

New General Ledger Accounts

The following steps are used when new accounts must be added after “going live” with General Ledger.

Step 1: Add General Ledger account data:

Option 20 - G/L File Maintenance at General Ledger screen.

Option 3 - Accounts at G/L File Maintenance screen.

F9 - To add G/L account.

Enter required data at G/L Account Maintenance screen.

Press <Enter> to save data.

F9 - To display G/L accounts.

Step 2: Create G/L actual records:

Option 20 - G/L File Maintenance at General Ledger screen.

Option 2 - Accounts at G/L File Maintenance screen.

7=Combine cost centers/accounts at Work With Cost Center screen.

Enter Y for type of G/L account added.

Press <Enter> .

Step 3: (optional): Add budget data if necessary for the G/L actuals.

Option 20 - G/L File Maintenance at General Ledger screen.

Option 4 - Actuals/Budgets at G/L File Maintenance screen.

5=Change Budget at Work With G/L Actuals screen.

Entered required data at Budget Maintenance screen.

Press <Enter> .

Step 4: (optional): Add A/P item data if G/L account number will be used by Accounts Payable.

Option 20 - A/P File Maintenance at Accounts Payable screen.

Option 3 - Item at A/P File Maintenance screen.

F9 - To add A/P item.

Enter item code at Item Maintenance KEY SCREEN screen.

Press <Enter> to save data.

Enter required data at Item Maintenance Details screen.

Press <Enter> to save data.

Step 5: (optional): Add G/L actual records data to group records if custom reporting is used.

Option 20 - G/L File Maintenance at General Ledger screen.

Option 16 - Group at G/L File Maintenance screen.

8=Change Details at Group Maintenance screen.

F6 - To add group details at Group Detail Maintenance screen.

Entered required data.

Press <Enter> (not <F3>) to save data.

Step 6: (optional): Update the format of customized versions of balance sheets and income statements if custom reporting is used.

Option 20 - G/L File Maintenance at General Ledger screen.

Option 17 - G/L Report at G/L File Maintenance screen.

8=Display Details at G/L Report Maintenance (GL1700R) screen.

F9 - To add required data at G/L Report Maintenance (GL1750R) screen.

Entered required data.

F9 - To save data.

6=Insert After at G/L Report Maintenance (GL1750R) screen.

Entered required data.

Press <Enter> to save data.

F5 - To resequence inserted lines.

5=Additional Details at G/L Report Maintenance (GL1750R) screen.

Enter required data.

Press <Enter> to save data.

Press <Enter> to save before pressing <F3> to exit.