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Slide notes: Most of our Accounts in the Ledger will be type "L", for Ledger Only. However, when we open Accounts to control Sub Ledgers, then we have to change the Type on these Accounts before we can assign Sub Ledger Accounts to them.





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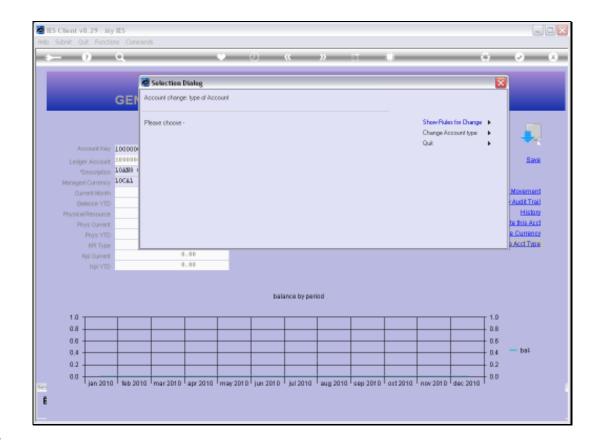
Slide notes: A Loans Control Account is an example of such an Account that is destined to head up a Sub Ledger.





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Slide notes: When we first open the Account, the type will default to Ledger, and we need to use the function "Change Account Type" to convert the Account to a different type.

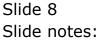


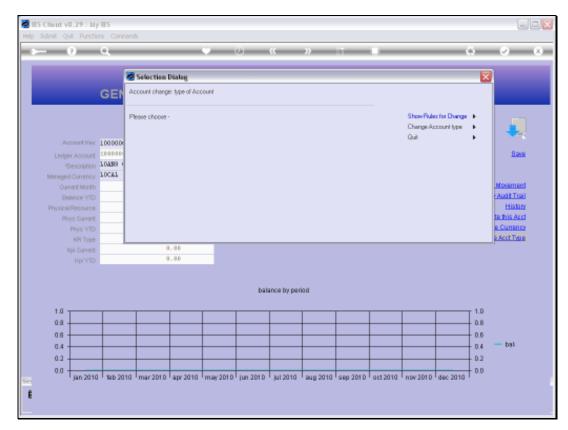
Slide notes: First, let us see the rules for this change.

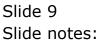
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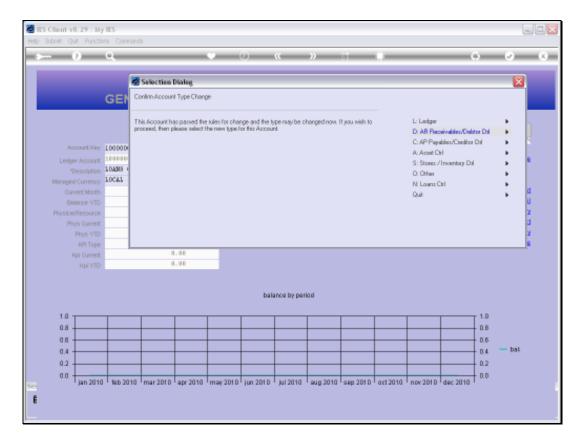
Slide notes: After an Account has been posted with a Transaction, it is no longer possible to change the Type, so we can only do it while the Account is still new.





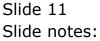






Slide notes: The possible options for the Account Type are Ledger, or else 1 of the Sub Ledger Control Types. For example, if the Account will be a Controller for a Stock & Stores Sub Ledger, then we will select the Stores option. In this case, we choose the Loans option.





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Slide notes: Note that the Type has now been updated.



