



Slide 1

Slide notes: At the Master Files menu, we have an option to 'Maintain GL Accounts'. This option can be used for maintaining existing Accounts, and also to open new Accounts.

Account Key: [Open New Account](#)

Ledger Account: [Acct Detail](#)

Description:

Managed Currency: LOCAL

Current Month	0.00
Balance YTD	0.00
Physical Resource	
Phys Current	0.00
Phys YTD	0.00
HR Type	
Hr Current	0.00
Hr YTD	0.00

Transaction Status: Open

Account Type:

Inc/Exp or Bal Sheet: Balance Sheet

Last Upd By:

Last Upd:

[Save](#)

[Data Origin Movement](#)

[Doc Audit Trail](#)

[History](#)

[Delete This Acct](#)

[Change Currency](#)

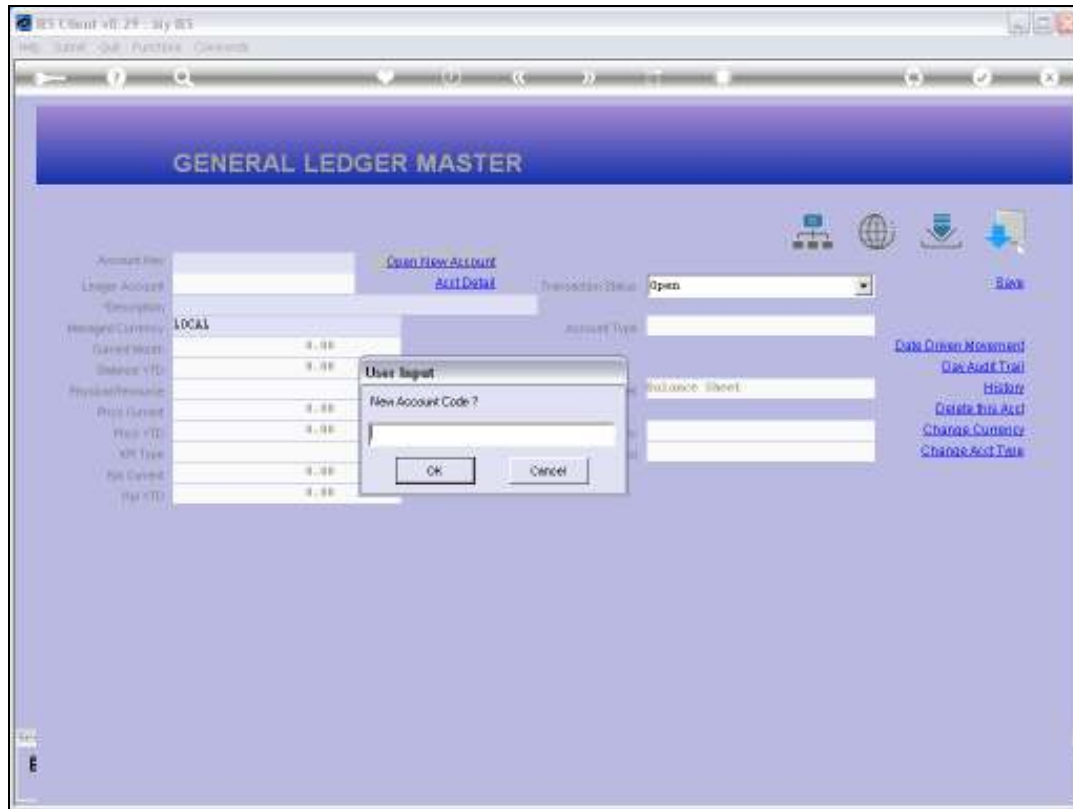
[Change Acct Type](#)

Slide 2

Slide notes: On the GL Master screen, we have a function to 'Open a New Account'. Of course, the function will only allow us to open a new Account if this privilege is listed on our Ledger Business Profile.

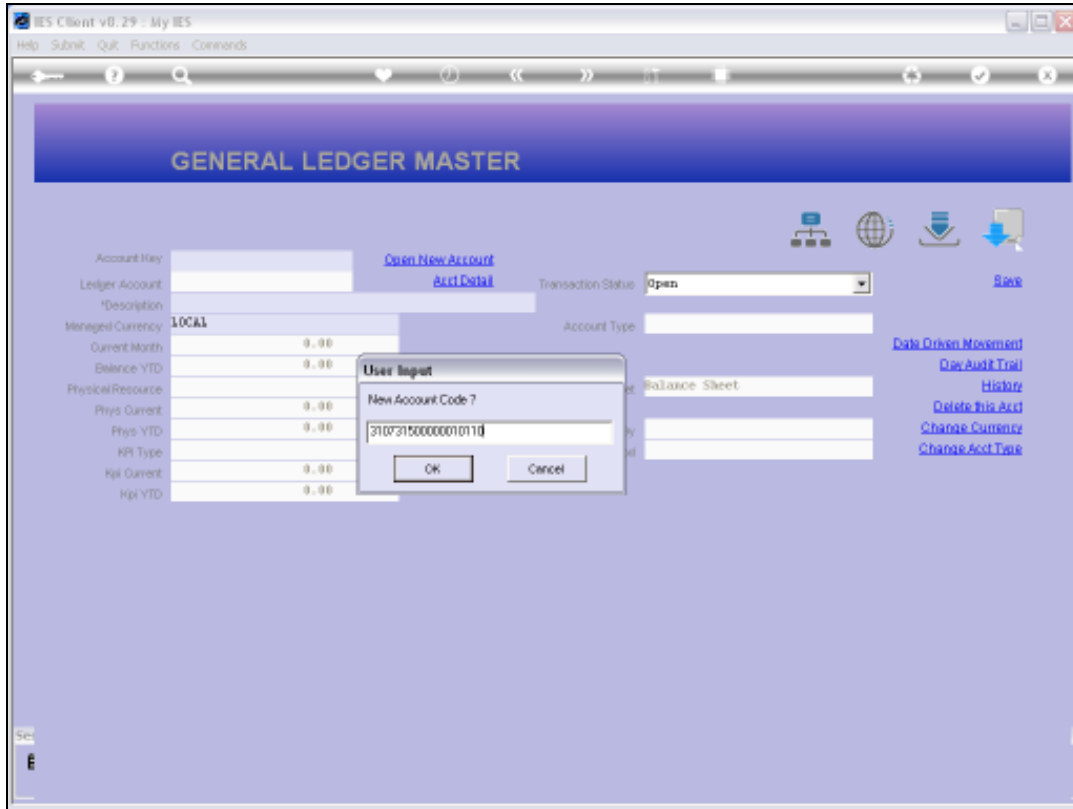


Slide 3
Slide notes:

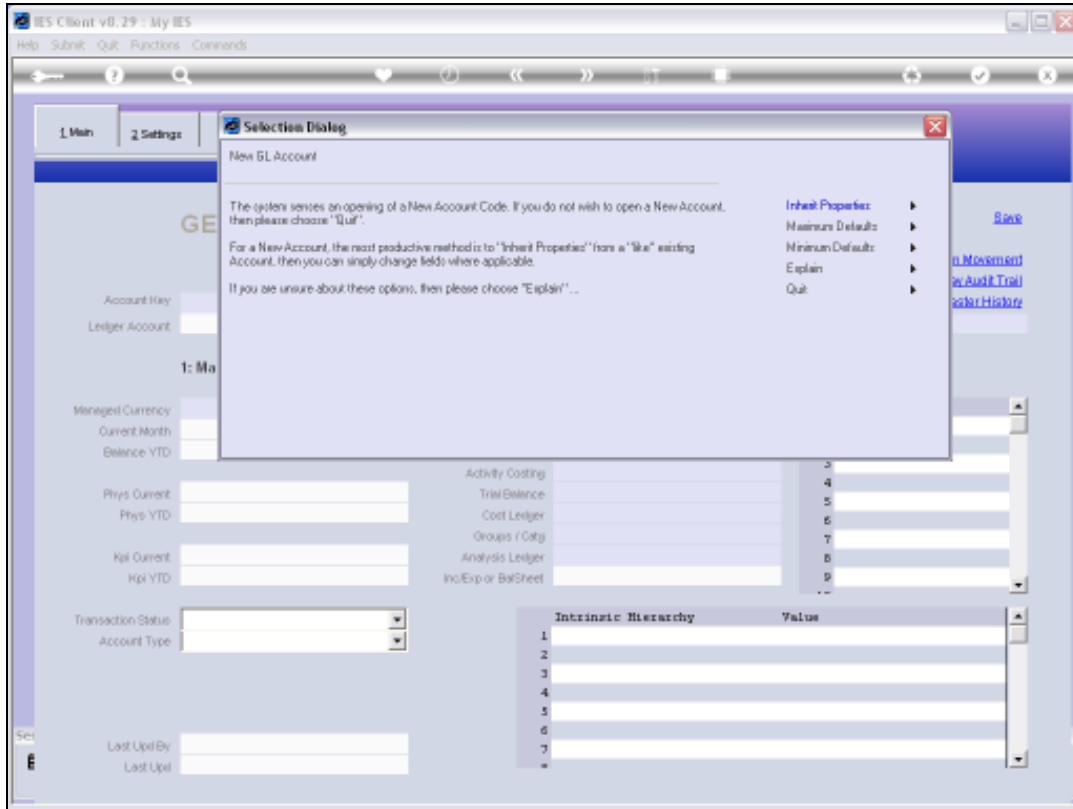


Slide 4

Slide notes: To open a New GL Account, we have to specify the new Account Code. The Code should be in accordance with our established Chart Structure, else it will still be accepted but will land in the unstructured Ledger. If the Account Code is actually wrong, we can still delete the Account until such time as a first Transaction is posted to it.

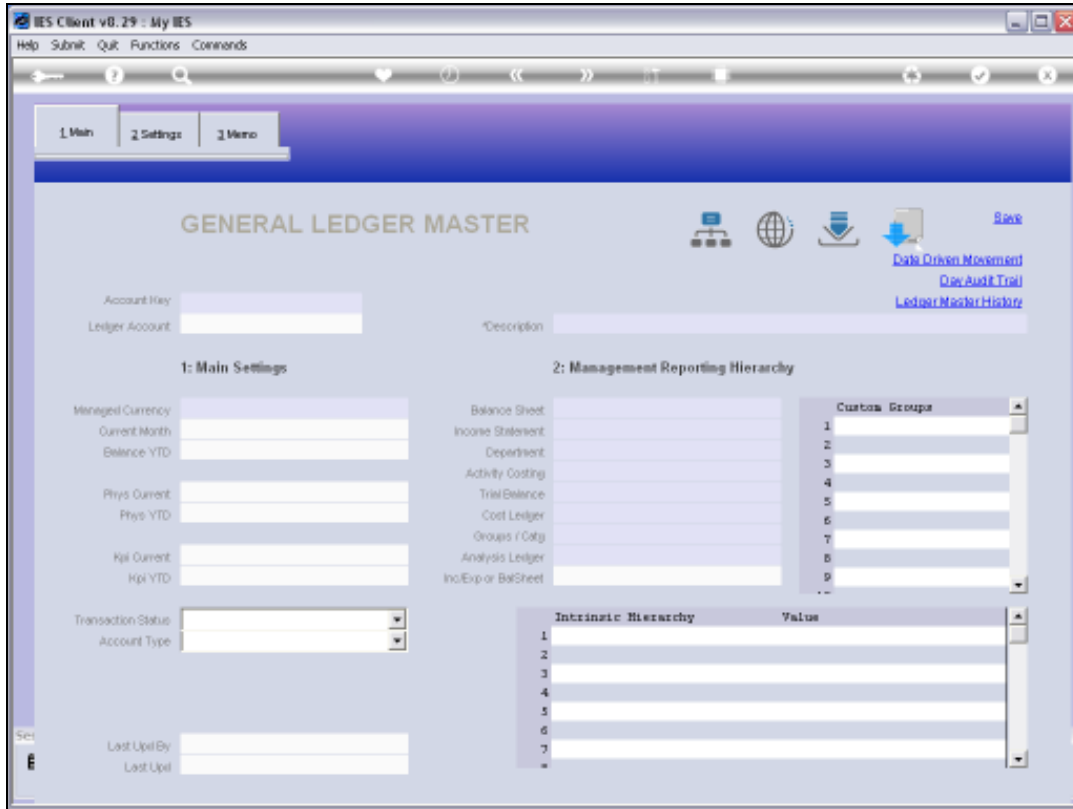


Slide 5
Slide notes:



Slide 6

Slide notes: When a new Account is sensed, there are 3 options. Let us look at the explanation first.

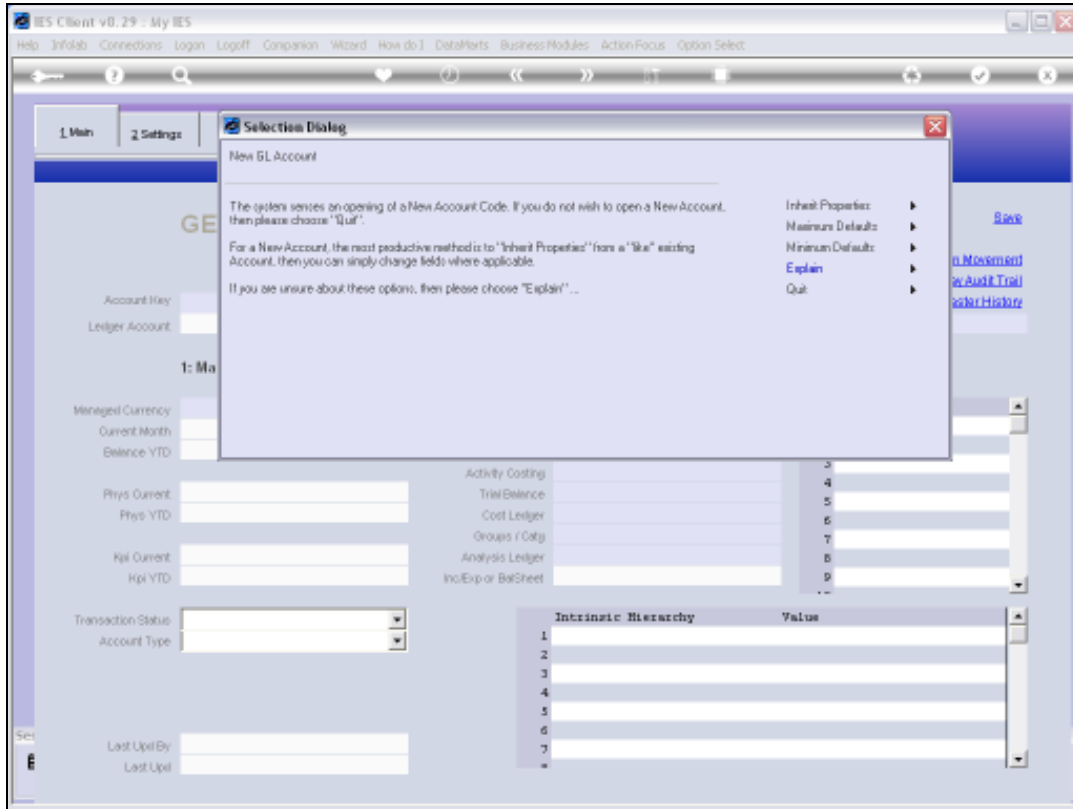


Slide 7
Slide notes:



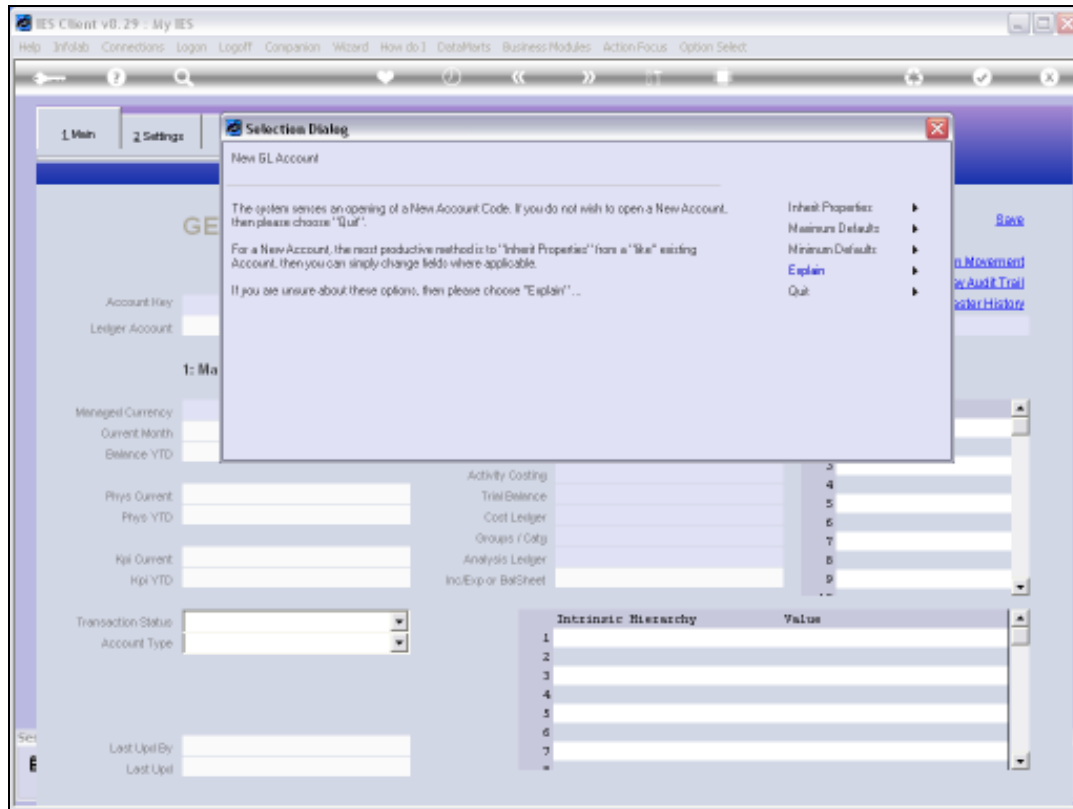
Slide 8

Slide notes: The 3 options are explained here, and the most often used are 'Maximum Defaults' and 'Inherit'.



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Slide notes:



Slide 10

Slide notes: For purposes of demonstration, we will start with a 'Minimum Defaults' example.

IES Client v8.29 : My IES

Help Submit Quit Functions Commands

1 Main 2 Settings 3 Memo

GENERAL LEDGER MASTER

Account Key: 310731500001004

Ledger Account: _____ *Description: _____

1: Main Settings

Managed Currency: LOCAL

Current Month	0.00
Balance YTD	0.00
Phys Current	0.00
Phys YTD	0.00
Kpi Current	0.00
Kpi YTD	0.00

Transaction Status: **Closed**

Account Type: **1: LEDGER ONLY**

Last Upd By: _____
Last Upd: _____

2: Management Reporting Hierarchy

Balance Sheet	1
Income Statement	
Department	
Activity Costing	
Trial Balance	
Cost Ledger	
Groups / Catg	
Analysis Ledger	
Inc/Exp or BalSheet	

Custom Groups

1

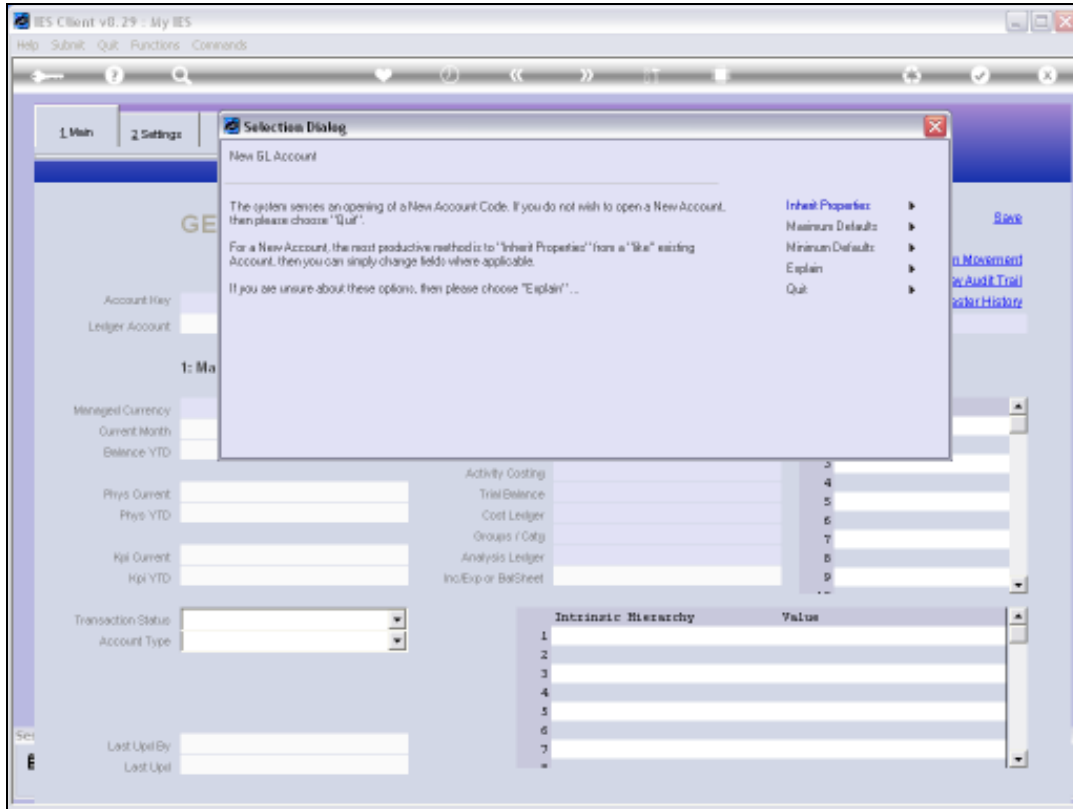
Intrinsic Hierarchy

Intrinsic Hierarchy	Value
1	

Links: [Data Driven Movement](#), [Doc Audit Trail](#), [Ledger Master History](#)

Slide 11

Slide notes: If we choose this option, then we basically have to work through all the Fields to define the settings for the Account. This is a tedious method, and should only be used if we wish to be forced to consider each field and what the Value should be.



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Slide notes: Next, we look at 'Maximum Defaults'.

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

1 Main 2 Settings 3 Memo

GENERAL LEDGER MASTER

[Save](#)

[Data Driven Movement](#)
[Doc Audit Trail](#)
[Ledger Master History](#)

Account Key: 31073150000010110
 Ledger Account: 3107315-00-0000-10110 *Description: DAILY HOURLY RATED WAGES

1: Main Settings

Managed Currency: LOCAL

Current Month: 0.00
Balance YTD: 0.00

Phys Current: 0.00
Phys YTD: 0.00

Kpi Current: 0.00
Kpi YTD: 0.00

Transaction Status: Open
Account Type: 1: Ledger

Last Upd By: _____
Last Upd: _____

2: Management Reporting Hierarchy

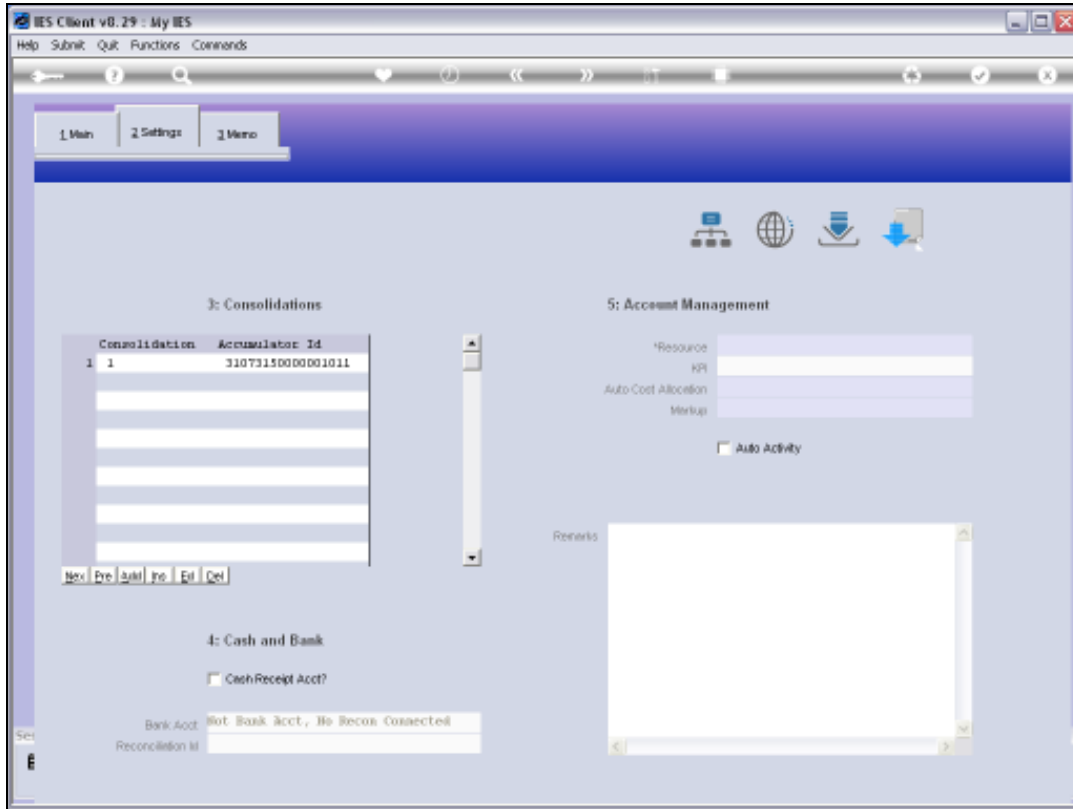
Balance Sheet	110 Unappropriated Profit
Income Statement	114 PRODUCTION
Department	3107315 Estate 7 Div 8 Block 15
Activity Costing	0000 MAIN ACCOUNT, NO ACTIVITY
Trial Balance	101 Expenditure Items
Cost Ledger	10110 DAILY HOURLY RATED WAGES
Groups / Catg	141 UNAPPROPRIATED PROFIT
Analysis Ledger	115 PERSONNEL EXPENSES
Inv/Exp or BalSheet	Balance Sheet

Custom Groups: 1

Intrinsic Hierarchy	Value
1	

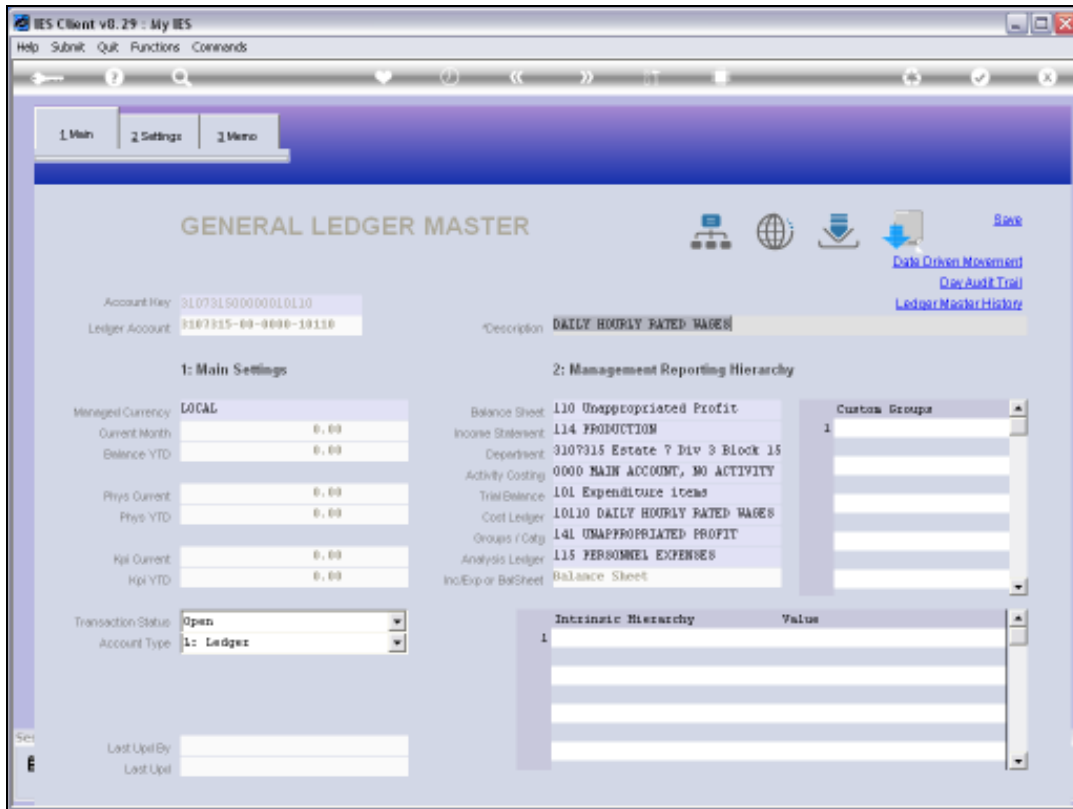
Slide 13

Slide notes: This is an excellent and easy choice to open a new Account. If the Account Code fits with the Chart Structure, and especially if the Cost Centres are well populated with default Report Flags, then we may have a fully filled screen as in this case, where we can quite possibly just choose SAVE to create the new Account.



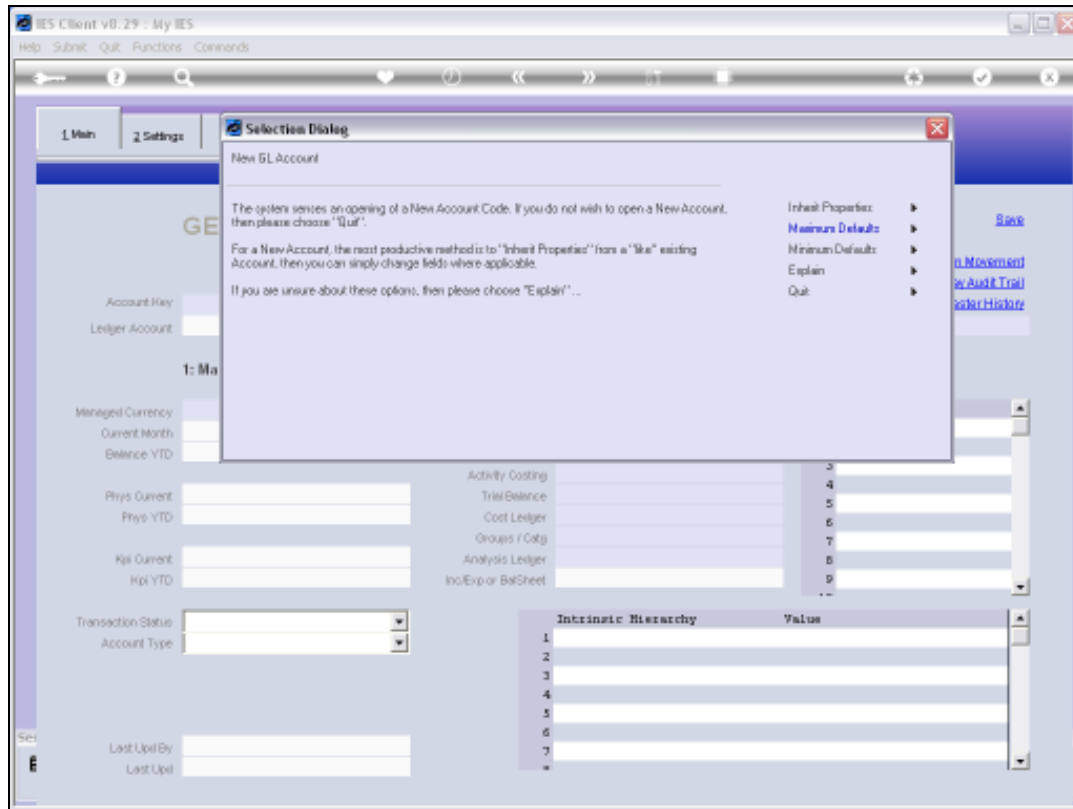
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Slide notes: There are more optional settings that we may consider, but nothing that cannot be done again at a later time if needed.



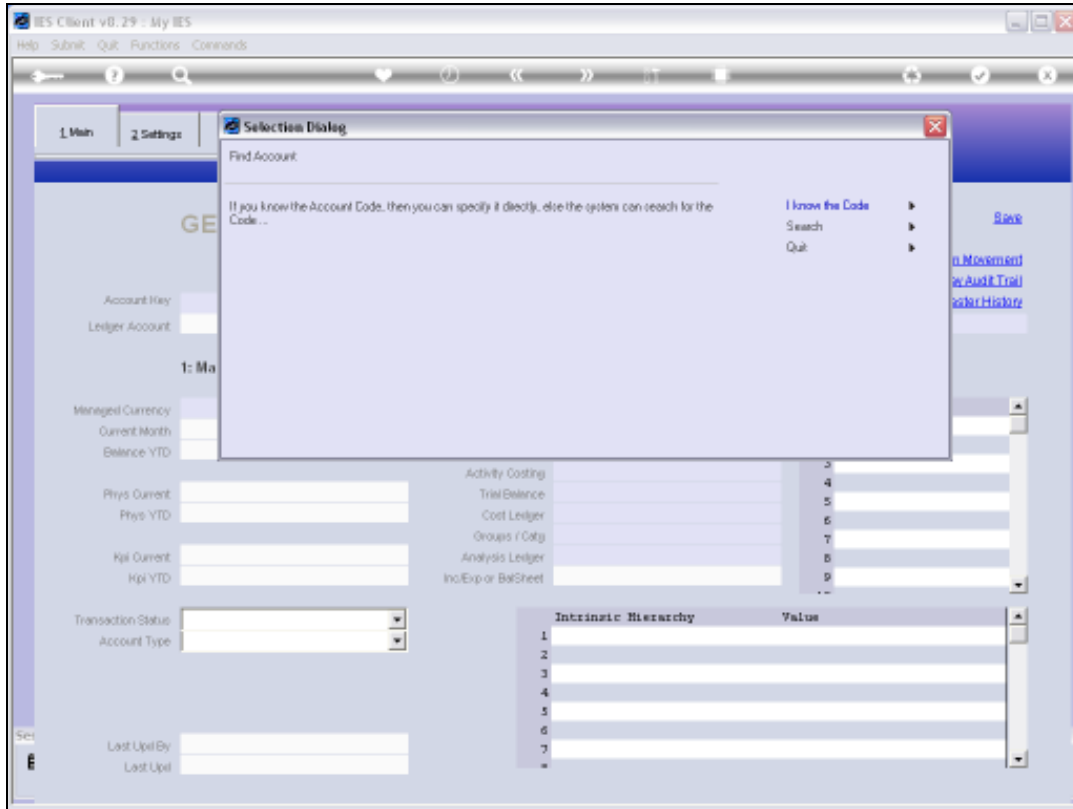
Slide 15

Slide notes: If the new Account Code does not fit the Chart Structure, or the Cost Centre is not populated with default Report Flags, then we may have to choose Report Flags before we can SAVE the new Account. Whichever way, we have the option to change any of the default values provided, and we can also change any Value later if it turns out to be different than what we actually want.



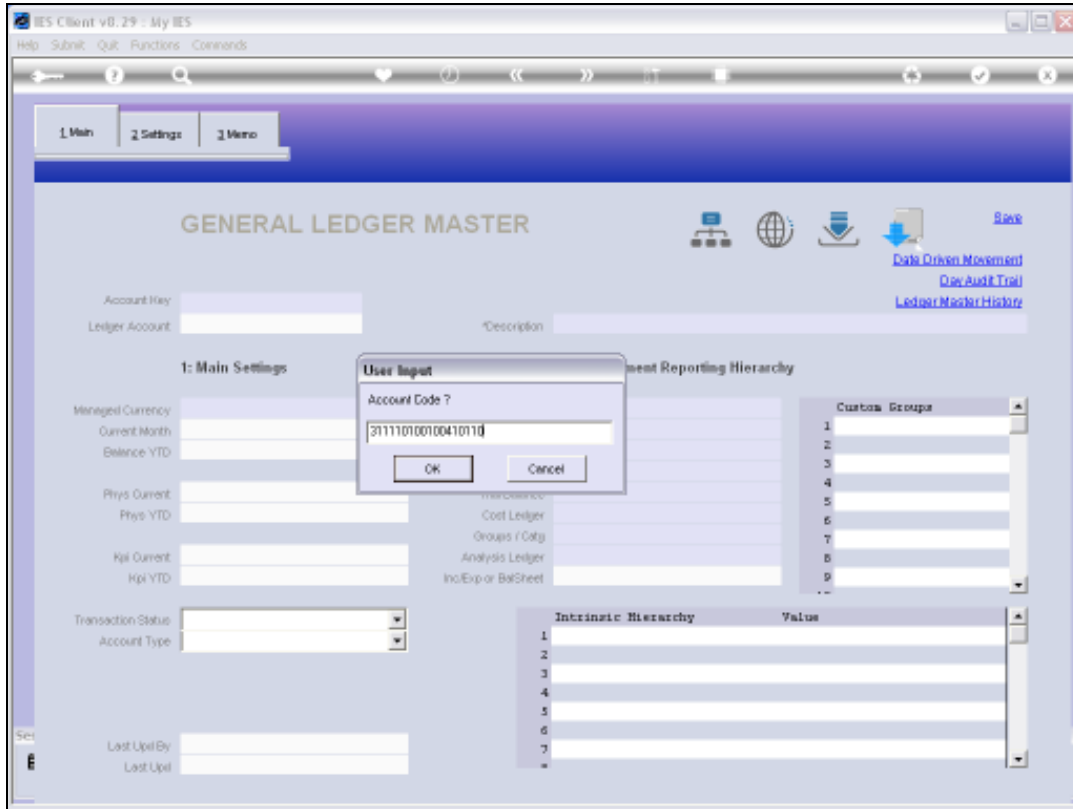
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Slide notes: Now, we will look at the 'Inherit' option. This is an even easier option than the previous, because we are almost guaranteed to have all the mandatory Fields defaulted, although we can still change any Value that we wish to.

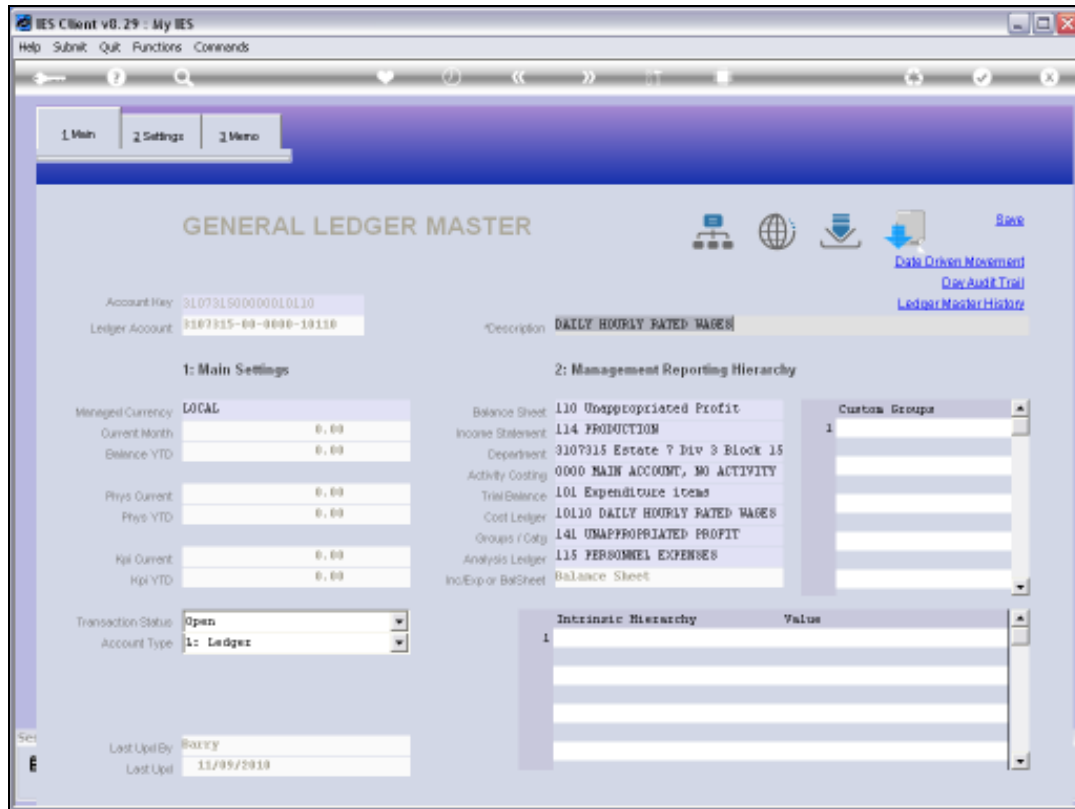


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Slide notes: All we need to do is supply an existing Account Code that we believe is similar to what we want, and all the settings for that Account will be inherited for the new Account. If more appropriate Report Flags are available from the Chart Structure, then they will take precedence.

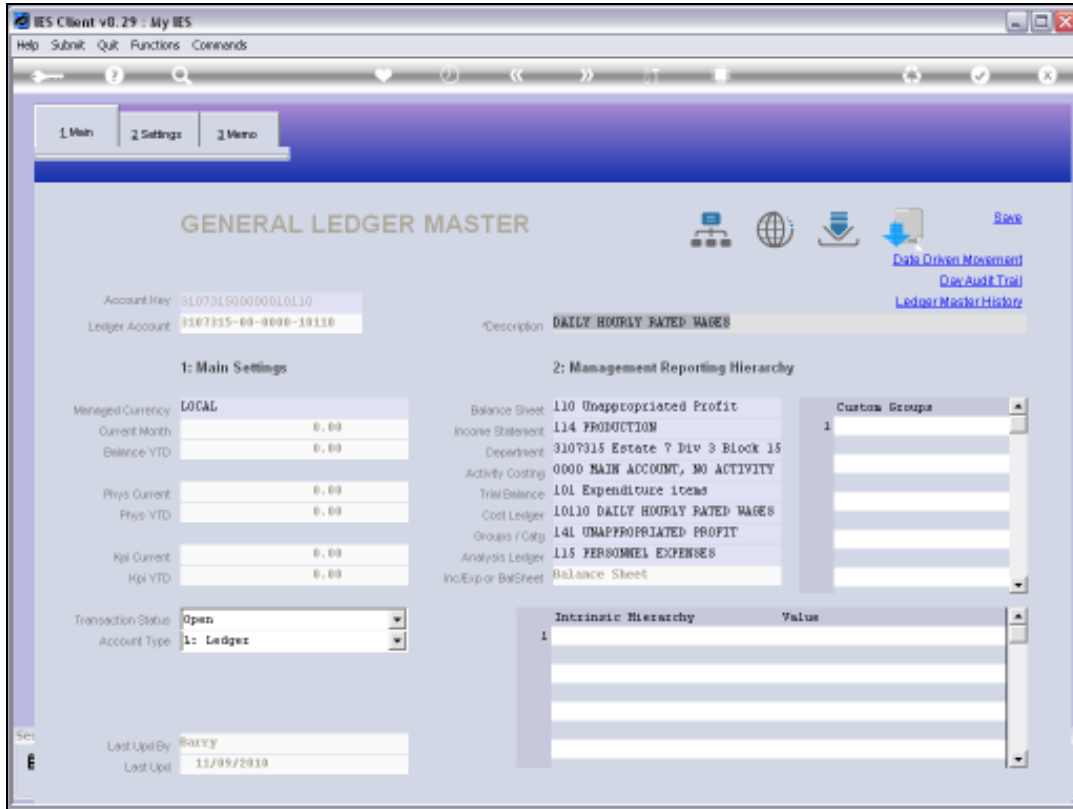


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Slide notes:

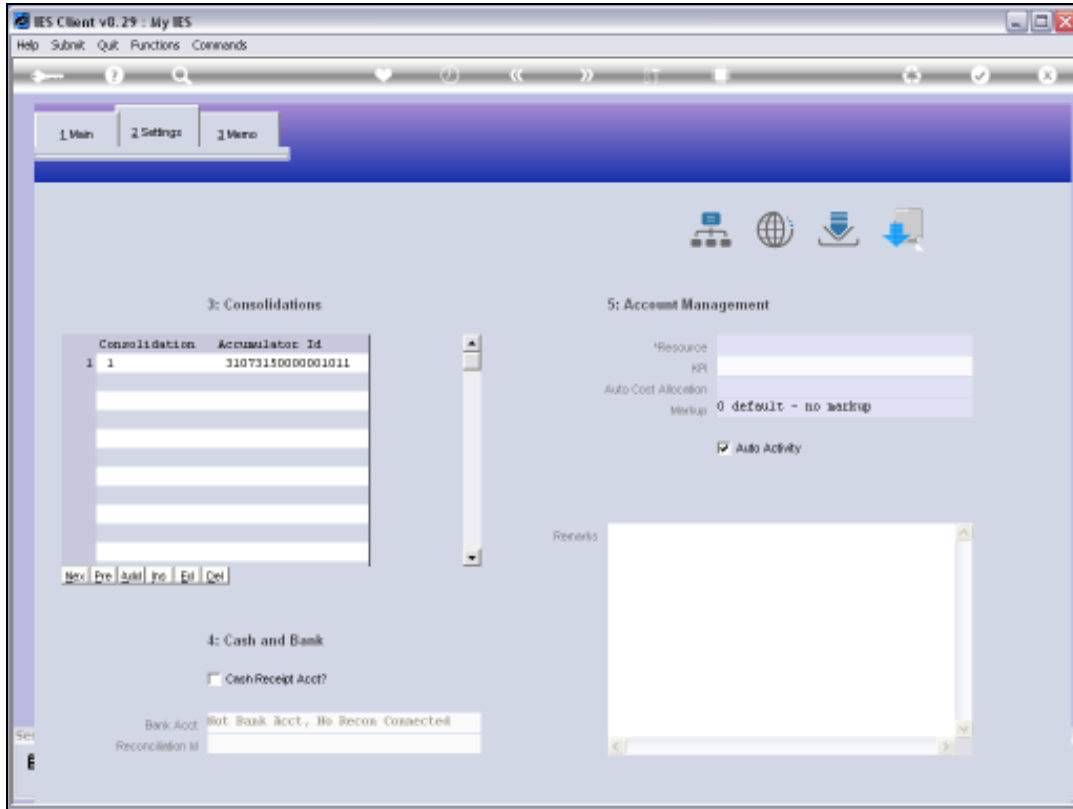


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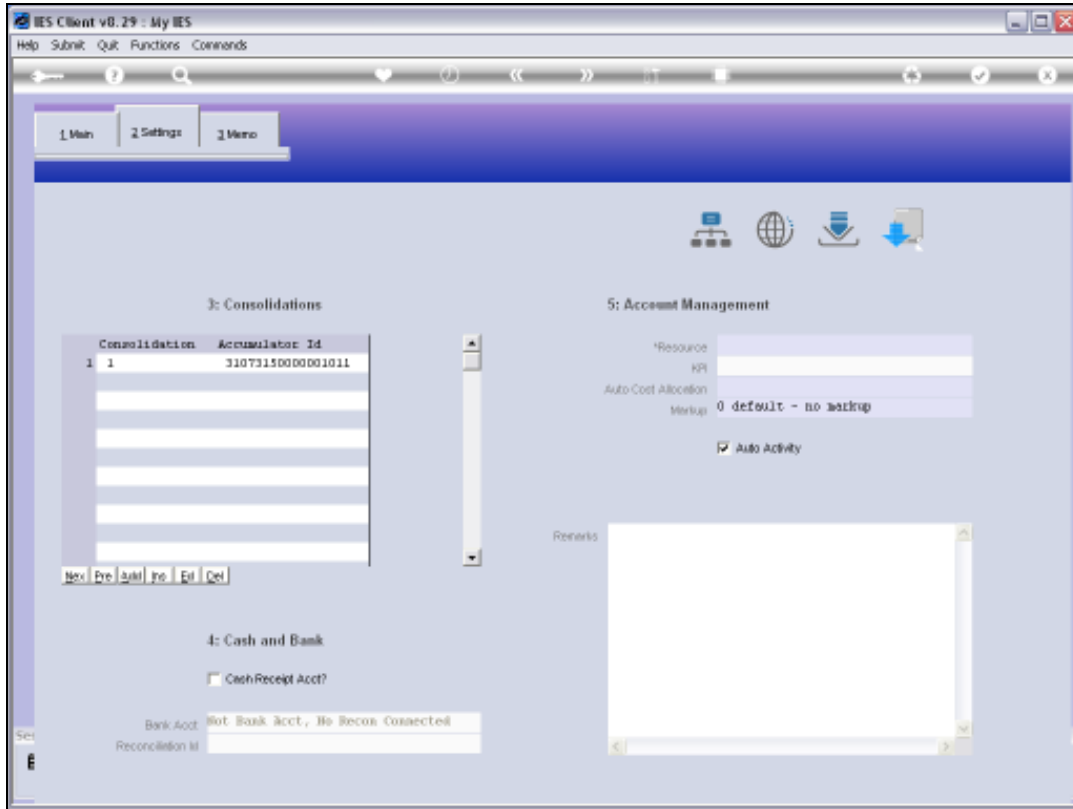
Slide notes: As we can see, the mandatory Fields are all completed for us.



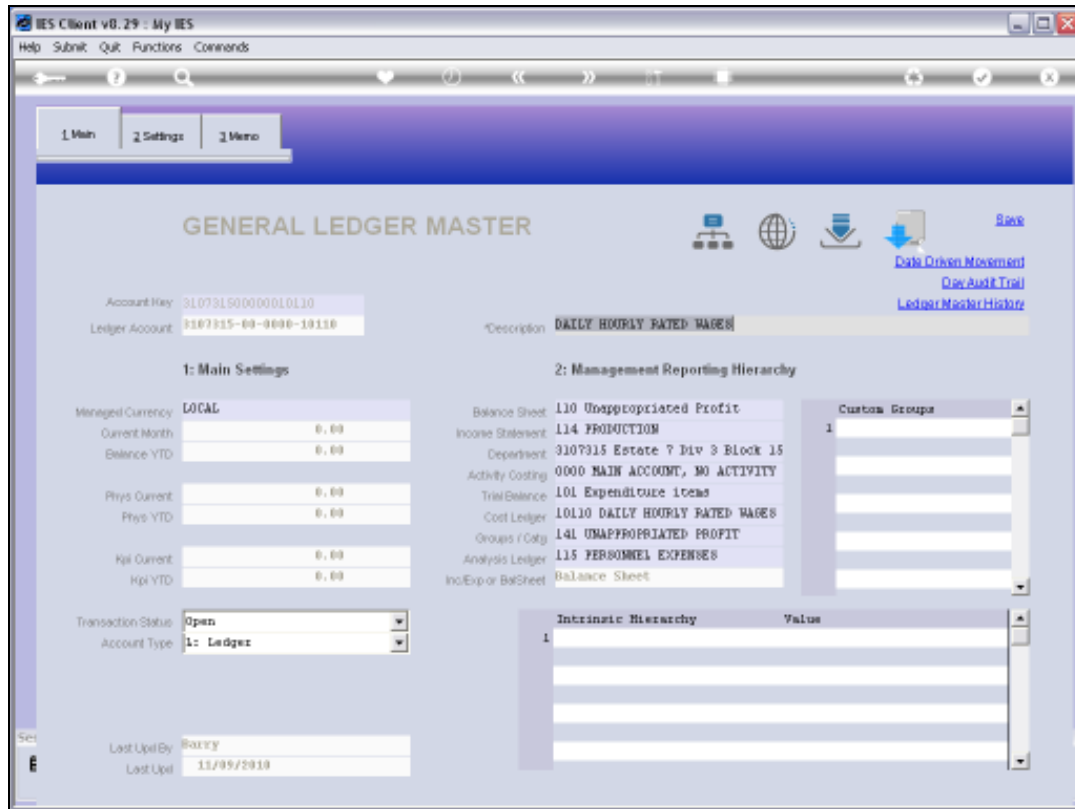
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Slide notes:



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Slide notes:



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Slide notes:



Slide 23

Slide notes: When we choose SAVE, then our new Account is created. It really is quite quick and easy to do.

The screenshot shows the 'GENERAL LEDGER MASTER' form in the IES Client v8.29: My IES application. The form is divided into several sections for account management and data entry.

Account Information:

- Account Key:
- Ledger Account:
- *Description:
- Managed Currency: LOCAL
- Transaction Status: Open (dropdown menu)
- Account Type:
- Inc/Eq or BalSheet: Balance Sheet
- Last Upd By:
- Last Upd:

Financial Data Table:

Current Month	0.00
Balance YTD	0.00
Phys Current	0.00
Phys YTD	0.00
Hpl Current	0.00
Hpl YTD	0.00

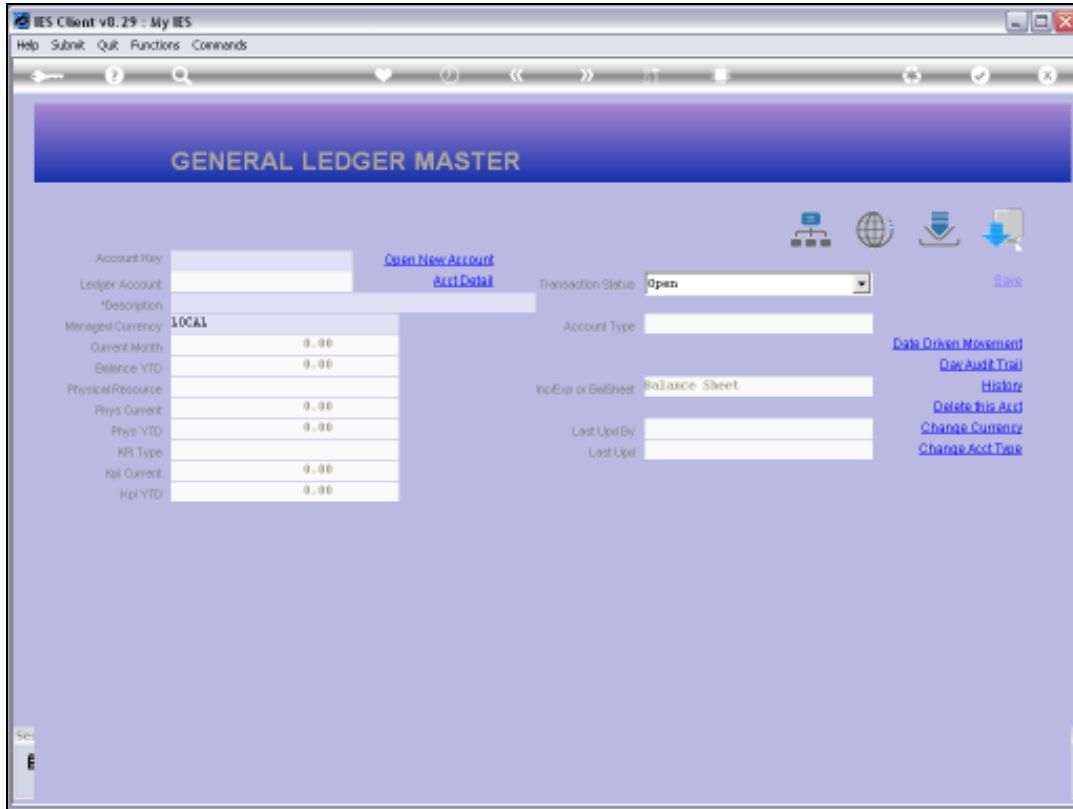
Actions and Links:

- [Open New Account](#)
- [Acct Detail](#)
- [Data Origin Movement](#)
- [Doc Audit Trail](#)
- [History](#)
- [Delete This Acct](#)
- [Change Currency](#)
- [Change Acct Type](#)

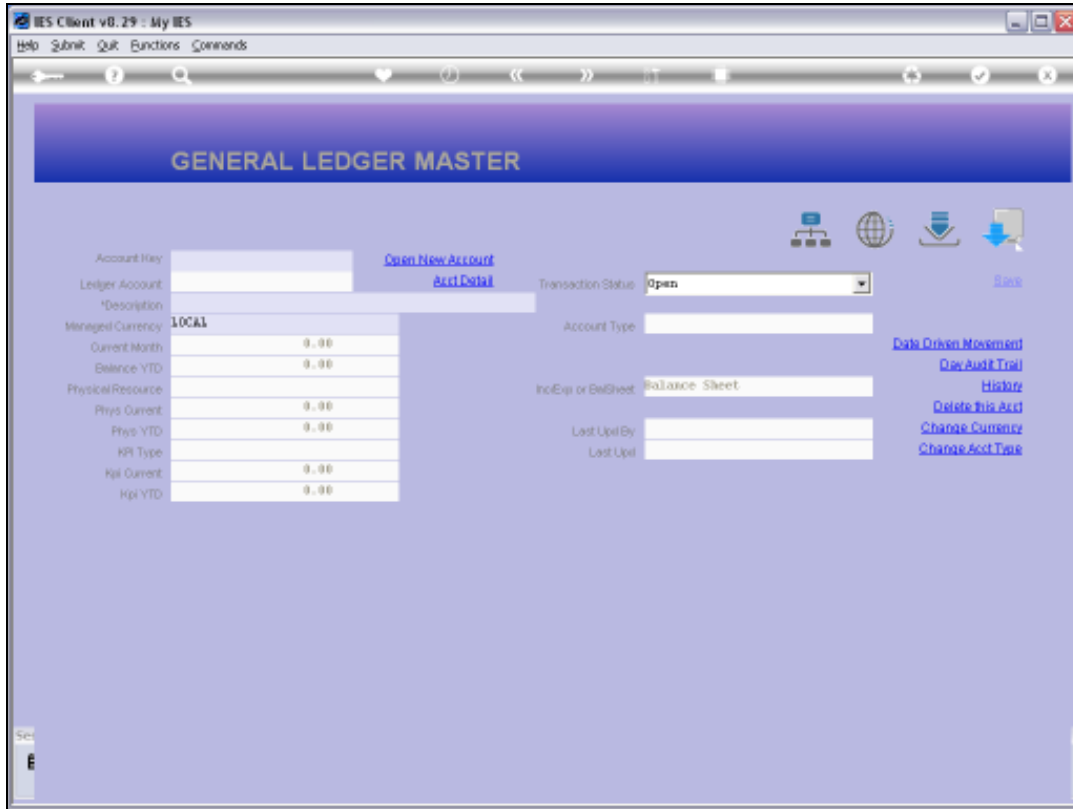
The window title is 'IES Client v8.29: My IES' and the menu bar includes 'Help', 'Submit', 'Quit', 'Functions', and 'Commands'. The interface has a blue header and a light blue background.

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Slide notes: And now the system is ready for the next action, be that another new Account or else retrieval of an existing Account for Maintenance.



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Slide notes:



Slide 26

Slide notes: