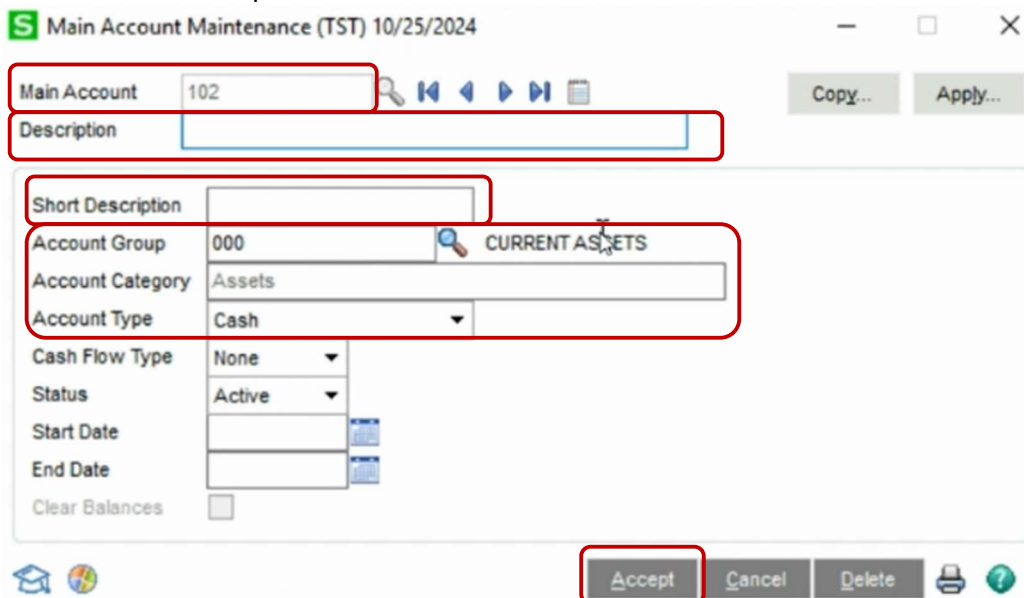


## How to Create New GL Account

*\*BEFORE STARTING, VERIFY YOUR ACCOUNT STRUCTURE\**

### Creating Main Account

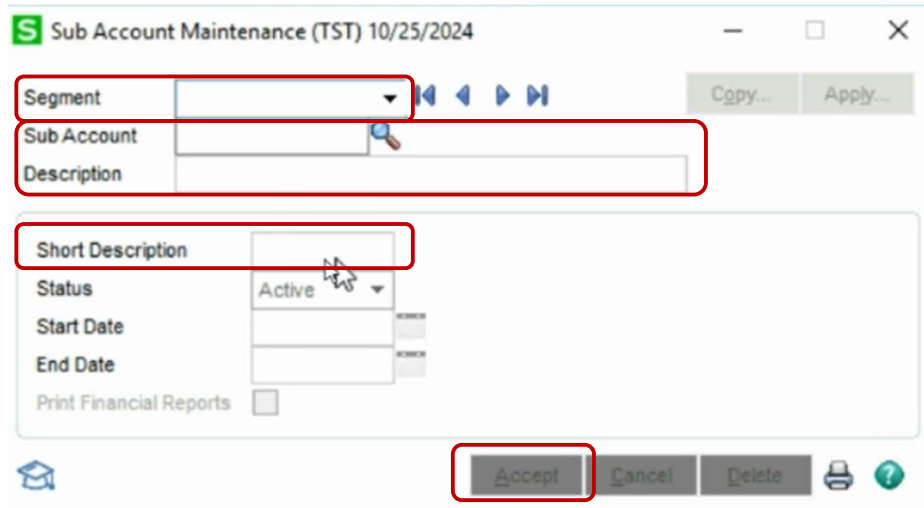
1. General Ledger > Setup > Main Account Maintenance
2. Create Main Account number
3. Enter Description
4. Enter Short Description (Optional)
5. Verify Account Group/ Category / and Type
6. Select Accept



The screenshot shows the 'Main Account Maintenance (TST) 10/25/2024' window. The 'Main Account' field contains '102'. The 'Description' field is empty. The 'Short Description' field is empty. The 'Account Group' is '000' and 'CURRENT ASSETS'. The 'Account Category' is 'Assets'. The 'Account Type' is 'Cash'. The 'Cash Flow Type' is 'None'. The 'Status' is 'Active'. The 'Start Date' and 'End Date' fields are empty. The 'Clear Balances' checkbox is unchecked. The 'Accept' button is highlighted with a red box.

### Creating Sub Account

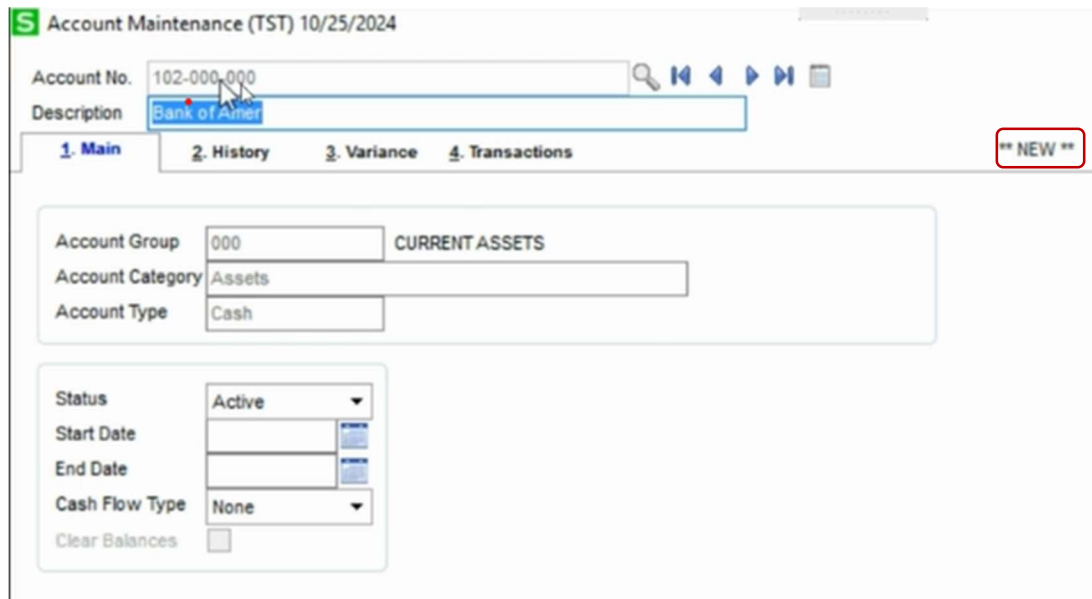
1. General Ledger > Setup > Sub Account Maintenance
2. Select dropdown Segment as Department or Location
3. Create Sub Account
4. Enter Description
5. Enter Short Description (Optional)
6. Select Accept



The screenshot shows a window titled "Sub Account Maintenance (TST) 10/25/2024". It contains several input fields: "Segment" (a dropdown menu), "Sub Account" (a text field with a search icon), "Description" (a text field), "Short Description" (a text field), "Status" (a dropdown menu set to "Active"), "Start Date" (a date field), "End Date" (a date field), and a "Print Financial Reports" checkbox. At the bottom, there are "Accept", "Cancel", and "Delete" buttons, along with a printer icon and a refresh icon. Red boxes highlight the "Segment", "Sub Account", "Description", "Short Description", and "Accept" fields.

### Creating the new GL account

1. General Ledger > Main > Account Maintenance
2. Enter the new main account number. \*Verify it says \*\*NEW\*\*
  - a. If you created a new sub-account number, you can add it after the main number.
3. Verify Group/Category/Type came in correctly from setup
4. Select OK



The screenshot shows a window titled "Account Maintenance (TST) 10/25/2024". It contains the following fields: "Account No." (102-000,000), "Description" (Bank of Amer), "Account Group" (000 CURRENT ASSETS), "Account Category" (Assets), "Account Type" (Cash), "Status" (Active), "Start Date", "End Date", "Cash Flow Type" (None), and a "Clear Balances" checkbox. A red box highlights the "Description" field, and another red box highlights the "\*\* NEW \*\*" label in the top right corner. The window has tabs for "1. Main", "2. History", "3. Variance", and "4. Transactions".