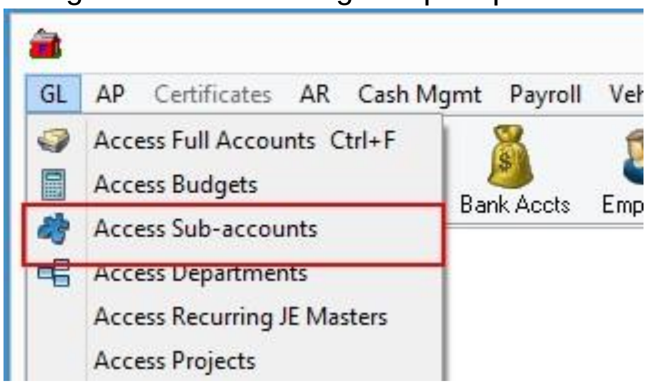
How to Create General Ledger Sub-Accounts

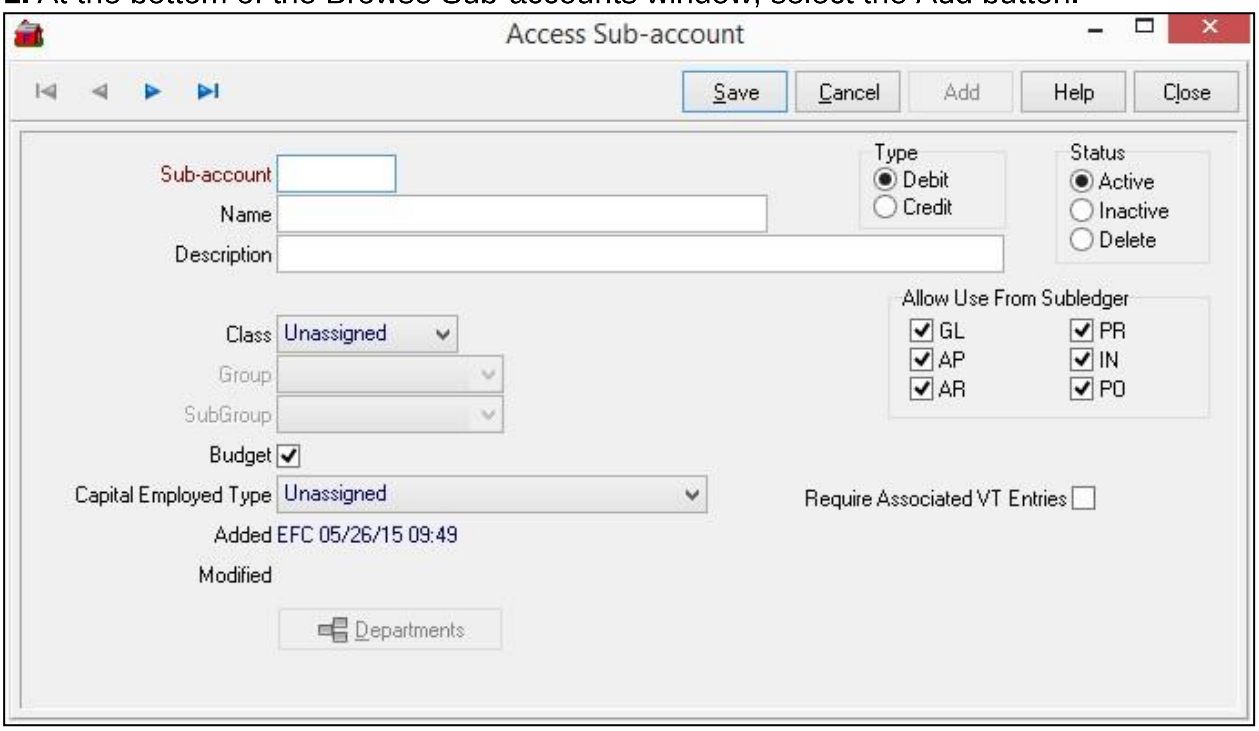
Create a Sub-account also known as natural General Ledger Account. To create a Full GL account, a Sub-account and Department must be connected.

Navigate to Merchant Ag FIN | GL | Access Sub-accounts.



Follow the steps to create Sub-account.

1. At the bottom of the Browse Sub-accounts window, select the Add button.



2. Enter a Sub-account ID in this five digit numeric field.

3. Enter a Sub-account Name in this thirty character alpha-numeric field.

4. Enter the Description of the account in the fifty character alpha-numeric field.

5. Select a Type of account, also known as normal balance, for the account.

6. Define the Class of account by using the drop down menu. Select a Class to allow the account to be included or excluded using filters in optional Performance Charts when generating Financial Statements.

7. Click the checkbox for Budget if this account will be budgeted.

8. In the Allow Use From Subledger section, select the modules that can access this account.

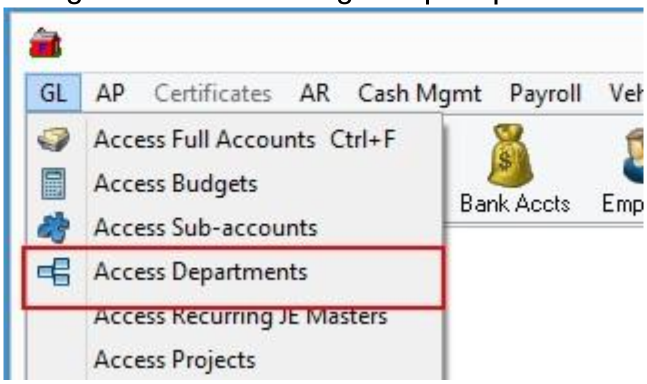
9. Select Save to complete the creation of the Sub-account.

10. To create a Full General Ledger account, select the Departments button and choose the appropriate Department.

How to Create a Department

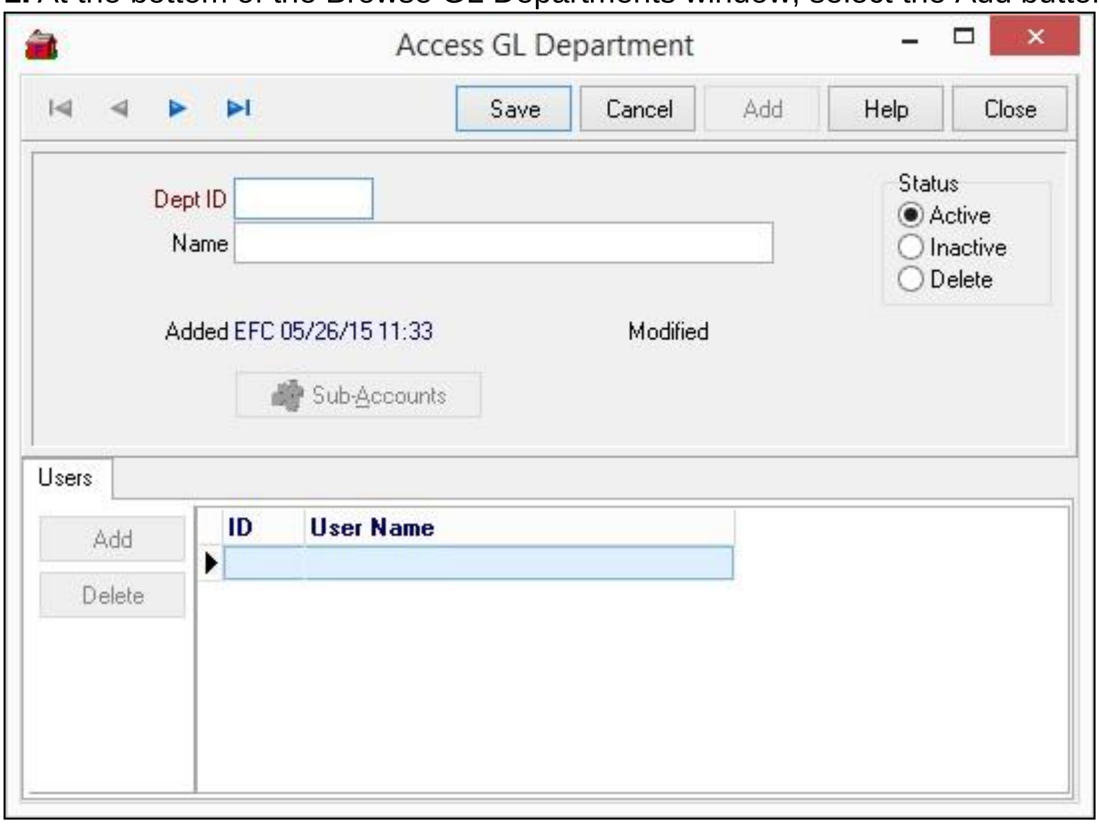
Departments allow financial information to be segmented by locations or divisions within an organization.

Navigate to Merchant Ag FIN | GL | Access Departments.



Follow the steps to create Department.

1. At the bottom of the Browse GL Departments window, select the Add button.



2. Enter a Department ID in this seven character alpha-numeric field.

3. Add a descriptive Name to the Department in this thirty character alpha-numeric field.

4. Select Save.

5. Link Sub-accounts to this Department by selecting the Sub-accounts button.

6. Access the Users section then click the Add button to select the Users who should have access to the Department.