Account Maintenance

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New

Add a Single Account:

- Enter each part of the G/L account number (or click the Search icon to select). The description will be displayed to the right of the each part. If you are adding a new account segment, you may enter the new number and description here. A new fund must be first added/maintained under Setup > Account Structure. If the fund exists, individual account numbers may be added here.
- If you wish to change the description of a part/division of the account number, this description will apply to all account numbers. These descriptions are maintained under Setup > Account Structure.
- Active checkbox must be checked to allow entry to this account.
- Alias: usually the name of this G/L account from a prior system, if that needs to be held as a reference.
- Object: If using object tracking, the object number that is assigned to this account.
- Attachments: may be added for any documentation related to this account.
- Comments: any type of comments pertaining to this account that might be helpful to staff. For example, a directive for the staff, indicating examples of what is charged to this account. These Comments are displayed on the budget entry screen. The Global Account Edit can be used to add/change comments on multiple accounts.
- Custom information:
- Report descriptions: alternate numbering structure for reporting purposes, if the current charge of account structure cannot produce the report order needed. For details, see **Report Descriptions**.
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Add Multiple Accounts: Menu options exist to easily add multiple accounts, either by selecting account parts, cloning a selection of accounts, or by importing a list of G/L account numbers from a spreadsheet. For details, see **Account Multiple Add**, **Clone Accounts**, and **Import Accounts**.

Edit

Edit this account:

- You may not change an existing account number. Use **Merge Accounts** instead to move the account to a new number.
- To inactivate an account, simply uncheck the Active box. Inactivating an account will not allow any future entry to this account#; but will include all history in financial reports. Global Account Edit can be used to select multiple accounts to inactivate.

Delete

Delete an Account: Click to highlight an account number and click Delete. The system will not allow an account to be deleted if any type of activity exists.

Filter: A setting to temporarily display selected accounts only. See **Filter Accounts/Object Ranges**

Audit: The system holds an audit trail of any account additions or changes. Operation "Insert" indicates the account was added. "Update" indicates changes were made to the account, including old value, new value, and user date/time stamp.

Transactions: See Account Transactions

Actuals/Budgets: See Actuals/Budgets - Accounts

Reports: Prints/exports the current screen display.