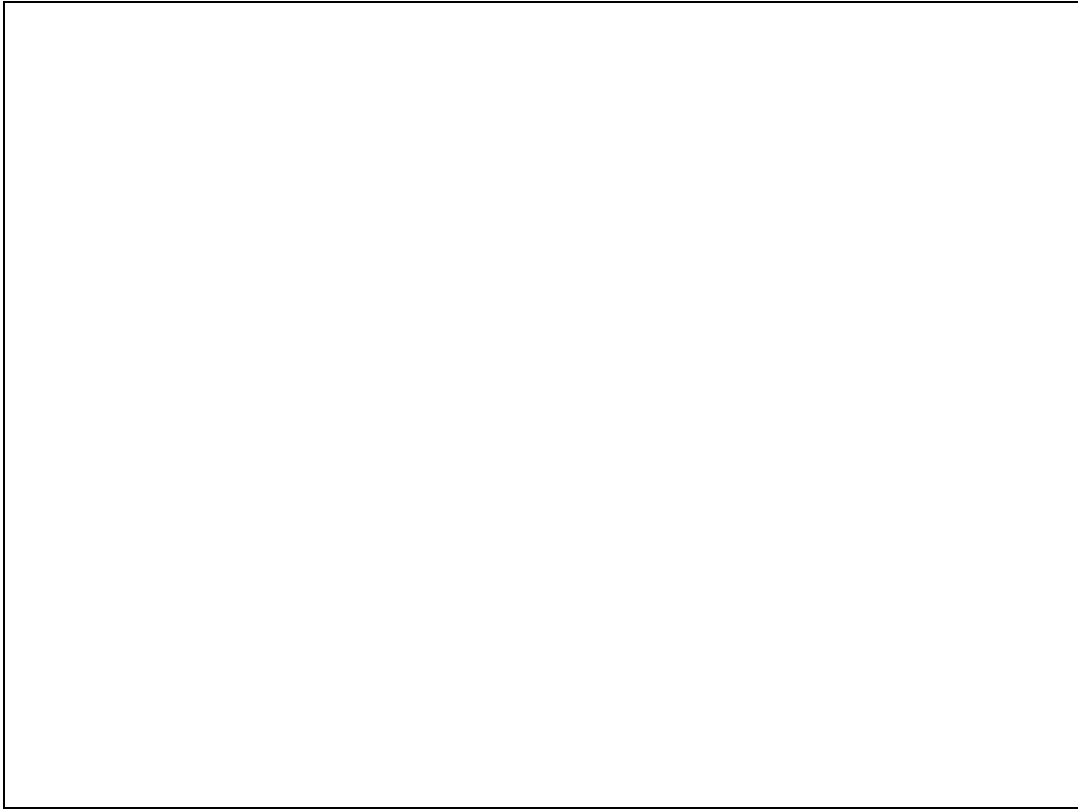Slide notes:

Slide 24
Slide notes:
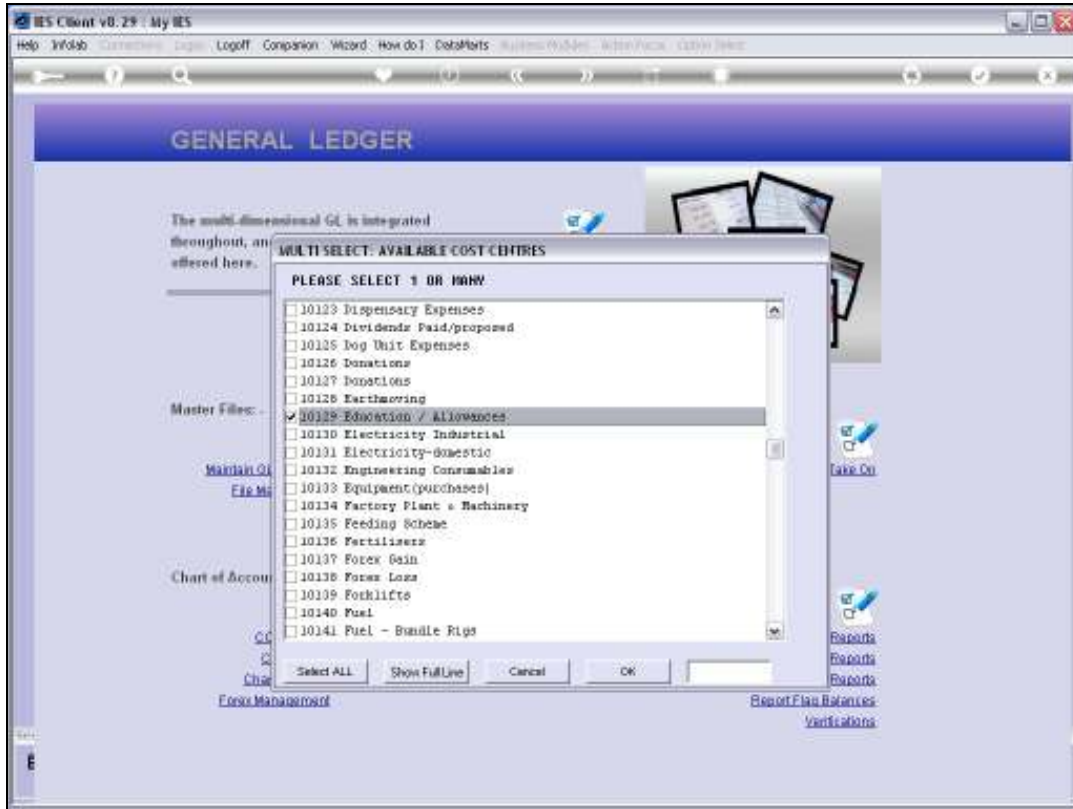
Slide 25
Slide notes:

Slide 26
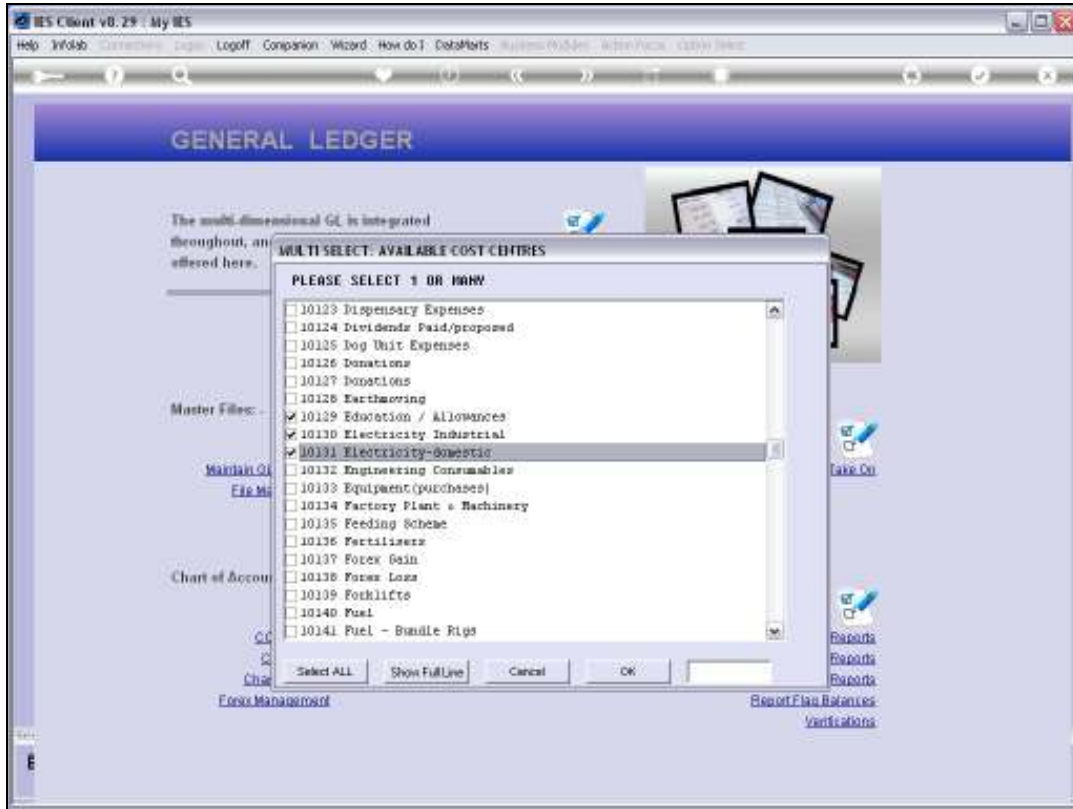Slide notes:

Slide 27
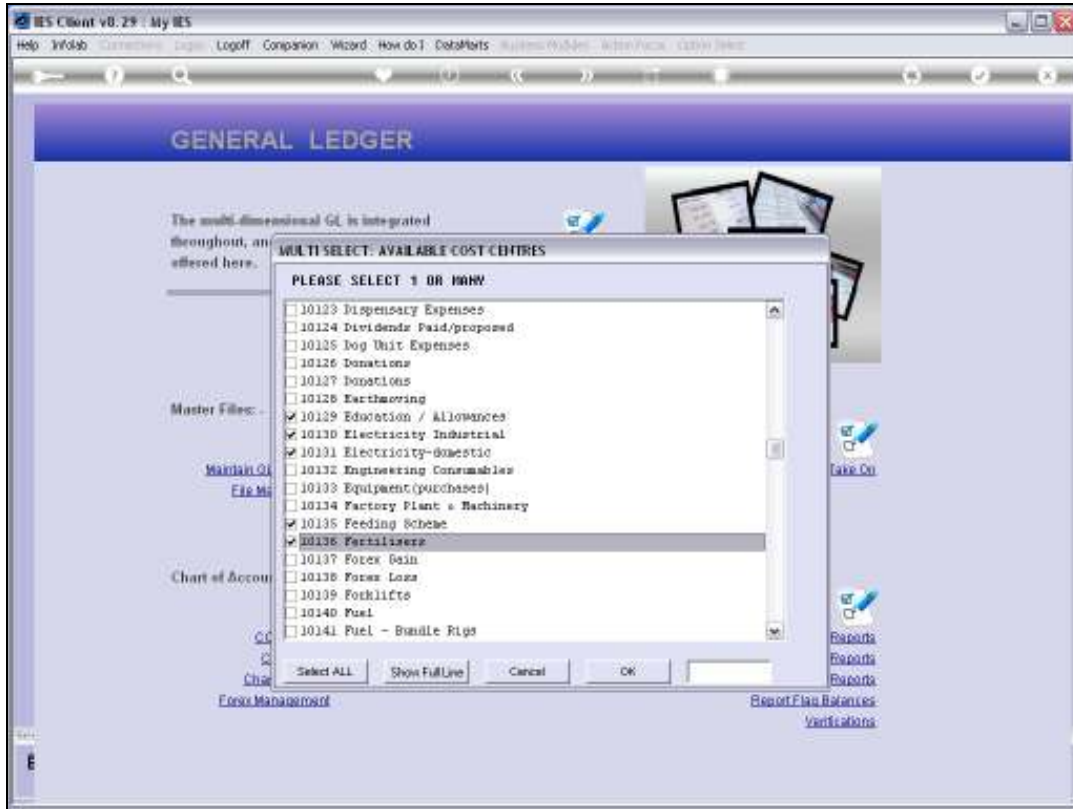Slide notes:

Slide 28
Slide notes:

Slide 29
Slide notes:

Slide 30
Slide notes:
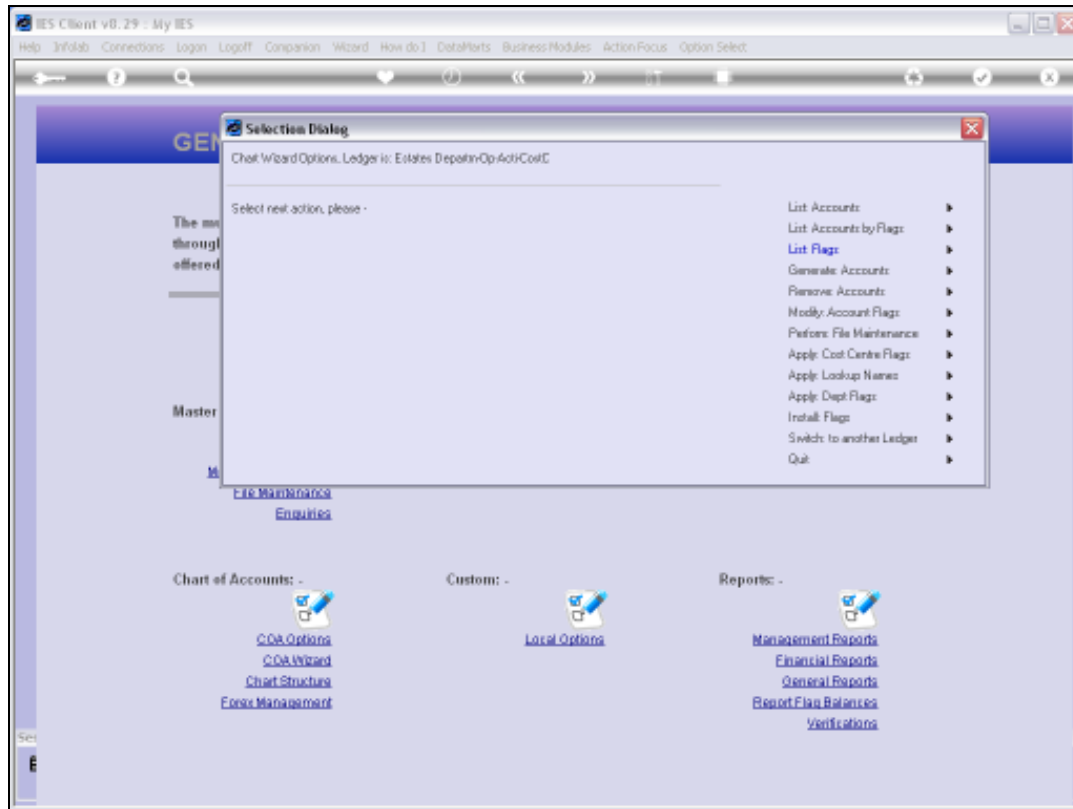
Slide 31
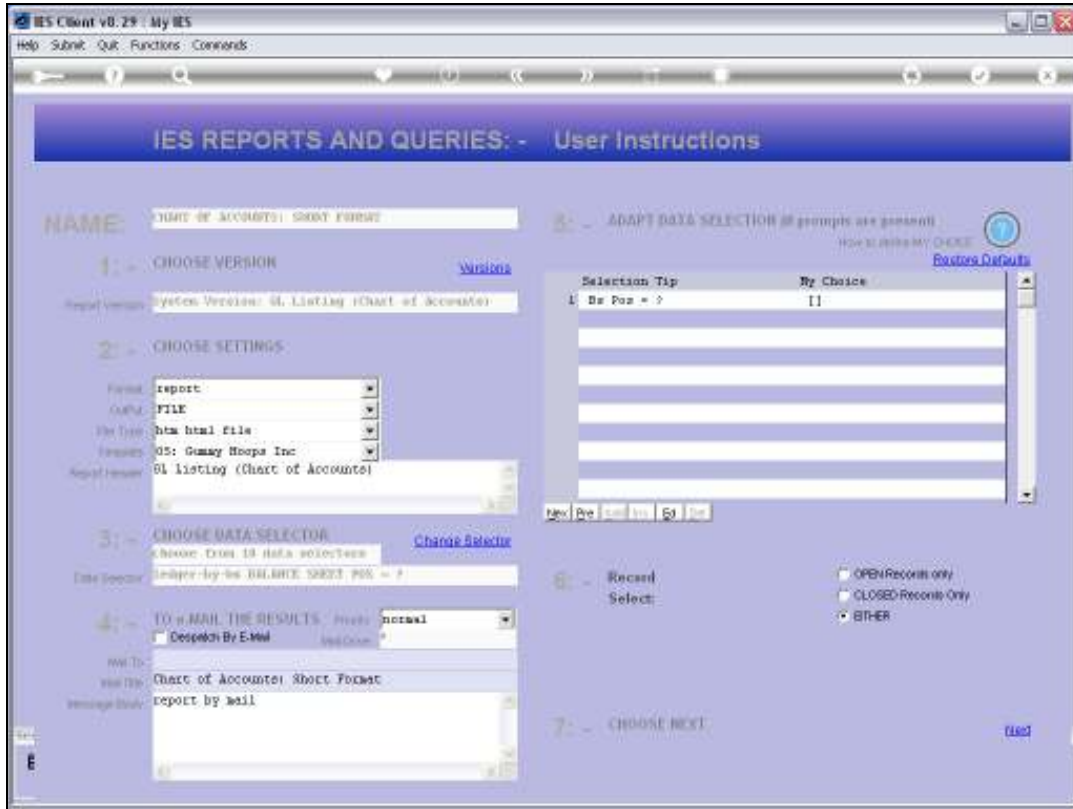Slide notes:

Slide 32
Slide notes:

Slide 33

Slide notes: The moment we choose 'ALL' or 'OK', then the new Accounts are created.
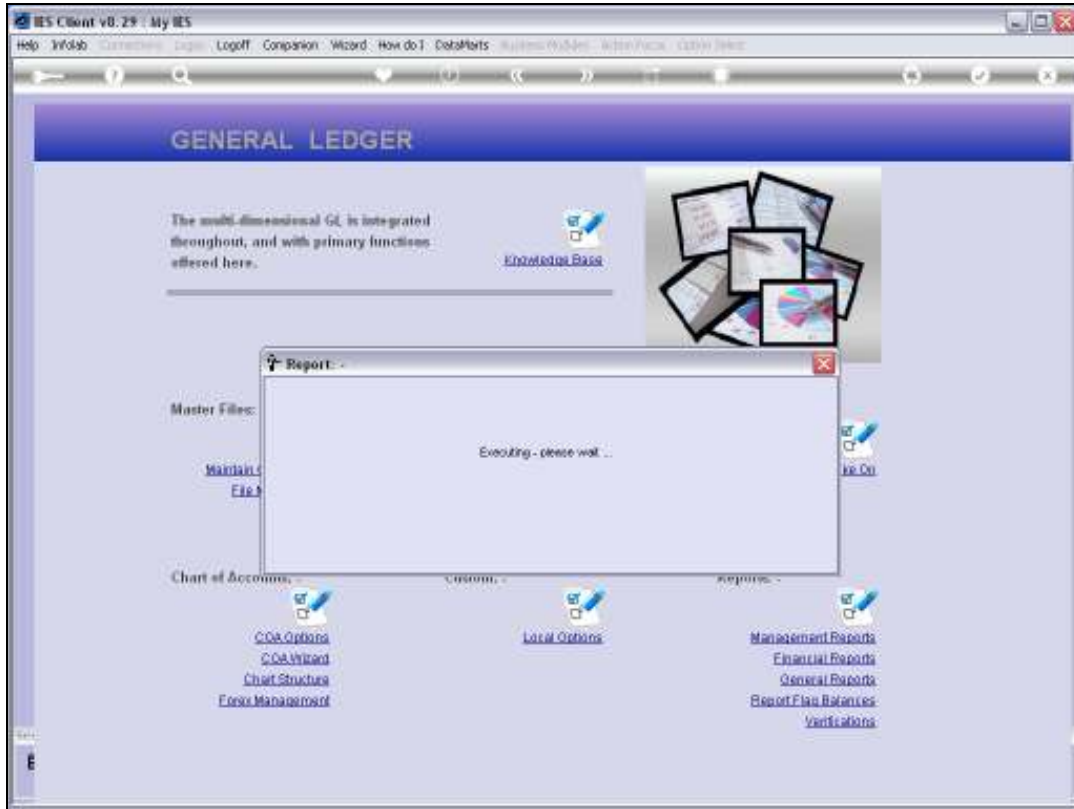
Slide 34

Slide notes: We will now look at the result of what we have done by listing the Accounts in this Ledger.
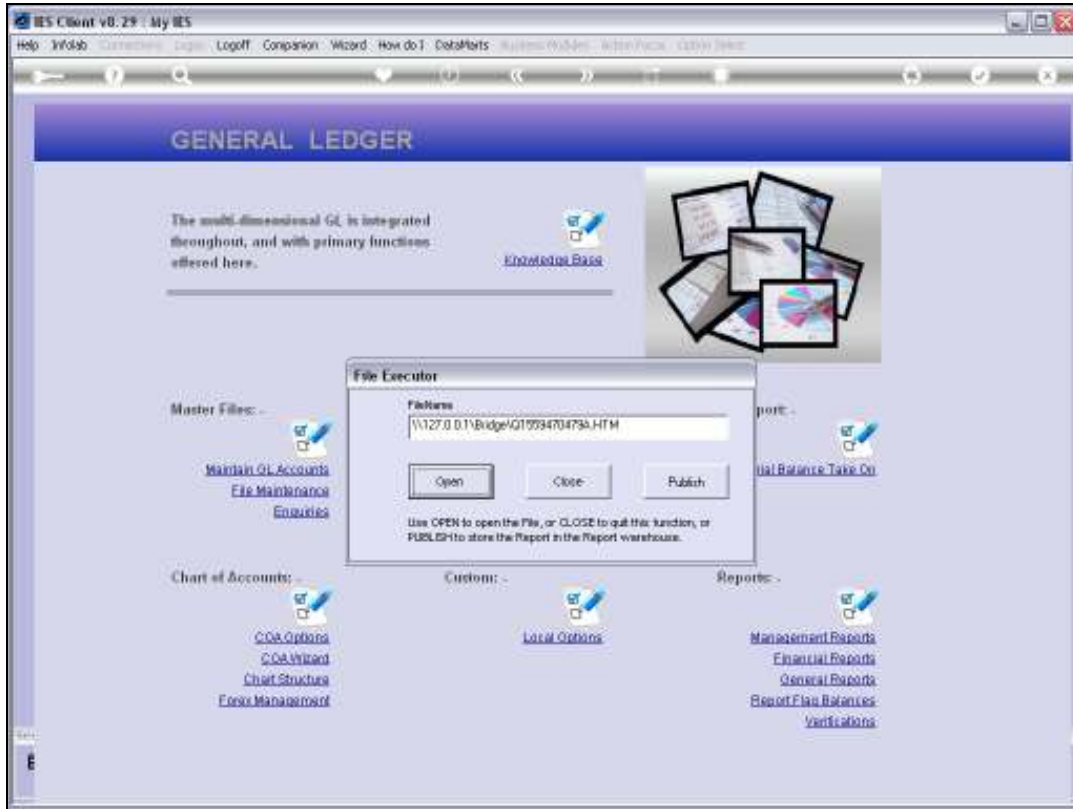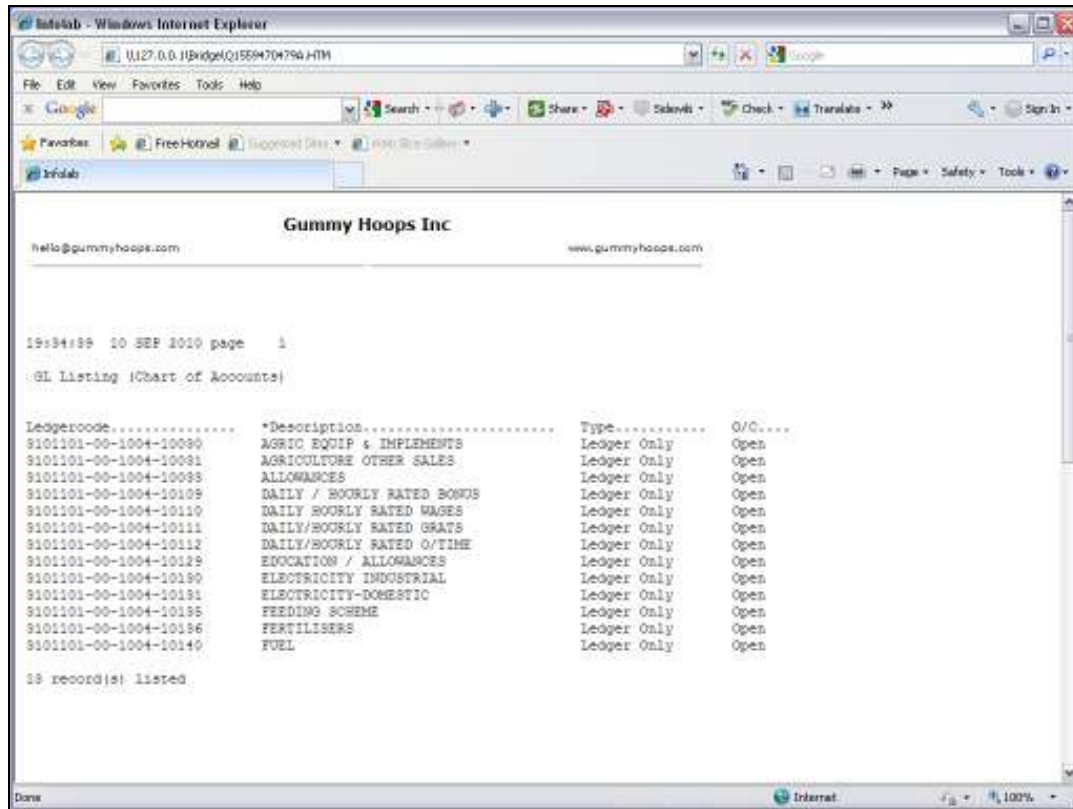
Slide 35
Slide notes:

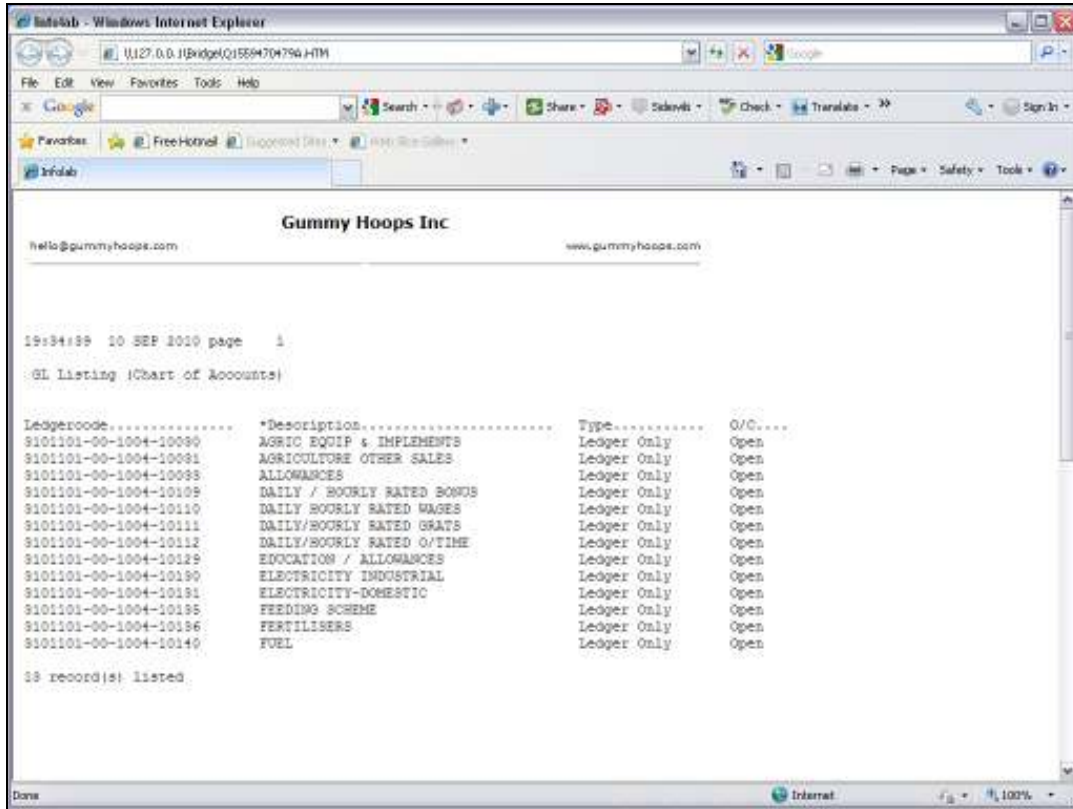Slide 36
Slide notes:

Slide 37

Slide notes:

Slide 38
Slide notes:

Slide 39

Slide notes: The 1st Account on the list was the basis for our Account generation, and was the only Account in the Ledger. The other Accounts have been generated from the structure of the 1st, retaining all segments, but using the new Cost Centre in each case, and the name of each Account is based on the Cost Centre.

Slide 40

Slide notes: That's how easily we can generate new Accounts in the same Department, based on the Cost Centre method.