

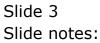


Slide notes: At the Master Files menu, we have an option to 'Maintain GL Accounts'. This option can be used for maintaining existing Accounts, and also to open new Accounts.

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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.





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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.

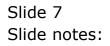




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Slide notes: When a new Account is sensed, there are 3 options. Let us look at the explanation first.

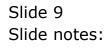
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Slide notes: The 3 options are explained here, and the most often used are 'Maximum Defaults' and 'Inherit'.

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

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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'.

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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.

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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.

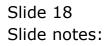
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Slide notes: Now, we will look at the 'Inherit' option. This is an even easier option than the previous, because we are almost guaranteed to have all the mandatory Fields defaulted, although we can still change any Value that we wish to.

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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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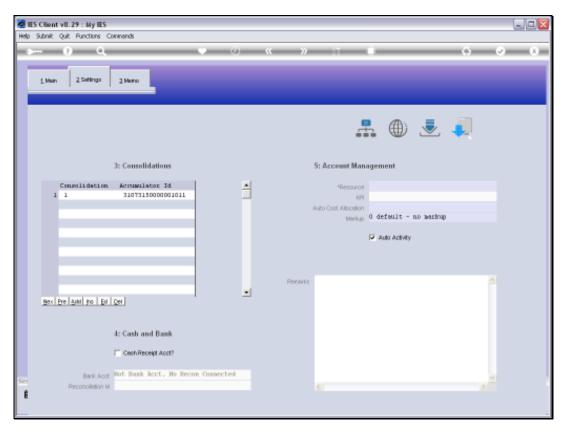


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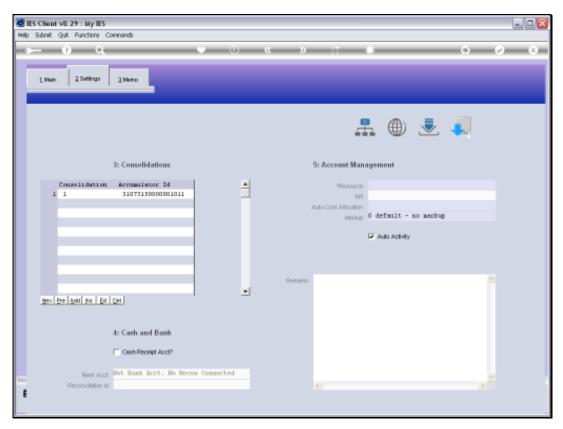
Slide notes: As we can see, the mandatory Fields are all completed for us.

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

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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.



