Global 3000
Service Pack Note

General Ledger Chart of Accounts Maintenance

| Author	DCP
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INTRODUCTION

This service pack introduces a number of improvements to Chart of Accounts Maintenance. The changes include the addition of a number of information windows to help speed up the process of maintaining the chart of accounts.

This service pack introduces a number of improvements to chart of accounts maintenance. The changes are:

- The standard General Ledger menu has been updated to rename the 'Individual Accounts' option as 'Chart of Accounts Maintenance'.

- The chart of accounts window has been reorganised to place the "Class" field into the scrolled area.

- A new 'Profit Centres' window shows the details of which profit centres an account is currently enabled for whilst scrolling through the list of accounts.

- Two new analysis code information windows show the details of any analysis code categories assigned to an account whilst scrolling through the list of accounts.

- New analysis codes and categories can be created whilst maintaining an account.

- Account Group Titles can now be amended.

- A "Profit Centres" button has been added to allow direct enabling/disabling of profit centres for the selected account (without the need to maintain the account first).

Chart of Accounts Maintenance Window
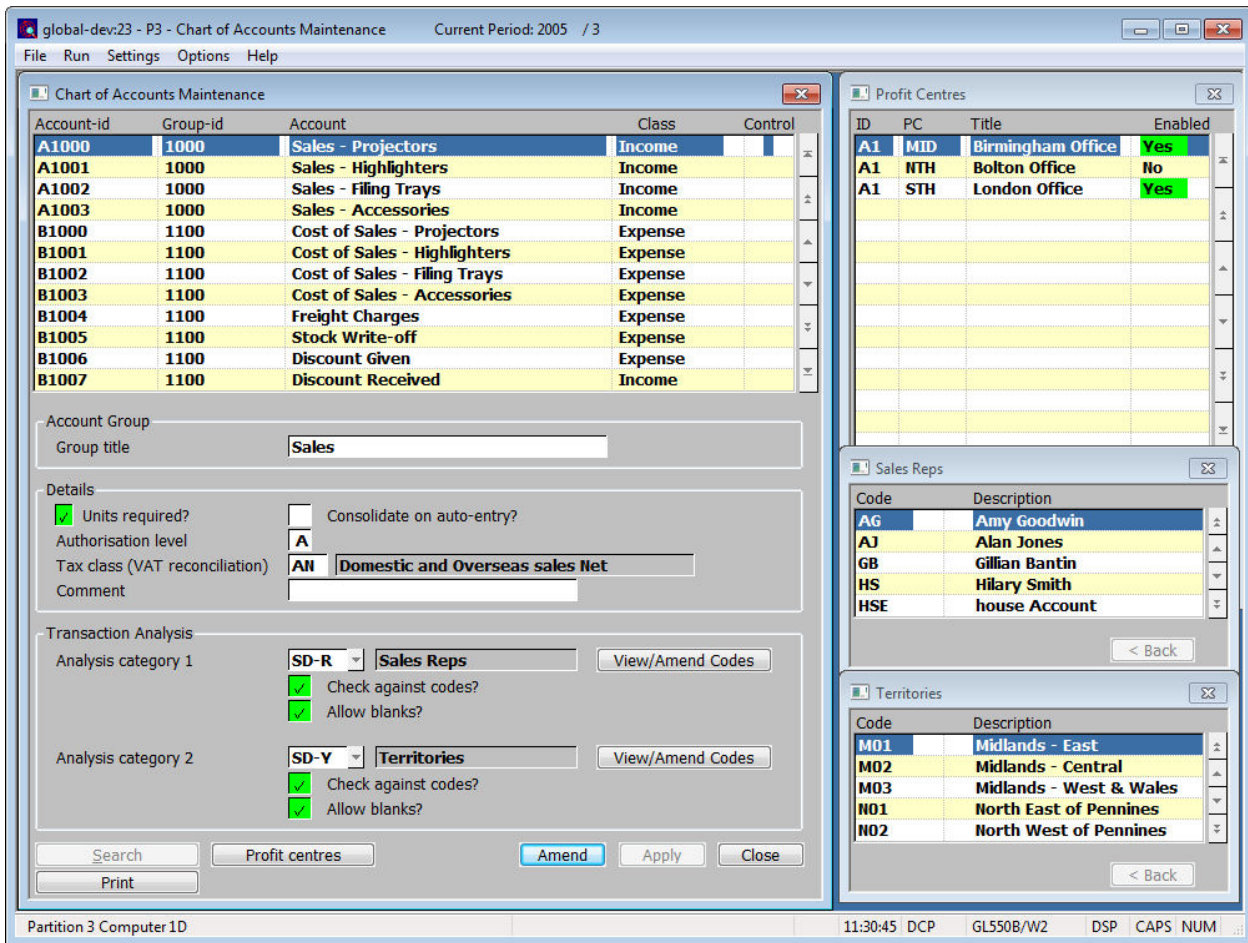
Purpose   This window lists accounts that have already been defined, and it enables you to add new accounts, and to amend or delete existing accounts.

As you scroll through the chart of accounts list, one or more additional windows are displayed containing information relating to each account.

The profit centres window displays a list of profit centres and indicates which ones are enabled for the current account.

If analysis categories are used on the currently highlighted account then an analysis code window is displayed for each category showing the list of valid codes.

Author	DCP	
Project	ZG60_000120.doc	
Version	1.0	4 of 8

Group title	The title of the account group. If you are automatically creating an account group with the same code as the account, the account group title is defaulted to the account title.
Analysis category 1& 2	You can optionally enter one or two analysis categories for the account. If you do, when you enter a transaction into General Ledger for this account, you are prompted for the appropriate analysis code for the transaction. Leave blank for no analysis category. Press the 'Search'button for a pop-up enquiry of valid analysis categories or to create a new Analysis Category.
Note	Provided accounts are being validated against the actual General Ledger chart of accounts, analysis codes can be passed to General Ledger from Debtors Ledger, Creditors Ledger and Cash Manager. Asset Register can pass codes to General Ledger for the first analysis category.
Further information	For each Analysis code defined against the account, an analysis code window is displayed showing the current list of valid codes defined against the category.
Check against Codes	Set this if you want to force the operator to enter a valid code for this analysis category during transaction entry. Do not set this if you do not want any checks on the code the operator enters for this analysis category during transaction entry.
Allow Blanks	Set this if you want the operator to be able to leave the analysis code blank for this analysis category during transaction entry. When not set the operator is forced to enter a code.

The buttons are:

| **View/Amend Codes**	*(Only enabled if Analysis category 1 or Analysis Category 2 are in use for an account).*Use this function to view or update the list of valid analysis codes for the selected analysis category.
Note	If the analysis category is one of the system codes (customer classifications, asset register analysis codes, stock locations, sales representatives or territories) which are prefixed by '**SD-**' then the analysis codes can only be viewed.
Print	Chart of Accounts Listing Print Options window.
Profit Centres	Enabled Profit Centres Window.

Profit Centres Window
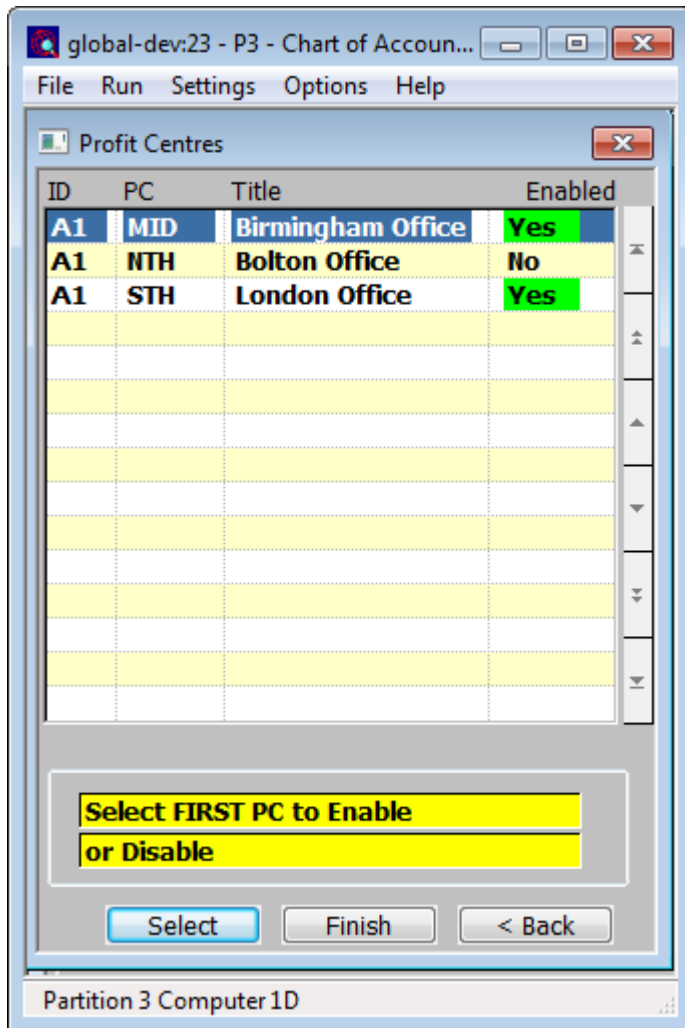
This window is entered when you complete your replies in the Chart of Accounts Maintenance window whilst creating a new account, or when you press the "Profit Centres" button in the Chart of Accounts Maintenance window.

Purpose   This window lists company and profit centre combinations which have been defined in the ledger, showing whether they are enabled for the selected account. This window allows you to select one or a range of company and profit centre combinations to enable or disable for the selected account.

The chart of account is common to all financial years within General Ledger. However enabling an account only applies to the currently selected financial year. It is therefore important to ensure you have selected the correct year before you enable and disable accounts. The selected financial year is displayed on the top of the screen.

Select Range   To select a range of company and profit centre combinations to enable or disable, move the cursor to the first entry in the required range and press the 'Select' button

- A small 's' appears in the extreme right hand column signifying the start of the range

Move the cursor to the last entry in the required range and press the 'Finish' button:

- A small 'e' appears in the extreme right hand column signifying the end of the range.

Author	DCP	
Project	ZG60_000120.doc	
Version	1.0	6 of 8

- If the first entry in the range was disabled, the range is enabled.

- If the first entry in the range was enabled, the range is disabled.

- You are returned to this window which reflects the new enabled/disabled status of the entries in the selected range. The cursor appears on the last entry in the range, ready for you to select another range if necessary.

Note   This window may have to be repositioned within the GX client area to achieve the optimum window configuration.

Note   To select a single entry, move the cursor to the required entry and press the 'Select' button twice.

Analysis Category Window
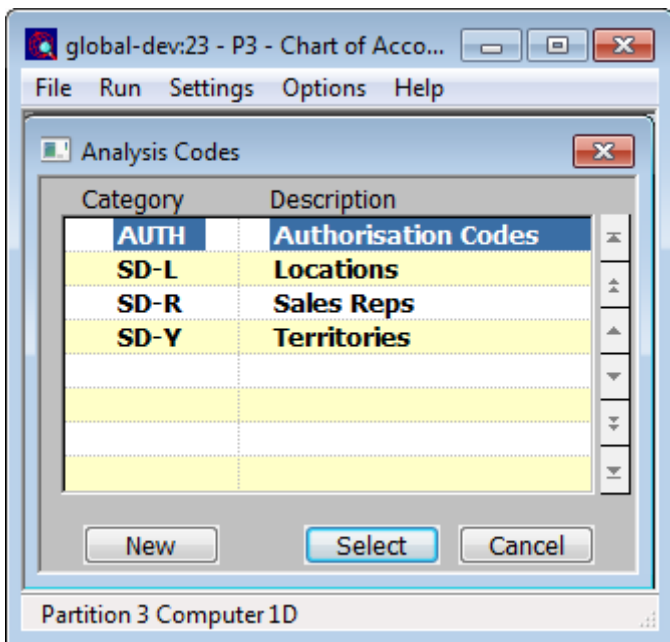
This window appears when you press the 'Search' button at the Analysis Category 1 or Analysis Category 2 field in the main Chart of Accounts Maintenance window.
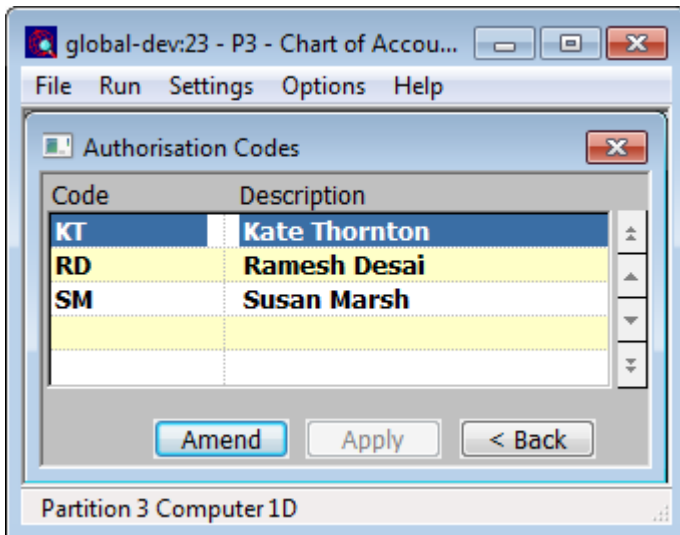
Purpose   This window allows you to either select an existing Analysis Category to be used on the current account, or to create a new one.

The buttons are:

New   Use this to create a new Analysis Category.

Author	DCP	
Project	ZG60_000120.doc	
Version	1.0	7 of 8

Analysis Codes Window

This window is entered when you press the "View/Amend Codes" button in the Chart of Accounts Maintenance window.

Purpose   This window displays the current list of valid analysis codes that can be used for the selected analysis category.

New codes can be added or existing codes can be amended or deleted.

Note   This window may have to be repositioned within the GX client area to achieve the optimum window configuration.

Note   If the analysis category to which the codes belong is one of the system codes (customer classifications, asset register analysis codes, stock locations, sales representatives or territories) which are prefixed by '**SD-**' then the amend and apply buttons are not present and the codes can only be viewed.

Author	DCP	
Project	ZG60_000120.doc	
Version	1.0	8 of 8