



# **Global 3000 Service Pack Note**

## **General Ledger - Inactive Accounts**

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<b>Project</b>	ZG60_000180.docx		
<b>Version</b>	1.0		1 of 4

## INTRODUCTION

This service pack provides the ability for General Ledger accounts to be marked as inactive and suppress them from searches and enquiries.

The changes introduce a new option in chart of accounts maintenance. The new option (labelled 'Account status') can have one of two values, either 'Active' or 'Inactive'. All existing accounts are assumed to be 'Active' until they are specifically set to 'Inactive'. The account status can only be changed to 'Inactive' for accounts with a zero balance (at all profit centres).

Inactive accounts are excluded from the account searches and account enquiry windows by default although they can be included (in enquiries) via a new button.

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# Chart of Account Maintenance

Account-id	Group-id	Account	Class	Control
B1000	1100	Cost of Sales - Projectors	Expense	
B1001	1100	Cost of Sales - Highlighters	Expense	
B1002	1100	Cost of Sales - Filing Trays	Expense	
B1003	1100	Cost of Sales - Accessories	Expense	
B1004	1100	Freight Charges	Expense	
B1005	1100	Stock Write-off	Expense	
B1006	1100	Discount Given	Expense	
B1007	1100	Discount Received	Income	
B1008	1100	Stock Variances	Expense	
C1000	1200	Rent	Expense	
C1001	1200	Rates	Expense	

Account Group  
Group title: **Cost of Sales**

Details  
 Units required?       Consolidate on auto-entry?  
 Authorisation level: **A**  
 Tax class (VAT reconciliation): **NC No Tax Class**  
 Account status: **Inactive**      From year: **2017**  
 Comment:

Transaction Analysis  
 Analysis category 1:    
 Check against codes?  
 Allow blanks?  
 Analysis category 2:    
 Check against codes?  
 Allow blanks?

Buttons: Search, Profit Centres, Amend, Apply, Close, Print, Exclude Inactive, New, Insert

Status Bar: Partition 2 Computer 1D | 12:47:33 dcp | GL550B/W2 | DSP

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**Account status** This allows you to define the account's status. Select one of the following:

- **Active.** This is the default.
- **Inactive.** Accounts flagged as inactive are by default excluded from account searches, account enquiries and chart of accounts maintenance. Enquiries and chart of accounts maintenance provide the ability to include inactive accounts via a button.

**Note** The system records the selected financial year in which the account has been marked as inactive (and this is displayed for future reference). The account is treated active in years earlier than the currently selected year.

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